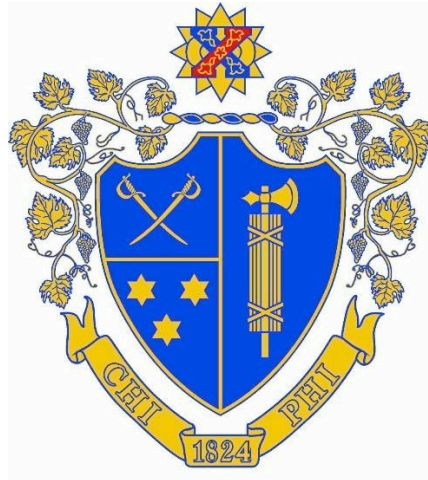


Psi Chapter of the Chi Phi Fraternity

New Member Education Program Spring 2020



Purpose

The Chi Phi New Member education is based around the values of our fraternity. Friendship, respect, honesty, responsibility, commitment, and personal development are the foundation upon which this plan is built. The creed and ritual are the lifeblood of the fraternity, conveying their importance and understanding in a positive way is integral to the education of our new members. The discussion questions are a guide to start conversations about specific topics. These questions are meant to facilitate meaningful conversation about the topics at hand. The purpose of our chapter's new member education program is to educate our future brothers on the national and local history, inform them of our chapter's operations of strength, as well as familiarize our new members with the composition of the brotherhood.

The Chi Phi experience should aim to encourage individual achievement, promote adjustment to college life, encourage and build respect for the individual, stimulate intellectual growth, promote an understanding of the fraternity, promote the diffusion of cultural and social graces, and to promote friendship amongst new members and active brothers. Our new member education plan looks to ensure that New Members understand the basic workings, structure, and operations of the Chapter, ensure that New Members believe in and are committed to living the values of Chi Phi Fraternity, help a man acclimate to the culture of the Chapter; develop a continually growing level of Brotherhood and Friendship between Brothers and New Members, and build one's knowledge of Chi Phi operations and history.

Expectations of Stakeholders

It is expected that at all times active brothers and alumni are to respect the rules, regulations, and standards of the new member education process that will be addressed below in the Anti-Hazing Statement. All active brothers are to present at rituals, ceremonies, and initiation, unless otherwise granted permission by the chapter Alpha or Theta due to previous obligations. It is expected that new members are to be present at all of the lessons, rituals, and ceremonies, unless otherwise granted permission by the chapter Alpha or Theta due to previous obligations.

New members are expected to communicate any questions, comments, or concerns regarding their new member education program to the chapter Alpha or Theta. New members are expected to prioritize their studies and academics before other priorities, including the joining of the Psi Chapter of the Chi Phi Fraternity.

Financial Obligations

The Chapter sets certain fees and will vary from Chapter to Chapter within Chi Phi as well as those on your campus. These payments go to the Chapter's budget to facilitate the operation of programs by your Chapter. They pay for formal social events, mixers, intramurals, IFC dues, and many other costs incurred by your Chapter. Chapters with houses also assess fees for rent, house costs, and sometimes for a meal plan.

The National Fraternity provides numerous services to its over 58,000 members around the world. The fees assessed by the national Fraternity fund staff Chapter and Colony visits, legislative events and leadership institutes; provide for the publication of the Fraternity's magazine, *The Chakett*; and support the operation of the Chi Phi National Office in Atlanta. The national office works to provide services and resources to Chi Phi's approximately 60 Chapters and Colonies, over 56,000 living Alumni around the world, and numerous Chi Phi Clubs and Alumni Associations

The New Member fee of **\$100.00**, assessed by the National Fraternity, is due immediately upon joining. The Chapter is responsible for reporting all New Membership to the National Office within five days of the Pledging Ceremony.

The Initiation fee of **\$240.00**, assessed by the National Fraternity, is due one week following Initiation. The Chapter is also responsible for reporting the Initiation of all New Members and for paying their Initiation fee. This fee is also assessed only once.

The insurance fee of **\$263.00*** is due annually, but is not assessed for New Members during their first academic term. If they pledge in the fall, one half of the assessment will be charged during the spring term. Our insurance is a pool with other fraternities, so we face rate increases due to risky behaviors on the part of other fraternity chapters.

fraternities in other schools had to use the insurance. (Note: The liability insurance only applies if the Chapter is in compliance with the Chi Phi Personal Safety Policy.)

Undergraduate dues of **\$77.50** are assessed to each semester for a total of **\$155** a year, but are not assessed to New Members in their first academic term.

* = Subject to Change Annually

Anti-Hazing Statement

The Chi Phi Fraternity does not tolerate hazing of any kind, at any time, under any circumstances. As taken from the Chi Phi Constitution, every New Member and Brother of Chi Phi Fraternity has the following obligations:

- A. No membership of the Chapter shall permit a program during membership education (pledging), initiation, or membership of a person which tends to harm physically or spiritually or morally degrade the New Member, Brother, or Chapter of the Fraternity.
- B. All forms of hazing are prohibited. This includes the guidelines set out by Lehigh University Administration in the Spring of 2019 which does not permit the consumption of alcohol by members in the presence of new members, or the consumption of alcohol by new members in the presence of members, for the duration of the New Member Education Program.
- C. Hazing is defined as, *“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. 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 that 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 that are not consistent with academic achievement; fraternal law, ritual, or policy; the regulations and policies of the educational institution; or applicable state law.”*
- D. Any Officer, Brother, New Member, or Alumnus has a duty to follow this provision.
- E. The Chi Phi Fraternity also believes that there is no such thing as an innocent bystander.

It is everyone’s responsibility to combat hazing whenever it is present or has the potential of being so. Brothers, New Members and Alumni all have the responsibility to report and confront hazing if they become aware of it, initiate it or are a victim of it.

Hazing Reporting Protocol

- A. The Chi Phi National Staff will hold in confidence the name of anyone reporting hazing activities and can be contacted directly at (404)-231-1824.

Confidential Form:

https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15

C. Lehigh University Student Affairs Hazing Prevention website:

<http://studentaffairs.lehigh.edu/hazing-prevention>

D. Anti-Hazing Hotline: The national anti-hazing hotline can be reached toll free at all hours at: **1-888-NOT-HAZE (1-888-668-4293)**

E. In the event that a new member of the chapter witnesses or is personally involved in hazing, that individual should contact the Alpha and/or Theta to inform them of the incident and to gain their support. In the event that the Alpha or Theta are involved in the hazing incident, the reporting to one of these officers should be defaulted onto the uninvolved party. In the event that both of the aforementioned parties are involved in the hazing, the reporting should be defaulted to another trusted member of the brotherhood or alumni for guidance and support, or solely to the resources above. Note that this form of reporting should never replace the resources listed above.

Weekly Syllabus

Note:

All meetings will be held at the chapter house. Brothers are expected to attend most meetings as discussions are valuable to all. Meetings will be facilitated by chapter president, chapter officers, and alumni.

Philanthropy:

We will be working with the Boys and Girls Club of Bethlehem to support their after-school homework club three days a week. This cause is extremely important to our chapter, thus new members will be expected to volunteer with the rest of the brotherhood once a week. We currently send five to six brothers to help Tuesday through Thursday. New Members will be able to pick which day works best with their schedule and be integrated with the rest of the brotherhood.

Week One Meeting #1: Pledging Ceremony and Debrief (Led by James Lamphier)

6pm-8pm; Friday, February 28th

Encourage the New Members to invite loved ones since this is an open ceremony. A relatively formal dinner will be held at the house with brothers and new members to celebrate the occasion. After dinner, present and read Creed before the Pledging Ceremony. Pledging ceremony conducted per ritual guidelines. During debrief have a discussion with Brothers and New Members about the Pledging Ceremony:

- o Why would Chi Phi make this ceremony open to outsiders?
- o What symbolism did you notice in the ceremony?
- o What did you commit to when you took the “pledge of membership”?
- o What did the Alpha say that Chi Phi was founded on and now stands for?
- o What phrase or passage resonated with you during the ceremony?
- o Was anything discussed during the ceremony and Creed that may allude to Chi Phi’s Core Values and why?

Week One Meeting #2: New Member Expectations (Led by James Lamphier, Jacob Knotek, President, and Michael Weimann, Risk Manager)

1pm-3pm; Saturday, February 29th

Discussion about expectations of new member education program and review of syllabus for the New Member Education Program. Program materials are distributed, all from the Resource Guide provided by the Chi Phi National Office.

- o Use this time to discuss expectations and have the New Members come up with expectations they have for themselves as well as the active Brothers.
- o Chi Phi does not tolerate hazing of any kind, at any time.
 - Refer to page 8 in the Resource Guide as well as the Hazing PowerPoint to discuss hazing, citing examples of what hazing may include.
 - Hazing is any action taken or situation created that causes embarrassment, harassment or ridicule.
 - Hazing risks emotional and/or physical harm to the members of an organization or team.
 - Discuss with the Chapter why hazing may be harmful to an individual not only physically but mentally and psychologically.
- o GreekLifeEdu must be completed within 14 days of the Pledging Ceremony.
- o Discussion on dues (led by Charles Kornberger, Delta)
 - Share with the New Members the specific financial obligations of membership
 - This is discussed on page 9 of the Resource Guide with a chart about Chapter dues on page 10.
- o Establish New Member Education meeting dates and times.
 - Throughout the process, there are two meetings per week.
 - Meetings must be held at a reasonable time and not interfere with academics and prior responsibilities.
- o Begin Background Check Process for Boys and Girls Club Volunteering (administered by Justin Cajamarca, Sigma)
 - The Boys and Girls club is a key component of our chapter's community involvement and Chi Phi's National Philanthropy.
 - Justin Cajamarca will go over with new members the background check process and help them get started.
- o Academics Discussion (led by Brandon Mosher, Academic Chair)
 - Make known to the new members the steps that Psi chapter takes to ensure academic progress
 - Academic Chair explains value of strong academics and outlines academic support program that we currently are utilizing

- Members again introduced to Professor Sinclair, our academic advisor who constantly offers academic help and help with job searches
- Discusses the academic achievement dinner (3.0 dinner) to incentivize new members to continue to exceed academically
- What academic resources are currently available on Campus?

Secrets Ceremony (Part 1) Led By James Lamphier and Ethan Stein, Zeta

7pm-8pm; Monday March 2nd

- This Psi Chapter tradition teaches the value of secrecy and trust among the brotherhood. Performed per Psi tradition.

Secrets Ceremony (Part 2) Led By James Lamphier and Ethan Stein, Zeta

7pm-8pm; Wednesday March 4th

- Secrets ceremony completed according to Psi tradition.

Week Two Meeting #1: Risk Management

1pm-3pm; Monday, March 16th (Led by James Lamphier and Michael Weimann, Eta)

- o Use the provided National Chi Phi PowerPoint on Risk Management
 - Why is it important for our chapter to have proper risk management?
- o Break the New Member class into groups and have each group discuss a case study.
 - Each group should be prepared to present the case study to the group.
 - You must discuss what is wrong, as well as how to fix them / how to get help.
- o Discuss:
 - Why is it important to follow Chi Phi Risk Management?
 - How does proper risk management benefit the Fraternity?
 - How does improper risk management hurt the Fraternity locally? Nationally?
 - What do you feel are your risk management challenges as a Chapter? As a campus?
 - How does having proper risk management align with the Values of the Creed?

Week Two: Meeting #2: Academic Support Meeting (Led by Center of Academic Support)*

4:30pm-5:30pm; Tuesday – Wednesday of Week Two

- In Chi Phi, we hold our brothers to high standards of academic achievement. Last year, our chapter received unaccredited on the academic section of accreditation, and to combat this slip in academic achievement, we would like our New Members to know the resources available to them.
- I am soon going to be in contact with the office to find a good meeting time for a workshop that will showcase the support that Lehigh offers should someone need it.

*Contingent on Academic Support Office availability

Week Two Meeting #3: Local History (Led by Alumnus Alan Abels)*

6pm-8pm; Thursday, March 19th

Have Brother Abels share the history of Chi Phi and the Psi Chapter and what it means to be a Chi Phi at the chapter house.

- o Why is it important to recognize your local history?
- o What do you find unique or stands out about your local Chapter's history?
- o How does your local history connect to National history?
- o What kind of mark would you want to leave on the Chapter's history?
- o Discuss the role of your Alumni/Alumni Association/Chapter Advisory Board:
 - What are their duties as Alumni?
 - How can they best support the Chapter?
 - How can the Chapter use Alumni as a resource for success?
 - What does it mean to be a Chi Phi for life?

*Contingent on Brother Abels' availability

Week Three: Meeting #1: Career Development Meeting (Led by Center of Career and Professional Development)*

4:30pm-5:30pm; Monday – Wednesday of Week Three

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- In Chi Phi, we pride ourselves on brothers finding themselves in great careers post Lehigh. In order to maintain this outstanding network across almost all professions, the chapter would like our New Members to learn from Lehigh's office of career development.
- I am soon going to be in contact with the office to find a good meeting time for a resume workshop and/ or meeting of that nature.

*Contingent on CPD Office availability

Week Three Meeting #2: Big/Little Ceremony (Led by James Lamphier) (Values Discussion After Big/Little Ceremony)

6:30pm-8:30pm Thursday, March 26th

Pairs are chosen based on similarity of values between big and little. All freshman and brothers rank their top 3 choices and an algorithm is used to calculate the best pairings. Reveal is conducted in the chapter room where James announces the pairs and then the little comes up and presents their paddle to the big. Afterward's, have Big/Little pairs sit through meeting on values together and then have a dinner to celebrate the ceremony. Brothers are strictly forbidden from providing alcohol to littles and made clear that no hazing of any kind will be tolerated.

o Creed of the Fraternity

- Have the Brothers stand up and recite the Creed of the Fraternity
- Afterwards, the Brothers and New Members should discuss:
 - How has the Creed impacted your daily life?
 - How has your understanding of the Creed evolved throughout your time as a Chi Phi?
 - Why is the Creed a vital part of what it means to be a Chi Phi?
 - What part of the Creed means the most to you and why?

o Values of the Fraternity

- Present the Values of the Fraternity to the New Members
- Brothers and New Members can answer these questions:
 - How can you live up to the Values of Chi Phi in your daily life?
 - What values stand out to you?
 - If you could add a value to Chi Phi's Core Values, what would it be?

o True Gentleman

- Present the True Gentleman to the New Members
- Brothers and New Members can answer this question:
 - Why, in this day and age, is it important to be a True Gentleman?

o The next two items are known by Chi Phi Alumni and have great meaning and cultivate

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- Offer to have the Brothers teach the New Members “Gather Brothers” and the Prayer of the Fraternity.
 - Prayer of the Fraternity
 - Have Brothers and New Members stand and say the Prayer of the Fraternity
 - Gather Brothers

- o Have Brothers and New Members stand and sing Gather Brothers
- Why are these important to Chapter and Fraternity history?
 - Discuss:
 - o Why is it important to know these documents?
 - o Why are these important to Chi Phi?
 - o How do these documents convey Chi Phi's Values?
 - o Is there anything else you feel that make Chi Phi unique?
 - o How are these documents applicable in your everyday life?

Week Four Meeting #1: Triple Origin Ceremonies Debrief and Chapter Operations (Led By James Lamphier)

4pm-7pm; Thursday, April 2nd

All brothers should be at this meeting to provide their own thoughts. Triple Origin Ceremony #1: Star Ceremony

- o After the Ceremony, ask the New Members and Brothers their thoughts and discuss:
- o What do you feel is the meaning of this Ceremony?
- o What can we learn from the Princeton Order that aligns with our modern Values?

- o What do you think is important in the fact that 30 years went by and the idea of Chi Phi still appealed to men?
- o Why is it important for us to recall the origins of our organization?

Triple Origin Ceremony #2: Sword Ceremony and Debrief

- o What sort of imagery was presented to you during this Ceremony?
- o How does the concept of Honor in the Ceremony relate to us today?
- o Chivalry is a word tossed around in the Ceremony. What does it mean to you?
- o The Crossed Swords are represented on our Crest. How are these Swords and what do they represent to the Fraternity as a whole?
- o What phrases from our Creed can we derive from this Ceremony? What meaning does it convey?

Triple Origin Ceremony #3: Fasces Ceremony and Debrief

- o What is significant about the Hobart Order sprouting from a campus that already had three fraternities?
- o What was the focus of the Founders of the Hobart Order? Why is it important?
- o How does this idea represent itself in the Fraternity as a whole?
- o What did you gather from the gothic reading of the Founding Order?

Officer Positions

- o Have Chapter Officers discuss their positions.
- o Use pages 52-58 and the Chapter Officers PowerPoint from national office as a guide with this section.
- o Discuss every role with the New Members including their duties and responsibilities as it relates to the Chapter.
 - What positions interest the New Members? Why?
 - Which role do you aspire to have within the Fraternity?
 - What steps will you need to take to prepare yourself for that role?

Robert's Rules of Order

- o Alpha, Beta, Epsilon (or any other Brother whom has experience) should discuss how the meeting is run including but not limited to: Motions, voting, order of business, difference between new and old business, and when and how to speak.

Chapter Meetings

o Discuss with the New Members “General Introduction to Chapter Operations.”

- Why is it important that the Chapter meet at least once per week?
- Why should the Chapter be goal driven? How does that make the Chapter more effective?
- Why is it important that the Chapter and its officers have clear and regular communication with the Greek Affairs Office, the Chi Phi National Office, and its Alumni?

Week 4 Meeting #2: Initiation/Grand Lecture

Sunday April 5th

