

The Fraternity of Phi Gamma Delta
International Headquarters
P. O. Box 4599
1201 Red Mile Road
Lexington, KY 40544
www.phigam.org



Chapter President Participant Workbook

Agenda

Saturday, January 5, 2019

10:00 am – 11:00 am	Chapter President: Lead with Courage
11:00 am – 12:20 pm	Real Risk: Recognizing Testing Points
12:30 pm – 2:00 pm	Scholarship Lunch
2:00 pm – 3:15 pm	Holding Brothers Accountable
3:15 pm – 3:30 pm	Break
3:30 pm – 4:30 pm	Leading Through Crisis Mike Sacks (James Madison 2004), PR Director
4:30 pm – 5:15 pm	Brotherhood Assessment Gentry McCreary, CEO, Dyad Strategies
5:15 pm – 6:00 pm	Open Forum facilitated by the Director of Chapter Services Bryan Hartzell (Western Kentucky 2014)

LEADERSHIP

Motivating Brothers
Accountability
Public Relations



LEADERSHIP

Motivating Brothers

- People don't care what you know until they know that you care (SLII).
- Compliance vs. Commitment



LEADERSHIP

Compliance vs. Commitment

- Forced compliance
- Grudging compliance
- Willing compliance
- Commitment




LEADERSHIP

Accountability

The glue that holds a chapter together

- Uphold the Values
- Set clear expectations
- Enforce the laws and rules
- LEAD WITH COURAGE



LEADERSHIP

Public Relations

You represent Phi Gamma Delta

- To administrators
- To other Greeks
- To neighbors



PLANNING

Goals: Where are we going?
What is required to get there?

- Calendar
- Clear assignments
- Use your committees
- Use your graduate brothers
- Use your Field Secretary



ADMINISTRATION

- Productive meetings
- Timely communications
- Know IHQ deadlines – calendar
- Big events – Pig Dinner, etc.



KEEPING YOUR SANITY

- Use your fellow officers
- Use your PL and other grads
- Use your Greek Advisor
- Use the HQ Staff, esp. your Field Secretary



Notes:

Real Risks: Recognizing Testing Points

The following incidents have been reported to the Fraternity Headquarters. Pretend that you have been assigned to gather information for the chapter, its brothers, and the International Fraternity. What specific information do you want to gather? What questions will you ask?

Car Accident at Grover

While driving through a small town on a Saturday night, Ken hits a pedestrian, Normal Rockwell. He informs police that he is driving home from a Phi Gamma Delta party at Grover College, about 30 miles away.

What information do you need to gather? What questions do you need to ask?
(Space is provided to the right to record the answers to your questions.)

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What Risk Management Policy provisions are at issue? What were the Testing Points where someone could have prevented this from occurring?

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Outcome: _____

Fiji Island Injury at Davis University

The Chapter President from Davis University calls on a Saturday night to report that a pledge was injured that afternoon at the Fiji Island Party. He dived into a pool the chapter constructed for the party.

What information do you need to gather? What questions do you need to ask?
(Space is provided to the right to record the answers to your questions.)

_____	_____
_____	_____
_____	_____
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_____	_____

What Risk Management Policy provisions are at issue? What were the Testing Points where someone could have prevented this from occurring?

Outcome: _____

Big Brother Night

On Saturday morning, the Fraternity received a call from the Greek Advisor at Rutherford University reporting a pledge had been hospitalized due to overconsumption of alcohol. The university decided to put the Chapter on a Cease and Desist of all chapter activity.

It is believed that the Chapter was having a Big Brother night at an off-campus location.

What information do you need to gather? What questions do you need to ask?

(Space is provided to the right to record the answers to your questions.)

What Risk Management Policy provisions are at issue? What were the Testing Points where someone could have prevented this from occurring?

Outcome: _____

Phi Gamma Delta Pledge's Bill of Rights

As a pledge in Phi Gamma Delta, the Pledge Education program in which you participate should allow you to:

- Achieve the highest scholarship of which you are capable.
- Gain fundamental knowledge of the history and organization of the chapter, Fraternity and college or university.
- Develop an understanding of Phi Gamma Delta's values and the correlation of your personal values with those of the Fraternity.
- Demonstrate friendship and provide a conduit to build strong, lasting friendships.
- Understand the benefits and responsibilities of membership in Phi Gamma Delta.
- Develop organizational and leadership skills through responsibility and accountability.

As a pledge member you have the right not to participate in activities which you feel uncomfortable with or you believe may involve hazing. Hazing in any form is prohibited by the Bylaws of the Fraternity.

You should NOT be required or suggested to participate in any activity which:

- Is illegal, immoral, violates the Student Code of Conduct on your campus or reflects negatively upon you, your chapter or the Fraternity.
- Interferes with your academic pursuits or causes you to be ill prepared for academic courses.
- Treats you as a second class citizen, in a degrading manner or requires you to relinquish your rights as an individual.
- Involves mental or emotional distress or abuse.
- Forces or suggests you consume alcohol or provide alcohol to others.
- In any way places you in physical danger or has the potential to be unsafe.
- Does not allow you to get normal amounts of sleep or will require unreasonable amounts of time.
- Involves pranks such as stealing, scavenger hunts, 'kidnapping', vandalizing property or harassing others.
- Requires you to participate in calisthenics of any form, 'line ups' or other confrontational questioning activities.
- Involves performing personal services for brothers including, but not limited to, cleaning, running errands or acting as a chauffeur.

If you have questions about your chapter's Pledge Education Program or activities, you should communicate these to your chapter's Purple Legionnaire and/or to the Fraternity Headquarters at (859) 255-1848.

Additionally, Phi Gamma Delta Participates in the National Anti-Hazing Hotline.

The toll-free number is **1-888-NOT-HAZE (1-888-668-4293)**. The line is available to those who think they, or students they know, have been or may be made victims of hazing. Callers may remain anonymous, or they can provide personal information so their concerns can be responded to directly.

Notes:

PHI GAMMA DELTA

Risk Management Policy

The policy stated below has been adopted by the Archons of Phi Gamma Delta as a consolidated statement on the Fraternity's major exposures to risk. All chapters and members are expected to comply with this policy.

GENERAL STATEMENT

All undergraduate members and pledges of Phi Gamma Delta shall abide by any and all applicable laws of the federal government, state, province, county, city, and institution of higher learning.

ALCOHOL AND DRUGS

1. The possession, sale, use, or consumption of **ALCOHOLIC BEVERAGES**, while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at 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 learning, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages 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 OF ALCOHOL (I.E. KEGS OR CASES) IS PROHIBITED.**
3. **Effective July 1, 2019**, the presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter premises or at any event, except when served at an event by a licensed and insured third-party vendor.
4. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity, without specific invitation where alcohol is present, are prohibited. The number of guests in attendance at any event where alcohol is present shall be limited to a maximum of three (3) guests per member. A guest is defined as a person who is not a member of the host chapter. It is recommended that all guests be listed on a predetermined guest list.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal drinking age).
6. The possession, sale, or use of any **ILLEGAL DRUGS, CONTROLLED SUBSTANCES OR MARIJUANA** while on chapter premises or during a fraternity event, or at any event that any observer would associate with the fraternity, is strictly prohibited.
7. No chapter may co-sponsor an event with an alcoholic distributor 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. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising of any kind. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list. A chapter may conduct or participate in an event with a charitable organization where alcohol is present if the event is held within the provisions of this policy and does not fundraise through the sale of alcohol or the sale of tickets (or otherwise) which can be exchanged for alcohol.
8. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
9. All recruitment activities associated with any chapter will be **DRY** recruitment functions. No recruitment activities may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
10. No member or pledge shall permit, tolerate, encourage, or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
11. No alcohol shall be present at any pledge program, pledge activity, or ritual of the chapter. This includes, but is not limited to activities associated with "bid night," "Big Brother – Little Brother / Pledge Father – Pledge Son" events or activities, "family" events or activities and initiation.

HAZING

No chapter, colony, pledge, undergraduate or graduate brother shall conduct nor condone hazing activities.

Permission or approval by a person being hazed is not a defense. 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 an outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not 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 regulations and policies of the educational institution, or applicable state law.

Section 25.33 of the ***Bylaws of the Fraternity*** provides:

"No chapter or member shall require, allow, or participate in any Hazing ceremony or activity. Hazing includes, but is not limited to, any ceremony or activity whereby any pledges, members, or other persons suffers or is exposed to cruelty, indignity, hardship, deprivation, oppression, physical or mental abuse, abridgement of any right, or that which would unreasonably interfere with a person's mental or physical ability to perform college work efficiently, or tend to reflect unfavorably upon the Fraternity. For any infraction of this section, members may be subject to the sanctions described in Section 25.38, and chapters may be subject to the sanctions described in Sections 25.40-25.46."

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, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, ranging from but limited to verbal harassment to sexual assault by individuals or by members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH, AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes in the common areas and on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind on chapter property is expressly forbidden.
5. The construction or use of water features, towers, rope bridges and slides is strictly prohibited whether on chapter property or elsewhere. The terms "water features" and "slides" include but are not limited to above-ground pools, waterfalls, slip-n-slide and similar structures, but do not include fountains, in-ground pools or slides connected to such in-ground pools, which are built and operated in accordance with applicable engineering standards and local building codes and ordinances. In addition, the terms "towers" and "rope bridges" do not include such structures that are part of certified COPE or ROPES Courses or rappelling towers built and operated in accordance with applicable engineering standards and local building codes and ordinances.

EDUCATION

Each undergraduate brother and pledge shall be instructed annually on the Risk Management Policy of Phi Gamma Delta.

Using Fraternity Laws in the Discipline of Brothers

What is the brother's offense? What fraternity law did he violate?

Sections 25.0 through 25.4 outline the Offenses of Members or pledges which warrant disciplinary action. Section 25.2 describes the most common offenses. Your chapter by-laws may include additional offenses.

What is the appropriate penalty for this offense? Where are the various penalties described?

See Section 25.38.

Who has the authority to impose each particular penalty?

- Expulsion - The Archons or the Ekklesia.
- Permanent suspension with recommendation for expulsion - The chapter or graduate trustees. After trial and decision to impose this penalty, a recommendation, with all documentation, is to be sent to the Archons for consideration of expulsion.
- Temporary suspension - The chapter or graduate trustees. The decision must be approved by the Archons.
- Denial of privileges - The chapter, the chapter officers (see Section 26.10), or graduate trustees. This penalty is, in effect, the same as what some people call "graduate status."
- Removal from office - The chapter, the chapter officers, or graduate trustees.
- Fine - The chapter, the chapter officers, or graduate trustees.
- Monetary penalty of 10% or less on balance due - The chapter, the chapter officers, or graduate trustees.
- Revocation of pledgship - Pledgship terminated if pledge violates Bylaws.

What procedures should be followed in discipline of brothers?

If the expected penalty, assuming the brother is found guilty, is suspension with recommendation for expulsion or suspension, the trial procedures to be followed are outlined in Sections 26.0 through 26.4; Sections 26.40 and 26.41; and Section 28.0. Trial forms to guide the chapter through the trial are available from the Headquarters at www.phigam.org/forms.

1. Trial of member by chapter (any offense).
 - ◆ Quorum is 2/3 of chapter (witnesses, counsel, defendant, judge, complainant excluded) (26.0, 26.2).
 - ◆ 3/4 vote of members at trial, by secret ballot, for guilt or innocence and for sentence (26.0, 26.3).
 - ◆ Graduate member selected as judge (26.1)
 - decides admission of evidence, competence of witnesses
 - makes record of proceedings and evidence and files with Archon Secretary
 - ◆ Serve written complaint by certified mail or personal delivery at least 15 days before trial (28.0).
 - document personal delivery with signature of the defendant
 - direct defendant to file an answer
 - ◆ Chapter presents case through witnesses. Accused member presents defense through self or witnesses.
 - ◆ If sentence is suspension, with or without recommendation for expulsion, report to Archon Secretary and provide documentation of trial within 60 days (26.40, 26.41).
 2. Trials for infractions subject to lesser penalty than suspension may be conducted by Chapter officers. (Section 26.10)
 - ◆ Follow procedures set forth above.
 3. Trial for financial delinquency (Section 26.5)
 - ◆ Serve written complaint by mail or personally at least 10 days before trial.
 - ◆ Majority of members is quorum.
 - ◆ Can be conducted at regular or special meeting.
 - ◆ Allow accused member to present a defense.
 - ◆ President keeps summary record of proceedings.
 - ◆ 3/4 vote of members at trial for guilt or innocence and for sentence.
 - ◆ Maximum penalty is suspension of privileges.
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The Laws of Phi Gamma Delta

CONSTITUTION

Membership - Article IV

Qualifications for Pledging – Section 1(a)

- Grades – 2.5 HS GPA or 2.5 college GPA
- Quorum – 3/4; Approval – unanimous
 - Example – 100 man chapter, at least 75 present and voting – all votes affirmative
- Vote for Terminating Pledge Relationship - Section 13
 - Majority vote for all members
 - Example – 100 man chapter, 51 affirmative votes
 - Can also terminate by trial for violation of Bylaws

Requirements for Initiation – Section 2(a) and (b)

- Grades – 2.25 GPA pledge term, 2.5 cumulative, or 3.0 HS GPA
- Quorum – 3/4; Approval – 3/4 of chapter
- Example – 100 man chapter, at least 75 present and voting - at least 75 affirmative

BYLAWS

Financial Obligations and Dues

- Payment of Pledge Fee within 15 days - Section 18.30
- Payment of Initiation Fee within 30 days - Section 18.31
- Payment of Annual Dues - Section 18.34
- Penalties – Fine – Suspension of Membership – Section 18.36

Chapter Concerns

General Rules

- Chapter Meetings - Section 19.2
 - Regular meetings weekly
 - Formal meetings at least once/month

Elections, Generally

- Secret Ballots - Section 19.20

Pledging and Pledge Education

- Length of Pledge Education (not pledge status) - Section 19.34
 - Minimum of six weeks, maximum of 12 weeks
- Hazing Prohibited - Section 25.33

Initiation of Member, Post Initiation Education

- Length of PIE (five hours) - Section 19.47
- PL/BCA at Initiation - Section 19.48

Elections of Chapter Officers

- Academic Qualifications (2.5 GPA) - Section 19.70

Financial Reports

- Budget Due September 30 - Section 19.80

Accounts

- Audit or Financial Review Due October 31 - Section 19.93
- Transfer of Financial Records - Section 19.94

Scholarship

- Chapter Average Required - Section 19.200
 - Higher of the AFA or AMA, or a 2.7, whichever is less

Alcohol-Free Housing – Section 19.300

Offenses and Penalties

- Offenses of Members - Sections 25.0 - 25.4
 - Offenses of Chapters - Section 25.20 – 25.31
 - Penalties for Members - Sections 25.38
 - Penalties for Chapters - Sections 25.40 - 25.46
 - Discipline of Members - See previous notes
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Undergraduate Chapter Incident Management Tips

- For tips on incidents that are emergencies, consult the Undergraduate Chapter Emergency Response Tips.
- Ensure the Purple Legionnaire (“PL”), other key graduate advisors, and the Fraternity’s International Headquarters (“IHQ”) are informed about the incident as soon as possible. The undergraduate and graduate leaders should agree on how to notify and work with appropriate college/university administrators.
- Brothers should not talk, email, or post on social media about the incident (this includes no responses). Remember that in the event of a criminal or civil trial, whether true or not, all communications can be discovered and may be used as evidence in court.
- The chapter should speak to the public or media about the incident with one voice, if at all. Consult with your PL, the Executive Director, and the Public Relations Director for the Fraternity to formulate a statement. Stick with your statement.
- Do not attempt to contact any alleged victim(s) or their associates.
- Coordinate mental health or other counseling resources for brothers, if appropriate.
- Consider facilitating programming or training opportunities for the chapter or campus/community at large.
- Consult with graduate advisors and the IHQ on the appropriate timing and manner of any chapter or Fraternity discipline of brothers.
- If individual brothers or the chapter is accused of conduct that may be illegal or a serious violation of college/university policy, the chapter, involved brothers, and their parents, should consider consulting independent legal counsel.

Undergraduate Emergency Response Tips and other information can be found at [www.phigam.org/risk management](http://www.phigam.org/risk_management) or contact Todd Rotgers, Senior Director of Undergraduate Services, at trotgers@phigam.org.

Additional Resources Available at www.phigam.org

