

The Fraternity of Phi Gamma Delta
International Headquarters
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www.phigam.org



FIJI ACADEMY
LEADING WITH COURAGE
SAINT LOUIS, MO JANUARY 4-6, 2019

Recording Secretary
Participant Workbook

Facilitators:

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Agenda

Saturday, January 6, 2018

8:30 am – 9:50 am	Opening Session
10:00 am – 10:20 am	Overview of Recording Secretary Responsibilities
10:20 am – 10:40 am	Review of Chapter/Colony Bylaws
10:40 am – 11:00 am	Chapter/Colony Organization: Minutes, Agendas, and Committees
11:00 am – 11:20 am	Technology to Keep Your Chapter/Colony Organized
11:20 am – 11:50 pm	4 A's
11:50 pm – 12:15 pm	Your Role as Parliamentarian: Utilizing Robert's Rules of Order
12:15 pm - 12:30 pm	Group Feedback and Best Practices
12:30 pm – 1:50pm	Recognition Luncheon

Recording Secretary Responsibilities: Nuts and Bolts

You are the **INTERNAL COMMUNICATION** facilitator. The means and efficiency of communications within the chapter should be your top priority. This communication should happen daily and not just in your chapter meetings.

1. Record is the root word describing your position; take detailed minutes. These will be the best record the chapter has of business during the year. Include a sentence about the tone of the chapter meeting. You are the “owner” of the minutes, be proud of your work.
2. You are the key to our internal communications and documentation.
 - a. Try an in-chapter newsletter or the use of bulletin boards for communication.
 - b. Communicate with other officers and committee chairmen to update the chapter calendar.
3. Be an authority on and custodian of the *Constitution* and *Bylaws* of the Fraternity. Know and regularly update the Chapter Bylaws. Prepare all amendments to the Bylaws for chapter approval.
4. Read a different Chapter Bylaw each week during meeting so brothers will become more familiar with the chapter rules.
5. Know *Robert’s Rules of Order* and how to use them during all meetings. Teach brothers and pledges how to use them effectively in order to make meetings more orderly.
 - a. You are the parliamentarian; meeting efficiency and business are dictated by the skill with which you perform your duties.
 - b. Work with the President to set a time limit for meetings.
6. Attend and receive minutes from the BCA, House Corporation and graduate chapter meetings. Present a summary to the chapter.
7. Read the last meeting’s minutes during your report in chapter.
8. Take attendance at chapter meetings. Verify and update the Chapter’s Bylaws on meeting attendance.
9. Type, post and distribute to the members the established goals and expectations from the chapter retreat. Record and distribute the same information from the Cabinet retreat.
10. Prepare an agenda for each cabinet and chapter meeting. Have one copy posted on the chapter’s communication board. This should be posted away from guests.

Phi Gamma Delta Alpha Alpha Chapter Meeting Minutes

Date:

Location:

Time Started:

Time Ended:

Head of Meeting:

Secretary:

I. Roll Call

All of the following chapter members are present:
See attendance sheet.

II. Reading of the Minutes of Last Meeting

Read highlights of last week's minutes.

III. Excuses for Absence

(List of brothers and their excuses)

IV. Reports of Chapter Officers

- A. Historian:
 - B. Corresponding Secretary:
 - C. Recording Secretary:
 - D. Treasurer:
 - E. President:
-

V. Reports of Committee

- A. Recruitment:
 - B. Pledge Education:
 - C. Scholarship:
 - D. Social:
 - E. Risk Management:
 - F. Brotherhood:
 - G. Community Service:
 - H. Philanthropy:
 - I. Intramurals/Involvement:
 - J. Graduate Relations:
 - K. Pig Dinner:
 - L. Finance/Fundraising:
 - M. House Manager:
 - N. Awards:
-

VI. Unfinished Business

VII. New Business

VIII. Information For The Good Of The Order

Alpha Alpha Chapter of Phi Gamma Delta Weekly Meeting Agenda

Date: ____ / ____ / _____

Time: ____ : ____ ____

Call to Order (President) – “I now call this meeting to order at [SAY TIME]. Brother [HISTORIAN’S LAST NAME], would you please lead the Chapter in the singing of the Doxology.”

Doxology – After the singing of the Doxology, the President should say—”Brother [RECORDING SECRETARY], would you please call the roll of the Chapter.”

Roll of the Colony (Recording Secretary) – Read each man’s full name (First and Last) and ask for a response.

Excuses for Absences (Recording Secretary) – Any man that submitted an excuse for absence, now is the time to share. If someone has not submitted an excuse, simply report them as having “no reason for absence submitted.”

Cabinet Reports – Each Cabinet officer (in reverse seniority order) can offer his officer’s report. After the report, the President *may* allow questions, although this is not necessarily a time for questioning.

Committee Reports – Each committee chairman should be called upon to offer his report. Again, the President *may* allow for questions, although this is not necessarily a time for questioning. This is a time for reports.

Old Business – The President should ask the Recording Secretary if there is any *old business* on the table from the previous meeting.

New Business – Typically, any business being proposed should be sent to the President or Recording Secretary ahead of time so that it appears on the agenda.

Fraternity Information – Any informational announcements can be shared here.

Remarks and Criticisms – In order of seniority, brothers can share remarks (positives) and criticisms (negatives) for the good of the Fraternity. After he shares what he wants to share, the brother will end by saying “I am proud to be a FJI/Phi Gam (to be),” and sit down.

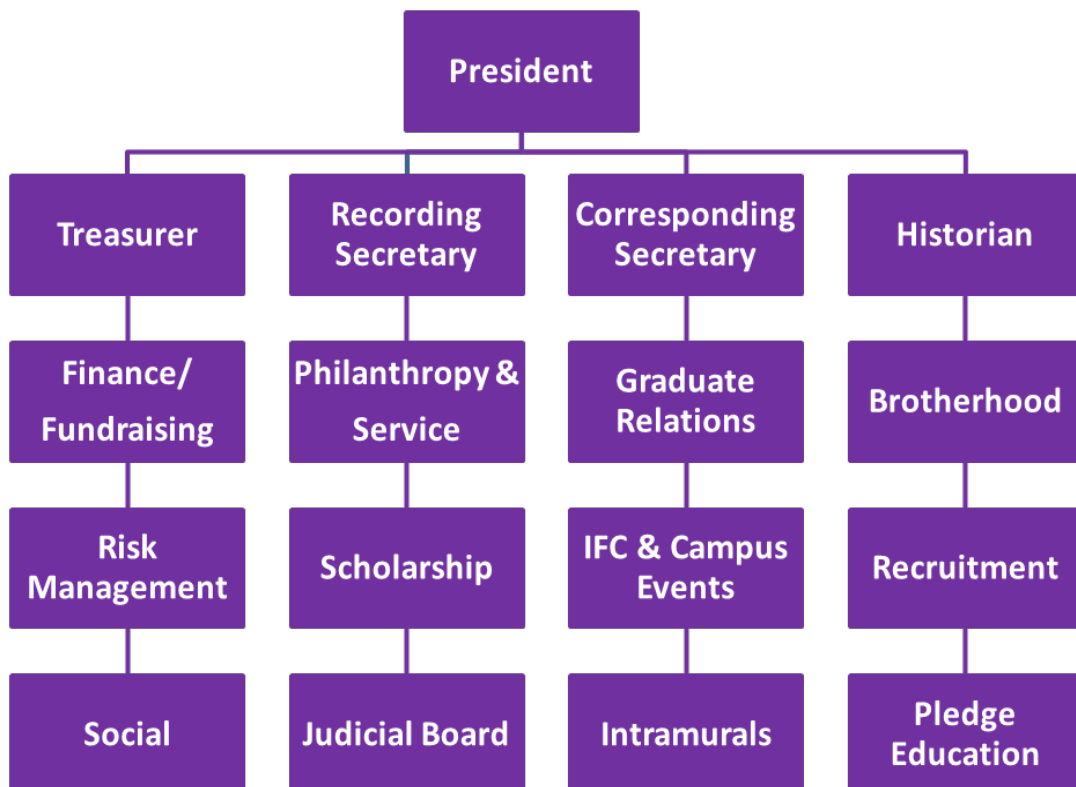
Committee Chairmen Selection and Review

Committee members are the empowered brothers that will be enacting the Chapter Officer's vision; therefore, each chairman and member deserves much attention, guidance and consideration. Take time to consider each candidate, even if he never expressed interest in the position. Put the right people in the right positions so that you all do not have to micromanage the committees.

Committee Structure

The committee structure is a vital component to the infrastructure of our organization, both for Phi Gamma Delta and the chapter. Below is a sample list of the committees that each officer oversees. The Chapter President is a *de facto* member of each committee.

Recommended Committee Structure



Committee Chairman's Contract

Please read the list of requirements that the Cabinet believes is of necessity for a committee chairman to accomplish to fulfill his minimal duty of his respective chairmanship. Please put a checkmark next to the items that you promise to accomplish as a committee chairman.

- 1) ___ Attend a transition meeting with your predecessor
- 2) ___ Recruit a committee of brothers to assist you
- 3) ___ Schedule committee meetings at least once a month
- 4) ___ Report to your overseeing officer at least once a month
- 5) ___ Submit your committee report before the weekly meeting
- 6) ___ Create a set of goals and plans to reach them
- 7) ___ Post all your planned event dates to the Chapter calendar
- 8) ___ Agree upon a budget for your committee with the Treasurer
- 9) ___ Report expenses to the Treasurer and keep an accurate record
- 10) ___ Conduct a transition meeting with your successor

I understand that I am accountable to the Cabinet and the Chapter for the above items that I have checked.

Name: _____

Date: _____

Guide to Disciplining Brothers

MEMORANDUM

To: Undergraduate Chapter & Colony Officers
Purple Legionnaires
Graduate Trustees

From: Bill Martin, Executive Director

Subject: Using Fraternity Laws in the Discipline of Brothers

This memorandum should be a helpful guide to Chapter Officers or graduate trustees who must discipline Phi Gamma Delta brothers. Several basic questions, applied to the Fraternity Bylaws, will lead you through this process.

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

Sections 25.0 through 25.12 outline the Offenses of Members or pledges which warrant disciplinary action. Sections 25.2 and 25.5 describe the most common offenses. Chapter bylaws may include additional offenses.

What is the appropriate penalty for this offense?

Each Section which describes an offense also outlines the appropriate penalty or range of penalties for committing that offense.

Where are the various penalties described?

See Sections 25.30 through 25.37.

Who has the authority to impose each particular penalty?

1. **Expulsion** (first degree): The Archons or the Ekklesia.
2. **Suspension with recommendation for expulsion** (second degree): The chapter or graduate trustees. After trial and decision to impose this penalty, a recommendation, along with all documentation, is to be sent to the Archons for consideration of expulsion.
3. **Suspension** (third degree): The chapter or graduate trustees. The decision must be approved by the Archons.
4. **Denial of chapter privileges** (fourth degree): 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."
5. **Removal from office** (fifth degree): The chapter, the chapter officers, or graduate trustees.
6. **Fine** (sixth degree): The chapter, the chapter officers, or graduate trustees.
7. **Monetary penalty of 10% or less on balance due** (seventh degree): The chapter, the chapter officers, or graduate trustees.
8. **Revocation of pledgship**: Pledgship terminated if pledge violates Bylaws.

What procedures should be followed in the 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 26.5; Sections 26.40 and 26.41; and Section 28.0. Trial forms to guide the chapter through the trial are available from the Headquarters and in the Brothers Only section of www.phigam.org.

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
 - 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.

The 4 A's
Personality Traits for a Great Recording Secretary

1) Ambition

Student Leaders who are Ambitious:

-
-
-
-

Ambitious leaders have _____ and _____. They are _____.

What is an example of a time you had to be Ambitious? What did you learn from this?

2) Accountability

Leaders who keep brothers accountable:

-
-
-
-

Accountability leads to _____, _____, and _____ for themselves.

What is an example of a time you had to hold someone accountable? How did you learn from this?

The 4 A's Continued...

3) Authenticity

Student leaders who are Authentic:

-
-
-
-

Authentic Leaders earn _____, _____, _____, and _____ amongst their peers.

What is an example of a time you had to be Authentic? How did you grow through this?

4) Adaptability

Student leaders who are adaptable:

-
-
-
-

Leader who adapt know how to _____, _____, _____, and _____.

What is a time when you had to adapt to a situation? How did you learn from that experience?

How do we use this to become more than a:

Recording Secretary

-
-
-
-
-

Cabinet Member

-
-
-
-
-

Brother

-
-
-
-
-

How do we use these traits to go about putting a brother on denial of chapter privileges or resignation?

How do we use these traits to keep seniors excited/involved?

ROBERTS RULES OF ORDER

A Brief Reference Table

OBJECTIVE	APPROPRIATE MOTION				
Present an idea for consideration	Main motion or Resolution; Consider subject informally				
Improve a pending motion	Amend; Division of the question				
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)				
Delay a decision	Refer to committee; Postpone definitely ; Postpone indefinitely (kills motion)				
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw a motion				
Meet an emergency	Question of privilege; Suspend rules; Lay on the table				
Gain information on a pending motion	Parliamentary inquiry; Request information; Question of privilege; Request to ask question				
Question the decision of the chair	Point of order; Appeal from decision of chair				
Enforce rights and privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair				
Consider a question again	Resume consideration; Reconsider; Rescind				
Change an action already taken	Reconsider; Rescind; Amend motion previously adopted				
Terminate a meeting	Adjourn; Recess				
MOTION	INTERRUPT	SECOND	DEBATABLE	AMENDABLE	VOTE
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Point of information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone indefinitely	No	Yes	Yes	No	Majority
MAIN MOTION	No	Yes	Yes	Yes	Majority
RECONSIDER	Yes	Yes	If motion is	No	Majority
RESCIND	No	Yes	Yes	No	2/3 (majority)
AMEND MOTION PREVIOUSLY ADOPTED	No	Yes	Yes	Yes	2/3 (majority)

