

# Chapter Advisor

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## Duties & Responsibilities



# Who is a Chapter Advisor?

Each chapter shall have a chapter advisor, who is a full-time faculty member or full-time administrative assistant. Chapters may have assistant advisors, who are full time or part time College/University faculty or Alpha Phi Sigma Alumni. All advisors and assistant advisors should be chosen for their interest, ability to work effectively with students, and desire to promote the ideals of the Society.



## The Role of the Chapter Advisor 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          |

# Duties & Responsibilities

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Alpha Phi Sigma  
official newsletter,  
The Docket





# Applications

- Identify and certify qualifications of student candidates for membership
- Sign every student, faculty, honorary membership application & regalia order from.
- Complete a Signature Verification and submit to Headquarters
- Certify the student's GPA and number of classes taken. Students shall not become members of Alpha Phi Sigma without the advisor's approval and signature

## 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. (see induction & tapping presentation on website).

# Leadership

- Provide leadership training for chapter officers.
- Guide the chapter officers in planning and implementing goals, projects, and activities.
- Motivate officers to plan educational programs on criminal justice issues through fieldtrips and service projects.
- Assist in developing group cohesiveness and help strengthen relations between chapter officers and members.
- Assist members in setting up a chapter social media page to communicate with members and inform members of chapter events and meetings as well also showcase service projects, scholarship, and new members.
- Set up a chapter website where students may look up information about recruitment, chapter events and meetings.

# Bylaws

- Chapter by-laws must be submitted to headquarters at the time of chapter charter and upon revision. Chapter bylaws must be approved by Headquarters prior to rectification. If a new advisor is unaware of the status of the chapter 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 on the chapter bylaws or policy. (see presentation on Chapter Officers for details)

# Community Service

- Encourage community service by guiding members as to the issues involving your community and how to serve the community 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.

# 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 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 drive 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 and establishing an Alpha Phi Sigma scholarship, if feasible.

# Theme of the Year Project

- Participate in the Alpha Phi Sigma's 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 the event in accordance with the guidelines available on our website under Scholarship, Awards, and Grants 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. Scholarships and reminders to apply are sent via email to all members and advisors a few times during the year.

# Scholarships and Wards

- Publicize Alpha Phi Sigma competitions, awards and encourage members to submit projects, scholarship applications, and papers for competition. The Advisor is responsible for all applications and ensure that they are submitted to Alpha Phi Sigma Headquarters prior to the date stipulated in the Scholarships with the scholarship Cover Sheet.

## Chapter and Advisor Grants

- Advisor 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.

# Reports

Advisor must ensure that the chapter is in “good standing”. For a chapter to be “In Good Standing”, the chapter advisor shall:

- ☐ Pay the annual dues by the due date.
- ☐ Submit the Financial Report to Headquarters annually.
- ☐ Submit the Activity Report to Headquarters annually.
- ☐ Verify that the chapter’s bylaws are on file at Headquarters (or send updates to HQ)

# Reports cont.

- **Annual Chapter Dues:**

- Submit the annual chapter dues on or before January 1<sup>st</sup> of each year.
- Paying chapter dues on a timely basis will guarantee that the chapter name is included on the back of the conference commemorative t-shirt.

- **Chapter Activity Report:**

- Complete and email Headquarters the chapter activity report by the stipulated date. The report covers the calendar year and is due at Headquarters prior to April 30th of the following year.

- **Chapter Financial Report:**

- Submit the one-page Financial Report that lists the income and expenses of a chapter. The report covers the calendar year and shall be submitted prior to April 30th of the following year.

- **Signature Verification:**

- For Headquarters to verify the signature of the chapter advisor and co-advisors, the Signature Verification form must be on file with Headquarters. The form is available on our website or by emailing request to Headquarters.

- **Chapter Bylaws:**

- An Advisor must submit Chapter Bylaws at time of chartering a chapter and upon any changes made to the by-laws. The Chapter bylaws may not conflict with Alpha Phi Sigma national bylaws.



# IRS Tax Information

Each Alpha Phi Sigma chapter is issued a Federal Tax Identification Number (FEIN) from 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. In order to file the report on behalf of each chapter, the chapter Advisor must present the completed Financial Report to Headquarters 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 at the National Level

The Executive Student Officers represent the entire organization. Elections for Executive Student Officers are held every other year in odd numbered years and serve a two-year term. Chapters may run for Presidential Slate (President, Secretary, and Treasurer from one school) or Vice President (a different school).

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 Advisor** assists the students to make the decision to run for executive office and guides them through the process. Executive officers and advisor must attend two annual conferences and two Executive Board meetings in Ft. Lauderdale during their term in office.

# 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.

## APS 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.
  - The advisor 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 the members and advisors.
  - The Advisor should share The Docket with other faculty or administrators, especially if it featured their chapter.

# Letter of Understanding

The Advisor of the chapter will 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 *Officers* section of the Alpha Phi Sigma handbook, and work with them to develop leadership skills.

I shall complete and send the chapter activities report and chapter financial report to Headquarters.

I, or a chapter officer under my approval, shall submit an article and pictures of chapter events to the *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.

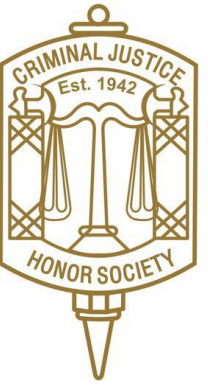
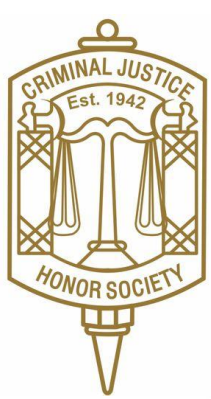
I shall implement strategies suggested by Headquarters to fulfill the goals of Alpha Phi Sigma.

I shall attend and encourage students to attend the Alpha Phi Sigma Annual Conference when possible.

I shall annually update my signature, address, phone, fax, email, on file with Headquarters.

I shall take sole responsibility for ordering academic regalia for chapter members.

I shall certify all membership applications submitted to Headquarters.



THANK  
YOU

ΑΨΣ  
ALPHA PHI SIGMA