



ALPHA PHI ALPHA FRATERNITY, INC.

FLORIDA FEDERATION OF ALPHA CHAPTERS

STANDARD OPERATING PROCEDURES

DISTRICT DIRECTOR'S INTRODUCTION

Greetings Brothers of the Florida Federation of Alpha Chapters. Standard Operating Procedures (SOPs) are about management, guidelines, strategy, protocols, and methods. They help leadership keep order within its operations and is utilized as a tool during administration transitions. In fact, without standard operating procedures, organizations operations are typically dysfunctional. The District SOPs was designed to assist District Leaders and Brothers as a guide as they manage the District operations on a day-to-day basis. SOPs help create an atmosphere of trust, unity, and an environment filled with transparency, expectation and open communication. This document should be utilized as a supplement, not a replacement, to our District Constitution and Bylaws.

Although policies and procedures cannot prevent bad things from happening, they do delineate expectations in regard to both individual and corporate integrity, respect, accountability, and inclusiveness. Policies also define practices and behaviors that will not be tolerated, leaving no room for speculation or conjecture.

When we as a Brotherhood consistently demonstrate and live out the intent of the policies, we fulfill the aims of our fraternity, and when this occurs, collaboration develops, effectiveness increases, Brotherhood bond improves, and the culture and morale of our District enhances significantly.

So I invite all Florida District Brothers to read, embrace, and familiarize yourself with the SOPs enclosed, and let's use this document as a resource for operational purposes and to hold each other accountable in all that we do.

Fraternally,

Christopher Polke, District Director
Florida Federation of Alpha Chapters
Alpha Phi Alpha Fraternity, Incorporated

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100 Leadership Expectations

- 100.1 Brothers must be in good standing/financial at all times with their local chapter and the General Organization.
- 100.2 Brothers must be committed to the work of Alpha and helping the District leadership team achieve the District and administration strategic goals and objectives for one fraternal year. Brothers may serve succeeding years with the concurrence of the District Director and Assistant District Director, who reports and serve at the pleasure of the Regional Vice President.
- 100.3 Brothers must communicate effectively, be responsible and accountable to District leadership and the Brotherhood. All correspondences received via email or phone should be acknowledged and/or addressed within 48 hours. Brothers who are continuously (3 occasions or more) not responsive to leadership or the Brotherhood, may be asked to resign from their position.
- 100.4 District leaders are expected to attend all District Board meetings and Leadership Team meetings. Brothers with (2) two unexcused meeting attendances within a quarter, may be asked to resign from their position. An unexcused attendance will be considered as any absence not communicated to the District Director, Assistant District Director, Executive Director, or any member of the Executive Leadership Team in advance of the meeting.
- 100.5 District leaders should submit their leadership reports timely by the communicated deadline and complete the Leadership Annual Performance Review and submit to the District Director and Assistant District Director, when requested.
- 100.6 District leaders must effectively oversee committees and District tasks assigned to them and work collaboratively with Committee Chairs and other District leaders in accomplishing key tasks, duties, responsibilities, and goals outlined in the District Constitution and Bylaws and administration strategic plan.
- 100.7 District leaders must always respect each other, District Executive Leadership, and the Governance of the District Board. Once a decision has been determined by District leadership or the District Board, Brothers should align and support the decision, regardless of any personal position on the issue.

200 Protecting District Data and Assets

- 200.1 Make a reasonable effort to protect and secure Alpha Phi Alpha and the Florida District confidential and propriety information (e.g. financial information, business strategies, membership directory, pending projects, memorandum of understandings and proposals, etc.).
- 200.2 Should not disclose confidential or proprietary information to any third party or copy such information without the authorization of the District Director.
- 200.3 Take appropriate measures to secure District issued devices or assets when they are not in use.
- 200.4 Do not view or enter confidential or propriety information on airplanes or in public places where your laptop screen is easily visible. Use precautions at all times.
- 200.5 Remove confidential and proprietary information periodically from the hard disk of your laptop when such data is no longer needed for District business use.
- 200.6 The Florida District will maintain a centralized repository for all District official documents (meeting minutes, event photos, business forms, etc). Currently Google Docs is being utilized.

- 200.7 If anyone approaches a Brother with a request for confidential or proprietary information, refer them to the District Director, Assistant District Director, or Executive Director.

300 Management of District Equipment and Supplies

- 300.1 The District will maintain a storage unit for all the District large assets and supplies (District banners, paraphernalia, equipment and supplies).
- 300.2 All District equipment must be checked out from the District leader and custodian responsible for it. A District asset inventory list should be maintained as well.
- 300.3 Exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for using District equipment and supplies.
- 300.4 Do not use District equipment or supplies to operate a personal business, perform illegal activities, or otherwise violate the District Standard Operating Procedures.
- 300.5 All District equipment and supplies must be returned to the District leader and custodian, when the event or activity is concluded.

400 Management of Financial Resources

- 400.1 Only use District funds for legitimate District business purposes. If your District position or role requires District funds to be utilized, use good judgement to ensure that the District receives appropriate value. Keep copies of your receipts or purchase orders and submit to the District Treasurer or appropriate District finance team member in a timely manner.
- 400.2 The PEX card program will be the official financial tool used for leadership expenditures and transactions. The District Director will determine which District leader needs a PEX card. The District Treasurer and District Finance Team will order and allocate the PEX cards accordingly and deactivate PEX cards as needed. The District Treasurer and Finance Team will manage the allocation of funds to the District leaders PEX cards.
- 400.3 District leaders will be responsible for downloading the PEX card application on their phones and uploading all transaction receipts through the PEX card application.
- 400.4 The District Treasurer and District Finance Team will be responsible for reconciling the transaction receipts from the PEX card program.
- 400.5 QuickBooks online will be the official financial software for the Florida District. The District Finance Team will be the custodians of the software and its transaction data. Annual budgets prepared by the Finance Team will be uploaded to QuickBooks. Monthly reconciliation will be done by the Finance Team including monthly financial reports for the District Director and Assistant District Director.
- 400.6 All request for reimbursements must be approved in advance via email by the District Director prior to the expenditure transpiring. District expenses not approved in advance will be the responsibility of the Brother only.
- 400.7 All contracts or agreements in relation to the Florida District must be reviewed and approved by the District Director, Assistant District Director or the District Director's designee. Only the District Director can serve as the official signee on all such documents.

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- 400.8 Any irregularities, fraud, or misuse of District funds should be reported immediately to the District Director, Assistant District Director, District Treasurer, and District Financial Secretary. Misuse of District funds will result in disciplinary action, in accordance with the General Organization Code of Conduct Policy and Procedures Manual.

500 District Communications

- 500.1 All District Brothers should engage in a respectful, professional, and constructive communication within the District and Fraternity and to external parties. This communication applies to all forms, but is not limited to email, text, phone, GroupMe and other social media accounts, meetings, newsletters, and any written or verbal interactions associated with the Fraternity.
- 500.2 Brothers who violate the communication SOPs will face disciplinary actions in accordance with the General Organization Code of Conduct Policy and Procedures Manual.
- 500.3 GROUPME and any other instant messaging application may be utilized to offer a quick, convenient way for Brothers and District leaders to interact with each other outside the District Conference, District Board meetings, and District leadership meetings. District Committees are permitted to have GROUPME or any other instant messaging accounts but must share the existence of such accounts with the District Director, Assistant District Director, and/or the Executive District Leadership team.
- 500.4 The District Director, Assistant District Director, Executive Director, Chief of Staff, and Director of Communications are the gate keepers and owners of District communications. All communications content is reviewed by the District Director, Assistant District Director before dissemination to the Brotherhood or public.
- 500.5 Constant Contact will be the official email application for District communications. The District Director, Executive Director, and Director of Communications will be the primary managers and custodians of the District Constant Contact account.
- 500.6 No committee meetings extensive dialogue will be held via GROUPME or social media accounts.

600 IMDP

- 600.1 The Florida District will follow the General Organization Standing Orders regarding IMDP.
- 600.2 The District Chief Dean and Deputy District Chief Dean will be the District primary leaders who oversee the IMDP process within the District. Area Chief Deans and Assistant Area Chief Deans may be an extension of the IMDP team along with Area Directors.
- 600.3 The District Chief Dean, Deputy District Chief Dean, and Area Chief Dean should always be a separate or different Brother than the District Director or Assistant District Director for accountability and oversight purposes. At no time should a Brother serve in these roles simultaneously.
- 600.4 District leadership will organize a new membership gift on behalf of the Florida District for neophytes each system. This gift will be applicable to a District Tie, District Lapel Pin, or something applicable.

700 District Leadership Administration Transition

- 700.1 The outgoing District Director should work collaboratively with his determined successor to ensure a smooth transition of the District Operations. As soon as the District Director is selected by the Regional Vice President, the outgoing District Director should schedule at least bi-weekly meeting with the selected District Director to discuss the District operations and transition strategy. Key District leaders like the Deputy District Director, Executive Director, and District Finance Team should be included in these

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transition meetings.

- 700.2 The outgoing District Director should allow the District Director Select to send an email or correspondence to the District Brotherhood post the announcement of their selection to greet the Brothers and share any key transition dates or topics.
- 700.3 The outgoing District Director should invite the District Director select to all remaining District leaders' meetings to shadow the outgoing District Director and current functionality of the District operations.
- 700.4 A transition timeline should be developed collectively with the outgoing District Director and District Director select. The timeline should include but is not limited to announcement of new administration volunteer application process opening and due date, transition of district communication applications, transition of District financial data and software, transition of District physical assets and materials, etc.
- 700.5 The outgoing District Director should gather the following key items in a timely manner in preparation to share with the District Director select to ensure a smooth District administration transition. Information should be shared with the District Director select within 20-30 days from the District Director select installation:

- a. *Communications username and password for:* District website; all District social media accounts; constant contact administrator account; zoom application administrator account; FFAC Google calendar account; Any FFAC relevant email accounts; etc.
- b. *Financial Tools information:* financial institution name and key point of contact; list of all bank account numbers and current amounts; username/password for financial tools, financial institution online banking, QuickBooks application, Paypal account, PEX card account, List of all current Pex Card users across the District, Square administrator, Cashapp administrator, online banking login info; checkbook and deposit stamps.
- c. *Inventory:* List of all the FFAC inventory and its current location; List of all FFAC equipment and supplies; and List of all Alpha Shop paraphernalia and its quantity to date.
- d. *Legal, Compliance, and Chapter Info:* List of any chapters or Brothers on cease and desist; overview of any District concerns or issues in general; copy of FFAC current constitution and bylaws; copy of any legal contracts and agreements.
- e. *Reporting and other items:* Budget vs. Actual reports for the past four years; income statement reports for the past four years; any key vendor and supplier contact information.

800 Omega Chapter Notifications

- 800.1 This provides directives on how Brothers who have transitioned to Omega Chapter will be recognized.
- 800.2 Any Alpha Brother who was initiated through a Florida District Chapter – College or Alumni – should be recognized by the District. Any Alpha Brother who resided in the Florida District when the transitioned occurred, should be recognized by the District.
- 800.3 Chapters must complete the **Florida District Benevolence Form** on the District website to request a transitioned Brother to be recognized at the District level. Form must be submitted by the Chapter President or Chapter Vice President, preferably at least five business days of the intended release date. All information submitted must be accurate and complete, ready for public distribution at the time of

submission.

- 800.4 Late or incomplete submissions may be deferred or not approved for District recognition.
- 800.5 Examples of submission information needed are: transitioned Brother full name; headshot of transitioned Brother; initiation chapter name; initiation date, born date, transition date; viewing or wake date, time, and location; omega service date, time, and location; funeral date, time, and location; committal date, time, and location.
- 800.6 District leadership will review each submission for completeness and accuracy. Chapter President or Vice President of the transitioned Brother based on chapter affiliated or close proximity to their residence will be contacted. Acknowledgement via email and/or social media will be used to honor the Brother.

900 Brothers Interaction with FYILS Program Participants

- 900.1 The Director of Youth Engagement is the leader and primary representative for the Florida Youth Intensive Leadership Summit (FYILS) Program. The Director of Youth Engagement should always represent Alpha Phi Alpha Fraternity Incorporated and the Florida District in its highest standard.
- 900.2 Only District Brothers in Good Standing are authorized to volunteer with the FYILS Program. All Brothers volunteering with the FYILS Program must be approved by the District Director.
- 900.3 Background checks will be processed through the General Organization for District Brothers volunteering with the FYILS Program.
- 900.4 Brothers must respect all FYILS participants, parents, and guardians and always ask if you can make a suggestion or offer feedback before doing so. Recognizing and working through conflicts in a respectful way is important. Invite discussions of differences in a respectful manner.
- 900.5 Brothers should keep the relationship with FYILS participants professional at all times.
- 900.6 Brothers should never be alone with a FYILS participant. There should always be at least two District Brothers for accountability purposes with a FYILS participant.
- 900.7 Brothers should always encourage FYILS participants to do the right thing and to do their best. Brothers should expect FYILS participants to move towards their personal goals and not the Brother's desired goals for him.
- 900.8 Brothers should report any inappropriate FYILS participant behavior to the Director of Youth Engagement, student chaperone, and their parents/guardians immediately.
- 900.9 FYILS participant sent home early due to behavior will result in a parent briefing by the Director of Youth Engagement, Chaperone, and/or District Director within 72 hours of the incident.

DOCUMENT HISTORY

Activity	Date
Document Developed	June 26, 2026
Executive Leadership Team Review	July 3, 2026
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