



THE PHI MU DELTA FRATERNITY

OFFICERS'
HANDBOOK



Phi Mu Delta would like to begin by first congratulating you on being elected as an executive officer and leader of your chapter. By being chosen as a chapter officer, your fellow brothers have stated that they trust you to make the daily decisions that will guide the chapter.

As an officer, your primary duties involve overseeing all aspects of the chapter! All decisions ultimately rest on your shoulders and you will be personally held responsible for all actions and functions of the chapter.

The executive board is charged with moving the chapter forward and should oversee all educational programming within the chapter and make sure all committee work runs smoothly and efficiently.

As an officer, try not to feel overwhelmed with all that you must do! Remember to delegate and be a good listener. Also, while Phi Mu Delta prides itself on the ideal of Democracy, DO NOT run the chapter like one! The executive officers, specifically, the chapter president, will be ultimately responsible for every action of every person and everything that happens within the chapter. In addition, all the good and bad actions by individual members will also, ultimately, make their way back to you.

Always do what is ethical and right, not what will be perceived as the popular decision!



As an officer, your main job is to keep the chapter focused on the fraternity's goals and ideals. The National Constitution and this manual will be your guide. When members begin to move away from our ideals it is your job to bring them back into the fold and re-invest them into the fraternity! Remember, each member took an oath to live up to the ideals of Phi Mu Delta and an oath among gentlemen is sacred! You, therefore, are not only a leader, but an advisor. You must motivate, educate, console and insist. You must be friendly but firm as you guide each member toward the ideals.

The National Fraternity is here to support you throughout your term, use the volunteers and National Office staff members to your advantage! Good luck!



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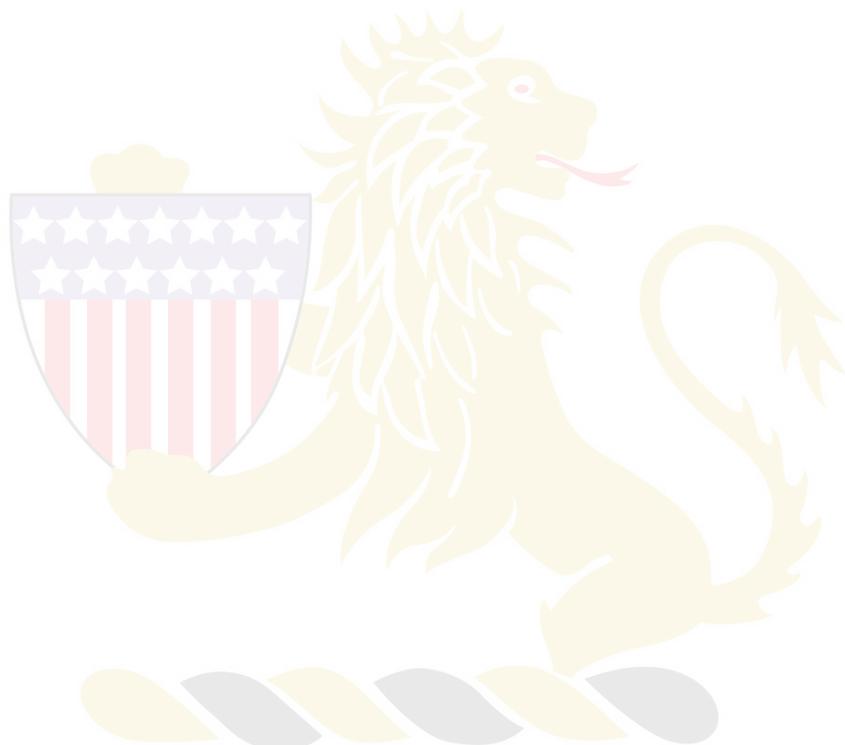
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The Fraternity





General Information

Mission

To provide a positive fraternity experience for today's college man, encouraging high personal standards, morally, mentally, and spiritually, and, to help its members live the ideals of our founders: democracy, brotherhood and service.



Vision

To redefine fraternity through cultivating and curating a culture of lifelong civic engagement and fellowship.

Fraternity Ideals

BROTHERHOOD	The relationship between brothers that is linked by common values, interests, and goals.
SERVICE	The act of doing something for the welfare of others.
DEMOCRACY	Each member has a voice and is treated with dignity, respect, and equality. That all decisions are made with justice in mind and that we do what is just at all times.

The Founders' Creed

I believe in **Democracy**... a democracy characterized by the practice of justice in every relations of life. I hold that justice is the foremost principle to be considered in making my decisions as a voting member of Phi Mu Delta, the student body, and as a citizen of the United States. I believe in that broad conception of democracy which seeks freedom of opportunity, and recognizes no color, race, creed, or position.

I Believe in **Service**... service to the college; service to every group organized for the common good; service to the individual. I believe in service defined in the terms of voluntary sacrifice for the welfare of those with whom I come in contact.

I Believe in **Brotherhood**... Brotherhood that reaches beyond the limits of Phi Mu Delta and welcomes every man as my Brother. I believe in the intrinsic worth of the man at my side, and in his ability to make good and justify my faith in him.

I hold these beliefs as my profound conviction, and I pledge my fellow men to live up to them to the best of my ability.

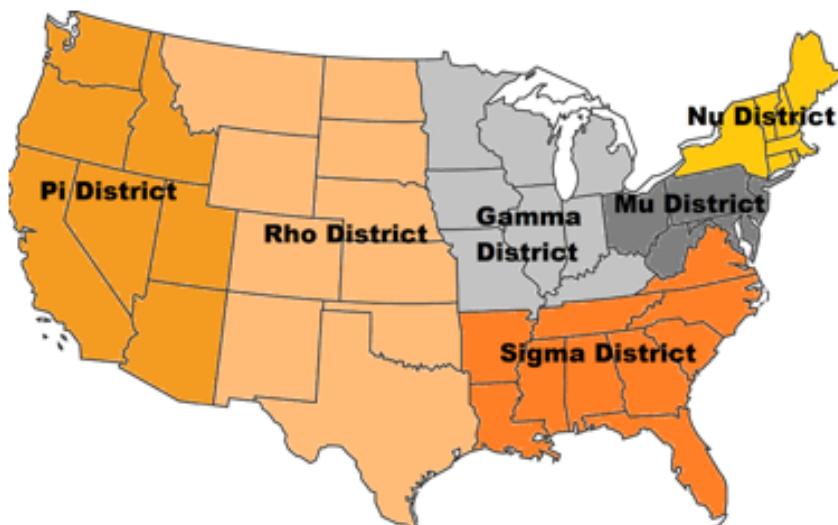
Fast Facts

PHILANTHROPY	Saint Jude Children's Research Hospital
COLORS	Princeton Orange, Black and White
FLOWER	The Jonquil
PATRON SAINT	Abraham Lincoln
MASCOT	Raccoon or Lion



Undergraduate Chapters

NAME	INSTITUTION	INSTALLED
Nu Beta	University of New Hampshire	March 1, 1918
Nu Gamma	University of Vermont	March 1, 1918
Mu Alpha	Susquehanna University	December 20, 1924
Mu Beta	Ohio Northern University	April 10, 1926
Nu Eta	University of Rhode Island	February 23, 1929
Nu Theta	Rensselaer Polytechnic Institute	May 4, 1929
Mu Epsilon	Pennsylvania State University	October 11, 1930
Nu Xi	University of Southern Maine	December 8, 1967
Mu Zeta	Lock Haven University	April 12, 1969
Mu Theta	Indiana University of PA	August 8, 1998
Mu Xi	Pennsylvania College of Technology	April 25, 2003
Nu Pi	Plattsburgh State University	April 28, 2007
Mu Omicron	Frostburg State University	April 15, 2009
Sigma Alpha	Longwood University	April 25, 2013
Mu Rho	Shawnee State University	March 13, 2016
Mu Sigma	Rutgers University – New Brunswick	October 22, 2016
Mu Tau	Rutgers University - Camden	October 22, 2016
Nu Eta Colony	University of Rhode Island	
Nu Rho Colony	Rhode Island College	
Mu Upsilon Colony	Robert Morris University	
Mu Phi Colony	Wright State University	





Support for the Chapters/Colonies

National Support

EXECUTIVE DIRECTOR

The Executive Director manages the daily affairs of the fraternity through working to hire and supervise staff, serving as a representative of the National Fraternity, acting as a liaison between the National Fraternity and host institutions, cultivating alumni support within the fraternity, and organizing chapter visits with the National Office. The Executive Director also serves as an ex-officio member of the National Council and the nominations committee.

DIRECTOR OF CHAPTER SERVICES & GROWTH

The Director of Chapter Services and Growth supports the undergraduate chapters and colonies and on the growth efforts of the National Fraternity by developing the educational programming for the National Fraternity, visiting chapters/colonies during the academic year, providing leadership training, recruitment training, assistance and educational programming to chapters/colonies. In addition, the Director oversees the expansion efforts for the National Fraternity, including recruiting and conducting expansion visits with newly-formed groups, ensuring the health and stability of chapters, assisting in identifying, recruiting, and training Chapter Advisory Board members and District Governors, and creating and implementing all regional and national leadership conferences.

NATIONAL COUNCIL OFFICERS

The role of the National Council of Phi Mu Delta is to establish leadership consistent with the National Fraternity's Constitution and Bylaws, regarding the finances, management, and activities for the further advancement of Phi Mu Delta. The National Council is the authority for the governance of the fraternity. The council delegates to the Fraternity's Executive

Director for the management of operations and resources.

The ultimate role of the National Council is to assist the fraternity's staff and volunteers in carrying out the mission and strategic plan of the fraternity.



DISTRICT GOVERNORS

The District Governors are another layer of support for chapters, divided by the district in which the chapter resides, and represent the National Fraternity on the regional level. There should be regular communication between the District Governor and chapters. District Governors assist the National Fraternity as another layer of support and through facilitating national and regional programs.

Local Support

ALUMNI ASSOCIATIONS/HOUSING CORPORATIONS



Alumni Associations are formed in order to provide a support and assistance role with the undergraduate chapter, as well as, maintain social contact with the alumni from a particular chapter. Alumni Associations have an executive board which plans and finances educational programming for the benefit of the chapter or social events for the alumni. In addition, these boards help raise money for the chapter in order to finance educational endeavors and scholarships. Housing Corporations, often referred to as alumni control boards, are in control of all property owned and maintained by

the local chapters of the fraternity. These boards are incorporated through the state and operate with a board of directors. They work closely with the chapter president, treasurer and house manager to ensure that the property is well maintained and all bills are paid in a timely manner.

CHAPTER ADVISORY BOARD

The Chapter Advisory Board consists of 6 people: a Chapter Advisor, a Financial Advisor, an Academic Advisor, a Recruitment Advisor, a Membership Development Advisor, and a Judicial Advisor. The role of the chapter advisory board is to support and advise the chapter or colony with chapter operations, recognize successes and assist them through struggles.





National Constitution

PREAMBLE

For the promulgation of the noble purposes of brotherhood which caused the Phi Mu Delta Fraternity to be founded, and which were enunciated as follows in the preamble to the constitution, adopted in 1918, we do hereby adopt this constitution:

"We the representatives of fraternal organizations of the University of Vermont, New Hampshire State College, and Connecticut Agricultural College, believing that there is a need of a democratic fraternal organization both for the college and for the individual, and in order to secure a closer brotherhood and to give permanence to a central organization, do hereby form and establish The National Fraternity of Phi Mu Delta."

ARTICLE I. NAME

Section 1. The name of this National fraternal organization shall be "The Phi Mu Delta Fraternity."

ARTICLE II. PRINCIPLE AND PURPOSE

Section 1. The principle of the fraternity shall be that indicated by the Greek phrase for which the name stands.

Section 2. The purpose of the fraternity shall be service to the college, to the fraternity, and to the individual.

ARTICLE III. MEMBERSHIP

Section 1. Phi Mu Delta affirms its founding values that no man shall be denied membership on the basis of color, race, creed, position, disability, or sexual orientation.

Section 2. Character, ability, and willingness to support the fraternity and its principles shall be the basis of eligibility for membership.

Section 3. No man belonging to another national fraternity shall be admitted to membership, and no member of the Phi Mu Delta Fraternity shall join any other national fraternity. As used in this provision, the term "national fraternity" shall not be interpreted to include honorary and professional fraternities.

Section 4. Members shall be initiated according to the constitution, and shall consist of two classes: collegiate and alumnus.

Par. 1. Collegiate members shall be all those engaged in collegiate academic studies at institutions of higher learning where The Phi Mu Delta Fraternity has an established chapter who has received an invitation to join based on said chapter's by-laws.

Par. 1a. A Collegiate member who transfers to a campus where no chapter exists shall retain his membership in the chapter in which he was initiated.

Par 1b. Upon graduation from undergraduate studies a collegiate member will automatically move to alumni status. If the member is continuing in graduate studies he will have the option to continue as a collegiate member by notifying the National Office.

Par. 2. Alumni members shall be all former collegiate members no longer pursuing collegiate studies.

Par. 2a. The father or legal male guardian of an initiated collegiate member may be invited to join the fraternity and is immediately given alumni status upon initiation as long as his membership does not violate Article III, Section 3.

Par. 3. Honorary membership may be extended to any person in recognition of outstanding achievement on behalf of the fraternity. Such membership shall require a two-thirds affirmative vote of the National Council.

Par 4. Phi Mu Delta does not recognize inactive collegiate status. Members who choose to not be active must submit resignation paperwork to the National Office and their local chapter.

ARTICLE IV. ORGANIZATION

Section 1. The Phi Mu Delta fraternity shall be composed of local organizations established at institutions of undergraduate standing, coordinated by a National organization consisting of the National Conclave, the National Council, the National executive committee, and the National standing committees established by this constitution.

Section 2. The National organization shall have, as provided in this constitution, the power to control the admission and withdrawal of local organizations, the structure of the local organizations, the method of acquiring new members, the admission, honorable dismissal, expulsion of members, the initiation and other rituals, and the use of the insignia. It shall have, as provided in this constitution, general supervisory authority over the finances of the local organizations, and shall carry on relations with other (Inter) National fraternal organizations.

Section 3. All powers not expressly delegated by this constitution to the National organization are reserved to the local organizations through their by-laws.

ARTICLE V. LOCAL ORGANIZATIONS

Section 1. Local organizations may be established at any institutions of undergraduate standing which have no regulations prohibiting fraternal organizations.

Section 2. Each local organization shall consist of a collegiate chapter composed of undergraduate and graduate student members.

Par. 1. Chapters with houses should have a separate Alumni Corporation Control Board (a.k.a House Corporation) to perform landlord related functions for the property. Such Alumni Control Boards are chartered entities within the National Fraternity.

Par 2. Alumni from any chapter may form an alumni association in accordance with the policies of the National Fraternity. Such alumni associations are chartered entities within the National Fraternity.

Section 3. Each collegiate chapter and alumni association shall be governed by a constitution and by-laws duly enacted by it and reviewed administratively by the National Office. The National Office shall be notified of all amendments. Local constitutions must be in accordance with the National Constitution.

Section 4. The local organizations comprising the fraternity shall be divided into six districts:

Par. 1. Nu district shall include Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, and New York.

Par. 2. Mu district shall include Pennsylvania, New Jersey, Delaware, Maryland, Ohio, West Virginia and Washington DC.

Par.3. Gamma district shall include Indiana, Illinois, Kentucky, Michigan, Wisconsin, Iowa, Minnesota, and Missouri.

Par. 4. Sigma district shall include Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Arkansas, and Louisiana.

Par. 5. Rho district shall include North Dakota, South Dakota, Kansas, Nebraska, Montana, Wyoming, Colorado, New Mexico, Oklahoma, and Texas.

Par. 6. Pi district shall include Alaska, Washington, Oregon, California, Idaho, Nevada, Utah, Arizona, and Hawaii.

Section 5. Each local organization shall be designated by no more than three Greek letters, the first of which indicates the district.



ARTICLE VI. THE NATIONAL ORGANIZATION – THE NATIONAL CONCLAVE

Section 1. The National Conclave shall consist of two voting delegates from each Collegiate chapter and colony in good standing, one voting delegate from each chapter Alumni Association in good standing, one voting delegate from each Alumni House Corporation in good standing, Past National Presidents, and each member of the National Council.

Section 2. No Collegiate chapter, House Corporation or Chapter Alumni Association which owes an unfunded obligation to the National organization shall be permitted a vote at the National Conclave.

Section 3. Each voting delegate shall be entitled to one vote. No one shall be entitled to more than one vote, and voting by proxy shall not be permitted. Past National Presidents must be properly credentialed and in good standing with the Fraternity in order to vote.

Section 4. Each Collegiate chapter, House Corporation and chapter alumni association may have as many non-voting representatives present as it desires.

Par. 1. Collegiate chapters are required to send at least two voting delegates and one alternate. Chapter Alumni Associations and House Corporations are required to send at least one delegate to remain in good standing.

Section 5. Meetings of the National Conclave shall be held at such times and places as may be specified by the National Council. In no case shall the interval between meetings exceed two years.

Par. 1. The National Conclave shall be held on even-numbered years, whereas, the Sapphire Leadership Academy shall be held during odd-numbered years.

Section 6. All powers delegated by this constitution to the National organization shall be invested in the National Conclave.

Par. 1. The National Conclave may by a three-quarters vote amend this constitution. It may also by a three-quarters vote admit, expel, withdraw the charter of, or readmit a local chapter, subject to the conditions laid down by this constitution.

Par. 2. The National Conclave shall, by a majority vote, elect the National Council and may by a three-quarters vote remove any member of the National Council, subject to the provisions of this constitution.

Par. 3. The National Conclave shall determine installation fees and other expenses incidental to the installation of new collegiate organizations and National membership fees payable by collegiate members, but may delegate any or all of these powers to the National Council.

Par. 4. The National Conclave may assign to the National Council, the National executive committee, or the National standing committees any duties not specifically delegated to any individual or group by this constitution.

Par. 5. The National Conclave may review and ratify or disallow the acts of the National Council during the interval since the previous meeting of the National Conclave.

ARTICLE VII. THE NATIONAL COUNCIL

Section 1. The National Council shall consist of up to nine members: the National President, the National Vice-President of Membership, the National Vice-President of Finance, the National Secretary, two collegiate representatives, two Councilmen-at-large, and the Executive Director, who shall serve as an Ex-Officio Member of the National Council.

Section 2. The National Council shall be open to nominations during the interval between Conclaves. A Chair will be appointed by the National President to oversee the nominating committee, which will consist of worthy alumni and collegiate members in good standing selected by the Nominating Chair. The nominating committee will solicit nominations and applications and develop a slate to be approved by the Conclave. In addition, nominations may be received from the floor at Conclave.

Par. 1. Any alumnus in good standing is eligible for nomination

Par. 2. At each Conclave and Sapphire Leadership Academy, the Collegiate members present shall caucus and nominate their peers to run for the office of Collegiate Representative to National Council. Two representatives shall be elected to National Council. The term of office shall be one year. If the representative is unable to fulfill his one-year term or his obligations, a replacement will be appointed by the President and ratified by the National Council.

Par. 3. All members of National Council have equal voting rights, with the exception of the Executive Director. In case of a tie, the President shall cast the deciding vote.

Par. 4 The term of a National Council member is 2 years and their total length of service shall not exceed 10 consecutive years with the exception of the Executive Director. Their term will expire after the meeting of the Conclave.

Par. 5 If for any reason there is a vacancy on the National Council, a replacement will be appointed by President and ratified by the National Council.

Section 3. At the first meeting following its election, the National Council shall elect from among its members the National President, National Vice-President of Membership, National Vice-President of Finance, and National Secretary. The Collegiate representatives of the National Council shall not be eligible for executive office.

Section 4. The National Council shall meet upon the call of the National President at such times and places as he may designate. Special meetings shall be called by the National President upon petition of at least five members of the National Council. A quorum shall constitute one-half the number of members voted to National Council plus one. Where a meeting of the National Council is impractical, the Council may vote and meet by phone, email, mail or by other technological means and will be canvassed by the National Secretary, with the voting time on any question being fifteen(15) calendar days from the date of the postmark on the envelope (or the date/time stamp on the electronic mail message) in which the question to be voted upon is mailed, provided, however, that a quorum of votes are received within that time.

Section 5. During the interval between meetings of the National Conclave, the National Council shall exercise all powers delegated by this constitution to the National organization and not specifically delegated to any other individual or group.

Par. 1. The National Council shall be empowered to make such appointments as it shall consider necessary for carrying on the administrative work of the fraternity and shall provide proper compensation for services rendered. It shall also be empowered to remove such appointees at any time.

Par. 2. The National Council shall be empowered to authorize, by a three-quarters vote, the National Vice-President of Finance to lend available funds, or use as collateral available funds of the fraternity, except as limited by the by-laws.

Par. 3. The National Council shall review and ratify or disallow the acts of the National executive committee during the interval since the previous meeting of the National Council.

Par. 4. The National Council may recommend, by a three-quarters vote of its members, the admission, expulsion, suspension, charter withdrawal, or re-admission of a local chapter.

Par. 5. The National Council shall be empowered to fill, by majority vote of its members, any vacancy in its own membership until the next Conclave.

Par. 6. The National Council, by a three-quarters vote, may recommend that a local chapter or alumni association remove one of its members for the good of the fraternity. Such removal shall be effected only by three-quarters vote of the organization involved. Provided, however, that should the local organization fail to act within thirty (30) days, the recommendation shall be deemed ratified.

Section 6. No National Council member, with the exception of the Executive Director, shall receive compensation for his services, but may be reimbursed by the fraternity for reasonable expenses incurred in its behalf.



ARTICLE VIII. THE NATIONAL OFFICERS

Section 1. The National President. It shall be the duty of the National President to preside at all meetings of the National Conclave, the National Council, and the National executive committee. He shall call all meetings of the National Council and the National executive committee as provided in this constitution. He shall be an ex-officio member of all National committees. He shall sign all charters, membership certificates, and scholarship scrolls. He shall rule on all questions of law and order in meetings of the National Conclave, the National Council, and the National executive committee. He shall appoint, with the concurrence of the National Council, all National standing committees for terms of two years concurrent with the term of the National Council, and, subject to the provisions of this constitution, any temporary committees which he considers necessary, and the editor of the Triangle of Phi Mu Delta. He shall perform all duties incidental and necessary to his office. He shall preside at all installations of new chapters, but may delegate this duty to another member of the fraternity, if necessary. Upon all National Council and National executive committee matters, he shall have the privilege of voting.

Par. 1. The National President, with the advice and consent of National Council, shall be empowered to sign for the Phi Mu Delta Corporation and enter into legal contracts and be authorized to have the use of the corporate seal.

Section 2. The National Vice-President of Membership. The National Vice-President of Membership shall be a member of the National executive committee and perform all of the duties of the National presidency in the event of the death or resignation of the National President. The National Vice-President of Membership is also responsible for the National Standards and Ethics Board and supervision over all standing and ad hoc committees.

Section 3. The National Vice-President of Finance. The National Vice-President of Finance shall be chairman of the National finance committee and a member of the National executive committee. He shall, in cooperation with the Executive Director, review the financial reports of the collegiate chapters and chapter alumni associations and assist them in financial matters. He shall review and approve all financial reports of the Executive Director periodically for accuracy and completeness, He oversee all expenses of the National Office. He will approve all tax filings He shall carry out all duties specifically delegated to him in this constitution and by-laws. He shall establish the annual budget in conjunction with the Executive Director and Finance Committee.

Section 4. The National Secretary. The National Secretary shall be the custodian of the constitution, by-laws, rituals, records, and archives of the fraternity. He shall keep an accurate record of the proceedings of meetings of the National Conclave, the National Council, and the National executive committee. He shall sign all charters and membership certificates.

Section 5. The remaining Councilmen at-large and the Collegiate Councilmen will have their duties assigned by the National President.

Section 6. The Executive Director. The position of the Executive Director serves at the will and pleasure of the National Executive Committee. The duties of the executive director shall be to manage the daily affairs of the fraternity, hire and supervise staff, serve as a representative of the National Fraternity, act as a liaison between the National Fraternity and host institutions, cultivate alumni support within the fraternity, and organize chapter visits with the National Office. The Executive Director shall serve as an ex-officio member of the National Council, the Conclave and the nominations committee. He shall also represent the fraternity within the Fraternity Executive's Association, The North-American Interfraternity Conference, and the Association of Fraternity Advisors. The executive director shall also provide training and support to the chapters and colonies, House Corporations and Alumni Associations. He shall maintain the accounts of the fraternity, said accounts being subject to audit at the direction of the National Finance Committee or of the National Council. He shall present a complete accounting of the finances to the Vice President of Finance.

Par. 1. The Executive Director shall report to the National Executive Board via the National President and shall receive an annual evaluation from the National executive board.

Par 2. The Executive Director, with the advice and consent of National Council, shall be empowered to sign for the Phi Mu Delta Corporation and enter into legal contracts and be authorized to have the use of the corporate seal.

ARTICLE VIII. THE NATIONAL EXECUTIVE COMMITTEE

Section 1. The National executive committee shall consist of the National President, the National Vice-President of Membership, the National Vice-President of Finance, the National Secretary, and one of the Collegiate Representatives. The National President shall have the option of appointing two other members of the National Council to the National executive committee as he deems necessary, in an ad hoc capacity.

Section 2. The National executive committee shall meet upon call of the National President at such times and places as he may designate.

Section 3. The National executive committee shall carry out the duties in regard to the honorable dismissal or expulsion of members delegated to it by this constitution, and such duties as may be delegated to it by the National Conclave or the National Council.

Section 4. The National executive committee shall select, supervise, and evaluate the Executive Director.

ARTICLE XI. THE NATIONAL STANDING COMMITTEES

Section 1. The National Finance Committee. The National finance committee shall consist of the National Vice-President of Finance, who will act as chairman. The National President and the National Secretary shall be ex-officio members of the National finance committee but shall have no vote in its resolutions. The National finance committee shall prepare an annual budget for the operation of the fraternity, shall direct the investments of all funds of the fraternity, with the exception of the Phi Mu Delta Foundation, shall approve the choice of a bank or banks in which to maintain and deposit the cash of the fraternity, and shall direct the audit of the accounts of the fraternity.

Section 2. The National Expansion Committee. The National committee on expansion shall consist of an appointee of the National President, who will act as chairman, and four members appointed by the National President with the concurrence of the National Council. The National committee on expansion shall carry on such expansion and colonization activities as are deemed in the interests of the fraternity, each of the four members at-large having in his special care such activities in a particular geographical area. The National committee on expansion shall be empowered to delegate, with the concurrence of the National Council, specific projects to any member or members of the fraternity.

Section 3. The National Scholarship and Academic Achievement Committee. The National committee on scholarship and academic achievement shall consist of an appointee of the National President, who will act as chairman, and two members appointed by the National President with the concurrence of the National Council. The National committee on scholarship and academic achievement shall direct and monitor the scholarship research and academic guidance of the fraternity.

Section 4. The National Alumni Activities Committee. The National committee on alumni activities shall consist of an appointee of the National President, who will act as chairman, and two members appointed by the National President with the concurrence of the National Council. The National committee on alumni activities shall cooperate with chapter alumni organizations and/or geographic alumni clubs

ARTICLE XII. ADMISSION, SUSPENSION, EXPULSION, REVOCATION OF THE CHARTER, AND RE-ADMISSION OF CHAPTERS

Section 1. Admission

Par.1. Any local organization conforming to Article V. Sections 1, 2, and 3, of this constitution and whose members are individually eligible to become members of this fraternity shall be eligible for admission into the fraternity

Par. 2. Any eligible local organization desiring to be admitted into the fraternity shall present an informal petition to the National Council or the expansion committee. An investigation of each petitioning group shall be made by the National Office staff and/or a member or members of the fraternity delegated by the National President, National Council or the expansion committee. Following such investigation, if the informal petition is approved by the executive committee in consultation with the expansion committee, the local organization shall then submit a formal petition for admission. Admission to the fraternity may be approved by the affirmative vote of three-quarters of the National Council. If a member of the National Council fails to take action within fifteen (15) days of the proposal said request shall be considered as ratified by that member.

Par. 3. A local organization, whose admission into the fraternity has been approved, shall become a chapter, and its affiliate members of the fraternity upon undergoing the initiation ceremony and the payment of an initiation fee and any other expenses incidental to initiation. The initiation fee and incidental expenses shall be determined by the National Conclave, which may delegate this duty to the National Council.

Par. 3a. All such fees shall be payable prior to initiation or billed to individuals through a financial management service as directed by National Office.

Par. 4. A charter certifying to the admission of the local organization into the fraternity shall be presented to the local organization. It shall be signed by the National President and the National Secretary.

Section 2. Suspension

Par. 1. The National Council shall be empowered by a three-quarters vote to suspend any local organization for its continuous failure to meet its obligations.

Par. 2. A local organization under suspension shall: (1) be released from no financial obligations; (2) be understood to be in danger of expulsion or charter revocation; (3) keep in close touch with the National Council and National Office; and (4) be announced as suspended to the authorities and other fraternities on its campus if in the opinion of the National Council, after consultation with the administration of its institution, such action is in the best interest of the fraternity.

Section 3. Revocation of Charter

Par. 1. If conditions warrant, a local organization may have the charter revoked upon the recommendation of the National Council by a three-quarters vote of its members. The expulsion of said group may be appealed to the next Conclave meeting and brought to a vote of the Conclave

Par. 2. Upon Revocation of Charter, where no recognized alumni association exists, all financial assets shall be placed in a fund to endow future expansion efforts by the national office. All non-financial assets, including regalia and historical documents, shall be held at the National Office or distributed to active Chapters at the discretion of the National Council.

ARTICLE XIII. ADMISSION, SUSPENSION, HONORABLE DISMISSAL, AND EXPULSION OF MEMBERS

Section 1. Admission

Par. 1. Any individual eligible for membership in the Phi Mu Delta Fraternity may be elected to new membership by the collegiate chapter. An eligible individual is: male, enrolled as a full-time student at the college where the chapter is located, and is a member in good standing of his home and campus communities.

Par. 1a. The collegiate chapter shall elect one of the alternate methods described here to elect a new member to membership as a brother.

Alternate A: Three dissenting votes among the collegiate members of the chapter to which a new member seeks membership shall constitute a rejection.

Alternate B: Acceptance by any percentage between 80% and 90% of the collegiate members of the chapter to which a new member seeks membership shall be required to admit him to membership as a brother.

Each collegiate chapter must make a choice between Alternate A and B. If a chapter selects B, that chapter shall be on record with the National Fraternity as to the percentage of its choice. No man may be barred from membership unless a minimum of three negative votes be cast against him.

Par. 2. Each collegiate chapter shall compete for new members as nearly as possible on the same basis as other similar organizations at its institution.

Par. 3. New members shall be trained and initiated as prescribed in the by-laws to this constitution.

Par. 4. Each new member shall be admitted into membership in the fraternity upon paying the National Initiation Fee and undergoing the Initiation Ceremony.

Par. 4a. The Initiation Ceremony must occur in accordance with Article VI of the National By-Laws.

Par. 5. Any properly initiated member in good standing of a local fraternity which becomes a chapter of the fraternity shall be eligible for initiation into the fraternity, or at his request, at any subsequent initiation ceremony conducted by that collegiate chapter, or, by arrangement, at another chapter.

Section 2. Suspension

Par. 1. A collegiate chapter may suspend a collegiate member for due cause.

Par. 2. A collegiate member shall be automatically suspended from his collegiate chapter when bills due on the collegiate by him remain unpaid as specified by the chapters by laws.

Par. 3. A Collegiate member under suspension from his Collegiate chapter shall: (1) surrender his badge to the President of the Collegiate chapter; (2) be excluded from social and official fraternity activities of all kinds, but in meetings of the Collegiate chapter may enter into discussion with no power to vote; and (3) be released from no financial obligations.

Par. 4. The National office shall be notified immediately of any member's suspension.

Section 3. Resignation

Par. 1. In exceptional occasions, when in the best interests of the fraternity, a member may resign from the fraternity.

Par. 2. A member who resigns from the fraternity shall surrender his badge, membership card, and membership certificates to the National Secretary or National Office.

Par. 3. The National Office shall be notified immediately of any member's resignation.

Section 4. Expulsion

Par. 1. A member may be expelled from the fraternity if he is: convicted of a serious crime or proven guilty of other charges of a serious nature, upon the recommendation of a Collegiate chapter or chapter alumni association by a three-quarters vote of its members, approved by the National Council, or directly by action of the National Council.

Par. 1a. The failure of any member upon leaving college to make satisfactory arrangements to pay any financial obligations incurred to a Collegiate chapter, chapter alumni association, alumni housing corporation or the National organization shall be considered as presumptive evidence that he has been guilty of a serious nature.

Par. 2. A member expelled from the fraternity shall surrender his badge, membership card, membership certificates to the National Secretary and any organizationally provided regalia and may not attend future chapter or alumni events.

Par. 3. The National Office shall be notified immediately of any member's expulsion.

ARTICLE XIV. FINANCES

Section 1. National Finances

Par. 1. The finances of the fraternity shall be enrolled and directed by the National Council and the National finance committee and conducted by the National Vice-President of Finance in accordance with the provisions of this constitution.

Par. 2. The National Conclave shall determine the installation fee and other expenses incidental to the installation of new chapters, and the Initiation fee which shall be paid prior to initiation, but may delegate any or all of these powers to the National Council.

Par. 3. The Initiation Fee, as stipulated in the by-laws shall entitle the new member to a jeweled collegiate brother's pin, a copy of the new member manual, and other incidental items as available. It shall also entitle an initiate to his certificate of membership, membership card, a copy of the constitution, and maintenance of his lifetime directory records. Alumni members in good standing of a local fraternity which becomes a chapter of Phi Mu Delta may, at their individual option, receive The Triangle magazine by paying annual alumni dues in the amount set by the National Council or the National Conclave.

Par. 4. Each chapter shall be responsible for the collection and remittance, when due, of all fees and dues to the National Office.

Par. 4a. The chapter Vice-President of Finance is responsible for providing data to any financial management service utilized by the fraternity for the purpose of billing of fees to individual members.

Par. 5. No man shall be properly initiated into the fraternity until his Initiation Fee has been transferred to the National Office and required biographical information has been provided.

Section 2. Local Finances

Par. 1. The finances of each local organization shall be controlled and directed by the respective collegiate chapter executive committee.

Par. 2. Each chapter executive committee shall institute for itself and the respective collegiate chapter an adequate accounting system approved by the National Office.

Par. 3. The Vice-President of Finance of each chapter shall submit to the National Office all financial records for review; i.e., balance sheet and profit and loss statement, within 30 days after closing the books, for the preceding period.

ARTICLE XV: RITUALS, INSIGNIA AND PUBLICATIONS

Section 1. The National Conclave shall authorize such rituals, insignia, and publications as it considers necessary.

ARTICLE XVI. SCHOLARSHIP

Section 1. Each new member shall have a minimum high school grade point average (GPA) of 2.3 on a 4.0 scale for first semester freshman year and a minimum college GPA of 2.25 thereafter. Collegiate members failing below this standard shall be suspended until they meet academic requirements.

Section 2. The annual cumulative GPA of the chapter shall be at or above each host campus' all-men's average.

ARTICLE XVII. CONDUCT

Section 1. Members of the fraternity shall conduct themselves, at all times, as befits gentlemen.

Section 2. Members of the fraternity shall observe the regulations of their respective institutions with regard to the use of intoxicating liquors and controlled substances, and shall at all times avoid intemperate conduct which would lead to injure the reputation of the fraternity.

Section 3. Public informal initiations by any collegiate chapter or alumni association of the fraternity are forbidden.

Section 4. No informal initiation, or any other chapter sanctioned activity in any collegiate chapter, shall consist of anything immoral, demeaning, obscene, or endangering to the physical or mental health of the individual.

ARTICLE XVIII. AMENDMENTS

Section 1. Amendments to this constitution may be presented at the National Conclave or in writing to the National Secretary by any collegiate chapter, chapter alumni association, or member of the National Council.

Section 2. This constitution may be amended by the National Conclave by a three-quarters vote, provided the proposed amendment has been circulated at least sixty (60) days prior thereto.

ARTICLE XIX. EFFECTIVENESS

Section 1. This constitution shall become effective as of Midnight, August 6, 2016, and shall supersede all previous constitutions of the fraternity.





National By-Laws

ARTICLE I. MEETING OF THE NATIONAL FRATERNITY

Section 1. A committee on National Conclave arrangements shall be appointed by the National President to prepare and recommended arrangements for meetings of the National Conclave, subject to the approval of the National Council.

Section 2. A credentials committee, appointed by the National President, shall examine and pass upon the credentials of each delegate to the National Conclave.

Section 3. The order of business at the meeting of the National Conclave shall be established by the National Council and shall be sent to all collegiate and alumni delegations not less than thirty (30) days prior to the meeting of the National Conclave.

Section 4. Parliamentary law, as defined by Robert's Rules of Order, shall govern the proceedings of meetings of the National Conclave.

ARTICLE II. FINANCES

Section 1. The National Council shall be empowered to determine the installation fee for a new chapter.

Section 2. Each chapter will transmit to the National Office, or a financial management service utilized by the fraternity and prior to the time of initiation an Initiation Fee for each man.

Par. 1. Collegiate dues, to cover expenses incidental to the operation of the fraternity, shall be established by the National Council. Each chapter will transmit to the National Office or a financial management service utilized by the fraternity, the fees, as specified by the National Conclave, for each collegiate member. Collegiate dues are currently referred to as Brother Service Fees. The National Conclave may delegate the power to establish the amount of the Brother Service Fee to the National Council.

Section 3. The National Office shall assess a fine against each chapter alumni association and/or collegiate chapter against each illegally initiated man. The fine shall be set by National Council, no more frequently then annually, and they will inform chapters of any changes from the previous fine structures

Section 4. Each member and new member will be assessed a Risk Management fee in the fall semester. This amount is determined through Risk Management Vendors in association with the National Office and Council. Should a significant amount of members fail to pay the Risk Management Assessment in a timely manner, the chapter/colony will be ordered to cease all functions until the fee is paid.

Section 5: The National Council maintains the ability to set additional fees, in emergency circumstances, in order to meet the financial obligations of the National Fraternity.

ARTICLE III. INSIGNIA

Section 1. The coat-of-arms shall consist of the scales of justice on a shield of protection, over which is mounted the lion of strength and power bearing the red, white, and blue shield of America, and under which runs a ribbon bearing the Greek lettering "Phi Mu Delta".

Section 2. The standard badge, which shall always remain the property of the fraternity shall be surrendered upon the suspension, resignation, or expulsion of a member. It shall consist of a black triangular field, containing the Greek letters "Phi Mu Delta" in gold about a sapphire center and bordered with white pearls.

Par. 1. The official and exclusive supplier for the standard badge shall be a vendor selected by the Executive Director.

Section 3. The sister pin shall be manufactured by a supplier selected by the Executive Director. It shall be similar to the standard badge, but no smaller in size.

Section 4. The new member pin shall be manufactured by a supplier selected by the Executive Director. It shall consist of a shield with three fields, each bearing one of the colors of the fraternity and each enclosing the scales of justice.

Section 5. The colors of the fraternity shall be Princeton orange, black, and white.

Section 6. The flower of the fraternity shall be the jonquil.

Section 7. The National Council shall specify the description of the official flag of Phi Mu Delta, and shall authorize manufacture and issue of such to chapters or members who desire to purchase same.

Par. 1. The flag has a fly end consisting of a square of black bearing the fraternity crest (a lion rampant in golden yellow, head turned toward the fly end, holding a shield of America in red, white, and blue. The top of the shield has a field of blue with 13 white stars and the bottom composed of alternate red and white stripes. 13 in number, the outer two are red). The lion sits on the torsade of the crest which alternates in orange and black. The hoist end of the flag is a field of orange bearing a vertical column of Greek letters in plain black style, PHI MU DELTA.

Par 1a. The flag shall be manufactured and supplied by a vendor selected by the Executive Director.

Par. 2. The official flag shall carry no chapter identification.

Section 8. All standard badges must be ordered through the National Office, who will complete the order upon confirmation that all initiation fees have been paid.

Section 9. Only members of the fraternity in good standing may purchase articles bearing the coat-of-arms of the fraternity.

Section 10. The standard badge shall be worn by members and significant others.

Section 11. The National Council shall specify the description of the official banner of Phi Mu Delta, and shall authorize manufacture and issue of such to chapters or members who wish to purchase same.

Par. 1. The banner consists of a Princeton orange field with a black band running diagonally from upper left to lower right corner, containing Greek Letters "Phi Mu Delta" in Princeton orange. The fraternity coat-of-arms shall be located in the upper right field and shall be detailed in black and gold.

Par 1a. The flag shall be manufactured and supplied by a vendor selected by the Executive Director.

Par. 2. Chapter designation shall be optional. If included, it shall be the chapter name designed by Greek letters, the first of which includes the district, and shall be located in the left field. No other type of local personalization is permitted.

ARTICLE IV. PUBLICATIONS

Section 1. A directory shall be published when ordered by the National Conclave.

Section 2. A ritual pamphlet shall be published when ordered by the National Conclave.

Section 3. The Triangle magazine will be published periodically in conjunction with the Phi Mu Delta Educational Foundation.

Section 4. Other publications necessary to the routine operation of the fraternity may be published at the discretion of the National Council.

ARTICLE V. AWARDS

Section 1. A National awards system is established whereby several vital aspects of chapter well-being are recognized.

Par. 1. Winning chapters will be determined by the National Council upon evaluation of nominations and award applications submitted by each chapter or through the use of an accreditation program developed by National Council.

ARTICLE VI. NEW MEMBER EDUCATION

Section 1. New member education shall at all times be carried on in the spirit of the Constitution of Phi Mu Delta. Article XVII, Section 4.

Section 2. Training shall include, but not be limited to, the procedures set forth in The Oracle: The Official Education Manual and Membership Development Program of The National Fraternity of Phi Mu Delta.

Section 3. Alcohol shall be prohibited from all activities related to recruitment or associated with the new member education program.

Section 4. New member education, beginning with induction, shall last no longer than eight academic weeks of actual new member education.

Section 5. To enhance the new member education the chapter shall maintain a mentorship program. Educational material to support the program shall fall under article XV Section 1 of the constitution of Phi Mu Delta.

ARTICLE VII. INITIATION

Section 1. Membership as a brother in the Phi Mu Delta Fraternity can be gained only by experiencing the ceremony described in the "Official Pamphlet of Phi Mu Delta-Initiation Ceremony and Instructions."

Section 2. No new member otherwise eligible for initiation shall be initiated until his initiation fee has been paid.

ARTICLE VIII. CHAPTER STANDARDS AND ETHICS BOARD

Section 1. The Chapter Standards and Ethics Board shall be comprised of the National Vice- President of Membership, who will serve as chairman, and, at least five other alumni and undergraduates, in good standing, of his choosing.

Section 2. The Chapter Standards and Ethics Board shall be in charge of hearing and ruling on all disciplinary actions brought against collegiate chapters and colonies of the National Fraternity.

Par. 1. Based on the severity of the individual case, the Standards and Ethics Board can enforce or overturn fines, suspend chapters for financial or disciplinary reasons, place chapters on probation, sanction chapters with educational sanctions or community service hours, or recommend that a charter be revoked from a collegiate chapter.

Par. 1a. A collegiate chapter may be sanctioned for committing any of the following offenses:

1. Failure of a collegiate chapter or colony to conform to the National Constitution or Chapter Constitution or By-Laws of either.
2. Failure of a collegiate chapter or colony to follow the policies of the host campus where a chapter is located.
3. Failure of a collegiate chapter or colony to follow the orders of the National Council.
4. Failure of a collegiate chapter or colony to pay fines, dues, or other penalties.
5. Failure of a collegiate chapter or colony to follow FIPG policies.
6. Failure of a collegiate chapter or colony to follow proper procedures for initiation and ritual.
7. Failure of a collegiate chapter or colony to comply with sanctions directed by the Standards and Ethics Board.
8. Conduct which is unbecoming of a member of Phi Mu Delta and brings disgrace in the eyes of the public.
9. Failure of a collegiate chapter or colony to initiate a sufficient number of members, resulting in an insufficient number of collegiate members to run the daily functions of the chapter.

Par. 2. Sanctions shall be set by the members of the Standards and Ethics Board and enforced by the National Office.

Par. 2a. Failure to complete sanctions will result in the suspension of the group until such time that the sanctions are completed.

Par. 3. The status of all sanctioned collegiate chapters or colonies will be reviewed at each subsequent National Council meeting. On review, the National Council may change the status of the chapter or declare that more time is required to complete the sanctions.

Par 4. A chapter in good standing shall be defined as any chapter that does not currently owe funds to the National Office and or not currently facing sanctions by the National Office.

ARTICLE IX. CHAPTER STANDARDS AND ETHICS BOARD PROCEDURES

Section 1. When the National Fraternity becomes aware of any violation of Fraternity Policy it will be the duty of the National Office to investigate the violation.

Par. 1. The collegiate chapter or colony is responsible for filling out an incident report and submitting it to the National Office within 72 hours of the violation or 24 hours after the violation is reported to the National Fraternity by a source outside of the fraternity.

Par. 2. The National Office will request that additional reports from the host institution be submitted, if available.

Par. 3. The National Office will submit copies of all reports to the Chapter Standards and Ethics Board and set-up a conference call with all members and the accused chapter's President. The conference call will serve as the official hearing of the incident.

Par. 3a. The accused chapter's President will have an opportunity to answer and ask any questions during the conference call.

Par. 3b. The accused chapter may include any additional witnesses during the conference call.

Section 2. The Chapter Standards and Ethics Board will determine responsibility based on information taken from reports and during the conference call.

Par. 1. Responsibility will be determined by a majority vote of the board.

Par. 2. Sanctions will be determined and approved by a majority vote of the board.

Section 3. Decisions of the Standards Committee can be appealed to the Past National President. The Past National President's decision may be appealed to the National Conclave, or National Council in non-Conclave years. The National Conclave or National Council has the final say in disciplinary appeal hearings.

ARTICLE X. LITTLE SISTER/AUXILIARY ORGANIZATIONS

Section 1. All chapters and colonies are prohibited from organizing and/or maintaining auxiliary organization ("little sister") groups. Such groups are in violation of Title IX of the Federal Higher Education Reauthorization Act.

ARTICLE XI. AMENDMENTS

Section 1. These by-laws may be amended at any time by a simple majority of the National Council. In times between conclaves bylaws may be amended via a vote canvassed by the National Secretary voting time on any question being thirty (30) calendar days from the date of the post mark on the envelope (or the date/time stamp on the electronic mail message) in which the question to be voted upon is mailed, provided, however, that a quorum of votes are received within that time.





Policies & Position Statements

Open Expansion

Whereas, as a member organization of the North-American Interfraternity Conference, the National Fraternity of Phi Mu Delta supports the expansion positions of the conference and its member organizations, and

Whereas, the National Fraternity of Phi Mu Delta believes, that a strong and thriving college and university based fraternity community benefits each chapter as well as the National Fraternity, and

Whereas, the National Fraternity of Phi Mu Delta recognizes that the size of any national fraternity is not indicative and that fraternity's ability to administer a successful expansion project and provide a positive fraternal experience, and

Whereas, the National Fraternity of Phi Mu Delta, supports the growth of fraternal opportunities by working in cooperation with colleges and universities to provide a positive fraternal experience, and

Whereas, the National Fraternity of Phi Mu Delta, recognizes the right of any collegiate group to seek affiliation in a fraternity of its choice,

Therefore, Let It Be Resolved that the National Fraternity of Phi Mu Delta reaffirms its commitment to act in good faith and supports the rights and responsibilities of all students in looking to gain a fraternal experience as well as the rights all member fraternities in their efforts to continue to provide a positive fraternal experiences.

Freedom of Association

Whereas, The North-American Interfraternity Conference has long maintained as a cardinal value the rights of college and university students freely to associate and responsibly to exercise their freedom of speech; and

Whereas, the National Fraternity of Phi Mu Delta supports the NIC's anticipation that each campus ensures that no NIC member organization is prohibited from selecting undergraduates for the purpose of establishing a chapter on the campus of the host institution, and

Whereas, the National Fraternity of Phi Me Delta supports the opportunity for each college man in good standing with his college/university to decide when is the best time for him to affiliate with a fraternity if he so chooses, and to do so without restriction from his institution

Therefore, Let It Be Resolved that the National Fraternity of Phi Mu Delta supports the freedom of association of all college students and disapproves of measures enacted by colleges and universities that target fraternities and are not applied equally to the entire student body.

Contiguous U.S. Event Policy

Whereas, the National Fraternity of Phi Mu Delta, as well as each undergraduate member is provided general liability insurance and protection for acts that occur under the auspices of and within the guidelines and expectations of the fraternity, and

Whereas, this coverage does not extend to fraternity events occurring outside of the contiguous United States, and any event occurring outside of the contiguous United States is done so at great risk to the fraternity and its members, and

Whereas, some chapters may either consider hosting or host events that occur outside of the contiguous United States for the purposes of avoiding fraternity policies and applicable federal, state, and local statutes, and

Whereas, these actions are not congruent with the mission, values, and expectations of Phi Mu Delta.

Therefore, Let It Be Resolved that no chapter of Phi Mu Delta, nor may any member, contract to host or sponsor an event in the name of Phi Mu Delta outside of the contiguous United States.

Sexual Harassment Policy

Whereas, given the values and founding principles of Phi Mu Delta, and

Whereas, the fraternity values the dignity and respect of all individuals, and

Whereas, as a member of FIPG, and a supporter of the FIPG Risk Management Policy,

Therefore, let it be resolved that the Sexual Harassment Policy of the National Fraternity of Phi Mu Delta read as follows:

Phi Mu Delta Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men. The fraternity will not tolerate sexual assault in any form.

Furthermore, let it Be Resolved that Phi Mu Delta chapters, colonies, and membership will not sponsor or participate in any activity, including competitive games and other endeavors, which are abusive and degrading to human beings. Each chapter will educate its membership on the issues of sexual harassment/assault through Phi Mu Delta's Risk Management Program and The Oracle New Member Education Program.

Exotic Dancer/Treatment of Women Policy

Whereas, given the values and founding principles of Phi Mu Delta, and

Whereas, the fraternity values the dignity and respect of all individuals, and

Whereas, as a member of FIPG, and a supporter of the FIPG Risk Management Policy,

Whereas, the National Fraternity of Phi Mu Delta reaffirms its fraternal values and the respect for the dignity of all persons,

Therefore, let it be resolved that no chapter or member acting on behalf of Phi Mu Delta fraternity shall engage or participate in acts or performances that are degrading to any person.

Furthermore, be it resolved that no fraternity event or function should involve exotic dancers.

Auxiliary Groups/Little Sisters Policy

Whereas, the North-American Interfraternity Conference has taken a position against auxiliary women's organizations, commonly referred to as "little sisters", as a practice that is inconsistent with the concept of separate and equal women's fraternities, and

Whereas, the Fraternity Executives Association has taken a position against auxiliary women's organizations, and Whereas, "little sister" groups pose a real and tangible threat to Phi Mu Delta's protected status as a single sex organization, and

Whereas, "little sister" groups are not desirable adjuncts to a chapter of Phi Mu Delta,

Therefore, Be It Resolved that the National Fraternity of Phi Mu Delta reaffirms its position on not supporting "little sister" organizations as part of the fraternal experience and its commitment to ensuring that each chapter of Phi Mu Delta act in accordance with the spirit of this resolution.

Thematic Events Policy

Whereas, given the values and founding principles of Phi Mu Delta, and

Whereas, the fraternity values the dignity and respect of all individuals, and

Whereas, as a member of FIPG, and a supporter of the FIPG Risk Management Policy,

Whereas, the National Fraternity of Phi Mu Delta reaffirms its fraternal values and the respect for the dignity of all persons,

Therefore, Be It Resolved that no event or function sponsored by any chapter or any member on behalf of the fraternity have an event theme that is degrading or derogatory to any person, persons, race, ethnicity, creed, gender, or any other group or collection of individuals.

Position Statement on Transgendered Membership

Whereas, Phi Mu Delta Fraternity was founded as an inclusive and non-discriminatory organization in 1918, opening its membership to all men seeking to live our values; and,

Whereas, Phi Mu Delta seeks to create leaders who are able to be successful in a global and diverse society; and,

Whereas, Fraternities and sororities have the right under the United States Constitution and civil rights laws to exist as single-gender organizations and to maintain that status, especially under the First and Fourteenth Amendments. Further, Title IX of the Educational Amendment of 1972 provides that sexual discrimination shall not apply to membership practices of a social fraternity or social sorority that is exempt from taxation under section 501 of the IRS Code of 1954, the active membership of which consists primarily of students in attendance at an institution of higher education; and,

Therefore, be it resolved by the National Council on November 5, 2011, Phi Mu Delta remains true to our history of inclusion by allowing chapters to offer membership to those individuals who are legally recognized as male by state or federal standards and regulations.



National Programs

National Conclave

National Conclave is the supreme legislative body of the Fraternity. It is a biennial event occurring on the even-numbered years. At Conclave, members elect national officers, determine National Constitution and By-Law changes, and make recommendations on the policies and operation of the Fraternity.



Anyone from a chapter/colony is welcome to attend, the National Constitution states that each chapter/colony is required to send three undergraduate delegates to Conclave –two heads (usually the president and highest-ranking officer attending) and one alternate delegate. The two head delegates

serve as the chapter's undergraduate votes, and if a head delegate is not on the floor, the alternate serves as the vote.

Sapphire Leadership Institute



The Sapphire Leadership Institute is held biannually to assist all undergraduate members who are interested in learning more about leadership. This program allows participants to practice their own leadership skills in preparation for their growing role as chapter leaders. Each chapter and colony is expected to send four members this a four-day residential experience.

Learning Outcomes:

- Understand leadership types and styles
- Develop and improve leadership skills
- Gain a perspective for the future and that of the organization
- Identify that a member can lead the chapter with or without a position or title
- Develop friendships with other brothers that can also serve as future resources and connections
- Create a relationship with a mentor that assists participants through challenge and learning during and after the program.

Navigator

Navigator is an elite program designed to introduce newly initiated members to the possibilities of their lifelong membership. This program runs concurrently with the Sapphire Leadership Institute and chapters/colonies are required to nominate one newly initiated member to attend. To qualify, the member must have been initiated during one the previous two semesters.



Learning Outcomes:

- Understand the responsibility and take advantage of a lifelong membership in Phi Mu Delta
- Create a plan for a fraternity membership for life
- Develop relationships with Phi Mu Delta alumni through networking
- Understand and express how the ritual of Phi Mu Delta Fraternity affects a member's daily life

Officers' Academy

Each January, Phi Mu Delta Fraternity hosts Officers' Academy. The purpose of this program is to offer nuts & bolts training to all newly elected officers. This three day training workshop provides officers with the essential tools to manage chapter operations and attain goals for the coming year. All five members of the executive board are expected to attend,



Learning Outcomes:

- Develop and Improve leadership skills
- Explain the importance of ensuring smooth transitions from past to new officers
- Develop skill sets to manage daily chapter operations
- Demonstrate the importance of teamwork within an executive board
- Discover the value in for strategic planning and goal setting for leaders and organizations

Leadership Summit

The Regional Leadership Summit is designed to assist chapter and colony leaders in addressing current organizational issues and seek solutions. Participants are invited to share ideas, issues and solutions.

Learning Outcomes:

- Identify current leadership issues within the chapter or colony
- Describe solutions to issues through providing a forum to explore current chapter operations
- Develop and improve presentation skills



Recruitment Academy

Phi Mu Delta is proud of its relationship with Phired Up Productions, Inc., who have provided our curriculum for our Regional Recruitment Academies, held in late August each year. The Fraternity whole heartedly supports and encourages our chapters and colonies to employ dynamic recruitment techniques and social excellence programming to ensure strong recruitment numbers with high quality membership.

Learning Outcomes:

- Identify and understand your chapter/colony's recruitment goal
- Understand the Phi Mu Delta values and how they affect recruitment
- Understand how to find potential new members
- Recognize Phi Mu Delta's values in potential new members
- Understand and utilize recruitment skills
- Develop a recruitment plan for the academic year



Strategic Plan

2016

- July:** The National Fraternity will develop a headquarters staffing plan to be implemented by 2018.
- July:** The National Fraternity will develop a holistic communication plan.
- August:** Phi Mu Delta will produce volunteer job descriptions for every position.
- September:** A strategy will be implemented to strengthen chapter stability and resilience.
- September:** The National Fraternity will host regional summits and recruitment academies.
- October:** New issues of the Triangle Magazine will be published.
- December:** The results will be published of the new Membership Census.
- December:** A Colony-to-Chapter program will be developed to coach colonies through developmental milestones.

2017

- July:** A plan will be implemented to preserve Phi Mu Delta's historical artifacts.
- September:** The National Fraternity will create a peer mentoring program by pairing struggling chapters/colonies with existing high performing chapters.
- December:** The National Fraternity will plan to acquire a standalone database
- December:** A new membership perception assessment will be implemented.

2018

- April:** Phi Mu Delta will adopt a new branding strategy.
- May:** The fraternity will grow to 22 chapters with an average membership of 35 men bringing the total Phi Mu Delta membership to 770 undergraduate members.
- June:** The National Fraternity will implement a system of recruiting and training volunteers.
- July:** The Becoming Lions member enrichment program will start.
- July:** The National Fraternity will design and create networking opportunities between undergraduate and alumni members
- July:** The fraternity will recruit a substantial number of stakeholders to support the organizations goals and mission
- July:** Every chapter that has more than 100 initiates will be supported by an active alumni association
- July:** A network of regional alumni social clubs will be created.
- August:** 50% of Phi Mu Delta's undergraduate membership will have participated in a National Fraternity sponsored program or event.
- August:** The Centennial Conclave will welcome over 100 undergraduates and 100 alumni
- September:** All National Fraternity programs will have assessed learning outcomes.

2019

- March:** A plan will be created with the goal of doubling the number of undergraduate members who attend the Sapphire Leadership Academy
- July:** Strategic partners will be identified and curated.
- July:** The National Fraternity will begin to implement its first immersive service program



How to Identify an Advisor

Phi Mu Delta chapters and colonies have many support systems – the National Office, the campus Greek Advisor(s), National Volunteers, and a Chapter Advisory Board. These are some steps chapter/colony members can take in order to develop their six person advisory team.

STEP 1: BRAINSTORM

Identify people that have been instrumental in the chapter/colony's success – think of alumni, faculty, staff, people in the local community, family members, etc. How did they support the chapter/colony? Some advisors may be able to provide support virtually, if they do not live near campus, but it's important that at least a few are in the local area. Note: Advisors do not have to be Phi Mu Delta alumni, but they do need to be a positive support for the chapter/colony.

STEP 2: MEET AND ESTABLISH A RELATIONSHIP

If you haven't met this person – set up a meeting. This requires you to reach out to people or if they work on campus, stop in their office to set up a meeting. Only sending an email or two, and expecting a relationship, is not going to be effective. Be proactive in your search.

Once you've met the person, or maybe you've already met, get to know them. Ask them about their interests, collegiate experience, etc. and be genuine. If your only goal in this conversation is to get them to be advisor, you've missed out on a great opportunity. Even if the person can't commit to being on the advisory team, they can still be a resource for your chapter/colony!

STEP 3: EXPLAIN EXPECTATIONS

How are you approaching the question of asking them to be an advisor? If you are unprepared to answer questions from this potential advisor, they are probably going to decline your offer. (Wouldn't you?) Explain why you're asking them to serve as an advisor, what you think they can bring to the team, and the type of commitment you are asking for.

It is an expectation of the National Office that the Chapter Advisor, at least, regularly attends chapter meetings!

STEP 4: INTRODUCE THEM TO THE CHAPTER

Once they understand the expectations of being an advisor, invite them to attend a chapter meeting so they can meet other members and understand the basic operations. Allow them to sit back and observe the meeting and provide an opportunity for members to get to know them.

STEP 5: INVITE THEM TO FRATERNITY RELATED EVENTS

This is where they can candidly meet other members of the chapter/colony and see who you are outside of chapter meetings. Similarly to recruitment, invite them to normal activities you do as a group – brotherhood events, service projects, philanthropy events, fundraisers, etc.

STEP 6: ASK THEM TO BE A PART OF THE TEAM

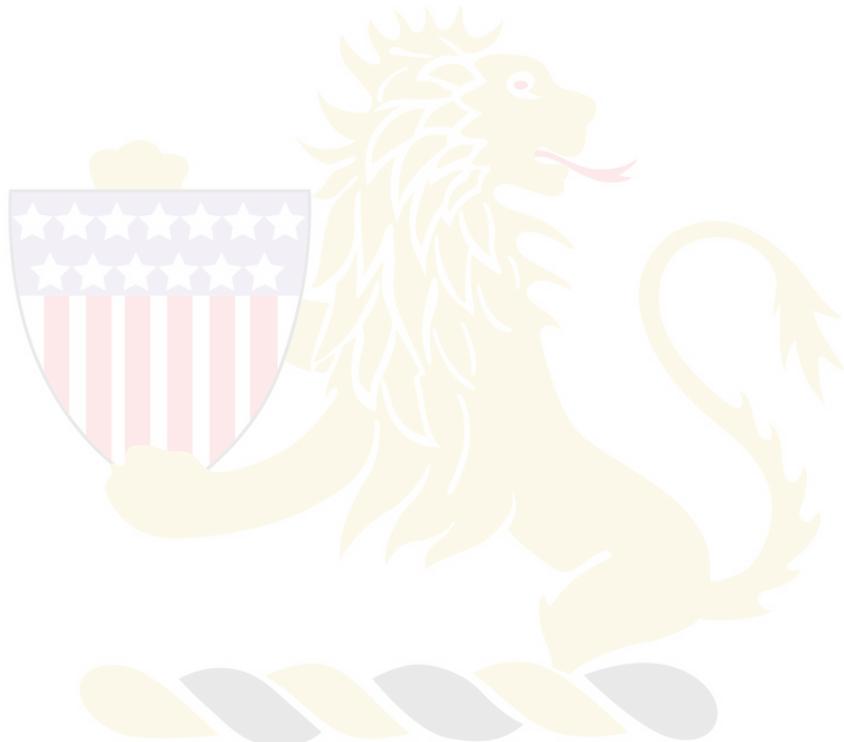
Is there a specific role you need this person to fill or does he/she have the opportunity to select a role, based on interests and commitment level? When asking them to serve, ensure to provide them with an understand of what this role means!

STEP 7: EDUCATE

Once they've agreed to be an advisor, allow them to learn about the group in their own way. Some like to sit back and watch a few chapter meetings, whereas others like to dive in and ask questions. Provide them with important documents about the organization – the National Volunteer Handbook, local Constitution/By-Laws, a roster with contact information, a calendar of events, meeting minutes, etc.

It may take some time for this person to learn about the group, depending on their experience with Phi Mu Delta – allow them to learn and teach what you know. The National Office will have a certification program soon for chapter advisors!





The Members





Membership Information

PHI MU DELTA • _____ CHAPTER BASIC MEMBERSHIP EXPECTATIONS

Bound by our oath to each other and to the Creed by which we live, we are obligated to hold each Brother accountable. In so doing, the members of _____ Chapter agree to the following basic expectations of membership and to hold accountable those men who fail to abide by these standards.

Statement of Membership Expectations

- To abide by the Constitution of Phi Mu Delta Fraternity and the by-laws of the _____ chapter.
- To attend weekly chapter meetings.
- To become a member of at least one committee and participate in its meetings.
- To promote Phi Mu Delta's values of Democracy, Service and Brotherhood.
- To abide by the Risk Management Standards of Phi Mu Delta Fraternity and the rules established by the <College or University>, especially those relating to alcohol.
- To neither use nor support the use of illegal drugs or the misuse of alcohol.
- To neither participate in, nor allow any member of my chapter to participate in any form of hazing.
- To maintain at least a **XXX (out of 4.0)** semester grade point average.
- To actively assist in increasing chapter membership by participating in all recruitment events.
- To meet all my financial obligations to the _____ chapter and Phi Mu Delta Fraternity in a timely manner.
- To support and conform to all requirements and standards for fraternities at <College or University>
- To assist in the upkeep and maintenance of the Chapter House.
- To confront and hold accountable any member who does not abide by this agreement.

Failure to meet member expectations

- The means of discipline within the chapter shall be the following:

- Removal of voting rights
- Assigning of additional community service hours
- Fines
- Suspension from specific chapter activities
- Removal from office or suspension from the chapter
- Expulsion from the chapter
- The Judicial Board can also assign more specific disciplines as they deem appropriate to help educate the individual or chapter, prevent reoccurrence of the misconduct, or provide compensation to a wronged party.
- The Membership Expectations apply to a member's actions at all times, and is not limited to Phi Mu Delta or <College or University> events.
- The judicial board should inform the chapter of any rulings at each chapter meeting during its report, but can inform an individual of its rulings at any time.
- The accused can appeal any ruling made by the judicial board to the general body of the chapter
 - The appeal must be made within 7 days of receiving the ruling of the judicial board.
 - The appeal must be written giving the reasons why the ruling is unjust
 - The accused will read his appeal and the Vice President of Membership will be allowed to give a statement explaining why the Judicial Board came up with their ruling.
 - A $\frac{3}{4}$ vote is required of the general body to overturn a ruling.
 - If a decision is overturned the executive board shall review the misconduct in place of the judicial board, keeping the chapter's decision in mind, and decide on an appropriate action. The action of the executive board is final.



General Rights & Responsibilities of Chapter Members

Members are expected to understand the purpose of the National Fraternity and pursue activities which fulfill its purpose. It is understood that the objectives of the chapter will be compatible with the objectives of the National Fraternity and the college/university and not in violation of college/university, local, state and federal regulations and statutes.

1. Members are expected to attend meetings and functions.
2. Officers are expected to inform and involve members and the advisor prior to making any financial commitments. The advisor and the members of the chapter may wish to define what expenditures should be reviewed by the advisor.
3. Members are expected to take advantage of opportunities to enhance their skills (i.e. participation in Conclave, Sapphire Leadership Academy, Regional Leadership programs, etc.).
4. Members are expected to provide positive and constructive feedback and confront inappropriate behavior in other members and the advisor which they deem to be detrimental to that individual and/or the chapter.
5. Members are expected to treat the advisor as an individual who possesses dignity, worth and self-direction.
6. Members have the right to be listened to by other members and the advisor.
7. Members have the right to choose their levels of involvement in the chapter.
8. Members have the right to voice their disagreements with the decisions of the advisor and appeal those decisions to the District Governor.



New Member Bill of Rights

1. The right to attend all meetings of my chapter, unless the meeting deals with the Initiation Ritual of Phi Mu Delta.



2. The right to vote on all matters related to Phi Mu Delta. The only exceptions are when voting on the elimination of a fellow new member, on Initiation, or during a judicial board hearing for a member.

3. The right to refuse any duty or task that other initiated members would not do with me, are illegal, immoral, or unethical.

4. The right to participate in all chapter activities and programs.

5. The right to know the date of my initiation at least one month prior to the date of the Initiation Ritual.

6. The right to serve the chapter on a committee.

7. The right to wear the letters of Phi Mu Delta, our symbols and coat-of-arms in an appropriate manner.

8. The right to participate in activities outside of Phi Mu Delta on campus and in the community.

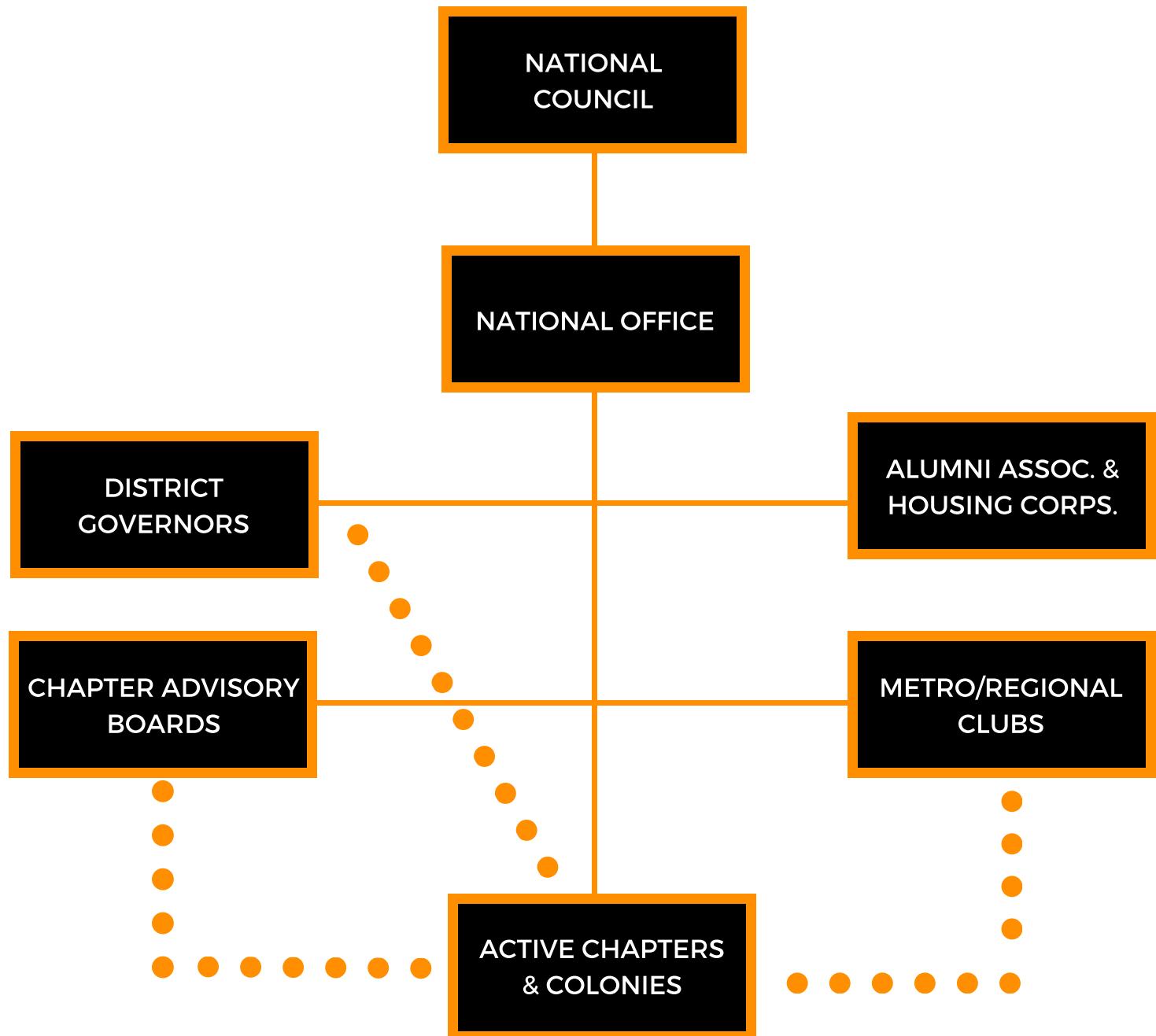
9. The right to confront and hold accountable any new member or initiated member when he does not meet his obligations of membership or have violated our values and ideals.

10. The right to have an engaged and qualified big brother to assist me through the New Member Orientation process.

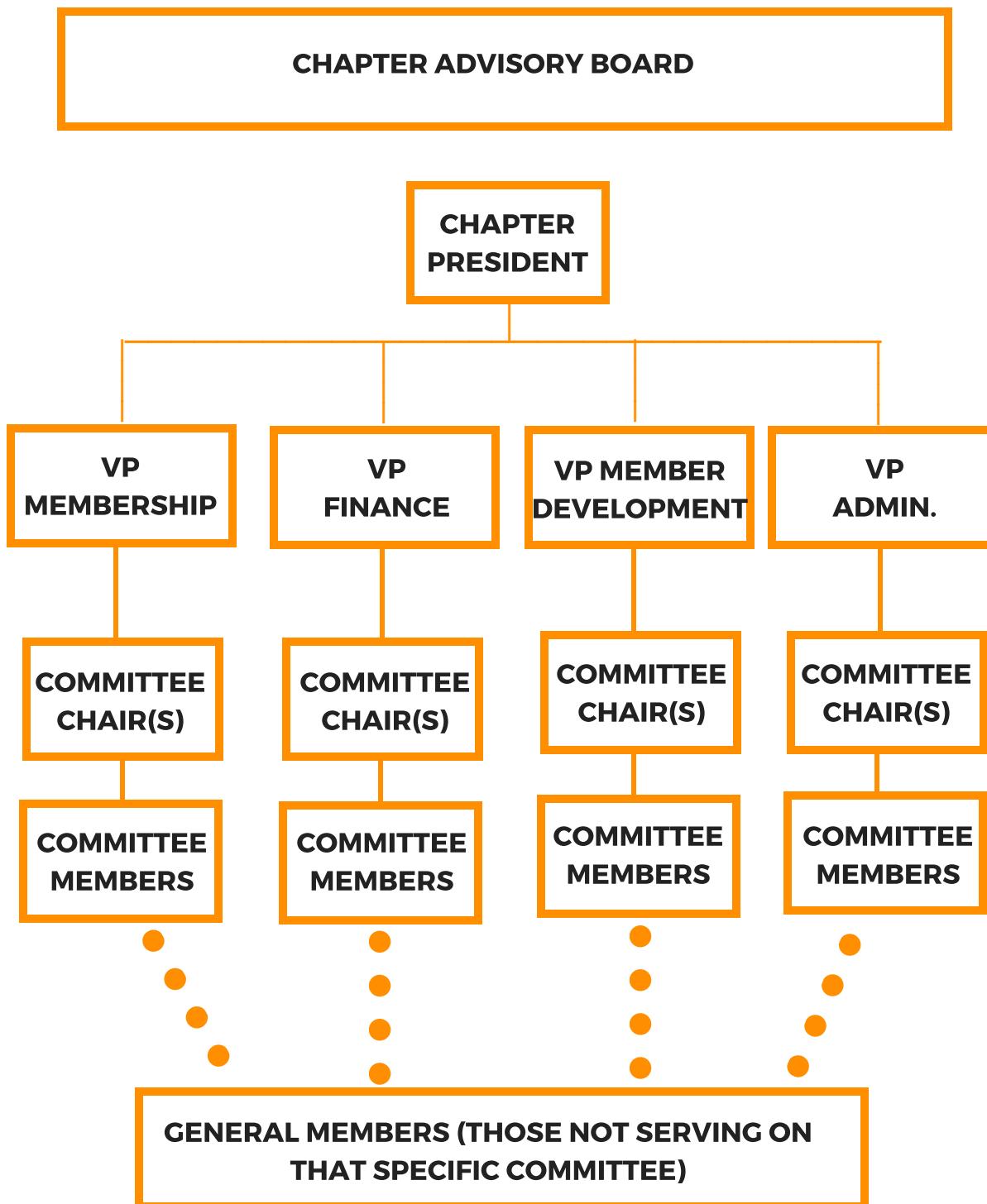


Governing Structures

National Governing Structure



Local Governing Structure



NOTE: Everyone in the chapter/colony should be serving on at least one committee.



Chapter Wellness

What is Chapter Wellness?

Just as examining physical health, it is important to know what risk factors there are to being unhealthy or unsuccessful. When looking at a chapter, it is important to know and understand the risk factors that can be detrimental to the organization. What has the potential to cause harm?



Going Beyond Policies and Procedures

ALCOHOL AND DRUGS

Understanding the harm that alcohol and drugs can have within a chapter is important. Just as in the human body, abuse and overconsumption can have extremely negative impacts on a chapter. Ensuring that chapter members follow the law and the policies in place will ensure that members have fun while being responsible.



FINANCES



It is important to know what it costs to run the organization, while keeping dues low for members. Remember that if dues are low, but no one is having fun as a brotherhood - you still have a problem. What can you do to balance the individual fees and have a healthy, sustainable chapter budget?

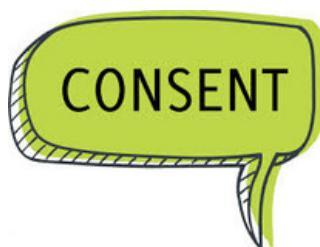
HAZING



Hazing is a detriment to our organization. There is no room for hazing in Phi Mu Delta. Why? If we truly believe in democracy and that upon accepting membership to the organization, members have full membership rights, why would we haze? In addition, brotherhood is a positive experience. While brotherhood and fraternity are not always easy, it should be a positive experience for all members.

SEXUAL ASSAULT

Treating all humans with the care, dignity, and respect they deserve is important to being a member of a fraternity. Ensuring that all members and non-members feel safe around the brothers is important to providing a positive fraternity experience.



MEMEBERSHIP

Membership has two parts: recruitment and retention. You are still an unsuccessful chapter if you are not retaining your members.

Understanding how to identify, find, and talk with potential new members will help you with recruitment but remember recruitment is not a process or check list - it is building relationships with people on campus.

Retention is retaining the new members and current active members. The best way to retain members is to provide exactly what you said you would during recruitment. If members believe they joined based on false statements, why would they want to remain a member? In addition, you must educate your members. Teach them what it means to be a member of Phi Mu Delta and hold them to that.

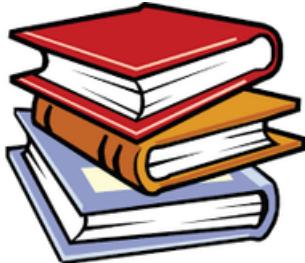


APATHY



Apathy is one of the quickest ways to kill a chapter. Apathy, by definition, is lack of interest, enthusiasm, or concern. Why do members suddenly become disinterested? They don't feel important, needed, or wanted within the organization anymore. Are you utilizing all of the members and asking what people want to do or are you just telling and assuming? Understanding why members become apathetic will help you solve the problem.

SCHOLARSHIP



How successful can a chapter be if there are no members left to support it because they are no longer enrolled at the institution? Helping ensure academic success within the chapter is key to have a sustainable chapter.

ACCOUNTABILITY

A lack of accountability will cause resentment in the chapter and members to believe that it's only up to the leaders of the chapter to do everything and only the leaders are responsible for the chapter. Holding members to the expectations of membership is challenging but crucial to success.





Risk Management

Phi Mu Delta Risk Management Policy

The Phi Mu Delta Risk Management Policy, and that of FIPG, Inc. to which Phi Mu Delta is a contributing member, includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale use or consumption of ALCOHOLIC beverages, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, i.e. kegs or cases, is prohibited.
3. No members, collectively or individually, shall purchase for, serve to, or sell alcohol beverages to any minor (i.e., those under legal "drinking age").
4. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.
5. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
7. All rush activities associated with any chapter will be a DRY rush function.
8. No member shall permit, tolerate, encourage or participate in "drinking games."
9. No alcohol shall be present at any pledge/associate member/novice program activity or ritual of the chapter.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the

following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside f the confines of the chapter house; wearing of public apparel which is conspicuous and normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulation and policies of the educational institution or applicable state law."



SEXUAL ABUSE & HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

FIRE, HEALTH, & SAFETY

- All chapter houses should meet all local fire and health codes and standards.
- All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- All chapters should comply with engineering recommendations as reported by the insurance company.
- The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

REQUIRED RISK MANAGEMENT EDUCATION

Chapters and colonies of Phi Mu Delta shall annually instruct its students and alumni on the Risk Management Policy of FIPG, Inc. Additionally, all members shall annually receive a copy of said Risk Management Policy.

Insurance & Risk Management Frequently Asked Questions

WHAT TYPE OF INSURANCE DO WE HAVE?

The fraternity purchases liability insurance, which is insurance that protects the organization against claims from legal liability, provides legal defense, and pays sums necessary to settle claims against the fraternity.

WHO IS COVERED UNDER THE INSURANCE POLICY?

The insurance coverage will pay claims for the following organizations and/or people while performing the duties of their elected or appointed positions within the organization ONLY IF the laws and policies of the institution, city, county, state, country and fraternity have been followed:

- A collegiate chapter, when it obeys the laws of the institution, city, county, state, and country entities and the policies of the Fraternity/Sorority.
- Collegiate chapter officers, executive board, committee chairman and members while performing the duties of their positions within the organization.
- All volunteer advisors while performing the duties of their positions within the organization.
- Local house corporations/property management teams while performing their duties.
- Alumnae chapters, clubs and associations and chapter-related educational foundations, their officers and volunteers while performing their duties.
- Parents clubs and their volunteers when acting within the scope of their duties.

Our insurance does not cover anyone who is acting in a criminal way, or a way that could cause harm to someone else. This is not a personal liability policy; it only protects volunteers working within the scope of their duties.

WHO IS NOT COVERED BY THIS POLICY?

- Any individual member, alumnus, trustee or advisor who is performing tasks outside of their responsibility (e.g., spontaneous social function planned by an individual member, chapter advisor consuming alcohol with collegians, hazing of members, etc.).
- Any member whose illegal or intentional actions result in death or injury to an individual or property damage.
- Members' parents or family members and guests of chapter members.
- College/University administration

WHY DO WE NEED INSURANCE COVERAGE?

- More Colleges and Universities **demand** it for recognition
- Opens the door to expansion and growth
- Perpetuate the organization: Let us continue for the next 100 years
- Recruit and retain alumni involvement
- Protect our undergraduate members when they are acting for and on behalf of the fraternity
- Responsible thing to do

Suppose that someone is injured during a chapter event and this claim becomes a lawsuit. You are named as a defendant. Our insurance will cover you, as well as the fraternity, as long as you are an active, paid member of the organization in good standing, you did not violate any laws or the risk management policy, or intentionally cause harm to the other person, and you were acting in good faith. An individual is protected when acting in the scope of their duties on behalf of the fraternity while in compliance with its policies.

WHAT IS CONSIDERED A CHAPTER EVENT?

To understand what may be considered a fraternity event, consider the following questions. If the answer to any question is "yes", then regardless of the location (annex, brother's/sister's house, apartment), your University, the fraternity, and a court of law may consider it a fraternity event.

Therefore, the policies of the organization need to be followed.

- Was the event pre-planned or pre-meditated?
- Was the event discussed during a chapter meeting or executive committee meeting?
- Was it advertised among the brothers through any means (word of mouth, flyers, email)?
- Were chapter funds used in any way?
- Did chapter officers help plan the event in any way?
- Did the event occur as a result of a Fraternity function (e.g. big brother night, bid night, post-initiation party)?
- Was the property where the gathering occurred owned, rented or leased by a member of the organization?
- Would a third party construe the function as fraternity related?

WHAT IS A CERTIFICATE OF INSURANCE?

A Certificate of Insurance is a form that verifies that you have insurance, states the coverage limits, and identifies who is covered under the policy. All recognized certificates and a copy of the Insurance and Claims Manual are sent to the chapter president after full payment is received by the insurance company. Sometimes your university will want to see a Certificate of Insurance as proof that you have adequate insurance. Contact the National Office, and we will send a copy to your university. But usually, when someone asks for a Certificate of Insurance, they want the fraternity to name them as an additional insured, which means that they want our insurance policy to cover them.

HOW TO NAME AN ADDITIONAL INSURED?

Only the National Office can approve naming an additional insured to our policy. We consider these requests carefully. If a third party asks you for a Certificate of Insurance naming them as an additional insured, start off by making a request to the insurance company. They will review the request and then contact us for our approval. The process can take 10 to 14 days. If you are planning an event at a hotel or other venue please also submit a copy of your contract with the facility along with the complete Additional Insured Request Form from the Insurance and Claims Manual.

WHAT IMPACTS THE PREMIUM RATE?

Fraternities and sororities are a high risk market, so our insurance premium, the amount we pay to the insurance company, is very expensive. Factors influencing those fees include:

- Lack of interest in insuring fraternities and sororities by the insurance industry in general
- Loss experience for fraternity and sorority organizations as a whole and the individual organizations
- Poor public reputation of fraternities and sororities
- Men's general fraternities are the 6th highest underwriting risk
- A "headline" loss will impact everyone
- Individual loss experience
- Premise exposure

WHAT HAPPENS IF WE DO NOT PAY?

The chapter will be suspended, lose its insurance coverage, and face other disciplinary action by the National Office.



Crisis Management

Unfortunately, some dangerous and harmful situations occur involving brothers of Phi Mu Delta and at times in the chapter house. When these dangerous and harmful situations transpire, it is essential that all brothers are prepared to properly handle the situation. The following information should be considered when preparing a crisis management plan at the chapter and when educating all brothers on the components of that plan.

PREPARATION

These guidelines are provided for you in an effort to ease the shock and provide a logical framework in the event of a crisis. Read them. Distribute them to all brothers and keep them in a readily accessible place. It is our hope that you will never have to use them. Appropriate preventive measures — fire safety, risk management, and others — could help you avoid many potential crises. By taking time to prepare and ultimately prevent tragedies, a brother's life and the chapter's life could be saved.

DEVELOPING A CRISIS MANAGEMENT PLAN



A crisis management plan is only effective if it can be implemented the instant a crisis ensues, and it can only be implemented effectively if each undergraduate brother and alumni brother volunteer are prepared to implement the outlined steps. The entire chapter Executive Committee should review the Crisis Management Plan and be familiar with important concepts of handling a crisis.

Every officer should have a copy of the Crisis Management Plan. Be certain that all brothers in the chapter know that the President or an advisor is in charge in the case of emergency. The President will consult with other brothers who possess more

expertise or insight, including the National Office staff and college/university administration. Final instructions to chapter/colony brothers rest with the president.

In the case that the president is unavailable or absent, the chapter must predetermine who assumes his responsibilities related to the Crisis Management Plan (usually Sgt.-at-Arms or Risk Manager). All brothers must know who is in charge and be prepared to follow instructions.

A review of the chapter's crisis management plan should occur each term.

General Crisis Management Procedure

1. NOTIFY APPROPRIATE EMERGENCY PERSONNEL

Briefly and calmly, explain the situation so that the appropriate emergency personnel can respond.

2. CLOSE THE CHAPTER HOUSE OR AREA

The chapter cannot maintain control if brothers are leaving and strangers are entering. Permit only chapter brothers, alumni brothers, and appropriate officials to enter. Assign a few responsible brothers to calmly control access to the chapter house.

3. NOTIFY THE FOLLOW (IN ORDER):

1. Chapter President
2. Chapter Advisor
3. National Office 609-220-4975
4. University Greek Advisor
5. House Corporation President (if applicable)

4. ASSEMBLE ALL BROTHERS FOR A CHAPTER MEETING

Explain that there is an emergency and that the chapter house is closed. They are not to speak to anyone outside the chapter — the chapter president or chapter advisor will be the official spokesperson for the chapter. Do not discuss details, speculate on events, or otherwise project consequences. To do so would only create unrest and unnecessary upheaval. It is important for the chapter to remain calm.

5. HANDLING THE MEDIA

If the news media should contact the chapter, only the chapter president or chapter advisor should speak for the chapter. With the help and approval of the National Office staff, the chapter will draft an appropriate statement before any response is issued to the media. Media can also be instructed to direct inquiries to the executive director at National Office. Do not release any names until an investigation has been completed and the timing is appropriate.

6. INVESTIGATING WHAT OCCURRED

The chapter president will work in concert with the appropriate chapter officers and the National Office staff to determine what occurred surrounding the incident. It is important that all information is gathered and shared exercising full disclosure. Once all information is made available, appropriate follow-up actions can be determined.

7. COMPLETE THE ONLINE INCIDENT REPORT FORM

Procedure for Reporting Chapter Incidents

Prompt reporting often prevents minor incidents from developing into major problems. Because of occasional late reporting of accidents or claims (either actual or potential), it is important to remind all chapter brothers and alumni brother volunteers about claims reporting procedures.

To report an accident or potential insurance claim, please follow these instructions:

- If necessary, be sure that the individual(s) receive appropriate emergency care.
- Notify the National Office. (Be sure to make contact with a member of the National Office staff)
- Notify chapter officers and key alumni volunteers
- Notify University/College officials – typically the Greek Adviser
- Do not acknowledge responsibility or admit liability for any accident or occurrence.
- Take record of names and contact information of all parties involved, including witnesses.
- Submit online chapter incident report. Submit a written explanation - Report should include:
 - Name(s) of individual(s) involved in or on the scene of the incident.
 - Phone numbers and addresses of those involved or present.
 - Exact location of incident.
 - Description of circumstances leading up to the occurrence, including time of day, if alcohol was involved, if it was in relation to an official chapter activity
 - What type of treatment and emergency medical attention occurred.

Members insured under the General Fraternity Insurance Policy shall not, except at their own expense, voluntarily make any payment, assume any obligation or incur any expense other than for first aid to others at the time of the accident.

ALL GUIDELINES FOR REPORTING ACCIDENTS AND POTENTIAL INSURANCE CLAIMS SHOULD BE IMPLEMENTED IN CONJUNCTION WITH THE FRATERNITY'S CRISIS MANAGEMENT PLAN.

Serious Injury or Death of a Brother

In the event of a serious injury or death, medical or police personnel with appropriate training will notify the family. The chapter should always have parent/guardian information on file for each brother and made available to proper authorities. After the family has been notified, it is appropriate for the president to call and share concerns on behalf of the chapter.

In the event of a death, do not remove any personal items from the deceased brother's room. Do not let brothers enter the room. Temporarily move the deceased brother's roommate to another room in the house, and allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family members what their wishes are with regard to the brother's possessions. The chapter may offer to pack them in boxes, but the family will more likely want to do this themselves. Before they arrive, make sure any borrowed items are returned. When they arrive, have empty boxes available and offer to help. Understand that this is a difficult time for them and the family may want privacy.

The chapter will want to coordinate brothers' attendance at the funeral or memorial service. Discuss with the family or the family's clergyman the possibility of conducting the fraternity memorial service.

In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with chapter brothers.





Recruitment

The ability to meet, share, and introduce Phi Mu Delta with other like-minded men is essential to a strong future. Recruitment is the lifeblood of our fraternity. The men we recruit today set the example for tomorrow.

Recruitment Goals

WHAT IS MY CHAPTER'S RECRUITMENT GOAL?

Depending on the current chapter size, the recruitment goals may vary. At a minimum, it is an expectation that chapters are returning each semester with 25 members. If a chapter is already returning with 25 members, the goal should be striving to achieve the optimal size on the campus. If the chapter is above the optimal size, the recruitment goal is based on a 5-10% growth of the chapter.

WHY IS THE MINIMUM EXPECTATION 25 MEMBERS?

The National Fraternity expects all chapters and colonies to be returning each semester with 25 members in order to function properly. When chapters are below this expectation, many members are serving in multiple roles and the chapter operations are not as fluid as they could be if there were more members.

Potential New Members (PNM)

IDENTIFYING PNMS

Before recruitment begins, the chapter should collectively determine the qualities they are looking for in potential new members. These qualities should be measurable and based on the values of the organization.

Fraternity recruitment is similar to scouting for a sports team. We should be recruiting men that will help address our chapter's problems and/or weak areas to help strengthen our chapter. If we want to change the caliber of the member you have, we need to change a). the way we recruit and b). the men we are targeting.



FINDING POTENTIAL NEW MEMBERS

Six Cylinders of Recruitment (ways to grow the names list)

- **Referrals:** The members know people - who do you know that's not in Greek life that matches the values of Phi Mu Delta? Ask sorority women, faculty, administrator, alumni - who do they know that would be a good fit for Phi Mu Delta?
- **Summer recruitment:** Orientation, welcome week events, etc. Even if you have deferred recruitment, meet the freshmen early in their collegiate experience so they remember you as the people that helped them move in, find their class on the first day, ate with them in the dining hall when they didn't know anyone. Meet them and build a friendship.
- **Member positioning:** Get involved in other organizations to find potential new members! If you're already involved, who in your group isn't a member that would be a great addition? Use student government, orientation staff, resident assistants, intramural leagues, leadership organizations, service organizations, major specific groups, etc.
- **Membership drives:** There are post-recruitment pushes, or mid-semester recruitment. Try 5 for 5 - meet 5 new men on a campus a day for 5 days - that's 25 names per member, or try tabling after recruitment and throughout the semester.
- **Marketing for names:** Good PR will only benefit you, sponsor scholarships, get involved outside of Greek life (intramural leagues, service, philanthropy outside of your own).
- **Rush:** This is the traditional recruitment method used on most campuses - programming and events to bring potential new members in but this only targets those already interested and limits the pool of potential new members to only those that seek out Phi Mu Delta.



Recruitment Conversations

THREE GOALS OF EFFECTIVE RECRUITMENT CONVERSATIONS

1. The PNM feels comfortable, important, and understood

Ask the potential new member genuine questions to get to know him. If the potential new member feels like you're trying to recruit him, he will disengage and ignore anything you have to say. Use active listening skills and focus on the person you're talking to! At the very least, you can gain a new friend if he decides that Phi Mu Delta isn't the right fit for him or if he isn't interested.

2. The PNM understands Phi Mu Delta

Do you know how to talk about Phi Mu Delta to people outside of Greek life? How do you describe the benefits of joining a fraternity over joining other organizations? Be sure to make this unique and personal, what made you decide to join Phi Mu Delta? Did you envision yourself joining a fraternity before joining Phi Mu Delta? Why or why not?

This is part of the conversation is where you discuss the expectations of membership and help them understand what this experience actually is. Do they have any concerns about joining? There are common concerns PNMs have, here are some times to addressing those:

TIME: What is the minimum time commitment for members? Break down the time commitment and explain what happens if you cannot attend something.

FINANCIAL: Be transparent about the costs of membership. Don't immediately propose they can work out a payment plan with the VP of Finance (that doesn't answer the concerns). **Discuss the value of the fraternity experience.** Why should the potential new member decide to join this organization, that has fees, versus an organization that does not?

FEAR OF STEREOTYPES: This is where you, as a member, explain how Phi Mu Delta is different from the stereotypes he may have heard in the media or elsewhere!

3. The PNM wants to join Phi Mu Delta

What do you do currently to engage potential new members with brothers? What type of events or programs do you hold? How do you get potential new members to attend these events?

An effective recruitment is not having large, expensive events. An effective recruitment is having small, normal activities as a chapter that demonstrate who you are on a daily basis. **You should not be using recruitment events as a means to determine who is interested in Phi Mu Delta;** rather, as a way to get to know the potential new members better.





Retention

One of the most important aspects of recruitment is retention, ensuring that the members who ultimately join Phi Mu Delta stay in the organization and positively contribute throughout membership. One way to ensure that members are retained is through membership development and education. Before you can hold members to the expectations and standards of Phi Mu Delta, you must teach them what it means and provide the tools to be successful. The ENGAGE Program is Phi Mu Delta's comprehensive member development program that chapters should be using. In addition to this, the chapter should be having regular membership development for members.

ENGAGE: The Comprehensive Membership Development Program

LEADING THE LION PRIDE - NEW MEMBER ORIENTATION

Leading the Lion Pride is our orientation program by which new members learn more about Phi Mu Delta. It is the program by which new members assume their obligations to become brothers of the Order. Through a series of learning modules, brotherhood building activities, and interactions with initiated members and alumni, the new member learns the basic skills required and needed to maintain a strong chapter that will assist in his development throughout his life. Phi Mu Delta mandates that the chapter utilizes the Leading the Lion Pride program and it may not last more than six weeks.

Phi Mu Delta's New Member Orientation is never to be used as a "weeding" out process. The dynamic recruitment process teaches our members to only invite men into Phi Mu Delta who have already displayed the behaviors and values that we seek in a member.

THE PERSONALIZED MEMBERSHIP DEVELOPMENT PROGRAM (MYPMD)

Following the New Member Orientation, members are challenged to continue their leadership and soft skills development. As such, each semester, members are required to certify themselves from a selection of skill set training modules and activities. In some cases, prerequisite training will be required before a member may run for a particular office or chairmanship. All certifications are kept in the member's permanent record and are available to assist the member when it is time to apply for graduate school or build his resume.

THE SENIOR YEAR EXPERIENCE

It is essential that we prepare our membership for post college success. The Senior Year Experience Program is designed to help our members translate the skills that they have developed throughout their membership into marketable skills essential for success in life and career. Members are invited to develop mentoring relationships with local alumni throughout their senior year. In addition, the Phi Mu Delta national network of alumni is introduced to ensure that the member is well-connected with other members in career fields and geographical locations throughout the world. In addition, workshops and seminars are provided for resume building, interview practice and financial literacy.

BECOMING LIONS PROGRAM

The Becoming Lions Program is designed to encourage undergraduate members to receive the most out of their fraternal experiences. It is an elite achievement for Phi Mu Delta members to strive for. To qualify for the Becoming Lions Program, the undergraduate member must complete every section of the rubric each semester he is an initiated brother. Members who excel in all areas will be recognized by the National Fraternity.

Academic and Personal Development

- Maintain a GPA that is at or above the All Men's Average on campus
- Achieve Dean's List at least one semester
- Successfully complete an internship or study abroad program



Leadership

- Attend Sapphire Leadership Academy (or Navigator) or Conclave
- Hold a major leadership position outside of Phi Mu Delta
- Attend the Regional Recruitment Workshop or Leadership Summit



Civic Engagement

- Complete at least 30 hours of service each semester
- Organize one civic engagement project (once while an initiated member)

Senior Year Project

- Implement a project designed to improve the undergraduate experience that is approved by the National Office



Finances

Budgetary Steps

1. DETERMINE INCOME

This equates to the number of active members times the semesterly or yearly fee and may include a room & board fee for chapters with houses.

It is best to underestimate revenues. Plan how to raise funds and estimate this in categories such as Membership Dues, Fundraisers or Donations. Do not include fundraisers in budget projections. Thus, if the planned car wash and book sale were to fail (as fundraisers are known to do on occasion), the chapter budget would not be hurt. The chapter can then designate the revenue as desired.

2. DETERMINE EXPENSES

Try to split the expenses into two categories, fixed and variable. Variable expenses are ones that change from month to month, such as electric, water, etc. Fixed expenses would be mortgage, garbage, etc.

It is best to overestimate expenses. Estimate the costs for one year. Include costs of meeting chapter standards, conference attendance, copying and printing, food, advertising, rental fees and any costs your chapter regularly incurs. See the Annual Financial Report from the previous year for more details. The total in the expenditures section should be lower than the estimated income.

3. DETERMINE EXPENSE AMOUNTS

The best way to develop these numbers is by using historical data. If historical data is unavailable, take your best guess and add 10%. This will work in an error range that will hopefully make sure you do not under budget your monies. Make sure to build in a miscellaneous category for expenses that are a surprise. Budget for savings!

TYPICAL LINE ITEMS

- Interfraternity Council (IFC) Dues
- New Member Dues (any fees charged in addition to the two National New Member Fees)
- Recruitment
- Philanthropy
- Social
- Formal
- Academic
- Brotherhood
- Misc.
- Long Term Savings

Chapter Budget

Phi Mu Delta, _____ Chapter			
Semester Budget			
For Budget Period			
	Number of Brothers:		
	Budgeted For:	Total Minus 2	
	Current Cash Balance:		
	Savings:		
<i>Cost Type</i>	<i>Account</i>	<i>Gross Amount Added</i>	<i>Per Member Amount</i>
FIXED	Liability Insurance		
	Brotherhood Service Fee		
	IFC Dues		
	Composite		
	Conclave		
	NGLA		
	Sapphire Leadership Fee		
	Chapter Service Payment		
	Brotherhood Housing Fee		
	TOTAL FIXED COSTS		
VARIABLE	Recruitment		
	New Member Education		
	Administration		
	Housing		
	Public Relations		
	Service		
	Philanthropy		
	Programming		
	Alumni		
	Social		
	Brotherhood		
	Academic		
	Chapter Retreat		
	Formal		
	Greek Bill Payment		
	E-check/ credit card fees		
	Senior Dinner		
	TOTAL VARIABLE COSTS		
	GROSS COSTS		
	Savings		
	TOTAL COSTS		
	TOTAL DUES PER MEMBER		



Scholarship

Promoting Academic Excellence

THE SCHOLARSHIP CHAIRMAN

The scholarship chairman, whether elected or appointed, is one of the most important positions in a chapter. The scholarship chairman should:

- Be an above-average student. He does not need to be the brother with the highest grades, but he should be a good example for the others.
- Be able to command the respect of all brothers and be able to relate to the other men
- Be an upperclassman with some organizational and leadership experience.
- Believe in the importance and purpose of a chapter scholarship program.
- Display qualities of perseverance and determination.

THE SCHOLARSHIP COMMITTEE

The scholarship committee is composed of a group of responsible chapter members and, whenever possible, should be assisted by the Academic Advisor. The duties of the scholarship committee are:

- Evaluate the chapter scholarship program and modify or improve as necessary.
- Assist the VP of Member Development in developing a new member scholarship program
- Arrange for suitable presentation of academic awards.
- Interview and analyze brothers who are having scholastic problems and offer suggestions for improvement.
- Become acquainted with the services of the university or college to which men in need of assistance may be referred.
- Assist the recruitment committee in examining the scholastic potential of prospects.
- Maintain a healthy chapter attitude toward scholastic attainment.
- Assist the chapter officers in establishing and maintaining rules and regulations which provide proper study conditions in the chapter house.
- Serve as a liaison with members of the faculty, administration and deans.

Ensuring a Climate for Learning

One of the most important ingredients for a program which leads to a tradition of high scholarship is that of a chapter atmosphere that is conducive to learning. The type of chapter environment where good study habits can develop and be effective involves a consideration of both chapter policy and the physical facilities available:

- Plan chapter activities so they don't infringe on study time, or provide ample notice so brothers can prepare
- Consider compensating a graduate student who could serve as a counselor in residence. This person may or may not be an alumnus of the fraternity but could provide guidance in maintaining an academic atmosphere and providing individual assistance through regularly scheduled office hours
- Make the goal of sound scholarship the first emphasis of all chapter publications, including membership recruitment information.
- Forcing individuals into campus activities is inconsistent with the basic objectives of the fraternity. Campus events should be chosen freely by the individual



- The chapter scholarship plan should include quiet hours and a means of enforcement.
- Designate, if possible, a room or area other than the library where group studying and review may occur. Keep the library separate so that brothers living out of the house may have a quiet place to study.

Scholarship Programs

Scholarship programs should encompass a way to assist members that are at risk and a way to recognize those that are excelling academically.

- Encourage the members to seek assistance from their professors.
- Be familiar with and utilize the services of the staff of the university's testing and reading centers
- Provide a system of tutorial assistance whereby those persons who are more proficient in certain fields may assist other brothers having difficulty. Outside resources in the form of faculty members or graduate students may also provide help.
- Establish a systematic method of securing weekly reports of new members and share this information with their big brothers.
- **Avoid forced study tables; these represent a negative approach to the problem of self discipline. Too often, forced study tables are noisy, poorly ventilated, and become substitutes for concentrated individual study, and are seen as an opportunity for a good time.**



There was an important job to be done and Everybody was sure that
Somebody would do it.

Anybody could have done it, but Nobody did it.

Somebody got angry about that because it was Everybody's job.
Everybody thought that Anybody could do it, but Nobody realized that
Everybody wouldn't do it.

It ended up that Everybody blamed Somebody when Nobody did what
Anybody could have done it.

SIMPLE Model for Accountability

- S** - Set expectations
- I** - Invite commitment
- M** - Measure progress
- P** - Provide feedback
- L** - Link to consequences
- E** - Evaluate effectiveness



Keys to Successful Accountability

- **Responsibility:** a duty that binds to the pursuit of action
- **Answerability:** being called to account
- **Trustworthiness:** a trait of being worthy of trust and confidence
- **Liability:** being legally bound to a debt or obligation

Holding People Accountable

**THE DIFFERENCE BETWEEN BEING A BROTHER AND BEING A FRIEND IS
THAT BROTHERS HOLD EACH OTHER ACCOUNTABLE.**

Are you setting clear expectations with members?

What are you doing when a member does not meet those expectations?

HAVING TOUGH CONVERSATIONS

- **Confront the behavior, not the person:** It's important to separate the person from the behavior. Just because they did something wrong, doesn't make them a bad person. Help him understand this too. Remind him that he is your brother and he represents himself but also the chapter. Help him understand why his behavior was inappropriate.
- **Don't be a jerk:** The worst thing you can do is be rude to the brother while trying to have this conversation. If you can't keep a cool head during the conversation, get someone else to do it.
- **Don't yell at them:** This goes with don't be a jerk, but the moment you raise your voice and yell at him, you've lost him. He will shut down and stop listening to you if you yell at him. be calm and try to understand where he is coming from.
- **Don't make it a public spectacle:** Confront them in private. Pull them aside to address the issue, don't embarrass them in front of people.
- **It doesn't have to be anything elaborate:** This is a simple conversation, it doesn't have to be a formal meeting or judicial board hearing.





Overcoming Membership Apathy

FIGURE OUT WHY MEMBERS DON'T CARE

The only way you'll know how to fix the problem is if you figure out what the problem is. Ask members who were once involved and are now not, why? What happened? What changed?



FIX THE ISSUES

Once you know why members aren't participating, fix them (within reason). If they aren't coming around anymore because they don't feel valued, involve them more! If they aren't participating in service events because they feel passionate about a different cause, see if you can incorporate their passions into the chapter's service events.

POINT SYSTEMS DON'T WORK

This doesn't fix the underlining problem and it usually creates more problems. Model the behaviors you want members to enact.

HAVE FUN

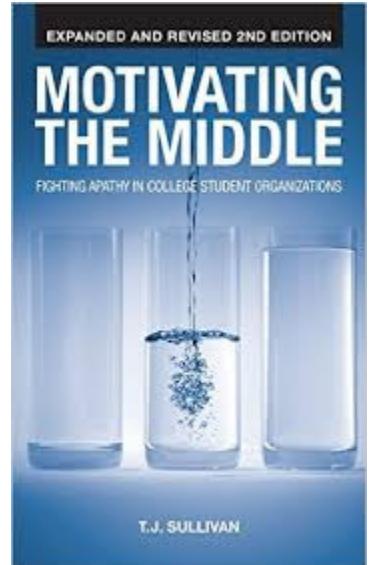
Find something that the members of the chapter enjoy doing and do it. Don't allow fraternity business to creep into conversations or use it as a ploy to get business done. Genuinely have fun together and enjoy each other's company. At first, there may only be a few members that show up, don't get discouraged. The more people realize that it's not a "business chapter event" they will be more willing to attend.

MOTIVATE THE MIDDLE

Adapted from TJ Sullivan's Motivating the Middle (2012)

Understanding Who's in Your Chapter

- **Top Third:** The student leaders, the ones who do most of the work, the ones who are always stepping up, their identity is the group
- **Bottom Third:** The ones who rarely attend, or when they do, are negative about everything, they're only around for the fun stuff, they don't seem to care because all they do is criticize,
- **Middle Third:** The ones who attend everything they're supposed to, they're well-liked, they care about Phi Mu Delta but it's not their life. They want to contribute in their own way.



Understanding How to Motivate Your Chapter

- **Top Third:** They like awards, recognition, appreciation. Help these members understand that everyone joins for different reasons and everyone commits at different levels.
- **Bottom Third:** Don't worry about them as much, set minimum expectations for them and hold them to those standards. They have chosen to commit as little as possible and be okay with that.
- **Middle Third:** They want to feel validated, they aren't confident in their abilities, they want to feel heard and supported, give them choices, give them a support role to help out but not be the lead of it,

DON'T MAKE EVERYTHING MANDATORY

Making events mandatory only causes more stress (for you and the members). Members should want to attend events and if they don't, explain its importance and purpose. Members will be willing to go to something if they understand WHY it's happening or why it's important.



Chapter Management

Officer Descriptions

PRESIDENT

- Serves as the official representative of the chapter
- Call to order and run all chapter meetings and executive board meetings
- Direct the chapter's strategic plan and implement needed change within the organization
- Responsible for all chapter operations
- Develop positive relationships with campus officials, alumni, undergraduate members, and all other constituents

VICE PRESIDENT OF MEMBERSHIP

- Perform all of the duties of the chapter president in the event of his absence
- Ensure that all membership related paperwork is completed and submitted in a timely manner
- Serve as the chair of the chapter judicial board
- Organize the annual Brotherhood Retreat

VICE PRESIDENT OF FINANCE

- Be in charge of all financial matters for the chapter
- Serve as the chair of the finance committee and oversee the development of the chapter budget
- Be responsible for collecting all fees and dues
- Enforce all by-laws as they relate to the chapter treasury

VICE PRESIDENT OF MEMBER DEVELOPMENT

- Serve as the chair of the ENGAGE Committee
- Direct all activities associated with the ENGAGE program
- Ensure that the New Member Education Orientation is run in accord with the National Leading the Lion Pride program
- Responsible for the welfare of all members
- Provide programming that is free of hazing and enhances the brotherhood experience in a positive manner
- Oversee the assignment of big brothers and ensure that they are providing the support needed during the New Member Orientation program

VICE PRESIDENT OF ADMINISTRATION

- Keep all the records of the chapter
- Type all meeting minutes and distribute them in a timely manner
- Maintain the chapter's constitution and by-laws, and the National Constitution and By-laws
- Ensure that all chapter documents are kept in a safe place and readily available
- Maintain all chapter rosters and attendance records

Support Officer Position Descriptions

SERGEANT-AT-ARMS

- Keep order during meetings and ensure meetings start on time
- Attends door during formal chapter meetings, ensuring proper password and grip are used
- Distributes and collects voting ballots
- Maintains order on the fraternity property
- Ensures risk management policies are followed
- Serves as a member of the House Committee (if applicable)

CHAPLAIN

- Conducts all ritual exercises of the chapter
- Promote spiritual welfare within the chapter
- Provides guidance at the beginning of the meeting and innovation at meals
- Conducts the installation of new officers
- Responsible for observance of Founder's Day

HOUSE MANAGER (IF APPLICABLE)

- Supervises house maintenance and other staff
- Supervises repairs and renovations to the house
- In charge of maintenance and upkeep of the house
- Order supplies for the house (not food)

STEWARD (IF APPLICABLE)

- Supervises dining procedures
- Orders food supplies
- In charge of storage and care of food
- Prepares menus

Committee Structure

Officer Position	Committees
President	Executive Committee
VP of Membership	Recruitment Judicial Social Intramurals Risk Management Ad Hoc Committees
VP of Membership Development	New Member Orientation Scholarship Service Activities Chaplain
VP of Finance	Budget Finance Audit Fundraising Philanthropy Steward
VP of Administration	Public Relations Technology Historian

WHY HAVE COMMITTEES?

- Spreads out responsibilities
- Creates new ideas
- Creates new lines of communication
- Increases self-values of individual members
- Chapter business is carried faster and more effectively

Committee Descriptions

FINANCE COMMITTEE

Members:

- VP of Finance (chair)
- Steward (if applicable)
- House Manager (if applicable)
- One to three members appointed by the executive board.

Duties:

- Assist in the creation and preparation of the chapter budget
- Examine the accounts and audit the chapter
- Assist in collections of individual's membership dues
- Enforce penalties for delinquent accounts

RITUAL COMMITTEE

Members:

- Chaplain (chair)
- VP of Member Development
- 12 members appointed by the executive board (4 from each older class)

Duties:

- Execute ritual ceremonies in a professional manner
- Practice the Initiation Ceremony regularly
- Assist in the Pre-Initiation Ceremony discussion with new members
- Assist in the Post-Initiation Ceremony with new members

RECRUITMENT COMMITTEE

Members:

- Recruitment chair
- VP of Membership
- 2-3 members appointed by the executive board

Duties:

- Managing the names list
- Regularly communicating and building relationships with potential new members
- Advocate for potential new members during the voting process
- Evaluate and assess recruitment

SERVICE COMMITTEE

Members:

- Service chair
- VP of Member Development
- Members appointed by the executive board

Duties:

- Assist in the brainstorming of and implementing service projects
- Track members' service hours
- Promote service throughout the brotherhood
- Evaluate and assess service within the chapter

PHILANTHROPY COMMITTEE

Members:

- Philanthropy chair
- VP of Finance
- Members appointed by the executive board

Duties:

- Brainstorm philanthropy event ideas
- Plan philanthropy events
- Promote philanthropy events
- Execute, or develop and execution plan for, philanthropy events
- Evaluate and assess philanthropy events

ACTIVITIES COMMITTEE

Members:

- VP of Membership
- Activities chair
- Intramural, brotherhood, social chairs (if applicable)
- Members appointed by the executive board

Duties:

- Create and organize activities for the chapter members to build fellowship together
- Create and organize activities for the chapter members to get to know other student organizations on campus
- Organize intramural sports leagues for chapter members to participate in
- Evaluate and assess the brotherhood and interfraternalism within the chapter



Phi Mu Delta Chairman Application

Name: _____ Phone: _____

Address: _____

Email: _____

Classification: _____ Major: _____

College: _____ GPA (cumulative): _____

Do you plan to hold a summer job? _____ Hours per week? _____

Please answer the following questions on an attached sheet of paper.

1. Please share with us which Committee you wish to chair and why.
2. List offices that you have held in *all* organizations and give a brief description of your responsibilities.
3. What are your time commitments for the *entire* year?
4. What skills, classes, and/or work experience have you had that would help you in this position?

Applications are due by _____, in the _____. Interviews will take place on _____. If selected you will be contacted for an interview time and notified of the location.

Chapter/Colony Standards & Accreditation Program

Each semester, chapters and colonies will submit documentation in 7 categories

Chapter Management

Scholarship

Communications

Membership &
Recruitment

Programming

Civic Engagement

Finance

The Standards and Accreditation Program drives the annual awards given out each year from the National Fraternity. The documentation is due December 10, for the fall semester, and May 15, for the spring semester.

Above 90%: Gold Standard

80-89% Silver Standard

70-79% Bronze Standard

If a chapter fails to reach the Bronze Standard two consecutive semester, the chapter's charter is up for revocation by the National Fraternity.



Officer Transition & Training Guide

Successful officer transition provides a strong platform for the continuation of all the activities, efforts and plans initiated by the outgoing officer team. This section provides the process and the resources to help outgoing officers plan and implement a strong officer training and transition program.

STEP 1: PRE-ELECTION ACTIVITIES

Each officer should have (or develop) a notebook containing important materials and documents for his leadership position. Documents and resource materials used often should be kept handy in the notebook. Outgoing officers should take the time to file important historical documents. They should also clean out and/or replace other resources for the officer notebook. This is a quick check list of notebook contents and can be copied for each officer's notebook.

Section 1 - Governance

- Constitution
- By-Laws
- Organizational Policies
- Standing Rules
- College/University Code of Conduct
- College/university statements of position on related Greek issues (i.e. hazing, risk management), academic standing, etc.
- Officer Job Descriptions
- Officer/Committee Reporting Structure
- Other:

Section 2 - Agendas/Minutes

- Meeting minutes and agendas
- Committee reports
- Other:

Section 3 - Directories

- Phi Mu Delta National Council & Active Chapter Directory
- Officer team addresses/phone numbers
- Members' addresses/phone numbers
- Other:

Section 4 - Resources

- College/University student handbook
- All current forms pertinent to the office
- Crisis Management procedures
- Event guidelines
- End of Semester Reports
- Organizational Award Applications
- Other:

Section 5 - Calendar

- Accurate records of activities over the past year (i.e. contracts, dates of events, successes/challenges, etc.)
- Activity calendar of the past year
- Current calendar of major college/university events
- Blank calendar for future planning
- Other:

STEP 2: YOUR FIRST ONE-ON-ONE MEETING

- Give your cleaned out, organized notebook to new officer and explain contents.
- Explain the duties and responsibilities of the office.
- Explain the duties that go along with the office that are NOT on the officer's job description.
- Review the past year's calendar and explain programs/events.
- Read through the Constitution, explain by-laws and standing rules pertinent to your office.
- Explain forms and files that have been started over the past year.
- Review historical files.
- Review the officer's budget.
- Check supplies and materials that this office requires.
- Together, brainstorm some goals for this office.
- Discuss timelines and deadlines for this office. Discuss the importance of meeting deadlines for events/forms.
- Discuss responsibilities to the national office (forms, finances, etc.)
- Discuss relationship and responsibilities to the advisor for this office
- Explain and review additional officer resources for this office.

STEP 3: AN INCOMING/OUTGOING COUNCIL RETREAT

Potential activities which could be held during an executive council retreat:

- Review past goals and establish new goals
- Review policies and procedures
- Discuss ‘Things I wish I knew before I started this position’
- Setting the calendar for new/next year as a term
- Discuss tips for maintaining an effective executive board

(After this step, the new officer should write down any questions he has of his predecessor so they can be addressed during the second one-on-one meeting.)



STEP 4: SECOND ONE-ON-ONE MEETING

- Review Goals from the previous year
 - What is the status of these goals?
 - Which goals were completed?
 - Which goals need follow-up work?
- Set new goals and objectives
- Set a timeline for objective completion

STEP 5: EVALUATION

Provide a written evaluation of the officer training and transition process to constantly improve upon the existing program. Some sample questions to consider include:

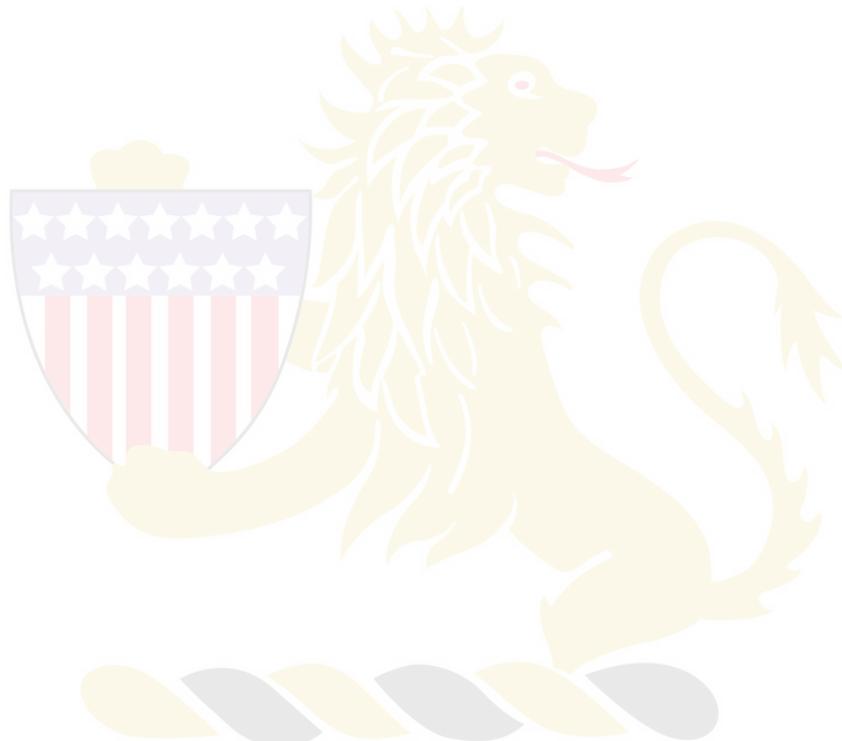
1. What did you value most about the officer training and transition program?
2. What did you value least about the officer training and transition program?
3. I wish we spent more time talking about...
4. I wish we spent less time talking about...
5. How well do you feel prepared for your new leadership responsibilities based on this officer training and transition program?
6. If you were to design the program all over again, what would you add and delete?
7. When I am an outgoing officer I would like for us to use the following resource people and materials.

Important Dates & Reports

Membership Report	Submitted By	Description	Directions
Induction Report	VP of Membership	Begins the process of Initiation for all Inducted New Members	Due within 48 hours of the induction ritual with \$30 Induction Fee mailed to HQ immediately
Initiation Report	VP of Membership	Grants full membership to those men who have accepted their bid and have participated in the Induction Ritual.	Due with all Initiation Fees paid 10 days prior to initiation
New Member Biography	New Members	New Member fills out after Induction Ceremony to ensure proper billing and record keeping	New Member fills out after Induction Ceremony
Chapter Accreditation Report	President	This report serves to demonstrate that the chapter/colony is operating at expected levels.	Submitted by May 15 and December 10
End of Term Report	President or VP of Membership	This report notifies the National Office of which members are graduating at the end of the term and how many men the Chapter anticipates returning for the following term. In addition, we collect important data pertaining to chapter activities	Submitted by December 1 and May 1 ensure proper Service Fee and Insurance invoicing and roster updates for the National Office.
Chapter Advisory Board Roster	Chapter Advisor	This report details the six Chapter Advisory Board members, their positions and directory information.	Submitted by October 1 or anytime a new Chapter Advisory Board member is added.
Officers' Roster	VP of Administration	This report details the five Executive Board members, their positions and directory information.	Due by December 1 or anytime a new Executive Board member is elected.
President's Report	President	This report details the goals, events, challenges and successes of the Chapter for that month.	Submitted on the 10th day of each month that the Chapter is in session

National Payments & Fees

Fee Type	How It Is Calculated	Due Date
Induction Fee	\$30 for each new member put through the Induction Ceremony. The chapter is responsible for submitting this fee.	Immediately following the Induction Ceremony. Checks should be mailed to the National Office.
Initiation Fee	\$300 for each initiated member, each new member is invoiced after the Induction Ceremony.	10 days BEFORE the Initiation Ritual
Brotherhood Service Fee	The BSF is \$100/active member – including those studying abroad, on internship, or student teaching.	September 7 & February 7
Chapter Service Fee	The CSF is \$600/chapter or colony, regardless of membership size	September 7 & February 7
Liability Insurance Fee	Based on the number of members expected in the fall term. This number is driven from the End of Term Report.	October 1
Conference Registration Fee	All registration fees are announced in October, with registration opening in April. Fees are set depending on the number of members required to attend and the location of Sapphire Leadership Institute or National Conclave.	Registration opens April 1



Chapter Officers





The Executive Board

An executive board with effective leadership and management skills will promote continued growth for the chapter. The actions of this team will create an environment that promotes strong brotherhood, limits apathy, and attracts potential new members.

Expectations

- Create and share the vision of the chapter with the members
- Set expectations with the chapter members EARLY
- Have weekly executive board and membership meetings
- Participate in, at least, three coaching calls with the National Office
- Hold members accountable to the expectations

Team Mentality

TOGETHER

EVERYONE

ACHIEVES

MORE

The executive board will have a large impact on the goals and results of the chapter. The executive board should function as a team and be a united front when decisions are made. By creating a team mentality within the executive board you will have allies and resources with other officers, rather than obstacles.

Executive Board Meetings

The executive board should be meeting **WEEKLY**.

The executive board meeting should happen 3-4 days prior to the general membership meeting so the agenda can be distributed to the chapter.

The executive board meetings should be focused on how the officers are accomplishing their goals.

This meeting should be in a private location, outside of the chapter house, to avoid distractions.

Goal Setting

One of the most important tasks a newly executive board completes is setting goals. The individual officers should make goals for their positions but the board as a whole should create chapter-wide goals to ensure group success.

STEPS FOR GOAL SETTING

- 1. Brainstorm:** Talk about what you want to accomplish, be creative and think big! Every single member to contribute to the brainstorming process.
- 2. Prioritize:** After the goals have been developed, put them in order, by importance. The chapter should set a few important, achievable goals rather than a huge list of goals that may or may not be achieved.
- 3. Developing an Action Plan:** Identify the steps needed to accomplish the goal. Decide which officer is responsible for accomplishing different aspects of the goals.
- 4. Evaluate and Assess.** Continue to monitor each person's progress and evaluate the goals at the end of each term.

GUIDELINES FOR ACTION

Attainable Can you realistically accomplish the goal considering the nature of your abilities/skills and aptitudes?	Believable Do you believe you can accomplish the goal in the allotted time period?	Controllable Do you have the ability to control the factors that affect and influence the outcome of your goals?	Definable Can you express the goal clearly either out loud or in writing.
Explicit Are you specific about your goal and able to concentrate on the steps needed to achieve them?	For Yourself Is this goal something you really want or something you're working towards because others believe it is right?	Growth Facilitating Is this goal helping you or the chapter move forward?	Measurable Is your goal expressed in numerical terms to evaluate progress?

The First 25 Days

- Adapted from the Fraternal Thoughts Blog

DAYS 1-5: ASSEMBLE THE OFFICERS AND BUILD TRUST WITHIN THE GROUP

It is important that the leadership team is built on trust and respect. It's more than just being friends with one another, you will be depending on these men for your whole term so ensure you know how each other work, learn, and how to help in times of stress.

DAYS 6-10: ASSESS THE FRATERNITY FOR NEEDS AND CHALLENGES

How can you lead a chapter if you don't know what the chapter needs? Ask the members, what they believe to be the current state of the chapter is - don't forget to get input from the campus Greek advisor, the Chapter Advisory Board, your District Governor, the National Office, and your Alumni Association/House Corporation (if applicable). Knowing what the chapter needs will help you develop your goals based on what the group needs, not what you think it needs.

DAYS 11-15: OFFICER TEAM ESTABLISHES THE ANNUAL PRIORITIES FOR THE CHAPTER.

Now that you know what the chapter needs, assess what you've learned and develop a strategy for attacking them. Get the team together and discuss - what themes or patterns do you see? Come up with a list of 3-5 areas of need. For each area, develop 1-3 goals for HOW you plan to tackle that problem.



DAYS 16-20: THESE PRIORITIES ARE TESTED BY SHARING THEM WITH THE GENERAL MEMBERSHIP, THE CHAPTER AND CAMPUS ADVISORS, AND NATIONAL OFFICE STAFF. THEY ARE THEN FINALIZED.

Take your priority list and goals to your support system and see if they align with what they've seen. Did you hear them correctly? Did you understand what they were talking about and are these plans going to be effective?

DAYS 21-25: COMMITTEES (INCLUDING THE OFFICER TEAM) ARE TASKED WITH EXECUTING PARTICULAR PRIORITIES.

It's game time! Figure out which officers are best to tackle different parts, based on strengths and positions. The first step for each committee is to add any goals they think are necessary for the priority they have been given.

NOW, YOU HAVE 340 DAYS LEFT TO MAKE THESE PRIORITIES, GOALS, AND TASKS BECOME REAL.



Chapter President

Role

- He is the official representative of the chapter
- He shall call to order and run all chapter meetings and executive board meetings
- He shall direct the chapter's strategic plan and implement needed change within the organization
- Responsible for all chapter operations
- Develop positive relationships with campus officials, alumni, undergraduate members, and all other constituents

Responsibilities

- Preside at all meetings.
- Enforce discipline and the observance of the Constitution and By-laws.
- Decide all questions or order.
- Provides motivational and directional leadership to the chapter in terms of setting and reaching goals.
- Represent the chapter at Conclave, Leadership Academies, and other official events unless another person is so designated – and encourage a strong showing from your chapter at National Academies and Conclave.
- Serve as an ex-officio member of the various chapter committees.
- Distribute mail and information from the National Office
- Communicate with the Chapter Advisor weekly.
- Visit the campus Greek Life Office weekly.
- Contact the National Office monthly, via telephone or e-mail.
- Organize and plan a strategic planning retreat at least once a year
- Educate and train your successor.
- Call special meetings.
- Learn and understand the rules of parliamentary procedure.
- Accept legal responsibility for the decisions and activities of the chapter
- Regularly check the on-campus mailbox

Reports

PRESIDENT'S MONTHLY REPORT

PRESIDENT'S MONTHLY REPORT

Due by the 10th of each month the chapter is in session - This report details the goals, events, challenges and successes of the Chapter for that month.

PRESIDENT'S MONTHLY REPORT

Due by May 15 and December 10. This report serves to demonstrate that the chapter/colony is operating at expected levels.

END OF TERM REPORT

Due by May 1 and December 1 - This report notifies the National Office of which members are graduating at the end of the term and how many men the chapter anticipates returning for the following term.

END OF TERM REPORT

Membership Information

Chapter/Colony *	Mu Alpha - Susquehanna
Date *	
What is the current term? *	<input type="radio"/> Fall Term <input type="radio"/> Spring Term
How many men do you anticipate returning next semester? *	
Please provide the names of the men not returning next semester. *	
VP of Membership *	First Name Last Name

PRESIDENT'S MONTHLY REPORT

Basic Information

President's Name *	First Name	Last Name
Email Address *		
Chapter/Colony *		
Date *		
Report for Month of... *	<input type="radio"/> January <input type="radio"/> February <input type="radio"/> March <input type="radio"/> April <input type="radio"/> September <input type="radio"/> October <input type="radio"/> November	

Report Information

Our Chapter successfully met the following goals: *	
Our Chapter struggled with the following goals: *	
Our Chapter needs support in the following areas: *	

WUFOO

Phi Mu Delta National Fraternity Accreditation

1 Untitled Page 2 Untitled Page

CHAPTER INFORMATION

Chapter/Colony *

Term *

Spring
 Fall

Name *

First Last

Chapter Address *

Street Address

Address Line 2

City State / Province / Region

Postal / Zip Code Country

Email *

Next Page

Relationships to Build

- National Office
- Campus Geek Advisor
- Chapter Advisory Board
- District Governor
- Alumni Association/House Corporation leadership (if applicable)

Survival Tips



TAKE CARE OF YOURSELF

You can't be successful if you aren't healthy. Be sure to take care of yourself - eat healthy, exercise regularly, take personal time, and don't forget you are a student too. Get your schoolwork done!

USE YOUR RESOURCES

READ THIS MANUAL. This manual will answer a lot of your questions. Don't forget about the resources on the national website. Reach out to your campus Greek advisor and see what resources your IFC, or local governing council, has for you.

DON'T BE AFRAID TO ASK FOR HELP

Pick up the phone and call the National Office, walk into your Greek Advisor's office, reach out to your District Governor, Chapter Advisor, Alumni Association/House Corporation. You have more people willing to support and help you than you may realize, use them!

Don't forget about fellow chapter members - these men are your allies and want the chapter to succeed as much as you do. Your fellow officers are here to help you along the way too.

DELEGATE, DELEGATE, DELEGATE

It cannot be said enough, delegate tasks to other members of the chapter. It's not your responsibility to do everything but it your responsibility to ensure everything gets done. Once you learn that, you will be able to thrive as being president and help other members see their potential.



Vice President of Membership

Role

- He shall perform all of the duties of the chapter president in the event of his absence
- He shall ensure that all membership related paperwork is completed and submitted in a timely manner
- He shall serve as the chair of the chapter judicial board
- He shall organize the annual Brotherhood Retreat

Responsibilities

- Preside at all meetings not attended by the president.
- Enforce discipline and the observance of the local and National Constitution and By-laws.
- Provides motivational and directional leadership to the chapter in terms of setting and reaching goals.
- Communicate with the Chapter Advisor weekly.
- Organize and plan a strategic planning retreat at least once a year.
- Educate and train your successor.
- Learn and understand the rules of parliamentary procedure.

Reports

INDUCTION REPORT

INDUCTION REPORT

Due within 48 of Induction Ceremony - Begins the process of Initiation for all Inducted New Members

NOTE: Induction Fees must also be sent within 48 hours of the Induction Ritual.

As of August 6, 2016, all chapters and colonies must submit an Induction Fee immediately after the submission of the Induction Report. The Induction Fee is \$30/Inductee and all checks will be made out to "Phi Mu Delta" and sent to:

Phi Mu Delta Fraternity
216 Haddon Ave., Suite 602
Haddon Twp., NJ 08108

Basic Information

Chapter/Colony * Mu Alpha - Susquehanna

Date of Induction Ceremony *

Total Number of Inductees *

Anticipated Date of Initiation *

VP of Membership * First Name Last Name

Names of Inductees

Inductee 1 First Name Last Name

Email 1

INITIATION REPORT

INITIATION REPORT

Due 10 days PRIOR to Initiation Ceremony - Grants full membership to those men who have accepted their bid and have participated in the Induction Ritual.

NOTE: Initiation Fees must also be paid 10 days in advance.

Basic Information

Chapter/Colony * Mu Alpha - Susquehanna

Date of Initiation *

Total Number of Initiates *

I certify that New Members have paid their \$300 Initiation Fee, in full. I understand that if the chapter proceeds with Initiation of members before all fees are paid that the chapter will face a fine from the National Office.

VP of Membership * First Name Last Name

VP of Membership's Email *

VP Finance Phone number * (XXX) - (XX) - (XXX)

Names of Initiates

Names provided will be used to create the membership certificate and cards. Please spell names correctly and as they are to appear on all documents.

Initiate 1 First Name Middle Name
Last Name

END OF TERM REPORT

Due by May 1 and December 1 - This report notifies the National Office of which members are graduating at the end of the term and how many men the chapter anticipates returning for the following term.

END OF TERM REPORT

Membership Information

Chapter/Colony * Mu Alpha - Susquehanna

Date *

What is the current term? * Fall Term Spring Term

How many men do you anticipate returning next semester? *

Please provide the names of the men not returning next semester.

VP of Membership * First Name Last Name

HONORARY/ALUMNI INITIATION REPORT

Basic Information

Chapter/Colony * Mu Alpha - Susquehanna

Date of Initiation *

Name of Initiate * First Name Middle Name Last Name

Please describe to the National Council why this man is deserving of the honor of Initiation into the Fraternity.

I certify that the member named above is not an undergraduate and that the Chapter has appropriately voted the man into membership as prescribed by the Chapter's Constitution and By-Laws.

VP of Membership * First Name Last Name

HONORARY INITIATE REPORT

Submitted whenever a Potential Alumni Initiate will submit form with support from Chapter Advisor or VP of Membership - Begins the process to Initiate a Faculty, Staff, Administrator, or worthy male who otherwise does not qualify for collegiate membership.

EXPULSION REPORT

Basic Information

Chapter/Colony * Mu Alpha - Susquehanna

Date of Expulsion *

Name of the Expelled * First Name Last Name

I certify that the member named above was expelled from membership following the rules and procedures for expulsion outlined in our Chapter Constitution and By-Laws.

VP of Membership * First Name Last Name

EXPULSION REPORT

Submitted whenever a member is expelled from the chapter - Begins the process of expelling a member from the Fraternity and ensures proper procedures were followed.

Voluntary Withdrawal from Membership Report

I, _____, after serious consideration, and with full understanding of the serious nature of my action, do hereby submit my petition to withdraw from and to sever my relationship forever with the Phi Mu Delta Fraternity and the _____ chapter of the Fraternity, at _____.

On my word and honor as a gentleman, I state that the following is made without reservation:

1. My decision to withdraw from the Fraternity is wholly and completely of my own desire and volition.
2. I hereby state that these are the reasons for this action:
3. I do hereby state that I have discussed this matter of my withdrawal from the Fraternity with the Chapter President or Chapter Advisor.
4. I understand that by withdrawing from the Fraternity that I may not, either in public or in private, represent myself as a member of Phi Mu Delta Fraternity nor may I participate in any event entitled for those with the privilege of membership.
5. By signing this voluntary withdrawal form, I am fully aware that my name will be removed permanently from the rolls of the Fraternity and may never be reinstated.
6. I have read and understand fully this voluntary withdrawal form; I do hereby relinquish and surrender the badge of Phi Mu Delta, my membership certificate and my membership card, as I understand they are the property of the National Fraternity.

Signed _____

Date _____

Signed, Chapter President

VOLUNTARY WITHDRAW REPORT

Submitted whenever a member withdraws his membership - Any member who wishes to voluntarily withdraw his membership from the Fraternity.

How to Plan a Brotherhood Retreat

WHAT IS A BROTHERHOOD RETREAT?

A brotherhood retreat is a time for reflection, to work out differences, set goals for the new year, and to enjoy each other's company. It's a time for everyone to step away from the stresses of school, other commitments, and personal concerns to focus on the chapter and what the chapter needs.

WHERE SHOULD IT BE HELD?

Ideally, your brotherhood retreat should be away from the chapter facility. It can be on campus or somewhere in the local community. It should be away from the chapter facility to limit distractions and so members won't feel compelled to focus on something else during the retreat, catch up on coursework, or escape and take a nap.



IDEALLY A RETREAT SHOULD:

- Identify and get problems out in the open.
- Promote communication among all members.
- Establish chapter goals and objectives for the term or year.
- Establish some positive solutions for problems which have been identified.
- Identify and relate the philosophy of the organization.
- Match committee commitment with programs proposed.
- Result in a collection of suggested events/activities which meet the needs of the members.
- Suit the needs of your chapter/colony

Your brotherhood retreat should not look the same every year. Think about the components of your retreat and re-examine the purpose every year.

COMPONENTS OF A BROTHERHOOD RETREAT

Specific Learning Outcomes

What do you want the members to learn from this? Do you want to focus specifically on a topic such as recruitment or goal setting or just build brotherhood? Think about what you want the members to remember (and do) after the retreat and start your planning from there.

Sense of Purpose

Don't just tell the members to write a date on their calendar and then expect them to be excited to attend the retreat! Let the members know what you have planned for them. They'll come to the program better prepared and you'll have a more productive program because of it.

Bonding

No matter what the retreat focus is, one of the most important activities to do is to remind the members why they joined. Create time for them to become re-acquainted with each other and to develop a renewed sense of commitment to the organization.

Sense of Accomplishment

Whether the purpose of the retreat is goal setting or not, give the members a short list of goals for the retreat. What do you want to have happen by the end of the retreat? How can the members help accomplish those goals?

Pace It Out

Don't forget about breaks! No one can work for four hours straight without a break. Meal times are terrific opportunities for everyone to pitch in and help. Those who enjoy cooking can take a lead. Working together in a fun environment will stimulate their volunteerism.

Follow Up

What's supposed to happen after the retreat? Will the goals you developed be talked about again or forgotten as soon as the retreat is over? Do committee chairs and members know their assigned duties or follow-up needed as they leave?



Step 6: Gather Materials

Make a detailed list of what's needed on-site!

Step 5: Schedule of Events

Once you have the logistics figured out, create an agenda. Remind members to bring specific materials, if needed!

Step 4: Choose a Place

Depending on the mood you're trying to create, look at a lodge, church, campus meeting space, or a special location specific to your campus.

Step 3: Determine Length & Time of the Retreat

Now that you know the activities, how long will this take? When will the retreat be - Saturday afternoon, Friday night? Be sensitive to heavy course-load times!

Step 2: Decide on Activities

No matter what the purpose of the retreat is, take time for some structured brotherhood development activities. Activities which emphasize the mission of the organization or refer to your ritual and founding values are always strong components to a retreat.

Step 1: Determine Attendance

Depending on your goals for the retreat, who should be there? Is the purpose of the retreat brotherhood development and, therefore, all members should attend? Is this a time just for new members or new initiates to become acquainted with each other and the organization?

Chapter Judicial Board

STEPS FOR CREATING OR AMENDING YOUR JUDICIAL BOARD

1. Determine who will serve on the judicial board

- How many people?
- What representation of the chapter?

2. Discuss how those individuals are determined

- Election vs. appointment
- Eligibility requirements
- Is anyone not allowed to serve on the judicial board? (Are officers allowed?)

3. Determine procedures

- How does a member report a violation?
- How is the accused notified? How are the judicial board members notified?
- How much notice does the accused receive before the meeting? What does he do if he has a conflict or is unable to attend?

4. Meeting procedure

- What does the meeting look like?
- Are witnesses allowed (if necessary)?
- What is the order of events? Anyone being sent to the judicial board should understand the plan of events before attending the meeting.
- How will the accused be notified if he is found accountable or not accountable for the alleged violation?

5. Outline possible options for resolution

- What would the possible fines be?
- What does social probation mean?
- Outline what educational opportunities look like
- Make sure the "punishment fits the crime," don't be too harsh on someone!

6. Determine if there is an appeal process

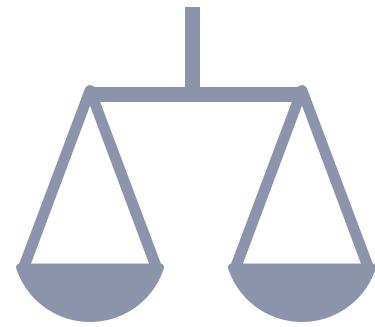
- What does a member appeal? (The verdict vs. the sanction)
- How does a member appeal?
- What does the appeal meeting look like? Is it the judicial board? Executive board?

7. Ensure confidentiality

- It's not the entire chapter's business if someone is found in violation of a policy, unless it directly impacts them. Determine how judicial board members and participants keep confidentiality.

8. Advisors should be present

- When determining when and where to have judicial board hearings, ensure you make it at a time that is conducive for the advisor(s).
- Advisors should attend to provide support and ensure the process is handled appropriately, not vote on decisions being made.





Vice President of Finance

Role

- He shall be in charge of all financial matters for the chapter
- He shall serve as the Chair of the Finance committee and oversee the development of the chapter budget
- He shall be responsible for collecting all fees and dues
- He shall enforce all by-laws as they relate to the chapter treasury

Responsibilities

- Prepare and send a budget for the year to the chapter and Phi Mu Delta National Office.
- Establish accounts receivables for membership dues and other expected revenue sources. Account for all fines levied against members of the chapter.
- Maintain the checkbooks and accounts of the chapter.
- Maintain all the financial records of the chapter.
- Manage the chapter's relationship with any billing group, collection agency, accountant, or other financial vendor.
- Help to emphasize and direct the chapter fundraising program.
- Prevent the accumulation of debt to the National Office, Housing Corporation, or other parties and, if applicable, develop a plan to reduce or eliminate past debts.
- Approve all chapter expenditures, either in person or by use of a reimbursement form.
- Submit all bills to Phi Mu Delta National Office.
- Cooperate with other officers of the chapter to set up financial incentive plans to award or punish members' behavior.
- Supervise the completion and submission of the IRS tax forms (990) applicable to your chapter.
- Attend to any other paperwork or tasks related to the fiscal health of the chapter.

Basics

INDUCTION FEES

It is your responsibility to ensure that the \$30 Induction Fee (per new member) is sent to the National Office within 48 hours of the Induction Ritual. Failure to do so will result in a penalty from the National Fraternity.

INITIATION FEES

It is your responsibility to ensure that the \$300 Initiation Fee (per new member) is sent to the National Office 10 days **PRIOR** to the Initiation Ritual. Failure to do so will result in a penalty from the National Fraternity.

BROTHERHOOD SERVICE FEES

The Brotherhood Service Fee is paid by all initiated members of the fraternity each semester. The fee supports our leadership and programming budget. The current fee is \$100/member and is due on September 7 and February 7.

CHAPTER SERVICE FEES

Each chapter and colony will be billed \$600 and it due on September 7 and February 7. This fee will cover the expenses for the traveling support given by the Director of Chapter Services and Growth.

ANNUAL LIABILITY INSURANCE FEE

Payable by October 1, the insurance fee is \$170, on average, depending on the chapter's past risk management violations. The billing is handled by Holmes Murphy, our insurance broker.

IMPORTANT NOTE: By May 15, all chapters/colonies must have a Chapter Advisor and an Academic Advisor that are approved and certified by the National Office. If the chapter does not have a Chapter Advisor and/or Academic Advisor, the chapter/colony's insurance fee will be assessed a 5% increase, **PER MISSING ADVISOR.**

WHEN TO INVOICE CHAPTER MEMBERS

The National Fraternity has a policy that states all chapters/colonies **MUST** invoice their members by December 1, for the spring semester, and July 1, for the fall semester.

PAYMENT PLANS

Payments plans should NOT be the norm or a recruitment tool - they should be used sparingly and only for special circumstances. If everyone in the chapter is on a payment plan, you won't be able to pay the bills you need to pay.

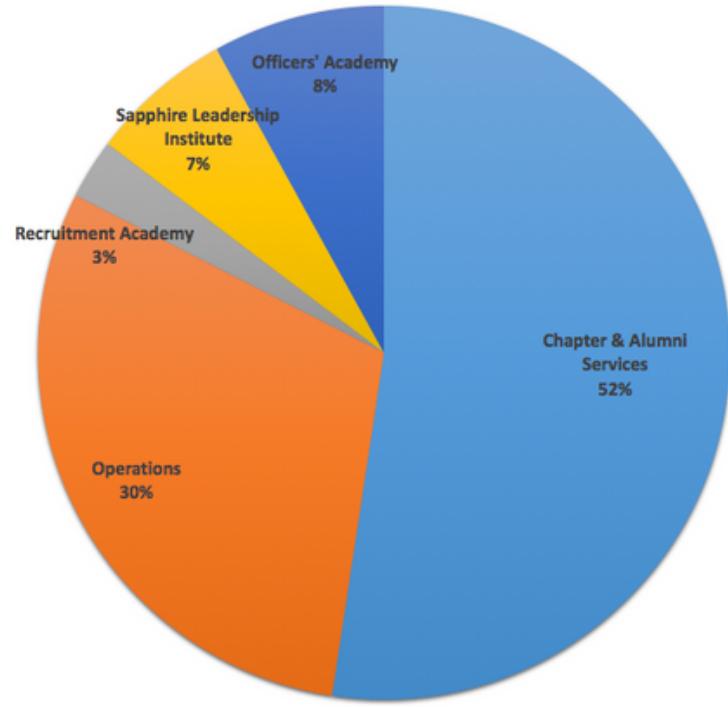
HOW THE NATIONAL FRATERNITY SPENDS YOUR DOLLARS

The collegiate membership dues support the daily operations of the National Fraternity. The fees cover the services to the chapters and colonies provided by the National Office and the various national programs, such as Conclave, Sapphire Leadership Institute, and Officers' Academy.

Chapter & Alumni Services: 52%

Operations: 30%

Specific National Programs: 18%



The National Office provides the following services for Phi Mu Delta members:

- Maintains undergraduate database and rosters for all chapters and colonies
- Answers and relays all official correspondence for the fraternity
- Conducts at least one official chapter/colony visits per year to support undergraduate needs
- Coordinates expansion process for the fraternity and provider's on-campus support of all colonies
- Generates bills and collects dues from chapters
- Develops programming and educates alumni and undergraduates on best-practices models and procedures

Creating a Chapter Budget

1. DETERMINE INCOME

This equates to the number of active members times the semesterly or yearly fee and may include a room & board fee for chapters with houses.

It is best to underestimate revenues. Plan how to raise funds and estimate this in categories such as Membership Dues, Fundraisers or Donations. Do not include fundraisers in budget projections. Thus, if the planned car wash and book sale were to fail (as fundraisers are known to do on occasion), the chapter budget would not be hurt. The chapter can then designate the revenue as desired.

2. DETERMINE EXPENSES

Try to split the expenses into two categories, fixed and variable. Variable expenses are ones that change from month to month, such as electric, water, etc. Fixed expenses would be mortgage, garbage, etc.

It is best to overestimate expenses. Estimate the costs for one year. Include costs of meeting chapter standards, conference attendance, copying and printing, food, advertising, rental fees and any costs your chapter regularly incurs. See the Annual Financial Report from the previous year for more details. The total in the expenditures section should be lower than the estimated income.

3. DETERMINE EXPENSE AMOUNTS

The best way to develop these numbers is by using historical data. If historical data is unavailable, take your best guess and add 10%. This will work in an error range that will hopefully make sure you do not under budget your monies. Make sure to build in a miscellaneous category for expenses that are a surprise. Budget for savings!

Collections

Probably everyone's least favorite job is the collection of fees and monies that are due.

Two secrets to successful collections:

1. You need to approach your job as if you are the Chief Financial Officer for a company. The CFO's job is to make sure the business is profitable and does not suffer negatively. If you view your job like this and run your chapter as a business, you will be successful.
2. Leverage your options to enforce payment of monies required to maintain and run the chapter. This may mean taking away privileges until debts are paid.

Accounts Receivable

The problems created by those members who do not pay their bills, otherwise known as accounts receivable, are perennial in some chapters

Separate the Person from the Business: One of the hardest parts of being the VP of Finance is to make up your mind that it is time to make the fraternity experience in your chapter a cooperative venture in every way, including the timely payment of bills.

Have Strict Policies: This doesn't mean be a jerk to people, it means set deadlines and hold people accountable if they do not meet your deadlines. This will teach you and the members important life lessons about financial responsibility.

It's Not Just Your Job: Many times, the VP of Finance feels alone because he is the only one "burdening" people for money. Use your allies - the chapter president, advisors, and financial committee should all be a part of this process.

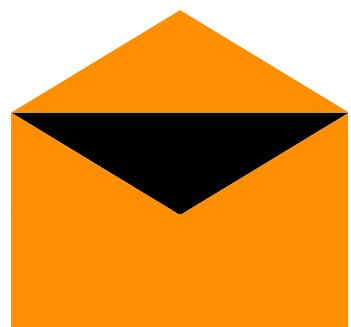
When People Continue to Not Pay: For non-current alumni accounts, which include those members who have graduated, dropped out of school, transferred or depledged owing money, the Treasurer and finance committee should pursue legal collection.

Verify that the person actually does owe the money, through examining the books and determine when and for what (rent, board, etc.) the bill was incurred. A series of letters, each with a specified reply date, should be sent to the person who owes

Letter 1: Very polite, explain what your record show, ask the person to cooperate in verifying this information and clearing his account

Letter 2: If no reply from letter 1 happens, a second letter should be sent (via certified mail) again stating the amount due and the intentions of the chapter if the account is not settled.

If still no reply is received, some chapters turn the accounts over to a collection agency, an alumnus in the legal profession, or the chapter advisor for follow-up letters and/or legal action.



You can also call the individual, write the parents, or enlist the assistance of an alumnus in his class.

Reporting to the Chapter

THE CHAPTER MEMBERS SHOULD AND DESERVE TO KNOW THE FINANCIAL CONDITION OF THE CHAPTER

Your Report must be on the agenda each week

What should be reported?

- Amount of billed income and amount collected
- Unpaid members and amount owed (Yes, list their names and how much is owed. If they're on a payment plan, state that and if they're current or not.)
- Bank balance - cash versus accounts payable
- Year to date gain (loss)
- Comparison of actual year-to-date gain (loss) compared to budget
- Explanation of why the balance is favorable or unfavorable for the various funds

Sample Report:

- We have a 2,345.50 billed income and have collected \$3201.50 of that
- We have 4 members with outstanding balances: John Smith owes \$200, Carl McDonald is on a payment plan and is up to date but still owes \$100, Tyler Brady owes \$75, and Cam Ellis owes \$160.
- Our bank balance is \$1,097.75 and our bills payable is \$474.25
- Our Year-to-date income is 12,800.50, our expenses are \$12,050.50 so the gain is \$530
- We budgeted \$13,300.50 for income, expenses 13,070.50 so the gain is \$230.
- We are \$300 ahead of the budget because we have \$500 more in income than we planned

Promissory Notes

THE CHAPTER MEMBERS SHOULD SIGN A PROMISSORY NOTE EACH SEMESTER.

Keep these on file for the members to refer back to, if needed. It will also be your legal document if a member argues the amount owed.

Phi Mu Delta Fraternity

Chapter/Colony: _____

Promissory Note and Terms of Payment

Fiscal Year: _____

I, _____, shall make payments to the _____ Chapter of Phi Mu Delta Fraternity. These payments are to be made payable to "Phi Mu Delta" and are for social and membership dues, Fraternal Insurance/Liability Insurance, and additional fees as levied within the guidelines of _____ Chapter Bylaws and the National Constitution of Phi Mu Delta.

The payment dates and amounts are illustrated below. If I should fail to make payment by the corresponding final dates below, I understand my privileges, as a member of Phi Mu Delta Fraternity will be immediately suspended pending payment and a fine, no less than, 10% (of total balance) will be added to the total due. In addition, I understand that if I am removed from the Fraternity for failure to keep within the guidelines of this note, I am not absolved of my responsibilities for the debts I have incurred.

Further, I understand that the Vice President of Finance of _____ Chapter of Phi Mu Delta may initiate a collection process including, but not limited to, the use of a legal proceeding and or collection agencies if I should fail to make final notice payment by the dates listed below. In addition, I understand that if such means must be used in the collection of this note, any and all fees, assessments, penalties, and legal expenses will be solely my responsibility.

If I have any questions regarding this contract, I understand I am to contact the current Chapter President or Vice President of Finance.

I also understand that I am signing a legally binding promissory note and payment contract. In addition, I understand and agree this agreement is necessary, insofar as to maintain the financial stability and integrity of the _____ Chapter of Phi Mu Delta. Finally, as agreed to by myself and the Chapter Vice President of Finance, I will adhere to the following payment structure.

NOTE: Please contact the current Vice President of Finance if you need assistance with setting up a payment plan if the following options below are not acceptable.

Payments:

The Chapter has agreed to set the _____ semester dues at \$_____ per member. All dues are to be submitted by _____. If a payment plan is required, I agree to submit a signed payment plan schedule to the Vice President of Finance.

Signed and Dated: _____ / ____ / ____

Print Name: _____

Witness and Dated: _____ / ____ / ____

Print Name: _____



Vice President of Member Development

Role

- He shall serve as the Chair of the ENGAGE Committee
- He shall direct all activities associated with the ENGAGE program
- He shall ensure that the New Member Education Orientation is run in accord with the National New Member Education Program, Leading the Lion Pride
- He is responsible for the welfare of all members
- He shall provide programming that is free of hazing and enhances the brotherhood experience in a positive manner
- He shall oversee the assignment of big brothers and ensure that they are providing the support needed during the New Member Orientation program

Responsibilities

- Seek methods to enrich membership education so that it is a stimulating learning experience.
- Assist each member in developing a plan for personal growth and development that covers his entire collegiate career.
- Holds the chapter accountable for meeting the goals of member education.
- Coordinate the activities of the recruitment chair, scholarship chair, service chair and Chaplain so that they are consistent with the chapter and member's goals for development.
- Utilizes university resources from Career Services, Counseling, and Student Affairs Offices and professors to schedule speakers and programs on topics ranging from personal finance to spiritual growth to resume writing.
- Develop a framework for each academic year that helps the brother develop himself intellectually, spiritually, socially, morally, and physically. There should be measurable goals and targets.

Leading the Lion Pride

Attached to this manual is a facilitation guide and workbook for Leading the Lion Pride. It is a comprehensive resource to execute the New Member Orientation Program, Leading the Lion Pride, in your chapter. This guide provides resources about the weekly educational sessions, the big brother program, videos you can use, and speakers. There are several components to each week: an overview agenda, step-by-step facilitation guides, and activities.

OVERVIEW AGENDAS

At the beginning of each week's facilitation guide, there is an overview agenda that will outline the length of the session, materials needed, the topics of discussion for that week, speaker suggestions, and chapter members that should attend. These are estimated times for sessions and depending on the size of your new member class, they may need to be adjusted but you are expected to cover the content in the facilitation guide.

SPEAKERS

Each educational session will incorporate a speaker coming to the meeting and talking with the new member class. This will require adequate planning and preparation on your part to ensure there are speakers at EVERY session. Each week will have a list of possible speakers that you can invite to your meetings.

LEADING THE LION PRIDE FACILITATION GUIDES

After the overview agenda, you will find step-by-step facilitation guides to follow throughout the New Member Orientation Program. There are discussion questions, points to cover, and explanations, plus processing questions for the activities.

LEADING THE LION PRIDE WORKBOOK

Each new member will download the workbook for Leading the Lion Pride. This workbook complements the program and helps the new member process the information being covered.

NATIONAL EXAMINATION

There is a national exam that the new members will take. It is expected that new members score at least an 80% on the test and it can be taken as many times as needed for the new member to score that. Once all new members have completed the exam, the National Office will send you the results to score.

Member Development Programming

In addition to new member education, you are responsible for providing education for all members. You don't have to make anything elaborate or complicated, take 20 minutes during chapter meeting to foster a discuss about a topic. Topics can include:

LEADERSHIP

How is the chapter improving the general members' leadership abilities? What are you doing to educate them about leadership styles, skills, techniques, etc. Are you discussing the other leadership opportunities on campus or in the community? How else can a member enhance his leadership skills outside the chapter?

HEALTH AWARENESS

What are you doing to educate members about healthy habits, total wellness, stress management, etc.? What resources can you tell members about if they have health concerns or want to learn more? You can ask someone from health services to come speak to the chapter or develop the program on your own.

RISK MANAGEMENT

At least once a semester, the chapter should be educating members about the risk management policies. Going beyond policies, how are you educating members about risks, the consequences of taking risks, or what risk reduction looks like?

SEXUAL ASSAULT/HARASSMENT

How are you educating members about sexual assault/harassment? Do they understand consent and what consent looks like? How are your members learning about creating a safe place for members and non-members surrounding sexual violence? Are you educating your members about the resources on campus or in the community if they are or know someone who is a victim of sexual violence?

ACADEMICS/TIME MANAGEMENT

Ensuring that members have strong academics is an important component to providing a positive membership experience. How are you educating your members about the educational resources on campus (tutoring, the writing center, etc.)? How you helping them learn how to balance their time and prioritize commitments?



Vice President of Administration

Role

- He shall keep all the records of the chapter
- He shall type all meeting minutes and distribute them in a timely manner
- He shall maintain the chapter by-laws, constitution, and National by-laws.
- He shall ensure that all chapter documents are kept in a safe place and readily available
- He shall maintain all chapter rosters and attendance records

Responsibilities

- To keep a record of all chapter functions, including attendance, meetings, and conduct roll call.
- All invitations and correspondence to and from the chapter.
- To maintain all rosters and ensure that all paperwork is up-to-date with the National Office.
- To submit all chapter reports for publications as requested by the National Office.
- To maintain a record of all meetings and agendas held by the chapter in a safe and secure location.
- Oversee the chapter's website and social media campaigns.

Reports

MEMBERSHIP ROSTER

Due by February 7 and September 7 - To ensure the National Office has accurate records of who is in the chapter, you are responsible for submitting a Membership Roster at the beginning of each semester, via email and again at the end of each semester through the Accreditation Report.

For each roster, you MUST include the member's first and last name, email, phone number, and graduation term and year. If you are adding someone to the roster, indicate why they are returning and if you are removing someone, indicate why you are removing them.

Last Name	First Name	Email	Phone Number	Graduation Date	Reason for Change
Brown	Ronnie	ronnie.brown@phimudelta.org	555-555-5555	Spring 2018	Signed voluntary withdraw form
Dubois	Derrick	derrick.dubois@phimudelta.org	555-555-5555	Fall 2018	Returning from taking a semester off
Hackett	Jackie	jackie.hackett@phimudelta.org	412-443-3982	Spring 2017	
Murphy	Tom	tom.murphy@phimudelta.org	609-220-4975	Fall 2017	
Waltemeyer	Sam	sam.waltemeyer@phimudelta.org	555-555-5555	Fall 2016	Graduated

OFFICERS' ROSTER

Due December 1 or anytime a new officer is elected - You are expected to submit an Officers' Roster so the National Office has the most up-to-date contact information for the officers. The chapter address should be a recognized chapter house (with a House Corporation) or an on campus address, NOT someone's apartment. Please include the box number (if applicable).

OFFICERS' ROSTER

Basic Information

Date of End of Term *

Chapter/Colony *

 Mu Alpha - Susquehanna

Chapter (On Campus)
Mailing Address *

United States of America

Street address

City

-- State --

Zip code

Chapter Executive Board

President *

First Name Last Name

President's Phone *

- -

President's E-Mail *

VP Finance *

First Name Last Name

VP Finance's Phone *

- -

VP Finance's E-Mail *

Sample Meeting Minutes

PHI MU DELTA FRATERNITY _____ CHAPTER

MONTH/DAY/YEAR

The meeting was called to order at <Insert time> by the Brother President.

ROLL CALL

List members with unexcused absences.

List members with excused members.

Quorum was met/not met.

GUEST SPEAKERS

- Organization, name, brief reason for attending

APPROVAL OF THE MINUTES

- Corrections were/ were not made to last week's meeting minutes

OFFICER REPORTS

- President
- VP of Membership
- VP of Finance
- VP of Member Development
- VP of Administration

COMMITTEE REPORTS

- List committees and report

SPECIAL ORDERS

- List any

OLD BUSINESS

NEW BUSINESS

ADVISOR/ALUMNUS REMARKS

- State who spoke and what was said

ANNOUNCEMENTS

ADJURN: <INSERT TIME>.

Meeting Minutes

USE THE AGENDA

Get an electronic version of the agenda from the president and edit directly from there. This will allow easier note taking and more accurate minutes.

ACCURACY IS KEY

These are a legal document of the chapter so it is important that they are accurate and proofread. After the meeting, go back and make grammatical edits or reformat the minutes to make them easy to read.

DISTRIBUTE IN A TIMELY MANNER

Why take minutes if they aren't distributed in a timely manner? This will allow members who missed the meeting to catch up and provide a summary of what happened during the meeting. Send them via email to members and advisors and have them be accessible to members.

Public Relations

ADVERTIZING

Advertising for the chapter is great PR but be sure that what you are advertising is accurate and current. Is the time correct? Location listed? Have you proofread your flyer? Have someone else read to make sure there aren't any mistakes.

Tip: The National Philanthropy is St. Jude Children's Research Hospital, not St. Jude's. If you want to abbreviate it, it's St. Jude.

SOCIAL MEDIA

Social media is great but it is not the only means of communication and PR. When you are making posts, **be sure the posts reflect the values of the organization!** Be cognizant of which account your posting from, don't accidentally post personal posts from your chapter account.

If you want something shared from the National Fraternity, tag the fraternity or send it to hq@phimudelta.org.



Resources





National Associations

North-American Interfraternity Conference (NIC) WWW.NICINDY.ORG

The trade association representing 69 International and National Men's Fraternities. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions.

Association of Fraternity/Sorority Advisors (AFA) WWW.AFA1976.ORG

AFA provides exceptional experiences, a vibrant community, and essential resources for the success of fraternity/sorority advisors. AFA has an ongoing commitment to the professional development of our members, a deep appreciation of both academic and applied research that examines the entire spectrum of the fraternity/sorority experience and the advising profession, and a commitment to collaborations within and between the higher education and interfraternal communities.

Northeast Greek Leadership Association (NGLA) WWW.NGLA.ORG

NGLA builds community among students from a variety of fraternal experiences, challenges members to align their actions with fraternal values, and empowers advocates to transform and improve their communities.

The Association of Fraternal Leadership & Values (AFLV) WWW.AFLV.ORG

AFLV exists to stimulate the growth and development of fraternity/sorority councils, chapters, and members by promoting leadership, educational, and values based experiences and resources for student leaders, their advisors, and the larger fraternal market.



North-American Interfraternity Conference





Directory

National Office Staff

EXECUTIVE DIRECTOR

Tom Murphy, Mu Alpha '94

609-220-4975

tom.murphy@phimudelta.org

DIRECTOR OF CHAPTER SERVICES AND GROWTH

Jackie Hackett

412-443-3982

jackie.hackett@phimudelta.org

National Council Members

PRESIDENT

Dr. Paul Kittle, Mu Pi '90

paul.kittle@phimudelta.org

V.P. - MEMBERSHIP

Joesph Doiron, Nu Theta Eta '11

joe.doiron@phimudelta.org

SECRETARY

Joe Thompson, Mu Alpha '08

joe.thompson@phimudelta.org

V.P. - FINANCE

David Smittle, Mu Beta '84

dave.smittle@phimudelta.org

MEMBERS-AT-LARGE

Dr. Thomas Kier, Mu Beta '82

tom.kier@phimudelta.org

Ryan Grogan, Nu Beta '16

ryan.grogan@phimudelta.org

UNDERGRADUATE REPRESENTATIVES

Alex Fries, Nu Beta '17

alex.fries@phimudelta.org

Mitch Larson, Mu Tau '17

mitch.larson@phimudelta.org

District Governors

MU ALPHA, MU EPSILON, MU SIGMA, MU TAU, MU XI, & MU ZETA

Sam Waltemeyer, Mu Omicron '09

sam.waltemeyer@phimudelta.org

NU BETA, NU GAMMA, NU PI, NU RHO, NU THETA, NU ETA,& NU XI

Derrick Dubois, Nu Gamma '13

derrick.dubois@phimudelta.org

MU BETA, MU OMICRON, MU RHO, MU THETA, MU UPSILON, & SIGMA ALPHA

Ronnie Brown, Sigma Alpha '14

ronnie.brown@phimudelta.org



Resources

Mental Health

ULIFELINE - ULIFELINE.ORG

An anonymous, online resource center, where college students can be comfortable searching for information they need and want regarding topics such as depression, stress, anxiety, and suicide prevention.

THE JED FOUNDATION - JEDFOUNDATION.ORG

An organization that works nationally to reduce the rate of suicide and the prevalence of emotional distress among college students.

HALF OF US - HALFOFUS.COM

A website sponsored by mtvU and The Jed Foundation that raises awareness about the prevalence of mental health issues and connects students to the appropriate resources to get help.

Hazing

HANK NUWER'S UNOFFICIAL CLEARINGHOUSE TO TRACK HAZING DEATHS & INCIDENTS

<http://hazing.hanknuwer.com>

CAMPUSPEAK, INC.

<http://www.campuspeak.com/programs/hazing>

HAZINGPREVENTION.ORG

HAZING LAW

www.hazinglaw.com

STOP HAZING

www.stophazing.org



LGBT+

HUMAN RIGHTS CAMPAIGN

www.hrc.org

NATIONAL LGBTQ TASK FORCE

www.thetaskforce.org

PFLAG

www.pflag.org

GLSEN

www.glsen.org

ATTICUS CIRCLE (ALLIES)

www.atticuscircle.org

NATIONAL CENTER TRANSGENDER EQUALITY

www.transequality.org

CAMPUS PRIDE

www.campuspride.org

CONSORTIUM OF HIGHER EDUCATION LGBT RESOURCE PROFESSIONALS

www.lgbtcampus.org

NATIONAL GAY AND LESBIAN CHAMBER OF COMMERCE

www.nglcc.org

TRANS STUDENT EDUCATIONAL RESOURCES

www.transstudent.org

Sexual Assault

IT'S ON US

www.itsonus.org

NO MORE

www.nomore.org

RAPE, ABUSE, & INCEST, NATIONAL NETWORK (RAINN)

www.rainn.org



Appendix





Phi Mu Delta National Website

The National Fraternity strives to have resources and reports accessible to members and volunteers.

Phi Mu Delta Fraternity

HOME ABOUT JOIN MEMBERS GET INVOLVED GIVE

Chapter Officers Files & Links

[2016 Officers' Manual](#) (808.02 KB)

[Officer Transition Guide](#) (71.07 KB)

[Chapter Directory](#) (512.71 KB)

[Phi Mu Delta 2016 Planner](#) (76.13 KB)

[National Constitution & By-Laws](#) (120.29 KB)

[Sample Chapter Constitution](#) (54.94 KB)

[Basic Membership Expectations](#) (33.48 KB)

[Comprehensive Academic Plan](#) (166.72 KB)

[Phi Mu Delta Chapter Planning Guide](#) (457.38 KB)

[Chairman Application](#) (97.89 KB)

[Phi Mu Delta Ritual Handbook](#) (155.11 KB)

[Forms & Reports](#) »

[Payments & Fees](#) »

[National Awards & Recognition](#) »

[Risk Management](#) »

[Leadership Development](#) »

[Resources](#) »

Chapter Accreditation Program

[Chapter Officers](#)

New Members

Risk Management

Chapter Advisors

Recruitment

GreekBill

GreekBill is a web-based billing and financial management service catering exclusively to the Greek Community. GreekBill's secure application enables billing, collecting, budgeting, reporting, online payment options and much more for chapters of all sizes. GreekBill was founded on the vision of providing value added financial management services to the Greek Community. We have led the industry in collection rate, customer service, satisfaction and the ability to adapt and customize solutions to meet each client's unique needs.

Since 1996, GreekBill has helped chapters, executive offices and a wide variety of Greek related companies strengthen their financial structures and streamline their operations. In fact, GreekBill was acknowledged by The Wall Street Journal as an effective option Fraternities and Sororities have used to solve their accounts receivable problems. From recruitment payment processing to national implementations, GreekBill handles it all!

GreekBill was founded on the vision of providing value added financial

management services to the Greek Community. We have led the industry in collection rate, customer service, satisfaction and the ability to adapt and customize solutions to meet each client's unique needs.

We are constantly evaluating feedback we receive from our chapters and national organizations. Feedback from national officers, advisors, chapter officers and members is key in maintaining a product that is cutting edge and ahead of the rest. Throughout the years GreekBill has added additional services and tools in order to improve our clients GreekBill experience.

Our clients' success in the financial arena has proven that GreekBill's tools and management are a vital and essential piece to all Greek organizations that plan on growing and moving forward as a top organization. To ensure this success we will continue providing innovative technology, in-depth reporting and superb customer service so that we not only service the market but define it."

The screenshot shows the GreekBill website homepage. At the top, there is a navigation bar with links for "About Us", "Services", "News", "FAQ", and "Contact Us". To the right of the navigation bar is a "Account Login" section with fields for "Username" and "Password", and buttons for "Log In" and "Login Help". Below the navigation bar is a large image of a red brick building with arched windows, likely a Greek chapter house. To the left of the building is a tree. On the right side of the page, there is a "Welcome to GreekBill!" section featuring a testimonial from Peter Callahan, Treasurer of Sigma Alpha Epsilon, and a link to "More Testimonials". Below this is a section titled "News and Events" with links to "Go Green with GreekBill" and social media icons for Facebook and Twitter. At the bottom of the page, there is a "Questions? Click here for LIVE CHAT" button, along with various security and compliance seals (e.g., McAfee Secure, Official Selection of the NEA). The footer contains links to "Home", "About Us", "Services", "Get a Quote", "View a Demo", "Testimonials", "GreekBill Certified News", "GreekBill FAQ", "Member FAQ", "Login", "Contact Us", and "Privacy Policy", followed by a copyright notice: "© 1996 - 2016 GreekBill, Inc."

Member Planet



All the tools your group needs in one spot.

We appreciate that most organizations are led by volunteers, and we built memberplanet with volunteers in mind. While your organization may have a database and perhaps some communication tools in place, we provide

you and your chapter the tools needed to engage at the local level. After all, isn't that where the real action is?

If you are looking to make better use of your time by bringing administration and communication online, or are utilizing one or more single-feature tools like Gmail, Outlook, EventBrite, Survey Monkey, Constant Contact, Excel, and PDFs, then you probably understand that while these single-feature tools are useful, they are not made to work together and do not provide a consolidated platform for member engagement .

How does it work?

We have developed a full suite of on-line tools for engagement, fundraising, and membership management, and consolidated them onto one easy-to-use platform. A platform with enterprise-level tools that will enable your chapter to take membership management, event planning, and fundraising to the next level.

Key Features



Dues Management

Collect one-time or recurring payments for memberships. New members can pay for membership dues, purchase merchandise, and make additional donations at the time they join.



Fundraising

Get donors engaged with an interactive Donation Site. Features include recurring donations, giving levels, photos and videos, donor tickers, supporter pages, and goal meters.



Event Management

Boost participation with easy Event Sites. Send email invitations, sell tickets, manage RSVPs, & more. Customize your Event Site with photos, videos, and other interactive features.



Mobile App

Free custom app for your local groups facilitates on-site payments, membership E-cards, and mobile communication.



Branded Forms & Newsletters

Easily create branded payment forms, surveys, and email newsletters. Start with a template and customize with unlimited flexible fields. View tracking and response data in real-time.



Broadcast

Send messages via text and/or email in just a few clicks, from a desktop or the mobile app. Use Smart Lists to instantly generate distribution lists using member data from other features.



Interactive Directory

Members can log on to search and contact each other directly by email and social media. Members have complete control of what information is shared and direct emails are always kept secure.



Smart Lists

Generate targeted distribution lists using member activity such as donor levels, membership levels, and RSVP's using status data on the system.



Websites

With our external website service you preserve your URL domain and have complete control over the layout and branding with the freedom to easily edit your website at any time.

Chapter Builder



What is ChapterBuilder?

The #1 reason people join is because of a relationship they have with your members. So we've made year-round relationships the focus of ChapterBuilder. Recruitment just got easier, friendlier, and a whole lot smarter. No more spreadsheets. ChapterBuilder brings potential new members to you, alerts you when it's time to follow up, gets all your members and advisors involved, keeps recruitment organized, and even provides real-time analytics to make your recruitment process smarter than ever!

Get the edge over a spreadsheet.



Leads Generator

We'll help populate your list with qualified potential new members.



Performance Tracking

Interactive dashboard gives you personalized data that's never been available until now.



Automated Alerts

CB is recruiting, even when you're not. You'll receive alerts from CB when it's time to follow up with PNM's.



Virtual Coach

CB will analyze your recruitment activity and inform your leadership team so you're always performing at your highest level.



Teamwork

CB gets everyone in the chapter involved in recruitment.



Mobile Ready

Recruitment happens on the go. CB is mobile friendly.



Beautiful

Design matters. Besides, you deserve something more attractive than a spreadsheet.



Expertise

CB was designed by recruitment experts using the most current, proven methods from top performing fraternities and sororities across the world.



Documents

National Calendar

JANUARY

First Thursday-Saturday: Officers' Academy

FEBRUARY

7: Brotherhood & Chapter Services fees

7: Membership Rosters due

MARCH

10: President's Monthly Report due

TBD: Regional Leadership Summits

SEPTEMBER

1: Officers' Roster due

TBD: Regional Recruitment Workshops

7: Brotherhood & Chapter Services fees due

7: Membership Rosters due

OCTOBER

1st: Insurance Premium Due

10th: President's Monthly Report due

APRIL

10th: President's Monthly Report due

MAY

1st: End of Term Report due

1st: Officers' Roster due

10th: President's Monthly Report due

15th: Accrediation Report due

NOVEMBER

10th: President's Monthly Report due

DECEMBER

1st: End of Term Report due

1st: Officer's Roster due

10th: President's Monthly Report due

10th: Accreditation Report due

SUMMER:

Even Years: National Conclave

Odd Years: Sapphire Leadership Academy & Navigator

National Accreditation Program Rubric

Chapter Management	Points Available	Points Earned
Chapter submits and maintains an accurate Chapter Roster. Rosters are due on 9/7 and 2/7.	10	
Chapter submitted Induction Report, on time.	5	
Chapter submitted Initiation Report, on time.	5	
Chapter submitted Officers' Report, on time.	5	
Chapter submitted End of Term Report, on time.	5	
Chapter has active Judicial Board	10	
Chapter Advisor or designee attends weekly Executive Board or Chapter Meetings	10	
Chapter has not violated any Phi Mu Delta or Campus Risk Management Policies	10	
Chapter is actively involved on campus IFC.	10	
Chapter has a written New Member Orientation Syllabus	10	
Executive Board actively participates in at least two coaching calls with the National Office per semester. For each additional coaching call, the chapter can earn up to 10 bonus points.	15	
Chapter President meets regularly with campus-based Greek Advisor.	10	
COMMENTS:		

Scholarship	Points Available	Points Earned
Chapter Term GPA (New Members + Actives) is at, or above, the All-Men's Average on campus. (This data will be provided by your campus Greek Advisor, or their representative.)	20	
Chapter has developed an Academic program that has desired outcomes of improving GPAs for at-risk members and recognizes members that exceed minimum standards.	20	
Chapter's New Member Class GPA is at, or above, the All-Men's Average on campus.	20	
Chapter has an active and engaged Academic Advisor. (This data will be provided by your campus Greek Advisor, or their representative.)	20	
COMMENTS:		

Communications	Points Available	Points Earned
Chapter has active and up-to-date website.	10	
Chapter actively uses social media.	10	
Chapter President submits Monthly Reports, on time.	10	
COMMENTS:		

Membership & Recruitment	Points Available	Points Earned
Chapter has, at least, 25 members at the beginning of the term.	25	
Chapter submits Recruitment Worksheet, on time.	20	
Chapter membership is at, or above, the average chapter size on campus.	5	
Chapter exceeds its recruitment goal for the term (determined by National Fraternity based on Recruitment Worksheet).	10	
Chapter initiates at least 90% of new members.	15	
COMMENTS:		

Programming	Points Available	Points Earned
<i>Chapters holds at least one of the following programs each term:</i>		
Leadership	20	
Health Awareness	20	
Risk Management	20	
Sexual Assault/Harassment	20	
Academics/Time Management	20	
COMMENTS:		

Civic Engagement	Points Available	Points Earned
Chapter averages 15 hours of civic engagement for each member (new members + actives) for the semester.	25	
Chapter hosts at least one philanthropic event to raise money for a local or regional philanthropy.	10	
Chapter hosts at least one philanthropic event to raise money for St. Jude.	10	
Chapter establishes a regular civic engagement program for the local community.	10	
Chapter co-sponsors at least one service project each academic year with another recognized student organization.	10	
COMMENTS:		

Finance	Points Available	Points Earned
Chapter pays all National dues on time and in full.	25	
Chapter ensures that all active members are up-to-date on GreekBill.	10	
Chapter submits budget on time. Budgets are due on 9/7 and 2/7.	10	
Chapter has a \$0.00 balance with the National Fraternity at the end of the term.	20	
Chapter has a savings program built into their budget.	5	
COMMENTS:		





Member fraternities of the North-American Interfraternity Conference agree to support and enforce the NIC Standards. They also provide education and appropriate follow up to their chapters regarding the Standards.

- Each member fraternity supports the academic success by agreeing to and requiring a:
 - Minimum 2.5 college GPA to join (2.5 high school GPA if college GPA not established)
 - Minimum 2.7 Chapter GPA annually (or above the campus all-men's average if that average is below a 2.7)
- Each member fraternity agrees to and supports Open Recruitment (ability to recruit any many at any time) and alcohol-free and drug-free recruitment activities
- Each member fraternity agrees to and supports Open Expansion (unrestricted establishment and recognition of undergraduate chapters of any member fraternity)
- Each member fraternity agrees to and supports a maximum of 12-week new member program that is alcohol-free and drug-free
- Each member fraternity has risk management policies that address alcohol, drugs, hazing, sexual abuse, harassment, and fire safety
 - Each member fraternity prohibits hazing and works to eliminate it
 - Each member fraternity prohibits little sister/women's auxiliary groups
 - Each member fraternity shall communicate its values through its Ritual at least annually
 - Each member fraternity shall communicate the importance of undergraduates participating in education programming covering any of the following: academic achievement; alcohol and drug use; career preparation; civic engagement; hazing; leadership development; sexual assault awareness/prevention; and values and ethics
- Each member fraternity has a policy that allows for the immediate, temporary suspension of a chapter in the event of an emergency
- Each member fraternity shall carry liability insurance
- Each member fraternity will report requested statistics to the NIC