



ALPHA SIGMA PHI FRATERNITY

MEMBER ORIENTATION PROGRAM

GUIDEBOOK FOR CHAPTERS & OUR MEMBERS

ALPHA SIG

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MEMBERSHIP ORIENTATION PROGRAM GUIDEBOOK

Welcome to Alpha Sigma Phi's Membership Orientation Program. As the Vice President of Membership Enrichment, it is your responsibility to lead the new members of your chapter through an orientation experience. The information provided in this manual will aid you in creating a memorable experience for your newest members.

FRAMEWORK

The Membership Orientation Program is designed to be flexible to the needs of your chapter. Chapters have the ability to design their own orientation experience within limit—to set their calendars to include Scenes 1-4 of Initiation and candidate meetings within the designated time limit. This allows the chapter to personalize the candidate experience.

As you create your membership orientation program and calendar, consider the top three reasons individuals in a fraternity's education or orientation program quit or drop out:

- Too time intensive
- Never made meaningful connections (friendships) with the brotherhood
- Their experience was not what was sold to them

Ask yourself how you can craft an orientation experience for your chapter's newest members that reflects the experience you presented in the recruitment process, is not overly time intensive, and encourages candidates to build relationships with the chapter's membership and one another.

PRE-INITIATION

PREPARATION

In preparation for Scenes 1 and 2 of the Initiation Ceremony, you and the other officers should prepare the following:

1. **Membership Orientation Program Calendar**
The calendar should contain all the events candidates are required to attend. This should be provided to the newest members prior to Scene 1 of Initiation.
2. **Explanation of Dues**
Prior to Scene 1 of Initiation, provide a thorough explanation of the cost of dues (for candidates and brothers), when they are due, and how they can be paid to avoid any confusion. Be sure to include both fraternity and chapter fees and payment plan options offered by your chapter (if applicable).
3. **Attendance Roster**
The attendance roster should track attendance at meetings and participation in the experiential component of the program.

PRE-INITIATION MEETING

The purpose of the Pre-Initiation meeting is to review the logistics and requirements of the Membership Orientation Program. Prior to Scene 1 of Initiation, you should provide the candidates with a list of their obligations (attendance and financial) so they fully understand their commitment to the Fraternity. If your chapter did a good job recruiting these candidates, this should just be a review. A sample agenda is below.

PRE-INITIATION MEETING – SAMPLE AGENDA

The following individuals should attend the Pre-Initiation Meeting: 1) Anyone who accepted a bid, 2) Vice President of Membership Enrichment, 3) President, 4) Vice President of Finance, 5) Vice President of Ritual and Traditions, and 6) Advisor(s) (e.g. Grand Chapter Advisor, Financial Advisor, or Membership Enrichment Advisor).

The sample agenda below lists the topics to be covered and notes for you related to each topic.

I. Welcome & Introduction

This may be one of the first times all the new members are together. It is important for them to start to get to know one another. Ask each one to stand and say his name, where he is from, and why he is excited to join Alpha Sigma Phi.

Ask the initiated brothers and any alumni who are present to introduce themselves briefly including their name, year of initiation, and role in the chapter.

PRE-INITIATION

II. Fees & Payments

This section of the meeting is best run by the Vice President of Finance or the President. Ask them to share the cost of membership for candidates and brothers. Share the payment schedule as well as how payments are accepted. Answer questions about payment plans, late payments, and non-payment (collections).

After completing the Membership Agreement, candidates are obligated to these payments as undergraduate brothers.

III. Membership Orientation Program & Calendar

Share how your chapter's membership orientation program is designed and walk through the membership orientation program calendar. New members are required to attend all meetings.

IV. Completion of Membership Agreement

Membership Agreements are completed online through myAlphaSig. The Membership Agreement is a contract between the Fraternity and the individual candidate. To complete it, candidates will be asked to provide their contact information, which the chapter will use to add them to the roster. All new members should receive an email from the Fraternity to their non-university email. They should follow the link contained in the email. After creating an account for myAlphaSig, follow the prompts to complete the Membership Agreement.

Each individual is required to complete their Membership Agreement prior to participating in Scene 1 of Initiation.

V. Initiation Scenes 1 and 2 Discussion

This portion of the meeting is best run by the Vice President of Ritual and Traditions.

If Scenes 1 and 2 of Initiation are not happening immediately after the meeting, he should 1) confirm the date, time, and location for Scenes 1 and 2 of Initiation and 2) discuss the dress code for the event (shirt and tie).

If Scenes 1 and 2 of Initiation are immediately after the meeting, he should share approximately how long the ceremony will take and answer any outstanding questions.

VI. Questions?

Answer any outstanding questions they have about committing to a lifetime membership in Alpha Sigma Phi.

FOLLOW UP

Following the conclusion of the meeting, confirm each Membership Agreement was completed properly by checking the "Member Initiation Reporting" page on Vault. That is best done by the President. It is best to address any issues immediately and before Scene 1 of Initiation.

MEMBER ORIENTATION PROGRAM

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If Scenes 1 and 2 of Initiation are immediately after the meeting, he should share approximately how long the ceremony will take and answer any outstanding questions.

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FOLLOW UP

Following the conclusion of the meeting, confirm each Membership Agreement was completed properly by checking the "Member Initiation Reporting" page on Vault. That is best done by the President. It is best to address any issues immediately and before Scene 1 of Initiation.

ALPHA SIGMA PHI OVERVIEW

PREPARATION

In preparation, you should do the following:

- Ensure all understand their financial obligations for both fraternity and chapter fees and that each candidate has paid or is actively working toward paying off his balance.
- Confirm you have properly booked the venue in which your meeting will occur.
- Send a reminder text to the candidates about the date, time, location, and expected dress for the meeting.
- Ask chapter officers, select chapter membership, and/or the chapter's advisor to attend. Confirm the date, time, location, expected dress, and their role in the meeting.
- Ensure each new member has downloaded the TBTM Manual.

SAMPLE AGENDA

The sample agenda below lists topics to be covered and notes for you related to each topic.

I. New Member Introductions

If your chapter hosted Scenes 1 and 2 of Initiation more than once, this may be the first time all the candidates are together. Have the candidates start/continue to get to know one another. Have them each stand up and say their name, where they are from, and give a fact.

Fact examples: first concert, first email address, favorite TV show as a child, etc.

This is a good time to distribute the TBTM books.

II. Membership Education Director and/or Officer Introductions

Spend some time introducing yourself, just as the candidates did.

III. Fraternity Overview

Share some information about Alpha Sigma Phi Fraternity. You may wish to discuss:

- *Alpha Sigma Phi Fraternity was founded at Yale University in 1845 by Louis Manigault, Stephen Ormsby Rhea, and Horace Spangler Weiser*
- *We are the 10th oldest collegiate fraternity*
- *We were founded to foster education, maintain charity, encourage high scholarship, build character, and perpetuate friendships*
- *We consider ourselves America's premier fraternity, with over 170 chapters in the US and Canada*
- *We provide leadership development, brotherhood development, and personal development to undergraduate men*
- *We provide annual leadership programs and conferences, some at no cost to attendees*
- *We have five philanthropic partners, each paired with one of our five values*

ALPHA SIGMA PHI OVERVIEW

- We have five philanthropic partners, each paired with one of our five values
 - Silence: RAINN (Rape, Abuse & Incest National Network)
 - Charity: Shatterproof
 - Purity: Aware Awake Alive
 - Honor: Active Minds
 - Patriotism: Homes for our Troops

IV. Our Guiding Principles

Open Motto: *Causa Latet Vis Est Notissima (The cause is hidden, the results well known)*

Motto: *to Better the Man*

Mission: *to provide values-driven brotherhood experiences through life.*

Vision: *to Better the World through Better Men*

Purpose: *to Better the Man, through the creation and perpetuation of brotherhood founded upon the values of character: Silence, Charity, Purity, Honor, Patriotism*

Values: *Silence, Charity, Purity, Honor, Patriotism*

DISCUSSION QUESTIONS

1. What do the open motto/tagline/mission/vision/purpose/values mean to you?
2. How do others/outside know this is what we stand for?
3. How can these principles be demonstrated through daily actions?

V. Your Chapter

Share some information about what makes membership in your chapter a unique and positive experience. You may wish to discuss:

- Chapter founders
- When your chapter was founded and where the chapter has come over time
Your chapter's academic record
- Finances compared to other fraternities on your campus
Engagement with chapter alumni
- Membership development, leadership education, and personal enrichment
- Service and/or philanthropic efforts
- What your chapter's members feel they get out of their experience. Ask a few brothers, officers, and/or your chapter's advisor to speak

FOLLOW UP

Mark the attendance for the meeting in your attendance roster. Follow up with anyone who is absent.

MEMBERSHIP OBLIGATIONS

PREPARATION

In preparation, you should do the following:

- Confirm you have properly booked the venue in which your meeting will occur.
- Send a reminder text to the candidates about the date, time, location, and expected dress for the meeting.
- Remind the Vice President of Communications and Vice President of Finance to attend. Confirm the date, time, location, expected dress, and their role in the meeting.

Sample Agenda

The sample agenda below lists the topics to be covered and notes for you related to each topic.

I. Fraternal Obligations

Ask – what obligations connected to our values do you remember from Scene 2 of Initiation?

- You must maintain silence regarding the secrets of Alpha Sigma Phi, and when admitted to our brotherhood, you must maintain silence regarding the mutual confidences of your brothers within the Mystic Circle.
- You will be charitable in the broadest sense of the word. A man who strives for a life of charity is more patient, kinder, and more forgiving of the flaws of others. A charitable man sacrifices of himself to help others and seeks no recognition in return. You will be humble, reverent, kind, friendly, helpful, persistent, hard-working, and generous.
- Purity must prevail in thought, speech, and deed. It demands a life of consecration to a supreme and lofty purpose, a life of devotion in which all that is vicious and tawdry will be dispelled. Honor is its own reward. Without it, we accomplish nothing. With it, all things are possible within the scope of human endeavor.
- Patriotism indicates that one cannot progress far in life without a patriotic devotion to these principles that have made our nation the land of justice, freedom, and opportunity.

Present the following as additional obligations of a member in Alpha Sigma Phi:

- Prepare himself to be worthy of the hidden teachings of the Fraternity
- Abide by the tenets of the Brotherhood Creed
- Loyalty to Alpha Sigma Phi
- Pursue your studies faithfully
- Conduct yourself as gentlemen at all times
- Be governed by the rules and regulations of the Fraternity
- Be bound to the Fraternity for life

DISCUSSION QUESTIONS

1. What do each of these obligations mean to you?
2. How can you exemplify them in your daily actions?

MEMBERSHIP OBLIGATIONS

II. Review Commitments/Obligations/Accountability/Standards of Membership

This is an opportunity to help the candidates understand that now as a member of the fraternity they are held to a high standard and that their individual actions reflect on the fraternity and chapter. Please review the Code of Conduct and the Brotherhood Creed. Candidates should work to commit the Brotherhood Creed to memory prior to Scenes 3 and 4 of Initiation.

CODE OF CONDUCT

- I will maintain a commitment to excellence in all of my endeavors.
- I will respect the dignity of all persons, and therefore, I will not physically, psychologically, or sexually abuse any human being.
- I will be a financially responsible individual to both my chapter and the Fraternity.
- I will not abuse, nor support the abuse of, alcohol.
- I will not use, nor support the use of, illegal drugs.
- I will achieve academic excellence while accepting nothing but my best performance, as in all endeavors.
- I will hold myself and my brothers accountable for our actions, and understand that I always represent the Fraternity.
- I will pursue the values of Silence, Charity, Purity, Honor, and Patriotism; I will work to support these values in my actions and deeds.
- I am my brother's keeper.
- I will not condone the discrimination of any individual based on ethnicity, race, religion, sexual orientation, physical ability, national origin, age, family status, or cultural background.

DISCUSSION QUESTIONS

1. Take a look over these items again. Why are these important?
2. What is the result of following/adapting these into our daily lives? What is the result when we don't?

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation in to Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

DISCUSSION QUESTIONS

1. Why is it important that we commit this creed to memory?
2. What elements make this creed significant to members and chapters of Alpha Sigma Phi?

MEMBERSHIP OBLIGATIONS

III. Review Your Chapter's Expectations and Other Obligations of Members

- **Attendance:** Discuss attendance standards your chapter requires of its members. Does your chapter employ a points system to track attendance? Have your Vice President of Communications discuss the attendance policy and share his contact information.
- **Financial Obligations:** Discuss expectations regarding dues and finances. When are dues due? Does your chapter offer payment plans to members? Have your Vice President of Finance discuss how he collects dues and share his contact information.
- **Academic Standards:** Discuss academic standards to which your chapter holds its members. What is the minimum GPA to maintain as a member of your chapter? What is the minimum GPA to hold an officer position? What is your chapter's scholarship plan? Discuss how academic standards are enforced.

IV. Characteristics of a Gentleman

This is an opportunity for you to discuss proper etiquette and how the members are expected to represent Alpha Sigma Phi on campus and in all aspects of their life. This section should include meeting etiquette and dress, proper treatment of men/women, and other items that the chapter feels are important for members to understand. At minimum, share the following characteristics of a gentleman:

A gentleman...

- Does not divulge confidences, nor use them against the person who shared them.
- Always does the right thing, even when no one is looking.
- Acts with integrity, honesty and protects that of those around him.
- Has manners, at all times, in all ways.
- Is aware of his surroundings and does his best to make others comfortable.
- Walks with confidence, speaks with humility and listens with compassion.
- Says what he means and means what he says.
- Offers his seat and opens doors, literally and figuratively.
- Always offers a firm handshake and makes eye contact.
- Always dresses appropriately, no matter the occasion, no matter what others may do.
- Knows how to tell a joke and the appropriate time to do so.
- Knows how to disagree with others, without being disagreeable.
- Is self-aware, not self-focused.
- Is always polite and respectful to those around him.
- Remains calm during times of stress and helps others feel secure.
- Knows the easiest way to strike up a conversation is by asking others about themselves.
- Is genuine in his thoughts, words and actions.
- Is never fearful of hard work, nor in sharing success with others.
- Listens to the advice of older, wiser men.
- Treats waiters, housekeepers and bartenders with respect.
- Excuses himself to have a phone conversation.
- Knows that the person to whom he is speaking is the most important person at that moment.
- Handwrites thank you notes.
- Is not afraid to stand up for injustice.
- Would never do anything that would embarrass his grandmother.
- Understands that everything worth doing is worth doing well.
- Doesn't worry about what others may say about him after he dies; he already knows.
- Cherishes friends.
- Is an Alpha Sig

MEMBERSHIP OBLIGATIONS

DISCUSSION QUESTIONS

1. What does it mean to be a gentleman?
2. How does being an Alpha Sigma Phi gentleman differ from the average man?
3. How does a gentleman conduct himself in public? What about in private?

V. Questions

Questions regarding this meeting's content? Is everyone clear on the next time they should be somewhere?

Has anything on the calendar changed that you need to notify the candidates about?

VI. For He's an Alpha Sig

At this point, your candidates have probably heard the Chapter sing For He's an Alpha Sig at least once. *Please take a few minutes to have brothers come into the meeting and sing the song for candidates so they can begin learning it. Music is also available on the Fraternity's website under "Undergraduate Resources."*

LYRICS

For he's an Alpha Sig. He's a man you ought to know. For he's an Alpha Sig
 He's not too fast and not too slow. He's a gentlemen and scholar. With a heart beneath his vest
 He looks like all the others but he's better than the rest
 For he's an Alpha Sig. He's a man you ought to, a man you want to, a man you're sure to know.

FOLLOW UP

Mark the attendance for the meeting in your attendance roster. Follow up with anyone who is absent.

HEALTH & SAFETY

PREPARATION

In preparation, you should do the following:

- Confirm you have properly booked the venue in which your meeting will occur.
- Send a reminder text to the candidates about the date, time, location, and expected dress for the meeting.
- Remind the Vice President of Standards and your advisor to attend. Confirm the date, time, location, expected dress, and their role in the meeting.
- Print a copy of the Health & Safety Guidelines and Amnesty Policy for each new member from the Fraternity's website under "Fraternity Resources."

SAMPLE AGENDA

The sample agenda below lists the topics to be covered and notes for you related to each topic.

I. Practice Reciting the Brotherhood Creed

New members should be working to commit the Brotherhood Creed to memory prior to Scenes 3 and 4 of Initiation. You may choose to ask them to recite it together, or you may choose to ask volunteers to recite it for the group.

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation in to Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

II. Open Discussion about Threats

This should be a review of the previous meeting's obligations. Below are a set of discussion questions you can use.

HEALTH & SAFETY

DISCUSSION QUESTIONS

1. What can get in your way as you strive to be a Better Man?
2. How does the collegiate environment get in the way of fulfilling your obligations?
3. What resources do you think are available to help you stay on track?
 - Resources
 - Fraternity Policies and Guidelines
 - Campus Offices
 - Scholarship Plan
 - Brothers and/or Big Brother
4. Ralph Burns, the Fraternity's longest serving Executive Secretary, said, "You are your brother's keeper." How can you look out for each other?

III. Health and Safety

The Vice President of Standards should distribute and review the Fraternity's Health and Safety Guidelines using the Ladder of Risk Presentation from the Fraternity's Website under "Fraternity Resources."

DISCUSSION QUESTIONS

1. How are the Health and Safety Guidelines align with the obligations you have learned about?
An ideal response would reference the Code of Conduct, which specifically states drugs and alcohol abuse is not acceptable.
2. How are the guidelines designed to protect you as one of our newest members?
The guidelines are designed to protect all members of Alpha Sigma Phi. Specific to candidates, the guidelines do not allow for hazing. Additionally, it should remove the temptations for new members to abuse alcohol/drugs.
3. What part do you play in ensuring the Fraternity's health and safety?
The new members' role is to know and understand the policy. By following the policy, they are helping to ensure the safety of all chapter members. It is also their responsibility not to be a bystander.
4. What are some of the riskiest nights for fraternity members?
5. How can you help manage that risk on those nights?
6. What will you do differently now?

The Vice President of Standards should distribute and review the Fraternity's Amnesty Policy.

IV. Mentorship

Introduce the Big Brother Program. Announce the Big Brother options and when candidates can get to know those individuals. Share your chapter's selection process.

HEALTH & SAFETY

V. Questions?

Questions regarding this meeting's content? Is everyone clear on the next time they should be somewhere? Has anything on the calendar changed that you need to notify the candidates about?

VI. For He's an Alpha Sig

Practice!

LYRICS

For he's an Alpha Sig. He's a man you ought to know. For he's an Alpha Sig
 He's not too fast and not too slow. He's a gentlemen and scholar. With a heart beneath his vest
 He looks like all the others but he's better than the rest
 For he's an Alpha Sig. He's a man you ought to, a man you want to, a man you're sure to know.

FOLLOW UP

Mark attendance for today's meeting on your attendance roster. Contact candidates who missed the meeting.

BROTHERHOOD EDUCATION PROGRAM GUIDE

WELCOME

Welcome to Alpha Sigma Phi's Brotherhood Education Program. As the Vice President of Membership Enrichment, it is your responsibility to arrange relevant education and enrichment opportunities for your chapter. The information provided in this manual will aid you in creating a memorable experience for your initiated brothers.

FRAMEWORK

Membership in Alpha Sigma Phi is an ongoing process of development and growth—we aim to Better the Man, after all. To help achieve this objective, the Brotherhood Education Program exists to provide initiated brothers opportunities for continued learning.

The Brotherhood Education Program is designed to be flexible to the needs and interests of your chapter's members. Chapters should host or coordinate several brotherhood education events annually that enrich the lives of their members and align with the themes laid out in this resource.

Chapters may organize brotherhood education events around any of the following themes:

1. Fraternity History
2. Chapter History
3. Fraternity Traditions
4. Ritual Education
5. Fraternity and Chapter Governance Structure (undergraduate and volunteer)
6. Financial Management
7. Time/Stress Management
8. Health and Wellness
9. Career Planning
10. Post-College Life Skills
11. Academic Success
12. Health and Safety
13. Diversity and Inclusion
14. Mental Health
15. Philanthropic Partners

Note: It is not necessarily your responsibility to become an expert on any of the themes included in this resource; you do not need to be the teacher. Instead, it is your responsibility to coordinate events, speakers, or activities that educate members on the themes in this resource.

Speak with your college or university's Office of Student Life. Most offices have staff dedicated to assist recognized student organizations; connect with that staff member and ask to be connected to campus programs or resources connected to one of the Brotherhood Education Program themes.

APPENDICES

SAMPLE ATTENDANCE ROSTER

FRATERNITY SONG LYRICS

BROTHERHOOD CREED

CODE OF CONDUCT

HEALTH & SAFETY GUIDELINES

AMNESTY POLICY

ATTENDANCE ROSTER SAMPLE

It is the Vice President of Membership Enrichment responsibility to track attendance for the New Member Orientation Program.

NAME <i>new member</i>	9/13 <i>week one</i>	9/20 <i>week two</i>	9/27 <i>week three</i>	10/4 <i>week four</i>	10/11 <i>week five</i>
ALLEN, JOSH					
BATES, ADAM					
CARRY, JOSH					
DAVIS, LUCAS					
FRY, CHRIS					
GINN, THEO					
HUFF, RONALD					
KELLY, DREW					
MILLS, MIKE					

FRATERNITY SONG LYRICS

THE SWEETHEART SONG

Who says sweetheart to you? Who calls you all his own? Who stands lonesome and blue, talking of love to the moon up above? Tell me whose eyes gazing in yours, Make all your dreams come true? Who has the right to kiss you goodnight? Tell me whose Alpha Sig girl are you?

FOR HE'S AN ALPHA SIG

For he's an Alpha Sig. He's a man you ought to know.
 For he's an Alpha Sig. He's not too fast and not too slow.
 He's a gentlemen and scholar. With a heart beneath his vest.
 He looks like all the others but he's better than the rest.
 For he's an Alpha Sig. He's a man you ought to, a man you want to, a man you're sure to know.

THE LOYALTY SONG

Now everyone knows Alpha Sigma Phi,
 That they are best just cannot be denied;
 They have that style, that smile, that friendly way,
 No matter where you'll go, you'll recognize them and you'll say
 Now they're the "Greeks" I'd like to know;
 They've got that Alpha Sig "Fight," "Zip," and "Go;"
 And just to see them smile is quite a treat,
 Can't be beat, Alpha Sigma Phi!

CODE OF CONDUCT & THE BROTHERHOOD CREED

CODE OF CONDUCT

I will maintain a commitment to excellence in all of my endeavors.

I will respect the dignity of all persons, and therefore, I will not physically, psychologically, or sexually abuse any human being.

I will be a financially responsible individual to both my chapter and the Fraternity.

I will not abuse, nor support the abuse of, alcohol or controlled substances.

I will not use, nor support the use of, illegal drugs.

I will achieve academic excellence while accepting nothing but my best performance, as in all endeavors.

I will hold myself and my brothers accountable for our actions, and understand that I always represent the Fraternity.

I will pursue the values of Silence, Charity, Purity, Honor, and Patriotism; I will work to support these values in my actions and deeds.

I am my brother's keeper.

I will not condone the discrimination of any individual based on ethnicity, race, religion, sexual orientation, physical ability, national origin, age, family status, or cultural background.

BROTHERHOOD CREED

To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers

To adhere to the constitutional authority within the Chapter and Fraternity, governing my actions with a high sense of honor

To retain in my confidence the private business of this fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life

To develop a deep loyalty to my Alma Mater, maintaining the highest standards to scholastic purpose and performance

To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

HEALTH & SAFETY GUIDELINES

The Health and Safety Guidelines of Alpha Sigma Phi Fraternity includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

HAZING

No chapter, provisional chapter, student, or alumnus 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, including drinking games;
- Paddling in any form;
- Creation of excessive fatigue;
- Physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside 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.

The Membership Orientation Program shall be executed by the Vice President of Membership Enrichment. If the Chapter chooses to have other Brothers participate, the President and Membership Enrichment Advisor must approve all activities. All events shall take place between 10:00 a.m. and 10:00 p.m.

ALCOHOL & DRUGS

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off organizational/chapter premises:

- The chapter, members and guests must comply with all federal, state, provincial and local laws.
- No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- Alcoholic beverages must either be:
 - Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - Brought by individual members and guests through a bring your own beverage (“BYOB”) system.

HEALTH & SAFETY GUIDELINES

- Alcoholic beverages that contain greater than 15% alcohol by volume (or 30 proof) are prohibited, including, but not limited to any hard alcohol.
- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Attendance by non-members at any event where alcohol is present must be by invitation only.
- Events must be limited to a guest-to-member ratio of no more than 3:1 for events with alcohol, provided that no event may exceed fire code. At least 50% of Prudential Board members must be present at any event with alcohol, with required presence by the Chapter President and/or the Vice President of Standards.
- Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- Any event or activity related to the new member joining process (e.g., recruitment, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
- The chapter, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with an other group or entity that purchases or provides alcohol. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- The chapter, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter.

SEXUAL ABUSE & HARASSMENT

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities, or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or 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 & SAFETY

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

AMNESTY POLICY

In the event of an emergency and someone needs help, get help. Call 911.

If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, will not be subject to individual disciplinary action with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency.

Chapters/provisional chapters who get help and properly report alleged violations of our Health & Safety Policy, including completing a detailed incident report on myAlphaSig within 24 hours of the alleged incident, will be granted amnesty from insurance surcharges. Consideration will also be given when deciding sanctions and restrictions with the benefit being given to chapters/provisional chapters who properly report alleged incidents within 24 hours and are self-governing.

INSURANCE SURCHARGES

Chapters/provisional chapters found in violation of our Health & Safety Policy that did not complete an Incident Report will receive an additional \$50 per member fee if any of the following occur:

- Consumption of hard alcohol or liquor by any member or guest at any Alpha Sigma Phi event (official or unofficial) unless a third-party vendor is used.
- Possession or usage of any illegal drug by any member or guest at any Alpha Sigma Phi event (official or unofficial) or on property owned or leased by Alpha Sigma Phi or that would be considered to be an Alpha Sigma Phi “house”.
- Hazing
- Sexual assault or any action that is viewed as demeaning in language and/or behavior.

A fraternity event is defined as, “Any situation sponsored or endorsed by the chapter/provisional chapter; or any event which a reasonable observer would associate with the fraternity.”

MANDATORY SANCTIONS

Chapters/provisional chapters that are found responsible for violating health & safety policies will be placed on Administrative Probation at a minimum. A second offense in a two-year period will result in the chapter/provisional chapter being placed on Administrative Suspension at a minimum. A third offense in a two-year period will result in the Charter Review process commencing. If any of the four behaviors referenced above occur, the following additional sanctions will happen to the chapter and members:

- Individual members involved will be disciplined with a minimum sanction of suspension for 180 days from all local and national activities to a maximum sanction of expulsion.
- Individual members will be subject to civil and criminal charges as pursued by Alpha Sigma Phi.
- All new members will be initiated within 48 hours with an advisor present.

Chapters and provisional chapters will have the ability to appeal to the President and CEO once sanctions have been issued.

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