

Section Leader Training Manual

THE FRATERNITY OF
PHI GAMMA DELTA



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PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

Welcome Section Leader,

With over a century and a half of experience, it has been demonstrated to us that undergraduate chapters consistently perform well when supported by constructively engaged graduate brothers. Our volunteer leadership structure of Appointed Leaders (Archons, Appointed Volunteer Leaders and Section Leaders) and chapter advisors (Purple Legionnaires, BCAs and house corporations) is the result of this historical experience.

Your commitment to become a Section Leader is greatly appreciated. You will have the opportunity to help promote, guide and lead our young brothers, just as you were mentored as an undergraduate.

This Manual is designed to help Section Leaders understand the context in which we currently operate, your role in Phi Gamma Delta, how to recruit robust graduate support networks for every chapter, how to intervene (when necessary) and several other topics which will be of interest to you. We hope you find this information useful and wish you well on your journey as a new Section Leader.

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, please do not hesitate to call.

Fraternally,

A handwritten signature in black ink, appearing to read 'Rob Caudill', written in a cursive style.

Rob Caudill
Executive Director

Perge!

Executive Summary

Serving as Section Leader (SL) is an incredibly rewarding position for any graduate volunteer. The Fraternity is better for having so many graduate brothers step up and accept the position of SL. Since the inception of the Section Leader Program in 1880, the concept of the SL has largely remained unchanged, though changes in society have driven changes to the Fraternity, our inter-fraternal community and the various institutions which foster it. Some of the changes have been easy to make while others have been much more difficult.

As times change, so must our Fraternity. This manual is intended to assist graduate brothers appointed as SL to successfully carry out their charge in the world of today and lay the groundwork for the Fraternity of tomorrow. This manual does not provide a “recipe” for success; rather it provides content and information that is salient and germane to our Fraternity and its successful operation now and in the future. This manual will provide the SL, both rookie and experienced, with points of reference that define the role of the SL and how the SL fits into the larger picture of Fraternity operations and success. Additionally, this manual will provide information on how to approach uncommon situations and provide a listing of various tools and resources that are available to assist a SL in the fulfillment of his duty. Finally, this manual provides a brief overview of the current Fraternity initiatives, policies, common by-laws, rules and guidance that are applicable to the position of SL.

Thank you, Brother, for your decision to accept the responsibility of being a SL. We firmly believe that chapters having active graduate participation on their Boards of Chapter Advisors, their house corporations, and from their Purple Legionnaire, function and achieve at a higher level than those chapters that do not. As SL, one of your primary duties is to ensure that all the chapters in your care have this active graduate involvement. By achieving this pivotal element for all your chapters, you are helping Phi Gamma Delta succeed today and are laying the groundwork for a future that is even more successful.

Overview of the Section Leader Program

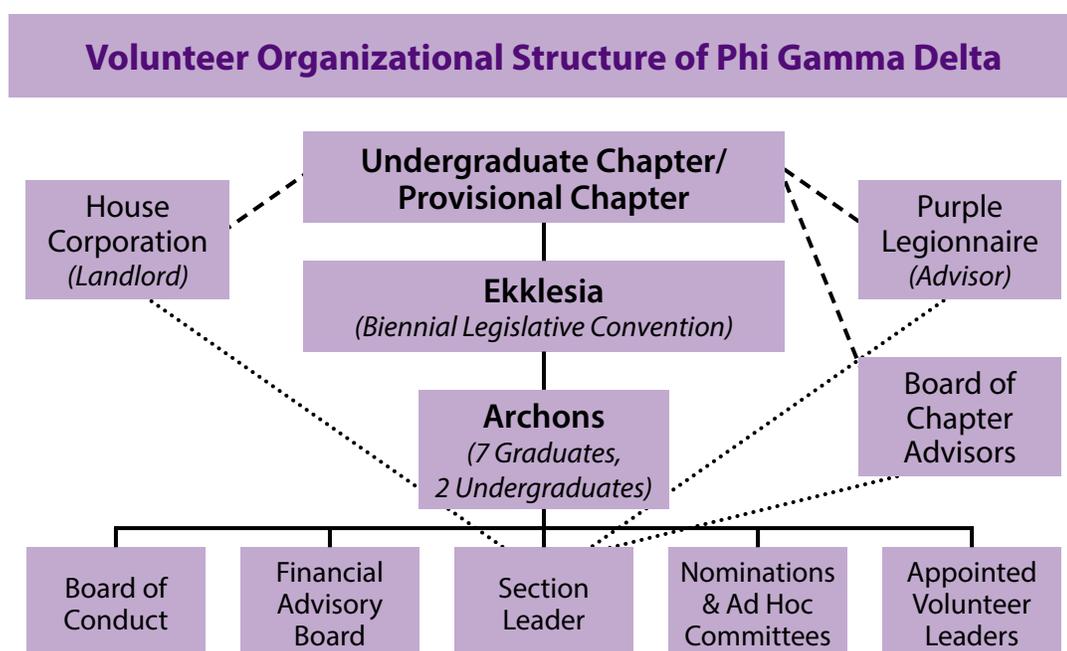
Historical Overview

The Section Leader (SL) position was created by the 1880 convention during the early years of the Fraternity. Since that time, the role of the SL has remained largely the same: to care for and “shepherd” the chapters under his care and to ensure that the chapters have adequate graduate brother involvement.

The Section Leader Within the Fraternity

Within the framework of the Fraternity, the Section Leader is an “Appointed Volunteer Leader” of the Fraternity. Each SL is appointed by the Archons to serve a two-year term that coincides with each meeting of the Ekklesia. The Archons appoint SLs at the start of each biennium, immediately following the Ekklesia. In the event of a vacancy or new section created during any biennium, the Archonate will appoint a new SL to complete the remainder of the term and who would be eligible for re-appointment at the next Ekklesia.

It is important to understand the larger organization of the Fraternity and where the SL sits within it, to better delineate the roles and responsibilities of each of Phi Gamma Delta’s bodies. Please refer to the Organizational Chart below:



Section Leader Executive Committee

The Section Leader Executive Committee (SLEC) is appointed by the Archonate to oversee the SL Program. The SLEC consists of five Section Leaders appointed from within the current SL ranks to serve a two-year term spanning each biennium. The SLEC members are eligible for re-appointment and ideally represent a broad geographic interest.

In addition to his own section, each SLEC member oversees one of the five regional zones as defined below in the Geographic Organization. The SLEC is responsible for identifying and vetting new SLs to fill vacancies, oversees the graduate leadership education programming at the Ekklesia and Academy, and completes any additional tasks as the Archonate sees fit to request. The SLEC is advised by a member from the International Headquarters (IHQ) staff and one current Archon.

The five regional zones are supervised by a corresponding member of the SLEC. Each Zone Leader is responsible for supporting and assisting the SLs within their geographic zone. Each Zone Leader monitors ten to twelve Sections, providing guidance and counsel to SLs, assisting with identifying and vetting SL candidates for open Sections within their zone. The Zone Leader is also responsible for providing performance evaluations on all SLs within their zone.

Geographic Organization

The Fraternity has organized the role of Section Leader largely on a geographic basis. Typically, each SL is responsible for three to four chapters located in close geographic proximity to each other. The Archonate and the SLEC review the sections periodically and re-align or add new sections as needed to ensure as many sections as possible meet the preferred ratio of chapters per section. Given the wide geographic distribution of Phi Gamma Delta throughout North America, chapter distribution within a section will vary and some sections may encompass a larger geographic area to allow a manageable distribution of chapters and proper coverage by SLs.

Role of the Section Leader

Historically, the Section Leader (SL) has had a critical role in the success of the Fraternity, and this role will continue to be an important aspect of our future endeavors. While the SL Program has waxed and waned throughout the years, the basic function of the SL has remained largely unchanged. A long history of both anecdotal and specific evidence has provided a picture of who may achieve the best success in the role of a SL.

The information presented here is to provide depth and detail for Brothers who are new to the role of SL. The added scope may offer more experienced SLs a broader knowledge of the Fraternity.

Prerequisites

A graduate brother who is a candidate for Section Leader (SL) must be in good standing with the Fraternity and have been vetted and then approved by the Archonate. The SLEC will generally serve the Archonate in this role of vetting SL Candidates. All Section Leaders must be regularly installed at an Ekklesia or, in the case of an inter-biennium appointment, at the first possible Academy. Ideally, a SL has been a graduate for at least five years and has prior experience as an undergraduate officer, committee chair or Purple Legionnaire. Additionally, active involvement at the local and/or international level is considered advantageous.

Attributes

Following is a list of attributes a strong Section Leader (SL) would likely have. These are not requirements nor is it expected every SL would have all the listed attributes. However, long experience has shown that these attributes usually accompany a successful and strong SL.

- Active as an undergraduate brother
- Experience at the graduate level, be it local, regional or International
- Enough time available to commit to the Section Leader role while maintaining a good work-life-Fraternity balance
- Solid speaking and written communication skills
- Self-motivating and able to motivate others as needed
- Ability to move beyond their local chapter and work effectively at a regional level with all chapters
- Ability to assess a situation quickly and act rationally, without undue emotion or personal drama
- Have been a graduate brother for some period (five years or more) and able to bring a longer perspective and life experience to bear on the role
- Team player who works well with others and allows for differing opinions to be expressed as needed
- Has demonstrated living the values of the Fraternity
- Has good business sense and has a teacher's mentality

Attributes other than those listed here may certainly be beneficial to a SL. This list is provided only as a foundation upon which to consider a graduate brother's attributes and how indicative they may be as a predictor of a successful SL.

Position Description

A Section Leader (SL) has several primary and secondary responsibilities. A brief description of these primary responsibilities is presented here as a summary. The full list of responsibilities will be discussed in more detail elsewhere in this manual.

- Recruitment of Purple Legionnaires – A Section Leader is responsible for identifying and recruiting Purple Legionnaires for each of his chapters as needed.
- Recruitment of Graduate Volunteers – A Section Leader is expected to assist each of his chapters in ensuring that the graduate support groups (BCA and HC) have enough graduate brothers to properly function.
- Provide support and guidance for Purple Legionnaires, Board of Chapter Advisors, house corporations, and Graduate Associations and graduate chapters.
- Attendance at Fraternity Events – The Section Leader is expected to represent his section at the annual Academy and biannual Ekklesia; additionally, the SL is expected to attend his local chapters' Pig Dinners and other important events as possible.

Recruitment of Graduate Volunteers

The recruitment of graduate volunteers stands as one of the primary responsibilities of the Section Leader. After reviewing the current status of each of his chapters' BCAs and house corporations, the SL should work to identify local graduate brothers who could assist each of his chapters' respective graduate groups. If the graduate group is inactive, the SL should be at the forefront to "re-start" the group; ensuring that it gets off the ground, is functional and is self-sustaining. The Fraternity utilizes the "5/5/1" model for determining whether a graduate group has the sufficient minimum number of graduate brothers involved (*see the "Initiatives" section on page 17*).

Recruitment & Advisement of Purple Legionnaires

The interaction between the Section Leader (SL) and a Purple Legionnaire (PL) is very important. The PL provides the day-to-day mentoring and advice to their respective chapter, and the SL should be very diligent in his efforts to maintain or recruit an active PL for every chapter in the section.

Care should be taken to discuss the ideal candidate with all parties involved (i.e. the chapter, Board of Chapter Advisors, etc.) to ensure the SL is recruiting the strongest possible candidate.

The Section Leader should act as an advisor to each of the PLs in his section, to the extent possible, given the SL's experience. Further, the SL should endeavor to maintain a consistent periodic communication with his PLs to keep abreast of any new information and to reaffirm and/or disseminate information to the PLs from IHQ or the Archonate. Significant additional information regarding the PL can be found on the Fraternity website.

Support & Guidance of Graduate Groups

It is the Section Leader's responsibility to ensure each of the chapters in his section has enough graduate advisory groups. In addition to the actual recruitment process, the SL should act as an advisor to the best of his abilities to other graduate brothers as they work to conduct the business of their respective groups. If a SL is not able to advise a graduate brother on a particular subject, the SL is tasked with locating or providing additional resources to the graduate groups to address and resolve the issues.

This discussion about the recruitment of graduate volunteers is divided into the most common graduate groups for easy reference. The BCA and house corporation are the two primary graduate groups supporting each individual chapter. A brief summary of the SL's role in maintaining these groups is provided below.

Board of Chapter Advisors (BCA)

The Board of Chapter Advisors is the primary strategic advisor to each chapter. The BCA is expected to advise the chapter in all aspects of chapter operation. The Section Leader should ensure each chapter's BCA is viable and meeting regularly. If a BCA is inactive or has not been formed, the SL should provide guidance as needed to assist in the development and formation of a BCA. Additional information for reference regarding a BCA group can be found on the Fraternity website.

Housing Corporation (HC)

The house or house corporation oversees all matters of the physical house and the tenants within. This group does not advise the chapter directly, instead serving as a separate entity focused primarily on the long-term stability that the operation of a chapter house requires. This group may have more specific skill set requirements for its members (e.g. lawyer, property manager or financial advisor) and, therefore, the Section Leader should consult with the existing house corporation to ensure he is recruiting appropriate candidates. To maintain separation between the house corporation and the Graduates directly advising the chapter, members serving on the BCA or as Purple Legionnaire should not serve concurrently on the housing corporation, nor should housing corporation members serve on the BCA or as Purple Legionnaire (though Purple Legionnaires generally serve as ex-officio members).

Each chapter and provisional chapter does not necessarily need a house corporation. For example, if there is not a chapter house, or if the house is entirely owned and operated by the University, a house corporation may not be necessary. However, if a house corporation needs to be formed, the SL again should be mindful of the proper mix of professional and personal attributes of any candidates and should, within his capacity, serve as an advisor to the group as it forms.

The SL should be aware of the resources available to house corporations, particularly those available through the newly formed 1848 Properties, Inc., Phi Gamma Delta's National Housing Corporation. 1848 Properties, Inc. seeks to provide a growing number of resources to house corporation members and to brothers with regards to chapter housing.

Additional information about housing corporations and 1848 Properties Inc. can be found on the Fraternity website.

Graduate Chapters

Phi Gamma Delta allows for, and encourages, the formation of graduate chapters. These chapters are not specifically associated with any single institution of higher learning. Rather, a graduate chapter is most associated with a geographic area where a sufficient population of graduate brothers reside and generally exists for social purposes – to connect brothers in the area.

Graduate chapters are expected to demonstrate they are active by holding at least two events a year and documenting attendance at the events. Graduate chapters can send one voting delegate to each Ekklesia, provided the graduate chapter is recognized by the Fraternity.

The Section Leader should work with the President or oversight committee of any graduate chapters in the section, including helping them seek out graduate brothers to be involved. It is encouraged and beneficial for the SL to be involved in graduate chapters in his region. Though not all members of the graduate chapters may desire to be part of an advisory board or house corporation, its members tend to be more likely to want to be engaged at the chapter level. The Fraternity has provided additional guidance on graduate chapters on the Fraternity website.

Attendance at Fraternity Events

The Section Leader is expected to attend the biennial Ekklesia convention (held in late July/early August of even numbered years) and the annual Academy (held annually in early January). Attendance at either of these events is required for newly appointed Section Leaders so they may be properly installed.

A SL can expect to be reimbursed for all or part of the cost associated with attending in accordance with the Fraternity's Expense Reimbursement policy. When possible, the SL should be available to assist the IHQ Staff and Fraternity by serving on a committee or leading groups at an Ekklesia or Academy. Additional information regarding upcoming Fraternity events and the reimbursement program can be found elsewhere in this manual.

Regarding Ekklesiai and Academies, it is also the responsibility of the SL to encourage each undergraduate chapter in their section to send a full delegation to each of the events.

- Three undergraduates to an Ekklesia (ideally the President, Treasurer and another delegate)
- Three undergraduates to the Academy (ideally the President, Treasurer and Recruitment Chairman)
- Encourage the Purple Legionnaire from each chapter in the section attends events as possible
- Encourage active graduate chapters in the section to send a voting delegate to each Ekklesia

Ekklesia

Phi Gamma Delta's biennial convention, the Ekklesia, is held in the summer of even-numbered years. In this governing body, each undergraduate chapter has up to three voting delegates. Each graduate chapter may have up to one voting delegate. The primary business of the Ekklesia is to elect new Archons (Board of Directors), approve the budget for the ensuing biennium, and amend the Bylaws and Constitution.

Academy

The Academy, conducted each year in early January, is designed to get new chapter officers off to a strong start by giving them the knowledge and skills they need to lead their chapter. Participants are exposed to the basic elements of chapter operations as well as higher level leadership development.

The Academy has educational training for ALL undergraduate officer positions, recruitment chairmen and undergraduate emerging leaders. It is expected the chapter send the Chapter President, Chapter Treasurer, and recruitment chairman and/or emerging leaders. The Academy also includes educational tracts for graduate volunteers who serve as a Purple Legionnaire or Section Leader.

Chapter Visits

The Section Leader is expected to visit each chapter in the section at least once each year and provide feedback to the Field Secretary and PL as needed. This visit should be announced in advanced and should coincide with a formal meeting of the chapter if possible. Additional visits are certainly encouraged but are not mandatory.

Annual Reports

Each year, Section Leaders are required to provide a brief report on activity within their section. This generally includes pertinent updates and happenings of his undergraduate chapters and, where appropriate, graduate chapters.

The report is submitted to the SLEC and/or staff for compilation into a final report that is sent to the Archons and the Ekklesia. The report is due to the Archons in early June each year.

Pig Dinners

In addition to visiting the chapters as noted in “Chapter Visits” (*above*), the Section Leader should attend each of their chapters’ Pig Dinners as his schedule allows. While attending a Pig Dinner is first and foremost a social / reunion event, the SL should be mindful of possible recruitment candidates and should approach graduate brothers as decorum and the function allows. The travel cost of attending a chapter Pig Dinner may be reimbursed.

Section/State Day Organization

The Section Leader should be the primary organizer of any section/state day that is held in their section. Ideally, these events are held on an annual basis with the primary purpose of furthering the leadership education for the undergraduate brothers in attendance. A social component (a dinner or banquet or other group activity) can also be held in conjunction with the event. The SL should coordinate with the PLs and chapter cabinets within the section to identify the best date and time for the event. Additionally, the SL should coordinate with other graduate brothers and/or Headquarters Staff to provide programming for the event. If a section doesn’t currently host an annual event, it is strongly encouraged that the SL work to begin such an event. Costs associated with hosting the event are not considered reimbursable although the SL may expense his travel costs, as with other events. Costs are often covered by having each chapter contribute a cost per attending member, or by soliciting donations from graduate brothers.

Fraternity Expansion/Re-Expansions/Provisional Chapters

The Section Leader is expected to assist with the expansion of the Fraternity and support growth initiatives. Expansion may come as a re-establishment of a currently closed chapter or starting a Delta provisional chapter at an entirely new institution. This support is provided in several different ways.

First, the SL should work with the SLEC and IHQ to identify potential candidate institutions in their section. Once an expansion has been approved in a Section Leader's section, the SL should work to identify and organize the graduate base near the institution to support the expansion effort. This would include identifying a PL, members of a BCA and house corporation, as appropriate, and helping the IHQ expansion team while they are on campus and recruiting potential candidate members.

Obviously, an expansion can take significant resources and the SL is expected to help find and coordinate graduate brothers to assist the expansion. Additional information regarding expansion can be found on the Fraternity website.

Section Leader Uncommon Situations

Though the role of Section Leader is largely a well-defined and predictable effort, uncommon situations do occasionally arise. A brief discussion of how to approach these situations is warranted.

First and foremost, contact a member of the SLEC and/or IHQ staff as appropriate. You are not expected to stand alone in addressing uncommon situations. Reaching out to others that have experience dealing with these situations is strongly recommended.

For the sake of discussion, these uncommon situations will be divided into two categories. The first category is the "Acute Crisis" situation and the second is the "Non-Time Critical" situation.

An "Acute Crisis" situation is defined as a serious and/or dangerous occurrence which requires immediate attention. Examples include, but are not limited to, an injury or death in the chapter (natural or otherwise), the discovery of hazing or other prohibited activity, sexual assault or other situation in which the institution or other agency is involved. The first step in addressing this type of situation is to inform the IHQ staff and consult with them on the next step. It is advised that each SL be familiar with that Fraternity's Crisis and Incident Management Tips available at www.phigam.org/advisor.

It is important to remember that the SL and other graduate brothers should immediately engage with the chapter and provide insight and instruction where possible. While a prescribed approach to crisis management exists, and should be implemented and followed, please remember you are a brother and our undergraduate brothers may look to you for leadership and as an example of how to handle the crisis appropriately.

The "Non-Time Critical" type of uncommon situations are those that deal with the resignation and succession of you, as the SL, and chapter graduate trusteeship.

Struggling chapters may be placed on graduate trusteeship as a method to correct concerns and return the chapter to a proper course. A SL may not impose a graduate trusteeship. Rather, a graduate trusteeship is a disciplinary action which either the Board of Conduct or the Archons may impose. The Archons will appoint graduate brothers to serve as trustees. As the SL, your role once a graduate trusteeship is implemented, is typically limited to facilitating and assisting graduate brothers serving as trustees for the chapter. A SL should be aware of the general reasons for how and why

a graduate trusteeship is instituted, and the Fraternity has provided additional guidance on the website. Staff should also be consulted to guide the development of a Trusteeship.

A SL will ultimately have to hand the reins of their section off to a successor. In most cases, a SL chooses to resign and informs the SLEC of their intention to do so.

When a SL decides to resign, the Fraternity asks and would prefer the resignation and succession of a new SL be done in an orderly fashion and with as much advanced notice as possible. If, given your circumstances, you feel you are no longer able to fulfill the role of a SL, please try to give the Fraternity as much notice (a semester or more) as possible. Ideally, the outgoing SL will have identified one or more potential successors (and had an initial discussion with them) and will have communicated this to the SLEC and the IHQ staff. In these cases, the resignation of the current SL and the appointment and installation of the new SL can be completed in an orderly manner and the hand-off of all materials and notes pertaining to the section can be completed and discussed in detail.

The Fraternity acknowledges that occasionally a SL must step down immediately. In these cases, it is still important the current SL inform the SLEC and IHQ staff of this event. It is expected the SL will make the proper arrangements for all materials and notes pertaining to the section to be held and transferred to his eventual successor.

Risk Management & Liabilities

As the Section Leader, you should assist your Purple Legionnaires in being aware of the Fraternity's Risk Management Policy and support them in adequately communicating the policy to their respective undergraduate chapters.

One of the Purple Legionnaire's primary responsibilities is to advise his Cabinet Officers and brothers of his chapter to read, understand and abide by the Fraternity's Risk Management Policy. In this regard, the Fraternity requires a written indication from each Chapter President each semester that he holds office indicating he has read and *agrees to abide* by the Risk Management Policy. This document is called the Chapter President's Risk Management Agreement. Failure to submit the Chapter President's Risk Management Agreement by the deadline may result in a referral to the Board of Conduct.

The Risk Management Policy serves our chapters and their advisors alike. The policy clearly defines behaviors not permitted by the Fraternity and provides guidelines for chapter activities.

It is important to understand the role of SL and the roles as advisors to the chapter are not 24/7 positions. You and the advisors for your chapters are not members of the chapter nor are you expected to be present at all times. If you suspect a violation, you should make a reasonable effort to make the chapter aware of the violation and report concerns to the Fraternity Headquarters. If a chapter violates the Risk Management policy, the chapter is subject to disciplinary action by the Fraternity.

As a SL, you are insured under the Fraternity's general liability policy in the faithful execution of your duties. If you observe, or have knowledge of, a Risk Management violation and do not take reasonable action to eliminate it, or you condone the violation, you may face exclusion under our liability policy.

Risk Management Policy Basics

- Don't break the law – don't serve to minors.
- No chapter purchase or use of bulk quantities of alcohol.
- No open parties.
- No alcohol in recruitment or new member education.
- No illegal drugs in the chapter house.
- No co-sponsorship with distributors.
- The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior.
- The employment or use of strippers, exotic dancers or similar is prohibited.
- The construction and/or use of water features, towers, rope bridges and slides is strictly prohibited whether on chapter property or elsewhere.

- Hazing is 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.
- Further, hazing is any activity which is not consistent with: academic achievement; Fraternal law; the regulations and policies of the educational institution; applicable state law.

Fraternity Insurance Basics

Advisors to chapters, leaders and Archons are covered by the Fraternity's liability insurance policy in the normal execution of their duties. Advisors who adhere to the policy and who have made reasonable efforts to correct violations of the Risk Management Policy if they are discovered are covered by Phi Gamma Delta's General Liability Insurance Coverage.

Phi Gamma Delta's General Liability Insurance has a \$1,000,000 primary coverage for Bodily Injury and Property Damage in addition to a \$5,000,000 Umbrella Liability policy. You should contact the Headquarters for additional information regarding our insurance coverage.

Other Types of Insurance Coverage Provided

Directors and Officers Liability: Covers officers and directors of the Fraternity, house corporations, alumni/alumnae groups for claims arising out of misconduct or wrongdoing in the course of performing their duties as directors and officers of Fraternity groups.

Fidelity Coverage: Bonds the treasurer or officers who handle money, checks, or funds for dishonest acts of the employee or volunteer.

Fraternity Insurance Exemption Basics:

- No coverage for individuals who violate the Risk Management Policy
- Automatic Exclusion for ANY WATER FEATURE
- No coverage for intentional or criminal conduct

Phi Gamma Delta Initiatives

Building Courageous Leaders

Courage is not simply one of the virtues, but the form of every virtue at the testing point. - C. S. Lewis

What Is Building Courageous Leaders?

We are compelled by the above quote from author C. S. Lewis. In Phi Gamma Delta, we talk frequently about our values of friendship, knowledge, service, morality and excellence. But it is one thing to talk about values and another altogether to act on those values when they are tested. It is true in life and in fraternity that so many problems could be averted if someone – whether a formal leader or a bystander – had the courage to assert his values, or the group’s espoused values, at the testing point.

Each of us is certain to confront many testing points in our lives. Some will be minor decisions, while others will have a profound impact on us and on others. Likewise, chapter leaders will face many testing points that will impact the future of their chapter, their brothers, and sometimes the Fraternity at large.

Building Courageous Leaders means that our brothers will understand and embrace the values of Phi Gamma Delta, will recognize when those values are being challenged and understand the implications of a particular choice, and at that testing point, will know how to confront and lead others in an ethical, productive way.

How Can Phi Gamma Delta Develop & Support Courageous Leaders?

We have identified three elements of courageous leadership:

- Understanding and committing to our values
- Recognizing the testing points - times when our values are challenged
- Applying our values at the testing point and confronting the issue

These concepts are built into many of the Fraternity’s existing programs, including the Academy, Taking the Lead programming, Risk management education, Alcohol education, Hazing prevention, Sexual misconduct prevention and chapter discipline. As appropriate and needed, they will form the basis of new programs. For more information, visit www.phigam.org/BCL.

A New Model

Phi Gamma Delta is focused on the future. The future of our organization, the future of recruitment and the future of our members all start with a New Model to Build Courageous Leaders.

Phi Gamma Delta is moving away from the pledging model of joining in favor of a modern approach to recruitment, assimilation, and member development. The delegates to the 174th Ekklesia in August 2022 voted to eliminate pledging in Phi Gamma Delta, clearing the path for implementation of the New Model. For more information, visit www.phigam.org/NewModel.

Section Leader Resources

- **Officers Calendar & Chapter Checklist:** A copy of the general, annual chapter calendar that is provided to the chapters and Purple Legionnaires for reference
- **Section Leader “Getting Started” Checklist:** A brief checklist to help a new SL set-up and establish himself within his section and to assist in providing relevant reference materials
- **Section Leader Self Evaluation Form:** A review sheet for Section Leaders to use each year in discussions with the Zone Leaders to evaluate the effectiveness of the SC, and to plan for future development and growth
- **Purple Legionnaire Selection Form:** A copy of the form which must be completed, signed and returned to IHQ upon the confirmation of a new Purple Legionnaire for a chapter
- **Relevant Fraternity Laws:** A brief summary of the relevant Fraternity laws that pertain to the SL and the carrying out of his duties

Additional resources are available at www.phigam.org/Advisor.

Officers Calendar & Chapter Checklist

Below is a reference of key activities, deadlines and considerations for you, your PLs and your chapters. Reference www.phigam.org/OfficersCalendar for the most current information.

July

- Chapter accounts must be current with IHQ for Alcohol-Free Housing Exemption
- Chapter Retreat - Work with PLs / BCAs to help chapters identify in writing fall goals for the chapter/officers
- Ekklesia (held biennially during even numbered years; exact dates vary - typically July/August)
- The Leadership Institute (2 sessions held every summer; exact dates vary - typically May-July)
- The Summit (held every summer; exact dates vary - typically June/July)

August

- Chapter Retreat - Work with PLs / BCAs to help chapters identify in writing fall goals for the chapter/officers
- Create fall semester Calendar
- PL: Work with cabinet / Recruitment Chairman to insure fall recruitment is entirely planned
- PL: Work with cabinet / New Member Educator(s) to ensure fall New member education program is fully planned
- PL: Make annual fall courtesy call to university/college Greek advisor
- Ekklesia (held biennially during even numbered years; exact dates vary - typically July/August)

September

- PL: Attend a Recruitment Event
- PL: Attend a chapter meeting
- Chapter: New Member Educator's Agreement is due
- Chapter: Annual Financial Report is due
- Chapter: Chapter Budget form is due
- Chapter: REPORT new members within 15 days of joining
- Chapter: REPORT initiates within 30 days of initiation

October

- Chapter: Chapter President's Risk Management Agreement due
- Chapter: Set date for spring Pig Dinner; book speaker, inform IHQ
- Chapter: Annual review of chapter's financial records due

November

- Chapter: Submit to IHQ Certificate of Election of Undergraduate Officers ASAP after elections
- Chapter: Spring Field Secretary visit request form due
- Chapter/HC: IRS Form 990 due by 15th of 5th month after end of fiscal year (typically Nov.), send copy to IHQ

- Chapter: Deadline for all new members to complete GreekLifeEdu

December

- Academy registration deadline

January

- Academy (held annually in St. Louis, Missouri)
- Chapter: Submit fall grade report
- Chapter: New Member Educator's/Foundation of Courage Chair's Agreement due
- PL: Work with cabinet / Recruitment Chairman to insure spring recruitment is entirely planned
- PL: Work with cabinet / New Member Educator(s) to ensure spring new member education program is fully planned. (PL)

February

- Chapter: Chapter President's Risk Management Agreement due
- Chapter: Set date for fall Pig Dinner; book speaker, inform IHQ

March

- Chapter: Secret Ballot Certificate due
- Chapter: All annual awards reports must be submitted
- Archives weekend

April

- Chapter: Application deadline for Alcohol-Free Housing Exemption
- Chapter: Deadline for all new members to complete GreekLifeEdu
- Chapter: Fall Field Secretary visit request form due

May

- **Founders Day - May 1**
- Giving Day (typically held May 1)
- Chapter: Chapter history due
- The Leadership Institute (2 sessions held every summer; exact dates vary - typically May-July)

June

- Chapter: Submit spring grade report
- Chapter: Fiscal year-end: 10% penalty for accounts not at zero with IHQ
- The Leadership Institute (2 sessions held every summer; exact dates vary - typically May-July)
- The Summit (held every summer; exact dates vary - typically June/July)

Section Leader Getting Started Check List

- Update the Fraternity with your preferred contact information (Dio Protopapadakis, IHQ)
- Create a new email account...Gmail, Yahoo, Hotmail (If you don't want to use your work/personal email account for Fraternity business)
- Register with Phi Gamma Delta website (if not already) (www.phigam.org, select "Register" in the upper right corner)
- Request a spreadsheet of graduate brothers (Contact Info/Attributes) for the State or Geographical Area you advise (Dio Protopapadakis, IHQ)
- Create a Facebook account (if you do not already have one) & subscribe to your chapter's Groups
- Download a copy of the Fraternity's Risk Management Policies & Manuals (www.phigam.org/risk_management)
- Familiarize yourself with the Fraternity's new member education and anti-hazing resources (www.phigam.org/NewMemberEducation)
- Download a copy of the PL Selection Form (www.phigam.org/advisor)
- Download a copy of the Expense Report (Mileage is \$0.32 per mile) (www.phigam.org/advisor)
- Develop a listing of key University/College personnel for each of the chapters in your section. Be sure to include (Assistant/Associate) Dean of Students, Greek Life Director, and any Faculty/Staff that are fellow Phi Gams. (College/University website, chapter contacts, IHQ).\
- Ascertain the dates (time of year if specific date has not been determined) for each chapter's Pig Dinner. (PL)
- Request a Ritual Book if needed (Dio Protopapadakis, IHQ)
- Request Section Leader esoteric equipment (If you think that you might regularly attend a chapter's meetings) (Dio Protopapadakis, IHQ)

The following will be sent by the Headquarters upon your appointment by the Archons (follow up if needed)

- Copy of the By-Laws of the Fraternity Dio Protopapadakis, IHQ)
- Copy of the Constitution (Dio Protopapadakis, IHQ)
- List of Chapter Officers, PL's, BCA Members, and HC members. (Dio Protopapadakis, IHQ)
- Copies of the Field Secretary Reports for your chapters for the last two visits (Dio Protopapadakis, IHQ)

Key Contacts:

- SLEC
- Rob Caudill, Executive Director
- Todd Rotgers, Assistant Executive Director
- Dionysis Protopapadakis, Senior Director of Graduate Engagement
- Johnathon Allen, Director of Graduate Engagement

Selection of Purple Legionnaire

Instructions: The Section Leader should identify a qualified graduate brother who has agreed to serve as Purple Legionnaire. He should then submit the brother's name to the undergraduate chapter for confirmation by a majority vote. Once the confirmation is received from the chapter, this form should be completed and sent to the Headquarters.

In accordance with Section 16.20 of the Fraternity's Bylaws, I hereby select the following brother as Purple Legionnaire of the chapter/provisional chapter at _____ (college/university) for the year _____.

Full Name: _____

School Name & Grad Year: _____

Date of Selection: _____

Preferred Address: _____

Email: _____

Telephone: **Office:** _____ **Home:** _____

Cell: _____

As required by Section 16.20, this selection has been confirmed by a majority vote of the undergraduate chapter.

Chapter President Signature

Date

Section Leader Signature

Date

Revised: February 2013

Relevant Fraternity Laws

Section 16.0 - Appointment & Term of Section Leaders

After having been interviewed and recommended by the Executive Director, Section Leaders shall be appointed as General Officers of the Fraternity by the Archons to serve at their pleasure but in no event for a term longer than the final adjournment of the Ekklesia next following such appointment, and each shall be duly advised of his appointment by the Archon Secretary and installed according to the Rituals. Section Leaders may be reappointed.

Section 16.1 - Duties of Section Leaders.

The Section Leader shall perform such duties as from time to time may be assigned by resolution of the Archons.

Section 16.20 - Selection & Term of Purple Legionnaire

At the time of the annual undergraduate chapter election, the Section Leader shall select, subject to an affirmative majority vote of the undergraduate members of the chapter, a graduate member as Purple Legionnaire. He shall be installed in accordance with the Ritual. The Purple Legionnaire shall serve for one year and shall be eligible to serve additional terms. The Purple Legionnaire shall receive reimbursement of expenses for attendance at a Academy. The level of such expense reimbursed shall be set by the Archons.

Section 16.21 - Duties of Purple Legionnaire.

The Purple Legionnaire shall be the lead graduate advisor to an undergraduate chapter. The duties of each Purple Legionnaire shall be: to advise an undergraduate chapter and its officers in the conduct of meetings, initiations, ritual, recruitment, new member education, scholarship, financial operations, chapter-house management, campus activities and faculty, interfraternity, student and general social, collegiate, and fraternal relationships; to support the chapter's observance of risk management policies and of the laws prohibiting pre-initiation and hazing ceremonies and practices; and to file prompt and complete reports thereon whenever requested by the Section Leader or the Archons.

Section 16.22 - Release of Purple Legionnaire.

In case any Purple Legionnaire fails to perform the duties satisfactorily, the Section Leader shall relieve the Purple Legionnaire of the office. A successor shall be at once chosen in the manner prescribed in Section 16.20.

Section 16.30 - Selection of Board of Chapter Advisors.

The Section Leader may select a Board of Chapter Advisors for an undergraduate chapter in accordance with fraternity policy. In case of a Section Leader 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 Leader 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, new member education, scholarship, philanthropy and community service.

Relevant Fraternity Policies

Appointed Volunteer Leaders (Including Section Leaders)

Effective September 1, 2018, no Appointed Volunteer Leader, including Section Leaders, may serve as Purple Legionnaire, chapter advisor, house corporation officer or director, or faculty/scholarship advisor. If a member is serving in such position at the time of his appointment as an Appointed Volunteer Leader, he must resign immediately from the other position.

(Adopted 10/28/17)

Critical Documents

Copies of these policies and documents are made available here for your reference. The most current and additional resources are always available at www.phigam.org/harmreductioneducation.

- **Risk Management Policy**
- **New Member's Bill of Rights**
- **Stance on Hazing**
- **Sexual Assault Prevention Education – Consent Guidelines Face Sheet**
- **Statement on Sensitivity**
- **Responsible Action Protocol**

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

Alcohol & 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 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. 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 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 new member program, new member activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “Big Brother - Little Brother / New Member Father - New Member Son” events or activities, “family” events or activities and initiation.

Big Brother Programs

1. “Big Brother/Little Brother and New Member Father/New Member Son” reveals, or similar events or activities, may not be conducted unless the Purple Legionnaire, member of the Board of Chapter Advisors or other graduate/advisor designated by the Purple Legionnaire or Section Leader is present.
2. Consistent with Alcohol & Drugs 11, alcohol is not permitted at any formal or informal “Big Brother/Little Brother and New Member Father/New Member Son” reveals, “family” events or similar activities. “Family” gifts of alcohol are also prohibited.
3. “Big Brother/Little Brother and New Member Father/New Member Son” or similar programs are not permitted in conjunction with new member education programs. New member mentor programs are permitted following initiation.

Hazing

No chapter, provisional chapter, new member, undergraduate or graduate brother shall require, allow or participate in any hazing ceremony or activity. Hazing is any action taken or situation created intentionally that causes embarrassment, harassment or ridicule and risks physical, emotional and/or mental harm, regardless of the person’s willingness to participate to join or retain membership. Hazing includes, but is not limited to, activities and/or requirements imposed on individuals or groups which:

- Violate federal, state, provincial, or local laws, or college/university or Fraternity policies.
- Knowingly or recklessly subjects a person(s) to unreasonable risk of physical, mental or emotional harm or humiliation.
- Involve the forced or suggested consumption of alcohol or drugs, or any other substance in any non-customary manner.
- Involve or threaten brutality of a physical or mental nature.
- Are demeaning and/or humiliating.
- Adversely affects a person’s well-being and/or academic performance.
- Impose undue hardship or abridge any rights.

Sexual Misconduct

The Fraternity and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

Assault & Battery

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off chapter premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

Fire, Health & 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.
6. All chapters, provisional chapters, brothers and new members should adhere to the guidelines and regulations set forth by their college / university, local governmental and state / provincial authorities regarding public health. This includes, but is not limited to, COVID-19 pandemic guidelines and regulations related to group gatherings, social distancing, use of personal protective equipment and adherence to quarantine orders.

Education

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

RMPolicyRevised: 1/2023

Member's Bill of Rights

As a new member in Phi Gamma Delta, the New Member 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 new 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.
- 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 new member 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.

Phi Gamma Delta's Stance on Hazing

Contrary to society's stereotypes and the images often portrayed in media, hazing has never been an endorsed or encouraged method for a man to be "trained" or for him to "earn" his membership in a fraternity. In fact, hazing is directly contrary to the values and mission of Phi Gamma Delta, especially those expressed by our Founders in the Ritual. Unfortunately, hazing creeps into Greek organizations far too often.

We must be diligent to keep it out for numerous reasons:

Separation & Animosity: The goal of bringing new men into the Fraternity is to make it stronger and to perpetuate its existence for the benefit of those who come after us. Hazing weakens the chapter by building animosity and separation between new members and brothers that lasts well beyond the new member experience. For example, initiated brothers might tell new members that they need to learn unity, "bond" and become better new members by completing what amount to meaningless and unproductive tasks while they are harassed. In fact, they are being isolated from the initiated brothers in this adversarial relationship, and the new members – those who stick around – will resent the older brothers for years to come.

False Unity: Rather than isolating new members and trying to force "new member class unity," a Phi Gam chapter that is true to the mission, tradition and history of the Fraternity will bring the new members closer to the brotherhood by focusing on chapter unity, working side by side rather than as separate entities. It's teamwork as a collective group.

Laziness: Hazing is perpetuated by laziness in the chapter. By relying on the new members to handle all sorts of tasks and duties (particularly house cleaning), the brothers rest on their laurels, and only one quarter of the chapter's membership is truly being productive.

Risk of Injury or Death: Sadly, there are plenty of documented hazing activities have escalated into incidents of physical and/or mental harm, even death. And while the planners of the activity may have never intended for harm to result, situations of this nature tend to spiral out of control. A prime example is the tragic death of Scott Krueger, a Phi Gam new member at MIT. In 1997, on a night when Scott and his fellow new members were introduced to their big brothers, the new member class was given cases of beer and bottles of liquor and strongly encouraged to consume it a short amount of time. Scott ingested enough to pass out, and when he did, he was placed on a couch to "sleep it off." He vomited in his sleep, inhaled his vomit, and was found as he went into cardiac arrest. While doctors were able to save his body, he was brain dead, and his family made the heartbreaking decision to unplug his life support. The subsequent lawsuit was settled against the chapter officers, the new member educator and the International Fraternity for amounts more than several million dollars.

Zero Tolerance

Phi Gamma Delta, the North American Interfraternity Conference (NIC), our host institutions and many states have explicit laws and regulations against hazing. The penalties for violations are swift and serious.

Important Fraternity Laws

The following excerpt is from the Bylaws of the International Fraternity and must be upheld by all

new members and brothers (both undergraduate and graduate). Read them carefully and be aware of their content. We are expected to always follow these laws, regardless of time or place. If you have any questions concerning these laws, or if you believe they are being violated, you are obligated (as is every brother) to report and confront the problem for the preservation and betterment of the Fraternity.

“Section 25.28 Prohibition of Hazing. No chapter, provisional chapter, new member or undergraduate/graduate brother shall require, allow or participate in any hazing ceremony or activity. Hazing is any action taken or situation created intentionally that causes embarrassment, harassment or ridicule and risks physical, emotional and/or mental harm, regardless of the person’s willingness to participate in order to join or retain membership. Hazing includes, but is not limited to, activities and/or requirements imposed on individuals or groups which:

1. Violate federal, state, provincial, or local laws, or college / university or Fraternity policies.
2. Knowingly or recklessly subjects a person(s) to unreasonable risk of physical, mental or emotional harm or humiliation.
3. Involve the forced or suggested consumption of alcohol or drugs, or any other substance in any non-customary manner.
4. Involve or threaten brutality of a physical or mental nature.
5. Are demeaning and/or humiliating.
6. Adversely affect a person’s well-being and/or academic performance.
7. Impose undue hardship or abridge any rights.

“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.

“Any member found guilty of hazing which causes, or which could have caused physical, mental or emotional harm, or involves the forced or suggested consumption of alcohol, drugs, or any other substance shall be subject to sanctions described in Section 25.38(1)a-(1)d.

“Any chapter found guilty of hazing which causes, or which could have caused physical, mental or emotional harm, or involves the forced or suggested consumption of alcohol, drugs, or any other substance shall be subject to sanctions described in Sections 25.40-25.42.”

Sexual Assault Prevention Education

Consent Guidelines Fact Sheet

Preface

This is not a manual for proper sexual conduct, but rather a series of guidelines to help you and your partner make safe and healthy choices. Remember, sexual interactions should always occur between two consenting adults.

Some Good Practices

- **TALK!** Ongoing conversation is an important vehicle for consent. Stating your own desires doesn't ensure consent. Both parties should clearly and unambiguously express consent.
- **CLARIFY:** When in doubt, find out! Don't be afraid to ask questions if anything is unclear. The responsibility for obtaining consent lies with the person initiating the sexual act. Avoid ambiguity; be verbal. Without verbal conversation, mutual agreement and understanding is difficult, if not impossible, to reach.
- **MUTUALITY:** Sex is a two-way street. If sex is mutually and simultaneously initiated, then responsibility for communicating consent (agreeing/obtaining/refusing/denying) continues to rest with all involved.
- **ON-GOING PROCESS:** Consent should be understood as an on-going process rather than a one-time, one-conversation, open door to any or all-sexual interactions. Be aware that consent for one act (such as kissing) does not automatically imply consent for subsequent behaviors. Asking, "Do you want to have sex with me?" is a good start but not enough. People have different ideas about what sex is.
- **RESPECT:** Consensual sex is best established when both partners can express themselves, be listened to, and have their desires and needs respected.
- **CHECK-IN:** It's okay to check in and see if everyone's enjoying themselves. If you sense at any point that your partner is not fully participating or not completely engaged in sexual behavior or has changed his/her mind, then ask if s/he wants to stop. Mutuality - if you've changed your mind, say so.
- **NO always MEANS NO, not maybe and ONLY YES MEANS YES:** At any point of sexual engagement, anyone has the right to stop any specific act or all sexual interactions. This can be done through verbal statements [e.g. "No." "Don't." "I don't want to do this specific behavior ("kiss", "be touched here", etc.) anymore." "I don't like that." Any use of designated safe word. "Stop"] and/or through non-verbal actions [e.g. pulling and/or pushing away, getting up and/or walking, turning away, etc.]. At this point, check-in because consent has ended and the other person(s) must comply.

Some Poor Practices

- **SILENCE:** Silence and/or non-communication and/or relying on assumptions.
- **INTOXICATION:** According to the laws of some jurisdictions, consent cannot be given when any person is intoxicated (whether by drugs or alcohol), unconscious or asleep.

- **VIOLENCE:** The threat of or use of violence or force negates any previous consent or subsequent assumptions of consent.
- **COERCION:** Like physical force, coercion and intimidation negate consent. (For instance, threatening to shame a person in front of peers; or threats of outing).
- **DRUGS/ALCOHOL:** Giving someone drugs or alcohol with the intent to impair his or her judgment or make them unconscious violates the law.
- **HARASSMENT:** By the very definition, when someone is sexually harassed, the behavior is unwelcome; therefore, any form of sexual harassment is nonconsensual. For instance, masturbating in front of someone without their agreement and/or touching and groping someone at a party is not considered consensual.
- **HOOKING UP:** The less you know the other person, the greater the risk for misunderstanding the wishes and intent of the other person.

Source: *The University of Chicago's Resources for Sexual Violence Prevention* [<http://rsvp.uchicago.edu>]
 & *Pi Kappa Phi Fraternity* [<http://www.pikapp.org>]

Statement on Sensitivity

Adopted By the Archons

WHEREAS, the Fraternity of Phi Gamma Delta seeks to promote brotherhood and harmony, not only among our members, but among all people; and

WHEREAS, admission to membership in the Fraternity of Phi Gamma Delta is limited to individuals who identify as male; and

WHEREAS, the Fraternity of Phi Gamma Delta expects, consistent with its laws, that no chapter, provisional, brother or new member shall engage in acts of discrimination or harassment towards any individual or group on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, citizenship, ancestry, age, disabilities or any other characteristic protected by law;

BE IT RESOLVED, that the Fraternity of Phi Gamma Delta shall consider acts of discrimination or harassment by its chapters, provisional chapters, members and/or new members on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, citizenship, ancestry, age, disabilities or any other characteristic protected by law to be violations of Fraternity Policy.

Risk Management Policy

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.

Violations of these policies are punishable by the Archons or Board of Conduct.

Phi Gamma Delta Responsible Action Protocol

This Responsible Action Protocol encourages members (brothers and new members) to be accountable, make responsible decisions, and seek medical assistance and treatment for members or others when they are faced with an alcohol or other drug-related potential emergency (including but not limited to alcohol poisoning or health related complications from other drug use) or another medical emergency. This policy also seeks to diminish fear of disciplinary and conduct sanctions in such situations as a potential barrier to members and chapters seeking immediate medical attention for members and others in distress from alcohol, drugs, or to another medical emergency.

Individual Members

If a member of the Fraternity assists another person in obtaining immediate appropriate medical assistance, including but not limited to by calling 911, related to the use or consumption of alcohol, drugs, or another medical emergency, that member, as well as those who are assisted, will not be subject to individual discipline by the Fraternity with respect to the incident. This protocol applies in the case the assisting member contributed to the cause of that emergency. A member may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny. If the member seeking or obtaining medical assistance has been determined to be eligible for an exemption from disciplinary action under this protocol, the member may still be required to meet with the chapter advisor or their designee to develop a success plan/agreement outlining appropriate behavioral and education components that maximize the member's personal, social, and academic success.

Chapter

A chapter of the Fraternity that seeks immediate appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, including but not limited to by calling 911, may be eligible for mitigation of charges by the Fraternity related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person or by phone with a staff member of the Fraternity, or a graduate advisor designated by the Fraternity, and may be required to complete educational programming or additional requirements. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

Obstruction

Any member who discourages, obstructs, or prevents any person from seeking appropriate medical assistance for a person experiencing an alcohol, drug, or other medical emergency, including but not limited to by calling 911, shall be subject to such sanctions by the Fraternity, up to and including expulsion from the Fraternity, as may be determined by the Board of Conduct or the Archons. If it is determined that the obstruction is a chapter activity, the chapter shall also be subject to sanctions by the Fraternity, up to and including suspension of the chapter's charter.

This protocol does not apply to situations that are first discovered by a staff member, university official, or public safety officer.

Adopted by the Archons on February 3, 2018

Section Leader Critical Contacts

International Headquarters

Address: The Fraternity of Phi Gamma Delta, 1201 Red Mile Road, Lexington, KY 40504

Email: phigam@phigam.org

Phone: 859-255-1848

Website: www.phigam.org

IHQ Contacts

Rob Caudill (Akron 2004), Executive Director - rcaudill@phigam.org

Todd Rotgers (Minnesota 2011), Assistant Executive Director - trotgers@phigam.org

Dionysis Protopapadakis (Appalachian State 2017), Senior Director of Graduate Engagement - dprotopapadakis@phigam.org

Johnathon Allen (Indiana State 2007), Director of Graduate Engagement - jallen@phigam.org

Section Leader Executive Committee

Chris Kurtz (Ball State 2006), Chairman

Bob Boothby (Toronto 1986)

Bob Schaich (Bradley 2006)

Vijay Sekhara (Connecticut 2012)



Section Leader **Training** Manual

PHI GAMMA DELTA

1201 Red Mile Rd, Lexington, KY 40504 | 859-255-1848 | phigam@phigam.org | www.phigam.org