



# Torch and Trefoil



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1959

## TORCH and TREFOIL

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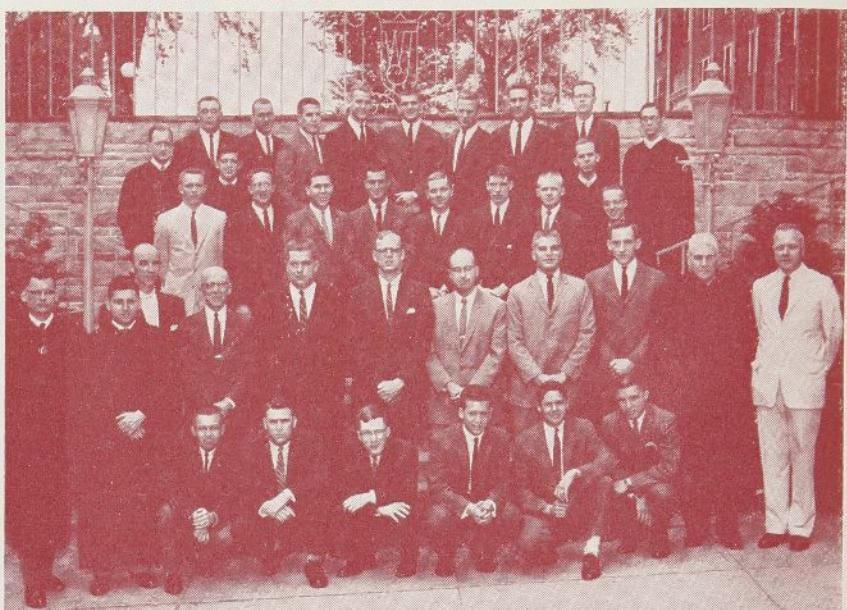
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## MU UPSILON CHAPTER INSTALLED AT WASHINGTON AND JEFFERSON COLLEGE



At recent ceremonies, Mu Upsilon Chapter of Alpha Phi Omega was installed at Washington and Jefferson College, Washington, Pennsylvania. Shown above are the members and advisors and the visiting ritual group. Members of Kappa Chapter of Carnegie Institute of Technology who conducted the ceremony are in robes as is Professor Kent D. Shaffer, standing second from right, member of the National Executive Board, who officiated at this installation. We sincerely welcome this fine new chapter and extend best wishes for a very successful future.

### ON OUR COVER

Shown on our cover are three Korean tots who were recently provided with new shoes through CARE contributions. \$5.00 will buy six pairs. (See article on page four.)

### IN MEMORIAM

#### Dean Elmer W. Johnson

Charter Member and Faculty Advisor  
Gamma Psi Chapter, University of Minnesota

#### Harlan E. Clauss

Active Member, Theta Epsilon Chapter  
Illinois State Normal University

#### Frank M. Watenpaugh, Jr.

Alumnus and Life Member, Alpha Kappa Chapter  
University of Southern California

#### Dr. H. E. Wight

Honorary Member, Eta Xi Chapter  
Central Washington College of Education

## NOMINATE AND ELECT THE RIGHT OFFICERS

By Thomas E. Walsh,  
Vice Chairman, National Publications Committee

Leadership is one of the principles of Alpha Phi Omega and it is an essential element to insure that the entire program is carried through. Every AΦΩ chapter must have good strong leaders who know their jobs and can be depended upon to carry through with the responsibilities that go with their respective offices.

When nomination time comes around soon in the semi-annual election in your chapter, here is a question you should ask yourself: "Will the man I nominate be the best man for the job, or am I nominating him just because he is my best friend and I want to see him elected to office?" The latter part of that question sometimes is the case hidden by many unfounded rationalizations to justify the nomination.

Let's look deeper and endeavor to nominate the very best man for each office in the chapter regardless of personal favoritism.

We must bear in mind that the chapter officers hold great responsibility. Good, well-trained officers are tremendously important. Without good men to function in office the chapter program will suffer.

Here are some ideas which you may wish to put into practice at the next election in your chapter.

1. Along with each nomination presented by the Nominating Committee, arrange for someone to be prepared to deliver a short description of the candidate's background and abilities to do the job for which he is being nominated. This will serve two purposes, first, it will cause the nominators to think seriously on the qualifications of the individual, and secondly it will give the members of the chapter opportunity to become better acquainted with the man and his qualifications so they can vote thoughtfully and intelligently.

2. For any nominations from the floor, ask the one making the nomination to give a short talk telling why he believes the brother being nominated is the best one to fulfill that particular responsibility.

3. It is in order that each nominated brother be allowed the option to stand at the meeting and tell any limitations which would affect his carrying out the responsibilities of his office if elected.

Choosing the best qualified men to serve as chapter officers is a responsibility of the entire chapter. If poorly qualified officers are chosen and failures result, this is a reflection not only upon the individual officers but also upon all who took part in the election.

## Quotes

Each honest calling, each walk of life, has its own elite, its own aristocracy based upon excellence of performance.—James Bryant Conant

One man with courage makes a majority.—Andrew Jackson

A good leader inspires other men with confidence in him; a great leader inspires them with confidence in themselves.—Management Review

Today is your day! Today is the day you have been looking for. All your life has been spent in preparation for it. It will not come to you again; use it now or it is lost to you forever. It will not wait upon your

pleasure. Seconds run to minutes, minutes to hours—and there is much to be done.—W. A. Dobson

Nothing can take the place of an all-absorbing purpose. Education will not, genius will not, talent will not, industry will not. A purposeless life must ever be a failure.

—Orison Swett Marden

Man must work. This is certain as the sun. But he may work grudgingly or he may work gratefully; he may work as a man or he may work as a machine. There is no work so rude that he may not exalt it; no work so impassive that he may not breathe a soul into it; no work so dull that he may not enliven it.



All over America, citizens in every walk of life pause at this season of the year to return thanks to the Almighty for the many blessings which have been enjoyed. We of Alpha Phi Omega have reason to be thankful for the opportunities availed us for unselfish service, for the splendid co-operation we have received from many sources, for the measure of success which our efforts have achieved and for the satisfaction which has come to us in serving others.

We are thankful for the American way of life, that gives us the privilege to study, see and hear what we choose, to worship as we please, to express our opinions openly, to vote for what and whom we please; and gives us a constitutional right to trial by jury and protects us against search and seizure. We are thankful for unprecedented opportunities for higher education and for the sense of responsibility which we have to render service to our fellowmen.

This is an excellent time to "take stock," to review our past activities and make plans for the future. Let's study the chapter's service program, consider how we can improve our present projects and look into new opportunities to serve. Both in this country and abroad there are persons and groups who need our help. There are many opportunities to increase the program of Alpha Phi Omega. In the spirit of Thanksgiving, will you personally do everything you can to enlarge the scope of service of your chapter?

May divine blessing shine upon our future efforts to extend Leadership, Friendship and Service as a constructive force in every college and university in our nation.

## Project Feature . . .

# PROVING WE CARE

**An Increasing Number of Alpha Phi Omega Chapters Help Needy Through CARE  
Here Is Opportunity for Making a Better World**

Through contributions of Alpha Phi Omega Chapters this past year, eleven tons of food were taken out of storage and shipped to the needy and hungry overseas through CARE. Our dollars have provided more meals than ever before to the many children and adults around the world who have never known what it is to have plenty to eat. We have sent cornmeal, flour, bread, milk, cheese and tools for self-help to the countries in which CARE operates.

Don McGannon, President of Westinghouse, has said, "I believe the first public service job to be done in the United States today is to sell and keep on selling American concepts like freedom, democracy, brotherhood of man." More and more chapters of Alpha Phi Omega are recognizing that CARE provides one of the least expensive, yet most effective channels for selling these concepts abroad. If an Alpha Phi Omega chapter purchased and sent this same amount of food overseas it would cost at least \$16.00 rather than the \$1.00 charged for each CARE Package!

### Fifty-four Nations

Since its birth in 1946, CARE has been helping to meet the need of millions of people around the world. This private, non-political agency, officially known as the Cooperative for American Relief to Everywhere, Inc., has shipped supplies valued at well over \$325,000,000.00 to fifty-four countries. This year alone CARE will be feeding eleven million people every day through food packages to individuals, institutions and school feeding programs.

All this has been made possible, of course, by the generous support of Americans everywhere and the cooperation of organizations, labor unions, industry, businesses of all types, newspapers, radio and television. Cana-



dians, too, are giving increasing support and, to date, one out of every four Germans have donated to CARE now that their economy has risen, in thanks for what CARE has done for them in the past. Today, the many CARE programs share one vital aim: to enable Americans to supplement United States Government aid with direct person-to-person assistance that will unite the peoples of the world in the friendship so essential to peace.

CARE Kosher food packages were on hand at Cyprus for Jewish immigrants interned on their way to Palestine in 1947. In Eire a CARE mission was opened to alleviate a lost harvest. A special coal program for winter months was set up by CARE in the Netherlands. CARE packages were part of the Berlin Airlift, and when the blockade ended, the first truck through was one bearing CARE packages. In 1950, CARE packages gave Koreans their first food in weeks. Today, they and other Eastern and Asian countries are getting CARE plows and hand tools to grow their own food. In disasters such as earthquakes and floods, CARE sends necessities immediately to the stricken countries. CARE was the first outside agency to provide assistance to the Tibetan refugees, who numbered some 14,000 last June. The recent drought in the northern provinces of Haiti produced another call for CARE aid.

### Four Ways of Help

CARE is administered by a thirty-man Board of Directors, serving without compensation. Today, CARE seeks to help the world's underprivileged in four ways: (1) By delivering designated packages to individuals or groups named by donors; (2) by distributing undesignated packages in cooperation with local welfare programs; (3) by projecting self-help through supplying tools, plows, sewing machines and other items that help people help themselves, and (4) by distributing surplus food for special feeding programs in conjunction with local governments.

The "self-help" aspect of the CARE program has won world-wide applause. By endeavoring to supply the unfortunate people everywhere tools to help themselves, CARE has opened avenues of progress which lead to dignity and self-respect for millions.

CARE emphasizes the "person to person" feature of its assistance. Every CARE package is sent with the name of the American donor (organization or individual) on the package so that the recipients will know what Americans are sharing our tremendous abundance in person-to-person giving. Many CARE donors receive letters from the recipients of their packages and thus ensues a friendship by correspondence with someone abroad who will never forget that you found him.

The Thanksgiving and Christmas holiday seasons will soon permeate America's comfortable, well-lighted homes. Many Americans will contribute to the true meaning of Thanksgiving and Christmas in the oldest and most precious way—in the spirit of giving. The little boy who miserly saved his allowance for a space helmet this summer willingly gave up his treasure because he had the gift of giving. He knew that the needy are always in need, the hungry are hungry twelve months of the year, the cold are cold all winter.

**Every-Day Service**

What CARE has done toward relieving suffering and human misery during crises has brought the agency into the spotlight of world affairs. But it is important to remember that CARE every day is performing vital, humanitarian work in many countries without fanfare and in undramatic fashion.

In its unending effort to relieve hardship and promote human welfare everywhere, CARE may provide a plow for a farmer in Greece, help for an orphan in Viet Nam, send clothing, food and hope for a refugee in Hong Kong, and hundreds of other gestures of assistance that mean so much to those with so little.

With the blessing of the U. S. government, but with its hands untied by governmental strings, CARE is the American way of lending a personal hand to the world's unfortunate. And you, the American donor, are CARE.

During the past year, Sumner G. Whittier, U. S. Administrator of Veterans Affairs and National Chairman of the Federal Service Joint Crusade Campaign, had occasion to visit CARE missions and projects throughout Europe. He expressed his feelings this way:

"How does a man who is seeking purpose for himself come to grips with the real problems on the globe? He somewhere comes close if he gets involved with CARE. Here one individual in America reaches across thousands of miles and says to another individual 'We mean it; we care; we know you're there and you are not forgotten.' In so doing, he speaks the universal language of brotherhood that begins to build the kind of civilization this world ought to hold, in which each man respects every other."

Won't you personally remind your fellow chapter members of the CARE story? It's an inexpensive and tremendously effective way to extend the Alpha Phi Omega hand of friendship and service to those millions of needy persons overseas. Surely many more chapters than ever before will want to contribute through CARE this year. Order materials through CARE, Macy's, 1034 Main, Kansas City 5, Missouri. And tell your friends on campus about CARE's \$1.00 bargain. Urge them to show they, too, care. It's a wonderful way to share your Thanksgiving or Christmas. Send your contribution now to CARE, Kansas City, or to the national headquarters of CARE at 660 First Avenue, New York 16, New York.

**THE WORK OF CARE IN ACTION**

A CARE Food Crusade package is greeted with smiling faces by this poor Greek couple and their six daughters. The package contains enough powdered milk, cheese and flour to add substantial supplementary rations to their meager diet for an entire month.



All of this for \$1.00. These familiar household units illustrate the contents of a 22-pound package of surplus foods we can send abroad through the CARE program for \$1.00 for packing, handling and delivery. This package contains 5 pounds of beans, 5 pounds of rice, 7 pounds of cheese and 5 pounds of milk powder (to make 20 quarts). Each package type is adjusted to the needs and habits of the area and each package is delivered with the name, address and greetings of the individual American or organization who contributes it.



## THANKS FOR SERVICE

The General Chairman of "This is America" presented by the Buckskin Council, BSA, expressed appreciation to MU TAU CHAPTER (then a petitioning group) at *West Virginia Institute of Technology* for its part in putting on the show. His letter is quoted as follows:

"Seldom in the realm of Scouting services does one have the distinct pleasure of watching a new organization take form and then be able to see them in action so soon and so magnificently as has been my privilege these last few weeks.

"Due greatly to your tremendous efforts, our Scouting Spectacular was a terrific success. The many details that were handled so expertly by APO certainly made everything run smoothly.

"For your very, very fine exhibit; the leadership given to the Montgomery units; your handling of reception, information, tickets, door prizes, souvenir programs and other details, we are more appreciative than mere words can express.

"Our hats are off to you—you're a wonderful gang."

## HOMECOMING BONFIRE

This Fall, ALPHA IOTA CHAPTER was given the job of gathering wood and building the 1959 Homecoming Rally Bonfire on the evening of October 16 at *The Ohio State University*. Reports Perry W. Correll, chairman of the project, "The work was not only beneficial to the university but also created a great deal of fellowship and good times among the brothers who participated. We are already planning to take on the project and make it even bigger and better next year. We expect that this will become a traditional service of our chapter."

## LEADERSHIP DIRECTORY

The Fall semester Leadership Directory of AΦΩ has been compiled and sent to the President and Chairman of the Advisory Committee of each chapter. It includes the names and addresses of Chapter Presidents, Advisory Committee Chairmen, National Executive Board, Sectional Advisory Chairmen and Presidential Representatives. Of course, upcoming elections will bring changes in the presidency in many chapters but communications sent to the Presidents who are listed in the directory will undoubtedly be brought to chapter attention. We urge that you use this directory to . . .

. . . Invite neighboring chapters to send representatives to your initiation ceremonies, banquets, outings and other special events.

. . . Write to any chapter for details about any of its projects mentioned in THE TORCH AND TREFOIL.

. . . Notify other chapters about any members of your chapter who have transferred to other colleges this Fall.

. . . Invite any nearby national official to visit your chapter.

By use of this directory you have opportunity to help foster interchapter friendship and cooperation. It has been proved that interchapter fellowship benefits both hosts and guests. Try it!

## RECORD BLOOD DRIVE AT YALE



The above picture shows a small part of the Yale men who gave blood in last Spring's blood drive sponsored by Delta Nu Chapter. A total of 1,047 pints in the week-long drive set a new record, Red Cross officials announced. This represented more than forty-five percent of all blood collected by the Red Cross in New Haven this year although Yale students and faculty comprise only about five percent of the city's population. Mrs. Meyer Abrahams, Chairman of the Red Cross Connecticut Regional Blood Program, said that "the entire community owes Yale students a vote of thanks for their record contribution to the blood drive. As in past years, the volume of blood given by Yale men is a fine example of generosity and we are deeply indebted to them." This news and picture are by courtesy of Edward H. Cantor, Publicity Chairman of Delta Nu Chapter.

## INFORMATION SERVICE AT EXPOSITION



Eleven chapters in Greater New York rendered service at the city-wide Scout Exposition held April 17 to 19, 1959, in the Coliseum. Duties included manning information booths, serving as guides, distributing material to participants and helping in safety and traffic control. Shown above are members on duty at three of the information booths. These pictures are by courtesy of John H. Durham of Gamma Omicron Chapter, Queens College. (See story below.)

### CHAPTERS COLLABORATE AT SCOUTING EXPOSITION

At the "Scouting in Action in America" exposition of the Greater New York Councils, BSA, chapters of AΦΩ in the Metropolitan Area carried out an important service.

Writes Ira Finegold of Gamma Iota Chapter of Brooklyn College, chairman of the special committee for this project:

"The scope and complexity of this service at the exposition necessitated several months of planning. For those who are not familiar with New York City Scouting, approximately every four years there is a borough exposition. These shows are usually held in an armory. In this case this was a city-wide exposition and the only place large enough to hold such a spectacle was the recently completed Coliseum.

"Our duties were the manning of information booths on both floors of the show and in the lobby, acting as guides, distributing a special publication for the participants, working on the safety and traffic control squad and at many other miscellaneous details where mature young men were needed. For these numerous jobs preliminary orientation was necessary.

"I was a member of the show services committee. This committee was chaired by Ed McAvoy of The New York Times, and the professional Scouter assigned to the committee was

Ted Accas. I attended several meetings for the preliminary work and organization. Then at a meeting of representatives of all chapters in Greater New York, the Alpha Phi Omega committee for the exposition was organized. It was made up of at least one member from each chapter in the city. These members acted as liaisons between the committee and their respective chapters as well as being in charge of the various operations at the show.

"At this same meeting forms were distributed to each chapter so the brothers would be able to sign up and indicate their choice of time. The schedules were for Friday night, Saturday afternoon, Saturday night and Sunday afternoon. One of the most interesting results of the signing up was about 85 percent of the members of each chapter signed up for a project that was nearly three months away. Even more satisfying was the fact that nearly everyone who did sign up attended and even some who were unable to sign up in advance attended and participated.

"There were eleven chapters taking part in this project. They were:

"Beta Iota Chapter, New York University; Gamma Delta Chapter, Bernard M. Baruch School of Business and Public Administration; Gamma Iota Chapter, Brooklyn College; Gamma Omicron Chapter, Queens College; Gamma Omega Chapter, University Heights, NYU; Kappa Beta Chapter,

Brooklyn Polytechnic Institute; Kappa Epsilon Chapter, Wagner College; Kappa Omega Chapter, The Cooper Union; Lambda Gamma Chapter, Manhattan College; Lambda Eta Chapter, Hunter College; and Lambda Theta Chapter, Columbia College. Approximately 500 brothers participated in the project.

"One of the important jobs was assigning the brothers' positions for the work they were to do. A preliminary breakdown of the jobs was necessary. The members were called together for an orientation meeting. At this meeting a good number of members attended and received instructions.

"At the Coliseum, Alpha Phi Omega used the main information booth as a center for its activities. Whenever a special job had to be fulfilled we were called on a special telephone and were able to send extra manpower to the place needed. We had an adequate number of members on hand at all times so that there was liberal relief and the brothers were able to see part of the show.

"In this project at the exposition held April 17 to 19, 1959, Alpha Phi Omega of New York City made an excellent contribution to Scouting. From the standpoint of interchapter cooperation and brotherhood, a significant contribution was also made. All chapters participating received a special certificate of appreciation from the Greater New York Councils."

## THE DEAN ELMER W. JOHNSON DISTINGUISHED SERVICE AWARD



Dean Elmer W. Johnson

Gamma Psi Chapter at the University of Minnesota named its distinguished service award several years ago as the Dean Elmer W. Johnson Award. This is a means of extending special recognition to one whose faithful service and dedication to the principles of AΦΩ were found most worthy by the brothers.

This award is not routinely given . . . recommendations for it must be made by the Executive Committee and approved by majority vote of the membership. In considering possible candidates, careful thought is given to the leadership and service extended not only to the chapter but also to the campus and community. During the past ten years, fifteen members have been so honored by the chapter.

All members of Gamma Psi Chapter were saddened when Dean Johnson passed away on September 20, 1959.

He had joined the faculty of the university in 1920 as a mathematics instructor and in 1945 became Assistant Dean of the Institute of Technology. He was a charter member of Gamma Psi Chapter of AΦΩ and served several years as Chairman of the Advisory Committee.

It is very fitting that the members of Alpha Phi Omega at the University of Minnesota created a permanent tribute to Dean Johnson long before his death. The Dean Elmer W. Johnson Distinguished Service Award continues as a living memorial to this outstanding advisor whose life exemplified the principles of Leadership, Friendship and Service.

### NEW BOOK

*Dr. H. I. Hester*, Vice President and head of the Department of Religion of William Jewell College and a faculty advisor in Alpha Mu Chapter of AΦΩ, has written his fifth book entitled "The Book of Books." It has just been released by the Convention Press, Nashville, Tennessee. It is an introduction volume which surveys the entire Bible.

### GAMES FOR INFIRMARY



Iota Omicron Chapter at Gettysburg College presents games to the college infirmary. Pictured left to right are Frederick Ritter, president; Mrs. E. Tuckey, head nurse, Dr. Tilden Moe, resident physician, and Thomas Green, vice president.



### SAY, DID YOU KNOW?

—Our National Office endeavors to maintain the mailing list accurately so the Torch and Trefoil will be delivered safely to all members. If you know of any member of your chapter who is not receiving the magazine regularly, please send his name and address to the office.

—We invite news items and pictures for use in future issues of Torch and Trefoil. Send your news as a means of informing all other chapters about your projects. Pictures which show members and pledges in action on service work are also desired for use in forthcoming issues.

—Your chapter's Advisory Committee is very important to the success of your program. If you do not have a full Advisory Committee of at least five Faculty Advisors and two Scouting Advisors, select additional men this Fall and have them ready to induct at your next initiation ceremony.

—Arm bands with gold-colored letters of AΦΩ on blue felt are worn by many chapters when doing service projects. They help identify the organization and are available from the National Office at actual cost of 40c each.

—The 16th National Convention of Alpha Phi Omega will be held in the Christmas Holidays, 1960, in Philadelphia. Now is the time to make plans to attend!

—Materials requested from the National Office are shipped the same day the order is received. However, even with immediate shipment we urge chapters to place orders as early as possible for such materials as are needed. Last minute ordering can sometimes cause disappointments because of delay in mail. Please order as soon as you know your needs.

—Accurate records are essential to the success of your chapter. These include particularly the records of the Secretary, Treasurer, Historian, Alumni Secretary and Projects Chairman.

*Do you have a Scouting friend on another campus who could help start a new chapter of Alpha Phi Omega? Here is an outline about*

## HOW TO ORGANIZE A NEW CHAPTER

Chapters of Alpha Phi Omega may be established in accredited colleges and universities in the United States (subject to the college regulations governing student organizations). The preparatory work for the organization of a new chapter is done by a group of students who take the initiative to form a local service club composed of former Scouts.

The following steps are recommended for the use of students, faculty men and Scouters who are interested in forming a new chapter:

Determine the eligibility of the school to secure an Alpha Phi Omega charter. Only accredited colleges and universities may affiliate.

Read thoroughly the Question and Answer pamphlet and Manual of Administration. These publications set forth the facts about the activities and policies of AΦΩ.

Seek the approval and cooperation of the Dean of Men of the college and the local Scout Executive. Show them copies of the Question and Answer pamphlet and Pledge Manual as a basis for their consideration of Alpha Phi Omega.

Conduct a census of the men on the campus to locate those who are eligible and interested. This is done by means of census cards furnished by the National Office. Whatever quantity of cards is needed will be sent upon your request.

Call a meeting of those who have expressed interest and eligibility to discuss how Alpha Phi Omega would fit into the campus life of your college. Discuss the information provided in the Question and Answer pamphlet, and review the service projects listed on pages 7 to 10 of the pamphlet. (When you desire to arrange this meeting, a quantity of the information pamphlet will be sent for general distribution to those who attend.)

Elect temporary officers, particularly a President and Secretary.

Effort should be made to include in the group men from all social fraternities and a similar number of independents, and men from all departments of the college.

Select one or two projects which the group wishes to launch immediately, and assign all interested men to various responsibilities in connection with those projects.

Select Faculty and Scouting Advisors to cooperate in campus and community activities.



Request the necessary application forms from the National Office.

Make arrangements for a suitable meeting room on the campus.

Regular meetings should be held weekly or bi-weekly.

### The Requirements

The following are the requirements for securing an Alpha Phi Omega charter:

Twenty-five or more undergraduate students, who have been previously affiliated with Scouting, established in an active local service club.

Five or more faculty advisors and two or more Scouting advisors, including the Scout Executive and one volunteer Scouter.

A suitable program of activities during the preparatory period and an outline of the objectives of the new organization for its first year.

Charter fee of \$25.00.

Individual initiation fees of \$14.00 each for the student members. (There is no charge for advisory membership.)

Letter of approval from the College.

Letter of approval from the local Scout Council.

### The Petition

The forms for petitioning include an Application for Charter and individual membership applications in duplicate. Each man in the preparatory group should sign two copies of the Application for Charter, one for the National Office and the other for local historical records. Likewise, each man should fill out two copies of the individual application, the blue copy for chapter use and the white copy for the National Office. Students use the active membership form, and there is a separate form for use by the faculty and scouting advisors.

When the petition is received in the National Office, the information concerning it is transmitted to all chapters and National Executive Board members for approval.

**The above outline is the procedure recommended by our National Extension Chairman, Joseph Scanlon, for establishing a new chapter. If you know someone on another campus who may be interested, clip out the outline and send it to him. Or if you would prefer to obtain a mimeographed copy for this purpose, please request it by writing to Alpha Phi Omega, 419 Columbia Bank Building, Kansas City 6, Missouri.**

**Leadership Feature . . .****PARLIAMENTARY PROCEDURE**

Why this article? Parliamentary procedure comes naturally and easily after a little practice. The information herein does not propose to cover all situations, rather it only gives those points which are most often encountered.

How is it that parliamentary procedure has become so well established? Most organizations use it in one form or another. Even the Congress of the United States proceeds by parliamentary rules.

One reason is that business can be handled more efficiently by following a definite procedure. But that isn't all. What is more important for we Americans is the fact that parliamentary procedure has grown out of our long tradition of democracy. In a sense, it is democracy in action! People getting together to decide . . . thinking, talking, discussing and weighing . . . until their own and their fellow-members' ideas form a body of opinion.

For we must at every opportunity make it possible for the majority to prevail. Yet the minority must be protected at every turn by the guarantee of certain rights.

To make wise decisions, two things are necessary. First, each member must carefully consider the questions. Secondly, both advantages and disadvantages need to be weighed.

**Order of Business**

Every well-run organization has an accepted order of business. An agenda is necessary if the meeting is to proceed to adjournment by the shortest and most profitable route. This order may be set by tradition or by stipulation in the chapter by-laws, or by some other means such as the wishes of the presiding officer. An order of business for chapter meetings is suggested as follows:

1. Call to order
2. Opening ceremony
3. Reading of the minutes
4. Roll Call
5. Presidential announcements
6. Reports of committees
7. Reading of communications
8. Unfinished business
9. New business

## 10. Special programs

## 11. Adjournment

This order may be modified to suit the particular needs and desires of the chapter.

There are several things which should be remembered concerning the agenda: First, a quorum must be present to legally conduct business. Second, the minutes must be approved or amended. Third, the president does not ordinarily make motions; he only makes known his ideas or wishes, and relates any emergency actions he may have taken since the last meeting. Fourth, all reports should be acted upon in an appropriate manner, i.e., lay on the table, commit or recommit to a committee, or accept. To accept a report does not adopt its proposals; rather, it means that the committee has done an adequate job in getting information to enable the chapter to make a decision.

**About Making Motions**

The word "motion" is simply a name used for the procedure of getting a matter before a group. When a member says, "I move that we give \$50.00 to buy playground equipment for the crippled children's school," he has made a motion. When the motion is talked about and discussed, it is often called "the question."

Business may be presented to an assembly in two ways:

1. By a simple motion
2. By a resolution

After being presented to the assembly, both are considered in exactly the same manner. There are several general rules as to the procedure for making a motion. These rules are as follows:

No motion can be made without a quorum.

Any motion duly offered by a member must be considered.

A member must have the floor to make or to second a motion.

A motion must be seconded before being considered.

Every motion may be amended, debated, and reconsidered.

Every motion may be decided by a majority vote.

You undoubtedly know of some exceptions to these rules. Simple motions are usually short and as a rule are not written down before presentation. Whenever possible, however, written form is more satisfactory. Resolutions are often long and usually the result of some careful thought and planning. They are always written.

**Four Kinds of Motions**

Some motions have the "right of way" over others. Therefore, from the standpoint of order, they are usually classified in four groups: main (or principal) motions, subsidiary motions, incidental motions, and privileged motions.

**Principal Motion.** A main (or principal) motion is one made to bring any particular subject before the group for consideration. It may take the form of a simple motion, or a resolution. Such a motion cannot be made when any other question is before the group, and it must give way to all other types of motions. Main motions are:

1. Adoption of a motion or resolution
2. Amending the constitution
3. Rescind or repeal a previous motion
4. Ratify or confirm an action taken

**Subsidiary Motion.** This is one used to modify the principal motion, or to dispose of it in some way other than by direct vote. It must be decided before the main motion, and is considered after privileged and incidental motions. The subsidiary motions are:

1. To postpone indefinitely
2. To amend
3. To refer to committee (commit or recommit)
4. To postpone to a certain day
5. To limit or extend debate
6. To move the previous question (to stop debate)
7. To lay on the table

These subsidiary motions are listed here in their order of importance to the principal motion, but must be considered in the reverse order. Thus, a motion "to lay on the table" comes before all others, while a motion "to amend" takes precedence only over a motion "to postpone indefinitely."

*Incidental Motion.* An incidental motion is one that comes up incidentally when other motions are being considered, and must be disposed of before the principal motion or a subsidiary motion can be acted upon. The incidental motions are:

1. To suspend the rules
2. To withdraw a motion
3. Reading of papers
4. Objection to consideration of a question
5. Appeals (from decision of chair, division of house, or point of order)

*Privileged Motion.* A privileged motion is one relating to the well-being of the group or of any of its members. Because of its importance to individual members it takes precedence over all other questions. The privileged motions are:

1. Orders of the day
2. Questions of privilege
3. To take a recess
4. To adjourn
5. To fix time to adjourn.

These privileged motions are also listed in their order of importance to the principal motion, but must be taken up in the reverse order.

#### How to Make a Motion

The following procedure is generally recognized as good form in making a motion.

Obtain the floor as follows: Stand. (Except in very small or informal meetings, the president should also stand when speaking.) 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." It is often well to have the motion prepared in written form before the meeting.

The motion must then 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 who made the motion, may second it. He usually remains seated, saying simply, "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.

A good chairman encourages as much discussion as possible. In this way the facts and merits of the question are brought out. Thorough discussion often prevents people being dissatisfied afterwards. 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 four ways: (1) by acclamation, (2) by standing or raising the hand, (3) by roll call, or (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. On the other hand, if the amendment is lost, the motion is voted upon as originally stated.

In case of an amendment to an amendment, the last amendment is always voted upon first. If it is carried, the preceding amendment is then voted upon as amended.

#### Nominations

Nominations are usually made by a committee, but are usually open to further nominating from the floor. A nomination requires no second. The person's name may be withdrawn by the maker or the nominee, without the consent of the other. Nominations should be closed after everyone has had ample opportunity to participate.

#### 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 then 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 the chapter. Business is resumed where it broke off with any changes needed.

#### Miscellaneous Facts

There are some miscellaneous facts that should be kept in mind. A motion is made and seconded, then restated by the chairman. It is then in possession of the chapter and can be debated. The motion may be withdrawn by the maker only if done so before it passes into the possession of the chapter. Then it may be withdrawn only with consent of the chapter. The person who is stating a motion should always try to phrase it in an affirmative manner.

As for debate, courtesy, respect and justice should be embodied in all activities. Debate can become a dreaded thing, accomplishing little, if it does not remain in good order.

Voting is ordinarily based on the majority rule, but this may vary from chapter to chapter, and should be stated in the chapter constitution. It is usually considered to be a majority of the quorum, but it can be considered a majority of the total membership. A quorum is thought to be any number greater than one-half of the membership.

Parliamentary procedure can become an involved and complex affair in its fullest extent. This is attested to by the number of volumes that have been published on the subject. It is a fruitful tool when understood and wielded fairly. From a modest, basic knowledge, one can easily become competent to handle the most complex problems.

The above concise statement of parliamentary procedure is by courtesy of the University of Wisconsin Extension Service. For more detailed information we recommend "Robert's Rules of Order."

# *World Brotherhood*

## **BANDED TOGETHER IN SCOUT MOVEMENT AROUND THE GLOBE**

For all who are interested in keeping up-to-date upon Scouting activities around the globe, an excellent publication entitled "World Scouting" is available. The annual subscription rate is \$1.75, or two years for \$3.00. Subscriptions should be sent to the Boy Scouts of America, New Brunswick, New Jersey.

The magazine is published monthly by the Boy Scouts International Bureau which has its offices in Ottawa, Canada. The contents of each issue are interesting, including feature articles about Scouting activities in free nations throughout the world, information and reports about World Jamborees and International Conferences, and pictures of Scouts of other nations in action. Readers of "World Scouting" can gain a fine concept of the values of Scouting as a world-wide organization.

A former chapter advisor of Alpha Phi Omega, Jean R. Bader, is Director of the International Relationships Service of the Boy Scouts of America and is in constant contact with leaders of Scouting in other nations.

Alpha Phi Omega is functioning in the Philippines and several inquiries have been received about how to establish Alpha Phi Omega in other nations. Serving as Chairman of the International Contacts Committee of our fraternity is M. R. Disborough, Immediate Past National President.

If you have contacts with Scouters in other nations whom you feel would like to take the lead toward establishing Alpha Phi Omega in their colleges and universities, please send their names and addresses to our National Office.

## **BULLETIN BOARD**

### **PLEDGE REGISTRATIONS**

Applications for new pledges should be sent to the National Office promptly after each pledging ceremony. It is specified in the national constitution that pledge applications should be mailed within three days after the ceremony is held. This necessitates that each pledge have his application filled out and his pledge fee paid before being permitted to pass through the pledging ceremony.

Be sure to inform your Fall pledges of the dedication of the pledge class in honor of Dr. Arthur A. Schuck as announced in the October issue.

### **YOUR EXECUTIVE COMMITTEE**

Does your chapter's Executive Committee function effectively? This committee, made up of the Chapter Officers, Chairman of the Advisory Committee, and the Scout Executive has a real responsibility to coordinate chapter functions, outline the calendar of activities in advance, advise with the operating committees concerning their responsibilities, set up the chapter budget, and analyze any problems and plan their solution. Planning now by your Executive Committee is important for the success of your activities for the months ahead.