



BOARD RESOLUTION NO.066
Series of 2016

A RESOLUTION
ADOPTING THE GUIDELINES FOR RECOGNITION OF FRATERNITY OR
SORORITY CHAPTERS PRIOR TO THE EFFECTIVITY OF CODE OF BY-LAWS
UNDER BOARD RESOLUTION NO. 2015-2017-048 DATED May 21, 2016

Section 1. *Coverage.* – This Guidelines is applicable only to single chartered collegiate chapter which has a viable unchartered fraternity/sorority prior to the adoption of the 2003 Code of By-Laws on May 24, 2003.

Section 2. *Purposes.* – This Guidelines shall have the following purposes:

- (a) To formalize the existence of unchartered organizational units of single-chartered chapters prior to the adoption of the 2003 Revised Code of By-Laws;
- (b) To regularize the membership status of those members who have been members of their unchartered organizational units; and,
- (c) To encourage and enable members, whose organizational unit has not been chartered in a duly chartered collegiate chapter, to actively participate in the activities of their chapters and the national organization.

Section 3. *Liberal Construction.* – This Guidelines shall be liberally construed in favor of the grant of charter.

Section 4. *Procedure.* – The procedure for the issuance of the Collegiate Charter to the petitioning organizational unit shall be as follows:

- (a) The applicant shall pay the Petitioning Fee and Charter Dues at the National Administrative Office;
- (b) Upon payment of the said fee and dues, the applicant shall attach the official receipt to the Bluebook containing the documents mentioned in Section 5 hereof and submit the same to the National Executive Director for transmittal to the Commission on Membership;
- (c) The Commission for Membership, upon processing the said Bluebook, shall submit its recommendations to the Board of Directors during its regular meetings

immediately following the completion of the processing of the said Bluebook. If the recommendation is for the disapproval of the grant of the charter, the Commission on Membership shall specify on what grounds the petition has been recommended for disapproval;

(d) The Board of Directors shall deliberate on the petition and their decision is final. If the Board of Directors approves the petition, the appropriate resolution will be issued and the President instructed to present the Charter documents to the petitioning group: *Provided*, That the chapter name shall be the same designation assigned to the existing collegiate chapter.

(e) The presentation of the Charter by the President or his authorized representative to the organizational unit shall complete the act of registration. Prior thereto, the Board of Directors may withdraw the said Charter if shown that material misrepresentations were committed in the preparation and contents of documents, or there was fraud in the procurement thereof.

Section 5. *Bluebook*. – The petition shall be contained in a Bluebook, in 8.5 x 11 size paper and in three (3) copies, containing the following:

(a) Letter of application for the grant of Collegiate Charter, signed by any one of the following:

- (1) The incumbent Grand Chancellor or Grand Lady Chancellor;
- (2) Any former Grand Chancellor or Grand Lady Chancellor;
- (3) If both organizational units in the same chapter is headed by only one Grand Chancellor or Grand Lady Chancellor acting as the head of both organizational units, then either the said incumbent or past Grand Chancellor or Lady Grand Chancellor;

(b) Endorsement from the Regional Director for Collegiate;

(c) Letter of support to the APO Pledge Program;

(d) History, including the names of the members, all of whom should have updated APO IDs except for those already deceased and stating their courses and the years of attendance;

(e) List of chartered members;

(f) List of members, and facsimile of their APO IDs, if available, from the time of organization until the present. There must be at least 15 valid and updated APO ID card holders.

(g) RAPOR (Exclusive to applying organizational unit); and

(h) Copy of official receipt showing payment of Petitioning Fee and Charter Dues.

Section 6. *Reprinting/Issuance of IDs.* – Upon presentation of the charter documents, the members of the newly chartered organizational unit shall, upon payment of the appropriate fees, be issued new IDs or their IDs reprinted to reflect their membership status from provisional to regular.

Section 7. *Continuing Review.* – The Commission on Membership shall submit periodic reports to the Board of Directors on the progress of registration for the purpose of determining whether there is still a need for the continuation of the program as implemented by this Guidelines.

Section 8. *Transitory Provision* – For purposes of the 2017 NBGA, all affected organizational units whose applications have been approved, may field official delegates.

Section 9. *Repealing Clause* - All memoranda, resolutions and other issuances or parts thereof which are inconsistent with the provisions of this Guidelines are hereby repealed, amended or modified accordingly.

Section 10. *Separability Clause* - If, for any reasons, any portion or provisions of this Guidelines shall be held invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 11. *Publication* – The National Executive Director is hereby directed to cause the publication of this memorandum in the official website and any other available means, including furnishing copies to all affected chapters.

Section 12. *Effectivity* - This Guidelines shall take effect fifteen (15) days after its publication in the official website.

Approved on October 22, 2016 at Bodare Coop Pension House, Tagbilaran City, Bohol.

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