

Rules and Regulations

Alpha Rho Chi Fraternity
Architecture and the Allied Arts

Ratified April 2024*

As requested by the 75th National Convention of the Alpha Rho Chi Fraternity the Grand Council has compiled all operational Rules and Regulations into a singular document for ease of reference and future edit.

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Risk Management

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Adopted February 13, 2012,
Last Amended 2020

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.
 - a. When alcohol is served at Alpha Rho Chi chapter and Chartering Organization 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
6. When alcohol is present at Alpha Rho Chi events sponsored by a recognized alumni organization, alcohol must be:
 - a. Provided on a cash bar basis conducted on cash bar basis utilizing the services of a properly licensed and insured company providing professional bartender services, or

- b. Brought by individual members and guests through a bring your own beverage (BYOB) system. Alcohol products above 15% alcohol by volume (ABV) is prohibited with a bring your own (BYOB) system.
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 any Alpha Rho Chi group 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, Chartering Organization, 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.

Chapter Facility Policy

Overview

Throughout the history of our fraternity, many chapters have centered activities around a single residence. It is not uncommon for fraternity chapters to occupy chapter houses, however, it is uncommon for professional fraternities. This policy does not intend to deter members from living together in a single place. However, chapter facilities can pose additional significant risk to our members and the fraternity as a whole.

This policy establishes minimum expectations for chapters occupying facilities bearing the Greek letters Alpha, Rho, and Chi, and/or conducting any fraternity activities in a residence that could be reasonably assumed to be or recognized as a chapter facility. The name "Alpha Rho Chi," designated by the Greek letters Alpha, Rho, and Chi (APX), is the registered corporation name of the fraternity, and thus is managed by the corporate board of directors. The Grand Council, on behalf of Alpha Rho Chi, permits chapters to use the name and associated Greek letters as identifying symbols affixed to a residential structure only when such use is in full compliance with the requirements outlined in this policy.

Definition of a chapter facility

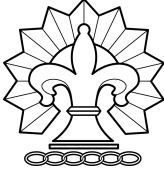
Alpha Rho Chi defines a chapter facility as any residence that carries any one or more of the following characteristics:

- The fraternity's Greek letters or corporate name (or any combination thereof) is posted on the exterior of the structure;
- The facility is used as a regular meeting place for chapter or other fraternity business;
- The facility is used as a location for Alpha Rho Chi events; and/or
- The facility is regularly used as a location to store Ritual equipment and/or used to conduct fraternity ritual;
- The facility is recognized by the host institution as the official residence of the fraternity;
- The facility is owned by an alumni association affiliated with Alpha Rho Chi and it is used to house fraternity members.

Requirements for residential structures

The following requirements are mandatory should a residential structure satisfy any one or more of the above characteristics:

- The owner of the property must carry a minimum of \$1,000,000 general liability insurance and adequate property insurance. A current Certificate of Insurance must be on file with the Worthy Grand Architect (WGA) which names Alpha Rho Chi Fraternity and the local chapter as additional insureds.
- A life safety inspection must be performed annually, in accordance with state requirements, and a copy of the inspection report must be filed with the WGA.
- If a health inspection of kitchen facilities is required by the local jurisdiction, a copy of the inspection report must be filed with the WGA no later than January 1 of each calendar year.
- Any event held at a chapter facility must be in compliance with Alpha Rho Chi Risk Management Policies and must be in compliance with the laws and ordinances of the state, city, county, and university/college.
- Failure to adhere to the requirements outlined in this policy may result in the suspension of the chapter or alumni association, the cancellation of all insurance policies for the alumni association and chapter, or legal action against the property owner for misuse of the fraternity's name and symbols.



Officers and Appointees Relationship Policy

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Adopted July 2013
Last Amended May 2015

The purpose of this policy is to define what is acceptable relationship behavior for any National Official or Appointee to participate in with another member of the fraternity.

Overview

Policy prohibiting members of the board or national appointees from engaging in romantic or sexual relationships with student members.

Purpose

To address situations in which members of the National Board of Alpha Rho Chi Fraternity, being composed of the Grand Council, Grand Lecturer, and National Director, hereafter referred to as “board,” or a national appointee have an apparently voluntary romantic or sexual relationship with a student member, pledge, or Charter of the fraternity.

Statement

Alpha Rho Chi has a tradition of commitment to providing an environment that, without discrimination, fosters professional, personal, and fraternal growth of students. Central to the preservation of this environment is the trust that should characterize all interactions among those working toward the common goals of the fraternity.

This trust is put at risk when members of the board or national appointees engage in consenting romantic or sexual relationships that involve persons of unequal power, namely our student members, pledges, or Charters. Because Alpha Rho Chi strongly disapproves of consenting relationships where such an extreme power differential exists, this policy statement is being set forth.

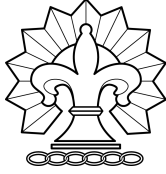
General Policy

Members of the National Board of Alpha Rho Chi Fraternity, being composed of the Grand Council, Grand Lecturer, and National Director, hereafter referred to as “board,” while duly elected or appointed to the board, will not engage in or sustain a romantic or sexual relationship with a student member, pledge, or Charter. Should a member of the board choose to enter into a romantic or sexual relationship with a student member, pledge, or Charter, he or she is obligated to step down from his or her position or terminate the relationship.

National appointees, as defined by the board and duly appointed, will not engage in or sustain a romantic or sexual relationship with a student member, pledge, or Charter, over which he or she has direct authority, whether stated, implied, or inferred. Should a national appointee choose to enter into a romantic or sexual relationship with a student member, pledge, or Charter, he or she is obligated to step down from his or her position or terminate the relationship.

All candidates for election to the board, appointment to the board, or appointment to a national position must disclose any romantic or sexual relationship between the candidate and another member of the fraternity, regardless the classification of membership, to a member of the board.

Should a member of the board or national appointee choose to engage in, sustain, or fail to disclose a romantic or sexual relationship with a student member, pledge, or Charter, his or her act is considered an act of malfeasance. National appointees will be removed from their position, and members of the board will be removed from office as described in Article 2 Section 03 of the National Constitution of the Alpha Rho Chi Fraternity.



Reimbursement Policy

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Last Amended August 2016

The Fraternity appreciates the efforts of its volunteer leaders, and realizes that there are expenses associated with service to Alpha Rho Chi. Believing that personal wealth should not be a prerequisite to such fraternal service, the Fraternity seeks to remove financial barriers for those who offer to serve the Fraternity to the furtherance of its ideals.

The purpose of this policy is to document the allowable expenses eligible for reimbursement. Also included is additional reference information that may be useful to Alpha Rho Chi members in submitting reimbursement forms. for what this document is to be used for and who uses it.

Overview

This Policy applies to expenses incurred by a duly authorized Grand Council Officer or Appointee who incurs expenses in the process of conducting Fraternity business.

General Policy

- Expenses must be necessary in the conduct and execution of Fraternity business, and an allowable charge to the funding source.
- Expenses must be related to the goals and mission of the Fraternity.
- Expenses must be reasonable and appropriate under the circumstances, in moderation, and in good taste.
- All expenses must be fully documented.
- All Officers, Appointees and individual members conducting Fraternity business are responsible for compliance with this policy.

An individual's travel status does not affect reimbursement for expenses.

Criteria

Expenditures which have a clear and direct bearing on Fraternity business and its stated mission and goals, which may be considered reasonable, appropriate, subject to the general policy articulated above, and meet the criteria described within the policy, shall be reimbursed.

Expenditures of a personal nature, unreasonable or excessive expenses, and those not specifically related to the conduct of Fraternity business or its stated mission and goals are not reimbursable.

Approval

Fraternity events, including various ceremonial and official events, conferences, retreats, recognition or morale building activities, public relations, development, fund-raising events, regional workshops and activities, require prior written approval from the Grand Council. Such approval must be obtained through normal administrative channels. Fraternity policy regarding budgeting, approvals, purchasing and documentation shall apply.

Documentation

An original receipt must accompany all expenditures and documentation must include:

- The date, location and description of the expenditure.
- The name(s), title, affiliation and business relationship of the person(s) in attendance.
- Business purpose for incurring the expense.

General Requirements & Responsibilities

Individual

The individual submitting a reimbursement form (E-4) bears the responsibility to:

Spend the Fraternity's money, when required to do so, in a prudent manner and within the guidelines set forth in this policy.

Verify that all expenses paid or being reimbursed by the Fraternity are valid and conform to this policy and understand that requests lacking required documentation and/or Fraternity purpose will be questioned and may not be reimbursed.

Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted E-4 or been paid directly to a third party.

Submit all forms related to his/her travel to the WGE within 30 days of completion of travel or incurrence of expense.

Retain accountability for ensuring all expenses are in accordance with this policy.

Contact the WGE for assistance, if you have any questions.

Grand Council

Grand Council Officers (GCO) shall be authorized to approve Fraternity expenditures of others (including other GCO), shall administer these policies, and are responsible to:

Attest that the purpose of the expense is valid and directly related to Fraternity business.

Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the expense. Explanation of such expenditures must be included on the E-4 form.

Understand that while the WGE may review the E-4 form, the primary responsibility for the appropriateness of expenditures rests with the Member and the GCO responsible for approval.

WGE

The WGE is responsible for reviewing E-4 forms prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

Information on the E-4 is supported by accompanying documentation, which is both complete and in accordance with this policy.

Expenses have been reviewed/approved by the appropriate GCO.

The Member and GCO should note that the Grand Council and (annually) the Audit Committee routinely examine expense reports for compliance with Fraternity policy.

General E-4 Form and Approval Requirements

The requirements for expense reports and approvals are as follows:

- E-4 forms must be completed and submitted within 30 days of incurring the expense.
- Faxed or emailed copies of E-4's will be accepted, provided originals are submitted to the WGE within 1 week following the fax or email.
- All expenses included on the E-4 must be accompanied by a valid receipt or supporting documentation, including a brief explanation of the expense. Failure to provide such documentation will result in denial of reimbursement.
- Individuals must be in good financial standing with the fraternity.
- Expenses incurred in a foreign country should be reimbursed based on the converted rate, generally per the credit card statement.
- All E-4s must be approved by the WGE and at least one other Grand Council Officer.
- The Grand Council reserves the right to withhold reimbursement while it investigates E-4 items.
- This policy may be modified at any time at the discretion of the Grand Council.

Reimbursement of Non-Travel Related Expenses

Following are general guidelines with regard to non-travel related fraternity expenses that may be incurred by members as they perform their job duties. Receipts are required for all expenditures and prior approval must be obtained in accordance with these guidelines.

Meals

Meal expenses may be incurred while traveling for official Fraternity business, or in conjunction with an authorized meeting or entertainment function. Such expenses incurred as a direct result of meetings and/or workshops with student or alumni groups, hired speakers or honored guests, potential donors or sponsors shall be reimbursable, provided prior approval from the Grand Council has been obtained. Additionally, meals purchased for impromptu meetings with chapter or alumni association leaders may be deemed reimbursable by the Grand Council on a case by case basis. Any meal purchases (individual or sum total) in excess of \$250 requires a majority approval of the Grand Council prior to purchase.

Alcohol

Members (alone or with other members) will not be reimbursed for alcoholic beverages. The Fraternity may grant an exception to approve reimbursement for alcoholic beverages, for public relations purposes, if pre-approval has been obtained from the Grand Council. Note: If alcohol has been approved, additional steps must be taken to ensure the safety and well-being of every participant. Personal bar tabs will not be reimbursed under any circumstances.

Meetings and Seminars

Fraternity meeting expense occurs when two or more people meet for fraternity purposes and either 1) all are Alpha Rho Chi brothers or 2) one or more Alpha Rho Chi brothers are meeting with one or more non-brother(s) for the primary purpose of discussing Fraternity business. Entertainment of speakers or honorees may be valuable to the Fraternity in attaining its business objectives and should always reflect good character and the highest ethical standards of Alpha Rho Chi. A list of attendees and the purpose for the meeting are required for all meeting expenses. These expenses should be managed within approved budget limits and with the appropriate

Grand Council approval. The senior Grand Council officer present at the meeting must incur and report the expense.

With Non-Members

When one or more Alpha Rho Chi brothers meets with one or more non-Brothers during the course of a meal with the primary purpose of the meeting to discuss fraternity business then the expense should be coded to the appropriate budget line item. If the primary purpose of the meeting is to entertain the non-Brother(s), such as entertainment of a speaker or Fraternity honoree, then the expense should be coded to Fraternal Programs, unless another line item is deemed applicable.

Fraternal Relations

Expenses that are primarily related to fraternal activities, such as team building, award celebrations and/or recognition, should be coded to Fraternal Programs. All individual member awards should be communicated to and approved in compliance with the Constitution & By-Laws. Fraternal expenses should be managed within approved budget limits and with the appropriate Grand Council approval.

Professional Memberships, Dues and Fees

Memberships, dues and fees, including airline club memberships, are not reimbursable unless approved by the entire Grand Council. Fraternity membership dues and/or fees to other professional organizations, such as the PFA, are reimbursable if payment is made while in service as a representative of Alpha Rho Chi (e.g. PFA Conference, etc).

Reimbursement of Travel Related Expenses

The Fraternity recognizes and appreciates the efforts of its volunteers that are required at times to travel for Fraternity purposes. While Fraternity travel is sometimes a necessity of performing our duties as officers and appointees, serious consideration should always be given to travel alternatives, such as conference calls, webinars, net meetings, or video conferencing, prior to booking travel arrangements. Setting clear objectives and doing sufficient pre-planning, including giving proper notice to the location or organization that you are traveling to, are essential to making the most of your trip. Each Grand Council member should carefully consider the travel needs of the Appointees under their direction, and should always follow up afterwards to ensure that the objectives were achieved.

Travel Authorization

All travel must be pre-approved by at least one member of the Grand Council, if reimbursement is expected. Certain travel expenses, as detailed in this policy, may require pre-approval in writing by the entire Grand Council in order to be reimbursed. Travelers should provide a written proposal, including details outlining the objectives for the trip and projected expenses associated with the trip. Failure to provide this proposal, along with documented pre-approval, may result in denial of reimbursement. Once reviewed and approved by the applicable GCO, the member may finalize their travel arrangements.

Transportation

All airline, train and long distance bus travel should be booked through the most economical options available, including online discount travel websites, which the traveler may want to consider when making their travel arrangements. Members should attempt to book advance non-refundable discounted tickets, if possible. Advance purchase discount tickets are generally

available for travel booked 7, 14, and/or 21 days in advance. Promotional upgrades (upgrades obtained by nominal additional fees or frequent flyer points) are allowable at the GCO's or appointee's expense as long as the upgrade does not sacrifice the lowest logical airfare. Members traveling may consider staying over a Saturday night, if the expense does not increase the cost of the trip.

Airfare

Electronic tickets are suggested for all applicable flights. Business Class travel, or First Class if Business Class is not available, is only reimbursable on international flights and with the prior written approval from the entire Grand Council. Written approval, along with a comparison of the Business or First Class airfare compared to Coach airfare, must be submitted with the traveler's E-4 form.

Travel itineraries should be retained and submitted with the E-4 for airfare reimbursement. Members are only reimbursed for the authorized, used portion of his or her airline ticket. Cancellations should be communicated in a timely manner in order to receive appropriate credit against future travel. Reimbursement of unused tickets must be indicated as such on the member's E-4 in order to ensure reimbursement and appropriate accounting treatment.

Note: Business or First Class airfare for speakers and other professionals may be purchased if this requirement is stated in their contract with the Fraternity.

Airport Parking

Daily or Long-Term economy parking should be used by all Fraternity travelers. Hourly parking is not recommended due to the cost and may not be reimbursed unless the departure and return are on the same day. Valet parking will not be reimbursed in any circumstance.

Car Rental

Members should use search engines similar to those used for airfares when searching for car rental service. The following guidelines should be followed when renting cars:

Car rentals should be booked, seeking the most economical price.

For safety, convenience and comfort, members may rent an intermediate-size rental car for Fraternity travel. Upgrades from intermediate-size rental cars will be reimbursed if a larger vehicle is necessary for transporting 4 or more individuals on Fraternity business.

The refueling option must be declined and the car returned with the level of fuel required by the rental company.

Additional insurance should not be purchased from the rental firm for any Fraternity use and members will not be reimbursed for additional insurance purchased.

Rental cars should be returned to the original rental location in order to avoid costly drop-off charges.

Rental cars must be operated within the terms of the rental contract at all times. Unauthorized use includes, but is not limited to, operation by an ineligible driver, operation by a driver under the influence of alcohol or drugs, or engaging in willful or wanton misconduct.

All automobile accidents which involve personal injury or property damage and which occur when using a rental car while on Fraternity business must be reported immediately by phone and in writing to the Grand Council at grandcouncil@alpharhochi.org.

Taxis, Limousines and Other Public Transportation

Members should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations. Please be aware that courtesy vehicles may be available through your hotel or that an airport shuttle may run to major hotels for a fee less than taxi fare. Certain limousine companies provide a sedan or van with driver which may be the most cost effective ground transportation alternative for groups of Fraternity travelers. Luxury limousine service is highly discouraged and, unless approved by the Grand Council, will not be reimbursed. Please remember that receipts are required.

Use of Personal Vehicles

Members will be reimbursed for all authorized Fraternity use of their personal vehicles. Reimbursement is provided when fuel receipts are accompanied by an E-4. The fraternity will not reimburse on a mile for mile basis.

Lodging

All lodging reservations should be made through travel providers as is most economical. Lodging accommodations should be for reasonably priced standard single-, double-, or quad-occupancy rooms as is appropriate for the reason for travel. The member is responsible for contacting the travel provider or hotel to cancel the reservation if it is no longer needed, in accordance with the hotel's cancellation policy, in order to avoid no-show charges. No-show charges will not be reimbursed unless due to extenuating circumstances. Laundry services and valet parking are considered non-reimbursable expenses. Incidental charges (i.e., in-room beverages, pay-per-view television, room service, etc.) are not reimbursable.

Telephone Charges

Reasonable expenses incurred for telephoning home while on Fraternity business travel may be approved by the Grand Council. Cell phones or calling cards should be used whenever possible in order to avoid costly hotel phone charges.

Meals

Members will be reimbursed for their normal meals incurred while traveling away from home. The Fraternity does not provide associates with a meal per diem. However, total meal expenses should generally not exceed \$50.00 per day for all meals. All meals must have receipts. Tips should be in the 15% - 20% range depending on the level of service received. Tips should not exceed 20%.

Non-Reimbursable Expenses

The following are not reimbursable since they are primarily for personal use (exceptions, if approved in writing by at least one Grand Council officer, may apply if it pertains to Fraternity business, or is due to Fraternity necessity):

Additional airline or automobile insurance	Massage
Airline club memberships	Movies (in-room or at the theatre)
Alcohol	Personal books, magazines or entertainment
Automobile repair or maintenance	Personal gifts
Credit card interest or late charges	Personal travel portion during Fraternity trip
Day-care for children or pets	Pet hotel stays or pet transportation
Fees for upgrades of air, hotel, or auto	Political or charitable contributions
Formal attire rental	Sporting events
Golfing or green fees	Spouse's expenses if accompanying the member on trip
Golfing car rental	Toiletries or medicines
Grooming, nail or hair salon expenses	Traffic citations (parking tickets or fines)
Headphones on airlines	
Health club fees	
Laundry	

Entertainment

Personal entertainment while traveling on Fraternity business is not reimbursable. This includes, but is not limited to, in-room movies, hotel gym fees, sporting event tickets, books or magazines, or personal bar bills. Questions regarding reimbursement of expenses that you are not sure of should be addressed to a Grand Council officer.

Combining Fraternity and Personal Travel

At times a member may wish to combine personal activities in connection with a Fraternity trip. The Fraternity accommodates such activity, provided that the related time and expense are paid by the individual, and the Fraternity's business objective for the travel is unaffected. In submitting the appropriate E-4 the member is responsible for excluding all expenses of a personal nature from the E-4. Appropriate documentation is also required in order to facilitate accurate processing by the WGE.

Travel Advances

Travel advances (cash advances) are not allowed for Fraternity travel per this policy.

Audit and Review

Travelers conducting official Fraternity business are expected to exercise the same care in incurring expenses as would a prudent person. Excessive costs, circuitous routes, excess delays, or luxury accommodations and services unnecessary or unjustified in the performance of fraternity business are not acceptable and will not be reimbursed. Avoid use of hotel direct dial lines, and use mobile phones and phone cards whenever possible. Travelers are responsible for excessive costs and any additional expenses incurred for personal preference or convenience. All expenditures are subject to audit and review.



Collegiate Chapter and Chartering Organization Advisor

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Adopted December 2014

Alpha Rho Chi (APX) relies on its advisors to provide sound guidance and direction to collegiate members within the scope of university policies and rules, and fraternity governing documents and policies. These expectations provide guidance for advisors to adhere by APX's standards and affirm the advisor's commitment to understanding and applying the same.

Overview

Each Student chapter or chartering organization of Alpha Rho Chi is required to be represented by an advisor of record at all times. Student chapters that fail to retain an advisor of record may be considered for suspension for denial of the authority of the Grand Council of the Fraternity. Chartering Organizations that fail to retain an advisor of record will be disbanded for denial of the authority of the Grand Council of the Fraternity.

This advisor must be a full-time member of the university staff and must be physically present on campus for the majority of the academic year during which he or she serves as the advisor of record. In addition, the advisor must be able to fulfill the university's requirements for advising student groups.

The advisor is responsible for reviewing, understanding, and complying with the information included in the document "Expectations for Alpha Rho Chi Student Chapter or Chartering Organization Advisors," which is located on the national website. The advisor must acknowledge that he or she has read and understands positional expectations and must provide current contact information to the Worthy Grand Architect no later than October 31st, 2017. The contact information will be included in the fraternity's Master Directory.

Definitions

Advisor

A full-time staff member of the university hosting a student chapter or charter organization of Alpha Rho Chi who is responsible for providing guidance and direction of student activity in compliance with all university and fraternity policies.

Alumni Association

An incorporated entity of Alpha Rho Chi composed of alumni members (those whom have attained an undergraduate or graduate degree), non-graduate members (those whom left college prior to graduating), and faculty members (see definition below) from a chapter. While alumni associations and their members provide guidance to and interact with student members, the association has no authority to direct the activities or decisions of a chapter.

Chapter

An entity of Alpha Rho Chi that is composed of students enrolled in university course work leading to undergraduate or graduate degrees in architecture or the allied arts. Chapters are incorporated in the university's state, or as recognized by the Grand Council.

Charter Member

A charter member is a student, currently enrolled in undergraduate or graduate university course work, who is formally associated with a Chartering Organization of Alpha Rho Chi and desires membership, but has not completed the fraternity's ritualistic work.

Chartering Organization

A student group seeking formal recognition and standing as a chapter of Alpha Rho Chi that is composed of students enrolled in university course work leading to undergraduate or graduate degrees in architecture or the allied arts.

Charter Director

A national appointee responsible for the education and oversight of chartering organizations. The Charter Director reports to the Grand Lecturer.

Collegiate

A student member (Active) is an undergraduate or graduate student, currently enrolled in university course work, who is an initiated member of Alpha Rho Chi, meaning he or she has completed the fraternity's ritualistic work.

Faculty member

A member of the university staff that has been initiated into Alpha Rho Chi, meaning he or she has completed the fraternity's ritualistic work. A faculty member may or may not be the advisor. While associated with the local student chapter, faculty members are not voting members of the student chapter nor are they eligible to hold office or responsible for paying chapter dues. Faculty members are equivalent to alumni members of the fraternity and are responsible for paying annual alumni national dues. Faculty members may associate with and be active in their local alumni association if one exists.

Grand Council

The fraternity's national board of directors.

Grand Lecturer

A national appointee and member of the Grand Council responsible for oversight of the fraternity's ritualistic work, chartering operations, and expansion to new universities.

National Director

A national appointee and member of the Grand Council responsible for overseeing and coordinating the work of the Regional Directors.

Pledge/Apprentice/Candidate

A pledge, apprentice, or candidate is a student, currently enrolled in undergraduate or graduate university course work, who is formally associated with Alpha Rho Chi and desires membership, but has not completed the fraternity's ritualistic work.

Regional Director

A national appointee who serves to coordinate the efforts of chapters, provide guidance and training for student members, and who resolves conflict or concern regarding chapter activities. Regional Directors report to the National Director.

Worthy Grand Architect

The national president of Alpha Rho Chi. The Worthy Grand Architect leads the Grand Council.

Expectations

Alpha Rho Chi has established these expectations for our Chapter Advisors.

1. Advisors provide general guidance and perspective to help chapters safely and meaningfully conduct business, including holding events, collecting dues, and recruiting new members. Advisors provide guidance and advice in compliance with university and APX governing documents, policy, standards, and expectations. Advisors do not dictate chapter operations, rather, they offer considerations and counsel to further the stated goals and purpose of the chapter without undue burden or intrusion.
2. Advisors provide fiscal input and authority as defined by the university regarding the collection and expenditure of funds in the name of the student organization.
3. Advisors may or may not be "members" of the fraternity, meaning the person has completed the fraternity's ritualistic work via initiation. Only initiated members may

- participate in and/or observe initiation, training, discussion, or any other esoteric activity as described in The Ritual of Alpha Rho Chi.
4. The advisor does not select or approve students or others for membership. Only people invited by the chapter may become members.
 5. Each student chapter or chartering organization of Alpha Rho Chi must retain an advisor of record. While the student chapter may invite additional staff to serve as co-advisors, or faculty members, only the advisor of record is authorized to provide guidance and represent the student chapter as its university and fraternity recognized advisor.
 6. The advisor must be a full-time member of the university staff and meet the university's requirements for advising student groups.
 7. The advisor must be physically present on campus for the majority of the academic semester/quarter/year during which he or she serves as advisor. University staff on extended travel (local or foreign), sabbatical, or other extended leave, study, or instructional assignment, who are not readily and physically available to attend to student chapter or chartering organization needs, cannot serve as the advisor of record.
 8. The advisor is responsible for ensuring that student chapter or chartering organization activities
 - a. comply with university and fraternity rule, policy, or guidance;
 - b. are in good taste; and
 - c. do not contradict the standards of the university or APX.
 9. The advisor is responsible for reading and complying with all APX governing documents and policies, including:
 - National Constitution of the Alpha Rho Chi Fraternity
 - National By-Laws of the Alpha Rho Chi Fraternity
 - Alpha Rho Chi Fraternity Rules and Regulations
 10. The advisor must immediately notify the Worthy Grand Architect, or another member of the Alpha Rho Chi Grand Council in the absence of the Worthy Grand Architect, of any suspected, observed, or reported violation of any federal, state, local, university, or fraternity law, governing document, or policy.
 11. The advisor must meet with the student chapter president (Worthy Architect) or Charter president no less than once per semester/quarter during the regular academic year.
 12. The advisor must not engage in a romantic or sexual relationship, of any type, length, or period, with any student member, charter, or pledge/apprentice/candidate of the chapter or Chartering Organization.
 13. The advisor must review these expectations and discuss the fraternity's risk management policies with the student chapter or Chartering Organization within 30 days of the start of the fall academic semester/quarter.
 14. The faculty advisor must possess the most current copy of the student chapter or Chartering Organization by-laws. The student chapter or Chartering Organization by-laws are available from the group's executive board.
 15. No later than October 31 of this calendar year, the advisor will provide current contact information and a signed copies of these expectations to the national fraternity via the Worthy Grand Architect or his or her designee.

Certificate of Acceptance

Alpha Rho Chi Student Chapter or Chartering Organization Advisor
Academic Year **20xx-20xx**

*Please complete this document and return it to the Worthy Grand Architect no later than **Month, Day Year***

Student Chapter/Chartering Organization Name:

Advisor Name (First, Middle, Last):

University Position Title (e.g. Professor, Instructor, Associate Dean, Etc.):

Advisor University Mailing Address:

Advisor University Email Address:

Advisor Phone Numbers

Office:

Cell:

I affirm that I meet the requirements to be a student chapter or chartering organization advisor, as defined by my university and Alpha Rho Chi Fraternity. I have read all governing documents and policies as outlined in the document “Expectations for Alpha Rho Chi Student Chapter or Charter advisors” and understand the expectations associated with my role as the student chapter or Chartering Organization advisor.

Advisor Signature

Date



Policies on Suspended Collegiates

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Adopted July 2011

Overview

This document outlines policy on the powers of chapters to suspend collegiate members, reporting of suspensions, and administration by the Grand Council.

Mutual obligation and discipline in a Chapter

When joining Alpha Rho Chi, members undertake obligations to the chapter and its success. For a chapter to operate, it depends on brothers meeting expectations of membership. It is the responsibility of the entire chapter to set these expectations and see that they are met.

Everyone can use reminders, and a kind word can help solve many minor or potential issues. Some may need assistance from the chapter or to be excused from specific responsibilities on occasion. In some cases, however, it may be necessary to administer some form of discipline.

Most disciplinary action is minor. It might include a fine for an unexcused absence to a meeting or event or a late fee for not paying dues on time. As the chapter determines what is expected from its members, the chapter must also decide what discipline is required or appropriate.

In extreme cases, the chapter will determine that an individual is no longer in good standing as a collegiate member of the chapter. Chapters do not have the power to expel members of Alpha Rho Chi, but they may suspend them, relieving them of most of their rights and privileges within the chapter.

Note on “inactive” members: This document does not refer to “inactive” members. This term – in addition to being confused with a classification of membership – has been applied to various situations even within a single chapter. These have included: members excused from certain obligations to the chapter for a limited time, collegiates who have disassociated with the chapter, collegiates members behind in dues, students traveling abroad or on another campus, or a collegiate with whom the chapter has not contacted that semester, etc. With confusion surrounding the use of the term “inactive,” it is better to substitute more specific language.

Exception from collecting active dues

Chapters are responsible for collecting collegiate dues on behalf of the national fraternity. However, the Grand Council recognizes that chapters cannot be expected to collect dues from collegiate members the chapter has suspended.

The Grand Council will exempt chapters from collecting dues on behalf of suspended collegiates provided that:

- The chapter takes definitive action to suspend the member following their bylaws and the principle of due process.
- The chapter formally notifies the Grand Council of the action.
- The change in status is properly recorded in the Chapter Reporting System.

As part of the process, the Grand Council may direct the Regional Director (RD) to review that the action was proper and to advise the chapter on underlying issues affecting retention of collegiate members.

Suspension provisions in chapter by-laws

Each Chapter's By-Laws should include provisions for suspending collegiate members of the chapter. The By-Laws should establish causes for possible suspension as well as a means for deciding the cases and administering suspension.

Causes for suspension

Suspension proceedings should not be entered to lightly. The by-laws should list reasons worthy of suspension. Examples of causes for suspension may include (but are not limited to):

- Failure or refusal to pay dues or indebtedness to the chapter
- Failure or refusal to meet minimum standards of participation
- Malfeasance as an officer of the chapter
- Actions unbecoming a member of Alpha Rho Chi

Many of these causes may be addressed with probationary action before suspension is considered.

Administering suspensions

The by-laws should specify who should decide cases and administer suspension. Depending on the chapter's by-laws, this judicial function may be given to the chapter as a whole or delegated to the executive board or a judicial committee. If delegated, the chapter may serve as the ultimate court of appeal.

In fairness to the brother, the process for administering suspension must follow due process, and give the member the opportunity to make their case and answer any charges against them. In some cases, however, the member might not contest the matter or even show up.

The act of suspension should be a deliberate act of the body (i.e., chapter, e-board, or committee) given that judicial responsibility. The proper body needs to pass a motion (with the required majority) in order to suspend a member. For example, a suspension should not take effect merely because some set deadline has passed, the expiration of the deadline would need to be followed by proper action to issue the suspension.

Lifting suspensions

A procedure should be provided for the suspended collegiate to make amends and ask for the chapter to lift the suspension.

Official notification

Upon taking an action to suspend a member, the chapter shall inform the Grand Council in writing of the action that was taken and (very briefly) the reason for suspension. An example notice might read:

In a meeting on March 1, 2011, the Chapter voted to suspend collegiate member John Dopdeaux for refusal or failure to pay dues for the past 6 months.

The wording of the notification may vary according to the chapter's by-laws or procedures. When this notification is received, the Grand Council will refer it to the chapter's RD to investigate.

Reporting suspensions

The chapter can record the suspension in the Chapter Reporting System (CRS). This is handled like other changes to member entries in the roster such as study abroad or graduation. When recording the change, menus allow the chapter's officer to indicate when the change took effect. This month should be when the formal suspension action was taken.

If an collegiate member is marked as suspended in a report, the CRS will note it in the confirmation emails it distributes. This should prompt the RD to contact the chapter, especially if the chapter had not notified the Grand Council of the suspension. The CRS also notes new non-graduate brothers on the report confirmations; in these cases, RDs should also contact the chapter to verify that the member had left school and is not merely "inactive."

Names of suspended members appear in the "See Other Names" view of the chapter's roster. Chapters may record when suspended members graduate, leave school, or have their suspensions lifted by the chapter.

Regional Director review

When notified or learning of a suspension, the RD should contact the chapter to investigate. The purpose of this investigation is mostly advisory and meant to assist the chapter. The RD will talk with officers of the chapter to answer the following questions and resolve outstanding issues.

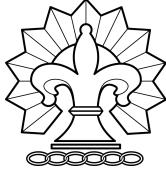
- What was the reason or issue prompting the suspension?
- Was the proper process followed? Is further clarification necessary on outstanding issues of this particular disciplinary action?
- Are changes needed to the processes for the future?
- Are there underlying issues that affect the chapter's ability to retain members?

Notes

From APX By-laws Article XIX, Section 01, A

Each Chapter shall forward membership reports as required to the Worthy Grand Estimator.

Chapters are responsible for reporting its active members and collecting dues and fees on behalf of the national fraternity.



Alumni Association Operations

Alpha Rho Chi Fraternity

Architecture and the Allied Arts

Adopted in January 2011
Last Amended in April 2019

This document outlines the operational and organizational responsibilities of Alumni Associations. The National Constitution and By-Laws of Alpha Rho Chi supersede any conflicting rules or regulations outlined in this document.

Active Alumni Associations are critical to the success of the Fraternity and the Grand Council shall encourage the development of such Associations. It is incumbent upon each Alumni Association to remain fiscally responsible to the fraternity, to remain incorporated in its respective State, and to maintain an active voice in the leadership of the fraternity.

Forming an Alumni Association

The Alumni Association formation requirements are the same for first-time alumni Associations as for re-establishing an Association. This section expands on requirements listed in the National By-Laws Article XIX Establishment of Alumni Associations.

Step 1: Contact the Worthy Grand Associate Architect

Contact the Worthy Grand Associate Architect (WGAA) at WGAA@alpharhochi.org to declare the Association's intent to form.

- The WGAA will set up administrative user access in the fraternity's membership management system, to aid the Association in forming an organizing committee.

Step 2: Form an Organizing Committee

Form an Organizing Committee that meets the following requirements:

- Is composed of at least ten (10) alumni, non-graduate, faculty and or/honorary members.
- Has a defined purpose in forming the Association.
- Maintains a schedule of meetings (in person or remote) and records official minutes.

Step 3: Write By-Laws

- The WGAA will provide the organizing committee with a pre-approved By-Laws template.
 - It is highly recommended that changes be minimal, as the template is in concurrence with the National Constitution and By-Laws.
- By-Laws must be sent to the WGAA for review and Grand Council approval before incorporation.

Step 4: Elect Officers

- Elect, at minimum, a President, Secretary and Treasurer to the board of the Association, in accordance with the Association's By-Laws and the National By-Laws Article XIX, Section 06.

Step 5: Incorporate as a Not-For-Profit with the State

The Alumni Association must be incorporated with the Secretary of State. Incorporation processes and fees vary by state, but generally include the following steps:

- The Association must follow the standard naming convention; "The ___ Alumni Association of Alpha Rho Chi."
- Incorporate your Association through your Secretary of State's Office/website.
- Once complete, submit the Articles of Incorporation to the WGAA

Step 6: Register as a 501(c)7 corporation with the IRS

- Register the Association for an Employer Identification Number (EIN) through the IRS
 - Register the Association as a 501(c)7 through the IRS.
- Contact the WGE for IRS assistance.
- Submit the Association EIN and proof of 501(c)7 status to the WGAA.

Step 7: Establish a bank account

Establish your bank account, considering the following recommendations by the Grand Council:

- The name of the bank account should be the same as on the state incorporation; "The _____ Alumni Association of Alpha Rho Chi."
- Choose a national bank, with online banking and minimal account restrictions
 - Consider ease of banking access for the current and future Association Treasurers.
- List a minimum of two account holders, such as the President and Treasurer.

- Order physical checks and a debit card.

Step 8: Design and obtain a seal

- Design an official seal for the Association.
- Submit the design in a high-res .png to the WGAA.
- Secure an embosser or a rubber stamp, in order to physically affix the seal to documents.

Step 9: Submit the Petition to the Grand Council

Submit a petition to be recognized as an affiliated Alumni Association of Alpha Rho Chi Fraternity to the WGAA for review by the Grand Council. The petition must include:

- A cover letter with signatures of at least ten (10) Alumni, Non-Graduate, Faculty and/or Honorary members.
- The GC-approved By-Laws, stamped with the official Association seal.
- The Articles of Incorporation from the State with the official Association seal.
- Proof of an established bank account, with sensitive information (such as the account number) redacted.

In addition, the petitioning Association must:

- Complete the Alumni Association Report, including Executive Board contact information.
- Pay the \$300 filing fee to the WGE, via the fraternity membership management system.

Step 10: Approval by the Membership

Upon Grand Council acceptance of your petition, the membership shall vote to approve the petition in accordance with the National By-Laws Article XIX, Section 04.

Maintaining an Alumni Association

When joining Alpha Rho Chi, members undertake obligations to the fraternity and its success. For an Association to operate successfully, it depends on brothers meeting expectations of membership. It is the responsibility of the entire Association to set these expectations and see that they are met. For additional information, refer to the National By-Laws Article XXII Duties and Powers of the Alumni Associations as well as Article XX for the Suspension of Chapters and Alumni Associations.

Good Standing

To maintain yearly Good Standing, the Alumni Association must submit or complete the following by the end of each fiscal year:

Financial Requirements

- Pay the national annual fee for Alumni Associations for the current year and have no other outstanding balances to the national fraternity.
- Submit a financial statement for the current fiscal year
- All executive board members must pay their individual alumni dues for the current calendar year.

Operational Requirements

- Update the current Board members in the fraternity membership management system and assign the appropriate page administrator permissions.
- Submit proof that the Association is incorporated and in good standing with the state.
- Submit meeting minutes from at least one (1) meeting

Tax Status

File the appropriate tax forms (typically the IRS 990 postcard) according to the requirements of the IRS. . Contact the WGE for IRS assistance.

Convention Delegate

The designated convention delegate for the Association must be in good standing, having paid their individual national alumni dues for the current calendar year of the Convention. Failure to send a convention delegate will forfeit the Association's vote on business motions, elections, and other voting matters as outlined in the National By-Laws, Article IX, Section 01.

Suspending an Alumni Association

The Grand Council does not consider suspension proceedings lightly. Should an Alumni Association not meet **financial and operational requirements** for maintaining good standing for two (2) consecutive years, suspension procedures may begin in accordance with the National By-Laws Article XX Suspension of Chapters and Alumni Associations.

Suspension Warning

After an Alumni Association fails to submit the requirements to maintain good standing two (2) consecutive years, a warning letter will be issued by the WGAA notifying the Alumni Association that they are in danger of being suspended and listing the deficiencies warranting the notice.

Official Suspension

Should the Grand Council decide an Alumni Association is not compliant the Grand Council may proceed with a motion at any regular or special meeting to declare the Alumni Association in question suspended. After declaring the Alumni Association suspended, the WGA will notify the Alumni Association President of the Alumni Association's change of status. The change is effective upon receipt of the notification.

Once declared suspended, the Alumni Association may not incur or accrue any further indebtedness to the Fraternity.

Suspension Appeal

An Alumni Association may appeal their status change to the Grand Council, within thirty (30) days after the suspension notice. A Grand Council special meeting can be requested to hear the Association's appeal

Dissolving an Alumni Association

To dissolve the Alumni Association, the Grand Council recommends the following procedures:

- Submit documentation that the bank account has been closed
- Submit an outline of how the remaining bank fund(s) were dispersed, i.e. to the Chapter, Foundation or other organization, with an explanation of what will happen to the funds should the Alumni Association be re-established.
- Submit documentation that the Association's incorporation with the state has been dissolved.