

In the Bond
Associate Member Counselor Facilitation Guide



**SESSION THREE: DELTA CHI STRUCTURE AND RISK
MANAGEMENT**

HOW TO READ **THIS GUIDE**

SECTION TITLE HEADER WILL GO HERE ## MINUTES	
LEARNING OBJECTIVES FOR EACH SESSION WILL BE LISTED IN THE FIRST BOX	Each session begins with the following in the top boxes: <ul style="list-style-type: none">◦ Room Setup - how the room should be set up for each session, including any items you need to prepare in advance◦ Supplies - the items needed for each session◦ Time - each header will include the estimated time it will take to complete the section. It may be helpful for you to add in your own start/end times depending on your meeting schedule.
GUIDE MATCH Anything listed below this heading indicates that the AMC should direct AMs to reference or complete an activity in their workbook page	<i>AMC Notes are in red, bold, italicized text. These are instructions and information for you as the AMC and should not be read out loud.</i> <ul style="list-style-type: none">• AMC scripts items are in plain text with a bullet point. While an Associate Member Counselor is discouraged from reading directly from the guide to participants, they should do their best to stay close to the text and spirit of the curriculum.

AMC SESSION **NOTES + REFLECTIONS**

At the end of each session, there will be a text box available for you to make some notes about the strengths of the session and opportunities for improvement, along with some guided questions to consider. Use this space after each session to improve facilitation and note ideas for the future - this will also be helpful for you to reference and then respond to the IHQ feedback survey!

WEEK TWO | SESSION 3

DELTA CHI STRUCTURE AND RISK MANAGEMENT 60 MINUTES

<p>LEARNING OBJECTIVES</p> <p>Participants will be able to...</p> <ul style="list-style-type: none"> • Define Delta Chi's local, regional, and international structure. • Locate Delta Chi Law and Delta Chi's Risk Management Policies and procedures. • Develop strategies for utilizing the Fraternity's Good Samaritan Policy. 	<p>ROOM SETUP</p> <ul style="list-style-type: none"> • Tables/desks with chairs for each participant - a classroom on campus that is centrally located is appropriate. • If choosing to utilize slide decks, a projector and screen or large TV screen should be included in the space. <p>SUPPLIES</p> <ul style="list-style-type: none"> • Associate Member Workbooks (printed or digital) • If using printed workbooks, writing utensils should be provided • Associate Members should bring their <i>Cornerstone</i> to the meeting • List/prepare to have names of chapter officers, chapter advisors, Vice Regent, and Regent • Locate the Fraternity's current Executive Committee officers ("AA", "CC", "DD"), and the Executive Directors of the Fraternity and the Foundation. • <i>Optional:</i> Whiteboard and expo markers, chalkboard and chalk, and/or flipchart and makers; red/yellow/green sticky notes or paper
<p>WELCOME AND INTRODUCTION 20 MINUTES</p>	
<p>FACILITATOR TALKING POINT</p> <p>GUIDE MATCH CALL TO ACTION: BUILDING MY HOUSE: PAGE 15</p>	<p>AMC Note: <i>Make sure to take attendance, if required by your chapter. You may also need to verify that all AMs are able to log in and access Tightrope though MyDChi and have started to complete their modules.</i></p> <ul style="list-style-type: none"> • Welcome back everyone! Let's get started with sharing some of our responses from the Call to Action: Building my House worksheet. • I'd like to hear from one person for each of the different parts of the "house" you designed, representing different parts of the chapter as you see it. <p>AMC Note: <i>It may be beneficial to draw an outline of a house on a whiteboard, chalkboard, or paper and record the responses as they are shared. Start with examples for the foundation, followed by the walls, roof, windows, door, and chimney.</i></p> <ul style="list-style-type: none"> • Thank you. As we go through the session today, we will use this as some inspiration for developing our own strategies for risk management, which is what the roof represents in this activity.
<p>ACTIVITY INSTRUCTIONS</p>	<ul style="list-style-type: none"> • To set the stage on what we mean by risk management, and to show how safety and accountability are part of brotherhood, we are going to do a quick activity. • I'm going to read aloud a few scenarios. If you think this is safe or a "green flag," move to the left side of the room. If you're not sure or think it's questionable, move to the middle. If you think it's unsafe or a "red flag," move to the right side of the room. • Are there any questions before we get started?

	<p>AMC Note: Select the most relevant scenarios for your group and keep an eye on the timing for this section. After AMs have moved to the part of the room that reflects their decision, you may choose to pause and ask them to explain their reasoning but try not to let it turn into rebuttals or debates! If someone has a mobility concern or if your room size is limited, you should adapt the activity for AMs to hold up green, yellow, and red pieces of paper or sticky notes indicating their response instead of having everyone move around the room.</p> <ul style="list-style-type: none"> • A brother offers to be a sober monitor at an upcoming social event without needing to be asked. • Associate Members are told they can't attend a social event unless they complete a series of tasks first that aren't part of the onboarding program. • The "C" says, "Let's just keep this party off the calendar so no one gets in trouble." • During a chapter retreat, one member volunteers to lead a section on mental health and campus resources. • A group of brothers intervenes when they see someone at an event being pressured to drink. • A brother makes an anonymous report to the "F" about insensitive comments made about a sorority's members who attended a recent event. • Before an event, the "F" assigned event monitors and trains them on the Fraternity's emergency response plan. • Seniors tell younger members of the chapter that they need to give rides for them to get to an off-campus event because "they aren't even going to drink anyway." <p>AMC Note: Ask everyone to return to their seats once you've finished the activity.</p>
DEBRIEF	<ul style="list-style-type: none"> • What made something a "red flag" for you? • How do you think this activity relates to some of what we have already discussed in our onboarding so far? • What do you think this says about how well our chapter operates?
TRANSITION	<ul style="list-style-type: none"> • There are a lot of nuances to the policies and structure of Delta Chi - and before we can really dive into what those are, we need to get a better overview of the makeup of Delta Chi in our chapter and on the regional and international level.
UNDERSTANDING DELTA CHI'S STRUCTURE 20 MINUTES	
FACILITATOR TALKING POINT	<ul style="list-style-type: none"> • Understanding the overall structure of Delta Chi will help provide a better insight and understanding of all the players that are available to support you as we approach this conversation.
ACTIVITY INSTRUCTIONS GUIDE MATCH UNDERSTANDING DELTA CHI'S STRUCTURE: LOCAL LEVEL - OUR CHAPTER OFFICERS: PAGE 16	<ul style="list-style-type: none"> • If you open your workbooks, there are pages for this session about Understanding Delta Chi's structure. As we review everything together, you can take some notes. • As we finish up our onboarding, you will get a chance to read more details about the full structure in the <i>Cornerstone</i>, but this will give you a good overview to frame our conversation <p>AMC Note: You will need to have a prepared officer list ready for your chapter, along with any important chair positions. The most common ones are listed in the workbook, with some blank spaces for any chapter-specific roles (ex. House Manager, Greek Week Chair, Awards Chair, etc.). Be</p>

GUIDE MATCH

UNDERSTANDING
DELTA CHI'S
STRUCTURE: LOCAL
LEVEL - OUR CHAPTER
ADVISORS: PAGE 17

prepared to answer any questions about the function of certain officer roles, or direct AMs to www.deltachi.org/officer-resources

- Within our chapter, Delta Chi elects executive board officers and, in some cases, chair positions (others may be appointed to certain roles). All officers and chairs have specific responsibilities and duties to help our chapter function, and their roles are set up so that we as a chapter can manage our own operations and hold one another accountable to our local bylaws and expectations.
- Most Delta Chi chapters also have committees made up of general members, who report up to the different chair positions to help assist with these different operations as needed.
- Take a few minutes to fill out who serves in each officer role. I will let you know the answers if you have questions, and I'll let you know if we don't have anyone in certain roles and why - but see if you can fill this out on your own or with a partner first.

AMC Note: Give them a few minutes to complete this before sharing the answers. Explain why your chapter may not have certain officer or chair positions filled, and what the process might be to fill those vacancies in the future.

- Next up, let's talk about our local support systems with advisors. If you turn to the next page, you'll see a list of roles that different volunteers hold to support our chapter. Like the undergraduate officers, they each have a purpose and function. Our Alumni Board of Trustees members help to directly advise different chapter officers, and have some oversight to support our chapter operations with academics and finances.
- To be considered in good standing with the Fraternity, all chapters need to meet the minimum standards of having a "BB" - Chapter Advisor, an Alumni Board of Trustees, and an on-campus Faculty/Staff Advisor.
- The Faculty Advisor is someone different from the Fraternity and Sorority Advisor we talked about in a previous session, and functions more like a person to help us navigate some of the on-campus dynamics.

AMC Note: Give them a few minutes to complete this before sharing the answers. It is likely that your chapter does not have someone designated in every role listed on this page, because of the number of ABT roles listed. You can share the "why" behind certain roles being blank that is applicable to your chapter, as well as give some overview on how your chapter might typically connect with these volunteers (ex. The Scholarship Chair meets regularly with the Faculty Advisor to talk about academic support resources on campus). The important part here is to emphasize that in most cases, these are all volunteers who are dedicated to helping the success of your chapter.

GUIDE MATCH

UNDERSTANDING
DELTA CHI'S
STRUCTURE: REGIONAL
AND INTERNATIONAL
LEVEL: PAGE 18

- Now, we need to talk about the regional and international volunteers who are elected to represent us within the Fraternity. Look at your workbook on the "Regional and International Level" page.
- First, at this level our chapter has both a Regent and a Vice Regent. Regents are elected during odd-numbered years at the Regional Leadership Academy event, which also serves as an in-person officer training and leadership development program for representatives from our chapter. Regents oversee a geographic area of US states and Canadian provinces and serve as a representative for those undergraduate and alumni chapters on the Board of Regents.

	<p><i>AMC Note: Share the name of your region, your Regent's name, and their email address for AMs to record in their workbook.</i></p> <ul style="list-style-type: none"> • Vice Regents are appointed volunteers who oversee a subregion of three to six chapters that are also based on geographic location. Their job is primarily to recruit and mentor our local advisors, as well as offer support to our chapter. <p><i>AMC Note: Share the name of your subregion, your Vice Regent's name, and their email address for AMs to record in their workbook.</i></p> <ul style="list-style-type: none"> • Next, in this section we need to cover our international officers. Much like our chapter, the Fraternity elects an International President, International Secretary, and International Treasurer during the International Convention, held in even numbered years. • These volunteers serve as the Executive Committee of the Fraternity, much like our six executive board officers serve in this role in our chapter. The Executive Committee has full and complete executive and administrative authority of the Fraternity, as outlined in Delta Chi Law. <p><i>AMC Note: Share the names of the "AA", "CC", and "DD", as well as information on where to find their information and those of your Regent on the Delta Chi Website at www.deltachi.org/board-of-regents</i></p> <ul style="list-style-type: none"> • Finally, the Fraternity is supported by staff members at our International Headquarters (IHQ), located in Indianapolis, IN. Staff have the responsibility of supporting the operations of the Fraternity as well as providing events and programs for educational and social development. You've likely already received emails or other communication from IHQ staff with updates or important reminders. Remember that the staff is here to help our chapters succeed as well as to enforce policies and expectations. • At our International Headquarters, the Executive Director of the Fraternity also has certain authority to enact policy and manage the Fraternity. You can see there's a place to list his name on your workbook page. <p><i>AMC Note: Share the name of the Executive Director & CEO of the Fraternity (Karl Grindel), and point out that AMs can get all staff roles and names at www.deltachi.org/staff-directory</i></p> <ul style="list-style-type: none"> • The Fraternity also has The Delta Chi Foundation, a nonprofit designed to benefit Delta Chi members. They do this through fundraising and overseeing scholarships and other program funds to support making a positive impact on Delta Chi's membership experiences. <p><i>AMC Note: Share the name of the Executive Director of the Delta Chi Foundation (Justin Sherman), and that AMs can learn more about available scholarships and grants at www.deltachi.org/DCEF</i></p>
DEBRIEF	<ul style="list-style-type: none"> • Why do you think it is important to understand the local, regional, and international structure of Delta Chi? • What do you still not understand about the structure? How can we help continue to clarify it for you? • How do you think having all these support resources and people can benefit you as an Associate Member?
TRANSITION	<ul style="list-style-type: none"> • Learning who to go to can make a big difference during your process of being onboarded into the organization.

	<p>AMC Note: It may be appropriate to share a quick personal story of how you may have used one of these people for support or how they helped you.</p> <ul style="list-style-type: none"> • Knowing our structure and who makes up our Fraternity is important, because as an Associate Member you need to know all the players on our team who are here to support your journey in Delta Chi - and to showcase that you truly belong to something much larger than yourself. • Giving you this context also helps to frame the final part of our time today, about some of the larger expectations that all members within the Fraternity.
DELTA CHI LAW AND RISK MANAGEMENT POLICIES 15 MINUTES	
FACILITATOR TALKING POINT	<ul style="list-style-type: none"> • We need to introduce you to two more pieces of the puzzle. You've already learned about the importance of the Preamble and the Eleven Basic Expectations, as well as the history of Delta Chi. • It's important that you also get an overview of some of the additional policies and procedures that you are now held to within the Fraternity.
ACTIVITY INSTRUCTIONS GUIDE MATCH DELTA CHI LAW: PAGE 19 GUIDE MATCH GOOD SAMARITAN POLICY: PAGE 19	<ul style="list-style-type: none"> • First and foremost, you need to know about Delta Chi Law. This references the Constitution, Bylaws, and Regulations for the entire Fraternity. Our chapter has local documents that manage our operations on a day-to-day level, and we can set certain standards and expectations for our members. • Delta Chi Law is important to know about, but we aren't going to review it here in depth. You should know where to locate it and know that it is a helpful tool to better understand the full composition of the Fraternity, its operations, and expectations for everything from voting procedures to minimum standards of chapters and members. <p>AMC Note: Point out in the workbook where AMs can access Delta Chi Law to review it but note that you won't be going in depth at this time.</p> <ul style="list-style-type: none"> • The risk management policies are a way for our chapter to tangibly outline what is acceptable behavior. All chapters, entities of the Fraternity (including the ones you just outlined in your workbook) at all levels of membership are held to these standards. • This brings us back to the first activity we did in this session - about what are red flags versus green flags - the risk management policy is going to be the thing that really outlines what we can and cannot do. These policies aren't just rules, they are tools we can use to protect and respect one another. • The policy itself has provisions about alcohol and drugs; hazing; Associate Member education; sexual abuse and harassment; fire, health, and safety; gambling; and organized combat sports. • The policy itself also gives information on expected educational content, accountability, and notification for violations of the policy. <p>AMC Note: Point out in the workbook where AMs can access the Risk Management Policy to review it.</p> <ul style="list-style-type: none"> • The part of the policy that we want to make sure you know about is the Good Samaritan Policy. If an individual or the chapter assists in seeking immediate and appropriate medical attention for someone in need, even if you may be subject to having violated part of the policy at the time. • The important part of this policy is that it's much more important to call for help and get someone connected to medical attention when they need it, than it is to worry about a possible consequence or someone getting "in

	<p>trouble.” There’s an outline in your workbook on what is needed for the Good Samaritan Policy to apply.</p> <ul style="list-style-type: none"> • Think of this policy like medical amnesty within Delta Chi. It’s a way for the Fraternity to reduce any barrier we might feel about reporting, so we can focus on getting help for someone and be willing to do the right thing. <p>AMC Note: Draw attention to the outline in their workbook about the Good Samaritan Policy.</p> <ul style="list-style-type: none"> • Our chapter is expected to report any incident within 24 hours of something happening, and this is usually done by our “A.” It’s possible that if something were to happen and the “A” needs to share information with IHQ, that you could be asked for some details, facts, or information.
DEBRIEF	<ul style="list-style-type: none"> • How can we hold one another accountable in positive and supportive ways without feeling like the “fun police”? • What are ways that the chapter can help support the idea that being a leader and a brother means holding each other accountable? • How can we focus on helping others and be willing to do the right thing - regardless of possible impact or consequences?
TRANSITION	<ul style="list-style-type: none"> • Delta Chi Law and the Risk Management Policies are things that we as members are expected to always abide by. Every member, not just officers or the “A” or “F”, is responsible for upholding safe, respectful, and values-based behavior. • These policies are the “how” we do what we do and are expected to be at the forefront of our operations so that we can provide a safe environment for our members and guests.
REFLECTION AND WRAP UP 5 MINUTES	
FACILITATOR TALKING POINT	<ul style="list-style-type: none"> • Thank you for your attention today - this was a lot of information in a short amount of time, but we are continuing to make sure that you are equipped with the knowledge you need to be successful as you continue to complete your onboarding. • You now have a better picture of the system and support structures that exist to help you, and to protect you.
TRANSITION GUIDE MATCH CALL TO ACTION: RISK MANAGEMENT IN ACTION: PAGE 20 GUIDE MATCH TASK OUTLINES: PAGES 2-3	<ul style="list-style-type: none"> • We are going to keep building on this and, to wrap up, I just want to give you a few reminders, which are also included in the Task Outlines part of your workbook. • By now, you should have already started your online learning modules in Tightrope. As a reminder, our chapter cannot complete the next step in the administrative process related to receiving approval from IHQ to conduct initiation until you have registered in MyDChi and completed Tightrope. • You should also read and review Chapter 5 - The Delta Chi Bond in the <i>Cornerstone</i>. This will cover more details about some of our symbols, the makeup of why we are an international fraternity, and give an overview of some of the awards and recognition available for members. • Before our next session, you will need to complete the Call-to-Action pages about Risk Management in Action. • Let’s end this session by singing the Bond Song.

AMC SESSION 3 **NOTES + REFLECTIONS**

- What went well during this session?
- What unexpected challenges came up?
- How did the group respond to the teambuilder and discussion?
- What feedback did I receive from participants (verbal or nonverbal)?
- What would I improve about this session in the future?
- Did I meet the session's learning outcomes? Why or why not?