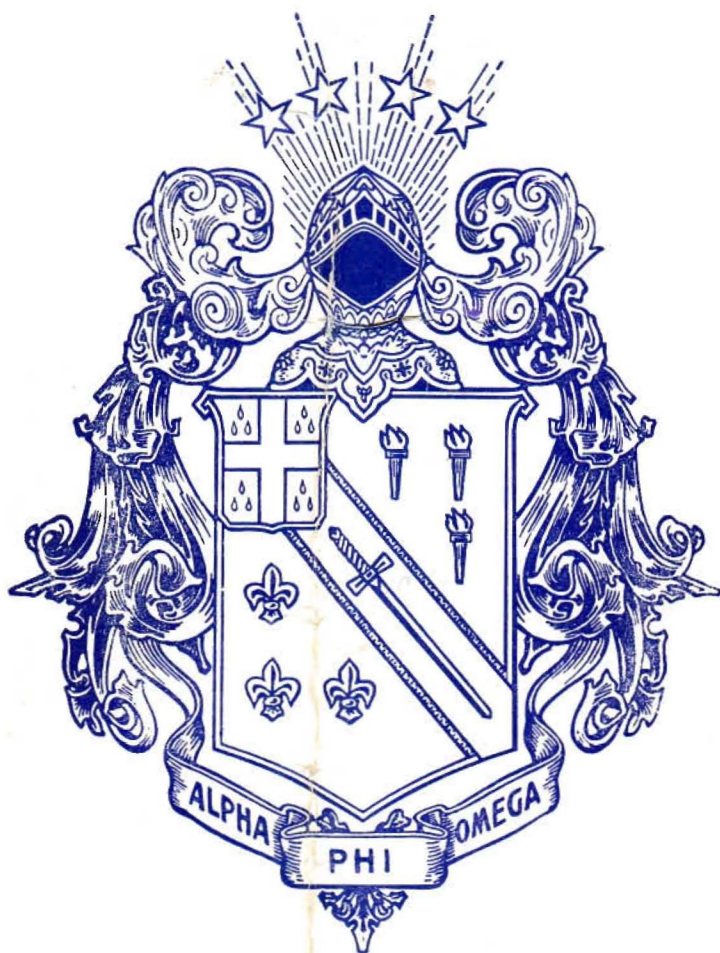


PLEDGE MANUAL



Alpha Phi Omega

NATIONAL SERVICE FRATERNITY



NATIONAL SERVICE FRATERNITY

1965-66 EDITION

PLEDGE MANUAL

OF

Alpha Phi Omega

NATIONAL SERVICE FRATERNITY

HENRY
1917
24

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NATIONAL OFFICE
1100 Waltower Building
Kansas City, Missouri 64106

CARDINAL PRINCIPLES

LEADERSHIP • FRIENDSHIP • SERVICE

TOAST SONG

(Tune: "Alma Mater")

Here's to Alpha Phi Omega,	Brothers clasp the hands
Loyal brothers we,	of brothers,
True to self and to each other	Strong the circle we,
Firm in loyalty.	Ever mindful, ever serving
Daily working, daily striving,	All humanity.
Ever more to be,	Now we raise our grateful
Men of Alpha Phi Omega,	voices,
Our Fraternity.	In our song to thee,
	Men of Alpha Phi Omega,
	May we always be.

This Manual Is the Property of

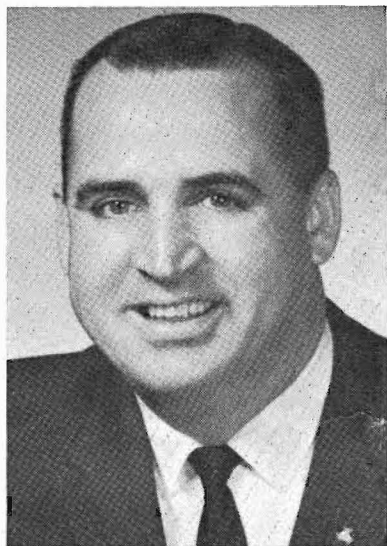
Dave Wh. Tney

Member of David B. ARIEN Pledge Class

Kappa Omicron Chapter

Date Pledged Feb. 19, 1967

Date of Initiation MAY 4, 1967



Dr. Tom T. Galt

Welcome to The National Service Fraternity and to your choice of a lifetime of Service to Mankind.

May the experiences that will be yours as you embark on this challenging period, always guide you in Leadership, Friendship, and Service.

This Pledge Manual is your guide to Service. May success be always yours as you determine the future of Alpha Phi Omega.

Faithfully and Fraternally,

A handwritten signature in cursive script that reads "Tom T. Galt, M.D.". The signature is written in dark ink and is positioned above the printed name.

National President

THE STORY BEHIND THE FOUNDING

by Frank Reed Horton

Founder

ALPHA PHI OMEGA



Frank Reed Horton

During the first World War I served as an Ensign in the United States Navy aboard a minesweeper in the North Sea. Our ship and its partner exploded more than 1,000 magnetic mines.

My law school background at Boston University led to my appointment to try court-martial cases in our division. When we reached ports some of the sailors ran wild. Many court-martial cases resulted. I saw young boys in their teens getting into trouble.

Because of these experiences, I made a firm resolution within myself that if I returned alive, I would try to do two things and do them with all my power: First, do my best to help young people get the right start in life, by holding up before them a "standard of manhood" that would withstand the test of time! Second, and just as im-

portant, try to help the nations of the world settle their disputes in a more sensible and legal manner than by war.

Post-War Activity

After the War, I became a student at Lafayette College, Easton, Pennsylvania. One evening, while attending an American Legion Banquet during my sophomore year, I sat next to an inspiring man named Herbert G. Horton. We were not related but we became fast friends. He too had been a naval officer but was now serving as the local Scout Executive. He helped me to become a Deputy Scout Commissioner. One of the troops needed a leader, so I became a Scoutmaster as well.

Through these experiences I found that the Scout Oath and Law were what I had been seeking — a standard of manhood that would withstand the test of time, and a code of ideals created and accepted by some of the greatest leaders the world has ever known.

Influence of Scouting

The summer of my Junior year was spent as an Associate Camp Director at the Easton Scout Reservation. Here I was impressed with the religious tolerance in the hearts of boys. This I had not found so easily among older people. Scouts of the Catholic, Jewish and Protestant faiths worked together in everything at camp, and everyone

had an opportunity to worship on their Sabbath in their own way.

My brothers in the Sigma Alpha Epsilon Fraternity house, where I lived, who were outstanding for high ideals and clean living, were all former Scouts. I felt a college organization should be formed that would strengthen men in these ideals, and give them an opportunity for Leadership experience, and for Service to others.

Organization Steps

As a senior at Lafayette College, I talked to some of the men with a Scouting background and the response was good. These men would join an organization based on the ideals of Scouting. I created the name, Alpha Phi Omega, the motto and the Greek words and their meaning and wrote the ritual. Everett W. Probst designed the pin and drew the coat-of-arms. Thane S. Cooley suggested the hand-clasp. Ellsworth S. Dobson and Gordon M. Looney helped write the constitution and by-laws.

Fourteen undergrads signed as charter members. Scouting advisors

were Dr. Ray O. Wyland and Herbert G. Horton.

A Phi O Established

The Lafayette College faculty approved the petition for recognition. On December 16, 1925, I conducted the ritual initiation at Brainerd Hall, second floor, and Alpha Phi Omega was born.

My purpose was to make Alpha Phi Omega an organization for college men who cooperated with all youth movements, especially Scouting. I also anticipated that our service program would expand to help people in need everywhere and to do service on the campus of each chapter.

As Scouting is world-wide, so should Alpha Phi Omega be world-wide, gradually in the colleges and universities of all the nations. Alpha Phi Omega can help bring about more nearly, through the future statesmen of the world, that standard of manhood and international understanding and friendship that will lead to a better, more peaceful world in which to live, and in which to make a living, and a life.

DEDICATION

This Pledge Manual is presented to you as another of the many services of the national organization of Alpha Phi Omega, the National Service Fraternity.

It is designed to help you learn how to Be a Leader, Be a Friend, and Be of Service, the cardinal objectives of Alpha Phi Omega.

The 88,000 men who have served since 1925 as pledges and actives in Alpha Phi Omega found it to be a dignified, worthwhile experience and they believe you will too.

Your acceptance as a Pledge marks the confidence your chapter has in you to do your part well and to earn your membership in our beloved service fraternity.

PURPOSE OF PLEDGE TRAINING

Alpha Phi Omega membership is earned. Each man during his pledge period qualifies himself in Leadership, in Friendship, and in Service. That's the purpose of pledge training.

Leadership in Alpha Phi Omega depends on adequate knowledge of what the Fraternity is and is not, what it does and how it does it, and what each man must do to govern and direct it. Without this basic knowledge a man cannot do his best as an active member or be happy as a pledge. This Pledge Manual will help you know your Fraternity. The chapter will put you in position to develop leadership through its committee work and activities.

Friendship develops through association and sharing. No campus organization offers greater opportunities for broadened friendships and fellowship

than Alpha Phi Omega. Membership deliberately includes Greek and non-Greeks, men of diverse backgrounds and campus interests. During your pledge period you get acquainted with fellow pledges and members and advisors and you share the Fraternity by finding a man on campus to replace you in the next pledge class.

Service is practiced, not preached, in Alpha Phi Omega. Your pledge class will be required to prove in action its ability to meet this requirement for membership and there may be specific instances in which each pledge personally qualifies through a service project he conducts. No man could feel himself a part of Alpha Phi Omega unless he measures up in service actually performed whether it be for campus, or community, or nation, or to the chapter.

PLEDGE DUTIES AND OPPORTUNITIES

Preparation for active membership begins with pledgship. You qualify yourself for initiation into active membership by learning, sharing and doing. You will be expected to:

A. Prepare yourself for Leadership by learning:

- The Story Behind the Founding
- Historic Highlights in Alpha Phi Omega Expansion
- Your own chapter's history and achievements
- Important things to know about Alpha Phi Omega
- National Fraternity services to chapters and members

B. Prove yourself in Friendship by:

- Knowing chapter officers, members and fellow pledges

Learning the Toast Song

Obtaining your replacement for the next pledge class

Participating in meetings and projects

Wearing the pledge button at all times

C. Qualify in Service as prescribed by your chapter in one or more of the following fields:

- a. Service to your campus
- b. Service to your community
- c. Service to your nation
- d. Service to your chapter

Your chapter may supplement these by additional duties expected on your campus and in keeping with Alpha Phi Omega principles and practices.

PLEDGE REGISTRATION AND PRIVILEGES

Your national pledge fee is \$4.00. This officially registers you nationally as a pledge, entitles you to wear the pledge button and provides you with Torch and Trefoil, the national fraternity publication. Your chapter receives for you, from the National Ex-

ecutive Director, an acknowledgement of your pledge registration as well as a receipt for your pledge fee. Pledge registration forms are provided without charge by the national fraternity as one of its many services.

HAZING AND INFORMAL INITIATION

There is no hazing or informal initiation in connection with Alpha Phi Omega.

SOCIAL EVENTS IN ALPHA PHI OMEGA

Service is the principal objective in Alpha Phi Omega but social events that are the outgrowth of the service program are featured everywhere.

Most chapters hold banquets preceding or following initiations into active membership. Most hold pledge smok-

ers or their equivalent. Many chapters feature co-ed gatherings and social sessions following business meetings.

Every chapter has a right to express appreciation to its membership for service rendered in social events proper to its campus.

FACTS ABOUT NATIONAL AND CHAPTER OPERATION

1. *What is the purpose of Alpha Phi Omega?*

The National Constitution states it as follows: "The purpose of this Fraternity shall be to assemble college men in the fellowship of the Scout Oath and Law, to develop Leadership, to promote Friendship, to provide Service to humanity, and to further the freedom that is our national, educational and intellectual heritage."

2. *What are the cardinal principles of Alpha Phi Omega and when was it founded?*

The cardinal principles are Leadership, Friendship and Service.

Alpha Phi Omega was founded December 16, 1925, at Lafayette College, Easton, Pennsylvania.

3. *Who were the Founders of Alpha Phi Omega?*

Frank R. Horton, Everett W. Probst, Thane S. Cooley, William T. Wood, E. M. Detwiler, Lewis B. Blair, Gordon M. Looney, William W. Highberger, Donald L. Terwilliger, Donald H. Fritts, Robert J. Green, Ellsworth S. Dobson, George A. Olsen, Harry T. Spengler, Herbert Heinrich, J. H. McCracken, Donald B. Prentice, D. Arthur Hatch, Herbert G. Horton and Ray O. Wyland.

4. Who may become active members?

All college men regularly enrolled in the college or university in which the chapter is located and who are or have been affiliated with Scouting nationally or in their own country.

5. Are Faculty and Scouting Advisors active members?

The National Constitution says they "shall have the privileges of active membership in their respective chapters."

6. What is the membership policy of Alpha Phi Omega?

The National Constitution covers this. "It shall be the policy of Alpha Phi Omega to include in its membership men of social fraternities and non-members, men of all races, creeds and colors, and men of all departments of the college, upon being so elected by the respective chapters and upon fulfilling the membership preparations prescribed by the national fraternity and by the chapters."

7. What is the supreme authority of the Fraternity?

The National Convention, composed of members of the National Executive Board and of two delegates from each collegiate chapter.

8. Who can vote at a National Convention?

Each chapter present casts two votes, whether represented by one or two delegates. Each member of

the National Executive Board present casts one vote.

9. Who are the national officers, how are they chosen and how long are their terms?

National conventions, held in even numbered years, elect a National President, three Vice Presidents, and a National Treasurer, each to serve for a term of two years. All of them are members of the National Executive Board. The National Executive Director and the National Legal Counselor are appointed by the National President, subject to the approval of the National Executive Board.

10. How many elective National Executive Board Members do we have?

There are 21, all elected by the National Convention. They serve six-year terms, staggered so that at each convention seven seats are up for election or re-election.

11. How often does the Board meet?

Prior to and following each National Convention and on call between conventions.

12. What body is the supreme authority of the Fraternity between conventions?

The National Executive Board, except that it cannot amend the national constitution and bylaws. Only a National Convention can do that.

13. Does Alpha Phi Omega have an Alumni Association?

Yes, it does. Alumni help undergraduate chapters on request. Many alumni serve as Presidential Representatives to assist chapters. Increasing numbers of alumni are Life Members of the Fraternity.

14. Is Alpha Phi Omega International?

Alpha Phi Omega of the Philippines was founded in 1950 with our help and know-how. It is a separate organization but Leadership, Friendship and Service are its ideals and it is recognized by the national fraternity.

15. What officers do chapters have?

President, one or more Vice Presidents, Secretary, Treasurer, Historian, Alumni Secretary and Faculty and Scouting Advisors. Chapter officers are elected twice yearly. Any officer may succeed himself once, if chosen by the chapter.

The chapter elects one of the Faculty Advisors as Advisory Chairman.

16. How do chapters operate?

Five standing committees are appointed by the Chapter President, for Program, Service Projects, Membership Extension, Fellowship and Publicity.

Generally, the chapter officers, the Advisory Committee Chairman and the Scouting Advisor

are the chapter's Executive Committee, responsible for the operation, program and general welfare of the chapter between chapter meetings.

Special Projects Committees may be appointed as needed.

Every man has a share in the successful operation of his chapter. In Alpha Phi Omega every man counts.

17. What obligation does a chapter officer take?

Each chapter officer, in accepting his responsibilities, makes the following promise: "To Faithfully discharge the duties of my office to the best of my ability and to give liberally of my time and energy in directing this service program." In selecting its officers, each chapter takes care to select men who fully accept the provisions of the above oath and will conduct themselves accordingly.

18. Who is the supreme authority in each chapter?

The active membership working within the framework of the chapter and national constitution and by-laws.

19. What are the four major fields of Service?

Service to the student body and faculty. Service to the members of the fraternity. Service to the youth of our community. Service to the nation as participating citizens.

SERVICES OF THE NATIONAL FRATERNITY

By Joseph Scanlon, National Executive Director

You are pledged to America's National Service Fraternity, organized on more than 385 college and university campuses since its founding in 1925.

The advantages of belonging to this widespread and highly regarded Fraternity are many. Your membership is transferable. Your badge is recognized everywhere. The ritual for pledging and for initiation is the same in all chapters. The prohibition against hazing and informal initiations applies to each and every chapter. The cardinal principles of Leadership, Friendship and Service govern all chapters.



Joseph Scanlon

I. NATIONAL SERVICE TO MEMBERS:

- A. The National Office keeps permanent records of active members by chapter as well as by the name of the member. This ever-expanding file now records more than 88,000 men in 385 chapter groupings.
- B. The National Office issues a pocket identification card to active members at the time of their initiation, together with an engraved certificate of membership suitable for framing. Advisors and honorary members also receive these pocket cards and certificates.
- C. Pledge certificates are issued to each new pledge recorded nationally. These are sent to the Chapter President for presentation. Be sure and ask for yours.
- D. Pledge Manuals and other informative publications are supplied without charge. So are pledge and active membership applications, advisory and honorary applications.

II. NATIONAL SERVICE TO CHAPTERS:

- A. **TORCH AND TREFOIL**, the national magazine, is published a number of times during the university year. Photographs and articles feature service projects, chapter doings, new chapters, sectional meetings, and matters of general interest to the Fraternity. Copies are provided for actives, advisors, pledges and life members.
- B. **THE MANUAL OF ADMINISTRATION**, a handbook for chapter officers, advisors and committee members, describes the organization, operation and procedures of the Fraternity. Suggestions for chapter programs and service projects are included and steps for the organization of new chapters outlined.

C. **THE PLEDGE MANUAL**, furnished to each new pledge, outlines the history and objectives of Alpha Phi Omega and the duties and opportunities of each pledge in the development of his own Leadership, Friendship and Service.

D. **"YOUR CHANCE TO HELP,"** an attractive informational pamphlet, prepared especially for prospective members, is available in quantity for chapter and sectional conference use. This pamphlet is much in demand for Explorer and Order of the Arrow gatherings.

E. **QUESTIONS AND ANSWERS**, an informational pamphlet designed especially for college administrators and groups forming new chapters of Alpha Phi Omega, includes a listing of service projects that chapters have actually conducted as well as a roster of charters issued.

F. **STANDARD CONSTITUTION** and Bylaws, as adopted by the National Convention, is available to all chapters and is at present included in the Manual of Administration.

G. **RITUAL** pamphlets are provided to all chapters for pledge and initiation ceremonies, as prescribed by National Convention action.

H. **SERVICE BULLETINS** and informational exchanges are sent to chapters as a part of National Service.

I. **CHAPTER OFFICER** and **ADVISOR GUIDE MANUALS** are provided without charge. This

is a "Know-and-Do" instruction booklet for Chapter Presidents, Vice Presidents, Treasurers, Faculty and Scouting Advisors.

J. **HUNDREDS** of orders annually for Alpha Phi Omega insignia, decals, armbands, sweater emblems and other special supplies are processed, packaged and mailed by the National Office.

K. **MORE** than 600 individual letters a month are written to chapter officers, sectional chairmen, presidential representatives, board members and advisors.

L. **NEW CHAPTERS** are presented at installation with an engrossed charter bearing the name of the college or university, chapter name, date of installation, and the names of all charter members and advisors.

III. CONVENTION AND CONFERENCE SERVICE:

A. The national fraternity conducts biennial national conventions, with a threefold purpose: (1) To enact legislation necessary for the development and expansion of the fraternity; (2) to exchange ideas for service projects and administration; and (3) to create personal fellowship among the fraternity brothers of all sections of the nation.

B. Sectional conferences are held annually in all parts of the United States. These are for the exchange of ideas, for

HISTORIC HIGHLIGHTS IN



The Hon. H. Roe Bartle
1931-1946

The National Convention of 1931 chose a dynamic leader for Alpha Phi Omega in the person of H. Roe Bartle, who proceeded to spread the Fraternity across the entire United States. Under his direction a National Service office was set up and Sidney B. North placed in charge. He secured the endorsement of the National Council, Boy Scouts of America, obtained the approval of college presidents and deans in all parts of the nation, and built the Fraternity from eighteen chapters to 109, an achievement all the more significant in view of the World War years.



Professor Daniel Den Uyl
1950-1954

Professor Daniel Den Uyl was elected President of Alpha Phi Omega in 1950. He brought to national leadership a rich experience as advisor for Alpha Gamma Chapter at Purdue University. During his presidency forty-nine new chapters were chartered. Wherever he went, whether on Scouting, university or fraternal business, he sold Alpha Phi Omega. In 1954 the Fall Pledge Class was dedicated to President Den Uyl. He continued his interest through service on the National Executive Board and to Alpha Gamma Chapter until his death in 1961.



William S. Roth
1958-1962

The onward and upward surge of Alpha Phi Omega was accelerated under the dynamic leadership of its sixth President, William S. Roth, elected at the 1958 convention, held in Austin, Texas. A total of 39 new chapters were added during his presidency, including the University of Alaska. Thirty Sections were set up to give increased service to chapters. Leadership training was furthered and a new plan established for the National Alumni Association. Joseph Scanlon was appointed National Executive Secretary in September, 1960. President Roth traveled constantly, building morale, strengthening chapter programming and pushing the expansion of Alpha Phi Omega.

ALPHA PHI OMEGA EXPANSION

Dean Arno Nowotny, affectionately known as "Shorty," was chosen Alpha Phi Omega's third National President. He brought to the fraternity the enthusiasm and the knowledge which only the Dean of Student Life of a major university, that of The University of Texas, could command. Chapters jumped from 109 to 227 and membership reached an all-time high just before the Korean War. President Nowotny named state chairmen to expand the fraternity and sold more and more deans of men on its values and usefulness. He is now a lifetime member of the National Executive Board.



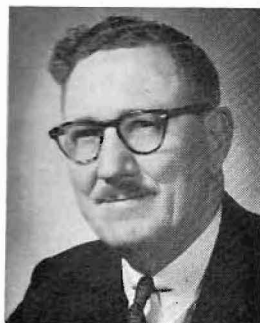
Dean Arno Nowotny
1946-1950

Delegates to the 1954 National Convention of Alpha Phi Omega unanimously elected M. R. Disborough as National President. This marked a milestone in the history of the fraternity as Brother Disborough was the first man chosen President who had come up through the ranks as an active and charter member of Alpha Tau Chapter at Butler University, Indianapolis, Indiana. His past experience as National Extension Chairman was put to good use in the formation of twenty-eight additional chapters. Under his administration emphasis was given to the selection and appointment of Presidential Representatives.



M. R. Disborough
1954-1958

By acclamation the 1962 National Convention elected Dr. Lester R. Steig to the presidency. Dr. Steig, an outstandingly successful administrator with the San Francisco Unified School District, applied his talents to expanding Alpha Phi Omega. His efforts resulted in chartering thirty-two new chapters. An important milestone in Dr. Steig's administration was the creation of a National service staff, beginning with the selection of Roger A. Sherwood as the first National Service Representative, in September 1964. Dr. Steig continues serving Alpha Phi Omega as a lifetime member of the National Executive Board.



Dr. Lester B. Steig
1962-1964

fellowship and for making recommendations to the national conventions. The meetings are under the direction of the national executive board.

- C. Special features at national conventions are the chapter exhibits in which are displayed hundreds of items concerning service projects.
- D. Manuals and materials are provided for the guidance of Sectional Conference chairmen and for the conduct of leadership training seminar groups.

IV. Sectional Service:

For inter-chapter relationships and

Service, the country has been divided into approximately 40 sections. Each of these is headed by a Sectional Chairman and a Sectional Committee, composed of Chapter Presidents and Chapter Advisory Chairmen. In each section the chairman is assisted by a corps of Presidential Representatives to insure direct contact with chapters and their needs.

Alpha Phi Omega is proud of its Sectional Chairmen. They are all men experienced in the work of the Fraternity on the chapter level, on the sectional level, and in most instances, at the National level as well.

NATIONAL FIELD SERVICE

Chapter visitation service is now part of Alpha Phi Omega's expanding national service program. The fraternity began with one National Field Service Representative in September 1964, and now has added a second. You'll be delighted to get acquainted with these fine brothers who are dedicating their time to the expansion of the fraternity and to the success of chapters.



Roger A. Sherwood

Roger A. Sherwood (Northern Illinois—Eta)

Roger became Alpha Phi Omega's first National Service Representative in September 1964. At Northern Illinois University, Roger was a leader in Eta Chapter. He also served as a member of the University Center Board, the University Artist and Lecture Series Board, and the Leadership Development Planning Committee. After receiving his B.A. in Psychology, Roger joined the staff of the Cook County (Chicago) Department of Public Aid as a Vocational Counselor. His wife, Darlene, also attended Northern Illinois. During his first year with A. P. O. he visited more than 120 active chapters, and conferred with 30 administrators and leaders on campuses where A Phi O does not exist.



Ronald D. Radtke

Ronald D. Radtke (Southwest Missouri State—Beta Mu)
Ron attended Drury College and Southwest Missouri State in Springfield. At both, he was an active campus leader in social, service, and academic circles. He served as President of Beta Mu, reactivated largely through his leadership. He was also elected Vice President of the Agricultural Club and Secretary of Kappa Alpha, social fraternity. He is an Eagle Scout, and has served as Lodge Chief and State Secretary of the Order of the Arrow. Philmont leaders recall the two summers he spent there in conservation training. Ron's wife, Judy, attended the University of Colorado.

SECTIONAL CONFERENCES AND LEADERSHIP SEMINARS

Your chapter is part of a service section in Alpha Phi Omega composed of a number of nearby chapters.

Most sections hold annual gatherings to exchange ideas on service projects, chapter organization and training of officers and committee personnel.

The national fraternity provides guide outlines for many of these sessions, based on chapter experience and operation.

Take advantage of the privilege of attending these conferences when your chapter invites you.

LIFE MEMBERSHIP

Members are especially encouraged to keep close contact with the development and progress of Alpha Phi Omega through the years by securing Life Membership upon application to the national office. This membership is optional, and the fee is \$25.00 (This fee is separate and apart from the pledge and active initiation fee.)

All money received for Life Membership is placed in a permanent national endowment fund.

Life membership offers the following advantages:

1. It provides a permanent subscription to the TORCH AND TREFOIL.
2. It offers the privilege of participation in all national conventions, state and sectional conferences.
3. It offers a fine circle of friends who make up Alpha Phi Omega's lifetime role.
4. It offers an opportunity to contribute toward financial stability of Alpha Phi Omega.

A special application form for life membership may be secured upon request to the national office.

NAME AND INSIGNIA

The pledge button you wear has distinction only because those who have worn it ahead of you did so with honor and pride. This remains your obligation, too. The same applies to the service emblem which you will be entitled to wear when you are initiated as an active member.

Both buttons and other insignia are protected legally by the national fraternity against imitation and unlawful reproduction through registration with the United States Patent Office and by contract with L. G. Balfour Company of Attleboro, Massachusetts, to be the

agent of Alpha Phi Omega in producing and distributing our insignia.

The national fraternity depends on its membership to guard against infringement on our insignia rights by buying and wearing only official jewelry and insignia.

Pledge buttons and Service buttons are available through the national office. Balfour order forms for the purchase of pins and keys may be obtained by writing the National Executive Director.

Pledges are not privileged to purchase jewelry. This right is yours when you become an active member.

POPULAR INSIGNIA OF ALPHA PHI OMEGA



Top Row, left to right, Pledge Button, Standard Gold-plated Badge, Service Recognition Button. Lower Row, left to right, Chapter Distinguished Service Award, Chapter President's Gavel and Ugly Man Key. The small insignia near the Ugly Man Key is a double letter guard.

The most popular emblems and jewelry of Alpha Phi Omega are shown in the above illustration.

Badges and keys are obtainable on direct order from L. G. Balfour Company, official jewelers, Attleboro, Massachusetts. Order blanks and prices obtainable on request.

Jewelry Obtainable from L. G. Balfour Company

Serial No.	Description	Serial No.	Description
101	Standard Badge, Gold Plated	902	Single Letter Guard, Crown Pearl
100	Standard Badge, 10K	903	Double Letter Guard, Plain
103	Standard Badge, Crown Pearl Center, Plain Arms	904	Double Letter Guard, Close Pearl
104	Standard Badge, Crown Pearl Center and Arms	905	Double Letter Guard, Crown Pearl
500	Standard Key, Gold Plated	909	Miniature Coat-of-Arms Guard 10K
501	Standard Key, 10K	508	Ugly Man Contest Award Key, Sterling Silver
503	Standard Key, Crown Pearl Center, Plain Arms	511	Chapter Award Key, Double Roiled Gold Plate
504	Standard Key, Crown Pearl Center and Arms	602	Monogram Recognition Button Gold Filled
900	Single Letter Guard, Plain	25047	Monogram Pendant, 10K Letters, G.F. Chain
901	Single Letter Guard, Close Pearl		

OBTAINABLE FROM ALPHA PHI OMEGA NATIONAL OFFICE

Cloth emblems, banners, pennants, arm bands, decals, plaques.

Pledge Buttons — Service Buttons

Pocket Emblems:

- Embroidered Crest
- Pin Emblem

Pennants:

- 3 x 6 inch size
- 6 x 15 inch size

Decals:

- Alpha Phi Omega Greek Letters
- Pin emblems—small or large size
- Coat-of-Arms—small or large size
- Ugly Man Plaque
- Official APO Arm Band
- Alpha Phi Omega Felt Banner, 2 x 6 feet

PARLIAMENTARY PROCEDURE

Contributed by Delta Chapter, Auburn University

This short article about parliamentary procedure is not to be considered as a complete set of rules to cover all possible questions that might arise. It is to be used as a guide to cover the points most often encountered. For a more detailed set of rules we recommend *Robert's Rules of Order*.

HOW TO MAKE A MOTION

Obtain the floor as follows: Stand. Address the President by saying, "Mr. President" and then wait to be recognized before presenting a motion.

State the motion carefully. This is usually done by saying, "I move that . . .," or "I move the adoption of the following resolution."

The motion must be seconded. A motion cannot be discussed unless it is seconded; also, unless it receives a second, it is lost. Any eligible voter, other than the one making the motion may second it. He usually remains seated, and simply says, "I second the motion."

The chairman must repeat the motion in full and call for any discussion.

The motion is then open for discussion. This is done by members of the group who obtain the floor by standing, addressing the chair and being recognized by the chairman. The person who makes the motion is usually given the opportunity to open and close the discussion.

After the discussion, the vote is taken by one of the following ways: (1) by acclamation, (2) by standing or raising the hand, (3) by roll call, (4) by ballot.

HOW TO AMEND A MOTION

An amendment to a motion is really a new motion made to change or modify the previous motion which

is under consideration. An amendment may be one of four things:

- (1) *Add or insert* a certain word or words, or a sentence, to the motion under consideration.
- (2) *Strike out* a certain word or words, or a sentence in the motion.
- (3) *Substitute* another motion for the one being considered.
- (4) *Substitute* words to replace wording under consideration.

An amendment, like the principal motion, must be seconded. It is also debatable and may again be amended. The proper form for making an amendment is: "I move to amend the motion to read . . ." or "I move to amend the motion by . . .".

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment to the motion is carried, the original motion must be voted upon as amended.

POINT OF ORDER

A point of order may be raised by a member whenever an unparliamentary or disorderly procedure has been made. He may do this without being recognized by the chair. If a person is speaking when a point of order is raised, then he sits down. The chair decides whether the point was well made. The decision of the chair may be appealed in the same manner as a point raised, except that it requires a second and is debatable. An appeal may be made by any member of the assembly. The appeal is decided by a vote of the assembly. Business is resumed where it broke off with any changes needed. (The Pledgemaster may set aside the rules when he feels it necessary.)

PARLIAMENTARY COURTESY

Contributed by Epsilon Nu, State University College—Oswego

Courtesy is a most important consideration in the successful conduct of chapter meetings and A Phi O functions. Epsilon Nu has drafted a courtesy guide for its members. The principal points are as follows:

- Be on time for meetings.
- Be a good listener. Maintain silence while others are speaking.
- Only one member can have the floor at any one time.
- If you desire the floor, raise your hand.
- When recognized by the chair, stand, and remain standing while speaking.
- Before rising to speak the member

should be sure of what he wants to say and be prepared to say it as effectively and as candidly as possible.

- Limit your speech to not more than ten minutes. In this chapter debate is limited to two 10-minute speeches per member on each issue open to debate.
- Extensive resolutions should be written and, if possible, copies made available at the meeting considering them.
- Committee reports likewise should be prepared by the chairman and, if possible, copies provided for the membership at the meeting considering them.

INDEX OF MOTIONS IN ORDER OF PRECEDENCE*

By Marc S. Salisch, Advisory Chairman, Epsilon Nu

Motion	May interrupt a member who has the floor?	Mover must first be recognized?	Requires a second?	Debatable?	Vote required?
1. To Fix Time of Next Meeting?	no	yes	yes	no	maj.
2. To Adjourn	no	yes	yes	no	maj.
3. Question of Privilege	yes	no	no	no	decided by chair
4. To Call for Orders of the Day	yes	no	no	no	none
5. Rise in Point of Order (also, to ask the chair a question)	yes	no	no	no	decided by chair
6. Appeal	yes	no	yes	no	maj.
7. To Suspend the Rules	no	yes	yes	no	2/3
8. To Create Special Orders	no	yes	yes	yes	2/3
9. To Withdraw a Motion	no	yes	no	no	maj.
10. (a) Voting	no	no	no	no	none
(b) Division—call for a vote that is accurately counted	yes	no	no	no	none
(c) Motion to Ballot (roll call vote)	no	yes	yes	no	maj.
11. Objection to Consideration	yes	no	no	no	2/3 in neg.
12. To Lay on the Table	no	yes	yes	no	maj.
13. To Close Debate	no	yes	yes	no	2/3
14. To Postpone to a Certain Day	no	yes	yes	yes	maj.
15. To Refer (or Recommit)	no	yes	yes	yes	maj.
16. To Amend	no	yes	yes	yes	maj.
17. To Postpone Indefinitely	no	yes	yes	yes	maj.
18. To Move—MAIN MOTION	no	yes	yes	yes	maj.

(PRECEDENCE*—When there is a motion already on the floor, *only* a motion of greater precedence can be made. If a motion is made which has precedence over a motion on the floor, then this motion must be acted upon before the one of lesser precedence.)

SERVICE IS OUR BUSINESS

Trite but true.

The service a chapter conducts is determined by its own membership, with the help of its advisors.

Four fields of service are recognized.

Service to campus and student body may include the conduct of a used book exchange, financial support for the scholarship fund obtained through an Ugly Man on Campus or similar contest, freshman orientation and registration assistance, the conduct of student elections and many, many others.

Service to the community, especially to youth, opens the door for good turns to handicapped children, Scout and Explorer units, assistance to the "Y," United Fund support, and the like.

Service to the nation includes support of the Peace Corps on your campus as well as beyond it, work with students from overseas, aid to the

People to People program, conduct of the Get-Out-the-Vote drive, participation in patriotic occasions, and a multitude of others of similar import.

Service to the members of the fraternity includes maintaining scholastic standards yourself as well as sharing in the fraternity service and social functions, and above all helping the fraternity grow in numbers and strength by replacing yourself as a pledge with a man you enlist for the next pledge class. Let your friends on other campuses know about Alpha Phi Omega. Have your pledge class make for the chapter something it may need such as a storage cabinet, replicas of the badge and crest, a scrapbook, bulletin board, and the like. Share yourself with actives and pledges in fellowship and secure for yourself life-long friends and brothers.

RECORD OF PROJECTS

DATE	PROJECT	HOURS	APPROVED
2/21	Lost & Found	1 1/2 hrs	RCM
2/21	pot. pledge visit	3 1/4 hrs	NBL
3/1	SS Baskin Barry	3 hrs.	R.L.J.
3/10	Alumni Loner	1 hr.	TAA
3/16	Senate Elections	1 1/2 hrs	NBL
4/8	The Hustler	3 1/2 hrs	RNF
4/15	Wonder Fair Tan	4 hrs	NBL

CHAPTER HISTORY

CHAPTER INSTALLED (date) MAY 18 1952 Butterfield

FIRST PRESIDENT Bill Whitmore

CHAPTER THAT OFFICIATED AT INSTALLATION Teen ST Teach. Coll.

IMPORTANT PROJECTS CONDUCTED BY THE CHAPTER:

Auk
Bx
Amherst Fair
Homecoming Picnic
Umoc
Camp Andersen
Ride board
NES

THINGS I SHOULD KNOW ABOUT MY SCHOOL

PRESENT OFFICIALS:

PRESIDENT John W. Lederle

PROVOST Oswald Tippe

VICE PRESIDENT R. H. Brand, Kenneth Johnson

COMPTROLLER W. F. Field

DEAN OF STUDENTS R. S. Hopkins

DEAN OF MEN Helen Curtis

DEAN OF WOMEN I. M. Hunsberger

SCHOOL TRADITIONS:

HOME COMING, UMOC, ROPE PULL, Bowing to Melawamp, Winter Carnival, Fresh Week, Spring Day

IMPORTANT PLACES ON CAMPUS

S. U., men. hall, old chapel, Library, The Hatch, The Pond, The Grass

Butterfield

MAY 18 1952 wed

MY PLEDGE CLASS

PLEDGE CLASS OFFICERS:

PRESIDENT Jordan Cohen

VICE PRESIDENT Mark Sullivan

SECRETARY Todd O'Stom

TREASURER Drabo Clifton

MEMBERS OF PLEDGE CLASS Dan & Arden
Dedicated to _____

PLEDGE CLASS MEETINGS:

PLACE Mem. Hall TIME Tue. 1:30 P.M.

OTHER MEETINGS:

PLACE <u>Exec Board</u>	TIME <u>Thurs nites</u>
<u>mem Board comm. nites</u>	<u>Thurs nites</u>
<u>service committee</u>	<u>Thurs nite</u>
<u>Brotherhood</u>	<u>Mon. nite</u>

LEADERSHIP SEMINARS, CONFERENCES, AND CONVENTIONS ATTENDED:

NAME

DATE

PLACE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MY FELLOW PLEDGE CLASS MEMBERS

NAME	ADDRESS	PHONE	MAJOR CLASSIFICATION
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Michael Kiefer	318 S. Main Ave.	644-91	Food Mkt
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Jordan Cohen	1705 T-6	6-9169	Elect. En.
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Don Fontes	415 Chadbourne	526-10	Chem
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Leed Ostrom	2305-T4	6-7943	Gov't
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Mark Sullivan	407 James	6-7580	Stealory
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Herb Ryan	220 Webster	6-7082	Gov't
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James Rankin	505 Webster	6-7153	Pre-Vet.
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Jim Tuttle	367 Jones	6-7552	Hist.
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John Richards	1403 JFK	6-7789	Gov't.
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Benny Lyons	" "	" "	SPA
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Dick Johnson	1714 T6	6-9178	Psych
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Paul Hess	310 Gorman	6-6485	Restaurant + Hotel
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Ray Walsh	307 James	6-7552	Zool
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Diego Clayton	1706 T-6	6-9111	Mine
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Samuel James Yeager, III

SIGNATURES OF ACTIVE MEMBERS

NAME	ADDRESS	PHONE	MAJOR CLASSIFICATION
Samuel H. Murray	W. 1710	64174	Recreation
Dick Teixeira	300 Webster	6-7090	Pre-Med
William Townsend	300 Webster	6-7090	Accounting
Wayne F. Erickson	325 Webster	67117	Chemistry
Ed Toomey	208 Webster	6-7071	Zoology
Mike Kozach	603 Webster	6-7176	Elec. Eng.
Pete E. Mason	67085 Webster	223	Sociology
Robert H. Freedman	303 Webster	6-7093	MATH
Thom Arison	326 Baker	6-6114	Business
Bob Cadigan	916 T-6	6-9056	Soc.
Chris Fredericks	909 T-5	6-8715	Pre-Med
David Ernest	1112 F5	68754	Physics
DAVE Greenstein	15 Summit St	253-2619	R+IT
Ken Hughes	325 Webster	6-7117	Land Arch
Stan Dyleg	211 Creepan	66906	Psychology
Tony Spantes	308 Grayson	6-6929	Pre-Med
Joe Van Dicks	705 Grayson	6-7040	Pre-Med
Mike Towal	1112 John Adams	6-8754	History
Charles Schmitt	202 Thatcher	5-2518	History
ABernard	1705 T6	6-9169	Gov
Aray K. Layman	143	25-DEWS	Pre-Med
Danny Marshall	143 Northampton Rd	253-3278	Math
E. William Fickley	143 Northampton Rd	25-DEWS	Geology '67
Norm L. Suley	743	25 DEWS	Med '67
Ted Reese	102 Gorman	66411	IE 68
Jim	300 Gorman	66541	Met '67
Bill McDowell	304 Gorman	6-6486	Wildlife Bw.
Harry Cornea	1311 T-6	6-9103	Forestry
David Emerson	REE	23	66488

Dave Doones

1109 T-6 G-2081 Plant + Soil

Geoff P. Ford 37 S.P. Plant St. 253-9751, Head - 7 feet

Lionel F. Willoughby '68

David Mattanson 1101 T-1 Russian '68

Peter Anderson 2107 T-6 67778

GREEK ALPHABET

Larry Paulino 36 1/2 West Main St Ware Mass

W074263

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ALPHA

BETA

GAMMA

DELTA

Paul Richards

316 James 67561

Zool.

David White

478 Lombard - 6540

Acety

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EPSILON

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THETA

Richard Davies

Student Union

Advisor

Park Management

Del Harris

2149 Hill North 69303

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'68 Ed Spruick

13-5 Baker 6-6001 Economics

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