



ASSOCIATE MEMBER
PROGRAM

DELTA CHI FRATERNITY

2019-20
AMC MANUAL

NAME: _____

INTRODUCTION

BUILDING YOUR PROGRAM

PART 1 EIGHT STEPS TO CONSIDER

1) **Decide how many weeks your associate member process will be**

Delta Chi values the associate member experience and believes in the importance of a structured program to acclimate and orient the members to the fraternity. Your chapter/colony can participate in a program that ranges from 4-8 weeks. This manual outlines a standardized 4, 6, and 8-week program; the Associate Member program should not exceed 8 weeks for any reason. The decision regarding the number of weeks the associate member program lasts should be made with intentionality and adhere to any university policies put in place. Consider advice from your BB, Regent, and Greek Advisor when making this decision.

The four cardinal principles of promoting friendship, developing character, advancing justice, and assisting in the acquisition of a sound education are the core of the Fraternity's purpose, and should be the focal point of the educational process for the associate members. Remember, education of associate members does not stop once they become members. Delta Chi values education and is committed to the continuous education of our members throughout their time in college and beyond.

2) **Choose the modules for each associate member meeting**

One module is to be completed at each associate member meeting. Modules range from 1-2 hours and are to be facilitated by the Associate Member Counselor or another member deemed appropriate by the executive board. Below are the module recommendations for the 4, 6, and 8 week programs.

	Friendship	Friendship and Character	Character	Character and Justice	Justice	Justice and Education	Education and Friendship	Education
4-Week Program	X		X		X			X
6-Week Program	X		X	X	X		X	X
8-Week Program	X	X	X	X	X	X	X	X

The modules are focused on a value(s) of the Delta Chi Fraternity and encompasses various important aspects of the fraternity experience. The modules are meant to be delivered in linear order as they appear in this manual, one at each associate member meeting. Modules that encompass more than one value (Ex. Promoting Friendship and Developing Character) are considered supplemental for the purposes of building your program.

3) **Create check-lists and/or target dates for tasks**

There are many tasks associated with implementation of the associate member process. Consider making check-lists and/or target dates for tasks to ensure that no task gets left incomplete. With any organized activity, effort is matched between parties. Consider what your level of investment says about the value of the associate members.

4) **Divide responsibilities between appropriate position holders**

The Associate Member Counselor should practice delegation when preparing for the Associate Member Program. Part of being a man of character is fulfilling your responsibilities, in this case, with the Fraternity and the Associate Member Program. Consider dividing responsibilities amongst appropriate position holders to ensure efficiency and effectiveness in planning.

5) **Create your associate member schedule**

An example of four, six, and eight-week programs are listed in this manual to review. You have the freedom to choose when various events take place within the window of time you have designated for the program. When creating your Associate Member schedule, consider being intentional, efficient, and creative. Remember to include any required events for the university and/or the Interfraternity Council. While schedules can be flexible, they should include the following components:

- Associate Member Meetings
- Chapter Meetings
- Pinning Ceremony
- Big Brother Ceremony
- Retreat
- Initiation
- "F" Talks

Other events that are highly recommended include:

- Brotherhood events
- Big Brother/Little Brother matching activities
- Associate member project
- Social and/or philanthropic events planned by the associate member class

Delta Chi also values local chapter traditions, as long as they uphold the values, policies and expectations of the Delta Chi Fraternity. If you would like to implement other activities outside of those listed above, you are expected to consult with your "BB", Leadership Consultant, and the International Headquarters before executing them.

6) **Execute your associate member process**

The execution of the associate member process is vital to the perception they have of the fraternity. When executing the associate member process, consider the following:

- Plan to arrive early and stay late at all the activities; it is important for the AMC to be present and attentive during the AM process.
- Test technology (videos, computer, PowerPoints, etc.) prior to the start of the associate member meetings to make sure they work.
- Send reminder texts and emails to both active members and associate members with information about events including where to be, what time, and anything they may be expected to bring.

7) **Evaluate your program**

Be sure to take notes on things that can be improved for the next associate member class. Also consider using the pre/post-survey (found on the website). You can also distribute a satisfaction survey to the associate members so that you can gain feedback from their perspective.

8) **Plan for the future**

Make sure to keep the notes and feedback in an accessible place so that it can be shared with the next AMC. These can be useful for the consistent improvement of the AM program.

Note: Keep in mind that every interaction with the associate members should relate to the values of Delta Chi. Regardless of how long your associate member program is, it should seek to:

- Encourage the individual leadership development of the associate members
- Promote their adjustment to college life
- Build respect for each individual associate member
- Stimulate their intellectual growth
- Promote an understanding of Delta Chi
- Provide an environment that promotes the free exchange of ideas between all members

PART 2 EXPECTED ACTIVITIES FOR YOUR AM PROGRAM

■ **Chapter Meetings** - Chapter meetings take place once a week. Associate members are expected to attend the chapter meetings.

■ **Associate Member Meetings** - Associate Member Meetings are where the content will be delivered to the associate members. The chapter/colony has the freedom to build their Associate Member Program within the guidelines of the prescribed content found in this manual.

■ **“F” Talks** - “F” Talks, facilitated by the chapter/colony “F”, should be 30 minutes in length and discuss various aspects of risk management within the Fraternity. Topics for these talks should include risk management policies for Delta Chi, risk management policies for the university and/or the Interfraternity Council, and any resources related to health, safety, or risk management on the campus. Additional resources to organize your “F” talks and a copy of the Delta Chi Risk Management Policies can be found in the appendix.

■ **Big Brother Activity** - At least one Big Brother Activity is expected to take place prior to the matching of big and little brothers. The activity should be focused on developing relationships, developing brotherhood, and must adhere to all Delta Chi and university policies.

■ **Pinning Ceremony** - The purpose of the pinning ceremony is to affirm one’s commitment to becoming an associate member of the Delta Chi Fraternity. The ceremony should take place during the first week of any Associate Member Process prior to the first Associate Member Meeting if possible. The ceremony is not a secret and may be witnessed by guests invited by the chapter.

■ **Big Brother Ceremony** - The purpose of the Big Brother Ceremony is to provide an open and formal big brother/little brother introduction while emphasizing the importance of this special bond. The ceremony should take place during the second week of any Associate Member Process. The ceremony is not a secret and may be witnessed by guests invited by the chapter.

■ **Chapter/Colony Retreat** - The Chapter Retreat should include both active and associate members and vary in length depending on the needs of the chapter/colony. Approved content for chapter/colony retreats can be found in this manual. *(If you are interested in planning an event for just the associate members, that is permitted. You should use the same pre-approved content for the purposes of that planning.)*

■ **Initiation Application Completed** - The associate members will be accepted by the International Headquarters when each associate member registers individually and the “C” submits the *Grade Verification form* for all the men. The “C” should then create the Initiation Application. When fees are paid (either through OmegaFi or sending a check), you will receive permission to initiate via email. The entire process needs to be completed at least two weeks prior to the date of initiation.

■ **Initiation** - The Initiation Ceremony should take place after the educational meetings have been completed by the associate members. It is recommended that the initiation ceremony takes place on a weekend. All Delta Chi and university policies are expected to be followed prior, during, and after the ceremony. If you need to order initiation materials, please call the International Headquarters at (463)207-7200. Questions regarding the initiation ceremony should be directed towards the Director of Fraternity Services at the International Headquarters.

PART 3 SAMPLE TIMELINES

Four Week Program Sample Timeline

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Chapter Meeting and Pinning Ceremony	“F” Talk	AM Meeting 1	Big Brother Activity	--	--	--
Week 2	Chapter Meeting	Big Brother Activity and “F” Talk	AM Meeting 2	--	Big Brother Ceremony	Initiation Application Completed	--
Week 3	Chapter Meeting	“F” Talk	AM Meeting 3	--	--	--	Chapter Retreat
Week 4	Chapter Meeting and AM Meeting 4	“F” Talk	--	--	--	--	Initiation

Six Week Program Sample Timeline

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	Chapter Meeting and Pinning Ceremony	AM Meeting 1	--	--	Big Brother Activity	--	--
Week 2	Chapter Meeting and “F” Talk	AM Meeting 2 and Big Brother Activity	--	Big Brother Ceremony	--	--	--
Week 3	Chapter Meeting and “F” Talk	AM Meeting 3	--	--	--	--	--
Week 4	Chapter Meeting and “F” Talk	AM Meeting 4	--	--	--	Initiation Application Completed	Chapter Retreat
Week 5	Chapter Meeting and “F” Talk	AM Meeting 5	--	--	--	--	--
Week 6	Chapter Meeting and “F” Talk	AM Meeting 6	--	--	--	--	Initiation

Eight Week Program Sample Timeline

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	AM Meeting 1 and Pinning Ceremony	Chapter Meeting	"F" Talk	--	--	Big Brother Activity	--
Week 2	AM Meeting 2	Chapter Meeting	Big Brother Activity and "F" Talk	--	Big Brother Ceremony	--	--
Week 3	AM Meeting 3	Chapter Meeting	"F" Talk	--	--	--	--
Week 4	AM Meeting 4	Chapter Meeting	"F" Talk	--	--	--	--
Week 5	AM Meeting 5	Chapter Meeting	"F" Talk	--	--	--	Chapter Retreat
Week 6	AM Meeting 6	Chapter Meeting	"F" Talk	--	--	Initiation Application Completed	--
Week 7	AM Meeting 7	Chapter Meeting	"F" Talk	--	--	--	--
Week 8	AM Meeting 8	Chapter Meeting	"F" Talk	--	--	--	Initiation

► Notes

BUILDING YOUR PROGRAM

APPENDIX

PART 2 MODEL BIG BROTHER PROGRAM

A big brother can play a significant role in the overall success of the associate member program. This brief encompasses expectations for choosing big brothers, procedures for matching big and little brothers, and resources for the development of big brothers.

Purpose of Big Brothers

The purpose of a big brother is to help the associate member transition to college and the fraternity. The new environment of college can be intimidating and overwhelming; the big brother is meant to ease these feelings of concern by providing guidance and support to the associate member. The big brother should serve as a resource by answering questions, helping him meet the expectations of the associate member program, introducing him to the campus, and making him feel like a valuable member of the fraternity.

Choosing Mentors for the Associate Members

The big brother-little brother relationship can be a very close and promising one, with much responsibility and trust leaning on the big brother. Big brothers are also a pivotal piece of the associate member program in establishing meaningful ties between the chapter and its newest members. The big brother serves as a mentor, role model, counselor, and most importantly, as a friend.

Selection of Big Brothers

The Associate Member Education Counselor (AMC) should be responsible for matching big and little brothers. A significant amount of care should be taken when determining if a member is capable of being a big brother. The actual selection process for big brothers should not be a hasty or random one.

The selection of big brothers should be done with intentionality. In order to maximize the positive experience of the associate members, big brothers should be involved, responsible, and enthusiastic about taking on this new role. Each initiated member wishing to become a big brother should submit an application to the AMC. This application should describe his experience, relate why he believes he would be a good big brother, and list at least four associate members (in rank order of preference) he would like as a little brother.

Expectations for Big Brothers

The big brother should take steps to help guide his little brother through the associate member program. At the same time, he must acknowledge that his actions and behavior are closely observed by his little brother. Therefore, he should take extra precautions to set a good example at all times, particularly in meetings, social activities, and with his academics.

The big brother should promote a healthy attitude and leadership with the associate member. The following are standards that should be expected from each big brother.

- 1) Attend an orientation meeting with the AMC, the Big brother Ceremony, and all scheduled big brother activities.
- 2) Express his dedication and genuine interest in helping his little brother and in improving the chapter and Delta Chi as a whole.
- 3) Be able to discuss the purpose of the associate member program, navigate the Cornerstone, explain the roles of the officers and committees, and the history of the chapter and Delta Chi.
- 4) Meet weekly, or more often, with little brother to discuss the fraternity, activities, school or his personal life within his comfort level.
- 5) Ensure the associate member is fulfilling his financial obligations.
- 6) Maintain a cumulative grade point average deemed appropriate by the chapter/colony.
- 7) Ensure that the associate member is meeting the requirements of the associate member program so that he may be initiated.

MODEL BIG BROTHER PROGRAM

- 8) Work in close cooperation with the AMC in accomplishing the goals of the associate member program.
- 9) Develop and maintain a strong friendship during the associate member program and after initiation.
- 10) Periodically report to the AMC with the progress of your little brother. If the little brother is not performing to the standards necessary for initiation, the big brother should work with him to help improve his performance.
- 11) Know the little brother's background and interests (i.e., family, hometown, high school, major, sports, medical history if appropriate, etc.).
- 12) Discuss the little brother's present and future courses as well as academic objectives and goals.

Ideas for Big Brother/Little Brother Activities

Big brother matching activities can be an exciting time for the associate members and the chapter. The safety and respect of the associate members, the chapter/ and Delta Chi as a whole should be considered the most important aspect of planning these activities. All risk management policies and procedures for both Delta Chi and your campus should be strictly followed. Consider events where men can build relationships with one and other in a non-threatening environment. Below are some suggestions:

- Big brothers spend one night a week with their little brothers. During this night, the two can study, work out, watch TV, etc.
- A group of associates and their big brothers fix dinner on a certain night.
- Have an annual big brother-little brother football, basketball, softball or volleyball game. As the game proceeds, gradually switch little brothers with big brothers to symbolically represent the integration into the chapter of the associate member class.
- Create a family tree in the chapter scrapbook
- The big brothers can take their little brothers to at least one other student organization meeting during their associate membership
- Have a camp out
- Go on a canoe trip
- Take a trip to another Delta Chi Chapter
- Have a variety show
- Barbecue/cookout
- Play video game, foosball, pool, ping pong or pinball tournaments
- College Bowl or Family Feud type quiz game with teams of big brothers and little brothers. The questions could be based on fraternity, chapter, or University history.

Big Brother Orientation

The AMC should meet with all big brothers to review the associate member Program and discuss the expectations of a big brother. Copies of the associate member program should be given to each of the big brothers at this meeting. This meeting should be scheduled before the Big Brother Ceremony. Below is a sample agenda for a big brother orientation:

- 1) Review the associate member program Schedule (10 minutes)
- 2) Have big brothers set expectations and standards for themselves as a group (15 minutes)
- 3) Discuss expectations and responsibilities of big brothers (as stated in this Brief) (10 minutes)
- 4) Discuss ideas for big brother/little brother activities (20 minutes)
- 5) Discuss requirements of the associate members for initiation (10 minutes)
- 6) Discuss the fraternities risk management and anti-hazing policies (15 minutes)
- 7) Discuss potential concerns of the associate members (grades, behavior, etc.) and how the group of big brothers can help support and/or alter the concerning behavior (20 minutes)
- 8) Questions and Wrap Up (5 minutes)

The Big Brother Ceremony

The Big Brother Ceremony was created to ensure all Delta Chi's have the same experiences during their time as an associate member. One of the most significant milestones in a member's Delta Chi career can be receiving his big brother. The purpose of this ceremony is to provide an open and formal big brother/ little brother introduction while emphasizing the importance of this special bond. The full ceremony can be found on the website and should be performed before the beginning of the third week

MODEL BIG BROTHER PROGRAM

Removing Big Brothers

If a big brother is not meeting the required expectations, he should meet with the AMC to discuss his performance. If the AMC believes that the member is not performing up to expectations, he should sit down in private with the individual and discuss the situation. If the AMC can help get the situation back on track, he should do so. If the big brother is either unable or unwilling to fulfill his intended responsibility, he should be given an honorable way to be relieved of his big brother role. In this case, the associate member should be asked for his input regarding a replacement.

Do not be opposed to reassigning or switching big brothers. Be mindful that the associate members are our most important asset in the fraternity, as they are the future of our organization.

Big Brother Resources

Big brothers should review and understand the following:

- The Associate member Program
- Chapter's bylaws
- Risk Management and Anti-Hazing Policies
- The 11 Basic Expectations of Delta Chi

These resources will also be shared with the associate members, so it is important that the big brothers are familiar with them. In addition to these documents, big brothers should be knowledgeable of the campus, which include (but are not limited to) campus security, the health center, and where administrative buildings are located.

► Notes

PART 3 PLANNING GUIDE: CHAPTER/COLONY RETREAT

Chapter/Colony retreats are meant to be individualized to the needs of your chapter/colony. This section will give you the resources to create a retreat for your chapter/colony.

#1 - Consider your outcomes

What are you hoping to get out of your retreat? Often times, the retreat is focused on building brotherhood and some sort of business (i.e., recruitment, bylaw changes, introducing new policies, discussing current practices, goal setting, etc.)

Example outcomes could be:

- Members will understand the new academic policy for the chapter.
- Members will be able to articulate the importance of scholarship in the fraternity.
- Members will feel more connected through bonding activities.

#2 - Start with an outline

Below is an outline to consider when planning your retreat.

- 1) Teambuilding Activity: These activities are designed to foster group cohesion, communication, collaboration, and teamwork among members.
- 2) Business Portion: This section is meant to be the focus of your retreat. Consider what your chapter/colony needs and base the your content off of that. More specifically, this could include goal setting, bylaw review, recruitment workshops, leadership training, and/or strategic planning work.
- 3) Brotherhood Activity: These activities encompass the concepts of getting acquainted, self-disclosure, discussion, building trust, building rapport, developing respect, enhancing unity, and values and ethics among members.
- 4) Closing Activity: This should encompass some sort of closure to the day. Consider something brief and meaningful that has a call-to-action.

Keep in mind that your outline should have connectivity between the retreat items. For example, if your business portion is focusing on recruitment training, consider choosing a team building and brotherhood activity that closely aligns with recruitment.

#3 - Build your content

Various activities can be found in the Associate Member Counselor BRIEF. You are encouraged to use these these activities as well as the activities listed in the NIC Brotherhood Bonding Activity Book.

https://deltachi.org/wp-content/uploads/2019/09/brotherhood_building_nic.pdf

Any activities outside of these resources needs to be approved by the Delta Chi Director of Education and Leadership Programs (ihq@deltachi.org) and the Delta Chi International Headquarters.

Consider your budget when building your content. Some activities require supplies while others can be done with no additional supplies. Do you have a budget? What does it allow?

Some additional areas to think consider when building your content:

- Is this content engaging?
- Are members going to be receptive of the content?
- Is this retreat worth of the time of our members?
- Does what we are doing have meaning? Is it relevant?
- Do any of our activities violate our policies, values, or purpose?

#4 - Gather your resources

Often times, activities require additional resources (paper, pen's, flip chart paper, etc.). Think creatively about where you could obtain these resources before purchasing them. Does your university have an office that could supply them for you?

You may also need other resources like space, a facilitator, projector, computer, etc. Consider your best options for the above resources and use your networks to get what you need.

You may also want to create some sort of visual aid. Consider using one of the following:

- PowerPoint/Keynote
- emaze
- Prezi
- Projeqt
- Slidebean

#5 - Make it Happen!

Some logistical items to keep in mind for a smooth retreat:

- Did you print everything you needed to?
- Do you have access to your visual aid if the internet is not working?
- Did you order food/drinks? Is it all set to go?
- Did you remind your members of the time, date, and location?
- Did you check in with your facilitator(s)? (If applicable)
- Do you feel prepared?

Make sure to arrive early and plan to stay late to clean up the space. A sample Retreat Outline is available on the next page. Possible supplies for a sample retreat include:

- Index Cards (100)
- Pens (45)
- Paper (45)
- Flipchart Paper
- Markers (at least 6)

SAMPLE RETREAT OUTLINE

Topic (content and supplies)	Slides	Est. Time
Introduction & Purpose of the Retreat <ul style="list-style-type: none"> Introduction of facilitators. Describe purpose and overview of retreat. Set expectations with the group. 	1-3	10 Mins
Teambuilding Activity: Get Up and Move <ul style="list-style-type: none"> The Task: Make a circle of chairs large enough for every person in the group except for one person. The person without a seat stands in the middle (preferably, the first person is the one giving the instructions so everyone understands the rules). The individual in the middle says, "Get up and move if..." and fill in the blank with a phrase of his choosing. For example, he may say, "Get up and move if you have a roommate that snores." Or "Get up and move if you got an A on a test this week." After the person says his statement, everyone that can relate to the statement must get up and move to a different chair. If you don't relate to the statement, you remain in your seat. The person without a seat must stand in the middle and continue the exercise. This exercise is a good opportunity to learn unique traits of individuals. It is important to share with the members that this is a serious activity. 	4-7	30 Mins
Break		15 Mins
Overview of Recruitment Plan <ul style="list-style-type: none"> Recruitment Chair will discuss recruitment plan and schedule. Sign up's for each event will take place here. 	8-22	30 Mins
Drawing the Perfect Member Activity <ul style="list-style-type: none"> Materials: paper and markers for each group The Task: Divide the chapter in groups of 6 or less. Ask them to use their artistic skills to draw the perfect fraternity member. Have the small groups share their art work with the other groups. Once the sharing and explanation is complete, discuss the drawings. You may want to ask: Where can we recruit members like this into our organizations? What is he looking for in a fraternity experience? How can we demonstrate this to him? 	23-39	30 Mins
Creation of Names List <ul style="list-style-type: none"> Use recruitment resource from Vault to create list of names Brainstorm how we can get names from other people on campus 	40-42	15 Mins
Break & Lunch		50 Mins
<ul style="list-style-type: none"> Lunch from Jimmy Johns - being delivered at 2:00 PM (854-568-5421) Total should be \$249.65 - use chapter credit card 		
Brotherhood Activity: First Impressions <ul style="list-style-type: none"> The Task: Break the chapter into small groups of 8-12. Each member should make a list of the other members of the group. They should then write down a short description of their first impression of each member. The sheets should be kept confidential until the end of the exercise. The participants should read back over their list to see how their first impressions differ from their lasting impressions. The expected outcome of this exercise is for members to learn the value of "you can't judge a book by its cover," and that if you give yourself the chance to get to know someone more deeply, you may find out you really like them, share some thing in common with them, or at least better understand them. Points for Discussion: Whose first impressions vary from how they now view other members of the chapter? Why do you think that is? Do you think this is something that happens often? How can we use this information during recruitment? How can we get to know prospective members better? What are others' first impressions of our chapter? What may be some consequences if people always went by their first impressions? 	42-43	40 Mins
Closing Activity <ul style="list-style-type: none"> Pass the Gavel activity focusing on recruitment and the retreat 	43-44	20 Mins

INITIATION WEEK ACTIVITY GUIDE

PART 4 INITIATION WEEK ACTIVITY GUIDE

The following activities seek to promote brotherhood, build respect amongst members, and enhance the intellectual growth and development of one's appreciation for the Delta Chi Fraternity. Activities are meant to be stand-alone, and should not be combined with other non-approved activities.

Examine your Associate Member Schedule and decide what activities your chapter/colony will participate in. Any activities not listed below should be emailed to the Director of Education and Leadership Programs before they are conducted (ihq@deltachi.org).

Charter Examination

The Charter is the governing document that gives all chapters the right to operate. A close examination of the charter can help spark interest in chapter history. The discussion could center around the signatures of your chapter's founding fathers, how long ago did they join, how many men started your chapter and how has it grown? Further, there are many symbols displayed. Ask the new members what they think about each.

Alumni Night

Invite local alumni to come and spend time with the associate members. This night could consist of speed dating, a panel, sharing a meal together, or a combination of above suggestions. It is recommended that there is some sort of organized activity for the associate members and alumni to participate in.

Self-Reflection Activity

Associate members circle up and face outward, seated, so their backs are facing inward. Whichever brother facilitates this activity will tell them to close their eyes during the activity, unless told otherwise. The facilitator will then tap the shoulders of certain brothers and ask them to open their eyes and go to the middle of the circle. The individuals in the middle of the circle will be read questions, such as the ones below. Those 2-3 new members will tap the shoulders of those other new members to which the question relates.

After all questions are read, the new members will go back to the circle with their backs towards everyone. After everyone has had the opportunity to tap shoulders the facilitator gathers everyone up and recap the activity. The point of this activity is so everyone feels and learns that they impacted the chapter or a member in some certain way. Some example questions include:

- Who has taught you something vital during the associate member education process?
- Who has had an impact on your life during the associate member education process?
- Who do you see as a potential officer in the chapter/colony?
- Who do you feel is a good representation of Delta Chi?
- Who are you glad to have met and developed a relationship with?

Candle Pass

This event should be scheduled somewhere where it is completely dark. Begin by putting all the active members in an outside circle and all the new members on the inside circle. Then have one member light his candle and explain to the chapter why they joined Delta Chi, why Delta Chi is important to them, or what they have gotten out of Delta Chi.

When he is done, he lights another brother's candle. This continues until all the actives' candles are lit, and then each new member gets his turn and joins the circle when finished. Once everyone has lit his candle, the leader of the activity should point out the significance behind the brightening of the light. Now ask the seniors who are active to extinguish their candles, then the juniors, then the sophomores. When only the new members' candles are lit, explain that it is now their duty to spread the light and seek out others who can help spread our message.

Light it Up

This activity requires work before the time/date of the activity. The AMC needs to reach out to chapter members at least 2 weeks in advance to make sure he is able to get the contributions together and organized for each member who will be in attendance.

For the activity, the Associate Member Counselor and one member of the executive board (typically the President) should stand in the front of the room with a table that has two candles, lit, in front of them. The brothers join them in creating one large circle. Each brother is given a candle that is not lit. The room is dark aside from the two candles.

INITIATION WEEK ACTIVITY GUIDE

AMC Speaks: Gentleman. In order to run an effective chapter, it takes the hard work and dedication of every brother. This chapter is composed of brothers from all walks of life, with varying capabilities, passions, and skills. This exercise will illustrate how different temperaments, talents, and convictions of our membership have contributed to the success of our chapter.

1) Kenny White

- a) 1 contribution to the chapter (Ex: as Greek Week chair, he empowered our members to give their all and win Greek Week in 2017)
- b) 1 contribution to the chapter
- c) 1 thing he is proud of doing or achieving outside of Delta Chi (ex: selected as a fellow for the Hesselbein Global Academy for Student Leadership and Civic Engagement)

When the AMC/President says the brothers name, they will leave their spot in the circle and walk toward the front to the AMC/Pres. From there, either the AMC or President will use their lit candle to light that brothers candle. The brother will then return to his spot in the circle with his candle lit. This process will be done for all brothers and AM's present.

After they get through the whole brotherhood the AMC/President speak:

"As you can see, our chapter is composed of men of different passions, desires, and accomplishments, all offering unique personal contributions to the pursuit of the higher ideals for which our fraternity strives. When you were brought into this room, there were no candles lit. This is emblematic of brothers' failure to contribute their part, and the result is perpetual darkness. When you heard the accomplishments and contributions of each individual brother, a small amount of light penetrated the darkness, but one man can only provide enough illumination to light his own path. You likely observed that as each brother/AM lit his candle the room grew brighter and brighter. This is symbolic of the strength of the combination of many individual contributions.

When each brother lends his hand in aiding the growth and progress of this Fraternity, the result is one of illumination, which is symbolic of knowledge, and the success of the chapter.

But, it is not only our combined talents, but our daily choices as individual members that make any organization strong. We have identified 10 actions that have the potential to extinguish our light. These are individual choices that each member must guard against if we hope to remain a strong brotherhood. They include things such as:

(As the AMC/Pres read these 10 things, brothers/AM's will gradually start to blow out their candles, until the AMC and President blow out their only 2 candles remaining after reading #10.)

- 1) You don't attend meetings, but if you do, you constantly arrive late
- 2) You constantly leave meetings early without valid reasoning
- 3) You never speak your mind at meetings, however you are the first to find faults in officers and other members once the meetings are over.
- 4) You always sit in the back of the room during meetings so that you can text/talk to other members and not pay attention
- 5) Vote on everything at our chapter meetings, but you never do anything to support the chapter's decisions
- 6) If ever asked to help, you always make an excuse as to why you can't.
- 7) You accept all that Delta Chi has to offer. You grow as much as you can, but you never give anything back
- 8) You don't do any more than you have to when. However; when others willingly and unselfishly use their abilities to better the organization, you become upset because the organization is run by "cliques"
- 9) You never accept a leadership position or never make an effort to make change in the chapter. It is easier to criticize than to make things happen.
- 10) If things don't go your way, you threaten to resign or leave the chapter and you try to get others to do the same"

INITIATION WEEK ACTIVITY GUIDE

Close by discussing the following:

- The importance of contribution throughout your time in the fraternity, both in college and beyond;
- How contribution strengthens the organization and builds brotherhood;
- How contribution helps us live our values of promoting friendship, developing character, advancing justice, and assisting in the acquisition of a sound education.

Rock and Candle

Set the room up with a rock in the middle and a lit candle on top of it. Every member should bring their own rock, or something sentimental to them that is similar. All members should position themselves around the rock in a circle; one member should start by sharing something that Delta Chi has given them. At the conclusion of their statement, they should place their rock as close to the light as they feel to the brotherhood. Each brother should take time to share with the group.

Death of a Fraternity

This activity is recommended to be facilitated the day before, or on the day of initiation. The Associate Member Counselor reads "Death of a Fraternity" (found in the appendix); he should practice beforehand to ensure he is familiar with the passage and can read it in a sturdy, serious tone. All seniors should position themselves around the associate members, holding a candle and a card with the name of a Delta Chi chapter who has lost their charter. At the conclusion of the reading, each senior sound individual read from their card:

"XX Chapter founded in XX year, died XX year" and blow out their candle.

The Associate Member Counselor should read his card last;

"Your Chapter founded ____, died..."I'll let you decide".

Closed Chapters

<p style="text-align: center;">2018-19</p> <ul style="list-style-type: none"> ■ Univ. of Florida (violation of risk management policies) ■ Arizona State Univ. (violation of risk management policies) ■ Univ. of South Florida (violation of risk management policies) ■ Cal State - Sacramento (violation of risk management policies) ■ Univ. of Indiana - Bloomington (violation of risk management policies) ■ Univ. of Iowa (violation of risk management policies) ■ Cal State - San Bernardino Colony (violation of risk management) 	<p style="text-align: center;">2017-18</p> <ul style="list-style-type: none"> ■ Dalton State College (chapter closed itself) ■ East Carolina Univ. (violation of risk management policies) ■ Michigan State Univ. (violation of risk management policies) ■ SUNY Cortland (violation of risk management policies) ■ Univ. of North Carolina-Charlotte (violation of risk management policies) ■ Univ. of Washington (violation of risk management policies)
<p style="text-align: center;">2016-17</p> <ul style="list-style-type: none"> ■ Texas A&M Univ. Corpus Christi (violation of risk management policies) ■ Univ. of Southern California (violation of risk management policies) ■ Univ. of New Haven (violation of risk management policies) ■ Illinois State Univ. (violation of risk management policies) 	
<p style="text-align: center;">2015-16</p> <ul style="list-style-type: none"> ■ Univ. of Maryland (violation of risk management policies) ■ Marshall Univ. (violation of risk management policies) 	
<p style="text-align: center;">2014-15</p> <ul style="list-style-type: none"> ■ Univ. of Southern Maine (violation of minimum standard for size) ■ Stephen F. Austin State Univ. (violation of minimum standard for size) ■ Univ. of Oklahoma (violation for minimum standard for size) ■ Central Michigan Univ. (chapter closed itself) ■ Univ. of West Georgia (violation of risk management policies) ■ Northwest Missouri State Univ. (violation of risk management policies) 	

AMC MANUAL

RISK MANAGEMENT POLICIES

The Risk Management Policy of the Delta Chi Fraternity includes the provisions that follow and shall apply to all Fraternity entities and all levels of Fraternity membership.

I. ALCOHOL AND DRUGS

- I) The presence, consumption and use of any alcohol product containing more than 15% alcohol by volume (ABV) is prohibited at any chapter facility or chapter event, except when served by a licensed and insured third party vendor. The presence, possession or consumption of an alcohol product below 15% ABV at a chapter facility or chapter event shall be in compliance with all of the provisions of this Policy and all applicable laws of the state, province, county, city and institution of higher learning.
- II) No alcoholic beverages shall be purchased through or with chapter funds nor shall 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 or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- III) SOCIAL EVENTS, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. Any event with alcohol present that can be associated with the fraternity requires a guest list prepared 24 (twenty four) hours in advance of the event submitted to the Chapter "F" and Social Chairman, and must comply with either the Bring Your Own beverage (BYOB) or Third Party Vendor Guidelines as set forth in the Social Event Planning Guide.
- IV) No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- V) The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is prohibited.
- VI) No chapter shall co-sponsor an event with an alcohol distributor or any commercial establishment with alcohol, at which 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 purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present could be conducted or co-sponsored with a charitable organization if the event is held within the provisions of the organization and college or university policy.
- VII) No chapter shall co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- VIII) Alcohol or any illegal substance shall be prohibited during any recruitment or rush activities. No recruitment or rush activities associated shall be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- IX) No chapter, colony, member or associate 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.

- X) No alcohol may be present at any associate member activity, event or; before, during or after the ritual of the fraternity. This includes but is not limited to activities associated with "bid night," "big brother - little brother" events or activities, "family" events or activities, traditions, ceremonies and initiation.

II. HAZING

No chapter, colony, member, associate member or alumnus shall conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

III. SEXUAL ABUSE AND HARASSMENT

- I) The Delta Chi Fraternity does not tolerate or condone sexual harassment, stalking, domestic violence, dating violence, or sexual assault, or sexual violence as defined by Delta Chi Law. 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.
- II) The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy shall not be allowed

IV. FIRE, HEALTH, AND SAFETY

- I) All chapter facilities shall meet all local fire and health codes and standards.
- II) All chapters shall post, within common areas, emergency numbers for fire, police and ambulance and will have posted evacuation routes on the back of the door of each sleeping room.
- III) All chapters shall comply with engineering recommendations as reported by the insurance company or municipal authorities.
- IV) FIREARMS AND EXPLOSIVES. No firearms or ammunition, including air-powered weapons, or explosive or incendiary devices, including fireworks, shall be possessed, stored, or used in any chapter facility or at any chapter sponsored event, except as authorized by law enforcement officers.
- V) Candles will not be used in chapter facilities or individual rooms except under controlled circumstances such as initiation.
- VI) No swimming pools, hot tubs, slip and slides or other similar water related activities shall be installed or used at any chapter facility or chapter sponsored event, except that a swimming pool or hot tub that exists at a chapter facility prior to August 1, 2018 may continue to be used.

V. GAMBLING

Gambling or games of chance in any form whatsoever shall not be permitted in any chapter facility or at any chapter event except as permitted by all applicable laws of the state, province, county, city and institution of higher education.

VI. EDUCATION

Each chapter and colony shall annually instruct its students and alumni/alumnae in its risk management policies and practices both of the Fraternity and higher education institution. The undergraduates and key volunteers will receive on an annual basis a copy of the organization risk management policy and that a copy of the policy be posted on the organization website.

VII. GOOD SAMARITAN POLICY

I) INDIVIDUAL: 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 by the Fraternity with respect to the incident. This is the case even if the member who is assisting was a contributing factor to the emergency, so long as the member did not intentionally cause any physical injury. To be eligible for the benefit of this policy the member must fully and truthfully cooperate with any Fraternity investigation regarding the incident. An individual may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

II) CHAPTER/COLONY: A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of the level of corrective action imposed for violations of Delta Chi law and this Risk Management Policy. To be eligible for this potential mitigation, the chapter and its leadership must fully and truthfully cooperate with any Fraternity investigation regarding the incident. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

AMC MANUAL

VALUES-BASED APPROACH TO HEALTH AND WELLNESS

- 1 Our Fraternity never provides alcohol.
- 2 When we socialize at a fraternity event, we will follow the law. Alcohol is only allowed as BYOB and under 15% ABV, unless provided by a third-party vendor.
- 3 We host closed events
- 4 We will not be the source of alcohol for minors.
- 5 We are a drug-free fraternity.
- 6 We will partner and plan with organizations that follow these same rules.
- 7 We will follow those rules together.
- 8 There is no alcohol involved in joining Delta Chi
- 9 Drinking games encourage high-risk consumption and are not welcome at our events
- 10 Hazing and alcohol are never a part of membership or ceremonies in Delta Chi

AMC MANUAL

CRISIS MANAGEMENT

RESPONSE

- I) Call emergency number(s), usually 9-1-1, so appropriate personnel (police, fire, and ambulance) can respond. Cooperate fully with the needs of any public safety officials seeking to help you or protect your safety.
- II) The “A” (or officer next in line if the President is not present) takes charge.
- III) Restrict access to the chapter premises immediately. The officer in charge must have complete control of the situation, and be aware of who is in the area. Permit only your members and appropriate officials to enter.
- IV) Assign one or more responsible members to calmly guard the door.
- V) Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
- VI) Notify International Headquarters.
- VII) Notify your “BB” as soon as possible.
- VIII) Assemble your members in a group (in case of fire, assemble outside, in front near the street). Remain calm. Explain that there is an emergency, but that it is under control. Remind members that only the “A” or “BB” can speak for the Fraternity - members are not to speak to anyone (including friends, reporters, parents, the university) about the crisis.
- IX) Do not discuss details, speculate on events, or otherwise elaborate on the situation - including on social media. Often, litigation follows crisis. Statements made could later be used in court.
- X) Contact appropriate campus officials.
- XI) Fully cooperate with authorities.
- XII) Fraternity apparel should not be worn during the investigation period.
- XIII) Submit all requested information about the incident to IHQ in a timely manner.