



# NOT FOR COLLEGE DAYS ALONE

A Manual for Purple Legionnaires &  
Board of Chapter Advisors

Property of PHI GAMMA DELTA



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PHI GAMMA DELTA

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## PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

Dear Chapter Advisor:

Congratulations! You have accepted the responsibility of becoming an advisor for a chapter in Phi Gamma Delta. You have put yourself in a position to have a tremendous impact on the lives of some good, young men.

One of the most challenging and rewarding jobs in the Fraternity is your job as a Purple Legionnaire or as a member of the Board of Chapter Advisors. The men in the chapter will now look to you for guidance and should know that your time, energy and advice are valuable assets to them. Therefore, they have a responsibility to the Fraternity and to you. **Continuity** for the chapter rests with you. Maintaining continuity is one of our greatest challenges and where you can be a great help.

The contents of this manual are the product of the devoted service provided to our chapters by advisors over the years. To you and your predecessors go the deep appreciation of the Fraternity and the good wishes for your valuable services to continue through the coming years. Phi Gamma Delta is greater because of you, and you are greater because of Phi Gamma Delta.

If the Headquarters staff may assist you in any of your endeavors with the chapter or colony that you advise, please know that we are available.

Fraternally,

Rob Caudill  
Executive Director

Perge!

# Goals of Phi Gamma Delta

The purpose of Phi Gamma Delta is to develop its brothers into outstanding young men. This is accomplished through their participation in an organization of the highest standards. By directing the energies of all brothers devoted to Phi Gamma Delta and by positively influencing the lives of our brothers and others, we can be successful in our purpose.

The Fraternity will instill in our brothers the values of Phi Gamma Delta. A system of personal values is the most durable benefit we can provide to our brothers. Values provide the foundation for the development of our members. Emphasis on Ritual, which is a system of values, will help our brothers understand their missions in life.

Every organization must have standards of operation to insure that the future of the organization is sound. Standards provide guidelines, as well as stability, in a constantly changing environment. Phi Gamma Delta developed the **Standards of Excellence** to assist chapters in providing programs that address the short and long-term goals of the chapter. With these standards, and your guidance, our members will develop leadership and efficiency.

Graduate brothers comprise over 90 percent of the membership of Phi Gamma Delta. In addition to their undergraduate fraternity experience, they also have maturity and professional experience which can be helpful to an undergraduate chapter or the International Fraternity. Since Phi Gamma Delta's purpose is the development of our undergraduate members, and one of our greatest challenges is the lack of continuity inherent in an undergraduate chapter, graduate brothers have a critical role to play in Phi Gamma Delta's success.



*Beta Gamma brothers at Bowling Green*

# Goals of Graduate Support

The fraternity chapter is primarily in the business of developing its brothers. The developing is actually done by the individual, but there is much that can be done to provide the environment necessary for the healthy growth of our brothers.

Most young men in college need the types of support and encouragement that their home environment previously provided. This is the type of need that a fraternity living group is well qualified to meet. When functioning properly, such a group can satisfy simultaneously the dual needs of the student to belong and yet to retain a substantial measure of personal autonomy.

The well-organized chapter is a pleasant and satisfying place to live. It also provides the close and enduring friendships that are so often mentioned in connection with such groups. Most of the problems of living and working with people occur in the normal course of living in a fraternity, and members learn through first-hand experience the necessary give and take.

The mere existence of a fraternity chapter, however, does not guarantee the realization of any of the values mentioned above. Such a group can do its members more harm than good if it is poorly organized or if its operating machinery is not in good working order. Development of the conditions within a chapter necessary to promote the growth of the members as individuals is never an accident. Rather, these conditions can result only from purposeful and continual effort on the part of many people. Most of this effort must come from the members themselves, but it can and should be supplemented by various interested parties.

Among these parties are the Purple Legionnaire and the Board of Chapter Advisors, whose roles, though difficult to define, are nevertheless of great potential importance to the welfare of the chapter. The following sections represent a meaningful and constructive definition of these roles as they relate to the continuing and ever-changing life of our fraternity.

The primary objective of graduate support is to provide the continuity and leadership that is often missing from an undergraduate chapter. Every year, there is a change in our undergraduate officers. Every three to four years, the chapter membership changes. School administrative personnel and Greek advisors alternate their relationships with the Greek system, and there is often a great turn-over in school advisor positions. Graduate support fills this void.

# General Role of the Purple Legionnaire & Board of Chapter Advisors

What are the duties of a Purple Legionnaire or a member of a Board of Chapter Advisors? This is a difficult question to answer since the role undoubtedly is structured in as many different ways as there are advisors and chapters. To a large extent, this is necessary and good. The individual pattern of teamwork between an advisor and his chapter must be tailored to the personalities of both parties.

Such a “tailor fit,” however, need not be developed in a random fashion. It is highly desirable that the relationship be initiated and maintained with a clear sense of purpose and direction. This is possible only if the PL has an understanding of the underlying nature and potential of his chapter. He also must have developed his own personal philosophy concerning the roles he will attempt to play.

The following four premises are proposed as the basis for the Purple Legionnaire’s role:

1. The roles are constantly changing. The PL must continually adapt his activities to fit the ever-changing situation in the chapter.
2. A close working relationship between the PL and chapter is desirable. Such a relationship provides an opportunity for the PL to serve as a unique combination of teacher/counselor/friend.
3. The PL should strive continuously to help the chapter become as self-sufficient as possible.
4. The PL should be as interested in the members as individuals as he is in their collective welfare as a group.

Although the entire chapter organization is structured to run without an advisor, at any given time every chapter needs assistance in one or more areas of operation. Here the role of the Purple Legionnaire becomes invaluable as he helps the chapter define weaknesses and implement plans to overcome them. The PL’s role becomes especially meaningful when real difficulties are encountered, and it is here that the role of the PL becomes truly dynamic.

It is clear that the advisor’s success is directly dependent upon his ability to sense the changing needs of the chapter both promptly and accurately. If he is to accomplish this, he must get to know the individual members of the group very well. The process of getting acquainted is, of course, equally important because it provides the members with the opportunity to become relaxed and at ease with the Purple Legionnaire and to gain a personal sense of the role he is to play.

## Advising v. Interfering

The Purple Legionnaire must be mindful of the importance of making his help and support available in ways that do not interfere with the normal working machinery of the chapter. Seldom, if ever, can he afford to accept personal responsibility for the execution of a task that is normally the responsibility of the chapter and its members. Such action constitutes real interference with the operation of the chapter and is seldom constructive except as an emergency measure. The advisor must recognize and accept the fact that his function is not to produce results directly. Instead, he works through the members, always attempting to help them achieve for themselves the results they desire. This way, they gain experience and self-confidence.



*Chartering accomplished for Omega Nu brothers at Ohio Northern*

# Purple Legionnaires

The Purple Legionnaire is the primary advisor and should monitor chapter efficiency. It is his responsibility to see that reports due at International Headquarters are submitted by chapter officers in full and on time. A schedule of the standing reports is published annually as a special calendar designed for that purpose. It is routinely distributed to chapter officers attending the Fiji Academy in January and is also available at [www.phigam.org](http://www.phigam.org).

## Helpful Hints for the Purple Legionnaire

The Advisor should:

- Attend as many chapter meetings, cabinet officer meeting, chapter functions and Greek functions as possible.
- Take the time to get to know the pledges. This rapport will pay dividends for the next three years and beyond.
- See that proper communication exists between the cabinet and the chapter membership with regard to chapter meetings and other chapter functions.
- Check on the financial condition of the chapter: accounts receivable, accounts payable, dues, billings, etc.
- See that committees meet regularly, document their work, and that follow-up action is taken by the appropriate officers.
- See that pledgings and initiations are reported promptly.
- See that submission of the chapter newsletter, magazine updates and history to International Headquarters is on time.
- Review with officers the Chapter Bylaws and Chapter House Rules.
- Follow up regularly on reports and forms to be sent to the International Headquarters.
- Possess a working knowledge of the Constitution, Bylaws and all policies of the Fraternity.
- Have an understanding and appreciation of the Fraternity's Ritual.
- Keep administrative files of his own with the following: copies of correspondence with the chapter, graduates, Section Chief, Headquarters, college/university, parents, city, etc.; copies of forms or reports submitted to the Headquarters and the university; copies of Field Secretary reports.

The most important demands for the Purple Legionnaire are his time, talent and experience. A PL should expect to spend from four to 20 hours each month with his chapter. Most of this time will be devoted to the business of the chapter rather than to its social events.

## Cabinet Meetings

The Purple Legionnaire should meet at least every two weeks with the cabinet in the regular cabinet meetings. In doing so, he keeps apprised of the business and problems of the chapter. In addition, he is available to counsel the cabinet on methods of dealing with problems and actions that should be taken on the cabinet level, as well as by the chapter through the democratic process. Counseling the cabinet is a much more effective way of developing programs and effecting a solution to chapter problems.

Normally, the Purple Legionnaire can and should back up his decisions with Fraternity law when necessary. This necessitates familiarity with the laws of the Fraternity. He should possess and have knowledge of the Constitution and Bylaws.

## Chapter Meetings

The Purple Legionnaire should sit in on the formal chapter meetings at least once each month. Not only does he become known to the chapter as a whole, but his presence is felt and his wisdom can be heard. However, he should intrude in discussions only when he feels that the issue or argument on the floor warrants his mature and experienced opinion. Normally, when his rapport with the chapter is excellent, he will be heard without rebuttal and his suggestions carried through without comment or controversy. Normally, too, he should be present at all initiation services to see that they are carried out with dignity and correctness, and as the Ritual prescribes.

## Administration

Besides being a counselor and advisor to the chapter and its officers, the Purple Legionnaire must be an administrator. He will necessarily be the recipient of correspondence from International Headquarters, from other members of the official family, from persons outside the chapter and from the graduate brothers. To promote administrative efficiency, the PL should set up a series of files (whether paper or electronic) for his own use. These files would be as follows:

- **Correspondence:** This file would include copies of the correspondence he initiates with Headquarters or anyone else. It would also include copies of correspondence of the chapter which goes to Headquarters (or vice versa), any member of the official family, to the general officers, or to graduates or those outside the officials of the Fraternity. Copies of letters he receives should be filed with copies of their answers attached.
- **Reports:** Such reports as he initiates or receives should be kept in appropriate files. Copies of his own periodic reports to International Headquarters should be in one file, and the reports of Field Secretary visits should be kept in another file.
- **Memoranda & Bulletins:** Most communication from the Headquarters to chapters and PLs is now done through email and the website ([www.phigam.org](http://www.phigam.org)). Care should be taken to note if any communications require follow-up. Various memoranda should be filed in their special files.

- **Recognition Reports:** The Annual Awards Report, Cheney, Condon, Owen, Baker and Coulter Cups, the Coon Plaque, the Wilkinson and Brightman Awards, the Brightman and Zerman Trophy, and the Jordan Bowl should be filed in appropriate files if a copy is desired. The Annual Awards Report is designed to be an excellent self-study for checking chapter strengths and weaknesses and will give the PL some indication of the area(s) where the most work is needed. The PL should confer with the various committees in the preparation of these reports in order to achieve completeness, accuracy and neatness.
- **Financial Reports:** All reports dealing with the finances of the chapter, whether made by the chapter or by the House Corporation, should be filed in appropriate files. The monthly financial statement (Form H), the annual budget and the annual audit should be in chronological file.

## Relationship with the College/University

The Purple Legionnaire should develop a working relationship with the school administration. Meet occasionally with the Greek Advisor to communicate any concerns or needs and to build goodwill. Find out how the chapter may help to further the mission of the institution. The Greek advisor is usually a great resource.

## Reports to Be Made by the Purple Legionnaire

The Purple Legionnaire should have the perfect balance of familiarity and objectivity to make reports and evaluations on the chapter. An annual report evaluating chapter operations is to be made in the spring and is due by May 15. The form for this report, which is based upon the Standards of Excellence, is available online at [www.phigam.org/AdvisorResources](http://www.phigam.org/AdvisorResources).

## Reports to Be Verified by the Purple Legionnaire

- The annual budget should be thoroughly checked before signature is affixed. Care must be taken to see that expenses, especially social, do not exceed the income in this area.
- The monthly financial report (Form H) should likewise be verified before submission to International Headquarters. Care should be taken to have it submitted on time.

The BCA can and should assist the Purple Legionnaire in advising in these areas. The BCA should address the specific areas in which immediate and close supervision is needed.

# Board of Chapter Advisors

Every chapter needs the assistance and advice of graduates in addition to the Purple Legionnaire. The BCA's responsibility is to assist the chapter in setting its goals, developing an action plan to achieve goals, following-up to see that the action plan is being accomplished, and monitoring the continuation of the action plan.

The BCA, Purple Legionnaire, and chapter officers will determine areas from the Standards of Excellence where the chapter is deficient and help establish the goals and action plans to correct the deficiency.

Each member of the Board of Chapter Advisors should be assigned to one of the primary areas of chapter operations, such as chapter operations (administration), finances, fraternity law/risk management, graduate relations, housing, pledge education, public relations, Ritual, recruitment and scholarship.

## Committee Meetings

Each member of the BCA should attend the important committee meetings under his area of advisement. For example, preceding and during recruitment, the recruitment committee should have the benefit of the advisor assigned to this important committee. Other examples: (1) at the beginning of each term, the assigned advisor should assure that the scholarship committee has its academic support program ready to implement; (2) during the spring or summer, the financial advisor should see that the Chapter Treasurer is preparing the budget for the next year.

## Participation in Chapter Meetings

Occasionally, the advisors may have to communicate with the chapter as a whole. Meetings of the chapter are usually the best forum for such communication.

Earlier reference was made to the advisors as teachers. This aspect is indeed important, although it is most difficult to say exactly how one should go about it. What teaching the advisors do is usually on a very informal basis.

In their conversations with members, the advisors are constantly presented with opportunities to turn members' thinking into new channels and to challenge them to think constructively about the problems that confront them. The objective, of course, is to think with the members and not to tell them the answers. This is often easier said than done. As with other kinds of teaching, there is no substitute for practice.

In their desire to teach, the advisors should not overlook the power of a good example. They are constantly under observation in their work with the chapter, and they must be able to demonstrate at least fair success at practicing what they preach. For instance, they probably will not make much progress in encouraging members to live up to their commitments to

one another unless they are meticulous about fulfilling their own promises to the group. Although it is not possible to gain a meaningful measure of the impact that advisors may have upon their chapter through the example they set, it is undoubtedly one of their most powerful tools.

## Relationship with Individual Members

The advisors must be concerned not only with the chapter as a functioning group, but also with the members as individuals. Through their continuing informal contacts, advisors are in an ideal position to serve the members as counselors and friends on matters of a personal nature. This can often prove to be the areas where they make their greatest contribution and find their greatest personal satisfaction.

In order to open the way for such opportunities to develop, the advisors must make every effort to gain the confidence of the individual members and to give evidence of their interest in the brothers as people. Although they will inevitably develop closer personal ties with some more than with others, they must endeavor to make certain that their availability to all members is not influenced by these ties. They must also be meticulous at all times about preserving the confidential nature of personal matters.

An advisor's approach to the chapter is of obvious importance. However thoughtful and sincere his intent, an advisor's true value is evident when expressing concerns in ways that undergraduate brothers readily understand and accept.

A relaxed and unhurried approach on the part of the advisor almost always yields the best results. A good deal of the time spent with the chapter can be profitably devoted to spur of the moment contacts with the individual members. Such informality makes it easy for them to take the initiative in the relationship and encourages them to call upon the advisor for the sort of help that he is best qualified to give.

This is not meant to suggest that the advisors must limit themselves to a random sort of existence where they have no power to assume the initiative; quite the contrary. If they are sufficiently in touch with what is going on, they will often have matters on their minds that they need to discuss informally with various members. If they have laid the groundwork well, it should be easy for them to approach individuals in the chapter on a wide variety of matters and to engage with them in a very frank exchange of opinion. In fact, advisors can feel free to argue strongly on occasion for the point of view that they hold, so long as the members feel no accompanying pressure to bow to authority or to the wisdom of experience.

One final guidepost of great importance is the need for the advisors to approach their work consistently from the positive side. Their mission is to help and not to criticize. It is seldom that a negative approach of any kind accomplishes much that is worthwhile. So long as the members feel that the advisor's role is in support of their own efforts, they will welcome the help. But when an advisor begins to criticize or to take sides — or to press for sudden, drastic changes — his relationship with the members is immediately weakened and his effectiveness decreased. There are certain necessary exceptions. However, there is strong evidence to suggest that a positive approach will bring constructive results.

## Advisors as Human Beings

In analyzing the roles that advisors can play, it is important not to put so much emphasis upon the needs of the chapter that the advisor's own needs are overlooked.

Advisors cannot be effective for long, unless they find enjoyment and satisfying self-expression in their work. They must be free to be themselves, relaxed and at ease, and also free to make occasional mistakes. The brothers must never be encouraged to look for perfection in their advisors.

The advisor-chapter relationship is a team effort toward a common goal. In keeping with this philosophy, it is essential that the members make a conscious effort to adjust to their advisors even as the advisors are adjusting to them. This must be intentionally encouraged by the advisors in various ways, since it may not otherwise occur to the members that there is anything they can do to help. Neither is it certain to occur to them that the advisors, too, need an occasional pat on the back. Too often, they are thought of by the members as a sort of self-energizing, perpetual motion machines that will always keep going no matter what happens. It's not that they don't appreciate their efforts; they do. However, the members are apt to be amazed that the advisors care very much about what the members think of their work.

The advisors must do their best to convey to the members an understanding of their personal philosophy of the advisor-chapter relationship. They should also find ways to share with them some of the perplexities that the members face so that they can better understand the complex nature of their assignments. This sort of communication can take place only after a considerable amount of groundwork has been laid. It is an essential ingredient to realizing the full potential of the relationship.

## Advising Today's Students

They are 18 to 23, eager, antagonistic, energetic and competitive, and you have the pleasure of working with them as a chapter advisor!

From generation to generation, this age group is one of the most studied groups in history. They are more experienced, more competitive and wealthier than any group that has preceded them. However, they enter a society of increasing social problems, which can contribute to a cynical outlook.

This group may pose significant challenges for any graduate involved in advising. How can you, as an advisor, motivate these men when they challenge authority? Here are a few tips.

1. Explain "why" something needs to occur – never tell. Outline the benefits to the individual so he can see the reasons to do something. People commit to things that benefit them personally and directly.
2. Do not criticize, condemn or complain. Use positive reinforcement and encouragement.
3. Be sincere. If brothers realize that you are there to help them, they will work with you.
4. Be personable. Take an interest in their personal lives. For a few, you may be the first father figure that they have had.

5. Encourage and coach. Positive reinforcement goes a long way. Encourage the brothers to achieve. By pointing out positive aspects, you will help develop confidence and promote self-esteem.

Helping develop self-confidence is one of the most important things that you can do in working with undergraduates. To help illustrate this point, below are some Fiji success stories from brothers who overcame rather bleak situations.

**Percy Williams (British Columbia 1932)** overcame serious illness as a child, as well as ankle injuries, to be crowned the “World’s Fastest Human.” Brother Williams won Olympic medals for the 100-meter and 200-meter dashes in Amsterdam in 1928.

**Jack Swigert (Colorado 1953)** learned just 72 hours before launch that he would be the command module pilot for Apollo 13. Two days into the mission, an explosion left the craft disabled over 200,000 miles from Earth. Brother Swigert notified ground control with the statement, “Houston, we’ve had a problem here.” Apollo 13 quickly turned into a survival situation. The atmosphere became polluted with carbon dioxide, the power was limited, drinking water scarce, and a cabin temperature of 38F made the cabin intolerable. Many people thought the crew would not make it back. Through applied knowledge, persistence and innovations, Jack, his fellow crew members and ground support overcame these severe obstacles to navigate Apollo 13 through its four-day return trip to Earth.

**Dean Smith (Kansas 1953)** sat on the bench for most of this college basketball career. During this fourth year as North Carolina head coach, he was hanged in effigy by Tarheels fans. He went on to become the winningest college coach of all time with a record of 879-254. At the school where he was once hung in effigy, the basketball arena now bears his name.

**Glenn Cunningham (Kansas 1935)** suffered extensive burns in a schoolhouse fire at the age of six. Doctors told his parents he might never walk again. After being confined to bed for months, he began a painful recovery process. Years later, he became the premier middle distance runner of the 1930s, setting a world record in the mile.

As an advisor to college men, you are helping shape our future! They are a good group of men and can be a delight to work with on an ongoing basis. If you want to stay young at heart, work with our undergraduate brothers.

## How to Administer the BCA to Best Serve the Chapter

The organization of the Board of Chapter Advisors will vary from chapter to chapter depending on a few variables: the number of graduates on the BCA, the number of meetings the BCA has each year, and the proximity of the graduates to the meeting location. To a large extent, these variables will determine the structure of the BCA and how the graduate advi-

sors will best serve the chapter. Your BCA will have to choose which structure is best for your situation based on the make-up of the BCA membership.

## The Standards of Excellence Structure

Each BCA member can work with the cabinet/committee member on the corresponding Standards of Excellence. For example, the advisors who work with the Recruitment Chairman and Pledge Educator on accomplishing the criteria in Standard Number II, “We select, pledge and initiate men who are qualified to be our brothers in Phi Gamma Delta.” The goals and criteria are clearly outlined for both advisor and undergraduate to follow.

The suggested structure for a BCA should reflect the needs of the undergraduate chapter. If recruitment, graduate relations and scholarship are the major priorities, then these are the areas where graduates should be spending their time (individually and collectively) advising.

Flexibility is a key component in the structure of a Board. Graduates should be appointed to advise in key areas as needs surface.

On **page 19** are the Standards of Excellence, which are an excellent tool for evaluating and improving a chapter’s programming and overall operation.

## How to Recruit Graduates to Serve on a BCA

Every organization needs a system to keep the quality of its membership strong and the number of members consistent. The Board of Chapter Advisors is no different. In order for the BCA to maintain an adequate membership, three areas need to be addressed within the BCA and with new BCA members.

1. The BCA Chairman must be outgoing enough to commit the time to organizing and holding the BCA together. His drive and enthusiasm should carry over to the other members of the BCA. He must organize the BCA structure and facilitate the meetings.
2. The commitment needed to serve on the BCA must be communicated to the prospective BCA members. The time commitment and the one-on-one relationship need to be addressed, as well as the condition of the chapter. Prospective members need to know how they can become assets to the group.
3. The undergraduate chapter, as well, needs to know how the chapter will benefit from the BCA’s guidance. When the undergraduates have confidence in the BCA, they will welcome the graduates with open arms.

Once these three areas have been thoroughly covered, the BCA Chairman should appoint a graduate brother to work on recruiting other graduates to the board. He may use the following methods to contact new members.

1. Contact the Fraternity Headquarters concerning the recruitment effort is essential. Lists of graduates are available upon request. The Fraternity will assist in contacting the

graduates for service on the BCA. Headquarters is interested in your success.

2. Personal contact should be made with graduates by those recruiting for the BCA. Contemporaries, as well as representatives from different class years, should be contacted.
3. The Purple Legionnaire, Section Chief and members of the House Corporation should be contacted to assist in the recruiting effort.
4. Contact with brothers from chapters other than your own can yield positive results. Brothers from other chapters can add a fresh way of looking at the chapter. Make sure to contact brothers from other chapters.
5. As soon as possible, the time and place for the first meeting should be established and communicated to those who have been recruited.

At the first/next meeting, a short but thorough explanation of the role of the BCA should be given, as well as a report of the condition of the chapter.

## How to Run a BCA Meeting

The structure of a BCA meeting is very important in insuring the long-term success of the BCA program.

### I. Planning

Every BCA should take care to properly prepare for each meeting.

At the conclusion of every meeting, a time convenient to all or most members needs to be chosen for the next meeting.

The BCA President should touch base with the Chapter President to remind him of the meeting. At this time, they should establish an agenda for the meeting. All committee chairmen on the agenda should be notified, as well as other cabinet members.

### II. Meeting Set-up

The meeting should take place at a convenient time for the graduate brothers. It should also coincide with a convenient time for the undergraduates (i.e., not during finals). It should take place in the chapter house or at a location easily accessible and known to the graduates.

Hold the meeting in an open area so that the undergraduate members can see that Phi Gamma Delta is “Not for College Days Alone.” A conference style set-up usually works well.

The meeting needs to be informative for all graduate brothers in attendance. Try to save topics that require discussion with individual members for after the meeting. Use the meeting time to report progress, discuss obstacles and plan strategies for upcoming events. Make sure the time is used to keep all members interested.

The length of the meeting should be between 1 and 1 1/2 hours. Remember, most graduates have worked a full day, and after an hour or so, everyone’s attention span can wane.

You are leading by example. If the undergraduates sense a serious, business-like atmosphere in your meeting, they will in turn take this atmosphere back to the rest of the chapter.

### III. Agenda

The outline should be somewhat similar to that of a regular business meeting. A sample agenda follows:

#### Sample Agenda

- A. Review of previous minutes
- B. Review of last Field Secretary report (if available)
- C. BCA member reports
  - \* *Updates on advisement and projects*
- D. BCA Chairman's report
- E. Purple Legionnaire's report
- F. Chapter President's report
- G. Questions for chairman/committees
- H. Old business
- I. New business
- J. Next meeting time
- K. Adjourn

Stick to the agenda! It serves as an excellent road map and can assist in keeping meetings focused and to the point. Your time is important. By sticking to the agenda, you help to save some of it.

At the end of each BCA meeting, it is important that a summary of the meeting minutes is taken. Assign each BCA member specific follow-up instructions with particular committee chairmen or cabinet members. This follow-up should become the "old business" at your next meeting.

After all the members understand their responsibilities, decide on a convenient time for the next meeting. Assign one member to contact the others a few days before the date of the next meeting.

### IV. Comments

Serving on a BCA should be rewarding, and it should allow the graduate brothers to get together periodically to touch base with the chapter. Each BCA member needs to keep an objective perspective on the chapter. Congratulate the brothers on their strengths and guide them through the deficiencies.

The presence of graduate brothers in any Phi Gamma Delta chapter is a key ingredient to the success of that chapter. Phi Gamma Delta thanks you for your continued service.

# Phi Gamma Delta's Standard of Excellence

The basic areas of chapter operations that the BCA needs to address are outlined in the Standards of Excellence below. The Fraternity uses these Standards to advise and evaluate each chapter. In most chapters, these areas of advisement should be covered with the cabinet officers, as well as the committee chairmen responsible for them. By approaching these areas actively and developing goals and objectives with specific action plans, the chapter will manage itself sufficiently enough to avoid problems and experience a positive fraternity environment.

The Standards of Excellence are arranged in seven areas of chapter operations. Each Roman numeral corresponds with one or two specific areas of operation. The BCA should use the Standards as an organizational tool to advise the chapter. Each BCA member will work closely with an undergraduate counterpart on one section or portion of a section. For example, the BCA member responsible for graduate relations will work with the Graduate Relations Chairman and/or cabinet member. He will use Section VII of the Standards of Excellence as the guide for chapter operations in that area.

Outlined below are the specific areas organized under each Standard. Use this outline as a quick reference. A detailed version, with helpful action items, is available on [www.phigam.org](http://www.phigam.org) in the Manuals page under Undergraduates - Officers & Chairmen.

## Standards of Excellence Reference Guide

### **I. We understand and strive to exemplify the ideals and values of Phi Gamma Delta.**

- Ritual
- Values
- Post-Initiation Education

### **II. We select, pledge and initiate men who are qualified to be our brothers in Phi Gamma Delta.**

- Recruitment
- Pledge Education

### **III. We encourage and aid each brother in maintaining the highest scholarship of which he is capable.**

- Scholarship
- Career development
- Study skills, time management, etc.

**IV. We stimulate the mental, moral, physical and social growth of brothers throughout their undergraduate years.**

Membership development (etiquette, social, etc.)

Fraternity law, policies, responsibility

Alcohol/drug awareness, health issues

Intramural sports

**V. We provide the opportunity for brothers to develop their organizational and leadership abilities in the fraternity, campus and community environments.**

Fraternity involvement

Campus involvement

Community involvement

**VI. We strive for efficiency and continuity in chapter operations.**

General chapter administration

Finances

Housing

**VII. We provide opportunities for graduate brothers to become actively involved in the Fraternity.**

Graduate relations



*Volunteer graduate leaders at the Graduate Leadership Forum*

# Basic Areas of Chapter Operations

The basic areas of chapter operations are outlined in the following pages. Some specific areas the BCA will want to address are listed. By approaching these areas proactively and developing goals and objectives with specific action plans, the chapter will be able to manage itself so as to avoid problems and experience a positive fraternity environment. As an advisor, you will want to address these areas of chapter operations:

## Chapter Administration

1. Does the chapter have written goals?
2. How effective is the committee system in delegating work and accomplishing goals?
3. Is there an adequate communication network in the chapter?
4. Does the chapter submit forms to Headquarters, the College/University and the House Corporation on time?
5. Does the chapter have an adequate record system for Headquarters' bulletins, information, correspondence and pledge and initiation records?
6. Does the cabinet meet weekly to discuss chapter affairs and committee responsibilities? Are the cabinet meetings productive?

## Finances

1. Are chapter fees to Headquarters paid on time? Is the Treasurer aware of the timetable of due dates?
2. Are the chapter's accounts receivable and accounts payable up to date?
3. How is the chapter handling delinquent accounts of brothers?
4. Is the House Corporation being paid on time?
5. Does the chapter follow the budget it established?
6. Does the chapter have room and board contracts? Are they being followed?
7. Are the Laws of the Fraternity regarding financial responsibility followed?

## Fraternity Law/Risk Management

1. Have the chapter officers read the Bylaws and the Constitution?
2. Does the chapter have a working set of bylaws? Are they current and up to date?
3. Does the chapter comply with the policies of the Fraternity?
4. Does the chapter follow the rules and regulations of the College/University?

5. Is a judicial board necessary for the chapter?
6. Is the *Tell Me Something I Don't Know* video shown to each new pledge class and each new cabinet?
7. Does the chapter hold an Alcohol Awareness Seminar annually?
8. Is the chapter given detailed information on the Risk Management Policy twice a year?

## Graduate Relations

1. What is the overall condition of the Graduate Relations program?
2. Is the chapter newsletter directed toward graduate interests? How often is a newsletter published?
3. Are plans for the Norris Pig Dinner, Homecoming activities and Parents Day underway? Who will coordinate these events? Do the graduate brothers know when and where these events will occur?
4. Does the chapter welcome graduate brothers warmly when they visit the chapter house?

## Housing

1. Is the chapter's housing a clean and safe environment?
2. Does the chapter have room and board contracts with brothers? Are they being followed?
3. Does the chapter maintain good contact with the House Corporation?

## Pledge Education

1. Is the pledge program a hazing-free program?
2. Is there an outline for the chapter and pledges to follow? Is the program documented?
3. Is the pledge program 8 weeks in length?
4. Are guest speakers arranged for the pledge class meetings?
5. Is a graduate brother in attendance at pledge activities?
6. Do the pledges meet weekly?
7. Is scholarship monitored and stressed?
8. Is the chapter aware of the definition of hazing?

## Public Relations

1. Is the chapter's public image a positive one?
2. Does the chapter know how to handle the media?
3. Are the chapter's relationships with the school, the graduates and its neighbors positive?

## Ritual

1. Does the chapter hold regular Ritual meetings (twice per month)?

2. Do the brothers know and understand the Ritual?
3. Are the values of the Fraternity discussed and stressed?
4. Is post-initiation education taught regularly to new initiates?
5. Is secrecy maintained?

## Recruitment

1. Does the chapter hold a retreat to discuss goals, procedures, rules, etc.?
2. Are each brother's responsibilities and expectations outlined?
3. Do the brothers and pledges understand how to recruit? Are they comfortable doing it?
4. Are graduate brothers used in recruitment?
5. Is the assistance of Headquarters needed in planning or preparing for recruitment?

## Scholarship

1. Does the chapter have an active scholarship/academic program?
2. Are the chapter and pledges above the all-men's average?
3. Are quiet hours enforced?
4. Are quiet study areas available to the brothers?
5. Is the environment of the chapter house conducive to studying?
6. Is there a faculty/scholarship advisor for the chapter? Is s/he utilized regularly?
7. Are guest speakers invited to the house to discuss study skills, time management and other relevant topics?
8. Are the brothers aware of the academic resources on campus?
9. Does the chapter regularly recognize those brothers and pledges who are achieving in scholarship?

## Service

1. Is there an active community/campus service program? Are all brothers involved?
2. Is there a goal of service hours for each brother to contribute?
3. Does the community service chairman maintain contact with offices and agencies that can give him ideas for projects?

Each area should be organized and maintained by a committee chairman. He should be active, involve other brothers in his committee's work and keep the committee's goals realistic. As an advisor, you should work directly with the committee chairman to assist him in defining and accomplishing his committee's goals.

# Bylaws Related to the Purple Legionnaire

## **Section 16.20 – Appointment and Term of Purple Legionnaire**

*At the time of the annual undergraduate chapter election, the Section Chief or Executive Director, in the event that the Section Chief position is vacant, shall appoint, subject to an affirmative majority vote of the undergraduate members of the chapter, a graduate member as Purple Legionnaire and shall report such member's name and address to the Executive Director, who shall immediately notify such member of his appointment. He shall be installed in accordance with the Ritual. He shall serve for one year and shall be eligible for reappointment. The Purple Legionnaire shall receive reimbursement of expenses for attendance at a Fiji Academy. The level of such expense reimbursed shall be set by the Archons.*

## **Section 16.21 – Duties of Purple Legionnaire**

*The duties of each Purple Legionnaire shall be: to supervise his chapter in detail in rushing, pledging, conduct of meetings, initiations, Ritual, pledge training, scholarship, financial operations, chapter house management, campus activities and faculty, interfraternity, student and general social, collegiate, and fraternal relationships; to enforce his chapter's observance of the laws prohibiting pre-initiation and hazing ceremonies and practices; and to file prompt and complete reports thereon whenever requested by the Section Chief or the Archons.*

# Bylaws Related to the Board of Chapter Advisors

## **Section 16.30 – Selection of Board of Chapter Advisors**

*The Section Chief may select a Board of Chapter Advisors for an undergraduate chapter in accordance with fraternity policy. In case of a Section Chief vacancy, the Purple Legionnaire or a member of the Board of Chapter Advisors may select persons to serve. Graduate members, parents of members, and faculty members are eligible for selection. The Purple Legionnaire of the chapter may be a member of this board and may serve as chairman.*

## **Section 16.31 – Terms of Advisors**

*Each advisor shall serve for a term of two years and may serve additional terms.*

## **Section 16.32 – Release of Advisor**

*In case any member of the Board of Chapter Advisors fails to perform the duties satisfactorily, the Section Chief may relieve the member of the duties.*

## **Section 16.33 – Advisory Responsibilities**

*Each member of the Board of Chapter Advisors shall support the chapter and the Purple Legionnaire by advising the chapter in a specific area of operations, including finances, graduate relations, publications, the Frank Norris Pig Dinner, recruitment, pledge education, scholarship, philanthropy and community service.*







NOT FOR  
**COLLEGE**  
DAYS ALONE

A Manual for Purple Legionnaires & Board of Chapter Advisors

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