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ABOUT ALPHA PHI SIGMA

SOCIETY JARGON

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

Phi is pronounced "fi", not pie.

You will notice that we refer throughout the Handbook to:

- **Headquarters** rather than "central office," "national office" or "secretariat"
- **Executive Advisory Board** rather than the "Executive Committee"
- **Executive Council** rather than "Board of Directors"
- **Executive Director** or **Associate Director** rather than "Executive Officer" or "CEO"
- **Chapter Advisor** rather than "chapter sponsor" or "chapter guide"

Alpha Phi Sigma is an honor society, not a fraternity, sorority, or club. Calling Alpha Phi Sigma, a fraternity, honorary fraternity, honorary society, honorary, or club is incorrect. The correct terminology is **honor society.**

Your local unit at your college/university is called a chapter.

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 have the same rights, privileges, and responsibilities and are considered lifetime members.

Alpha Phi Sigma is the official criminal justice honor society in the United States, its territories and Canada.

WHAT IS ALPHA PHI SIGMA?

Alpha Phi Sigma is the only nationally recognized honor society for criminal justice. Founded in 1942, Alpha Phi Sigma has grown to over 450 chapters at colleges and universities in the 50 states, U.S. territories and Canada.

Students who meet eligibility requirements (see bylaws on our website), may become members of Alpha Phi Sigma if they are enrolled in a baccalaureate program (or higher) in the field of criminal justice or a related discipline at an accredited college/university. Related disciplines include forensics, law, homeland security, human services, political sciences, sociology, justice studies, psychology, public administration, social sciences, government, and social work. Students in related disciplines must have completed a minimum of four courses directly related to criminal justice. Examples of these courses include juvenile delinquency, criminology, legal perspectives, abnormal behavior, service administration/management, etc.

The goals of Alpha Phi Sigma are to promote

Academic Excellence, Leadership, Service, & Unity

Membership in Alpha Phi Sigma provides prospective employers with instant verification of exemplary performance and achievement, distinguishing members from competing job applicants. In fact, the U.S. Government's Office of Personnel Management (OPM) offers incoming federal employees a two level pay grade increase for “Superior Academic Achievement", which can be obtained through membership in Alpha Phi Sigma.

The ultimate test of the value of membership in any organization lies in the accomplishments of its members. Alpha Phi Sigma is well represented in the professional ranks in all areas of the criminal justice field, including police, courts, corrections, forensics, non-profits, and higher education.

Benefits also include:

- Membership certificate, pin, & wallet card
- Official publication, *The Docket*
- Merchandise available on our website
- Scholarships and Awards
- Leadership development and networking with students and professionals in the community and at the annual conference
- Membership meets one of the requirements for entrance at the GS-7 level in numerous professional & technical occupations in the U.S. Government
- Privilege of wearing academic Honor Regalia for graduation and academic ceremonies
- Access to law enforcement job postings
- Networking with other Alpha Phi Sigma members
- Resume and interview tips and techniques
- Access to members world-wide through social media
- Chapter community service events

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 in 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 Bylaws.

During its initial years, Alpha Phi Sigma experienced only limited growth. 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 and fifty chapters in the United States, its territories, and Canada.

In 1981, Alpha Phi Sigma was admitted into 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, University of Maryland-Eastern Shore, North Carolina Central University, Missouri State University, and University of Houston-Downtown.

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.

PURPOSE

- 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

The Academy of Criminal Justice Sciences – ACJS www.acjs.org

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

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.

The Academy provides a forum for disseminating ideas relating to critical issues in research, teaching, and education within the field and allied disciplines. Additionally, membership in specialty sections within the field is encouraged.

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 amalgamation of scholars who 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.

Association of College Honor Societies – ACHS www.ACHShonor.org

Since 1925, ACHS has set standards for organizational excellence and scholastic eligibility, ensuring that member societies are structured to advance the interest of their individual members. ACHS also serves as a resource to protect consumers from disreputable organizations.

The mission of ACHS is to build a visibly cohesive community of national and international honor societies that promotes the values of higher education; fosters excellence in scholarship, leadership, service, and research; and adheres to the standards of honor society excellence.

Membership in a reputable honor society does not come easily. An invitation to membership should reflect exceptional academic achievement and sometimes, additionally, outstanding campus leadership and service.

Some honor societies include all academic fields, while others focus on specialized areas such as political science or music. All ACHS-certified societies bestow honor, recognition, and lifetime distinction.

Despite the Greek names, college honor societies are not social clubs or fraternal organizations. Honor society members are among your school's most promising young prospective professionals, eager to advance scholarship, ethics, and professionalism in their academic disciplines.

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



ALPHA PHI SIGMA SYMBOLS

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

COLORS

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

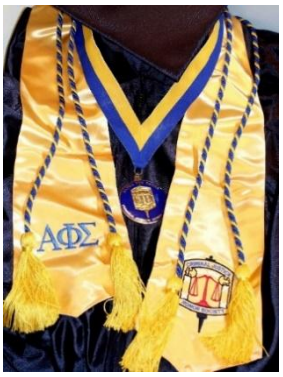
KEY

The Key bears the scales of justice, the shield of honor, and the columns of learning. Originally, the Latin motto "Qui Transulit Sustinet" was on the Key. The Latin motto was taken from early law enforcement and is historically translated as "He Who Perseveres Succeeds". The Alpha Phi Sigma Executive Advisory Board updated the translation to "Those Who Persevere Succeed".

At the turn of the century, the Latin motto on the Key was replaced with the name Criminal Justice Honor Society, to increase the image and visibility of the Honor Society.

There are no hidden meanings of symbols.

ACADEMIC HONOR REGALIA



Honor Stole: Gold satin with Alpha Phi Sigma Key embroidered on left side and Greek letters, Alpha Phi Sigma, embroidered on right side of honor stole.

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

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

FLAG



The Alpha Phi Sigma flag is blue and gold with a gold fringe. The flag is divided into three vertical stripes, two college blue on the outside and a gold center bearing the Key in the middle.

PROPER USE OF SYMBOLS

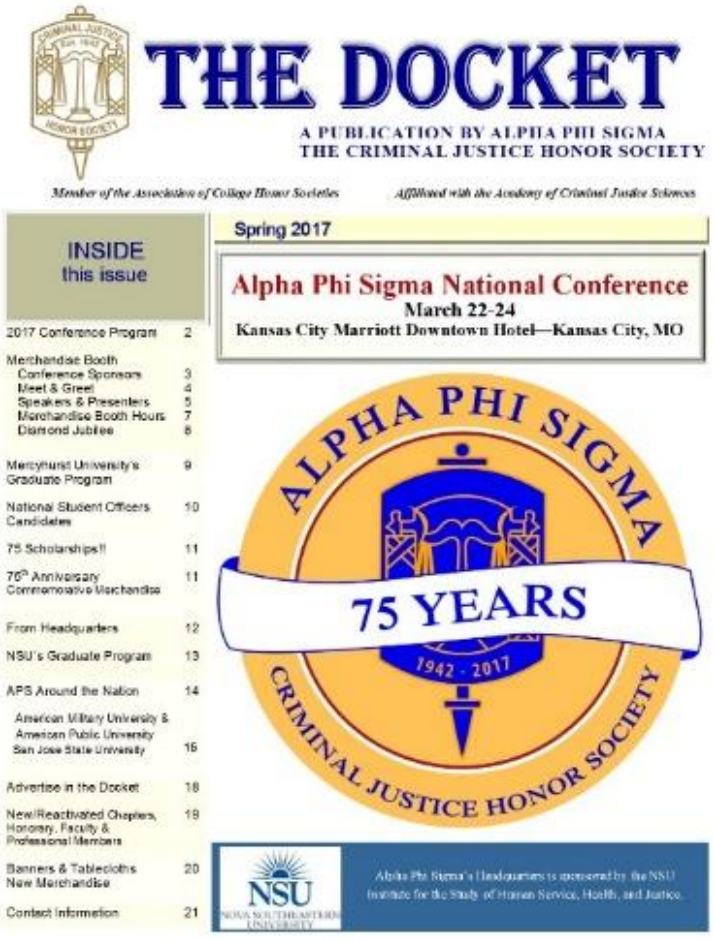
Symbols of Alpha Phi Sigma are copyrighted. A chapter may request the use of the insignia (Key and/or Greek letters) replica under the following conditions/guidelines:

- The design must primarily advance the image/visibility of and not cause embarrassment to Alpha Phi Sigma.
- To maintain a uniform image, the Key may not be altered. Stylized versions are not permitted.
- The Executive Director **MUST** approve the design. Submit your design to Headquarters for approval **BEFORE** printing.
- Items using the insignia or name of Alpha Phi Sigma are for Alpha Phi Sigma chapters **ONLY**.

OFFICIAL PUBLICATION *The Docket*

The Docket is the official publication of Alpha Phi Sigma. *The Docket* is a general interest newsletter containing up to date information from Headquarters, activities from chapters from around the world, alumni news, merchandise, and other news pertinent to the honor society. *The Docket* is an online newsletter published three times per year (Spring, Summer, and Fall) and is emailed to all members and available online.

Chapters are encouraged to use *The Docket* to publish their activities and events.



THE DOCKET

A PUBLICATION BY ALPHA PHI SIGMA
THE CRIMINAL JUSTICE HONOR SOCIETY

Member of the Association of College Honor Societies *Affiliated with the Academy of Criminal Justice Sciences*

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Spring 2017

Alpha Phi Sigma National Conference
March 22-24
Kansas City Marriott Downtown Hotel—Kansas City, MO

ALPHA PHI SIGMA
75 YEARS
1942 - 2017
CRIMINAL JUSTICE HONOR SOCIETY

NSU

Alpha Phi Sigma's Headquarters is sponsored by the NSU Institute for the Study of Human Service, Health, and Justice.

ALPHA PHI SIGMA BROCHURE

WHY JOIN ALPHA PHI SIGMA?

Are you ready to join the only accredited criminal justice honor society? If so, Alpha Phi Sigma is for you! But membership is not automatic, so be sure to check eligibility requirements on our website under *Applications*. Once a member, you'll enjoy the many benefits noted throughout this brochure. More importantly, membership in Alpha Phi Sigma signifies your dedication to academic excellence, leadership, service, and unity, and allows you to join the thousands of Alpha Phi Sigma members and alumni across the world who make a positive difference each day in their professions and communities. Get connected! Join Alpha Phi Sigma, *THE* Criminal Justice Honor Society.

ACADEMIC HONOR REGALIA*



HONOR STOLE

Gold satin with Alpha Phi Sigma Key embroidered on left side, and Greek letters embroidered on right side of honor stole.

HONOR CORD

Blue and Gold intertwined cords with gold tassels.

HONOR MEDALLION

Blue round medallion with the Key embossed and gold lettering.

* Available for purchase by members in good academic standing.

CONNECT WITH US

AlphaPhiSigmaCriminalJustice
Alphaphisigma
AlphaPhiSigmaCJ
AlphaPhiSigmaHQ
https://www.linkedin.com/in/alpha-phi-sigma-the-criminal-justice-honor-society-1b2379189/

TYPES OF MEMBERSHIPS

Collegiate Members
Faculty Members
Alumni Members
Golden Alumni
Honorary Members
Professional Members

Additional information about each membership type is listed on our website under *Membership Applications*.

DOES YOUR COLLEGE OR UNIVERSITY HAVE AN ALPHA PHI SIGMA CHAPTER?

Go to www.AlphaPhiSigma.org and click on Chapter Resources to view the Chapter Directory.

Don't have one? Charter a chapter!

More information available on our website.

CONTACT US

Alpha Phi Sigma National Headquarters
Nova Southeastern University
3300 University Drive
Ft. Lauderdale, FL 33328

P.O. Box 292405
Davie, FL 33329-2405

Tel: 954-262-7004

http://www.alphaphisigma.org
E-mail: headquarters@AlphaPhiSigma.org

NSU Florida
Abraham S. Fischler College of Education and School of Criminal Justice
NOVA SOUTHEASTERN UNIVERSITY

Alpha Phi Sigma Headquarters is sponsored by NSU and housed on the campus of Nova Southeastern University.

ALPHA PHI SIGMA
Academic Excellence
Est. 1942
Leadership Service Unity
CRIMINAL JUSTICE HONOR SOCIETY

RECOGNIZING & PROMOTING



ACADEMIC EXCELLENCE
LEADERSHIP
SERVICE
UNITY

Visit us at
AlphaPhiSigma.org

WHAT IS ALPHA PHI SIGMA?

Alpha Phi Sigma is the only nationally recognized honor society for criminal justice. Founded in 1942, Alpha Phi Sigma has grown to over 550 chapters at colleges and universities in 50 states as well as in Guam and Canada.

Students who meet eligibility requirements (see website), can become **collegiate** members of Alpha Phi Sigma as long as they are enrolled in a baccalaureate **degree** program (or higher) in the field of criminal justice or a related discipline at an **accredited** institution. Related disciplines include criminology, forensics, law, homeland **security,** human services, political science, sociology, justice studies, psychology, **public** administration, and social sciences. Collegiate members in related disciplines **must take** a minimum of four upper-division courses directly related to criminal justice. **Some** examples of these courses include juvenile delinquency, criminology, **legal perspectives,** criminal law, abnormal behavior, and justice **administration/management.**

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 benefits and necessity of education and professional training.

The goals of Alpha Phi Sigma are to promote Academic Excellence, Leadership, Service, & Unity

NATIONAL RECOGNITION

Certified Member

Alpha Phi Sigma meets the highest standards of the Association of College Honor Societies and is fully accredited.

ACJS

The Academy of Criminal Justice Sciences (ACJS) granted Alpha Phi Sigma affiliate status in 1975. Alpha Phi Sigma is proud to have ACJS as a sponsor of the annual Alpha Phi Sigma conferences.

BENEFITS OF MEMBERSHIP

FEDERAL BENEFITS OF MEMBERSHIP

Membership in Alpha Phi Sigma provides prospective employers with instant verification of exemplary performance and achievement, distinguishing members from competing job applicants at a glance. In fact, the US Government's Office of Personnel Management (OPM) offers incoming federal employees a two level pay grade increase for "Superior Academic Achievement" which can be obtained through membership in Alpha Phi Sigma.

The ultimate test of the value of membership in any organization lies in the accomplishments of its members. Alpha Phi Sigma is well represented in the professional ranks of all areas in all areas of the criminal justice field, including police, courts, corrections, forensics, non-profits, and higher education.

BENEFITS ALSO INCLUDE

- Membership certificate, pin, & card
- Official publication, *The Docket*
- Merchandise available on-line
- Scholarships and Awards
- Leadership development and networking with students and professionals in the community and at the annual conference
- Membership meets one of the requirements for entrance at the GS-7 level in numerous professional & technical occupations in the U.S government
- Privilege of wearing academic honor regalia for graduation and academic ceremonies
- Access to law enforcement job postings
- Networking with other Alpha Phi Sigma members
- Resume and interview tips and techniques.
- Access to members world-wide through social media
- Chapter community service events

ANNUAL CONFERENCE

Members have the opportunity to attend the Alpha Phi Sigma annual conference held every spring. The conference is held concurrently with the Academy of Criminal Justice Sciences' annual conference (ACJS), allowing students to network with professionals in the criminal justice and related fields along with other Alpha Phi Sigma members. Members enjoy a variety of scholarly, professional, and social activities. Locations vary each year, and conference information is posted on our website.

SCHOLARSHIPS, AWARDS & GRANTS

Each spring Alpha Phi Sigma awards approximately $40,000 in scholarships, awards, and grants. Members, chapters, and advisors are eligible for these awards. With some exceptions, members generally do not need to be present at the annual conference to win. Some examples of our awards include the following:

- "Theme of the Year" Project Award
- V.A. Leonard Scholarship
- Regina B. Shearn Scholarship
- Nay-Latocki Military Veteran Scholarship
- Best Paper Scholarship
- CJ General Knowledge Test Scholarship
- CJ Specific Knowledge Test Scholarship
- Student Member Achievement Awards
- Student Member of the Year Award
- Outstanding Chapter Goals' Awards
- Advisor of the Year Award
- "STAR" Chapter Award
- Web Page Awards
- Outstanding Yearbook Competition
- The Alumni Achievement Award
- The Distinguished Alumni Lifetime Membership Award
- Chapter T-shirt Competition
- Chapter Project Grants
- Advisor Grants
- Over $3,000 in Conference Attendance Scholarships
- Specific Advocacy Grants

CHARTERING A CHAPTER

Application for Charter is found on our website at www.alphaphisigma.org

Colleges or universities offering a baccalaureate degree or higher in the field of criminal justice or related fields* and that are accredited by one of the following regional accrediting associations listed below, may apply for a chapter.

- American Bar Association
- Higher Learning Commission (previously the North Central Association of Colleges)
- Middle State Association of Colleges and Schools
- New England Association of Schools and Colleges
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- The Accrediting Commission for Schools, Western Association of Schools and Colleges

*"Related Fields" refer to various disciplines related to the criminal justice field, such as**, forensics, law, homeland security, human services, political sciences, sociology, justice studies, psychology, public administration, social sciences, government, and social work.** Students in these programs must complete a minimum of four courses directly related to the criminal justice field such as **juvenile delinquency**, **criminology**, **legal perspectives**, **abnormal behavior**, **service administration**/**management**, etc.

Colleges or universities must have a minimum of ten (10) members to charter a chapter. The charter application must be accompanied by the bylaws of the chapter, a list of chapter members, and identify the following officers: President, Vice-President, Secretary, and Treasurer.

A Chapter Advisor must be designated from the full-time faculty of criminal justice or related fields, and/or full-time administrative staff at the college/university.

Alpha Phi Sigma alumni, full-time administrative assistants, and/or full-time or adjunct faculty may be designated as an Assistant Chapter Advisor.

The Chapter Advisor, Assistant Chapter Advisor, and administrative assistant must be members (or become a faculty/honorary member) of Alpha Phi Sigma.

Chapter Employer Identification Number (EIN)

Chapters are assigned an EIN by Headquarters. Headquarters will file the chapter's annual Income Tax Return (990-N form) showing that gross receipts are normally $50,000 or less per calendar year. Chapters will be notified each year by Headquarters when it is time to complete the APS Chapter Financial Report (Google form) to remain in compliance with the IRS requirement. The required 990-N form is filed according to the Chapter Financial Report. The report is kept at Headquarters and may be needed if the IRS conducts an audit.

Submissions to be made with Charter Application:

- Student applications
    - Application fees
- Faculty or Honorary application(s) for the Chapter Advisor and Assistant Chapter Advisor (if applicable)
    - Application fee(s)

- Brief Resume
- Signature Verification Form

• Chapter Bylaws (please see CHAPTER BYLAWS TEMPLATE on our website at https://alphaphisigma.org/chapters

Applicable fees:

• One Time Charter Fee: $100
• Annual Chapter Dues: $85 ($85 annual chapter dues are due every January 1st)
• *If the chapter is chartered between July 1st and December 31st, the annual chapter dues will be prorated to $42.50
• Student Membership Application Fee: $85 per student ($95 for online only students)
• Faculty/Honorary Membership Application Fee: $85 per Faculty or Honorary member

Accepted forms of payment:

- Cashier's Check or Money Order (please add name of student in the "memo" section)
- Chapter Check or College/University Check
- ACH Direct Deposit (please email Headquarters for banking information)
- Credit/Debit Card (To submit a credit card payment, please email all required documents to headquarters@alphaphisigma.org and request an invoice)
- **NO PERSONAL CHECKS OR CASH ACCEPTED**

Submit charter application along with membership applications and payment to Alpha Phi Sigma Headquarters via email at headquarters@alphaphisigma.org or by mail to:

Regular Mail:
Alpha Phi Sigma
P.O. Box 292405
Davie, FL 33329-2405

Certified or Express Mail:
Alpha Phi Sigma
Nova Southeastern University
3300 S. University Dr.
Ft. Lauderdale, FL 33328-2004

Upon approval of Charter Application, the Chapter Advisor will receive the following:

- Chapter Greek name (assigned by Headquarters depending on availability)
- Charter certificate
- Welcome letter
- IRS letter with EIN for the chapter
- Membership certificates, wallet cards, and membership pins
- Alpha Phi Sigma recruitment brochures

Chapter Options with Online Students

Option 1:

An established chapter that has both on-campus and online only students and does not incorporate the online students into the chapter, may establish a section of the chapter for online only students with a separate faculty advisor or administrative assistant advisor. This policy does not refer to those chapters that embrace online students with their on-campus students. A student who is taking online and on-campus courses shall

be a member of the on-campus established chapter.

Option 2:
College/university may choose to create a separate chapter for online only students by chartering a new and independent chapter. The new chapter will be given a Greek name (all charter requirements apply) and the chapter may be advised by faculty or administrative assistant or equivalent (i.e. college academic advisor). In this case, the college/university will have an on-campus chapter and a separate online chapter.

REACTIVATION OF A CHAPTER

Application for Reactivation of a Chapter is found on our website at www.alphaphisigma.org

Reactivation of a Chapter within two years of inactivity: An inactive chapter is one that has not paid annual dues by March 1st of each year. A chapter will incur a $10 late fee if payment is made after March 1st. Chapters may pay up to 2 years late by submitting the annual dues and late fee for each year. A reactivation application is **NOT** needed in this case.

Reactivation/Charter of a Chapter after three years: After three years of inactivity, if the chapter EIN is still active, then the reactivation form must be submitted with updated chapter information and reactivation fees (see application). If EIN is no longer active with the IRS, a chapter loses its non-profit status. At which time, Alpha Phi Sigma will require a **NEW CHAPTER CHARTER** application to be submitted to Headquarters. The chapter will be issued a new Greek name and a new EIN from the IRS.

If the proposed Chapter Advisor or Assistant Chapter Advisor is **NOT** an Alpha Phi Sigma member, a **FACULTY MEMBERSHIP APPLICATION** or **HONORARY MEMBERSHIP APPLICATION** must be completed and submitted with this reactivation form. The fee for Faculty/Honorary membership is $85.

MEMBERSHIP REQUIREMENTS

Please see the Alpha Phi Sigma Bylaws on our website at www.alphaphisigma.org

Once a chapter is established and the charter members have been accepted by Headquarters for induction into Alpha Phi Sigma, it is the Chapter Advisor's responsibility to supervise the selection of new members for all future inductions. Students become members once the membership certificate has been mailed. **Mailing an application to Headquarters does not constitute membership**.

Each year, Chapter Officers and Chapter Advisors ask 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 per the Alpha Phi Sigma Bylaws, the membership requirements are noted below:

A. **Collegiate Members.** Collegiate members shall be students enrolled in a baccalaureate or graduate program of a regionally accredited institution with an established Alpha Phi Sigma chapter at the time of initiation. Nominations of collegiate members shall be made by the Chapter Advisor. Election shall be by a two-thirds vote of the chapter. Membership applications shall be signed by the Chapter Advisor, submitted to and accepted by Headquarters. The

candidate is an "accepted" member when the application has been approved by Headquarters.

1. Baccalaureate students shall be enrolled at the time of application in the institution represented by the chapter, have declared a major in criminal justice or related field, have completed at least 37.5 percent of credits required for a baccalaureate degree (45 credit hours), rank no lower than the highest 35 percent of their class and have a cumulative grade point average of at least 3.2. If class rank is unavailable, students must have a minimum cumulative grade point average of 3.3. A minimum of four courses of the above coursework shall be in the criminal justice field with a minimum grade point average of 3.2. Students who completed an associate degree in criminal justice with a minimum cumulative grade point average of 3.3 and are currently enrolled in a baccalaureate program at an accredited institution, are eligible for membership.

    a) Students pursuing a criminal justice minor (with a major that is not in criminal justice or a closely related field) are also eligible to become Alpha Phi Sigma members if the same credits, class ranking and/or GPA, and criminal justice class requirements as noted above are met.

2. Graduate School (Master & Doctoral) students shall be enrolled at the time of application in the criminal justice field in the institution represented by the chapter, have completed no fewer than the number of credits that constitutes a full-time (9 credits) graduate academic load and have a minimum grade point average of 3.4.

3. Students enrolled in law school must have completed their first academic semester with a grade point average of 2.5 or higher.

4. Any Alpha Phi Sigma members who transfer to another college or university shall be accepted into that local chapter and shall pay the local chapter fee, if any. After one term, the member shall be subject to all the rules, regulations, and requirements of that local chapter. Headquarters will not issue a new certificate of membership unless specifically requested by the Chapter Advisor and paid for by the member.

B. **Faculty Members.** Faculty and administrative involvement are recognized and encouraged. Candidates for membership must be full-time faculty or administrators in a criminal justice related field unless the college/university primarily uses adjunct faculty. They must have completed a minimum of one-year full-time teaching/administrative duties at the college/university where they are inducted and be elected by majority vote during a regular meeting. Membership applications shall be approved and signed by the Chapter Advisor, submitted to, and accepted by Headquarters.

C. **Honorary Members**. 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. Honorary members must be elected by a 2/3 vote of the chapter. They may elect honorary members during a regular meeting. Membership applications shall be approved and signed by the Chapter Advisor, submitted to, and accepted by Headquarters.

D. **Professional Members**. Includes college/university graduates not previously initiated into Alpha Phi Sigma.

1. Eligibility: Professionals shall have made a distinctive contribution to the profession; shall have earned a baccalaureate or graduate degree in criminal justice or related field from a regionally accredited institution; working in the profession as a criminal justice practitioner for a minimum of two (2) years. While a student, applicant must have obtained a minimum cumulative grade point average of 3.3 as an undergraduate student, or a minimum cumulative grade point average of 3.4 as a graduate student, or a minimum grade point average of 2.5 as a law school student. Academic transcripts and personal resume must accompany the application. The membership application packet must be submitted to Headquarters and approved by the Executive Director.

2. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.

E. **Alumni Members**. Collegiate members in good standing at the time of graduation from their institutions are alumni members.

F. **Alumni Association Members**. Alumni Association members are Alpha Phi Sigma alumni members that have applied for membership in the Alumni Association. There are two categories of alumni, active and golden.

1. **Active –** Alumni may apply for membership and contribute an annual fee to the Alumni Association.

2. **Golden –** Alumni may apply for membership and contribute a one-time fee to Headquarters.

    a. Faculty members teaching in the field of Criminal Justice and are Chapter Advisors for a minimum of five years, may apply for Golden Alumni Membership.

    b. Professional members have the option of being part of the Alumni Association, Alumni Circle, active, or golden.

Criminal Justice Minors students are eligible to become Alpha Phi Sigma members with a minor in criminal justice or closely related fields. *Minor closely related fields refer to* ***criminology, cybersecurity, law enforcement, justice studies, criminal justice management, homeland security, terrorism, law, forensics, etc.*** *If a minor is not listed, please contact Headquarters.*

CANADIAN MEMBERSHIP REQUIREMENTS

All students applying for membership must complete a Student Membership Application that must be reviewed and approved by the Chapter Advisor. Once approved, the application along with the required fee must be submitted to Headquarters (see Canadian application).

1. Baccalaureate Degree students shall be enrolled at the time of application in the Canadian institution represented by the chapter, have declared a major, minor, or equivalent in the criminal justice or related field. Students must have completed at least 37.5 percent of credits (45 Credits) required for a baccalaureate degree and have an overall or cumulative average of 80 percent or higher. A minimum of four courses of the above coursework shall be in criminal justice.

2. Graduate School (Master & Doctoral) students shall be enrolled at the time of application in the criminal justice field in the Canadian institution represented by the chapter, have completed no fewer than the number of credits that constitute a full-time graduate academic load and have an overall or cumulative average of 85 percent or higher.

MEMBER RECRUITMENT

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 3.3 GPA and have completed a minimum of three full semesters (seniors, juniors, sophomores). Only faculty advisors should have access to 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 may request a list of all criminal justice majors/minors sorted by GPA and identify students eligible for membership. Again, only faculty advisors should have access to student grades because of privacy concerns.

OPTION 3: Distribute the membership application to all interested applicants who are criminal justice majors/minors. All applications should be returned to the Chapter Advisor to verify 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 Sample Invitation).

Induct: Prepare and mail/email completed application with fee to Headquarters at least 3-4 weeks prior to the planned Induction Ceremony.

1. Membership Application Form. Please only use the Alpha Phi Sigma application found on the Alpha Phi Sigma website www.alphaphisigma.org.
    a. Applications must be typed. The application is available as an editable form on our website.
    b. Applications will not be processed if there is missing data, such as GPA or number of courses/credits completed, and/or it is missing the Chapter Advisor's signature.
    c. Applications must be signed by the Chapter Advisor and mailed/emailed to Headquarters.

2. The application must be accompanied by a fee of $85 ($95 for online students). Alpha Phi Sigma accepts money orders, cashier's checks, college/university checks, chapter checks, ACH deposit, and credit/debit cards via electronic invoice. Headquarters will **NOT** accept cash or personal checks.

Applications are processed in the order they are received. If the application is received properly completed and signed, Headquarters will process within one week of receipt and then mail back to the Chapter Advisor. Please note that during the busiest times for membership, applications may be delayed. In general, allow 3 to 4 weeks for processing and mailing. Headquarters will mail the membership certificate, membership pin, and wallet card to the Chapter Advisor. For online only students, membership materials will be shipped to their home with an additional shipping fee.

The Chapter Advisor may choose to hold an Induction Ceremony for each group of new members. Most chapters hold an Induction Ceremony in the Fall and Spring semesters and an optional Induction in the Summer. The Chapter Advisor may choose to hold informal Inductions for each group of new members (i.e., at a chapter meeting) and later recognize all those inducted throughout the year in one formal ceremony each year. Inducting new members at the beginning of each semester can help increase chapter participation for your chapter 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/university has an organization fair, or similar event, participate in the event by staffing a table or booth. A table can also be placed in the criminal justice department or student union to promote Alpha Phi Sigma. Headquarters has table covers and banners that may be purchased for recreation activities.
- Post flyers in the criminal justice department and around campus. Headquarters has brochures available for chapters at no cost. (Check with your college/university regarding posting regulations)
- Ask department faculty for permission to speak in each criminal justice class for 5 minutes about Alpha Phi Sigma and the benefits of membership and perhaps hand out brochures or applications. (See Benefits of Membership)
- Create a social media page in the chapter's name and link it to the Headquarters pages so that interested students may see what is happening at the local level and around the world.
- Create a chapter website and make sure contact information for the Chapter Advisor and officers is available to those who wish to ask questions or join Alpha Phi Sigma. Post pictures, calendar of events, application process, etc., for students to see what the chapter is doing. Make sure to link the chapter website to the Headquarters website.
- Ask the campus bookstore if you can place brochures 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, etc., increases attendance at the meeting. Hand out information about upcoming activities & events and explain the honor of membership.
- Speak to individuals personally. A personal invitation to attend a meeting is very effective.
- Advertise in the college/university paper or on the college/university radio/TV station.
- Distribute a chapter newsletter or mass email to potential members.

BENEFITS OF MEMBERSHIP IN ALPHA PHI SIGMA

The ultimate test of the value of any organization lies in the accomplishments of its members. Alpha Phi Sigma is well represented in the professional ranks of all areas in the criminal justice field, including police, courts, corrections, forensics, non-profits, and higher education.

Benefits of membership include:

The Documents: Membership certificate, membership pin and wallet card. Members also have access

to Alpha Phi Sigma Honor Regalia for graduation. Honor Regalia includes the honor stole, honor medallion, and honor cord. These items are tangible evidence of academic achievement and worn at commencement.

Springboard for Professional Growth: Opportunities are made available to members for promoting their research, receiving recognition, meeting and interacting with leaders in the criminal justice field and Alpha Phi Sigma members of other chapters.

Perspective Employers: Membership in Alpha Phi Sigma provides prospective employers with instant verification of exemplary performance and achievement, distinguishing members from competing job applicants.

The United States Government: The U.S. Office of Personal Management (OPM.org) offers incoming federal employees a two level pay grade increase for "Superior Academic Achievement", which can be obtained through membership in Alpha Phi Sigma. Membership meets one of the requirements for entrance at the GS-7 level as opposed to GS-5, in numerous professional and technical occupations in the U.S. Government. The General Schedule Qualification Policies determines Grade Qualifying Education (page 14-15) states that a "bachelor's degree with Superior Academic Achievement. . ." See complete General Schedule Qualification Policies on our website.

Official Publication: *The Docket*

Job Postings: Access to law enforcement job postings.

Recognition: Alpha Phi Sigma provides recognition for academic excellence in criminal justice, an honor which can be noted on employment applications, vitae, and resumes.

Leadership Development: Leadership development and networking with students and professionals in the community and annual conference is facilitated through membership in Alpha Phi Sigma. At the local chapter level, membership facilitates leadership development, interaction with other students who have similar interests, and serves the community through impactful projects.

Community: Through membership in Alpha Phi Sigma, students gain a sense of community with others in criminal justice and identification within the discipline.

Network: 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. Access to members world-wide through social media.

Mentoring: Alpha Phi Sigma chapter activities provide student members with valuable opportunities to develop one-on-one relationships with professors who can stimulate their interest in criminal justice, involve them in research projects, and write meaningful letters of recommendation. Alumni can mentor student members by remaining or becoming involved in a local chapter.

Research: Alpha Phi Sigma encourages student members to apply for undergraduate and graduate paper competitions and provides opportunities for them to submit research papers and receive certificates and other awards recognizing their accomplishments at the Alpha Phi Sigma annual conference and in *The Docket*.

Scholarships: Alpha Phi Sigma provides annual scholarships, awards, and grants to student members and chapters as well as grants for chapters and the Chapter Advisors.

Annual Conference: Alpha Phi Sigma sponsors outstanding programs and events at the annual conference held in conjunction with the Academy of Criminal Justice Sciences (ACJS). Students benefit from the leading criminal justice speakers, events, and panels, as well as from the opportunity to meet students from other chapters around the world.

Experience: Membership in Alpha Phi Sigma provides recognition, awards, educational opportunities, graduate school preparation, sense of community, networking, and more.

Membership is for life. "Once a member, always a member!" Alumni may join a local Alumni Circle in their area and/or apply to become a Lifetime Golden Alumni Member, the most prestigious alumni group of Alpha Phi Sigma.

MEMBERSHIP & HONOR REGALIA PROCESSING

Alpha Phi Sigma receives applications year-round. The applications are processed in the order they are received. There is no expedited processing for membership applications or Honor Regalia, however, expedited shipping is available for Honor Regalia orders (See order form).

APPLICATION PROCESS

Applications may be mailed or emailed to Headquarters. See the payment section for information on how to pay for emailed applications.

When an application is received at Headquarters, it is immediately stamped with the receipt date. Headquarters then checks the application for completeness (Student's information, CJ and cumulative GPA, number of CJ courses, total cumulative credits, expected date of graduation, signature approval of the Chapter Advisor). If all the information is complete, the process is continued. The application process, from the time received at Headquarters to the time of receipt by the Chapter Advisor, varies depending on the semester and volume of applications pending at Headquarters. A good estimate of the time it takes for the materials to be returned to the Chapter Advisor is approximately 3-4 weeks.

If the application is missing information, has incorrect or non-qualifying information, is missing the Chapter Advisor signature, and/or payment, it is stamped with the receipt date and placed in a separate folder. The Chapter Advisor will be notified by email of an issue with the application (attached to the email). The application will not be processed until the Chapter Advisor rectifies the missing or incorrect information. The sooner Headquarters receives the new or corrected information, the sooner the application is placed back in the certificate production process.

PAYMENT PROCESS

Alpha Phi Sigma does not accept personal checks or cash.

Money Order Payment: When a money order is received with the application for membership, the money order number is written on the application as the form of payment and logged into an accounting program under the name of the college/university along with the date of receipt.

NOTE: **The student's name MUST be legibly written on the money order in the memo section**.

Cashier's Check Payment: When a cashier's check is received with the application for membership, the check number is written on the application as the form of payment and logged into an accounting program under the name of the college/university along with the date of receipt.

Chapter Check Payment: If payment is in the form of a chapter check, the number of the check is written on all applications as the form of payment and logged into an accounting program under the name of the college/university along with the date of receipt.

College/University Check Payment: If applications are received prior to receipt of the college/university check, the applications will be held until payment is received. Please note that some schools take considerable time to process a request for payment. Alpha Phi Sigma will not process the applications until payment is received. If the applications are received with the college/university check, the check number is written on every application and the form of payment logged into an accounting program under the name of the college/university along with the date of receipt.

Credit or Debit Card Payment: For applications received with a note that the Chapter Advisor will call with payment or that the Chapter Advisor requires an invoice for payment with a credit/debit card, Headquarters will email an invoice for payment. A **"View & Pay"** invoice via email is a sure and effective way to pay for applications and Honor Regalia. Once the authorization is issued by the credit/debit card, the authorization code is written on the application(s), and a receipt is emailed to the Chapter Advisor.

Emailed Applications Payment: If applications are received by email, they must be sent by the Chapter Advisor from their university email. Upon receipt by Headquarters, an electronic invoice will be sent to the Chapter Advisor. The Chapter Advisor may pay for the applications by clicking on the invoice payment option and submitting their credit/debit card information. Once the payment is received, the applications, if completed correctly, will be processed. If the Chapter Advisor wishes to pay with credit/debit card over the phone, the Chapter Advisor may call Headquarters with the information. A receipt will be emailed to the Chapter Advisor's email address on file.

In some instances, the bursar's office will make payment with a credit/debit card. Headquarters will email the invoice to the person in charge and/or accept the payment over the phone.

ACH Direct Deposit Payment: If you would like to submit payment through direct deposit from the college/university to Alpha Phi Sigma, please contact Headquarters for bank information.

Once payment is documented, the applications are then submitted for processing.

Headquarters will double-check all applications for accuracy and then proceed to make the certificates for each member. The certificate, certificate cover, letter of acceptance, wallet card, and pin for each new member are sent to the Chapter Advisor. The Chapter Advisor will, at his/her discretion, give the membership certificate package to each member, generally, at Induction.

ONLINE Students' Application: Students who take online courses and live away from the school are considered ONLINE ONLY students. Students who take a combination of online and on-campus courses are **NOT** considered online students by Alpha Phi Sigma.

The application has a box that should be checked for students who are strictly online students. In this case,

the membership package will be sent directly to the new member. The application has an additional fee of $10 for the shipping and handling of the certificate package.

NOTE: ONLINE ONLY students must also complete the application process. Online students' applications will not be processed unless they are approved and signed by the Chapter Advisor.

Replacement of Pins and Certificates

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

- Replacement Membership Pins are $15.00.
- Replacement Certificates are $15.00.

HONOR REGALIA ORDER PROCESS

Honor Regalia orders are processed much like membership applications. The Honor Regalia order form must be received and signed by the Chapter Advisor. By signing the order form, the Chapter Advisor is confirming that the member meets the Alpha Phi Sigma requirements for graduation.

The form is completed with the names of members and Honor Regalia pieces they wish to order. The shipping and handling charges for the total of the order are to be included on the form. The shipping and handling fee is for Honor Regalia to be shipped to the Chapter Advisor. (See *"Ship to Advisor at University"* on order form*)*

> **NOTE:** If the Chapter Advisor is ordering Honor Regalia for online students, a form must be filled out for each student. The form must include the shipping address of the member, including apartment number if applicable, and the shipping and handling for the total amount of the order. Please note that we will ship Honor Regalia directly to the online member. (See "*Ship to Online Student's Home"* on order form)

Expedited shipping via FedEx is available on the order form.

Honor Regalia order forms may be submitted with membership applications if the student is becoming a member the semester prior to graduation. The same membership and Honor Regalia order process and payment apply.

Once membership is verified and payment complete, Headquarters will process the Honor Regalia order. It generally takes approximately 3-4 weeks. Plan accordingly.

Honor Regalia Purchases

All Alpha Phi Sigma members have the benefit of purchasing all three pieces of Honor Regalia. Students must follow college/university commencement procedures as they pertain to Honor Regalia. If the chapter purchases one piece (i.e. cord) for the member, the member may still purchase additional pieces from Headquarters with the Chapter Advisor's approval. After graduation, a member who did not previously purchase Honor Regalia may contact Headquarters directly to purchase individual pieces.

HONOR REGALIA SHALL NOT BE RENTED NOR SOLD FOR PROFIT. ADVISORS SHALL NOT PURCHASE ADDITIONAL HONOR REGALIA TO HAVE ON HAND.

In the event of an inactive chapter or a chapter that no longer has a Chapter Advisor present, a student who was accepted and initiated into Alpha Phi Sigma may acquire Honor Regalia from Headquarters by submitting academic transcripts indicating the appropriate GPA at graduation.

PAYMENT PROCESS

Honor Regalia orders may be paid for in the same way as membership applications. (See Payment Process in the handbook)

CHAPTER ADVISOR & ASSISTANT CHAPTER ADVISOR

Each chapter shall have a Chapter Advisor, who is a full-time faculty member or full-time administrative staff. Chapters may have Assistant Chapter Advisors, who are full-time faculty or Adjunct faculty, full-time administrative assistants or Alpha Phi Sigma alumni. All Chapter Advisors and Assistant Chapter Advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.

CHAPTER ADVISOR & ASSISTANT CHAPTER ADVISOR (ADVISORS) RESPONSIBILITIES

Every chapter must have a Chapter Advisor. The Chapter Advisor and Assistant Chapter Advisor, from here on referred to as **ADVISORS**, are the leaders of the chapter, the liaisons between the chapter and Headquarters, and mentors to the student members.

The Advisors shall provide leadership guidance and help to the Chapter Officers in planning and implementing goals, projects, and activities.

Advisors shall also:

- Motivate officers to plan educational programs on criminal justice issues through field trips and service projects.
- Assist in developing group cohesiveness and help strengthen relations between Chapter Officers and members.
- Shall guide students in applying for Alpha Phi Sigma scholarships and chapter awards.
- Assist members in setting up a chapter social media page to communicate with members and inform members of chapter events and meetings as well as showcase service projects, scholarships, and new members. Leaders must maintain the integrity of the social media pages.
- Set up a chapter website where students may find information about recruitment, calendar of events, leadership roles, and links to Headquarters, etc. Chapters may apply and be eligible to receive a website award.

Applications

Identify and certify qualifications of student candidates for membership. Advisors must sign every student, faculty, and honorary membership application. Advisors shall complete a Signature Verification form and submit it to Headquarters. For student applications, the Advisor's signature will certify the student's

cumulative and CJ GPA, number of CJ courses taken, and total cumulative credits. Students shall not become members of Alpha Phi Sigma without the Advisor's approval and signature. Applications submitted from the Advisor's email constitute approval/signature.

- Use ONLY the Alpha Phi Sigma application on our website. The application online is the most current application. Please **DO NOT** change or revise the application. Revised or changed applications will be returned. Allow 3-4 weeks for the certificate, pin, and wallet card to be delivered to the Advisor at the college/university address on file.
- Applications for students who take classes solely online must use the same application and check the "online student" portion of the application. The online student membership application fee is $95. The certificate, pin, and wallet card will be mailed directly to the online student at the address listed on the application. Advisor **MUST** approve the application in the same manner as the on-campus student application.

Induction & Tapping

Induction of new members varies by college/university. Some Advisors will have one large Induction per calendar year and two to three small Inductions at meetings throughout the year. Others will have two Inductions, and some three. Student Tapping must take place prior to Induction. Schedule the Tapping for approximately 2 to 3 weeks before the Induction, if possible.

Bylaws

Chapter bylaws must be submitted to Headquarters at the time of chapter charter and upon revision. Chapter bylaws must be approved by Headquarters prior to ratification. If a new Advisor is unaware of the status of the chapter's bylaws, he or she may petition a copy from Headquarters.

Selecting Chapter Officers

Chapters must delineate qualifications for officer positions within their chapter. The qualifications must be listed in the chapter's bylaws or policy.

- Chapters must have at least three elected officers representing the functions of President, Vice President, Secretary, and Treasurer elected annually at a time deemed appropriate by the Chapter.
- The elected officers shall be members of the chapter's Executive Board.
- An officer shall serve for one year from his/her swearing-in, or until his/her successor is appointed or elected.
- Elections: Chapters must articulate an election process for officers during regular cycles. There should also be an articulated special election process in the event an office is vacated prior to term expiration.
- Nomination of candidates: A candidate for office must be nominated by a voting member during the first meeting in [month in which the nomination will be made] in the case of general elections or during the meeting immediately prior to special elections.
- Time of Elections: General elections shall be held during the first meeting in [month the elections will be held] and special elections shall be held as necessary.
- Form of Vote: All elections shall be by secret ballot.
- Duties: Chapters shall articulate the duties of each of its officers. What follows is a sample of what chapters may articulate. Chapters may add positions on the Chapter Executive Board such as social media, historian, webmaster, liaison with college/university.

Community Service

Encourage community service by guiding members as to the issues involving your community and how to serve the community's needs. Lead members to create and showcase the annual Alpha Phi Sigma Theme of the Year project based on the topic chosen for the year. (See Theme of the Year section below)

Unity

Plan social activities and occasionally include other faculty members. This will help with keeping other faculty apprised of Alpha Phi Sigma and in turn help with recruitment.

College Calendar

Follow your college/university calendar to determine how the chapter can participate in campus scheduled activities.

Chapter Meetings

Schedule regular chapter meetings and attend meetings. Encourage all members to attend meetings. Stimulate participation in local, national, and international projects.

Recruitment

Plan membership drives and guide members in the execution of a productive and well-informed recruitment plan.

Fundraising: Plan fundraising to subsidize:

- Attending the APS/ACJS Annual Conference
- Establishing an Alpha Phi Sigma scholarship, if feasible.

Theme of the Year Project

Participate in the Alpha Phi Sigma Theme of the Year project. Chapters are expected to plan and participate in at least one event reflecting the annual theme. The Theme of the Year is listed on our website. The Theme of the Year is chosen by the Executive Student Officers at the closing of each annual conference. Chapters are encouraged to submit photos, and a brief description of the event to Headquarters to be featured in *The Docket*. Chapters attending the conference may present the Theme of the Year at the annual competition. First, second, and third place awards are issued at each conference. (Guidelines available on the website) Scholarship information and reminders to apply for scholarships are sent via email to all members and Advisors a few times during the year.

Scholarships and Awards

Publicize Alpha Phi Sigma competitions and awards and encourage members to submit projects, scholarship applications, and papers for competition. All applications must be submitted through the links available on the Alpha Phi Sigma website. (See the Scholarship section of the website for guidelines)

Chapter and Advisor Grants

Advisors may apply for a Chapter Grant and an Advisor Grant. The Advisor Grant is awarded to help Advisors attend the annual conference. The Chapter Grant may be used by the chapter for events, traveling to the conference, Induction, etc. (See the Scholarship section of the website for guidelines)

Reports

The Advisors must ensure that the chapter is in good standing.

- Annual Chapter Dues: Advisors must submit the annual chapter dues on or before January 1st of each year. Chapter dues are $85 payable to Alpha Phi Sigma. A late fee of $10 will be incurred after March 1st of each year. If you wish to pay with a credit/debit card, please email Headquarters to request an electronic invoice. Annual chapter dues may be waived if five members of a chapter attend the five specified events at the annual conference. Paying chapter dues on a timely basis will guarantee that the chapter name is included on the back of the conference commemorative t-shirt. Notice of when the t-shirt will go to print will be sent to all Advisors in advance.

- Chapter Activity Report: Advisors must also submit the chapter activity report by the stipulated date. The report covers the calendar year and is due prior to April 30th of the following year. The simple one-page report is available via google forms on the website.

- Chapter Financial Report: The Financial Report is a one-page form that asks if the chapter's gross receipts are less than $50,000 for the year. Because Headquarters files a 990-N form on behalf of each chapter, we need the report on file in case of an audit. Please see the IRS Tax information section below. The report covers the calendar year and shall be submitted prior to April 30th of the following year. The google form is available on the website.

- Signature Verification Form: For Headquarters to verify the signature of the Advisor(s), the Signature Verification Form must be on file with Headquarters. The form is available on our website or by sending a request to Headquarters.

- Chapter Bylaws: Advisors must submit chapter bylaws at the time of chartering a chapter and upon any changes made to the bylaws. The chapter bylaws may not conflict with Alpha Phi Sigma National Bylaws. A template of chapter bylaws is available on the website.

Definition of "Good Standing"

For a chapter to be "In Good Standing", the Advisor shall:

- ✓ Pay the annual dues by the due date.
- ✓ Submit the Financial Report via google form annually.
- ✓ Submit the Activity Report via google form annually.
- ✓ Verify that the chapter's bylaws are on file with Headquarters (or send updates to HQ).

IRS Tax Information

Each Alpha Phi Sigma chapter is issued a federal Tax Identification Number (EIN) from the IRS. When a chapter is established, Headquarters applies for this number on behalf of the chapter. The nonprofit status of the chapter is maintained by filing the annual 990-N form. The form is also a notice to the IRS that the chapter did not earn more than $50,000. To facilitate the process, Headquarters files the IRS 990-N form for each chapter. To file the report on behalf of each chapter, Advisors must submit the completed Financial Report via the website link prior to April 30th of each year. The records are kept by Headquarters in case the IRS needs the record or in case of an audit.

Running for Executive Student Officers (National)

The Executive Student Officers represent the entire organization. Elections for Executive Student Officers are held every other year in odd numbered years at the annual conference and serve a two-year term. Chapters may run for Presidential Slate (President, Secretary, and Treasurer from one school) or Vice-Presidential Slate (a different school). Only the Chapter Advisor runs with the slate and will serve on the Executive Advisory

Board for the two-year term. The Executive Student Officers represent all members and in conjunction with the Executive Director and Headquarters, run the annual conference. The Chapter Advisor assists the students to make the decision to run for executive office and guides them through the process. Members running for executive office may be undergraduate or graduate students. Because members run as a slate under the college/university, not the individual student, an Executive Student Officer graduating may be replaced by the Chapter Advisor with approval from the chapter at any time during the tenure. Executive Officers and Chapter Advisors must attend two annual conferences and two Executive Board meetings in Ft. Lauderdale, FL during their term in office. The expenses for both the Executive Board meeting and annual conference are covered by Alpha Phi Sigma for both years. **Assistant Chapter Advisors may not run with national executive slates.**

Running for Executive Advisory Board (National)

Chapter Advisors may run for elections to the Executive Advisory Board. **Assistant Chapter Advisors may not run for elections to the Executive Advisory Board.**

Alumni

Encourage students to apply for Alumni status or open or join an Alumni Circle after graduation. More information is available online or by calling Headquarters.

Alpha Phi Sigma official newsletter, *The Docket*

The Docket is an online publication that communicates events and happenings to all members. Advisors may submit articles and photographs about their chapter that include Induction Ceremony, community service projects, Theme of the Year project, recruitment activities, unity activities, etc., to *The Docket* for publication. Advisors may designate an officer or member to write the article and submit, along with photographs, to Headquarters. Upon publication, *The Docket* is sent by email to all members and Advisors. Advisors should share *The Docket* with other faculty or administrators, especially if it featured their chapter.

Memorandum of Understanding for Alpha Phi Sigma 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 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 *Student Officers* section of the Alpha Phi Sigma handbook, and work with them to develop leadership skills.
- I shall complete and submit the chapter activities report and chapter financial report via the links on the website.
- I, or a Chapter Officer, with my approval, shall submit an article and pictures of chapter events to *The Docket* at least once a year.
- I shall inform Alpha Phi Sigma members of announcements from Headquarters, such as deadlines for scholarships, available awards, grants, and date and location 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 Theme of the Year project.
- I shall implement strategies suggested by Headquarters to fulfill the goals of Alpha Phi Sigma.
- I shall attend and encourage students to attend the Alpha Phi Sigma Annual Conference when possible.
- I shall update my signature, address, phone, or email on file with Headquarters, if necessary.
- I shall take sole responsibility for ordering Honor Regalia for chapter members.

- I shall certify all membership applications submitted to Headquarters.

Calendar for Coordinating with Headquarters

September - December

- Review Alpha Phi Sigma website for information about the annual conference, scholarships, grants and awards and merchandise.
- Email Summer activities and photographs for Fall *Docket* to Headquarters, if applicable.
- Submit student, faculty, and/or honorary membership applications.
- Prepare for Fall Induction. The Induction Ceremony sample is online at www.alphaphisigma.org.
- Apply for Chapter Grant at any time of the year. See guidelines found on our website.
- Order Honor Regalia for graduating students. See Honor Regalia order form for additional details.
- Be on the lookout for the Fall Issue of *The Docket* in your email in-box.
- Chapter Dues Notice is emailed to all chapters in November.
- Chapters should begin submitting chapter projects, scholarships, and grant applications.

January - May

- Remind members to finalize all submissions of chapter projects, scholarships, and grant applications prior to the January deadline.
- Apply for Advisor Grant in January. See guidelines on our website.
- Prepare to attend the conference by making hotel and airfare reservations. The Alpha Phi Sigma conference dates are the same dates as the ACJS conference.
- Pay annual chapter dues by January 1st of each year. A late fee will be assessed after March 1st. To have the chapter and university name listed on the back of the t-shirt, Headquarters must receive chapter dues payment no later than the date stipulated. See our website for details.
- Submit student, faculty and/or honorary membership applications.
- Be on the lookout for the Spring Issue of *The Docket* in your in-box.
- Finalize arrangements to present chapter awards at the conference. Remind students to have all materials and USB flash drive on hand.
- Order Honor Regalia for graduating students.
- Advisor completes preparations for Spring Induction.

The Role of the Chapter Advisors as Seen by the . . .

ADVISOR	STUDENT
Encourages chapter to do "something"	Allows them to define their chapter
A Resource Person	Is a Resource
A Mentor/Counselor	Instills Positive Reinforcement and Support
Picks up the reigns when necessary	Provides Constructive criticism
Assists in planning	Is a Liaison between Headquarters and Chapter
Plays Devil's Advocate	Deals with legal and contractual matters
Helps set goals	Attends chapter meetings

Helps maintain direction	Provides advice on chapter 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
Is a Facilitator	Helps with brainstorming ideas
Is accessible when needed	Realizes that leaders are volunteers

Chapter Advisors and 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 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 others' 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/university 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 who are involved with making a difference.
- ✓ Serving the institution.
- ✓ Serving the community.
- ✓ Filling a role that is vitally necessary but done by very few.

Invitation Process - Tapping [Optional for Chapters]

<u>What is Tapping?</u>
Tapping is the official acceptance of the candidate into Alpha Phi Sigma. Tapping is the formal notice to the candidate that he/she has qualified for membership into Alpha Phi Sigma. Tapping may take place in any location, such as a classroom, an office, or a meeting, or on the main square on campus. The more observers around the Tapping, the better. It exposes Alpha Phi Sigma and honors the candidates by informing everyone around them 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", if available. Team members should discuss their roles and proceed to the class or designated 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/her 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 is available on our website.

- Chapters may purchase a Tapping pin (Greek letters) from Headquarters. Candidates will wear the Tapping pin every day until Inducted. This provides visibility of Alpha Phi Sigma on campus and creates interest.

The Tapping

Tapping Team should stand in front of the room and read the short version of the History of Alpha Phi Sigma.

- Call the candidates who qualify for membership and ask them to come to the front of the room.
- Read the qualifications for membership for each candidate that is to be "Tapped".
- One team member touches the shoulder of the candidate and announces that the chapter, the Advisor(s) and Headquarters have accepted him/her for membership. The chapter takes great pleasure in inviting new members to be Inducted into the Alpha Phi Sigma chapter.
- The second team member presents the candidate with the invitation and requests that the candidate to be present at the Induction Ceremony at (specify date, time, place).
- The third team member pins the new members with the Tapping pin.
- This is done for all the candidates at the Tapping location (it can be an individual Tapping or a group Tapping)
- At the completion, invite the observers to give the invitees a round of applause. At this point (after the Tapping) they are no longer called "candidates" they are called "invitees".
- Thank the instructor of the class and the observers for allowing the Tapping and leave.

Induction of Members

Induction of new members varies by college/university. Some Advisors will have one large Induction per calendar year and two small Inductions at meetings throughout the year. Others will have two Inductions, and some three. Student Tapping must take place prior to induction. Schedule the Tapping for approximately 2 to 3 weeks before the Induction, if possible.

The Induction Ceremony shall include the participation of the Advisors, Student Officers and members of the chapter as well as an invitation, program, the traditional candles, a sign-in book, certificates, membership pins, etc. The ceremony may be tailored to the chapter by the Advisors. A template for the Induction Ceremony is found on our website.

It is good chapter practice to extend invitations for family and friends of the inductees.

Advisors may ask each candidate to complete the following statement prior to the Induction so that the

Advisor may read it while the candidate walks on stage.

- A 100-word statement on: Who and/or what has had the most influence on your becoming interested in criminal justice. What are your professional goals?
- A one-line quote from a poem, song, or a real or fictional character which reflects your philosophy of criminal justice.

Sample Invitation Letter for Membership from Chapter Advisor or student President

Dear [student name]

The **[Institution Name]** Chapter of Alpha Phi Sigma is proud to recognize your outstanding academic achievements by inviting you to become a member of **Alpha Phi Sigma, The Criminal Justice Honor Society**. An invitation to join Alpha Phi Sigma represents the highest scholastic honor in the field of criminal justice.

As the Chapter Advisor of the **[Greek Chapter Name]** Chapter**,** it is both a privilege and a pleasure to extend this invitation to you. On behalf of our chapter, we hope you will accept this honor and join our community of high-achieving students. Membership in Alpha Phi Sigma not only acknowledges your academic excellence but also reflects your commitment to leadership, integrity, and lifelong achievement—qualities that distinguish you in both academic and professional arenas.

[Optional] As part of our formal invitation process, chapter members will visit classes during the week of **[Date Range]** to officially invite qualifying students during our traditional "**Tapping**" ceremony. This ceremony allows us to publicly recognize your achievements among your peers.

Additionally, we invite you to attend a required informational meeting on **[Meeting Date]**. Please see our website or social media for additional information.

Please confirm your acceptance of invitation for membership by contacting **[Chapter Contact Name and email]** no later than **[Response Deadline Date]**. A completed membership application and one-time fee will have to be submitted to the Chapter Advisor.

Congratulations again on your well-deserved nomination. We look forward to officially welcoming you as a member of the **[Greek Chapter Name] Chapter** of Alpha Phi Sigma.

Warm regards,

[President Name]
President, [Greek Chapter Name] Chapter
Alpha Phi Sigma

[Chapter Advisor Name]
Chapter Advisor, [Greek Chapter Name] Chapter
Alpha Phi Sigma

CHAPTER OFFICERS

RESPONSIBILITY OF CHAPTER OFFICERS

The Advisors may adapt officer positions to the chapter's needs. For example, duties may be combined for some positions or chapters may elect additional officers to perform duties. The Advisors must be informed of activities planned by the officers and approve said activities.

The following represents typical duties of Chapter Officers. Duties may be altered by individual chapters.

PRESIDENT

- Planning agenda for business meetings.
- Conduct meetings, using parliamentary procedure.
- Email activities and photographs to Headquarters for publication in *The Docket.*
- Communicate clearly with and assist Alpha Phi Sigma Advisors regularly.
- Appoint committees, assign tasks, and follow up.
- Vote in a tie.
- Encourage members to update their email addresses to receive communications from the chapter.
- Keep agendas, copies of activity reports filed with Headquarters, calendar of activities and deadlines. Note on Agenda Preparation: *Prepare 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.*
- Finish each action before introducing something new.
- Be organized, presenting all information in a logical order.

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

- Conduct meetings in the President's absence.
- Plan agendas for business meetings with President.
- Keep membership information up to date.
- Serve as Program Chair—Chairs one Program Committee or oversees committees appointed for each

type of program or event.
- Work with committee members to obtain speakers and meeting facilities.
- Introduce speakers.
- Register all events on the college/university calendar.
- Notify the Publicity Chair (if relevant) 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

Post student evaluation by officers and sponsors—signed and dated
- Basis used (attendance, revenue, feedback, etc.)
- Recommend a repeat program next year
- Recommend not to repeat program and why
- Modifications recommended if repeated

SECRETARY

- Record and read minutes at meetings.
    - **Helpful Hints Regarding Minutes:** *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, members will vote approval as they stand or will make motions to amend them first. Amendments should be noted.*

- Handle correspondence for chapter, including thank you notes to speakers.
- Take attendance at meetings.

- Keep a roster of email addresses of all members.
- Set up announcements on a regular basis.
- Keep list of all committees and reports.
- Keep agendas, minutes, roll of members for the next Secretary.

SAMPLE WORKSHEET FOR ALPHA PHI SIGMA MEETING MINUTES

- ✓ Type of meeting
- ✓ Date, time started, location
- ✓ Presiding officer
- ✓ Members who are 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. (Can list agenda items and actions.)
    - II.
    - III.
    - IV.
- ✓ Time meeting adjourned
- ✓ Date, time, and location of next meeting
- ✓ Signed by the Secretary

TREASURER

- Keep financial records of expenditures and receipts.
- Collect and record registration fees, chapter dues, etc.
- Make deposits in a chapter or college/university account according to policy.
- Request funds or write checks for expenditures with Advisor's approval.
- Balance chapter bank statement or regularly verify Alpha Phi Sigma's funds in the school account.
- Report on financial status (income, expenses, balance) at business meetings.
- Keep a record for the next Treasurer (includes financial transactions, income and expenditures reports, receipts, budgets of past and present years).
- Notify members when the chapter needs additional funds for events.
- Complete any forms required by college/university for honor societies with funds.

SAMPLE ALPHA PHI SIGMA FINANCIAL REPORT

Date

- Balance in chapter account on date of last report
- Income since last report
    - Application fees for Headquarters
    - Annual chapter dues
    - Merchandise orders
    - Fundraisers
    - Student Activities Fund
    - Contributions
- Expenses since the last report
    - Application fees for HQ

- Merchandise orders
- Refreshments
- Scholarships
- Contributions to community
- Field trip, program, project, conference

CALENDAR FOR CHAPTER ACTIVITIES

Spring

- Encourage students to attend the Alpha Phi Sigma Annual Conference. Continue fundraisers for the annual conference students' expenses.
- Create events calendar for community service projects.
- Membership drive.
- Induction Ceremony.
- Elect new Chapter Officers. Outgoing officers shall hand over documents and discuss duties with incoming officers.
- New officers familiarize themselves with Alpha Phi Sigma Chapter Advisors, office, materials, and Alpha Phi Sigma website www.alphaphisigma.org.
- Honor Alpha Phi Sigma graduates.
- End-of-semester social functions.

Summer

- Officers study chapter bylaws and handbook, construct, or update chapter website.
- Officers meet for leadership self-training (consult with Advisor for assistance).
- 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. Brainstorm about field trips, conferences, Tapping, Induction ceremonies, community service projects, theme project, graduations, social events.
- Officers draft a budget for your chapter.

Fall

- Membership approves the calendar of events and budget.
- Assign committee members.
- Treasurer collects chapter dues.
- Encourage students to apply for individual and chapter grants, scholarships, and paper awards through the Alpha Phi Sigma website.
- Organize membership drive.
- Participate as a chapter in college/university orientations.
- Participate in the Alpha Phi Sigma theme project.
- Induction Ceremony.
- Implement programs, field trips, regular meetings, socials, fundraisers (to attend the annual Alpha Phi Sigma conference).
- Ask members to view the Alpha Phi Sigma website for announcements and up-to-date news. www.alphphisigma.org
- Students: Submit your Advisor's name for the "Advisor of the Year" Award.
- Apply for a chapter grant through the Alpha Phi Sigma website.
- Elect chapter officers if vacancies occur for the second semester.

- Community service project; Alpha Phi Sigma theme project, social functions.
- Honor Alpha Phi Sigma graduates.
- Submit Scholarships and Awards prior to deadline.
- Remind graduating students to apply for Alumni membership with Headquarters.

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 Headquarters, the following ideas should provide some help in ways to strengthen any local chapter.

Promote ties with Headquarters.

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

Promote ties with other area chapters.

- ✓ Hold a joint Induction Ceremony.
- ✓ Hold a local, daylong symposium on one issue or theme.
- ✓ Invite other chapters when a speaker comes to your campus.

Gain Visibility Locally

- ✓ Make a chapter banner and display it at all events.
- ✓ Wear Alpha Phi Sigma sweatshirts, T-shirts, and pins.
- ✓ Note Alpha Phi Sigma sponsorship prominently when advertising programs on campus and in the community.
- ✓ Publish events in both the local and campus newspaper.
- ✓ Prepare a media release when a chapter member wins an Alpha Phi Sigma award.

Involve All Members, Potential and Actual

- ✓ Have committees for events and invite each member to be involved in at least one committee each year. This will eliminate "*burning out*" one student.
- ✓ If your college/university 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.
- ✓ Hold a picnic or pizza party at the beginning of each semester and invite potential members.
- ✓ Hold the "Tapping" in a public place, such as the classroom.

Plan in Advance

- ✓ Brainstorm at the end of each semester for the following one.
- ✓ When discussing plans for the year, be flexible, and be open to all members' suggestions. Set tentative dates for meetings, regular events, and other activities well in advance.

- ✓ Reserve appropriate and adequate space for meetings as early as possible.
- ✓ Keep to a regular schedule for meetings. Strive to be consistent; meet at the same time and place every time.

Hold Effective Meetings

- ✓ Plan an agenda.
- ✓ Involve everyone in planning.
- ✓ Keep business to a minimum. No one likes sitting for a 2-hour meeting.
- ✓ Keep meetings moving; don't let people distract from the point at hand.
- ✓ Have a program (presentation, guest speaker, discussion topic, etc.) periodically at your scheduled meetings. This will hold the students' interest in coming to meetings.
- ✓ Distribute notice of the time and place of the next meeting.
- ✓ Involve faculty members in your meetings.

CHAPTER WEBMASTER

The chapter webmaster creates and maintains the Alpha Phi Sigma chapter website and makes sure it is linked to Headquarters' website www.alphaphisigma.org. In order to link the chapter website to Headquarters, please email headquarters@alphaphisigma.org to create a link.

The chapter website may be entered into the Website Competition. Awards for the best chapter websites are presented during the annual conferences.

CHAPTER HISTORIAN

The Chapter Historian oversees documenting all chapter events. The historian keeps records, photographs, news articles, social media events, printed programs, chapter newsletters, posters, and any other items or videos that will be held by the chapter. The historian may also compile or help compile the Annual Yearbook to be entered into the annual Yearbook Award competition. (See Scholarships section on the Alpha Phi Sigma website.)

REPORTER AND/OR PUBLICITY CHAIR

- ✓ Publicize Alpha Phi Sigma meetings, events, announcements, and award deadlines.
- ✓ Place announcements on Alpha Phi Sigma's bulletin board (if available).
- ✓ Send announcements to the college/university newspaper and campus public relations unit.
- ✓ Send news releases for community newspapers to college/university public relations.
- ✓ Arrange with college/university for news media coverage of special programs and events.
- ✓ Keep Dean of Student Activities informed about Alpha Phi Sigma activities.
- ✓ Keep notebook of all announcements and news releases in chronological order.

Sample Alpha Phi Sigma News Release or Announcement

- ✓ Date of release to the news media or to the college/university Public Relations Office.
- ✓ Sponsor: College, Alpha Phi Sigma Chapter.
- ✓ Chapter Advisor: [insert name]
- ✓ Contact person (publicity chair), address, phone number.
- ✓ Title of event (Speaker, film, Induction Ceremony, community service project, etc.).
- ✓ Date of event, time, and location.

- ✓ Information about the event (description of events).

CHAPTER DELEGATE

- ✓ Be an active student member of Alpha Phi Sigma.
- ✓ Represent Alpha Phi Sigma chapter to Headquarters.
- ✓ Have regular access to email and the Internet, at least weekly.
- ✓ Present all surveys and ballots to the chapter and register votes taken at regular membership meetings.

STUDENT GOVERNMENT ASSOCIATION REPRESENTATIVE
UNIVERSITY HONOR COUNCIL REPRESENTATIVE

- ✓ Represent Alpha Phi Sigma at Student Government and/or Honor Council meetings.
- ✓ Complete reports necessary for Alpha Phi Sigma to maintain recognition by the SGA or Student Activities Office and/or Honor Council (or similar unit).
- ✓ Lobby 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, 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 Secretary keeps a brief memorandum (in minutes) for the use of the committee.
- The 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. I.e. The Finance Committee recommends that each Alpha Phi Sigma member be

required to pay $10 annual dues to the chapter by October 1.

Form for 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.

HQ & CHAPTER DIRECTORY

CHAPTER DIRECTORY

Alpha Phi Sigma maintains and updates a Chapter Directory on the website, providing contact information for all chapters in one system.

Chapter Directory information may be updated by sending an email to Headquarters with the information to be updated. New chapters are added to the Chapter Directory when they complete a charter.

HEADQUARTERS ADDRESS

Alpha Phi Sigma Headquarters is located at Nova Southeastern University in Fort Lauderdale, Florida.
The address at the university is listed as our physical address. All mail sent to the university is processed by the university's mail room and subsequently delivered to the Alpha Phi Sigma office.

To expedite receipt of mail, Headquarters set up a post office box and the mail is retrieved daily. All applications, letters, and documents that are not sent via Federal Express or express mail, should be sent to the Post Office Box address.

Express mail should be sent to the physical address. Please note that there is no guarantee that an express envelope will be delivered the same day it arrives in the mail room.

Mailing Address
Alpha Phi Sigma Headquarters
P.O. Box 292405
Davie, FL 33329-2405

Physical Address
Alpha Phi Sigma Headquarters
Nova Southeastern University
3300 S. University Drive
Ft. Lauderdale, FL 33328-2004

HEADQUARTERS EMAIL

Please direct all email communications to Headquarters@alphaphisigma.org.

Emails are received and responded to daily; however, during the busiest times, it may take a couple of days for staff to respond to an email. Emails are categorized and kept for future references. All applications and Honor Regalia orders processed via email are saved to the college/university file.

HEADQUARTERS TELEPHONE

Alpha Phi Sigma's direct line is 954-262-7004. Headquarters does not have a fax.

SOCIAL MEDIA

Alpha Phi Sigma has accounts with the following social media sites.

Facebook: https://www.facebook.com/AlphaPhiSigmaCriminalJustice/
Twitter: https://twitter.com/AlphaPhiSigmaHQ
Instagram: https://www.instagram.com/alphaphisigmacj/
LinkedIn: https://www.linkedin.com/in/alpha-phi-sigma-the-criminal-justice-honor-society-1b2379189/
Postings are continuous and pertain to Headquarters news, merchandise sales, and conference planning and events. Chapters are encouraged to create their own accounts and link to HQ accounts to showcase their chapter events.

Should help be needed regarding social media accounts, please contact Headquarters.

APS ANNUAL CONFERENCE

CONFERENCES & LOCATIONS

Members can attend the Alpha Phi Sigma annual conference held every Spring. The conference is held concurrently with the Academy of Criminal Justice Sciences' annual conference (ACJS), allowing students to network with professionals in criminal justice and related fields along with other Alpha Phi Sigma members.

Members enjoy a variety of scholarly, professional, and social activities. Locations vary each year, and conference information is posted on the Alpha Phi Sigma website.

ACADEMY OF CRIMINAL JUSTICE SCIENCES (ACJS) REGISTRATION

Alpha Phi Sigma suggests that all our members, including Advisors, register with ACJS. By registering with ACJS, members can attend ACJS panels and receptions. Membership with ACJS is annual and registration for their conference is required. Please visit www.ACJS.org for registration and additional information.

ALPHA PHI SIGMA PROGRAM

Alpha Phi Sigma's Executive Board meets every September to plan the conference for the following year. The Board follows the Theme of the Year in determining the speakers invited and activities planned for the conference. The conference is generally held on Wednesday, Thursday, and Friday (full days) and in conjunction with the ACJS conference. ACJS sponsors Alpha Phi Sigma's conference and APS invites its own speakers. Students are encouraged to also peruse the ACJS program for events that benefit their interest.

Key program events are scheduled each of the three days. This is an example of events planned for the conference.

WEDNESDAY

Continental Breakfast, *Sponsored by Alpha Phi Sigma (Available to all members and Chapter Advisors)*
Student Mixer
Alpha Phi Sigma Opening Ceremony
- Procession of Alpha Phi Sigma Executive Board
- Honor Guard
- Greetings by ACJS President
- Keynote Speaker

Chapter Advisor Meeting
Forensic Workshop-Pre-Requisite for Crime Scene Investigation
Crime Scene Investigation
ACJS President Reception

THURSDAY

Continental Breakfast, *Sponsored by Alpha Phi Sigma (Available to all members and Chapter Advisors)*
Alpha Phi Sigma Judging of Yearbooks
Speaker
Criminal Justice Knowledge Scholarship Test
Chapter Advisor Meeting
College Quiz Bowl Competition
Alpha Phi Sigma Presentation and Judging of Chapter Goals & Theme of the Year

FRIDAY

Continental Breakfast, *Sponsored by Alpha Phi Sigma (Available to all members and Chapter Advisors)*
Experiential Workshop or Speaker
Instagram Reels Competition
Speaker or Workshop
Alpha Phi Sigma Business Meeting
Alpha Phi Sigma Scholarships & Awards
V.A. Leonard Scholarship, Dr. Regina B. Shearn Scholarship, Paper Competition, Student Member of the Year Award, Student Member Achievement Award, Advisor of the Year Award, Chapter Goal Awards, Star Chapter, Theme of the Year Award, Outstanding Yearbook Competition, Web Page Grant, Chapter Grants, Instagram Reels Competition, Advisor Grants, Distinguished Lifetime Golden Alumni Award & Attendance Scholarships
Executive Board Meeting (Executive Board Members Only)

Each year, the program is available on the Alpha Phi Sigma website. The venue of the upcoming conference as well as venues of future conferences are listed on the website in the *Conference* section. ACJS registration information is also available on the website.

SCHOLARSHIPS, AWARDS & GRANTS

Each Spring, Alpha Phi Sigma awards approximately $40,000 in scholarships, awards, and grants. Members, chapters, and Advisors are eligible for these awards. With some exceptions, members generally do not need to be present at the annual conference to win. The Executive Board reviews all scholarships annually at the Executive Board meeting held every year at Headquarters. The Executive Board increases funding for scholarships and presents new scholarships, if applicable.

Alpha Phi Sigma offers scholarships for undergraduate and graduate members, chapter awards, and grants on a yearly basis. Scholarships include the following:

- "Theme of the Year" Project Award
- V.A. Leonard Scholarship
  - Undergraduate
  - Graduate
- Dr. Regina B. Shearn Scholarship
  - Undergraduate
  - Graduate
- Best Paper Scholarship
  - Undergraduate
  - Graduate
- CJ General Knowledge Test Scholarship
  - Undergraduate
  - Graduate
- The Nay-Latocki Military Veteran Scholarship
  - Undergraduate
  - Graduate
- Student Member Achievement Awards
- Student Member of the Year Award
- Outstanding Chapter Goals Awards (Leadership, Service & Unity)
- Advisor of the Year Award
- "STAR" Chapter Award
- Web Page Grants
- Outstanding Yearbook Competition
- The Alumni Achievement Award
- The Distinguished Alumni Lifetime Membership Award
- Instagram Reels Competition Awards
- Chapter Project Grants
- Advisor Grants
- Over $3,000 in Conference Attendance Scholarships
- Specific Advocacy Grants
- Quiz Bowl Awards

For up-to-date information on the current scholarships available, visit the Alpha Phi Sigma website at www.alphaphisigma.org and click on Scholarships.

MERCHANDISE

Official Alpha Phi Sigma merchandise is available for sale on the Alpha Phi Sigma website. Merchandise includes apparel, accessories, graduation gifts, Chapter Advisor merchandise, banners and tablecloths for recruitment, Induction, and other chapter events.

Visit the Alpha Phi Sigma website and click on “shop” for a listing of available items.

Alpha Phi Sigma sells retractable banners, podium banners, table coverings, and various items that chapters may use for recruitment purposes. These items may also be used at Inductions and college/university events.

Alpha Phi Sigma carries a selection of fine jewelry. The jewelry is available in silver, and white or yellow gold. Jewelry pieces include men’s and ladies’ rings, pendants, and bracelets. In the shop section of the website, click on Fine Jewelry and follow the link to order directly from our partner Ken Jernigan and Associates.

A recruitment/information brochure is available to chapters at no cost. Please call or send an email to Headquarters with a request for brochures. The Alpha Phi Sigma brochure has details about requirements to join, benefits of membership, and other pertinent information.

GOVERNING DOCUMENTS

The Alpha Phi Sigma Bylaws are the governing document.

Alpha Phi Sigma also has several policies available to help chapters, Chapter Advisors, Executive Advisors, Executive Council, Executive Director, and members navigate the organizational structure in an efficient and coherent manner. The policies are posted on the “About Us” tab of the Alpha Phi Sigma website at www.alphaphisigma.org and include:

- **Chapter Policy**
- **Executive Board Policy**
- **Privacy Policy**
- **Removal of Chapter Officer Policy**
- **Whistleblower Policy**
- **Risk Management Policy**
- **Code of Conduct Policy**