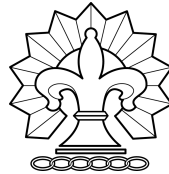


Handbook for Members



Alpha Rho Chi

Alpha Rho Chi Fraternity
Architecture and the Allied Arts

October 2012 Edition

INVENTOR.

RICHARD BUCKMINSTER FULLER

BY

Pollard, Johnston, Smythe & Robertson

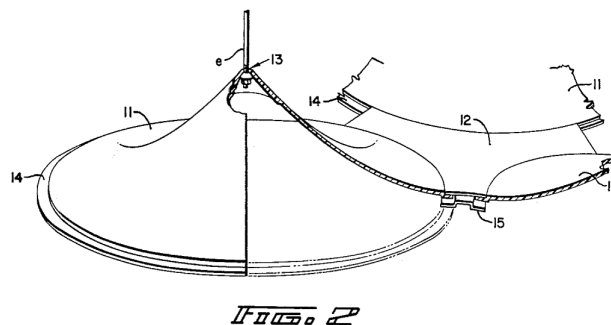
ATTORNEYS.

Introduction

Welcome to the *Handbook for Members* – the comprehensive manual on the operations of Alpha Rho Chi Fraternity. This manual provides standards, guidelines, and tips for the workings of the fraternity and for information regarding resources available to your chapter or alumni association. This manual is about the organization of our fraternity, but it is written for your use – as a *member* of Alpha Rho Chi.

This handbook's purpose is to help you make most of your membership in Alpha Rho Chi. It was written to answer questions you may have, such as “What does the Grand Council do?” or “How does Convention work?” As you accept leadership roles within the fraternity, this handbook will help you prepare for those responsibilities and point you in the right direction on specific tasks. There's a lot in here, you're not expected to read it once through and memorize everything. Instead, refer to it on an ongoing basis to help you be a more effective brother of APX.

This handbook is a reference, but not your only one. This fraternity is an amazing organization filled with many different kinds of people. Although we share common ideals of fellowship and professionalism, all our brothers come to Alpha Rho Chi with different experiences, backgrounds, and skills. Ask your brothers for help, and do the same for them. This is as true in the national fraternity as within the chapter. Your national officers and regional directors exist to assist you, and they also are looking for your questions and feedback in improving future editions of this manual.



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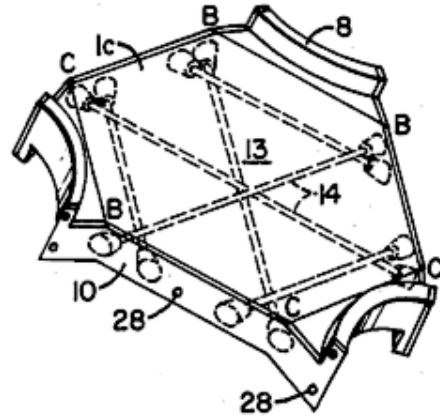
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Section One: Membership



Recruitment

Recruitment is key to the vitality of the chapter and the only way for the fraternity to perpetuate itself. It is not a limited series of “formal recruitment” events held once per academic term; rather, recruitment is a year round activity.

Recruitment versus “Rush”

Quite literally:

Rush: to move forward, progress, or act with haste or eagerness or without preparation; to perform in a short time or at a high speed

Recruitment: the process of filling up with new members; to replenish; to restore or increase the health, vigor, or intensity of something.

Rush implies a hurried approach of catching whichever potential new members come our way. It also suggests an impersonal way to push people through a system – one in which chapters don’t give due consideration to whom they want as members, and that attitude may pressure potential members in to quickly making a lifelong commitment.

Recruitment is a different way of doing things. Instead of making potential new members come to us, we go to them. We find them on the quad, in classes, on campus, and introduce ourselves to them in order to make them feel wanted. We cannot sit back and allow whoever walks through our doors to be the only possible new members. We have to take an active role in increasing our membership.

Formal recruitment events are key opportunities for letting potential new members express interest in Alpha Rho Chi and learn more about what the fraternity offers. Remember too, the chapter’s other activities through the year are equally important in demonstrating the benefits of membership and what members of the fraternity can accomplish as an organization.

Who We Are Recruiting

Alpha Rho Chi is looking for potential members who are intelligent, leaders, and team players to contribute to our fraternity.

They should be treated in a way that recognizes their opinion and experience. We need to show them that APX provides opportunities not available elsewhere.

Alpha Rho Chi offers: the ability to shine among one’s peers, the chance to learn how to lead and operate an organization as a business, the chance to share experiences between lower and upperclassmen, a way to enrich their education in their profession, and a life-long fellowship with one’s brothers. Our challenge is to market these opportunities and help potential new members to see if our fraternity’s ideals align with theirs.

As a professional fraternity for architecture and the allied arts, Alpha Rho Chi is unique among campus organizations. This makes it easy to distinguish ourselves compared to general fraternities. How many of those members share an interest in their chosen profession? Clubs in the school of architecture may share similar professional interests, but how many take an interest in their members' personal development or the mutual support and brotherhood found in a true fraternity?

In order to maintain this unique distinction, we must aim to recruit only the best members. We must find people who are willing to make Alpha Rho Chi a priority in their lives. Without the willingness to participate fully, we are only increasing the number of "dues payers," and we would be lucky to even get that. There are too many people who are happy to join a group, pay a fee, and put it on their resume. Alpha Rho Chi is not about that. In order to produce valuable members, we must recruit valuable people.

Recruitment Basics

These are some quick tips:

- **Remove the term "rush" from your vocabulary.** It is no longer the best way to describe the process of acquiring new members. "Rush" is a hurried process, and you should not be hurrying to get people pledged before you even have time to process their name!
- **Re-educate the chapter.** Get everyone on the same page about the chapter's current status and review your chapter history. Everyone has to be able to discuss the chapter with knowledge and conviction in order to have a solid recruitment period.
- **The entire chapter must be involved for recruitment to be successful.** If everyone has a part, they will have personal investment in the program and will work harder to see the program succeed.
- **Know what you're looking for.** Along with having the active members on the same page, they should all know what kind of members you are looking for. You always need great leaders, involved people, and smart students, however, if you're leaning heavy in one area, be sure to balance it out and look for people that can bring diversity to your chapter.
- **Recruitment = creating relationships.** At every event and encounter, you are creating relationships with your future brothers! Be sure to keep in mind that everyone you meet could be a potential brother. You want to know everything you can about your recruits to make sure they will be the best fit for the chapter, and your chapter will be the best fit for them.
- **You get what you give.** Be sure to hold your standards high and to remember why you have recruitment. If you're looking for numbers, you can get the numbers. If it is quality that you strive for, you have to put it in yourselves!
- **Always be at your best, even when you are not wearing your letters.** You are always a representative of Alpha Rho Chi, so always put your best foot forward. If you want the best reputation for your chapter as possible, you must hold yourself to the standard you set for others.
- **Be proud of your chapter.** You are essentially "selling" your chapter to students on campus. If you are not proud of what you are selling, they will know. You have to be able to speak highly, but truthfully, about your chapter's strong suits and what it is able to offer to new members.
- **Be open to change.** In order to have a successful recruitment period, your chapter must be open to changing its ways. There is nothing wrong with trying something out for a semester. If it doesn't work, at the least you have gained experience. If it does work, you

might end up with more actives than you know what to do with, and that definitely is not a bad thing!

- **Recruitment is an on-going process.** While the formal recruitment period may only last a few weeks, recruitment never ends. Potential members are everywhere, so be sure to constantly create relationships with other students and faculty, while upholding a positive view of your chapter.

Resources

- Recruitment Handbook

Membership Eligibility

The membership is the heart and soul of Alpha Rho Chi Fraternity. Membership in Alpha Rho Chi is open to all students registered in courses leading to degrees in architecture and the allied arts, to faculty, and to distinguished professionals regardless of race, religion, gender, nationality, or sexual orientation. Once a person completes the Ritual, they are members for life and cannot be expelled from the fraternity.

- One of the main goals of Alpha Rho Chi is to unite students from various years and departments to expose them to the overall benefits and opportunities of the profession and related fields.
- Chapters are encouraged to establish minimum grade point averages for pledges to achieve prior to initiation as requirement for membership.
- If a member transfers to a university with a chapter of Alpha Rho Chi, they may, with the approval of that chapter, transfer their membership to the new chapter. National membership records will reflect their status as a member of the new chapter.
- Each member should fully understand it is their personal responsibility to meet the financial obligations as a brother of Alpha Rho Chi Fraternity. As a minimum while an active member, these obligations include payment of the initiation fee, national dues, and chapter dues as assessed on a monthly basis. Upon graduation or withdrawal from school, the financial obligations do not stop, but continue with national alumni dues, alumni association dues, and any building fund commitments they have made. The fraternity depends on the continued financial support of all its members.
- All persons entering the Fraternity understand that membership in Alpha Rho Chi Fraternity is for life and agree to actively participate as a member in the chapter and later as an alumnus.

Pledging

A pledge is a potential new member of the fraternity. Pledges occupy a unique position in that they are affiliated with the fraternity, but *not members of it*.

All candidates for membership must undergo a period of not less than six weeks during one term, in which as pledges they are instructed in the history, traditions, operations, and goals of their chapter and the national fraternity. Pledge training includes but is not limited to: weekly written or verbal tests concerning the contents of the pledge manual, a number of projects and weekend activities designed to develop professionalism, education, fraternalism, and planning, and connecting with each other as potential brothers.

Pledging is crucial in a member's experience of Alpha Rho Chi. It is the time for potential members to take a close look at Alpha Rho Chi and what it has to offer. It is also when future members are given their deepest and longest lasting impression of the brotherhood and the organization. If you have a chapter house, potential members are also looking at this as their

potential residence. It is the time to impress these potential members, but also to be honest about your chapter.

Pledges are to be treated with respect, but also not to be treated as members. They are aspiring to become members, and they should understand that this training is preparing them for the responsibilities of membership. It should build the foundations of membership and not be thought of as an obstacle to overcome. That does not mean it is easy. The effort should be commensurate with the work expected of members of the chapter.

Hazing is strictly prohibited in all fraternity events. Accusations of hazing will be thoroughly investigated and may be grounds for suspension and/or criminal prosecution.

Pledging Guidelines:

1. **Treat pledges with respect and dignity.** Treating pledges with demeaning behavior or assigning them pointless activities will only suggest that the chapter does not respect each other as members and that the chapter's efforts serve no useful purpose. Pledges should know how their efforts are contributing to the welfare of the chapter and/or their education as future members.
2. **Big brothers are very important.** Providing a mentoring relationship between a big brother and little brother creates a special lifelong bond between members. As the pledge's mentor, a big brother should model fraternalism for the pledge. Care should be taken in matching the pledges' temperament with that of their mentors' so the relationship can be open and harmonious.
3. **Be friendly, but not brothers.** Remember, despite the friendships you create with the pledges, or preexisting relationships of classmate or friends that exist outside of the fraternity, as far as fraternity matters are concerned, they are not members and should not be treated as such.
4. **Romantic relationships between actives and pledges are strongly discouraged.** In many companies, it is not allowed for employees in direct reporting line to become romantically involved with each other. This is generally true of the fraternity as well. As pledges are "directly reporting" to the actives, they should not become romantically involved. A romantic relationship can create confusion in the active/pledge relationship, appearance of favoritism, and awkward situations for the rest of the pledge class and the chapter. In some cases it could be considered sexual harassment or an abuse of power. In a coed fraternity, it is understood that romantic attraction may develop between some members, however, members should take care not to allow romantic relationships to conflict with their professional and fraternal responsibilities.
5. **Keep your pledge class out of it.** Remember that each pledge class is different. The interactions within the class help them learn the intimate fellowships shared in the chapter. A pledge educator often needs to adjust the program to meet the composition and needs of each pledge class. Even if you are a new initiate and are experiencing your first pledge class from "the other side," do not project your pledge class experience onto the new class as traditions they must follow. Remember, this is *their* experience and you already had yours.

Classes of Membership

The classes of membership in the fraternity are established by the Constitution and are further described below. “In no chapter shall there be any classes of membership that are exempt from the Constitution and By-Laws of the Fraternity, nor free from the obligations imposed by the Fraternity’s schedule of charges and regulations.”

Active

An active member is classified as an initiated member while enrolled in a university with an active chapter. They are required to continue membership and participation until they are out of school. They are members for life.

An active member enrolled in a university sponsored work or travel/study program which receives credit towards graduation is still an active member of the chapter. They are not considered withdrawn from the university even though they may be in another city or country and unable to participate in chapter activities.

Active members may have certain privileges denied them for reasons of not being in good standing with the chapter or relieved of certain chapter obligations for reasons of mitigating circumstances by due process prescribed by the chapter’s by-laws. However, their national status as an active member is not affected by either action.

A chapter may take disciplinary action to suspend an active member from the chapter. Any act of suspension must be made in accordance with the chapter’s by-laws, and the chapter must inform the Grand Council upon taking such action (See *Alpha Rho Chi Policies on Suspended Members*).

Members enrolled in graduate level programs that voluntarily participate and remain active members of the chapter by paying chapter dues and voting in meetings are also considered active members as their national status.

Non-Graduate

When an undergraduate member withdraws from the university prior to receiving a degree or transfers to another university at which there is no chapter of the fraternity, he or she becomes a non-graduate member of the fraternity.

Alumni

Alumni members are those who have received degrees from universities at which chapters are located or any other institution upon notification in writing to the Grand Council.

Faculty

Members of faculty at schools where there are chapters of the fraternity and who are congenial to the chapter should be offered the opportunity to become members of the fraternity. It should be understood that faculty members are chosen on the same basis as are undergraduates and that faculty membership is not “honorary” in character. Faculty members are expected to participate in chapter and alumni functions as well as pay initiation fees and alumni dues as full members of the fraternity.

Honorary

Honorary members are distinguished members of faculty, outstanding professionals, and others who will reflect honor to the fraternity as a whole by becoming members. The name of the perspective honorary member along with biographical background and a statement of why the chapter has selected the individual for honorary membership must be submitted to the Grand Council for approval before they can be elected to honorary membership. The sponsoring chapter should pay the minimal initiation fee for the honorary member and make all arrangements for initiation and recognition of the honorary member.

Master Architect

Master architects are esteemed members of the profession who have made a significant contribution to architecture, the profession, and/or education on a national basis. Master architects may be elected by $\frac{3}{4}$ vote of the chapters and alumni associations. The 56th National Convention established nominating criteria for the classification of master architect. These criteria can be found in the minutes of that convention or obtained from the Grand Council.

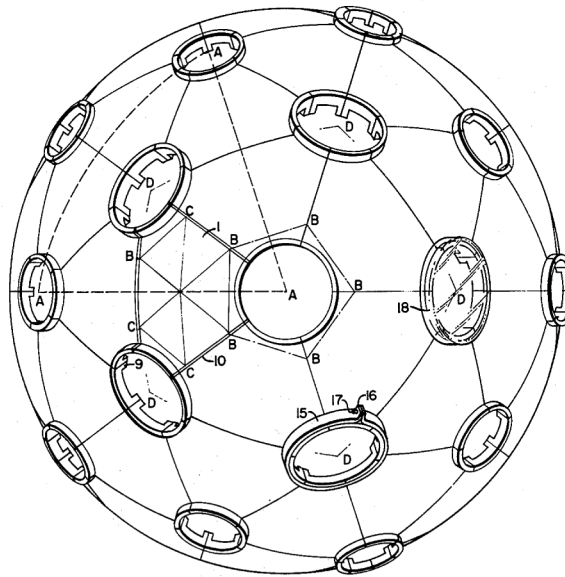
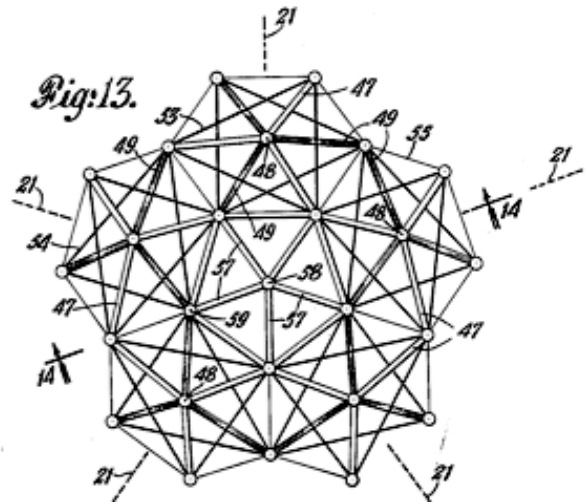


FIG. 3

Section Two: Chapters



The Executive Board

Each chapter has an executive board consisting of its elected officers. They serve as the board of directors for purposes of their state's incorporation requirements. The executive board is generally composed of the following positions:

- Worthy Architect (President)
- Worthy Associate Architect (Vice President)
- Worthy Estimator (Treasurer)
- Worthy Scribe (Corresponding Secretary)
- Worthy Clerk (Recording Secretary)
- Worthy Superintendent (Ritual Director)
- and other officers named in the chapter's by-laws.

If the chapter does not meet weekly, the executive board should hold meetings in the interim weeks. The board should also meet at least twice during the summer break. Minutes of the board meeting should be posted or made available for all members to read. Meetings are open to all chapter members.

Officers

There are many duties of each office in the chapter. The specific offices and duties may vary depending on your chapter's by-laws and customs.

The terms of each office should be defined in the chapter's by-laws. Elections should be announced well in advance. Nominations and elections should be conducted in accordance with Robert's Rules of Order. The ceremony for installation of the Worthy Architect and the other officers is described in The Ritual.

Worthy Architect

President. Chairman of the board of directors.

- Maintains communication between the chapter, alumni association, and control corporation as applicable.

- Serves as a liaison with the school and with other organizations.

- Ensures all officers fulfill their duties.

- Presides at all meetings of the chapter. In keeping with Robert's Rules of Order, the WA should be impartial in all discussion and only casts votes to break a tie.

- Makes all appointments subject to board approval.

- Maintains all records pertaining to his office and gives them to his successor.

Worthy Associate Architect

Vice President. Member of the board.

Presides in the absence of the Worthy Architect.

Oversees all chapter committees for coordination with other officers.

Worthy Estimator

Treasurer. Member of the board.

Keeps accurate, up to date records of chapter finances.

Provides typed reports at each board and chapter meeting of all accounts, submitting a complete financial statement at the end of each academic term.

Submits all national dues, fees, and monthly membership reports on time.

Collects dues and fees owed the chapter. Invoices members as necessary and provides a written receipt of payment.

Copies all checks received as payment.

Follows prescribed bookkeeping procedures.

Worthy Scribe

Corresponding Secretary. Member of the board.

Sends and answers official correspondence.

Keeps updated addresses and contact information of the chapter's membership, updating rosters at the start of each academic term. Submits S-2 to Grand Council each semester.

Ensures each member receives certificates of membership and official badge.

Sends regular correspondence to all active chapters.

Edits regular newsletter for sharing news with alumni, other chapters, and Grand Council.

Serves as Archi reporter, providing news and articles to *The Archi* and *APX Letter* editors for publication.

Worthy Clerk

Recording Secretary. Member of the board.

Keeps proceedings of each board and chapter meeting.

Types and posts all minutes of board and chapter meetings for review of all members.

Directs the keeping of all chapter records.

Takes roll at each meeting and required functions.

Worthy Superintendent

Ritual Director. Member of the board

In charge of all matters pertaining to The Ritual.

Serves as chair of Ritual committee.

Note: at a few chapters, the title Worthy Superintendent corresponds to house manager.

Other Offices

Other offices available include, but are not limited to those below. It is a reminder to all chapters to structure your chapter as you see fit in order for your chapter to function smoothly.

- Worthy Advisor – Provides perspective to meetings of board of directors.
- Pledge Educator – Formally educates pledges about the Fraternity.
- House Manager – Charged with operation and maintenance of the chapter house.
- Parliamentarian – Assists Worthy Architect in interpretation and application of Robert's Rules of Order.
- Historian – Maintains a record of the chapter's history.
- Chaplain – Provides council to members in need.
- Committee Chairs – Create, organize, and develop necessary committees within the chapter as the need may arise.
- Sergeant-at-Arms – Ensures validity of membership and preserves sanctity of esoteric activities and affairs.

Meetings

In order to maintain a well-organized and cohesive chapter, chapters should meet at least once a week during the academic term. Regular meetings are essential to maintain communication, share news, ensure that the chapter's initiatives are moving forward, and provide every member a voice and responsibility in the chapter's success. Some chapters will alternate business meetings with more general social gatherings (such as a group dinner) on alternate weeks.

Special meetings may be called in accordance with individual chapter by-laws. No business is transacted at a special meeting other than that for which the meeting was called.

Format

Robert's Rules of Order governs all business meetings, except where it may conflict with the chapter's by-laws. To help the WA conduct meetings in an organized manner that respects all members' time, the WA should prepare and distribute the meeting's agenda in advance. The agenda includes topics submitted by members beforehand and makes sure members are prepared to discuss the motion or topics.

The following order of business is used for all chapter and executive board meetings:

- Call to order
- Roll call
- Minutes of previous meeting read and approved
- Officer reports
- Committee reports
- Old business
- New business
- Suggestions for betterment of the chapter
- Adjournment

Attendance

A quorum, the minimum number of members present to hold a meeting, is set by the chapter's by-laws. As with any professional organization or corporation, members should be required to attend every meeting unless dire circumstances allow for otherwise. Members who cannot attend a meeting shall contact the WA or his designee in advance to notify of an absence. Chapters may establish fines for those who miss meetings unexcused. It is expected that all members can balance the academic commitments with their responsibilities as members.

Committees

Committees are established to address and assist in carrying out specific objectives and events.

There are two types of committees:

- Standing committees are perpetual to provide ongoing development and coordination in specific areas of concern, such as recruitment, professional, or social;
- Special committees are established with a specific task to perform and are expected to dissolve after the assignment is completed and a report is delivered. The scope of the committee and its termination date is given when the committee is formed.

Once given their mandate, committees have authority to move their work forward in the way they see fit. Committee chairs should report their progress or activities at each chapter meeting.

Examples of Committees

The number and types of committees vary by the size and needs of each chapter. Some committees may be established in chapter by-laws. Here are some common examples of committees with typical chair.

- Alumni Relations (WAA) – keeps chapter alumni informed, attends alumni association meetings.
- Athletics (WAA) – keeps chapter informed of intramural activities.
- Awards (WC) – oversees local chapter awards, applies for national awards such as the So Whitten and Ken Kohlen, and manages nominations for the “Pop” Ely Award as well as Gold and Silver Alpha Rho Chi medals.
- Budget (WE) – establishes chapter budget.
- Communication (WS) – informs members of current activities and publishes chapter newsletter.
- House (W Supt/House Manager) – governs and manages physical affairs of the chapter house.
- Philanthropy (WAA) – organizes the chapter’s involvement in community service events.
- Professional (WA) – develops professional programs.
- Recruitment (WAA) – oversees all matters pertaining to identifying and recruiting new members.
- Ritual (W Supt) – oversees application of the Ritual.
- Social (WAA) – meets the social needs of the chapter.

References

- Alpha Rho Chi Fraternity Constitution and By-laws
- Chapter/Association constitution and/or by-laws
- *Robert's Rules in Plain English: A Readable, Authoritative, Easy-to-Use Guide to Running Meetings*, Zimmerman; Collins; 2 edition (September 20, 2005)
- *Robert's Rules of Order: Newly Revised*, Robert III; Da Capo Press; 10 Sub edition (November 10, 2000)
- *The Theory of Committees and Elections and Committee Decisions with Complementary Valuation* by Duncan Black, Kluwer Academic Publishing; 2nd rev. ed. edition (January 1998)

By-Laws

Each active member should be provided a copy of the chapter's constitution and by-laws prior to their initiation and each time it is amended.

All amendments to the chapter constitutions and by-laws must be submitted to the Worthy Grand Architect for approval before they can take effect. The Grand Council will review amendments and certify they are not in conflict with any national rule, directive, policy, or order.

Faculty Advisor

As a student organization at your university, your chapter is required to have a faculty advisor. Your faculty advisor is a valuable contact who serves as a sounding board on the chapter's plans and helps the chapter match its goals and actions to the needs and concerns of the school. A faculty advisor also acts as a valuable liaison between the chapter and the faculty, and can play a vital role in the success of a chapter regarding their reputation within the college or university.

The university's standards for registration of student organizations set minimum requirements (for example, some may require the advisor to be a full-time rather than an adjunct professor, etc.). Beyond these minimums, choosing an advisor should be a rigorous and selective process. The chapter should have an advisor who understands the goals and purposes of brotherhood rather than viewing the fraternity as a typical club.

When selecting an advisor, the chapter should look for someone to initiate as a faculty brother of the fraternity. This will help your advisor thoroughly understand the traditions and rituals of the fraternity. The chapter seeks an advisor who can serve for several years to provide continuity and perspective as the members of the chapter change. The selection of the faculty advisor should be voted upon by the chapter in the same manner as the election of new officers.

Incorporation

A chapter is a non-profit corporation in the state in which it operates. It must meet the requirements of the state and federal government as well as the national fraternity. The incorporation of the chapter helps protect the members of the chapter from being personally responsible for debts of the chapter. This also means your chapter is a business and should be operated as such in order to ensure the success of the chapter and the fraternity. Chapters and alumni associations are required to maintain active/current incorporation status each year, unless exempt by university policy.

Process of Incorporation

Each State is different in their expectations and process of forming a corporation. It is best to contact your state's corporate filing division, found within the Secretary of State's office. Generally the steps to becoming incorporated are as follows:

- ***Declare a name:***
This shall be written as "_____ Chapter (Alumni Association) of Alpha Rho Chi Fraternity". This should match what was declared in Article I of your Chapter (Alumni Association) Constitution and/or By-laws.
- ***Write the Articles of Incorporation:***
This is a basic article that contains the name, objective, board of directors, and other important information. Most states have several statements that must be included in the Articles of Incorporation in order to be considered for non-profit status. Check with your state's requirements before writing and filing your Articles of Incorporation.
- ***Appoint your Board of Directors:***
This group of members should coincide with the Chapter (Alumni Association)

Constitution and/or By-laws. They should hold their first meeting prior to filing to become incorporated.

- **Write the Chapter (Alumni Association) Constitution and/or By-laws:**
If this has not been done already, it must be completed, ratified, signed, and filed in most states. This does not mean that it cannot be amended later on, depending on the amendment procedures written in the by-laws. This process takes a lot of time, deliberation, and debate, but should not be rushed.
- **Apply for licenses and permits:**
Lastly, you should apply for all licenses and permits required by the state and federal government to operate as a non-profit corporation. This list includes applying for a tax ID number (EIN) and applying for state and federal tax-exempt status.

IRS 501(c) (7)

After filing all of the appropriate paperwork to become incorporated in your state, you will receive a copy of your Articles of Incorporation. At this time you can file with the IRS to become a 501(c)(7) corporation. See the following documents for information:

- IRS Form 818, User Fee for Exempt Organization Determination Letter Request;
- IRS Package 1023, Application for Recognition of Exemption;
- Publication 557, Tax-Exempt Status for Your Organization (instruction booklet).

Your state may also require you to file for tax-exempt status. Check with your state and file the appropriate paperwork at this time.

Maintaining Incorporation Status

Your business needs regular maintenance. Your state may require an annual report from the chapter with an updated list of board members, contact information, and a filing fee. If the chapter has revenues over \$25,000 (for example in managing a house), the Internal Revenue Service (IRS) requires that the corporation file tax information. If you are unsure what your requirements are, contact the IRS.

Resources

- <http://givevoice.org/ncna/home.html>
- <http://www.compasspoint.org/askgenie/index.php>
- <http://www.irs.gov/charities/charitable/index.html>
- <http://mycorporation.intuit.com/> (free information, not listed for sales purposes)

AL	http://www.sos.state.al.us/BusinessServices/Corporations.aspx	ID	http://www.idsos.state.id.us/corp/corindex.htm
AK	http://www.commerce.state.ak.us/occ/home.htm	IL	http://business.illinois.gov/registration.cfm
AZ	http://www.azcc.gov/	IN	http://www.in.gov/sos/business/
AR	http://www.sosweb.state.ar.us/	IA	http://www.sos.state.ia.us/business/nonprofits/
CA	http://www.sos.ca.gov/business/	KS	http://www.kssos.org/business/business.html
CO	http://www.sos.state.co.us/pubs/business/main.htm	KY	http://sos.ky.gov/business/filings/
CT	http://www.ct.gov/sots/cwp/view.asp?a=3&q=415808	LA	http://www.sos.louisiana.gov/tabid/97/Default.aspx
DE	http://corp.delaware.gov/	ME	http://maine.gov/sos/cec/corp/
DC	http://brc.dc.gov/index.asp?portal_link=hr	MD	http://www.dat.state.md.us/sdatweb/sdatforms.html#entity
FL	http://www.sunbiz.org/	MA	http://www.sec.state.ma.us/cor/coridx.htm
GA	http://www.sos.ga.gov/corporations/	MI	http://www.michigan.gov/som/0,1607,7-192-29943---,00.html
HI	http://www.ehawaii.gov/dakine/search.html?tag=business	MN	http://www.sos.state.mn.us/home/index.asp?page=181
ID	http://www.idsos.state.id.us/corp/corindex.htm	MS	http://www.sos.state.ms.us/busserv/corp/corporations.asp
IL	http://business.illinois.gov/registration.cfm	MO	http://www.sos.mo.gov/business/corporations/

MT	http://sos.mt.gov/bsb/Business_Models.asp#Corporation	RI	http://www.sec.state.ri.us/corps
NE	http://www.sos.ne.gov/business/corp_serv/	SC	http://www.scsos.com/
NV	http://sos.state.nv.us/business/	SD	http://www.sdsos.gov/businessservices/corporations.shtm
NH	http://www.sos.nh.gov/corporate/	TN	http://www.state.tn.us/sos/bus_svc/forms.htm
NJ	http://www.state.nj.us/njbusiness/	TX	http://www.sos.state.tx.us/corp/index.shtml
NM	http://www.nmprc.state.nm.us/cb.htm	UT	http://www.utah.gov/services/business.html?type=citizen
NY	http://www.dos.state.ny.us/corp/corpwww.html	VT	http://www.sec.state.vt.us/corps/
NC	http://www.secretary.state.nc.us/corporations/thepage.aspx	VA	http://www.scc.virginia.gov/
ND	http://www.nd.gov/sos/nonprofit/	WA	http://www.secstate.wa.gov/corps/
OH	http://www.sos.state.oh.us/SOS/businessServices/Nonprofit.aspx	WV	http://www.wvsos.com/business/main.htm
OK	http://www.sos.state.ok.us/business/business_filing.htm	WI	http://www.wdfi.org/corporations/
OR	http://www.sos.state.or.us/corporation/	WY	http://soswy.state.wy.us/Business/Business.aspx
PA	http://www.dos.state.pa.us/corps/site/default.asp		

Records

The chapter must keep all records and books needed for the professional, businesslike operation of the chapter and to support the transition from one set of officers to the next. These records include, but are not limited to:

- Membership records;
- Meeting minutes;
- Worthy Estimator's ledgers.

Electronic records can supplement, but should not replace hard copy files. Despite the convenience of electronic files, they can cause problems when transitioning between officers due to software incompatibilities or a new officer not having expertise in a specific program.

Dues and Reporting

All chapters are responsible for submitting monthly membership reports and dues to the national fraternity in order to remain in good standing. Filing regular reports is a primary indication to the Grand Council of the health and strength of each chapter. Reports are due on the 10th day of each month during the school year.

Chapter Reporting System (CRS)

The Chapter Reporting System at crs.alpharhochi.org is the online tool for managing chapter rosters and reports. Use the CRS to:

- Manage the active chapter membership roster
- Register new pledges and initiates and order badges and certificates
- Record contact information and other data on each active member and pledge
- File membership reports for each month or edit old reports
- Calculate dues and fees owed
- Track payments and the chapter's balance with the national fraternity
- Set a shipping address for badges and certificates

The CRS consolidates many chapter records and reports in a single web-based interface. It allows chapters and national officers access to the latest reports and up-to-date information. When chapters change officers, the reports stored are online to make the transition easier and keep the records from getting lost.

A Quick Reference Guide with screenshots and is available and instructions for using the CRS is available online at alpharhochi.org/resources.shtml.

CRS passwords and logins

Each chapter is assigned a username and password for crs.alpharhochi.org. Contact the WGE if you need help resetting the login password for your chapter.

Users can also modify their password and associated email account in the CRS's "My Profile" tab.

Reporting contact

The person managing reports for the chapter should enter their name and email as the Reporting Contact in the CRS. The reporting contact gets confirmation emails as they submit reports. This information also help national officers know who to contact if they have questions about the chapter's reports (the responsibilities for filing reports vary by chapter).

Chapter rosters

The primary function of chapter reports is to record who the members of the chapter are. The CRS is built around a roster of chapter members.

The roster lists the chapter's active members as well as any pledges and recently initiated faculty or honorary brothers. Over time, as new names are added or the status of members change, they are recorded in the CRS. Monthly reports are simply a snapshot of the roster for a given month from which dues are calculated. Changes can be made to the roster at any time, not only when filing a report.

The roster also indicates which actives are chapter officers.

Member contact information

The CRS records contact information and other vital information for each name in the roster. The CRS passes contact information to APX's online Membership Database. Permanent addresses are particularly important since they are used for mailing *The Archi* and *Alpha Rho Chi Letter* as well as being serving as a first point of contact after members graduate.

It is essential to collect this information for pledges and new members and regularly update the contact information.

- **Pledges and new initiates:** Chapters should collect the full names and contact information at the pledging ceremony or preceding initiation. Use the **S-1 Member Information Form** (available online) to collect the data and enter it directly into the CRS.
- **Regular updates:** A simple way to refresh contact information is to use the "Print Roster" feature of the CRS and print a list names and addresses to pass around at a chapter meeting at the start of each semester. The brothers can quickly confirm the information or mark any corrections for the roster.

Contact information for alumni should be entered in the online Member Database.

Monthly reports

Chapters are required to file and submit reports in the CRS eight months a year (for most chapters this is September through April). Reports are due by the 10th day of each month.

Reports are based on the chapter's roster for each month. The CRS calculates the number of actives and the total of dues and fees for the month. The CRS also reconciles any roster changes with any other reports on file and includes the changes for the other months under "reconciliation" to the grand total.

A confirmation summary for the report can be printed and sent with payment. Checks are to be made out to Alpha Rho Chi and mailed to the WGE.

Chapters have the option of filing reports in advance for future months. However, chapters doing so would still need to submit revised reports reflecting new pledges or initiates.

If a chapter is behind on reports, the CRS will file all overdue reports together with the latest report.

Editing/reconciling reports

Chapters can revise reports they have filed to reflect corrections or new information. Because of the reconciliation process built in to the CRS, changes affecting multiple months only need to be reported once.

Sometimes when a chapter has a question about the status of a member or an issue to resolve with the RD or WGE, the chapter may be tempted to stop reporting until the problem can be solved. In these cases, it is better for the chapter to submit a “preliminary” report. Once the issue is resolved, the report can be edited to reflect any necessary changes. It’s easier to track one potential adjustment than deal with a backlog of unfinished reports.

Since new pledges and initiates often are recorded when a chapter files the following month’s report, these fees frequently appear under “reconciliation” for the previous month.

Badge and certificate orders

As part of the initiation fee, each new initiate receives a membership certificate and a badge. The basic badge is plain, gold-clad badge engraved with the brother’s chapter name, initiation date and three initials on the back. Jewelry upgrades for pearls, diamond, or 10K gold are available at an extra charge. When recording a member’s initiation, the CRS prompts the user for the jewelry option and adds any additional cost to the month’s report.

When a monthly report is submitted including the new initiates, the CRS automatically creates orders for badges and membership certificates. After payment of initiation fees is verified, the WGE will forward the orders to the jeweler and calligrapher.

Inquiries to the status of badge or certificate orders should be directed to the WGE.

Current members may use forms E-5 and E-6 to order replacement jewelry or certificates from the WGE.

Chapter payment balance

The CRS maintains a running account of each chapter’s reports and payments. The account’s balance appears on chapter’s CRS home page. As checks are received, the WGE credits the account and a record is made in the CRS. A detailed summary of the account appears in the “Transaction” tab.

Report notifications

When a report is filed, the reporting contact receives a confirmation email. The CRS also sends notification emails to the WGE, WGS, and RD.

Chapter accounts can be configured to send notification emails to other chapter officers (such as the WA or WE) or email addresses as desired. Contact the WGE to set these notification settings.

Dues schedule

Chapters collect dues and fees on behalf of their active members and pledges. The following are the individual dues and fees for pledges and chapters reflected in the monthly membership reports.

- Pledge fee: (one-time at pledging)
- Initiation fee: (one-time at initiation)
The initiation fee should be collected immediately before initiation. A badge, membership certificate, and subscription to *The Archi* are included in the initiation fee.
- Active dues: Monthly, 8 months a year.

Risk Management

A copy of Alpha Rho Chi's Risk Management Policies appears at the end of this document.

Each chapter will face different problems and challenges. Use the examples in this section as a tool to discuss potential situations your chapter may encounter and how to manage them.

Liability

Each chapter is also a school organization. As such, the chapter is not only accountable to the national rules of the fraternity, but also to the specific policies of your university. When your chapter becomes a corporation, you bring on even more responsibility. The mistakes you make can and will be held against you and your reputation. You are a part of the whole of Alpha Rho Chi; your colony, chapter, or alumni association represents the broader national fraternity as well.

Prevention

Discuss with your chapter the examples below and think of what potential situations could arise. How do you want to prepare for each situation? What other issues might your chapter face? What's the plan? Who is the main contact person? Can everyone reach them easily? Who is held accountable for driving safety at events?

Safety/Security

Do you know if Jane is taking heart medication? When caught in an emergency situation, this is a question that paramedics may ask you. Is she allergic to latex, penicillin, peanuts, or bee stings? These are common items you may run into on camping trips, potluck dinners, and in the emergency room. The privacy of your members must be respected, but their quality of life must be maintained. This information must be accessible to someone in the group. Don't forget to maintain current emergency contact information for each member.

Examples of Risks

- alcohol
- medication
- injury
- sickness (weather)
- accusations
- sponsor
- house/insurance
- corporation
- tax liabilities, licensing (government)
- public postings (Facebook and similar social networking web sites)
- hazing
- driving

References

- Alpha Rho Chi Risk Management Policies (at the end of this document)
- Alpha Rho Chi Fraternity Chapter Crisis Management Plan
This Word document at alpharhochi.org/resources.shtml provides guidance for chapter officers to use in responding to an accident or incident in the chapter.
- Your university's policies on hazing
- Your university's policy/repercussions for underage drinking
- Your campus organization group – for what acts can you be suspended?
- Your campus legal aid – is free legal advice/help available?

Interaction within the National Fraternity

As part of a national fraternity, chapters of Alpha Rho Chi are not alone. They enjoy the support and fellowship of both national organization and of their fellow chapters.

Regional Director (RD)

A chapter's RD, appointed by the Grand Council, is a direct link between the chapter and the national organization. RDs serve as experienced, unbiased advisors to the chapters on fraternal and operational issues. They also help share best practices between chapters across their region and the nation.

Chapters should rely on their RDs as a go-to resource to answer questions on reports or resources available from the national fraternity. If an RD cannot provide an answer immediately, they can direct the chapter to the right officer or resource. RDs are also beneficial to the chapter as a means of mediation or as moderators for any situations that may arise, or should the chapter want to create a development or planning workshop.

Regular communication, by phone call and e-mail, between the RD and the chapter WA is essential to building a candid and open dialogue. RDs are expected to visit the chapters in their region. Ideal times for a chapter to invite an RD to visit include initiations, formal events, or professional programs.

Relationships With Other Chapters

Chapters benefit by making connections with their brothers in other chapters. In addition to the fun, fraternalism, and lifelong connections that are made, brothers from other chapters can provide insight about the educational methods at other universities and share traditions unique to their chapter. There is also great opportunity to improve your chapter's social and professional programs by exchanging ideas and experiences between chapters.

Often the geographically closest chapter may not be in your chapter's region, but these connections are just as valuable. Examples of inter-chapter activities and communication include, but are not limited to:

- Inviting nearby chapters to attend your chapter's initiation;
- Visits to coincide with speakers at other schools;
- Founders' Day events;
- Communication via mail or e-mail for advice on financial matters, traditions, etc.;
- Planning summer retreats.

Web sites

A web site is a vital tool for promoting your chapter within the university and to prospective members. It can also serve as a scrapbook of previous events and a calendar for upcoming events, which can be especially useful for active brothers, alumni, and the national organization.

A web site should contain elements such as statement of purpose, links to the national fraternity's web site, contact information for the chapter and/or the chapter's advisor, and any other information your chapter wishes to share with the general public. It can be useful to post pictures of brothers at recent events and maintain a calendar of upcoming events to which current brothers may refer. Hosting for your web site can come from one of three sources: your university web site, an independent hosting provider, or the national fraternity. Contact the national webmaster if your chapter is interested in using the national web site to host your web site. If the chapter purchases a domain name for hosting from an independent provider, it may be helpful to

enlist an established alumni member to serve as a contact so that the domain does not expire after the current actives graduate.

When designing a web site, try to select solutions that allow for future members to update without extensive technical knowledge or access to specific software. It is advisable to limit posting privileges to few brothers for updating the site and keeping content appropriate. Be sure to have your advisor or someone inside the chapter designated to monitoring the content so that it only reflects positively on the national fraternity.

Your university may have specific rules for using its logo or posting a web site from the university's web site. This may include a content review by your advisor or an administrative official.

Convention Delegate and Leadership Conference Representative

Chapters should plan on sending at least one, and ideally more, members to the National Convention and the Leadership Conference each year. If possible, the chapter should allocate or raise funds to help defray their costs. (Some schools will pay for registration or certain expenses.) For each event, the chapter should look for members who can represent the chapter and its interests to the broader fraternity. Equally important is the ability of the member to communicate his or her findings when returning to the chapter.

Convention Delegate

The chapter's delegate to the National Convention speaks for the chapter as part of the national fraternity. The delegate should be comfortable in participating in meetings using Robert's Rules of Order. Choose a delegate who will represent the chapter in its best professional light and is responsible and punctual.

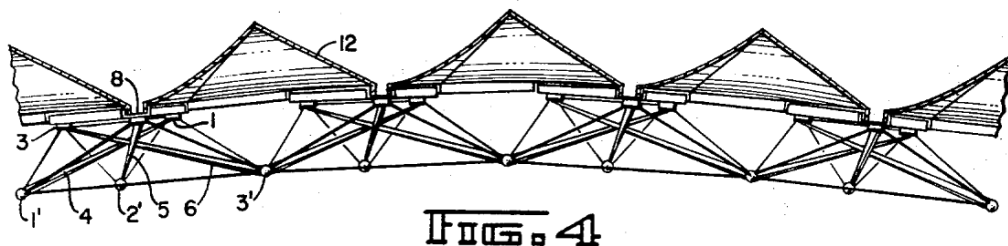
In preparing to serve, the delegate should discuss the issues of concern with the rest of the chapter. These include any motions received in advance or motions that the chapter will send with the delegate to convention. Rather than gathering "yes/no" instructions on each motion, the delegate should keep in mind that motions can be amended, and such changes could make a given motion acceptable or unacceptable to the chapter.

Each delegate must check in with the Credentials Committee prior to being seated at the Convention table. Delegates must provide a signed and sealed credential form. The chapter must be in good standing, meaning all dues and debts are paid, reports are received, current semester S-2 is on file with the WGS, and incorporation is current.

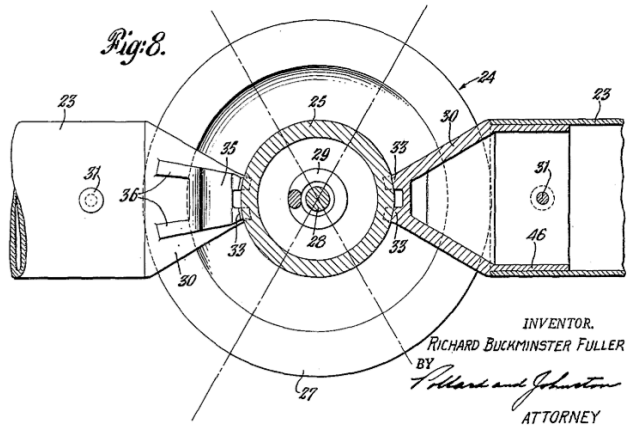
Leadership Conference Attendees

When selecting members to attend Leadership Conference, look for members striving to lead, interested in enhancing their communication skills, and who enjoy teamwork. Pick candidates who are either currently officers of your chapter or who are aspiring to be one. Look for members who can bring information back to the chapter and want to apply what they learned at the conference.

Chapters are encouraged to send multiple members to attend the conference, if possible.



Section Three: Alumni Associations



An alumni association is a non-profit corporation composed of alumni, non-graduate, faculty, and honorary members from a specific chapter. (It may also accept as members brothers initiated by another chapter of Alpha Rho Chi.) The alumni association bears the name of that chapter. It is their responsibility to continue member awareness and participation in the fraternity's activities. It provides professional and social activities for its membership and maintains proper records.

Responsibilities

It is recommended that the alumni association provide advice and assistance to the active chapter in matters of recruitment, pledging, initiation, social and professional activities, membership, operation in a businesslike manner, legal, tax, and real property matters when asked to do so by the chapter and in a spirit of mutual cooperation.

In addition to its support of the active chapter, alumni associations help perpetuate the relationships and goals of the fraternity among the members after leaving the university. It is the association's responsibility to keep its membership informed of current national or local developments within the fraternity.

Board of Directors

Control and management of alumni association funds and affairs rests in its board of directors. This board consists of the officers elected in accordance with the association's by-laws. The association's board of directors should meet at least annually to transact business as required by state corporate law. They present statements and report the assets and liabilities of the corporation and its financial condition at annual meetings or as deemed necessary. They maintain records with all non-profit corporation requirements of their home state.

Association Officers

Officers of the association consist at minimum of a president, secretary, and treasurer, or as mandated by their state of incorporation. Additional offices, such as vice president, may be defined in the association's by-laws.

- *President* – Presides over all meetings of the association and board of directors. Has general supervision over the affairs of the association and of the other officers of the association to ensure that their duties are properly administered. The president acts as the legal executor of the name of the corporation and possesses the association's official seal.
- *Treasurer* – Creates a fiscal year budget and controls the funds for the association. Keeps full account of receipts and disbursements of the association in books belonging to the association.
- *Secretary* – Keeper of the association's records and all meeting minutes.
- *Directors at Large* – Additional members of the board of directors may be assigned specific areas of authority in accordance with the by-laws.

Annual Meetings

Each alumni association must hold an annual meeting in accordance with its state corporation laws. The meeting should also aim to bring together the general alumni membership to represent their concerns and set direction for the coming year. The association's by-laws may include notification requirements for both regular and special meetings of the general membership. These meetings are often scheduled to coordinate their meetings to or coincide with other, more social gatherings of alumni such as homecoming, Founders' Day, or an annual picnic.

Records

The alumni association keeps all of its records and books needed for its operation in a professional, business-like manner. These records include, but are not limited to:

- Typed minutes of each board of directors meeting and the regular/special general membership meetings;
- Accurate receipts and disbursements of the association;
- Detailed membership files (in coordination with the membership database of the national fraternity);
- A complete financial statement.

Dues and Reporting

The alumni association is responsible for maintaining financial responsibility to its members as well as reporting annually to the national fraternity. Alumni associations may collect dues from their members to support publications, events, activities, or direct support to the active chapter. Some alumni associations recognize multiple levels of contribution or additional benefits of membership in the association; however, classes of membership may not exist in conflict of national by-laws and constitution.

Individual members are responsible for paying their annual alumni dues to the national fraternity. These are in addition to any dues collected by the alumni association.

Alumni associations are required to file the AA-1 Alumni Association Report annually to maintain their good standing with the national fraternity. The form is available on alpharhochi.org and filed with the WGAA prior to each year's National Convention.

AA-1 Alumni Association Report

This is the annual report of the alumni association including a list of officers, a financial report, and the association's national dues.

The report includes four items:

1. Payment of the Alumni Association fee (and any unpaid fees from prior years);
2. Addresses for all new alumni and address updates for alumni, including year of graduation. This includes the names of any deceased members. (Alternatively, this information can also be entered into the online member database);
3. A financial statement for most recently ended fiscal year;
4. Current names and addresses for each member of the alumni association's board of directors.

Incorporation

Each alumni association is incorporated as a non-profit corporation in the state in which it operates and must meet the requirements of the state and federal governments as well as the national fraternity. Alumni associations must incorporate as a 501 (c) (7) corporation. See *Incorporation* in the Chapter section for information on establishing and maintaining corporate status.

Association/Chapter Relations

The relationship between a chapter and its alumni is a vital asset to the fraternity but can be a precarious association. Showing respect and sensitivity, as well as communicating openly, are the best tools to maintaining a healthy relationship between all fraternity members.

Alumni Support for Chapters

Alumni constitute a part of the chapter's continued success and survival. This support can take many forms including:

- Providing a supply of area professionals from which to draw speakers and/or displays for the purposes of professional development;
- Providing professional programs to the chapter using its membership and their experiences in the field;
- Arranging tours and visits of architectural programs, offices, job sites, and projects of fraternity members;
- Using faculty members to understand and resolve conflicts between the school of architecture and the chapter;
- Offering services to the school in furtherance of its educational goals;
- Planning annual programs for homecoming, Founders' Day, summer reunions, and other events including the chapter's participation;
- Developing honorary membership in the fraternity;
- Coordinating communication with the chapter such as joint newsletters or web sites;
- Owning or leasing a chapter house, or donating to a building fund;
- Providing networking opportunities and assistance with job placement;
- Advising the active chapter in its activities or operations within reason and with the chapter's approval (such as helping maintain incorporation).

Limitations

Upon graduation alumni are no longer members of the active chapter. Alumni associations are not entitled to make decisions on behalf of the active chapter. In case of conflict arising with alumni involvement (either lack of or excess of involvement), Regional Directors should be asked for guidance and to help resolve disagreement.

Communication with RD and the National Fraternity

The Regional Director is every alumni association's primary link to the national organization. Contact the RD first *before* contacting the Grand Council. The RD is a go-to resource to answer questions on reports or resources available from the national fraternity. If an RD cannot provide an answer immediately, they can direct the association to the right officer or resource.

Call the RD to share a triumph, brainstorm event details, or talk through problems. The Regional Director can often provide a different perspective on issues and can bring to the table the experiences of other alumni associations and chapters. Their working comprehension of the national fraternity's policies and operations can help you anticipate deadlines and requirements.

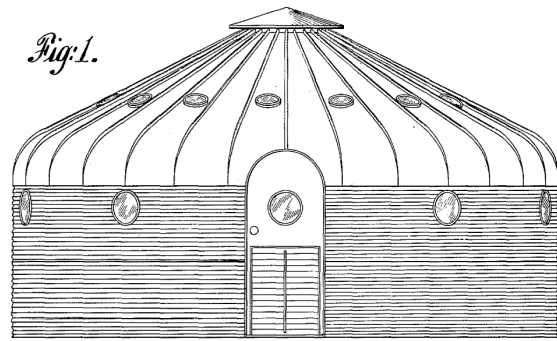
Feel free to Contact your RD at *any* time! Even just checking in to say "hello" is a great reason to write. Regular communication via e-mail or phone is essential to building a candid and open dialogue. RDs are expected to visit the organizations in their region and appreciate timely invitations to events such as annual meetings, banquets, or professional programs.

Web sites

See Section Two, Chapter – Web sites

Convention Delegate and LC Representative

See Section Two, Chapter – Convention Delegate and LC Representative



Section Four:

Chapter Houses

A house provides many advantages to chapters, but also carries many challenges.

Uses of Chapter Houses

A chapter house is a valuable resource for many reasons. A chapter house provides:

- A common location for chapter meetings;
- A venue for professional events and social gatherings;
- A private setting for conducting the fraternity's ritual;
- An address for alumni and other chapters to contact or visit the chapter;
- Continuity of experiences shared by active brothers and alumni;
- A communal living experience among brothers;
- Additional experience operating a business.

Responsibilities with Chapter Houses

A chapter house carries many obligations to the chapter and its members, including:

- Manpower to keep the house in good condition, including maintenance of furnishings and other property;
- Keeping the rooms rented and rents collected;
- Upgrades and inspections to stay up to code for housing (these codes cover fire safety [sprinklers, electronics in rooms, proper exit signs]), food safety, and other personal safety requirements;
- Security and personal safety (not sharing keys, locking doors, watching visitors).

The active chapter members, whether residing in the chapter house or not, are responsible for the general care and maintenance of the house, always treating it with respect.

Alumni Associations and Control Corporations

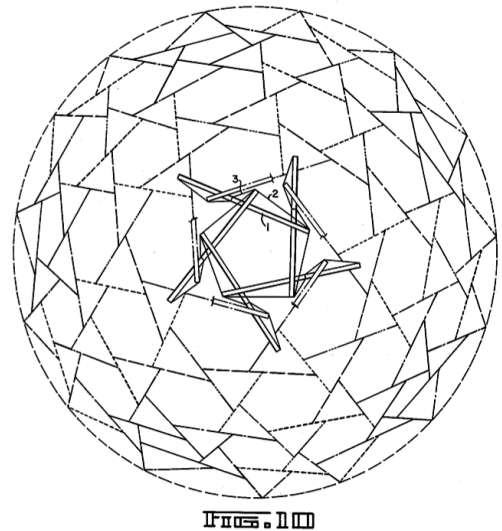
Generally, chapter houses are purchased or leased by the chapter's alumni association or a dedicated control corporation.

The control corporation exists, in principle, as a separate non-profit corporation to provide funds for and management of chapter property, chapter house(s), and physical assets. This allows the alumni association to concentrate on the direction, goals, and programs of the alumni.

Communication among the chapter, alumni association, and the control corporation is critical for running the house and keeping it maintained. The alumni association or control corporation relies on the chapter to keep them informed on the condition or issues related to the house.

Section Five:

The Grand Council and Appointees



Grand Council

When the Convention is not in session, the Grand Council has jurisdiction over the administration of Alpha Rho Chi Fraternity. The Grand Council consists of five members who volunteer their time to provide leadership, services, and direction for the future growth of the fraternity.

The Grand Council acts as the fraternity's Board of Directors and executive officers. They perform all necessary business functions, set rules and regulations, implement policies as directed by Conventions, and take necessary action to promote the welfare of the fraternity in accordance with the fraternity's constitution and by-laws and the corporate laws of the State of Illinois. The Grand Council must make a report to each National Convention, and its actions are subject to the directives of the Convention.

The roles and responsibilities for the officers of the Grand Council are defined in the fraternity's by-laws.

Worthy Grand Architect

President and Director – The Worthy Grand Architect (WGA) presides at all meetings and sessions of the Grand Council. The WGA provides general supervision for the fraternity and for the Grand Council and serves as Alpha Rho Chi's representative in external matters. The WGA also supervises all professional development programs for the fraternity, including the Leadership Conference.

The WGA is responsible for appointing members to various offices of the fraternity, such as the Grand Lecturer, National and Regional Directors, the Archi Editor, etc. with the concurrence of the Grand Council. The WGA is the keeper of the Great Seal of the Fraternity, which is used on all official documents.

Worthy Grand Associate Architect

Vice President and Director – The Worthy Grand Associate Architect (WGAA) assists the WGA, acting on the WGA's behalf when the WGA is unable. In accordance with the fraternity's by-laws, the WGAA supervises the fraternity's alumni development programs and the work of the Convention Director. The WGAA also oversees the work of the National Director, the Education Director, and their reports.

Worthy Grand Scribe

National Secretary and Director – The Worthy Grand Scribe is responsible for keeping accurate records of all proceedings of the Grand Council and Conventions, distributing the reports to chapters, alumni associations, appointees and other Grand Council members. In addition, the WGS is responsible for maintaining the fraternity's membership records.

The WGS administers the Alpha Rho Chi Medal program and maintains complete records of its distribution. The WGS supervises the official expansion programs of the fraternity.

The WGS maintains a record of the history of the fraternity, including files of publications and correspondence. Likewise, the WGS has overall editorial responsibility for Alpha Rho Chi's publications.

Worthy Grand Estimator

Treasurer and Director – The Worthy Grand Estimator is the treasurer of the fraternity, and the director of financial development programs and policies for the fraternity. The WGE maintains the finances and financial accounts of Alpha Rho Chi. The WGE is responsible for receiving all funds of the fraternity and for making all payments on behalf of the fraternity.

With the rest of the Grand Council, the WGE develops the annual budget for each fiscal year. The WGE prepares a written report of income and expenditures prior to each meeting of the Grand Council and Convention. As part of APX's policy of transparency, a budget spreadsheet with records of each transaction is available to any member on request.

Grand Advisor

Director – The Grand Advisor is the fifth member of the Grand Council and is the only member not elected to office by the Convention. The Grand Advisor is appointed by the Grand Council to act in an advisory capacity, provide historical perspective, and assist Grand Council officers in performance of their duties as necessary. The Grand Advisor must be either a past member of the Grand Council or a member initiated not less than 10 years prior to the appointment.

Terms of Office and Vacancies

With the exception of the Grand Advisor, Grand Council officers are elected by the National Convention and serve for 2-year terms. The elections are staggered – WGA and WGS in even-numbered years, WGAA and WGE in odd-numbered years. The Grand Advisor is appointed by the other members of the Grand Council, generally coinciding with the WGA's term of office.

See *Convention* for more information on the election of officers.

The fraternity's by-laws limit members of the Grand Council to three consecutive terms (6 years) in the same office.

If an officer of the Grand Council is unable to complete his or her term of office, whether because of death, resignation, or removal from office, the remaining members of the Grand Council shall appoint a member of the fraternity to fill the vacancy until the time of the next regular Convention. In the case of the WGA's vacancy, the WGAA automatically ascends to the position of WGA for the remainder of the WGA's full term and the Grand Council appoints a fraternity member to take the office of WGAA until the next Convention.

National Appointees

The national fraternity depends on the dedication and effort of a large number of alumni volunteers for its continued operation. The fraternity always welcomes additional volunteers. Members are encouraged to contact the Grand Council with their interests.

The Worthy Grand Architect makes appointments annually, coinciding with the start of the fraternity's fiscal year, beginning July 1. Many of these offices are defined in the fraternity's by-laws; others have been established by the Grand Council to address needs of the fraternity.

Contact information for all national appointees can be found online in the fraternity's Master Directory.

Grand Lecturer

The Grand Lecturer (GL) is responsible for installing new chapters.

National Director

The National Director (ND) assists the Grand Council in duties regarding the development and maintenance of colonies, chapters, and alumni associations. The ND coordinates the activities and programs of the Regional Directors.

Regional Directors

The Regional Directors (RDs) are the Grand Council's representatives to the chapters and alumni associations within each region of the country, as well as established colonies in that region. RDs serve as advisers to the local chapters and alumni, providing their experience and knowledge of other chapters' programs. Use RDs as a sounding board for new ideas and for their perspective in addressing problems in a chapter. In dealing with the national fraternity, RDs are a primary resource to answer questions, clear-up confusion, and solve problems.

Regular monthly contact is vital for effective RD-chapter relationships. RDs are expected to visit each chapter at least once each year. Chapters should share their calendars with RDs as early as possible to simplify scheduling these visits.

Education Director

The Education Director assists the Grand Council and other appointees in developing and delivering education and training opportunities to colonies, chapters, and alumni. This includes support of the educational programs within the Leadership Conference.

Expansion Director

The Expansion Director assists the WGS in the execution of the expansion programs of the fraternity. The Expansion Director identifies and contacts prospective sites for the establishment of new colonies. See *Expansion* for more information.

Convention Director

The Convention Director oversees the planning of each National Convention. The Convention Director investigates potential convention cities, contracts with hotels and facilities, and coordinates the implementation of Convention arrangements. The Convention Director makes similar arrangements for Leadership Conferences. See *Convention* for more information.

Archi Editor and Publications Team

The Archi Editor is responsible for publishing *The Archi* under the direction of the WGS. The Editor establishes the goals and deadlines for publication and supervises the preparation for each issue.

The Archi Editor is supported by one or more Associate Archi Editors in collecting information and features for issues of *The Archi* or *Alpha Rho Chi Letter*. In addition, the Worthy Scribe of each chapter and the secretary of each alumni association is an Archi Reporter, responsible for sharing news for each publication.

The *Alpha Rho Chi Letter* has had its own editor since 2001.

The national webmaster manages features and content on alpharhochi.org.

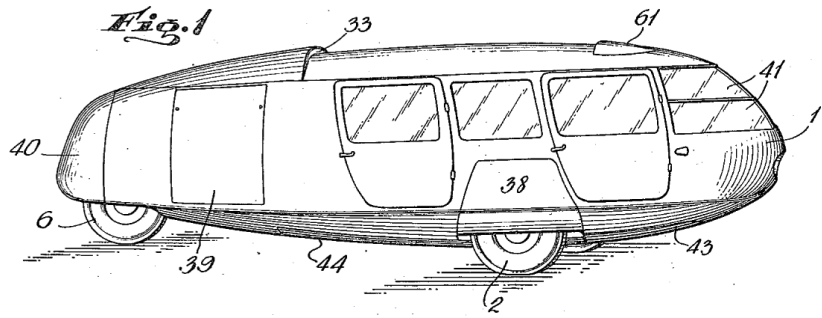
See *Publications* for more information.

Development Director

The Development Director acts as liaison between the Grand Council and the Alpha Rho Chi Foundation to coordinate the efforts of both organizations and is available to colonies, chapters, and alumni associations for guidance in their fundraising and development efforts.

Committees, Taskforces, and Working Groups

The Convention and the Grand Council may establish and appoint committees to advise or report on various issues or projects of interest to the fraternity.



Section Six:

National Convention

The National Convention is the annual assembly of the membership of Alpha Rho Chi, represented by delegates who collectively establish policies, goals, and direction for the fraternity.

When in session, the annual National Convention is the government of the fraternity with supreme legislative, executive, and judicial authority over Alpha Rho Chi. The governing powers of National Conventions are established by the Constitution and the procedures and duties of the officers are described in the By-laws of Alpha Rho Chi Fraternity.

All members of the fraternity are encouraged to attend and participate in the business sessions of the National Convention. With few exceptions the business sessions are open to pledges and the general public.

Selection of Convention Sites

Since 1997, the Grand Council has organized the National Convention of Alpha Rho Chi. Previously, a host chapter organized each Convention.

Planning and site selection for each Convention begins approximately two years in advance. The Grand Council approves the location of each Convention based on the recommendation of the Convention Director.

Factors considered in the decision include:

- Availability and cost of lodging and meeting facilities;
- Assistance from local convention and visitor bureaus (mid-tier cities are more interested in hosting conventions of our size than tier-1 locations);
- Geographical diversity compared with recent Conventions;
- Interest in the city from an architectural or tourism perspective.

Convention Director

The Convention Director leads the fraternity's efforts to plan and implement the arrangements for Convention.

Planning considerations include:

- Meeting facilities;
- Hotel agreements;
- Included meals;
- Schedule of events;
- Programming;

- Publicity and registration,
- Greeting of arrivals, and providing delegate information.

Members interested in helping with Convention should contact the Convention Director.

The Convention budget is separate from the budget of the National Fraternity. The Convention is not supported by dues and relies on registration fees and sponsorships for funding.

Advance Notification

The Grand Council publicizes the Convention throughout the year in mailings and publications. Registrations are accepted online.

The WGA issues a formal notice of the upcoming Convention mailed 15 to 40 days in advance. Distributed to each chapter and alumni association, this letter is accompanied by credentials forms, advance copies of motions received to date, and a notice of the annual meeting of the board of directors.

Reports

Similar to individual officer and committee reports at chapter or alumni association meetings, each chapter and alumni association is required to present a prepared report to the Convention. The report shares the activities and concerns of the chapter or association with the fraternity as a whole and contributes to the written history of the fraternity. The report should be concise and include current information on the following:

- Overview of operations and activities;
- Membership status and financial condition;
- Goals and objectives;
- Problems and achievements.

Copies are distributed to the Convention Secretary and all delegates.

The Grand Council and Alpha Rho Chi Foundation also submit reports. Other committees and officers may submit reports as necessary.

Delegates

Each active chapter and alumni association in good standing with the fraternity is entitled to one delegate at the National Convention. Each delegate has one vote at the Convention.

The national fraternity does **not** cover expenses of delegates at Convention.

Credentials

Credentials are used to certify that the delegate is duly authorized to represent the chapter or alumni association. Delegates must present their credentials to the Credentials Committee prior to the Convention being called to order.

The WGA sends credential forms to each chapter and alumni association 15 to 40 days prior to Convention. Completed credentials should be given to the delegates with:

- the delegate's name;
- signatures of the chapter's Worthy Architect and Worthy Scribe or the alumni association's President and Secretary;
- the seal of the chapter or alumni association.

Good Standing

To seat a delegate at Convention, each chapter or alumni association must be in good standing with all fees paid to the fraternity. These standards include:

For chapters

- Monthly reports and membership rosters filed;
- Dues and fees paid;
- Evidence of incorporation;
- Delegate credentials.

For alumni associations

- Completed Alumni Association Report (Form AA1) with financial statement and names/addresses of board members;
- Annual Alumni Association Fee paid;
- Evidence of incorporation;
- Delegate credentials and individual alumni dues paid.

These standards may be redefined or clarified from year to year; check with appropriate national officers prior to Convention to make sure the chapter or association has everything necessary to be declared in good standing and properly credentialed for the Convention. Once the Convention is called to order, the Credentials Committee reports which delegates in good standing possess proper credentials, and those delegates are seated. Prospective delegates not found in good standing may only be seated with the approval of a $\frac{3}{4}$ vote of the Convention.

Responsibilities of Delegates

Delegates are responsible for representing their membership, presenting motions to the floor, and acting on votes as directed by their membership.

Delegates are required to attend all business sessions and may be required to attend additional meetings or training sessions. Delegates are expected to present themselves in a professional manner, including wearing appropriate attire to business meetings.

When preparing for Convention, delegates should get instructions for representing their membership. They should discuss positions on the motions distributed in advance, such as amendments to the constitution and by-laws and discuss other proposed motions they intend to bring to Convention. Instead of looking for yes/no votes, delegates should determine what their membership is for, against, or finds unacceptable. All motions are open to amendment, and changing a few words may address the members' concerns on any given motion. This discussion also helps delegates confidently assess other changes or motions before the Convention.

Afterwards, delegates are to accurately report back to their membership the business conducted by the Convention and any specific directives requiring action.

Convention Officers

The WGA calls the Convention to order as its temporary chairman, and the WGS serves as secretary pro tempore until the delegates elect the Convention officers. Upon the election of the Convention officers, the Grand Council steps aside until the Convention adjourns.

Convention President

Elected by the delegates, the Convention President presides over the business sessions and appoints all committees. For all intents and purposes, he or she is President of Alpha Rho Chi while Convention is in session, and is charged with keeping discussion and debate on track. The President has no vote.

In keeping with rules of order, all motions, requests, and debate are addressed to the President rather than directed to other members or the room as a whole. The President should be thoroughly familiar with Roberts Rules of Order. The President makes the final rulings on points of order.

The President signs the Convention minutes before they are presented to the Grand Council.

Convention Secretary

Elected by the delegates, the Convention Secretary is charged with keeping a written record of all proceedings of the Convention. In addition, all official reports and resolutions are submitted to the Secretary for inclusion in the final minutes of the convention.

The Secretary is chairperson of the Resolutions Committee. With the help of volunteers on the committee, the Secretary compiles the motions into a logical order and sees that copies are prepared for the delegates prior to New Business.

After adjournment of Convention, the Secretary has two months to deliver the completed minutes (approved and signed by the Convention President and Secretary) to the WGS for distribution to the chapters and alumni associations. The Grand Council does not "approve" the Convention Minutes but may suggest typographical corrections.

Other Officers

After the election of the President and Secretary, the President appoints additional officers.

The Sergeant-at-Arms acts as a guard at all meetings of the Convention. In addition to helping preserve order, the Sergeant-at-Arms may be directed by the President to clear the room of non-members during esoteric discussions.

The Parliamentarian acts as an authority on procedural issues, advising the President in making rulings and running the meeting. The Parliamentarian must have a strong grasp of Roberts Rules of Order. The Parliamentarian also assists the President in recognizing speakers during debate.

Convention Attendees

All brothers, pledges, faculty advisers, and the general public are welcome at the National Convention. As this assembly represents the entire body of the national fraternity, each attendee is a representative of Alpha Rho Chi and is encouraged to present a positive impression. Our conduct speaks volumes to the convention host hotel and the surrounding community on who we are and how we want to be remembered. Everyone attending is asked to consider both their actions and dress in presenting a positive impression during the Convention.

Standing Rules

The standing rules are rules specific to the National Convention for the orderly conduct of business. Immediately after the election of the Convention officers, the President should recognize the Convention Director for presentation of the standing rules. The delegates then vote to adopt the rules (with any amendments that are made).

A copy of typical standing rules is available on alpharhochi.org.

Motions

Any member can submit a motion for consideration as long as a delegate seconds the motion.

All motions must be submitted in writing and should be prepared using the Convention Motion Form, available online. The form not only has fields for the text of the motion and names of the maker and second, but also provides space for a brief explanation of the motion. This space helps delegates understand the issues or reasoning behind the motion.

Motions requiring advance notice

Amendments to the Constitution, By-laws, or The Ritual require at least 60-days advance notice prior to Convention. Motions to increase dues also require advance notice. This gives chapters and alumni associations ample time to discuss the motions and instruct their delegates how to vote. To ensure this requirement is met, the WGA collects proposed motions prior to the deadline, distributes them electronically 60 days prior to Convention and mails copies with the Convention packets.

Other motions can be presented to the Resolutions Committee until the deadline set in the Convention's Standing Rules (generally on the first day of business).

Convention Directives

Resolutions adopted by the Convention may direct specific policies or actions to be taken by the Grand Council, chapters, alumni associations, committees, or individual members. These directives remain in effect until completed and/or rescinded.

Special or Standing Committees

Various committees are established by the Convention to assist in administrative tasks on behalf of the Convention or to address objectives on behalf of the fraternity. The Convention President appoints members to all committees.

Credentials Committee

The Credentials Committee determines the good standing of chapters, alumni associations, and their delegates. The WGE and National Director are ex-officio members of the Credentials Committee. Other members interested in serving on this committee should contact the Worthy Grand Estimator or National Director no fewer than 120 days prior to Convention.

Nominating Committee

Made of 3-5 members appointed by the WGA, the Nominating Committee searches for interested alumni volunteers and potential candidates for national office and appointments. The Nominating Committee presents a report to the Convention President of all names placed in nomination for office.

Audit Committee

The Audit committee meets with the WGE, generally on the first day of Convention to review the fraternity's accounts and finances. The committee reports its findings and recommendations to the Convention as called for by the Convention President.

Resolutions Committee

This committee, chaired by the Convention Secretary, collects motions to the Convention. After the deadline for motions expires, the committee reviews the motions and arranges them in a logical order (i.e., motions related to dues together and esoteric issues together). The Secretary is responsible for ensuring that the motions are copied, so that each delegate and the Convention President have a copy at the beginning of New Business (as well as a handful of copies for members in the gallery).

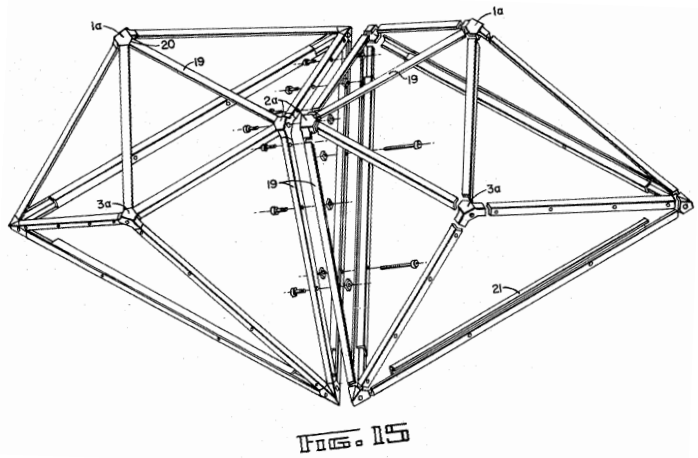
Special Committees

The Convention establishes additional committees to pursue special projects or initiatives. Many of these are established for one year, presenting a report to the following Convention.

Annual Meeting of the Board of Directors

Alpha Rho Chi conducts an annual meeting of its board of directors as required by the State of Illinois. To consolidate travel expenses and make the meeting more readily accessible for members to attend, the meeting is held in conjunction with Convention (usually on Thursday or Sunday, depending upon scheduling needs). The business conducted at this meeting is essentially similar to the monthly meetings of the Grand Council.

The WGA sends an official notice of the annual meeting to all chapters and alumni associations along with the Convention notice. The annual meeting is open all interested parties, and all brothers are invited to attend.



Section Seven:

Leadership Conference

The Alpha Rho Chi Leadership Conference (LC) is an annual training seminar for active and alumni members of the fraternity. Sponsored by the Grand Council, LC presents workshops and speakers on leadership development and training on operating chapters and alumni associations.

Leadership Conference is usually held over a weekend in the fall. The schedule of events changes each year. In recent years, the schedule has included:

- Travel/check-in on Thursday with an event for early arrivals;
- All day workshops and seminars Friday and Saturday;
- Saturday evening closing event;
- Departures on Sunday.

Leadership Conference began in 1998 as a “Worthy Architect’s Conference,” but the fraternity soon recognized that this training was valuable to all brothers. All members, pledges, and colonists are encouraged to attend.

Selection of Leadership Conference Sites

Leadership Conference is usually located in relation to an active chapter. The Grand Council selects the location for each year’s LC in consultation with potential host chapters and the Leadership Conference planners.

Planning and site selection for each LC begins at least one year in advance. Chapters interested in hosting LC should contact the WGA.

Factors considered in the decision include:

- Availability and cost of lodging and meeting facilities;
- Available dates (for example, not to coincide with home football games);
- Assistance from the university or surrounding community;
- Geographical diversity compared with recent Conventions and LCs;
- Interest of potential host chapters.

Leadership Conference Planning

In general, planning for each Leadership Conference is divided into two areas of responsibility: logistics and programming. The Convention Director arranges the overall logistics including hotels, facilities and rooms while the Education Director is responsible for the educational programs. Along with members of the Grand Council, each coordinates their activities as part of the LC Committee.

The Convention Director organizes:

- Meeting facilities (on or off campus);
- Hotel arrangements;
- Included meals;
- Overall schedule of events;
- Registration;
- Greeting of arrivals and providing information to attendees

The Education Director is responsible for:

- Developing curricula for the conference;
- Programming and scheduling presenters;
- Arranging workshops;
- Hiring speakers

Host Chapter Responsibilities

Because LC is a national event sponsored by the Grand Council, the responsibility of the host chapter is limited.

Host chapters may be asked to:

- Advise the Convention Director on planning the conference;
- Appoint volunteers to serve on the LC Committee;
- Assist with transportation and logistical needs;
- Organize an activity, if schedules permit. Some examples:
 - Tours of campus;
 - Visits to nearby sites of architectural interest (usually prior to the start of LC);
 - Mixers or other get-togethers;

The assistance of nearby alumni or alumni associations is always appreciated.

Budgeting

Chapters and alumni associations should plan each year for the cost of attending LC, including registration and travel.

Registration fees

The price of registration changes each year and typically varies depending on room occupancy. Registration generally covers all workshops and seminars, hotel accommodations, and selected meals.

In many cases, chapters receive financial support from their college or from student activities funds to help pay for LC registrations.

Travel allowances and reimbursement

Should the fraternity's budget allow, the Grand Council may reimburse chapters, colonies, and alumni associations to offset travel expenses and encourage attendance at LC. The amount and certain limitations vary each year.

These LC travel reimbursement requirements usually apply:

- Registration to the conference must be paid in full, and LC attendance is required;
- Reimbursement covers travel expenses only (airfare, fuel, tolls, car rental, parking);
- Registration fees are not eligible for reimbursement;
- The E-4 Reimbursement Form must be submitted to the WGE at or within 30 days following the conference along with proper receipts;
- The organization and individual must be in good standing with the national fraternity.

National budget

Funding for Leadership Conference comes from the annual budget of the national fraternity and from registration fees. The Alpha Rho Chi Foundation often sponsors certain professional and educational events.

The Grand Council recently established an endowment with the Alpha Rho Chi Foundation. In the future, interest earned from that fund will support professional and educational initiatives at events like LC.

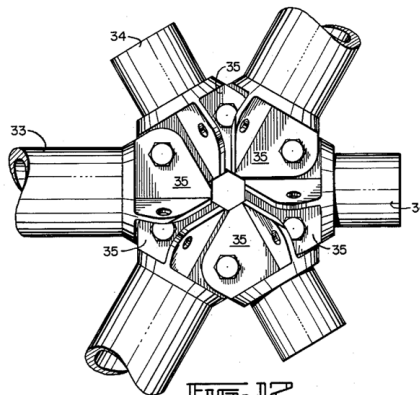


FIG. 12

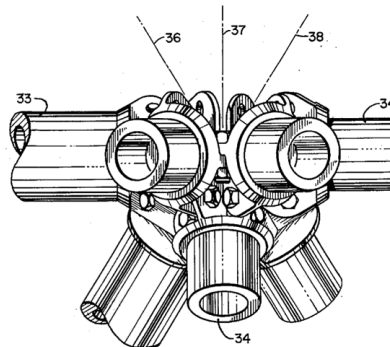


FIG. 13

INVENTOR.
RICHARD BUCKMINSTER FULLER
BY
Richard Johnston, Smyth & Robertson
ATTORNEYS

Section Eight: Expansion

The national fraternity is actively seeking students of architecture and the allied arts interested in forming new chapters of Alpha Rho Chi at schools across the United States. The support of faculty and APX brothers are important, but expansion is ultimately successful only when led by students. The key to expansion is identifying and cultivating these student leaders.

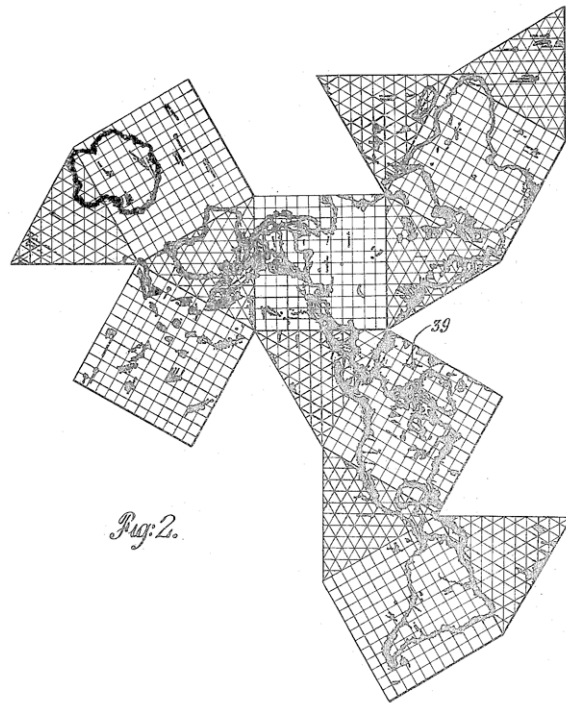
Alpha Rho Chi's expansion objectives include chapters at new universities as well as the reactivation of former chapters. The Grand Council believes that expansion strengthens the national fraternity and benefits all the active chapters.

Expansion Director

The Expansion Director leads the fraternity's expansion program. As primary contact with universities and students interested in forming chapters, the Expansion Director ensures the fraternity speaks with a consistent voice and appropriate levels of contact are maintained.

When targeting a school for expansion or responding to inquiries from students, the Expansion Director:

- Serves as the primary contact between the students/school and the fraternity;
- Develops an action plan with interested parties;
- Answers questions from interested students;
- Guides students in developing organization:
 - Works to establish an organizing committee of (five or more students and faculty advisor) as a step towards forming a colony.
 - Advises on recruitment efforts and sending promotional materials.
 - Sets expectations and standards for the operation of the colony-in-organization.
- Helps students in preparing a petition to form a colony;
- Keeps the Grand Council informed on the progress.



Involvement of Other Members

The Expansion Director depends on the support of the entire fraternity.

Coordination with Chapters and Alumni

Members with faculty contacts, student relationships, or information at potential expansion sites are encouraged to share these with the Expansion Director. These leads can prove invaluable. The Expansion Director will work to develop an action plan for following up on these leads.

The Expansion Director can provide tools to active members transferring to schools without a chapter of APX.

Where expansion means reactivating a chapter, the Expansion Director may coordinate activities with alumni associations to bring alumni into the process where most beneficial to everyone involved.

Coordination with Regional Directors

Regional Directors advise the Expansion Director regarding prospective expansion sites. Otherwise, RDs have a limited role in expansion until they assume administrative duties once a colony is established.

Evaluation of Chapter Sites

When responding to a student inquiry or targeting a school for expansion, the Expansion Director and Grand Council look at whether the university is a good fit for APX. Potential chapter sites are evaluated on a case-by-case basis with consideration to how well the school may support an active chapter. The criteria are not absolute, but the factors include:

- Possessing suitable academic programs in architecture and the allied arts leading to undergraduate degrees:
 - NAAB-accredited programs in architecture or architecture schools working towards accreditation (To date, inquiries from schools without an architecture program have been politely declined.);
 - Presence of degree programs in allied fields such as architectural engineering, landscape architecture, interior design, or other professions of art and design;
- Size of the undergraduate student body in the architecture and allied programs as well as the overall student population;
- Restrictions in place on fraternities or Greek-letter organizations;
- Support of the faculty and administration;
- Located within the United States;
- Potential Colony Educators and ability to support a developing chapter;
- Previous APX chapters at the university and alumni support.

Colonies

A colony is an interim organization of students located at an approved school of architecture having expressed a desire to form an active chapter of Alpha Rho Chi. Colonies operate as “chapters in training” while developing the fraternal, professional, and organizational traditions needed to become a chapter of APX.

A potential colony needs at least 15 eligible students to form a colony. A new chapter must have at least 10 members present at installation. Colonies are encouraged to recruit new members during colonization. Any member at the time of chapter installation, regardless of when they joined the colony, will be considered a charter member.

The *Colony Development Guide* defines the process, responsibilities, and standards for establishing new chapters. An abbreviated version, “Process for Forming a Chapter of Alpha Rho Chi Fraternity,” summarizes the standards for interested students.

Colonists are considered pledges of the national fraternity (rather than pledges of any constituent organization, individual, or of earlier colonists at the school). As such, the Grand Council will have final jurisdiction over the standards and practices of the colonists’ pledge process.

Process Summary

The development of colonies is divided into several stages.

1. **Organizational Committee**
A core student organizing committee works with the Expansion Director to form their organization, recruit the required 15 students, and petition the Grand Council to form a colony.
2. **Colony Petition**
The organizing committee submits a petition with supporting documentation to the Grand Council as a request to establish a colony of APX.
3. **Colony Pledging Ceremony**
The colony is formally established and the education and development phase begins with a series of workshops.
4. **Colony Education, Programs, and Development**
For a minimum of 24 school weeks, exclusive of breaks, the colony demonstrates that it can operate as if it were an active chapter. The colony holds regular meetings, develops its governing documents, and organizes professional and philanthropic events.
5. **Chapter Petition**
The colony documents its progress and submits it to the Grand Council for approval and ratification by at least $\frac{3}{4}$ of the chapters and alumni associations.
6. **Chapter Installation**
Initiation for the new members and installation of the new Chapter is coordinated with the Grand Lecturer. At least 10 members are required for the new chapter to be installed.

Key Roles and Responsibilities

- The Expansion Director is the primary contact for the organizing students until the petition to establish a colony is accepted by the Grand Council.
- A Colony Educator is appointed to assign lessons and develop the colonists.
- The Grand Council follows progress, sets policy, and reviews petitions.
- The Grand Lecturer presides over the installation of new chapters.

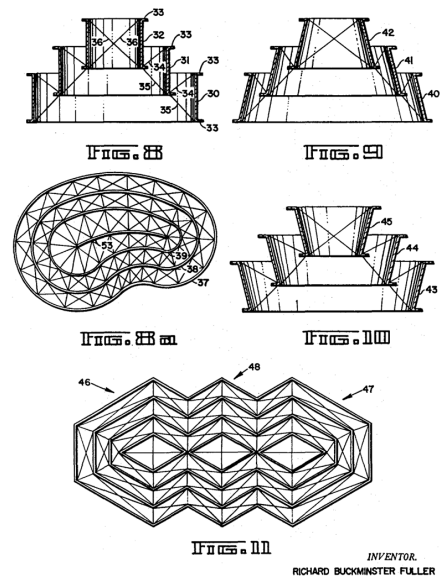
Coordination with Chapters and Alumni

The Colony Educator and Grand Council may request support from chapters and alumni

association in the development of the colony. These may include establishing mentoring relationships, the exchange of visits, or arrangements for important events such as the formal pledging ceremony, initiation, and installation of the new chapter.

Colonists are considered pledges of national fraternity, and not that of any local organization. In some cases, the Colony Educator may be affiliated with a nearby chapter or alumni association. In all cases, the Colony Educator reports directly to the Education Director.

Section Nine: Publications and Documents



The national fraternity publishes a variety of periodicals, manuals, and records of the fraternity's proceedings as well as esoteric materials limited to members only. The Worthy Grand Scribe oversees most publications with the assistance of other officers and appointees.

The Archi

The official magazine of Alpha Rho Chi was first published in January 1916. *The Archi* is currently published annually, usually in the late fall. It is a professional journal highlighting four key values of every Alpha Rho Chi member: leadership, service, professionalism, and fraternalism.

The magazine is distributed to all members with domestic mailing addresses. In addition, copies are sent to the deans and the libraries of all schools which have accredited architecture programs. Intended for public distribution, it contains no esoteric information.

Archi Editors and Reporters

The Archi Editor establishes the goals for each issue, sets deadlines for articles and photography, and oversees production of the issue for publication. The Archi Editor coordinates with the WGS who serves as managing editor. Associate Archi Editors assist in collecting or reporting stories and articles for each issue.

The Worthy Scribe of each chapter and the secretary of each alumni association serve as Archi Reporters. Archi Reporters are asked to identify or submit stories about their organization's activities or members for *The Archi* and *Alpha Rho Chi Letter*.

The Archi welcomes articles written by both members and the broader community of professionals, students, and educators. Besides presenting articles of interest to the members and the profession, *The Archi* provides an opportunity to get published. Articles range from opinion, personal stories, and interviews to more scholarly essays.

Deadlines to submit articles for the Archi are usually in late summer each year. Contact the Archi Editor for the latest schedule or to work out details.

The Alpha Rho Chi Letter

The *Alpha Rho Chi Letter* is the fraternity's newsletter containing information on upcoming events, and chapter and alumni news. It is generally published two to three times a year and distributed to all members with domestic mailing addresses. Compared to *The Archi*, the *Alpha*

Rho Chi Letter publishes more timely news articles and announcements as well as articles of interest to a mostly fraternal audience.

The APX Letter Editor assigns stories and oversees production of each issue, coordinating with the WGS. The APX Letter Editor is technically an Associate Archi Editor. The editors of the *Alpha Rho Chi Letter* and *The Archi* coordinate and sometimes trade story ideas and articles depending on the needs of each publication.

The *Alpha Rho Chi Letter* welcomes articles and story ideas from members. Deadlines vary for each issue. Contact the APX Letter Editor for information on upcoming issues.

alpharhochi.org

The fraternity's web site at alpharhochi.org presents information for the public as well as timely news and administrative resources for members. The webmaster helps keep the site up to date, reporting to the WGS.

The site presents a wide array of content and tools. Several of these can be considered publications in their own right:

Master Directory

The Master Directory is a list of official contact information for Grand Council officers, national appointees, chapters, colonies, and alumni associations. This is *not* the general membership database.

The Master Directory is available as a PDF file at alpharhochi.org/md.

The Master Directory is updated throughout the year. Corrections and updates are always welcomed; contact the WGS with changes or new information.

Convention Minutes

The minutes of each National Convention are published on the national web site. The minutes contain a summary of the Convention's proceedings, reports, official motions, and directives.

The president and secretary of each convention are responsible for producing the official minutes and providing them to the Grand Council no later than two months following the Convention. The WGS helps the convention officers compile the official minutes. The minutes are posted within 30 days of receiving them from the Convention officers. The WGS removes any esoteric information from the minutes before posting them online.

The WGS is responsible for providing minutes from the previous seven conventions to each year's Convention president.

Constitution and By-Laws

The Constitution and By-Laws of the Alpha Rho Chi Fraternity (the C&BL) define the organizational structure and government of the fraternity.

When the National Convention amends the C&BL, the WGA incorporates the changes to the C&BL based on the Convention minutes. The Grand Council notifies chapters and alumni associations when new versions are posted to the fraternity's web site. The WGA will provide official, sealed copies of the C&BL to members of the Grand Council, to the fraternity's Legal Counsel, and to other members on request.

Grand Council Meeting Minutes

The WGS keeps minutes of the Grand Council's meetings and the annual meeting of the board of directors. The minutes for each meeting are posted online after they are approved at a subsequent Grand Council meeting.

The Rise

Occasionally, an esoteric piece is published under the title of *The Rise*. There is no regular schedule or format for *The Rise*. This publication is strictly for the use of members only.

When published, copies of *The Rise* are distributed to chapters and alumni associations for communication to their members as well as to national officers and appointees. Notice of new issues of *The Rise* may be announced in other publications, such as the *Alpha Rho Chi Letter*. Additional copies may be available from the Grand Council on request from members.

Members wishing to submit articles or letters to *The Rise* should contact the Grand Lecturer or WGA.

The Ritual

The Ritual contains the ceremonies for Alpha Rho Chi and is for the use of members only. Amendments to the fraternity's ritual require the unanimous vote of the National Convention.

Copies of *The Ritual* are issued to each chapter, the Grand Lecturer, and the Grand Council.

The most recent printing of *The Ritual* was in 2007.

Preparation for the Ritual

The Preparation for the Ritual is prepared particularly for study by pledges about to be initiated to Alpha Rho Chi. The fraternity recommends that all candidates for initiation read this short document that provides background and context for fully appreciating the fraternity's ritual.

This material is *not esoteric* and can be made available to anyone who is interested in reading it.

Electronic copies of *The Preparation for the Ritual* are available from the Grand Lecturer and the WGS.

The Archi Pledge

The fraternity's official pledge manual, *The Archi Pledge*, is a textbook to guide potential members with an introduction to Alpha Rho Chi Fraternity. It covers the role and responsibilities of pledges and members of APX, the fraternity's organizational structure, symbols, awards and publications, and a concise history of the fraternity. The manual also serves as a useful reference for brothers of APX.

New editions of *The Archi Pledge* are generally printed annually to reflect changes, such as new chapters. When printed, new copies are sent to each chapter. When chapters run out of copies to distribute to pledges, chapters can request additional copies from the WGS.

The manual is also available in electronic format on the fraternity's web site.

Suggestions for updates or corrections to *The Archi Pledge* should be sent to the WGS.

Handbook for Members

The Handbook for Members is a reference guide to the workings of chapters, alumni associations, and the national fraternity.

Recruitment Manual

The recruitment manual provides recommendations and best practices for chapters to use in their recruitment efforts. A resource file posted online supplements the manual with sample forms and documents.

Other Handbooks and References

Specialized documents help guide policy or serve as reference on selected topics. These are updated occasionally.

Alpha Rho Chi Awards Program

This document describes the various national awards and honors and with criteria and nomination process for each award. The file also includes standard forms for use in preparing nominations.

How to Guides

These guides are written by members to by brothers to share their experience organizing special events or initiatives. These are presented as a resource for chapters and alumni. Use them for inspiration or to get a head-start on your special project. Available online at alpharhochi.org/howto.

Alpha Rho Chi Awards Program

This document describes the various national awards and honors and with criteria and nomination process for each award. The file also includes standard forms for use in preparing nominations.

Guidelines for Selection of Cadency Marks & Namesakes

Written for colonies selecting a namesake and cadency mark, this guide covers the relevant design criteria and outlines requirements for approval by the Grand Council. A history of the namesakes and cadency marks of APX provides background on each chapter's name and emblem. Available online.

A Guide to the APX National Convention

An informal guide to how the business of Convention works, includes a link to a Robert's Rules of Order tip sheet. Available online at alpharhochi.org/convention.

Colony Development Guide

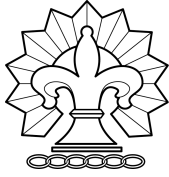
This document outlines the process for establishing a new chapter of APX. Primarily internally-facing, it sets roles and responsibilities for officers, appointees, and mentoring organizations at each stage from interest group to colony to new chapter.

Nominations Committee Handguide

Recommendations for Convention Nominations Committees to follow. Available online.

Schedule of Fees

Lists current national dues and fees for individual members as well as for chapters and alumni associations. Available online.



Risk Management Policies

Alpha Rho Chi Fraternity Architecture and the Allied Arts

Adopted February 13, 2012

Risk Management Policy Awareness

At the beginning of pledging, each member or pledge shall be advised of and provided with a copy of the Alpha Rho Chi Fraternity's risk management policies. Each chapter shall review the risk management policy at the first chapter meeting of each school term, and shall record the risk management policy review in the minutes of that meeting. A copy of the policies shall be posted on the Alpha Rho Chi Fraternity website.

Sexual Harassment, Abuse, or Misconduct Policy

The Alpha Rho Chi Fraternity does not condone nor will it tolerate any form of sexist or sexually abusive behavior such as sexual harassment, abusive behavior or misconduct on the part of its chapters, members, or pledges whether physical, mental, or emotional. This includes but is not limited to any actions which are demeaning to women and men including without limitation date rape, or verbal harassment by individuals or members acting together.

Alcohol and Drugs Policy

The Alpha Rho Chi Fraternity will take responsible and good faith measures to assure that our members abide by law and policy and that our actions reflect in a positive way on ourselves and on Alpha Rho Chi Fraternity. None of these actions can provide an adequate substitute for personal responsibility for risk on the part of those who opt to consume or to provide alcoholic beverages.

1. The possession, use and/or consumption of alcoholic beverages, while at any Alpha Rho Chi Fraternity event, whether local, regional, provincial, national or international in scope; or in any situation sponsored or endorsed by any chapter or alumni association or by the Alpha Rho Chi Fraternity, or at any event an observer would associate with the Alpha Rho Chi Fraternity must be in compliance with any and all applicable laws of the country, state, province, county, city, or school.
2. No alcoholic beverages may be purchased using chapter, alumni association, or Alpha Rho Chi Fraternity funds nor may the purchase of alcoholic beverages for members or guests be undertaken by anyone in the name of or on behalf of Alpha Rho Chi Fraternity.
3. The possession, sales and/or use of any illegal drug or controlled substance at any Alpha Rho Chi Fraternity event or any event an observer would associate with the Alpha Rho Chi Fraternity is prohibited. The legal use of a prescribed drug is permissible.
4. No Alpha Rho Chi Fraternity group may co-sponsor an event where alcohol is purchased by any host group or organization that does not comply with this policy.
5. Open Alpha Rho Chi Fraternity-sponsored events where alcohol is present are prohibited. Open events are those at which non-members are provided unrestricted access without specific invitation.
6. When alcohol is served at Alpha Rho Chi Fraternity events, the service of alcohol must be conducted on cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services.
7. The following general provisions apply:
 - a. No member individually or collectively, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age.)
 - b. Reasonable precautions will be taken by the alcohol service providers and host chapters to prevent the excessive consumption of alcohol and to prevent the service of alcohol to underage persons by anyone.
 - c. Members or guests who arrive at an event in an intoxicated state will not be permitted to attend.
 - d. At each event, there shall be designated non-drinking members.
 - e. Ample Non-alcoholic beverages shall be provided at each event.
 - f. The service of alcoholic beverages shall end at a specific time which shall be established and clearly published in advance of the event.
 - g. No “drinking games” shall be permitted.

Anti-Hazing Policy

The Alpha Rho Chi Fraternity opposes hazing. The fraternity recognizes hazing as a violation of law and contrary to the fraternity's objective to "promote the artistic, scientific, and practical proficiency of its membership and the profession." All chapters should conduct themselves professionally at all times and follow a constructive pledge education program and initiation that will uphold the dignity of our fraternity and each of its members.

No chapter, colony, student (pledge or member), alumnus or graduate shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

Any action taken or situation created, intentionally, or unintentionally whether on or off Alpha Rho Chi Fraternity premises, to produce or cause mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; kidnappings, whether by pledges or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

Every member of Alpha Rho Chi Fraternity is subject to local, state, and federal laws on hazing, and must follow all university policies and procedures applicable to student organizations. In addition, per the By-Laws of Alpha Rho Chi Fraternity, the Grand Council may suspend chapters "for departure from the Ritual" or "for violations of the law which threaten the existence of the Fraternity."

Automobiles and Transportation Policy

Any individual who drives or provides transportation in conjunction with Alpha Rho Chi Fraternity activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, financial responsibility and/or insurance, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, not overloaded, and are operated in a safe manner. Rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Financial Responsibility laws generally impose responsibility for accidents on the Driver or Owner of vehicles. The Alpha Rho Chi Fraternity assumes no responsibility or liability and provides no insurance to Drivers or Owners of vehicles for accidents or injuries, or for any damages to vehicles not owned by Alpha Rho Chi Fraternity that may be used in conjunction with Alpha Rho Chi Fraternity activities.

Members Personal Property Policy

Use of personal property in Alpha Rho Chi Fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The Alpha Rho Chi Fraternity assumes no liability or responsibility for any loss or damage to any personal property of members even if used in conjunction of Alpha Rho Chi Fraternity activities.

Contractual Agreements & Additional Insured Policy

No chapter, alumni association, or member, may enter into any written or oral contract or financial agreement using the name of the Alpha Rho Chi Fraternity. This includes without

limitation such agreements as leases, contracts, hold harmless agreements, liability releases, account statements, purchase orders, and hotel or banquet contracts.

As the Alpha Rho Chi Fraternity's insurance does not afford protection for outside parties, no chapter or member may enter into any written or oral agreement under which the responsibility or liability of some party other than the Alpha Rho Chi Fraternity is assumed. Additional Insured status under the Alpha Rho Chi Fraternity's insurance requires the prior agreement of both the Alpha Rho Chi Fraternity and its insurers.