Social Study Club (Standing Orders)
Chapter Request Membership Development
Informational Seminar
Identify Sponsor
Request Application
Certification

Literary Society (IMDP)
Smoker
Sphinx Club Meetings
Weekly Clusters

Fraternity
Leadership Development Track
College to Corporate Life
Brotherhood Fellowship Activities
Adopted at the 104th Anniversary Convention
90th General Convention
August 1980 – Chicago, IL

A PUBLICATION OF
The Corporate Headquarters Office

ALPHA PHI ALPHA FRATERNITY, INC.

2313 St. Paul Street
Baltimore, MD 21218

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The Standing Orders
Initial Membership Development Process
2014

"...We [must not lose] sight of that thing which will give us the greatest joy of existing as an organization as well as the greatest joy of living – the transformation of humanity – the making, as I have said before, of better men.”

Jewel Charles Henry Chapman, 1931

Section I.1. Declaration

THE INITIAL MEMBERSHIP DEVELOPMENT PROCESS (IMDP) IS THE OFFICIAL PROCESS FOR NEW MEMBER INDUCTION, FORMALLY KNOWN AS MEMBERSHIP INTAKE PROCESS (MIP).

BY VIRTUE OF THE VOTE TAKEN AT THE 2013 GENERAL CONVENTION IN AUSTIN, TX, IMDP SUPERSEDES ALL PRIOR APPROVED PROCESSES AND MAKES THEM NULL AND VOID.

There shall be NO DEVIATIONS without signed approval by the RVP in advance of said deviation(s).

Section I.2. Objective

The objective of the Standing Orders of Alpha Phi Alpha Fraternity, Inc. is to promote a clear understanding of the roles played by various Fraternity components in the Initial Membership Development Process (hereafter referred to as “IMDP”) and the program activities set forth for the process. The major objective of the IMDP is to develop leaders while emphasizing the rich history of the Fraternity. These Standing Orders should assist the organization in meeting its expressed goals of developing leaders, promoting Brotherhood and academic excellence while providing advocacy and service to the communities we serve.

The Standing Orders of Alpha Phi Alpha Fraternity, Inc. spell out the detailed administrative regulations governing the process. These orders may be shared with all Brothers and the general public.

Implementation guidelines to include forms, lectures, exercises, ceremonies, etc. will be spelled out in the IMDP Manual. Access to the IMDP Manual will be limited to those Brothers with “a specified need to know;” to include the Regional Vice President, Assistant Regional Vice President, the District Director, the Chief Dean of Membership Development (hereafter referred to as “The Chief Dean”) and the IMDP Management Team. The contents of the IMDP Manual should never be shared with an individual interested in membership in the Fraternity. Such an act will be a willful violation and will subject the offender to disciplinary actions.

There shall be no deviations or adjustments from the process outlined in these Standing Orders without the completion of the Request for Deviation From IMDP Form (Attachment W) signed by the Regional Vice President and forwarded to the Corporate Office in advance. NOTE: Only the Regional Vice President may authorize a deviation - NOT his designee.

Questions, comments and recommendations regarding any section of the manual may be provided by sending your inquiry to IMDP@apa1906.net. A member of the Committee on Initial Membership Development will respond to you within 72 hours.

Section I.3. Overview

These Standing Orders are imperative to the perpetuation of Alpha Phi Alpha Fraternity, Inc. The General Organization clearly recognizes the risks involved in the process. No amount of wishful thinking and rationalization will alter the fact that the Fraternity is under extensive scrutiny. Universities, localities, and even the federal government are monitoring this system closely and providing rules and regulations to govern these activities. Alpha Phi Alpha Fraternity, Inc. has long since abolished hazing and has worked arduously over the past several decades to refine membership development in a manner that meets the spirit and the letter of the law while providing a meaningful experience for those entering the organization. This will not only ensure the goal of developing leaders, but also protect the interests of all involved.

Section I.4. Roles

The first step in formulating a successful IMDP program is to clarify the roles played by the various components of the Fraternity. Confusion in this area has proven to be one of the leading causes of problems in the overall IMDP.

Section I.4.1. The General Convention

New members are initiated into Alpha Phi Alpha Fraternity, Inc., not a particular Chapter. Thus, ultimate authority during the process is reserved to the General Convention and is exercised by the various officers designated to perform these functions.
General Convention's functions are, but not limited to:

- Establishing rules and regulations for IMDP.
- Certifying and training Brothers as a condition of participation in IMDP.
- Granting authorization to the Regional Vice Presidents (RVPs) to conduct IMDP Clusters.

Section I.4.2. Regional Vice Presidents

The ultimate responsibility for administering IMDP within a region rests with the RVP. He is responsible for authorizing Chapters to participate in IMDP and authorizing dates for IMDP Clusters. By authority of the RVP, each District Director will oversee the implementation of the procedures outlined in these Standing Orders which describes the process during the Social Study Club phase. The Chief Dean is responsible for overseeing the implementation of the IMDP procedures outlined in this document which covers the three cluster week process known as the Literary Society.

Section I.4.3. The Chapters

Chapters in good standing may be granted the authority to help organize, implement and direct the IMDP under the rules and regulations set forth by these Standing Orders and under direction of the RVP or his designee.

For purposes of these Standing Orders, “Chapters in Good Standing” shall include those that satisfy all of the following:

- All Chapters in Good Standing with the General Organization.
- All Chapters who met their full delegate strength at the preceding General and Regional Conventions.
- All Chapters who have completed three of the four National Programs.
- All Chapters whose officers have been Risk Management and IMDP Certified.
- All Chapters who have a formal Reclamation program to retain and reclaim members. (Alumni Only)
- All Chapters in Good Standing with their local university(s). (College Only)
- All Chapters with a 2.5 Cumulative GPA on a 4.0 Scale or equivalent. (College Only)

Section I.4.3.1. Major Chapter roles are as follows:

- Serve on the IMDP Management Team under the supervision of the Chief Dean and in accordance with the rules and regulations set forth by the General Organization and these Standing Orders. Even if a Chapter does not have Candidates participating in a cluster, its members are still responsible for actively participating on the IMDP Management Team.
- Assure that the only official Chapter contact with potential Candidates is in public forums and in accordance with these Standing Orders.
- Assure that only IMDP and Risk Management Certified Brothers participate in the process.
- Plan, manage and conduct the Alpha Informational Seminar, Smoker and Sphinx/Probate Club Meetings in accordance with these Standing Orders.
- Vote on the admission of certified candidates to the three Cluster weeks
- Vote on Sphinxmen being initiated into the Fraternity.

Section I.4.4. Brothers

For the purpose of these Standing Orders, “College Brothers in Good Standing” shall include Brothers who meet all the criteria listed below:

- Brothers who have met their full financial obligation with the General Organization.
- Brothers enrolled and taking courses leading to their first academic degree and in good standing with their local College / university.
- Brothers with a 2.5 Cumulative GPA on a 4.0 Scale or equivalent
- Brothers who have been Risk Management and IMDP Certified

For the purpose of these Standing Orders, “Alumni Brothers in Good Standing” shall include Brothers who meet all the criteria listed below:

- Brothers who have met their full financial obligation with the General Organization and their local Chapter.
- Brothers who have been Risk Management and IMDP Certified

For the purpose of these Standing Orders, “A Brother-At-Large” shall include Brothers who meet all the criteria listed below:

- Brothers who are duly initiated members who have paid their monies directly to the General Organization but, for whatever reason; choose not to affiliate with an Alumni Chapter.
- Brothers who have been Risk Management and IMDP Certified
Brothers-At-Large may attend and observe IMDP Cluster events but cannot participate in any way.

Only Brothers in Good Standing may participate in the process. Brothers At-Large may attend and observe but cannot participate in any way. Brothers must have a current passcard, Life Membership Plate or proof of their financial active status with the General Organization. NO BROTHER IS ALLOWED TO PARTICIPATE IN IMDP WITHOUT PROPER ATTIRE AND THE VALID VERIFICATION OF CURRENT IMDP AND RISK MANAGEMENT CERTIFICATION. THERE SHOULD BE NO EXCEPTIONS TO THESE RULES, EVEN IF THE BROTHER HAS A SON OR BLOOD RELATIVE ON THE LINE.

When attending an official session it is the responsibility of the brother to bring verification of his certification(s), i.e. a print out of his certification(s) from AlphaNet and/or display them utilizing an internet ready device that will display his certification(s) from AlphaNet; etc. However, where possible, one member of the IMDP Management Team should have internet access to check the certification of brothers.

**Section I.4.5. Chief Dean of Membership Development**

The Chief Dean is responsible for overseeing the day to day administration of the IMDP within a particular Cluster as outlined in this document. Please note, the Chief Dean does not have to hold a particular office in the Region, i.e. District Director, Area Director, etc. He must be an individual with time, organizational and planning skills, as well as training abilities to successfully implement the duties of the office.

For the purpose of these Standing Orders, a Chief Dean of Membership Development shall include Brothers who meet all the criteria listed below:

- Brothers who have been appointed to this position by the RVP
- Brothers who have been Risk Management and IMDP Certified
- Brothers who have not been disciplined for violation of the MIP or IMDP process within 10 years of their appointment of Chief Dean.
- Brothers who have been reinstated after expulsion are ineligible to hold this office.

The Chief Dean forms the IMDP Management Team which shall consist of the following Chapter officers: President, Treasurer, Chapter Dean of Membership Development and Historian of every Chapter in the Cluster, as well as, the Alpha Advisors of any College Chapters in the cluster. Other members from participating Chapters may be added to the team as necessary. All members of the IMDP Management Team must be IMDP Management Team Certified.

The role of the Chief Dean and the IMDP Management Team ends after the final execution of the duties outlined in the IMDP Manual for a particular term.

**Section I.4.6. Chapter Dean of Membership Development**

The Chapter Dean of Membership Development is the Brother duly elected by the Chapter to coordinate the Chapter’s membership development activities.

For the purpose of these Standing Orders, a Chapter Dean of Membership Development shall include Brothers who meet all the criteria listed below:

- Brothers who have been elected to this position by their Chapter
- Brothers who have been Risk Management and IMDP Certified
- Brothers who have not been disciplined for violation of the IMDP within a 10 year window of their election to the office. Brothers who have been reinstated after expulsion are ineligible to hold this office.

The Chapter Dean of Membership Development is part of the IMDP Management Team and should make every attempt to be present at all Cluster events as much as possible. He also co-chairs the Sphinx/Probate Club Meetings.

**Section I.4.7. Alpha Chapter Advisors**

The Alpha Advisor Handbook defines two types of Advisors: the Alpha Advisor and the Campus Advisor. The roles of each advisor are spelled out below.

**Campus Advisor**

As the Campus Advisor is not required to be a Brother or a male, this position does not carry an IMDP role. As Alpha Phi Alpha Fraternity, Inc. operates on any college/university at the discretion of the educational intuition, the rules of the college/university will supersede these guidelines with the concurrence of the Regional Vice President. In some instances, a college/university may require that the Campus Advisor be in attendance during IMDP activities. In these cases, the Campus Advisor may attend and sit inside the IMDP activities, if and only if, he meets the following criteria:

- He is a duly initiated member of Alpha Phi Alpha Fraternity, Inc.
- He is financially active with the General Organization
- He is not under sanction by the General Organization
He has been Risk Management and IMDP Certified

If the Campus Advisor is not a Brother of Alpha Phi Alpha Fraternity, Incorporated or he is a member that does not meet the criteria listed above, he/she may attend and sit outside the IMDP activities room(s). That person should NOT be allowed to sit in on the inner workings, ceremonies or Ritual.

Alpha Advisor

For IMDP purposes, an Alpha Advisor is the “Alumni Brother In Good Standing” that has been endorsed by the College and Alumni Chapters, recommended by the District Director and approved by the Regional Vice President to advise an Alpha College Chapter. For the purpose of these Standing Orders, an Alpha Advisor shall include Brothers who meet all the criteria listed below:

- Brothers who have been trained and appointed to this position in accordance to the policies and procedures developed by the General Organization regarding Alpha Advisors.
- Brothers who have been Risk Management IMDP and Advisor Certified
- Brothers who have not been disciplined for violation of the MIP or IMDP within a 10 year window of their appointment to the office. Brothers who have been reinstated after expulsion are ineligible to hold this office.

The Alpha Advisor should make every attempt to be present as much as possible at all IMDP events to provide his support to the College Chapter he advises. However, he must commit to being present on:

- Alpha Informational Seminar (Held term prior IMDP Cluster)
- Chapter Smoker
- All Sphinx/Probate Club Meetings
- Neophyte Show

If an Alpha Advisor is not able to attend an IMDP function, the IMDP Management Team Monitor may serve as his substitute with the approval of the Chief Dean. No deviation form is required for this substitution. NOTE: In those instances where there is a fully certified, RVP approved co-Alpha Advisor, this position will assume the same IMDP role as the Alpha Advisor and may serve as his substitute, without the need for a deviation form or approval.

Section I.4.8. Sponsors

Each Interested Candidate must identify an Alpha Sponsor.

For the purpose of these Standing Orders, “Sponsors” shall include Brothers who meet all the criteria listed below:

- Brothers who are in Good Standing with the General Organization and the Chapter of the Candidate he wishes to sponsor.
- Brothers who are Risk Management Certified.
- Brothers who are IMDP Certified
- Brothers who are IMDP Sponsored Certified.
- Brothers who are active members of the Chapter through which the Candidate wishes to join for one (1) year AND has maintained two consecutive years of active membership with the Fraternity (College Chapter are Exempt).
- Brothers who have not been disciplined for violation of the IMDP within a 10 year window of their sponsorship. Brothers who have been reinstated after expulsion are ineligible to sponsor candidates.
- Brothers who complete the Sponsor Commitment Form (Attachment E) and have it notarized.

Serving as an Alpha Sponsor is a serious matter. Sponsors are not restricted to only interacting with potential Candidates in public forums and are permitted to assist the Candidate/Sphinxman/Probate in interpreting assignments and understanding the materials outlined in the process. To assist in this regard, the Sponsor is provided with a study guide in Attachment AE to help him assist his Candidate(s). This document is NOT to be given to a candidate. It should also be noted that it is a violation of IMDP to provide any Candidate with a copy of an official Alpha Phi Alpha Test. NOTE: Nothing in these procedures permits two or more sponsors to meet with their Candidates at the same time outside an official IMDP sanctioned activity.

The Alpha Sponsor must commit to sponsor a Candidate from interest through at least ONE calendar year of membership. Given the importance of this responsibility, a Brother can only sponsor two Candidates per calendar year (College Chapter Exempt -The RVP may keep the maximum of two for a College Chapter, based on size, number of Brothers in good standing and the number of candidates the chapter wishes to consider. Note: No one can force a Brother to Sponsor or Recommend a candidate).

While the Sponsor should make EVERY attempt to be present as much as possible at all Cluster events to provide his support to the Candidate he sponsors, he is not required to be present all hours of the designated week. A sponsor is REQUIRED to participate in the following meetings/ceremonies:
• Week 1 – Chapter Smoker to present his Candidate to the Chapter for interview & vote
• Week 1 – Sphinx Club Induction Ceremony
• Week 2 – Chapter Vote
• Week 2 – Probate Club Induction Ceremony
• Week 3 – Service Project
• Week 3 – Initiation

This required attendance at these events is significant as the Sponsor plays a large role in each required occasion in the process. Sponsors will only be excused from these duties due to extreme family, business or professional emergencies. The Recommender may serve as a substitute for the Sponsor on one of the three required weekends. No deviation is required for this substitution. The Chief Dean will make the decision to excuse the Sponsor, provided the need for the substitution was provided beforehand. If a Sponsor sponsors two Candidates in the same term, the Recommender will fulfill the ceremonial role, only, for one of the Candidates. This substitution does not apply to the Rules of Engagement.

Alpha Sponsors shall not require any illegal or indecent activity, which may include any quid pro quo relationship with any person in return for his affirmative vote, recommendation, or assistance in gaining membership. Since this is a special relationship afforded a Brother by the IMDP, any violation of the IMDP may be considered a second violation and will be handled as such. A Brother becomes an Official Sponsor once he signs and obtains notary of this signature on the Sponsor Commitment Form in Attachment E.

Section I.4.9. Recommender

In order to complete an application, each interested Candidate must identify an Alpha Recommender.

For the purpose of these Standing Orders, “Recommenders” are Brothers who meet all the criteria listed below:

- Brothers who are in Good Standing with the General Organization and the Chapter the Candidate wishes to join.
- Brothers who are Risk Management Certified.
- Brothers who are IMDP Certified.
- Brothers who complete the Recommender section of the Application.

As part of the application, the candidate must have one (1) Recommender and (1) Sponsor. The Recommender and the Sponsor CANNOT be the same person. Brothers-at-Large CANNOT write letters of recommendation. There is no limit on the number of candidates a Brother can recommend. The requirement that a Brother be an “active member of the Chapter through which the Candidate wishes to join for one (1) year AND has maintained two consecutive years of active membership with the Fraternity” does not apply to the Recommender. Unlike the Sponsor, the Recommender CANNOT meet with the candidate privately.

While the Recommender should make EVERY attempt to be present as much as possible at all Cluster events to provide his support to the Candidate he recommends, he is not required to be present all hours of the designated week. However, the Recommender may serve as a substitute for the Sponsor one of the required weekends. No deviation is required for this substitution. The Chief Dean will make the decision to excuse the Sponsor, provided the need for the substitution was provided beforehand. If a Brother sponsors two Candidates in the same term, the Recommender may fulfill the ceremonial role of the Sponsor for only one of the Candidates. This substitution does not change the Recommender’s Rules of Engagement, as he cannot meet with the Candidate(s) privately.

Alpha Recommenders shall not require any illegal or indecent activity, which may include any quid pro quo relationship with any person in return for his affirmative vote, recommendation, or assistance in gaining membership. A Brother becomes an Official Recommender once he signs the Recommender Form in the candidate’s application.

Section I.5. Definitions (Key IMDP Terms)
Please see under Glossary/Definition(Key Terms)

Section I.6. IMDP Training Process/Requirements
A key component of the Initial Membership Development Process (IMDP) is training. In order to participate in the process, Brothers must be IMDP and Risk Management trained and certified.

NOTE: In an effort to minimize risk and liability, as well as, ensure consistent, repeatable training, the training certification process and methods of creating trainers defined herein cannot be deviated.
Section I.6.1. Trainers

The following hierarchy of trainers is as follows:

- **Regional Coaches** – One Regional Coach will be assigned per region. The coaches are appointed from the membership of the Committee on Initial Membership Development. Coaches must possess a minimum qualification of Master Trainer and have been a Master Trainer for at least two years. Their range of responsibilities include:
  - Training Master Trainers in their region and monitoring their activity.
  - Provide feedback to the Committee on Initial Membership Development on regional concerns.
  - Assist the Regional Vice President in the development of Master Trainers and Regional Trainers.
  - Assist the region in maintaining a list of certifications within the region as well as scheduling dates for training.
  - Provide guidance and clarity in regards to the initial membership development process for Regional Officers, Master Trainers, Regional Trainers, Chapters and Brothers.
  - In the event the General Office cannot provide training to colleges and universities with respect to the membership development process due to scheduling, Regional Coaches shall be able to provide such training.

The Regional Coach shall receive instruction from the Committee on Initial Membership Development.

- **Master Trainers** – Master Trainers are appointed by the Regional Vice President and receive instruction from the Training and Development Committee in regards to training material and process of training. In regards to clarification of policy and procedures of the initial membership development process, they should refer to
the Committee on Initial Membership Development. Master Trainers serve for one (1) year. They may be reappointed annually by the Regional Vice President who, in consultation with his Regional Coach, shall evaluate their performance. They must meet all recertification requirements. There should be one (1) Master Trainer per two districts or one (1) Master Trainer for every 350 miles (recommended). They have to possess a minimum qualification of Regional Trainer and have successfully completed the Master Trainer training. Before being declared a Master Trainer, he must be observed by a Regional Coach who must evaluate his performance. He will have to obtain a 90% on the Master Trainer Performance Checklist.

Their range of responsibilities includes:

- **Regional Trainers** – Regional Trainers are appointed by and report to the Regional Vice President. Regional Trainers serve for one (1) year and may be reappointed annually based on performance and/or meeting any recertification requirements. In order to become certified as a Regional Trainer, the Brother must participate in training for Regional Trainers and successfully pass the Regional Training exam with a 90%.

  Their range of responsibilities includes:

  - Provide IMDP training to Chief Deans and Brothers.
  - Provide feedback to their respective Regional Vice President, Regional Coach, as well as the Committee on Initial Membership Development and the Training and Development Committee.
  - Assist the Regional Vice President in the development of Regional Trainers.

- **Assist in the execution of the training plan for a region.**
- **Provide the list of certified brothers to the Membership Department for updating in AlphaNet using the approved sign in sheet found on AlphaMDP virtual library.**

### Section I.6.2. Training/Certification Requirements

Training/Certification requirements are as follows:

- **Chapter** – One of the requirements for a Chapter to be considered in “Good Standing” for IMDP purposes, all Chapter officers must be IMDP and Risk Management Certified.
- **IMDP Management Team** – All members of the IMDP Management Team must be IMDP and Risk Management Certified. In addition, the Chief Dean must have completed the IMDP Chief Dean Certification.
- **Brothers** – All brothers must be IMDP and Risk Management Certified in order to participate in any aspect of IMDP, including the Alpha Informational Seminar, Smoker, Sphinx Club Meetings, Probate Club Meeting and Cluster Activities.

### Section I.6.3. Training/Certification Time Period

With regards to certifications for Brothers, even Risk Management, if it is done before Aug 1st of a calendar year, your certification expires on Dec 31st of the same calendar year (Example: Certified Jul 7, 2013 – Expires Dec 31 2013). If the certification took place on or after Aug 1st of a calendar year, your certification expires Dec 31st of the following year (Example: Certified on Aug 20, 2013 – Expires Dec 31, 2014).

### Section I.7. General rules for the Initial Membership Develop Process (IMDP) and Initiation

All IMDP programs (College and Alumni) shall conform to the rules and regulations set forth by the General Organization in these Standing Orders, the Constitution, and the By-Laws of Alpha Phi Alpha Fraternity, Inc. No IMDP program can incorporate any activities barred by the laws of a specific college/university, municipality, county, state, or federal government. Additionally, ALL officers and Brothers of Alpha Phi Alpha are bound to obey the rules and regulations of the College or
university, which serves as the seat of the Chapter. There shall be no deviations or adjustments from the processes outlined in the official IMDP Manual without the completion of a Request for Deviation Form (Attachment W) signed by the RVP and forwarded to the Corporate Office in advance.

The following is a review of the various IMDP regulations adopted by the Fraternity to govern IMDP.

**Section I.7.1. Interest Groups**

*Without exception*, interest groups have been abolished. The scope of such shall encompass: any and all gatherings among men consisting of a percentage of non-Alpha men meeting one or more times prior to or outside the scope of the approved IMDP process. The Fraternity also bans all female-related support groups to include Alpha Sweethearts, Alpha Angels, etc.

**Section I.7.2. Fees**

The initiation fees will be determined by the General Convention and will be published on the National Alpha Phi Alpha Fraternity, Inc. Website. A non-refundable processing fee as outlined by the General Organization will be accessed, should the Candidate decide not to follow through with IMDP or is dismissed from the process for any reason. Additional fees for the IMDP Cluster will be due on the first Friday night of the IMDP Week 1. Local Chapter and Regional Convention Registration fees will be collected Friday of Week 3. Personal checks will not be accepted.

The Management Team Cluster Fee cannot exceed $100.00 per person. This shall cover costs of food, paper copies, Ceremonies and Ritual essentials, etc. for the Candidates only. Brothers should be required to cover the cost of their meals. The IMDP Management Team budget shall include only the costs associated with the IMDP Cluster. Funds collected shall **NOT** be used for any other purposes. Should additional funds be required because of factors such as facility costs, a Request for Deviation Form (Attachment W) should be submitted to the RVP for approval. A projected cost factor must be included in the request.

Chapter dues and Regional fees, if appropriate, will be collected on Friday of Week 3 as Probates enter. Chapter dues may not exceed two years of established Chapter dues. Probates that do not have the appropriate funds shall be dismissed.

Excess funds shall be evenly divided between participating Chapters. Candidates who are not successful in obtaining the Chapter vote on Week 2; who do not pass the Alpha Test of Fundamentals; or are rejected for any reason after paying Chapter and Regional Convention fees must receive a full refund within thirty (30) days of the Affidavit of Rejection being signed by the RVP. Cluster fees are not refundable.

**Section I.7.3. Interim Exams and Alpha Test of Fundamentals**

The major objective of the IMDP is to develop leaders, promote academic excellence and to prepare members for providing service and advocacy to the communities they serve. In order to ensure and enhance the leadership development of new Brothers, this process will include on-line, written and face-to-face instructions and exams/tests. Interim exams will be provided at all levels as a means of assessing progress and measuring milestones. These assessments include the following:

- A Pre-test that must be successfully completed by each candidate prior to being invited to the Smoker.
- At the end of IMDP Weeks 1-2, an exam will be given to the Candidate/Sphinxmen to test their comprehension and retention of the material available to them the end of IMDP Weeks.
- Upon completion of the intensive educational program, all Probates are required to pass an exam based on the fundamentals of Alpha Phi Alpha Fraternity, Inc.

Accommodations should be made for those Candidates who have a special testing circumstance (i.e deaf, blind, dyslexic). **ALL** Candidates/Sphinxmen/Probates must pass ALL required exams with a score of 90% or better. Exams will only be given one time per process. Upon failing **ANY** test, the Chief Dean must retrieve all Alpha and IMDP materials from the Candidate/Sphinxman/Probate who must be immediately removed from the process. **THERE WILL BE NO EXCEPTIONS!**

These exams/tests should never be shared with an individual interested in membership in the Fraternity. Such an act will be a willful violation and will subject the offender to disciplinary actions.

**Section I.7.4. Rules of Engagement**

Alpha Phi Alpha Fraternity has made it clear through its Standing Orders, the IMDP training, its Sponsor training, its Risk Management training, and information made available to all Brothers and Candidates through the Fraternity’s corporate website that Alpha has banned pledging and hazing. Such actions are illegal and contradictory to the mission of the Fraternity.
TYPES OF CANDIDATES
In the IMDP Process there are three types of candidates:

- **Interested Candidate**
  An “Interested Candidate” is a male student/professional with an interest in obtaining information about the initial membership development process of Alpha Phi Alpha Fraternity, Inc. or Alpha in general.

- **Official Candidate**
  An “Interested Candidate” becomes an “Official Candidate” once he requests a membership application from AlphaNet for a specific membership term (i.e. fall membership period or spring membership period) and submits a completed application, which includes the payment of all applicable fees and assessments to the District Director.

- **Certified Candidate**
  An “Official Candidate” becomes a “Certified Candidate” once notification from the Corporate Office has been received that he has authorization to proceed to the next step of the IMDP process.

Please note that a membership application expires at the end of each membership term (i.e. fall membership period or spring membership period); therefore, an Official Candidate and/or Certified Candidate who does not complete the IMDP process, or does not submit an application, during a specific membership term will revert back to a status of Interested Candidate.

SPONSORS
Per these Standing Orders, the interaction between Sponsors and their Interested Candidate, Official Candidate, and Certified Candidate is not just limited to public forums and events sanctioned under the IMDP process. On the contrary, a Sponsor is permitted to assist his Candidate, Sphinxman, and/or Probate in interpreting assignments and understanding the materials outlined in the IMDP process. Interaction between Sponsors and their Candidates can only occur between the hours of 8 AM and 10 PM. During Cluster Weekend, this Sponsor/Candidate interaction can be extended to 12 Midnight and only via telephone or virtual communications.

NOTE:
- Nothing in these procedures permit two or more sponsors to meet with their Candidates at the same time outside an official IMDP sanctioned activity.

- As a Sponsor is allowed to sponsor two Candidates in one Term, he may meet with both at the same time.

Alpha Sponsors shall not require any illegal or indecent activity, which may include any quid pro quo relationship with any person in return for his affirmative vote, recommendation, or assistance in gaining membership. Since this is a special relationship afforded a Brother by the IMDP, any violation of the IMDP may be considered a second violation and will be handled as such.

A Brother becomes an Official Sponsor once he signs and obtains notary of this signature on the Sponsor Commitment Form in Attachment E.

DEFINED RULES OF ENGAGEMENT
In order to protect the integrity of the IMDP process, the following rules of engagement are specified:

**The first question a Brother should ask an individual who expresses interest in knowing more about the Fraternity is, “Have you submitted your application to the District Director during this term?”** If the answer is “Yes,” the rules associated with an Official/Certified Candidates will apply to the interaction. If the answer is “No,” the rules associated with Interested Candidates will apply to the interaction.

Also, a Brother must understand the definition of “public event/function.” A public event/function, as the name suggests, is any event open for the general public. Examples include but are not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, and leisure events are all examples of a public event. Any event that is a one-time or periodic, free or ticketed, cultural, charitable or cause-related, and conducted for the purpose of attracting revenue, support, awareness, and/or for entertainment purposes, and created by and/or for the general public is generally referred to as a public event.

- **Interested Candidates**
  o Brothers/Chapters are allowed to interact with Interested Candidates prior to and during the Alpha Informational Seminar.
  o Interested Candidates may be invited to any public function/event being conducted by the Fraternity, Chapter, District or Region.
  o Interested Candidates may be invited but CANNOT BE REQUIRED to attend any public event as a condition of membership, sponsorship or recommendation.
  o Brothers may invite an Interested Candidate to a public venue for purpose of getting to know the individual.
While it would be difficult and impractical for the Fraternity to regulate the interaction between an Interested Candidate and a Brother in his personal residence or dormitory, Brothers should be careful that such interaction does not cross the line into prohibited activity as defined in the Code of Conduct and Standing Orders. At all times Brothers should use extreme caution when interacting with candidates in their personal residence or dormitory rooms. As these types of interactions are difficult to monitor, the Fraternity cautions Brothers from engaging in such interactions and recommends that Brothers avoid these types of interactions if possible.

• Alpha Phi Alpha Fraternity has made it clear through its Standing Orders, the IMDP training, its Sponsor training, its Risk Management training, and information made available to all Brothers and Candidates through the Fraternity’s corporate website that Alpha has banned pledging and hazing. Such actions are illegal and contradictory to the mission of the Fraternity. Any Brother that interacts with an Interested Candidate, Official Candidate, and/or Certified Candidate in his personal residence or dormitory should note that he is INDIVIDUALLY liable and accountable for his actions regarding this type of interaction. The Fraternity does not recommend these types of interactions and has provided you with adequate warning and training on your interactions with candidates. The Fraternity has no way of knowing that this form of interaction between Brothers and Candidates is possibly taking place. As such, the Fraternity **WILL NOT** assume responsibility for any illegal and/or improper actions taken on your part as such actions have been banned by the Fraternity.

• **Official or Certified Candidates**
  
  o Official and Certified Candidates CANNOT be invited to participate in any official Alpha Phi Alpha function, including public events, if it is not officially part of the IMDP process.
  
  o Chapters can only engage the Official Candidates and Certified Candidates during official IMDP events.
  
  o An Official Candidate and/or Certified Candidate can interact with active, certified and trained non-sponsoring Brothers only during official IMDP sanctioned events.

• This interaction restriction extends to phone and electronic conversation between Candidates, non-sponsoring Brothers and Chapters. All official communication should come through the IMDP Management Team and official Sponsors, only.

• Official Candidates and/or Certified Candidates may meet publicly or privately with their Sponsor only during approved hours (8 AM – 10 PM, during Cluster Weekends interaction via virtual methods or phone can extend to Midnight)

**OTHER POINTS**

• A Brother becomes a Recommender once he signs the Recommender Form in the Application.

• A Recommender **DOES NOT** have the same rights as a Sponsor.

**Section I.7.5. Weapon and Firearm Policy**

Please also note that Brothers and Candidates may not have in their possession or control any type of weapon or firearm during any official Alpha Phi Alpha Fraternity, Inc. IMDP event. A Brother who is a sworn law enforcement officer may carry a weapon only with the prior approval of the Regional Vice President, as applicable, and only if the Brother shows proof of his legitimate law enforcement position by presenting valid law enforcement credentials. **NOTE:** As some States require a licensed law enforcement officer to carry his firearm at all times, the Regional Vice Presidents should investigate regulations in his particular state prior to approval. Candidates who are sworn law enforcement officer **may not** carry a weapon or firearm in any official Alpha Phi Alpha Fraternity, Inc. IMDP event, unless expressly required by State Law.

**Section I.7.6. Initiation of Candidates into the Fraternity**

All qualified Candidates shall be initiated into Alpha Phi Alpha Fraternity, Inc. in accordance with the Ritual.

**Section I.8. An Outline of the Initial Membership Development Process (IMDP) Program**

The following is an overview of the IMDP, which combines administrative procedures, regulatory requirements and program activities taken from the existing regulations set forth in these Standing Orders, the Constitution, the By-Laws, the Chapter Guide, and the General Convention proceedings. The Chief Dean will set...
up the IMDP Management Team as outlined in Section III of the IMDP Manual. He will ensure that all members of the IMDP Management Team are adequately trained and certified on IMDP and Risk Management. While he is responsible for the activities during the IMDP, he is NOT responsible for directly training the members of the IMDP Management Team. Brothers can ONLY become certified on the IMDP by going through the training with a CERTIFIED IMDP Trainer.

THE IMDP PROGRAM

The IMDP is separated into three phases: The Social Study Club, The Literary Society, and The Fraternity.

Section I.8.1. Phase One ~The Social Study Club

Section I.8.1.1. Chapter Request to Participate in IMDP

Chapter participation in the IMDP program is not automatic. Using the Chapter Request for IMDP Form (Attachment A), a Chapter must request authorization for IMDP from the RVP. Chapters authorized to participate in IMDP must meet the following criteria:

- Be in Good Standing with the General Organization.
- Be a College Chapter who is in Good Standing with its local university.
- Be a College Chapters that has 2.5 Cumulative GPA on a 4.0 Scale.
- Be an Alumni Chapters that has a formal reclamation program.
- Be a Chapter who met their full delegate strength at the preceding General and Regional Conventions
- Be a Chapter that has completed three of the four National Programs.
- Be a Chapter whose officers have been IMDP Certified.

Section I.8.1.2. Alpha Informational Seminar

Upon the receipt of certification to participate in the IMDP program for the upcoming term, the Chapter may conduct an Alpha Informational Seminar. The purpose of the seminar is to inform interested Candidates of the history of the Fraternity and the Chapter. The seminar will also inform interested Candidates of the requirements to become members. It will also provide an overview of the IMDP and their legal obligations under the process. This seminar shall be open to all males and appropriate legal and campus representatives. All Candidates and Brothers attending this seminar must sign a Membership/Candidate Agreement Concerning Hazing Form (Attachment B and C). A complete outline of the Alpha Informational Seminar is included in Attachment D. NOTE: A Candidate does not have to attend an Alpha Informational Seminar in order to request an application.

Brothers must be in a suit and tie, preferably Alpha Attire, to attend an Alpha Informational Seminar. Interested men must be informed that business/professional attire is required, which includes a suit or blazer, shirt and tie. Brothers and Candidates not properly attired will not be admitted to the seminar.

Section I.8.1.3. Sponsors Identification

In order to request an application, each interested Candidate must identify an Alpha Sponsor. The requirement and the process for obtaining a sponsor will be provided to the Interested Candidate during the Alpha Informational Seminar. He will also receive a copy of the Sponsor Commitment Form (Attachment E).

Section I.8.1.4. The Application Process

An “Interested Candidate” is a male student/professional interested in obtaining Information about initial membership development process. An “Interested Candidate” becomes an “Official Candidate” once he requests an application from AlphaNet for a specific membership term (i.e. fall membership period or spring membership period) and submits a completed application, which includes the payment of all applicable fees and assessments to the District Director. The purpose of the application process is to create a clear distinction between an Interested Candidate and an Official Candidate. The objective of the application process is to collect all necessary General Organization membership fees; establish who is and who is not an Official Alpha Candidate of the Fraternity; and obtain completed application materials.

Section I.8.1.5. Chapter’s/Brother’s Process

Chapters that plan to have IMDP must submit the “Request for Membership Development Form – Attachment A” to their RVP a Term before they plan to start the program. IMDP must be approved BEFORE Chapters can host an Alpha Informational Seminar.

- It is recommended that “Request for Membership Development Form – Attachment A” submission for the Fall
Term IMDP (dates and Chapter calendar) be submitted no later than March 1.

- It is recommended that “Request for Membership Development Form – Attachment A” submission for the Spring Term IMDP (dates and Chapter calendar) be submitted no later than September 30.

- Alpha Informational IMDP Advertisements/Announcements on College campuses must be displayed in plain view (Student Affairs Office, Student Union, etc.) for a minimum of seven (7) days prior to the Alpha Informational Seminar. For Alumni Chapters, advertisement/announcement of the Alpha Informational Seminar must be on the agenda of the meeting prior to the Seminar. The advertisements/announcements must make it clear that business/professional attire is required, which includes a suit or blazer, shirt and tie.

- The Chapter Presidents, Chapter Dean of Membership Development, Alpha Advisors (if applicable) and a member of the IMDP Management Team not associated with the Chapter hosting the seminar MUST be present to host an Alpha Informational Seminar.

Brothers who are sponsoring Candidates must complete the Sponsor Commitment Form (Attachment E). Without this form, Candidates applications will be considered incomplete.

Section I.8.1.6. Interested Candidate’s Application Process

The Candidate will be notified how to obtain an application during the Alpha Informational Seminar. The application process is as follows:

1. A Candidate will request the application online via AlphaNet (the Fraternity’s Membership Management System) to start the Application Process.

2. He can either identify a sponsor prior to this (which is recommended and should be told to him at the Alpha Informational) or he can identify one after.

3. The candidate is directed to the virtual library to register for access and take the pre-test. Below is a sample correspondence the candidate receives:

Mr. John Doe,

Thank you for your interest in becoming a member of Alpha Phi Alpha Fraternity.

PRE-TEST

Prior to obtaining your application and mailing it to the District Director, you are to go to http://www.AlphaMDP.com. This is the Alpha Phi Alpha Virtual Library.

Click on the button that says “Register for Access” and fill in the information. After filling in the information, submit it by clicking the “Register for Access” button below the form. If you have done everything correctly, this will create your account and you may now log into the system.

Once you log into the system, you will notice a link for a Pre-test. You will need to complete this test with a score of 90% or better before you can obtain the official membership application. Please read ALL directions and follow them accordingly. You must click the submit button to finalize pre-test.

If you have problems with the Virtual library or your account access, feel free to send an e-mail to IMDP@apa1906.net describing your problem. Please include your application ID in your e-mail.

4. Candidate takes the pre-test

a. If the Candidate FAILS the pre-test, he will be told that his process ends at that point for the given term. He can try again next term.

b. If the Candidate PASSES the pre-test, he will receive a letter corresponding to the next steps:

Greetings John Doe,

We thank you for your participation in our initial membership development process. As with all things, we believe that you should come to an organization knowing a few things about the org; otherwise, you are not sure you have made the right choice. The series of questions which were given to you are very basic historical facts about our organization which can be found almost anywhere on the internet or in a copy of our history book. This test was designed to see if you know at least this minimal amount of information which would have
shown that you have SEEMINGLY done some research on our beloved Fraternity to learn about us.

We expect anyone taking this test to be able to pass it with a minimum score of 90.00% which equates to a raw score of 216 points. The following is your score:

Alpha Phi Alpha Fraternity Inc - Initial Membership Pre-Test

Test Administered & Finished 2013-8-26 (9:07:30)
Your Raw Score 220 out of 240 possible pts
Your Score Percentage 91.67%

Congratulations!! You passed the pre-test. This is one of many hurdles you will have to overcome on your journey to membership into our illustrious Brotherhood. Continue to study our organization's history as it will be critical to your journey and to you fully understanding the life-long commitment and dedication to service required by all Alphamen.

READING IS FUNDAMENTAL!!!
YOUR LACK OF READING AND FULLY COMPLYING WITH INSTRUCTIONS DOES NOT CONSTITUTE A NEED FOR US TO GRANT YOU A SPECIAL EXCEPTION TO DEADLINE ADHERENCE OR POLICY COMPLIANCE. PLEASE READ AND FOLLOW ALL DIRECTIONS.

BACKGROUND CHECK
A critical part of your application process is the background check. You will need to go back to AlphaNet and submit your $60 payment for your background check. You will receive an email two (2) to four (4) business days after that, which will contain a link that you will use to complete the background check. Please be advised that the link will expire 48 hours after it has been sent. If you have not received the link after four (4) business days, please contact imdp@apa1906.net to inform.

APPLICATION
At the bottom of the email you will find the official application for membership into the Fraternity. The submission deadline to the District Directors are as follows:

- Fall 2013 – Monday, September 16, 2013
- Spring 2014 – Monday, January 13, 2014

Once the entire application is complete, all items should be sent at one time to the District Director who is responsible for the State where the Chapter you wish to join is located. The mailing information for the District Director can be found on the last page of the application packet. DO NOT forward the application to the Corporate Headquarters or give it to another member of the Fraternity.

HELPFUL HINTS
1. Thoroughly review the entire application prior to entering the information. You will not be able to save the information typed in the application.
2. The information can be typed directly into the application. There is no need to locate a typewriter.
3. When completing the sponsorship forms, complete the section that applies to you and try to obtain the sponsor/member information so that you can type it directly on the form. If you cannot get the information, have the sponsor complete that section of the form, but remind him that the information must be typed. The additional blank pages immediately following the sponsorship forms can be used by the sponsor to print the letter of sponsorship if they choose to use it. Finally, the sponsor/recommender must be an active financial member of the Fraternity and chapter in which you are seeking membership.
4. All places that need to be initialed and signed must be handwritten and cannot be typed.
5. ADHERE TO ALL DEADLINES. In some cases it may be a requirement to have an application deadline earlier than listed above (ie university requirements, exceptions granted by General HQ, etc). Make sure you understand all required deadlines and adhere to them accordingly.
It is important that you do not forward this email to another aspirant or make a copy of this application for another aspirant. All applications can and will be tracked back to the person who requested it. Anyone who submits an application without an official application number generated by this office will automatically be rejected. Failure to follow these rules could result in automatic rejection for all parties involved.

Please print this message for your personal records. If you have any questions, comments or concerns, feel free to contact the membership department at the Corporate Headquarters via 410-554-0040 or membership@apa1906.net.

Continue to march onward and upward in your journey to Alphaland and in all of your future endeavors.

Sincerely,

The Collective Chief Deans of Alpha Phi Alpha Fraternity, Inc.

Application Link: <link inserted here>

5. HQ creates an invoice for the Background Check for the candidate. This process takes 2-3 BUSINESS days as it is done on a specific periodicity.

6. Candidate pays his invoice. He should print the completed transaction as it should be included in the application package he submits to the DD.

7. Weekly, HQ will send the names of the candidate who have paid their invoices to the background check clearance company. Within 3-4 days, the company will contact the candidate with the link to fill out the information to begin their background check. Concurrently, the HQ will open an invoice for the intake fees.

8. Candidate pays his invoice and completes application. NOTE: Part of completing the application is the inclusion of a print out of his paid invoices for background check and intake fees.

9. Sponsor signs letter of commitment, application form and writes a letter of recommendation. He also gets his form signed and sealed by Chapter financial secretary.

10. Recommender writes a letter of recommendation and gets his form signed and sealed by Chapter financial secretary.

11. Candidate sends completed application, sponsor letter of commitment, copies of his paid invoices and copies of the entire packet to District Director for review.

12. District Director reviews all applications received for correctness, signatures and required materials. (NOTE: Incomplete applications will be rejected by the District Director)

13. District Director sends approved AND rejected applications into HQ (BrightKey), along with appropriate Affidavit of Rejection forms (Attachment K) for all incomplete/rejected applications.

14. District Director shall, within 7 days of submission of applications to BrightKey, mail Letters of Rejection (Attachment J) to candidates whose applications were rejected.

15. BrightKey reviews applications:

   a. List of applications that are complete and background checks are satisfied are sent to District Director to distribute to Chief Deans and Chapters.

   b. Rejected applications are processed for refunds.

16. Approved Certified Candidates are invited to Smoker.

The Candidate will submit his completed application form and proof of his membership fees being paid (no monies should be given to members with respect to the application), via US Mail to the appropriate District Director in ONE packet. He will supply the following items:

   a. **Academic Certification:**
      - College Candidate:
         - A current official transcript from an accredited college or university. Please note that photocopies and/or electronic printouts are not accepted.
         - Proof of current enrollment in school and pursuit of a 4-year baccalaureate degree using the approval form included in the application.
• Alumni Candidate:
  o An official transcript that must show minimal conferment of a 4-year baccalaureate degree from an accredited college or university.
  o A copy of the college or university baccalaureate degree (Letter from college/university registrar will NOT be accepted).

b. A typed essay, length not to exceed three pages, on the following: “Why I Desire To Be An Alphaman AND What Are The Contributions That I Would Bring To Alpha Phi Alpha.”

c. A current resume.

d. A current passport-size photo, head shot only.

e. A copy of his current voter registration card. If not eligible to vote in the United States, please supply official documentation (i.e., passport, proof of citizenship from country of origin, visa or permanent resident card).

f. An original, initialed and signed copy of the IMDP process memorandum of understanding (typed initials are not acceptable).

g. One letter of sponsorship from a member in good standing of the Chapter through which the candidate is seeking membership in the Fraternity. Brothers-at-Large CANNOT write letters of sponsorship. A Brother can only sponsor two Candidates in a calendar year. (Note: no member of Alpha Phi Alpha Fraternity is permitted to make demands on any candidate as a condition for providing a favorable sponsorship for membership.).

h. One letter of recommendation from a member in good standing of the Chapter through which the candidate is seeking membership in the Fraternity. Brothers-at-Large CANNOT write letters of recommendation. (Note: no member of Alpha Phi Alpha Fraternity is permitted to make demands on any candidate as a condition for providing a favorable recommendation for membership.).

i. A signed and notarized Parent Letter of Understanding (if under the age of 21)

j. A signed Sponsor Commitment Form

k. Two (2) additional copies of the entire application package.

l. Medical release form.

m. Proof of payment of membership fees, which includes background check.

Section I.8.1.7. The Candidate Certification Process

Membership into Alpha Phi Alpha Fraternity, Inc. is a privilege and is not automatic. Each application will be reviewed for appearance and completeness.

Section I.8.1.8. Candidate Certification by the District Director

Upon receipt of the application materials, the District Director will review and audit the application and supporting materials for completeness using the IMDP Application Checklist in Attachment AC1.

The District Director will forward all completed applications along with a copy of the Completed Application Verification Form in Attachment AC2 to the appropriate address provided to them by the General Organization’s Director of Membership Department to be processed. He shall also provide the Affidavit of Rejections (Attachment K) for all incomplete/rejected applications in the same package. All completed applications must be turned in to the appropriate office(s) by the official due date. Failure to submit the applications by the due date may result in the cancellation of the Cluster IMDP.

Within 7 days of submission of completed applications to BrightKey, District Director shall notify the rejected Candidates of the deficiencies with their applications and return incomplete applications to failed candidates with a Letter of Rejection (Attachment J). THERE SHALL BE NO EXCEPTIONS!

Section I.8.1.9. Background Check

Upon passing the pre-test, the candidate is informed that an invoice will be created for them to pay for their background check. Once this invoice is paid, the Corporate Headquarters will forward the names to the approved vendor responsible for conducting the background check.

The objective third (3rd) party vendor will contact the candidate with a form to fill out to being their background check. The vendor will
begin and complete the requisite check (including military and international) in accordance to our criteria for those candidates that return the completed form. The vendor will not determine whether an applicant is eliminated.

The completed checks will be forwarded to the approved committee for final review. The approved Committee shall include, but not be limited to, at least one of the following: a lawyer, a law enforcement officer, a human resources generalist and the Alpha Phi Alpha Fraternity, Inc. National Director of Human Resources. It is recommended that at least two (2) brothers with international law experience review background reports / applications where international checks were conducted.

The flow of the process is as follows:

Alpha Phi Alpha Fraternity, Inc – Background Check

1. Applicants will return a Background Check Consent Form (Attachment AD) as part of his application. By signing and placing his social security number on the form, the Candidate will provide his consent for the background check. The applicant will understand this Information will be used in the total evaluation of his application.

2. The background check results will be provided from the vendor using the following color identification code:
   a. Red (for a report that contains a felony conviction or misstatements regarding education),
   b. Yellow (for a report that does not contain a felony conviction but contains material that requires the applicant to provide additional Information or clarity) and
   c. Green (there are no issues identified within report).

3. If an applicant received a "Red" indication: the application process is stopped and the applicant will receive a denial letter stating the reason for the denial. A candidate may request, from the 3rd party vendor, a copy of his results (an additional charge may be assessed depending on state law). It is the responsibility of the candidate to correct any errors/omissions and after which, he may reapply in the next Term.

4. If an applicant receives a "Yellow" indication: the report is referred to the committee for further review. The committee will meet and may call applicant(s) to receive further Information in order to reach a final decision. The committee may move the candidate to Green or Red. If the candidate moves to Green, he becomes a “Certified Candidate,” provided he passes all other pre-requisites. If the candidate moves to Red, he will receive a denial letter and will be refunded the modified application fee.

5. If an applicant receives a "Green" indication he becomes a “Certified Candidate,” provided he passes all other pre-requisites and moves to the next stage.

6. If a candidate receives or moves to a “Red” designation, an Affidavit of Rejection (Attachment K) shall be completed by the Corporate Office and approved by the Executive Director. The Corporate Office will inform the candidate that his application has been rejected due to the background check and inform the candidate how and when his refund will be processed.

7. Applicants shall have no right of appeal. Again, it is the candidate’s responsibility to correct and update negative or conflicting Information found in the report. Once disqualified by a red report the candidate shall not be allowed to continue his application during the current IMDP process.
The background check vendor applies the following criteria to code the results of the background check

<table>
<thead>
<tr>
<th>CODE</th>
<th>Criteria</th>
</tr>
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<tbody>
<tr>
<td>GREEN a)</td>
<td>Applicant has NO record of recent convictions.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>YELLOW a)</td>
<td>Applicant has a record of domestic violence.</td>
</tr>
<tr>
<td>b)</td>
<td>Applicant has a dishonorable military discharge.</td>
</tr>
<tr>
<td>c)</td>
<td>Applicant a pending spousal or child support arrears.</td>
</tr>
<tr>
<td>d)</td>
<td>Applicant has multiple outstanding traffic violations.</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>RED a)</td>
<td>Applicant has a record of conviction of a felony within 10 years of from date of application.</td>
</tr>
<tr>
<td>b)</td>
<td>Applicant has a record of conviction of multiple felonies and misdemeanors.</td>
</tr>
<tr>
<td>c)</td>
<td>Applicant has a record of conviction of crimes of dishonesty or violence, both felonies and misdemeanors.</td>
</tr>
<tr>
<td>d)</td>
<td>Applicant has a conviction of a sexual offense.</td>
</tr>
<tr>
<td>e)</td>
<td>Applicant has a pending criminal case.</td>
</tr>
</tbody>
</table>

Members of the committee will be required to sign a confidentiality agreement. Nothing in any color report shall be shared with anyone outside the review committee: including the Sponsor, RVP, and District Director, Chapter President or the Director of Membership Development or any member of the Board. Only the General President, Executive Director or General Counsel shall be notified and be made aware of an applicant's background report in the event of an extraordinary circumstance such as threatened or pending litigation. In no way shall this notification be construed to mean that the General President, Executive Director or General Counsel shall have any involvement in the background check process, as a whole.

Section I.8.1.10. Notification

As soon as possible, after the review by BrightKey, and prior to the IMDP Cluster, Corporate Headquarters will provide the RVP and the Chief Dean with the list of Certified Candidates. Corporate Headquarters will notify those Official Candidates who failed to meet Alpha’s requirements. As soon as possible prior to the start Week 1 of the official IMDP Cluster, the Chief Dean will notify the participating Chapters of their Certified Candidates. He will notify the Chapter President, Chapter Dean of Membership Development, Alpha Advisor, and Sponsor of all approved completed applicants. This notification may be done electronically.

Official letters will be sent to parents (Candidates under age 21; Attachment Z) and College or university (Attachment AA) at the same time. Certified Candidates will be notified at least one week prior to the start of the cluster of their status (Attachment I). This letter includes the official schedule of the IMDP Cluster.

Section I.8.1.11. Candidate Certification by the Corporate Headquarters

Corporate Headquarters (i.e. Membership Support Services) will complete final verification of applications. Corporate Headquarters will not audit all applications; they will conduct quality reviews and advise the appropriate RVP of any major concerns originating from any District of the Fraternity. Completed applicants are now considered “Certified Candidates”

Section I.8.2. Phase Two – The Literary Society (Term of actual IMDP Cluster)

Section I.8.2.1. Smoker (First week of IMDP Cluster)

The purpose of the Smoker is to provide a forum for Chapter members to meet those Candidates who have been certified by the General Organization as eligible to participate in IMDP and have completed the Self Study exam with a 90% pass rate. It is also designed to allow a Chapter to vote on their Certified Candidates’ ability to move to the first weekend of cluster. This session is led by the Chapter Dean of Membership Development, or Chapter President if the Chapter Dean cannot be present. In order to conduct a session, the following individuals must be present: a) an IMDP Management Team Monitor, not of the Chapter, appointed by the IMDP Management Team; b) the Chapter Alpha Alumni Advisor (College); and the Chapter Dean of Membership Development or Chapter President.

Only financial Brothers in Good Standing and who are IMDP and Risk Management Certified from the Chapter can attend. (NOTE: A College Brother In-Good-Standing is defined as a Brother who is currently enrolled in and currently seeking a degree from an accredited College/university. Once a College Brother officially receives a degree from a university, he becomes an Alumni Brother and cannot participate in the Membership Development process for a College Chapter, even if his National and Local dues are paid. For College
Brothers, active also includes having a minimum cumulative GPA of 2.5 on a 4.0 scale)

Alumni Brothers cannot attend College sessions, with the following exceptions: a) National, Regional, District and Advising Chapter elected officers, b) an IMDP Management Team Monitor, and c) the Alpha Advisor. Additionally, College Brothers cannot attend Alumni sessions, with the following exceptions: a) National, Regional, District officers, and b) an IMDP Management Team Monitor; and c) elected officers from the Chapter(s) advised by that Alumni Chapter.

The Smoker must be held on the date specified in the approved Chapter Request for IMDP Form (Attachment A). The Smoker must be held on or before Wednesday of Week 1. The session cannot occur before 6:00 PM and must end by 11:00 PM. This meeting will be held in an academic setting and there shall be no unauthorized physical or mental activities, e.g., calisthenics and other forms of stress related interactions. The complete outline for the Smoker is included in Attachment F.

Chapters may vote after each Candidate or at the conclusion of all interviews; however, the Chief Dean shall be advised of the manner of voting prior to or at the beginning of the Smoker. In each case, ONLY the Chapter Brothers in good standing, as defined in this Manual, are allowed to vote by simple majority on which Certified Candidates are approved to move on to Cluster Weekend 1. If you choose to vote at the completion of the interviews, all Chapter Brothers will retire to a room and deliberate and vote (Only Brothers of the Chapter are allowed in the room for deliberations and vote). Upon completion of all votes, the Chapter Dean of Membership shall provide the list of approved candidates to the RVP and Chief Dean.

Section I.8.2.2. Sphinx/Probate Club Meetings (Once per week during Weeks 2-3)

The purpose of the Sphinx/Probate Club Meeting is three-fold. The primary purpose is to allow members of the Chapter to get to know those individuals who will potentially join the ranks of their Chapter. The second reason is to prepare Sphinxmen/Probates for face-to-face meetings during Cluster weekends and the exam at the end of week. The third reason is to teach Sphinxmen/Probates Chapter history.

This session is led by the President of the Sphinx/Probate Club and assisted by the Chapter Dean of Membership Development. In order to conduct a session, the following individuals must be present: a) an IMDP Management Team Monitor, not of the Chapter, appointed by the IMDP Management Team; b) Alpha Advisor (College Chapters only); and c) the Chapter Dean of Membership Development or Chapter President. Only financially active and IMDP and Risk Management Certified Brothers from the Chapter can attend. (NOTE: A College Brother In-Good-Standing is defined as a Brother who is currently enrolled in and currently seeking a degree from an accredited college/university. Once a College Brother officially receives a degree from a university, he becomes an Alumni Brother and cannot participate in the Membership Development process for a College Chapter, even if his National and Local dues are paid. For College Brothers, active also includes having a minimum cumulative GPA of 2.5 on a 4.0 scale)

Alumni Brothers cannot attend College sessions; with the following exceptions: a) National, Regional, District and Advising Chapter elected officers; b) an IMDP Management Team Monitor; and c) the Alpha Advisor. Additionally, College Brothers cannot attend Alumni sessions: with the following exceptions: a) National, Regional, District officers; b) an IMDP Management Team Monitor; and c) elected officers from the Chapter(s) advised by that Alumni Chapter.

The Sphinx/Probate Club Meeting must be held on the date specified in the approved Chapter Request for IMDP Form (Attachment A). These meetings must be held on or before Wednesday of Weeks 2 and 3. The session cannot occur before 6:00 PM and must end by 10:00 PM. These meeting will be held in an academic setting and there shall be no physical contact or physical activities, i.e. calisthenics associated with the Sphinx/Probate Club Meeting. After Sphinx/Probate Club Meetings, Sets and Rehearsals where Brothers are in attendance with Sphinxmen/Probates are strictly prohibited. The complete outline for the Sphinx/Probate Club Meeting is included in Attachment G.

Each individual Chapter in a cluster should submit the appropriate Special Event Checklist (Please find at http://www.alphaphialpha.net/ under Membership->Forms->Insurance and Risk Management Documents. They should list all the Sphinx/Probate Club meeting dates and locations, as well as the Smoker. They need not submit a separate form for each meeting. The form(s) must be forwarded to the address listed on the Special Event Checklist form or scanned and e-mailed to insurance@apa1906.net no later than six (6) weeks prior to commencement of Week 1.
### Section I.8.2.3. Weekly IMDP Clusters
(Dates specified by the RVP or his designee)

The purpose of the weekly IMDP Clusters is to provide initial training and orientation on the policies and procedures, culture and principals of the Fraternity for prospective members. This process will be conducted by the Chief Dean, who will be fully certified on the use of the IMDP Manual.

The dates for the sessions will be published by the RVP or his designee for each cluster. Sessions will occur from 6:00 PM to 11:00 PM on Fridays and from 8:00 AM to 11:00 PM on Saturdays. On Sunday mornings, Candidates/Sphinxmen/Probates will attend an ecumenical service of their choosing. The purpose of the ecumenical service is not to be viewed as part of an attempt to alter the religious beliefs of any Candidate. This activity is consistent with the tradition of conducting a non-denominational ecumenical service at each General Convention.

Candidates/Sphinxmen/Probates will have the option to participate in independent study from 1:00 PM to 5:00 PM on Sundays, without the supervision or presence of Brothers. Throughout each cluster, as well as Sphinx/Probate Club meeting, it should be stressed the importance of INDEPENDENT study by the Candidates/Sphinxmen/Probates. For the purposes of these procedures independent study is defined as study of material by an individual or group of Candidates/Sphinxmen/Probates WITHOUT the supervision or presence of Brothers.

It is essential that the activities and programs of each IMDP Cluster, across all of Alphadom, are conducted in accordance with the IMDP Manual. There shall be no deviations or adjustments from the processes outlined in the official IMDP Manual without the completion of Request for Deviation Form (Attachment W) signed by the RVP and forwarded to the Corporate Office in advance. A sample of the activities of each Cluster week is as follows:

#### Week 1 - FRIDAY

<table>
<thead>
<tr>
<th>TIME FM</th>
<th>TIME TO</th>
<th>MINS</th>
<th>LECTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30 PM</td>
<td>6:07 PM</td>
<td>37</td>
<td>As Candidates Arrive – Entrance to Cluster</td>
</tr>
<tr>
<td>6:07 PM</td>
<td>7:00 PM</td>
<td>53</td>
<td>Establish an Alpha Identity</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>7:30 PM</td>
<td>30</td>
<td>Lecture #2 Welcome to IMDP</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>8:00 PM</td>
<td>30</td>
<td>Lecture #3: Foundation of the Fraternity</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>8:30 PM</td>
<td>30</td>
<td>Spirit Session</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>8:45 PM</td>
<td>15</td>
<td>Break</td>
</tr>
<tr>
<td>8:45 PM</td>
<td>9:15 PM</td>
<td>30</td>
<td>Lecture #5 : Code of Conduct and Disciplinary Codes</td>
</tr>
<tr>
<td>9:15 PM</td>
<td>10:30 PM</td>
<td>75</td>
<td>Lecture # 10: Centennial Film Part 1</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>11:00 PM</td>
<td>30</td>
<td>Assignments; Hazing Agreement; Fraternity Hymn</td>
</tr>
</tbody>
</table>

#### Week 1 - SATURDAY

<table>
<thead>
<tr>
<th>TIME FM</th>
<th>TIME TO</th>
<th>MINS</th>
<th>LECTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>8:07 AM</td>
<td>37</td>
<td>As Candidates Arrive – Entrance to Cluster</td>
</tr>
<tr>
<td>8:07 AM</td>
<td>8:30 AM</td>
<td>23</td>
<td>Entrance and Establishing an Alpha Identity</td>
</tr>
<tr>
<td>8:30 AM</td>
<td>9:30 AM</td>
<td>60</td>
<td>Lecture #7: Chapter 1 The Origin of Alpha Phi Alpha</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>10:15 AM</td>
<td>45</td>
<td>Lecture #8: Chapter 2 The Period of Consolidation</td>
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<tr>
<td>10:15 AM</td>
<td>10:30 AM</td>
<td>15</td>
<td>Break</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>11:30 AM</td>
<td>60</td>
<td>Lecture #21 - Chapter 3 The First Steps in Expansion</td>
</tr>
<tr>
<td>11:30 AM</td>
<td>12:15 AM</td>
<td>45</td>
<td>Lecture #9 : The Seven Jewels</td>
</tr>
<tr>
<td>12:15 PM</td>
<td>1:15 PM</td>
<td>60</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 PM</td>
<td>1:45 PM</td>
<td>30</td>
<td>Lecture #6 – Academic Excellence</td>
</tr>
<tr>
<td>1:45 PM</td>
<td>2:00 PM</td>
<td>15</td>
<td>Spirit Session (Demo Greeting to Candidates, Teach Chants, Songs, etc)</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>3:00 PM</td>
<td>60</td>
<td>Lecture #14: Legal Aspects of Membership Development</td>
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<td>4:15 PM</td>
<td>60</td>
<td>Lecture #13: Parliamentary Procedures</td>
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<td>Bonding Exercise</td>
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<td>6:00 PM</td>
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<td>Study for Exam</td>
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<tr>
<td>6:00 PM</td>
<td>7:00 PM</td>
<td>60</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>8:30 PM</td>
<td>90</td>
<td>IMDP Exam 1</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>9:00 PM</td>
<td>30</td>
<td>Spirit session</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>9:00 PM</td>
<td>30</td>
<td>Grade Exams</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>10:30 PM</td>
<td>90</td>
<td>Sphinx Club Induction</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>11:00 PM</td>
<td>30</td>
<td>Assignments; Hazing Agreement; Fraternity Hymn</td>
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### Week 2 – SATURDAY

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<th>TIME FM</th>
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<tr>
<td>9:30 PM</td>
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<td>75</td>
<td>Probate Club Induction Meeting</td>
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<tr>
<td>10:45 PM</td>
<td>11:00 PM</td>
<td>15</td>
<td>Assignments; Hazing Agreement; Fraternity Hymn</td>
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### Week 2 – SUNDAY

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<th>MINS</th>
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<tr>
<td>8:00 AM</td>
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<td>310</td>
<td>Ecumenical Service</td>
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<tr>
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<td>1:10 PM</td>
<td>0</td>
<td>Independent Study</td>
</tr>
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### Week 3 – FRIDAY

<table>
<thead>
<tr>
<th>TIME FM</th>
<th>TIME TO</th>
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<th>LECTURE</th>
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<tbody>
<tr>
<td>5:30 PM</td>
<td>6:07 PM</td>
<td>37</td>
<td>As Candidates Arrive – Entrance to Cluster</td>
</tr>
<tr>
<td>6:07 PM</td>
<td>6:30 PM</td>
<td>23</td>
<td>Establish an Alpha Identity</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:00 PM</td>
<td>30</td>
<td>Lecture #17: Review Daily Essay</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>7:30 PM</td>
<td>30</td>
<td>Lecture #18: Role Play</td>
</tr>
<tr>
<td>7:30 PM</td>
<td>7:45 PM</td>
<td>15</td>
<td>Break</td>
</tr>
<tr>
<td>7:45 PM</td>
<td>8:15 PM</td>
<td>30</td>
<td>Lecture #19 - Managing Conflict Session#1</td>
</tr>
<tr>
<td>8:15 PM</td>
<td>9:15 PM</td>
<td>60</td>
<td>Lecture #4 - Risk Management Lecture</td>
</tr>
<tr>
<td>9:15 PM</td>
<td>10:15 PM</td>
<td>60</td>
<td>Risk Management Quiz</td>
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<tr>
<td>10:15 PM</td>
<td>10:30 PM</td>
<td>15</td>
<td>Spirit session</td>
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<tr>
<td>10:15 PM</td>
<td>10:30 PM</td>
<td>15</td>
<td>Grade Exams</td>
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<tr>
<td>10:30 PM</td>
<td>11:00 PM</td>
<td>30</td>
<td>Assignments; Hazing Agreement; Fraternity Hymn</td>
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### Week 3 – SATURDAY

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<tbody>
<tr>
<td>8:00 AM</td>
<td>1:00 PM</td>
<td>300</td>
<td>Brothers' Keeper Service Project</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>2:30 PM</td>
<td>90</td>
<td>Lunch with Senior Brothers</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>3:30 PM</td>
<td>60</td>
<td>Entrance to Cluster &amp; Establishment of Alpha Identity</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>4:30 PM</td>
<td>60</td>
<td>Lecture #39: The Meaning of Brotherhood</td>
</tr>
<tr>
<td>4:30 PM</td>
<td>5:00 PM</td>
<td>30</td>
<td>Role Play: Managing Conflict Assignment</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>5:30 PM</td>
<td>30</td>
<td>Questions and Answers</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>6:30 PM</td>
<td>60</td>
<td>Dinner</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>7:00 PM</td>
<td>30</td>
<td>Study for Exam</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>8:30 PM</td>
<td>90</td>
<td>Alpha Test of Fundamentals</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>9:00 PM</td>
<td>30</td>
<td>Grade Exams</td>
</tr>
<tr>
<td>8:30 PM</td>
<td>9:00 PM</td>
<td>30</td>
<td>Spirit Session: Cold December &amp; various chants</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>10:00 PM</td>
<td>60</td>
<td>Lecture #38: Meaning of the Fraternal Design</td>
</tr>
<tr>
<td>10:00 PM</td>
<td>10:30 PM</td>
<td>30</td>
<td>Spirit Session: Teach Fraternity Hymn</td>
</tr>
<tr>
<td>10:30 PM</td>
<td>11:00 PM</td>
<td>30</td>
<td>Assignments; Hazing Agreement; Fraternity Hymn</td>
</tr>
</tbody>
</table>
### Week 3 – SUNDAY

<table>
<thead>
<tr>
<th>TIME FM</th>
<th>TIME TO</th>
<th>MINS</th>
<th>LECTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>1:00 PM</td>
<td>300</td>
<td>Ecumenical Service/Lunch on own</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>2:00 PM</td>
<td>60</td>
<td>Brothers Set up &amp; Practice Ritual</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>2:00 PM</td>
<td>30</td>
<td>As Candidates Arrive – Entrance to Cluster</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>2:30 PM</td>
<td>30</td>
<td>Final Transition to Initiation</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>5:30 PM</td>
<td>180</td>
<td>Initiation Ceremony</td>
</tr>
</tbody>
</table>

#### Section I.8.3. Phase Three – The Fraternity

**Section I.8.3.1. Continuous Training**

The mission of Alpha Phi Alpha Fraternity, Inc. is to develop leaders, promote Brotherhood and academic excellence, while providing service and advocacy for our communities. The Fraternity phase of membership development begins the day a Brother is initiated.

Alpha is a life-long commitment. To fulfill that commitment, Brothers must continue to pursue knowledge regarding the Fraternity and society, in general. The National Training and Development Committee is developing a complete curriculum for each Brother that will specify training that will begin with the moment a Brother is initiated throughout his lifetime in Alpha Phi Alpha. This training will include courses regarding Leadership Development Track; College to Corporate Life and Brotherhood Fellowship, etc. A training profile of each Brother will be captured in AlphaNet. The role of the Chapter Dean of Membership development is expanded to include the assurance of training on behalf of all Brothers in his Chapter.

**NOTE:** A brother need not be financial with a chapter to receive IMDP Training. However, he cannot sponsor or recommend a candidate unless he belongs to a local chapter. He also cannot attend any other IMDP functions unless he is IMDP and Risk Management Certified and has paid local and/or national dues.
CANDIDATE STUDY GUIDE

The Sponsor is reminded that the purpose of the study guide is to provide him with information to assist the candidate with an overview of some of the material that must be mastered as part of the IMDP Process. The candidate may encounter additional materials as part of the formal IMDP Process. This material is also intended for independent study and no member of Alpha Phi Alpha Fraternity, Inc. should be present in a group session with candidates as they study this material. However, an individual Candidate is free to meet independently with his sponsor. Learning this material provides no guarantee of acceptance into Alpha Phi Alpha Fraternity, Inc.

Reference sources at a candidate’s disposal are vast. A limited selection includes:

- A copy of “The History of Alpha Phi Alpha ~ A Development in College Life” by Charles H. Wesley. You may be able to obtain a copy from your sponsor or recommender.
- Alpha Phi Alpha IMDP Training and Testing Area/Virtual Library – http://www.alphamdp.com
- Alpha Phi Alpha Fraternity, Inc – Sphinxman Handbook

A. First Seven Chapters of History Book & General Fraternity History
   a. Read first seven chapters in detail.
   b. Learn dates, names and events
   c. Date and Place Founded; Colors; Motto; Aims, etc.
   d. Who designed pin, Shingle, colors, name, etc.?
   e. Components of the Fraternity Shield and its creator

B. Seven Jewels
   a. Learn Names, Occupations & Fraternity Contributions

C. Greek Alphabet
   a. Be able to write the uppercase symbols, as well as, write and recite the English spelling of their name

D. Song and Prayer

E. Learn the Alpha Phi Alpha Fraternity, Inc. Hymn

F. Learn words to the Fraternity Prayer

G. Bible Verses
   a. Learn Verses 16 and 17 of the 1st Chapter of Ruth

H. Poems
   a. Learn Poem “Invictus” by Sir William Ernest Henley
   b. Learn Poem “Don’t Quit” by Author Unknown
   c. Learn Poem “The Test of a Man” (adapted from "The Test" by Carlyle F. Straub)
   d. Learn Poem “If” by Rudyard Kipling
   e. Learn Poem “To Be An Alpha Man” by Fred H. Woodruff
   f. Learn Poem “He Ain’t Heavy, He’s My Brother” by Freeman Montague, Jr.
   g. Learn Poem “The House of Alpha” by Sidney P. Brown

I. Review the Protocol Manual

J. National Officers (Board of Directors)
   a. Learn Names and Positions of Officers

K. Regional Officers (Source: Regional website)
   a. Learn Names and Positions of Officers in Region in which you reside

L. District Officers (Source: District website)
   a. Learn Names and Positions of Officers in Chapter in which you reside

M. Chapter Officers (Source: Chapter website)
   a. Learn Names and Positions of Officers in Chapter in which you reside
FREQUENTLY ASKED QUESTIONS

"Education has surely failed us unless it has given the individual power and strength and force of character necessary to go forward in reaching whatever adjustments of the environment may be necessary."

--Jewel Charles Henry Chapman, 1930

Q: How many sponsors are needed?
A: The IMDP process requires one (1) sponsor who must come from the chapter in which the Candidate wishes to join. A Brother can only sponsor two candidates in one Term.

Q: Does a Candidate need a Recommender?
A. The Candidate also must secure a letter of recommendation from a financially active Brother in the chapter in which the Candidate wishes to join. There is no limit on the number of candidates a brother can recommend; however, he can only sponsor two candidates in a Term.

Q: What makes a Brother eligible to be a sponsor?
A: In order to serve as a sponsor, a Brother must:
  o Be a Risk Management Certified member of the chapter in which the Candidate wishes to join. Be IMDP Sponsored Certified.
  o Brothers who are active members of the Chapter the Candidate wishes to join for one (1) year AND has maintained two consecutive years of active membership with the Fraternity (College Chapter are Exempt).
  o Have not been disciplined for a violation of the IMDP in the last 10 years.
  o Complete the Sponsor Commitment Form

Q: For IMDP, what is a college brother in good standing?
A: Brothers who have met their full financial obligation with the General Organization.
  o Brother enrolled and taking courses leading to his first academic degree and in good standing with his local College / university.
  o Brothers with a 2.5 Overall GPA on a 4.0 Scale or equivalent.

B: Brothers who have been Risk Management and IMDP Certified

Q: For IMDP, what is an alumni brother in good standing?
A: Brothers who have met their full financial obligation with the General Organization and their local Chapter.
B: Brothers who have been Risk Management and IMDP Certified

Q: For IMDP, what is a brother-at-large?
A: Brothers who are duly initiated member who has paid their monies directly to the General Organization but, for whatever reason, chooses not to affiliate with an Alumni Chapter.
B: Brothers who have been Risk Management and IMDP Certified
C: Brothers At-Large may attend and observe IMDP Cluster events but cannot participate in any way.

Q: For IMDP, what defines a College Chapter in good standing?
A: All Chapters in Good Standing with the General Organization
B: All Chapters in Good Standing with their local university(s).
C: All Chapters with a 2.5 Overall GPA on a 4.0 Scale or equivalent.
D: All Chapters who met their full delegate strength at the preceding General and Regional Conventions.
E: All Chapters who have completed three of the four National Programs
F: All Chapters whose officers have been Risk Management and IMDP Certified.
**Q:** For IMDP, what defines a Alumni Chapter in good standing?

A: All Chapters in Good Standing with the National Office

B: All Chapters who have a formal Reclamation program to retain and reclaim members.

C: All Chapters who met their full delegate strength at the preceding General and Regional Conventions.

D: All Chapters who have completed three of the four National Programs.

E: All Chapters whose officers have been Risk Management and IMDP Certified.

F: All Chapters who have attended an annual IMDP Certification Program.

**Q:** Does the Recommender have to meet the “2 year” requirement?

A: No.

**Q:** Why is the date my application is due to the District Director different from the due date on www.alpha-phi-alpha.com?

A: There is a difference in when the packet is due to the National Office and when it is due to the District Director, which is an earlier date.

B: This is why your packet must be in the hands of the District Director at a much earlier date.

**Q:** It has been indicated that we have two sponsors from the chapter for membership. However, according to the membership application I received via email there is only one sponsor form, is this incorrect? If we do need 2 sponsors for membership from the chapter we desire what do I do about another sponsor form?

A: Alpha Phi Alpha’s Initial Membership Development Process (IMDP), one sponsor and one recommender are required.

**Q:** With whom should the candidate review the application with before submitting it?

A: Only the sponsor should review the Candidate’s application to make sure it is complete. No other Brother may review the application in advance

**Q:** Where can I get all of these certifications to be eligible to be a sponsor?

A: Contact your Regional Trainers and Regional leadership to see when and where the next available trainings will be held.

**Q:** What are the roles/differences between a sponsor and a recommender?

A. The Sponsor is the Brother who is responsible for seeing the Candidate through the process and one year after initiation. A Sponsor is limited to being a sponsor for two Candidates per year. The sponsor must be Risk Management, IMDP and Sponsored Certified. The Sponsor is responsible for:
   - Week 1 - Chapter Smoke to present his Candidate to the Chapter
   - Week 1 – Saturday to participate in the Sphinx Club Induction Ceremony
   - Week 2 – Saturday to participate in the Chapter Vote
   - Week 2 – Saturday to participate in the Probate Club Induction Ceremony
   - Week 3 – Saturday to participate in the Service Project
   - Week 3 – Sunday to participate in the Initiation.

B. The recommender is responsible for completing the Recommendation portion of the application. The Recommender may serve as a substitute for the Sponsor on one of the three required weekends. No deviation is required for this substitution and the Chief Dean will make the decision to excuse the Sponsor; provided the need for the substitution was provided beforehand. If a Sponsor sponsors two Candidates in the same term, the Recommender may fulfill the ceremonial role, only, for one of the Candidates. This substitution does not apply to the Rules of Engagement.
Q: The Standing Orders say "The Alpha Sponsor must commit to sponsor a Candidate from interest through at least one year of membership including participation in IMDP weeks 1, 2 and 3."

Is it "week" or "weekend" because "week" would include the Sphinx Club meeting(s) (which, according to the Standing Orders, sponsors are allowed to attend)?

A: It is recommended that the sponsor attend the Sphinx Club Meeting but it is not required. However, the sponsor must be:

- Week 1 - Chapter Smoke to present his Candidate to the Chapter
- Week 1 – Saturday to participate in the Sphinx Club Induction Ceremony
- Week 2 – Saturday to participate in the Chapter Vote
- Week 2 – Saturday to participate in the Probate Club Induction Ceremony
- Week 3 – Saturday to participate in the Service Project
- Week 3 – Sunday to participate in the Initiation

B: Sponsors will only be excused from these duties due to extreme business or professional emergencies. A Candidate whose Sponsor fails to attend a meeting is subject to dismissal. The Recommender may substitute for the Sponsor on one of the three weekends, with prior approval of the Chief Dean.

Q: What brothers are eligible to attend the training?

A: A brother who is not financial with the General Organization and the chapter but has been duly initiated into Alpha may receive training but is not eligible to attend or participate in any of the IMDP activities. While this may seem odd, we pose the following questions: If a brother wishes to be trained and seek to learn more about Alpha why should we deny him this opportunity; especially if it could be used as reclamation? What is the risk and liability for a completely inactive brother from attending IMDP training; what is the downside? Again, there is a glimmer of upside; after attending the training he might wish to reactivate his membership.
GLOSSARY/DEFINITIONS/KEY TERMS

The following are a list of definitions and key terms associated with the IMDP process:

Agreement Concerning Hazing Binders

The Chief Dean shall develop two Agreement Concerning Hazing Binders. These binders should contain the Candidate/Member Agreement Concerning Hazing forms for each Chapter. The IMDP Management Team Monitor will take this binder to each Chapter’s Smoker and Sphinx Club meeting to obtain signatures/initials and return it to the Cluster each week. A copy of the forms collected at the Informational Seminar will also be collected for the next Term.

Alpha Advisor

For IMDP purposes, an Alpha Advisor is the Alumni Brother In-Good-Standing that has been endorsed by the College and Alumni Chapters, recommended by the District Director and approved by the Regional Vice President to advise an Alpha College Chapter. For the purpose of these Standing Orders, an Alpha Advisor shall include: 1) Brothers who meet all the criteria listed below:

- Brothers who have been trained and appointed to this position in accordance to the policies and procedures developed by the General Organization regarding Alpha Advisors, 2) Brothers who have been Risk Management IMDP and Advisor Certified, and 3) Brothers who have not been disciplined for violation of the MIP or IMDP within a 10 year window of their appointment to the office. Brothers who have been reinstated after expulsion are ineligible to hold this office.

The Alpha Advisor should make every attempt to be present as much as possible at all IMDP events to provide his support to the College Chapter he advises. However, he must commit to being present on: 1) Alpha Informational Seminar (Held term prior IMDP Cluster), 2) Chapter Smoker (Week 1), 3) All Sphinx/Probate Club Meetings (Week 1-4), and 4) Neophyte Show.

If an Alpha Advisor is not able to attend an IMDP function, the IMDP Management Team Monitor may serve as his substitute with the approval of the Chief Dean. No Deviation Form is required for this substitution. NOTE: In those instances where there is a fully certified, RVP approved co-Alpha Advisor, this position will assume the same IMDP role as the Alpha Advisor and may serve as his substitute, without the need for a Deviation Form or approval. See “Alpha Chapters Advisors” for additional information.

Alpha Blazer Set

The Official Alpha Blazer Set includes a) a Black Blazer with Gold AΩA Button, b) a black and gold tie, and c) black and gold cuff links. This blazer set is sold exclusively by a vendor selected by the Corporate Office. This blazer set must be ordered for all Official Candidates by noon of Monday following initiation by the Chief Dean using the Official Alpha Blazer Set Form in Attachment AB. Upon Completion, the form should be e-mailed to BlazerOrder@apa1906.net, with a copy to canderson@apa1906.net. The Official Alpha Blazer Process is outlined in Attachment AB.

Alpha Chapter Advisors

The Alpha Advisor Handbook outlines two Alpha Chapter Advisors: the Alpha Advisor and the Campus Advisor. Please see “Alpha Advisor” or “Campus Advisor” for additional information.

Alpha Informational Seminar

Upon the receipt of an approved Chapter Request for IMDP Form authorizing the Chapter to participate in the IMDP program for the upcoming Term, the Chapter may conduct an Alpha Informational Seminar. The purpose of the Informational Seminar is to inform interested men of the history of the Fraternity and the Chapter. The seminar will also inform interested men of the requirements to become members; provide an overview of IMDP and apprise interested Candidates of their legal right/obligations under the process. This seminar shall be open to all males and appropriate legal and campus representatives. All Candidates and Brothers attending this session must sign a Membership/Candidate Agreement Concerning Hazing Form (Attachment B and C) and must be properly attired.

Assignment (Extra)

See “Extra Assignment”

Brother

There are three categories of Brothers: a) a “Brother In-Good-Standing”; b) a “Brother At-Large”, and c) an “Inactive Brother”. A “Brother In-Good-Standing” is a duly initiated member who is financial with the General Organization AND fulfilled his financial obligations to his local Chapter. A “Brother-At-Large” is a duly initiated member who has paid his monies directly to the General Organization but, for whatever reason; choose not to affiliate with an Alumni Chapter. An “Inactive Brother” is a duly initiated member who has not fulfilled his financial obligation to his local Chapter or the General Organization. NOTE: A College Brother In-Good-Standing is defined as a Brother who is currently enrolled in and currently seeking his first academic degree from an accredited College/university. Once a College Brother officially receives a degree from a College/university, he becomes an Alumni Brother and cannot participate in the Membership Development process for a College Chapter, even if his National and Local dues are paid. For College Brothers, active also includes having a minimum cumulative GPA of 2.5 on a 4.0 scale.

A “Brother In-Good-Standing” is allowed to participate in all functions of the IMDP as it relates to the Chapter and the
Cluster. Brothers who are classified as “Brothers at-Large” with the General Organization may participate as an observer in the cluster activities as long as they are Risk Management and IMDP certified; however, they are not allowed to sponsor or vote on Candidates. Inactive Brothers are not allowed to participate in any functions of the IMDP as it relates to the Chapter and the Cluster.

**Brother At-Large**

A “Brother At-Large” is a duly initiated member who has paid his monies directly to the General Organization but, for whatever reason; choose not to affiliate with an Alumni Chapter. Brothers who are classified as “At-Large” with the General Organization may participate as an observer in the cluster activities as long as they are Risk Management and IMDP certified; however, they are not allowed to sponsor or vote on Candidates.

**Brother In-Good-Standing**

A “Brother In-Good-Standing” is a duly initiated member who is financial with the General Organization AND fulfilled his financial obligations to his local Chapter. NOTE: A College Brother In-Good-Standing is defined as a Brother who is currently enrolled in and currently seeking his first academic degree from an accredited College/university. Once a College Brother officially receives a degree from a College/university, he becomes an Alumni Brother and cannot participate in the Membership Development process for a College Chapter, even if his National and Local dues are paid. For College Brothers, active also includes having a minimum cumulative GPA of 2.5 on a 4.0 scale.

A “Brother In-Good-Standing” is allowed to participate in all functions of the IMDP as it relates to the Chapter and the Cluster.

**Budget Committee**

This committee will be chaired by the IMDP Management Team Treasurer and is responsible for developing an IMDP Cluster budget. The budget will be based upon the administrative cost received from each Candidate at the beginning of Week 1. The Management Team Cluster Fee cannot exceed $100.00 per person. This shall cover costs of food, paper copies, Ceremonies and Ritual essentials, etc. for the Candidates only. Brothers are required to cover the cost of their meals. The budget shall include only the costs associated with the IMDP Cluster and funds collected shall NOT be used for any other purposes. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management Cluster.

**Campus Advisor**

As the Campus Advisor is not required to be a Brother or a male, this position does not carry an IMDP role. As Alpha Phi Alpha Fraternity, Inc. operates on any college/university at the discretion of the educational intuition, the rules of the college/university will supersede these guidelines with the concurrence of the Regional Vice President. See “Alpha Chapters Advisors” for more information.

**Candidate (Interested/Official/ Certified)**

An “Interested Candidate” is a male student/professional interested in obtaining Information about initial membership development process. An “Interested Candidate” becomes an “Official Candidates” once he requests an application from AlphaNet. He becomes a “Certified Candidate” once he satisfactorily completes the application, pays the required application fees and assessments; passes the background check, and passes the Pre-Screening exam with a 90% or better.

**Candidate Agreement Concerning Hazing Form (Attachment C)**

This document will outline the Candidate’s code of conduct. This document will be presented to the Candidate at the beginning of each official IMDP session for a new signature/initial. The IMDP Management Team will develop two IMDP Agreement Concerning Hazing Binders (Candidate and Membership) for each Chapter participating in the Cluster. This binder will be presented to the Cluster and Smoker/ Sphinx/Probate Club Meetings by the IMDP Management Team Monitor at each session. The Chief Dean will forward final copies to the General Office along with the Notice of Initiation at the end of the process.

**Candidate Uniform**

The Candidate Uniform is defined as a Black Suit; Black Pants; White Shirt (cleaned and pressed); Black Tie; White crew neck undershirt (sleeved); Knee Length Black Socks; Black shoes (cleaned and polished) and Black Belts. In Week 4, Probates will wear the Black and Gold tie.

**Candidate Work Uniform**

The Candidate Work Uniform is defined as a Black Tee Shirt (white sweatshirt in winter) and blue jeans.

**Certification**

In addition to becoming Risk Management Certified, all Brothers who desire to participate in the Initial Membership Development Process must obtain the appropriate IMDP Certification. The three available IMDP Certifications are: a) IMDP Certification; IMDP Management Team Certification and IMDP Sponsor Certification. All certifications are for one year.

IMDP Certification will allow a Risk Management Certified Brother In-Good-Standing to participate in all functions of the IMDP as it relates to the Chapter and the Cluster. Brothers At-Large who wish to service as an observer in the IMDP are restricted to IMDP Certification, only, and cannot sponsor or vote on Candidates. Inactive Brothers are not eligible for this certification.

IMDP Management Team Certification will allow a Risk Management Certified Brother In-Good-Standing, only, to
service on the IMDP Management Team. This certification is also required for the Cluster Chief Dean, Cluster Chapter Presidents, Cluster Chapter Deans of Membership Development, Cluster Chapter Treasurers, and Cluster Chapter Historians. Other Brothers may select to become IMDP Management Team. Brothers who are IMDP Management Team Certified are automatically IMDP Certified. Brothers At-Large and Inactive Brothers are not eligible for this certification.

Sponsor Certification is required for any Brother In-Good-Standing who desires to sponsor a Candidate. Brothers At-Large and Inactive Brothers are not eligible for this certification.

The opportunity for Brothers to receive these certifications should be made available at each Region, District and General Convention.

Certified Candidate
See “Candidate”

Chief Dean of Membership Development
The Chief Dean of Membership Development (again referred to as Chief Dean) is being used in lieu of Chief Pharaoh. This is the Brother designed by the RVP to lead the Cluster IMDP Management Team. Please note, the RVP appoints the Chief Dean at his discretion and the position does not default to the Area Director or any other position. However, to serve in this role, the Brother must obtain IMDP Management Team Certification. The Chief Dean reports to his respective RVP. There shall be only one Chief Dean per Cluster. The role of the Chief Dean and the IMDP Management Team ends after the final execution of the duties outlined in the IMDP Manual for a particular term.

Chapter Dean of Membership Development
(hereafter referred to as “The Chapter Dean”)

The Brother duly elected by the Chapter to coordinate the Chapter’s membership development.

Clean Up Committee
See “Setup/Clean Up Committee”

Cluster
A Cluster is a group of Chapters that have come together, at the direction of the RVP, to implement the Initial Membership Development Process. A Cluster may contain one or more Chapters. This cluster is planned, coordinated, supervised and regulated by the Chief Dean of Membership Development and the IMDP Management Team. This term is being used in lieu of Pharaoh’s Council.

There shall be three consecutive weekly IMDP Clusters. The purpose is to provide initial training and orientation on the policy and procedures, cultures and principals of the Fraternity for prospective members. This process will be conducted by the Chief Dean, who will be fully certified on the use of the IMDP Manual.

The Chief Dean of Membership Development (again referred to as “The Chapter Dean”) is being used in lieu of Chief Pharaoh. This is the Brother designed by the RVP to lead the Cluster IMDP Management Team. Please note, the RVP appoints the Chief Dean at his discretion and the position does not default to the Area Director or any other position. However, to serve in this role, the Brother must obtain IMDP Management Team Certification. The Chief Dean reports to his respective RVP. There shall be only one Chief Dean per Cluster. The role of the Chief Dean and the IMDP Management Team ends after the final execution of the duties outlined in the IMDP Manual for a particular term.

Community Service Project Committee
This committee shall plan and organize the Brothers’ Keeper community service project for Week 3. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management Cluster.

Copies Committee
See “Supplies/Copies Committee”

Death March
A “Death Marching” is considered any PROLONGED marching on or off campus before, during, or after new member presentation. It also includes new Brothers marching in line while carrying a heavy or burdensome object, i.e. brick, while Prophyltes Brothers harass the new Brothers as they are marking/walking. No “death marching” should take place at any time before/after the start of the show. Marching in line is permitted as a means of entrance and exit of the show.

Extra Assignments
To enhance learning and to reinforce the need for conformity and consistency, the Chief Dean may assign one of the following extra assignments to a Candidate or a Line when there is evidence that certain standards as outlined in the process are not being met, i.e., incorrect items in Goodie Bag, showing lack of Brotherhood, etc.:

- Write the Greek Alphabet 70 times (max) in your Black Notebook
- Write the names of the Jewels 70 times (max) in your Black Notebook
✓ Write an essay on the history of the Sphinx of Giza in your Black Notebook
✓ Write the names of the General Presidents 70 times (max) in your Black Notebook
✓ Write the chapter designation location of the first ten chapters of Alpha 70 times in your Black Notebook
✓ Write the menu of the first initiation banquet 70 times (max) in your Black Notebook

The number of times the item should be written may increase with any subsequent occurrence. However, no more than one of the extra assignments may be assigned at any one time to a line or a Candidate based on one single incident. However, Candidates or lines may have several extra assignments for different incidents, i.e., one for being tardy and another for the Goodie Box not being correct. Only the Chief Dean shall be granted the authority to determine when/if extra assignments are justified and with purpose. Extra Assignments can only be made on Saturday for presentation on the preceding Friday.

NOTE TO Chief Dean: If one member of a line is deficient in a particular item, all members of the line may be assigned the Extra Assignment, with the EXCEPTION of the deficient member. The purpose is to teach the lesson that we are our “Brother’s Keeper” and responsible for his deficiencies. THE CHIEF DEAN MAY NOT ASSIGN ANY ADDITIONAL EXTRA CREDIT ITEMS. Please remember that our purpose is to teach Alpha history and protocol. Our goal is not to create excessive fatigue and sleep deprivation by providing assignments that will require excessive amounts of time on behalf of a candidate. Extra Assignments can only be assigned on Saturday.

Fees

The initiation fees will be determined by the General Convention and will be published on the National Alpha Phi Alpha Fraternity, Inc. Website. A processing fee of $275 will be accessed, should the Candidate decide not to follow through with the IMDP or receive a negative vote from the Brotherhood. Additional fees for the IMDP Cluster will be due on the first night of the IMDP Week 1. Local Chapter and Regional Convention Registration fees will be collected Saturday of Week 3. See Section II.5 for more details.

Goodie Bag/Box

The Goodie Bag/Box will be carried at all times by Candidates/Sphinxmen/Probates during Sphinx/Probate Club and Cluster Meetings. This item should not be carried on other occasions. The purpose of the Goodie Bag/Box is to: a) provide some materials that the Candidates/Sphinxmen/Probates will need on his journey toward becoming a Brother and; b) provide an opportunity for the Chief Dean to teach Brotherhood and togetherness. At the beginning of each session, the Chief Dean will check the Goodie Bag/Box to ensure uniformity. The Goodie Bag will be carried through Week 1. Items will be transferred to the Goodie Box beginning Week 2. The Goodie box will be the size of a standard cigar box, spray painted black with the Greek letters “ΑΦΑ”, the Chapter Letters and a Sphinx head in Gold on the top. The content of the Goodie Box/Bag will be included in the IMDP Manual and Lecture #1.

(Note: Only items prescribed in Lecture #1 should be included in the Goodie Bag/Box. Additional items such as candy, food, etc. are strictly prohibited.)

Hazing

HAZING is any action taken or situation created, however communicated, involving or resulting in abusive physical contact or mental harassment to a prospective member, whether on or off the Fraternity premises, campus or place where Chapters or prospective meet, designed to or the result of which is to produce excessive mental or physical discomfort, embarrassment or harassment. Such activities and situations include, but are not limited to, paddling in any form; creation of excessive fatigue; physical and psychological shocks; morally degrading or humiliating activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with either fraternal law, or the regulations and policies of any educational institution or state or federal law and is expressly forbidden. Members or Chapters who cause infractions will be subject to disciplinary action.

Hospitality Committee

This committee will be responsible for organizing and retrieving food and other supplies for the IMDP. Meal requirements include: a) Continental breakfast, lunch and dinner on Saturdays of Weeks 1 and 2; and b) Dinner on Saturday of Week 3. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management Cluster.

Initial Membership Development Process (IMDP)

This is the vehicle for the initial curriculum and training in a comprehensive Membership Development Program for members of the Fraternity and the procedure designed to initiate prospective members into the Fraternity. It is designed to train and initiate new members into the organization by developing leaders while emphasizing the rich history of the organization. This manual should assist the organization in meeting its expressed goals of developing leaders, promoting Brotherhood and academic excellence while providing advocacy and service to the communities we serve. National uniformity in this process is the goal, as it provides an opportunity for all new members of the Fraternity to enter with the same degree of understanding and commitment to the high ideals and principals of the Fraternity. The Standing Orders set forth the basic principles of the IMDP process. There shall be no deviations or adjustments from the processes outlined in the official IMDP Manual without the completion of a Request for Deviation Form (Attachment W) signed by the RVP and forwarded to the Corporate Office in advance. Questions, comments and recommendations regarding any section of the manual may be provided by sending your inquiry to IMDP@apa1906.net. A member of the Committee on Initial Membership Development will respond to you within 24 hours.
IMDP Certification
See “Certification”

IMDP Cluster
See “Cluster”

IMDP Management Team
Although, the RVP is ultimately responsible for the IMDP process, he may appoint a Chief Dean to assist in handling the day to day IMDP activities in a particular cluster. He begins the process by designating a qualified Brother to serve as The Chief Dean of Membership Development. Please note, the RVP appoints the Chief Dean at his discretion and the position does not default to the Area Director or any other position. However, this Brother must meet all required certifications: Risk Management, IMDP, and IMDP Trainer. The Chief Dean must then form the IMDP Management Team which shall consist of the following Chapter officers: President, Treasurer, Chapter Dean of Membership Development, Historian, and Alpha Advisor. Others members from participating Chapters may be added to the team, as necessary. This team is responsible for implementing the entire IMDP for their Cluster. This term is being used in lieu of Pharaoh’s Council Team.

IMDP Management Team Certification
See “Certification”

IMDP Management Team Monitor
This is a certified member of the IMDP Management Team who has been designated to attend the Smoker, Sphinx/Probate Club meetings of each Chapter in the Cluster for the current Term. However, because of liabilities concerns a college brother cannot serve as the IMDP Management Team Monitor for another College Chapter. This monitor will also attend Alpha Informational Seminars in preparation for the next Term. Remember, an IMDP Management Team Monitor cannot monitor his own Chapter. Considering the manpower associated with such activities, the IMDP Management Team may have to recruit additional members from participating Chapters. NOTE: The IMDP Management Team Monitor may substitute for the Alpha Advisor for IMDP Activities, with the prior approval of the Chief Dean. No Deviation Form is required for this substitution.

After attending each Informational Seminar, Smoker and Sphinx/Club meeting, the Monitor will carry the binder containing the Chapter’s Membership/Candidate Agreement Concerning Hazing Binders. The binder will be returned to the Chief Dean. These binders will be supplied to the IMDP Management Team’s Sergeant at Arms Committee for use at each cluster.

Should the IMDP Management Team Monitor notice any non-approved deviation from the Initial Membership Development Process, he has the right to halt the process while he calls the Chief Dean, who will immediately call the RVP.

IMDP Manual
This national manual includes those policies and procedures outlined in the Standing Orders along with detailed methods and procedures for those responsible for implementing IMDP. It will include all letters, forms, exams, instructions, training material, lectures and diagrams relating to the process. The IMDP Manual is the foundation of our membership development program. Access to this manual is restricted to those individuals certified under the IMDP Management Team Certification Program. There shall be no deviations or adjustments from the processes outlined in the official IMDP Manual without the completion of Request for Deviation From IMDP Form (Attachment W) signed by the RVP and forwarded to the Corporate Office in advance. The contents of this manual should never be shared with a Candidate interested in membership in the Fraternity. Such an act will be a willful violation of the rules, regulations, policies and procedures of Alpha Phi Alpha Fraternity, Inc, and violator(s) will be subject to disciplinary actions.

IMDP Sponsor Certification
See “Certification”

Inactive Brother
An “Inactive Brother” is a duly initiated member who has not fulfilled his financial obligation to his local Chapter or the General Organization. NOTE: Once a College Brother officially receives a degree from a College/university, he becomes an Alumni Brother and cannot participate in the Membership Development process for a College Chapter, even if his National and Local dues are paid. For College Brothers, active also includes having a minimum cumulative GPA of 2.5 on a 4.0 scale. Failing to fulfill any of the requirements above makes the Brother inactive.

Inactive Brothers are not allowed to participate in any functions of the IMDP as it relates to the Chapter and the Cluster.

Informational Seminar
See “Alpha Informational Seminar”

Interest Groups
Without exception, interest groups have been abolished. The scope of such shall encompass: any and all gatherings among men consisting of a percentage of non-Alpha men meeting one or more times prior to or outside the scope of the approved IMDP process. The Fraternity also bans all female-related support groups to include Alpha Sweethearts, Alpha Angels, etc. See Section II.5 for more details.

Interested Candidate
See “Candidate”

Interim Exams and Assessments
The major objective of the IMDP is to develop leaders, promote academic excellence and to prepare members while providing service and advocacy to the communities they serve. The process will include a large amount of on-line, written and face-to-face instructions and assessments. Interim exams and assessments will be provided at all levels. Candidates/Sphinxmen/Probates must pass all required assessments and exams with a score of 90% or better. Assessments and exams will only be given one time per process. Unless violations to the Standing Orders or IMDP are determined, there will be no retests during the process. THERE WILL BE NO EXCEPTIONS! See Section II.5 for more details.

Lecturer

The Initial Membership Development Process is defined as the comprehensive initial curriculum and training program for the orientation and initiation of prospective members into the Fraternity. Lectures are a key component of IMDP training. They should be selected carefully for their expertise in delivering course materials.

Lecturers must become totally familiar with the prepared Lecture and PowerPoint presentation associated with each session. In no case should a lecturer read from the prepared Lecture of PowerPoint. He must be totally familiar with the materials and is free to add his own presentation style without altering the content. Lecture selected must also be skilled in the use the latest presentation hard and software.

A lecturer must be Risk Management and IMDP Certified. He is not required to be a member of the IMDP Management Team. His activities will be monitored by the Chief Dean.

Membership Agreement Concerning Hazing Form (Attachment B)

This document will outline the Brother’s code of conduct. This document will be presented to the Brother at the beginning of each official IMDP session for a new signature/initial. The IMDP Management Team will develop two IMDP Agreement Concerning Hazing Binders (Candidate and Membership) for each Chapter participating in the Cluster. This binder will be presented to the Cluster and the Smoker/ Sphinx/Probate Club Meetings by the IMDP Management Team Monitor at each session. The Chief Dean will forward final copies to the General Office along with the Notice of Initiation.

Official Alpha Blazer Set

See “Alpha Blazer Set”

Official Candidate

See “Candidate”

Physical Contact

There will be no physical contact or unauthorized physical activities, i.e. calisthenics during any IMDP Activity. The Wellness Committee and the Chief/Chapter Dean of Membership Development should be aware of the physical condition of each Official Candidate and Sphinxman/Probate. Any after meetings, sets or additional practice sessions with Brothers and Official Candidates/Sphinxmen/Probates in attendance are strictly prohibited by the Standing Orders and will be considered a violation of the rules, regulations, policies and procedures of Alpha Phi Alpha Fraternity, Inc.

Probate

A Sphinxmen who passes the Weeks 2 exams and receive a three quarter vote from the Chapter he aspires to join and is inducted into the Probate Club on the Saturday of the third weekend.

Recommender

As part of the application, the candidate must have one Recommender - a second member in good standing of the Chapter through which the candidate is seeking membership into the Fraternity. Brothers-at-Large CANNOT write letters of recommendation. There is no limit on the number of candidates a brother can recommend. The one year of membership in a particular chapter does not apply to a recommender.

The Recommender may serve as a substitute for the Sponsor on one of the three required weekends. No deviation is required for this substitution and the Chief Dean will make the decision to excuse the Sponsor; provided the need for the substitution was provided beforehand. If a Sponsor sponsors two Candidates in the same term, the Recommender may fulfill the ceremonial role, only, for one of the Candidates. This substitution does not apply to the Rules of Engagement.

Unlike the Sponsor, the recommender cannot meet with the candidate outside of the formal IMDP process.

Restricted Documents

To protect the integrity of the IMDP Process, certain documents have been assigned restricted access on the Alpha Phi Alpha Fraternity, Inc. - Virtual Library. These documents will include all lectures, PowerPoint presentations, and manuals; test Copies and Answer Sheets; ceremonies; forms; and on-line study materials. The level of access will be determined by the National Membership Development Team and will change from time to time. NOTE: It is a violation of the rules, regulations, policies and procedures of Alpha Phi Alpha Fraternity, Inc. to share restricted materials with a Candidate interested in obtaining membership in the Fraternity, unless authorized by the IMDP Manual.

Semester

See “Term”

Sergeant-at-Arms Committee

This committee will be responsible for checking the attire and credentials of Brothers and Candidates as they enter the IMDP Cluster facilities. The Chief Dean shall develop two binders with the Candidate/Member Agreement Concerning Hazing forms for each Chapter. The IMDP Management Team Monitor will take this binder to each Chapter’s Smoker and Sphinx Club meeting
to obtain signatures/initials and return it to the Cluster each week. A copy of the forms collected at the Informational Seminar will also be collected for the next Term. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management.

**Service Project Committee**

See “Community Service Project Committee”

**Set up /Clean up Committee**

This committee shall be responsible for ensuring all rooms are set up in accordance with the IMDP Manual and returned back to its original setting. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management Cluster.

**Smoker**

As defined in these Standing Orders, an Alpha Smoker is the official interview where the Alpha Sponsor formally presents the Certified Candidate he wishes to sponsor to his Chapter and the Chapter votes on his ability to proceed to the first weekend. This seminar will be open only to Certified Candidates who have been certified to proceed to the IMDP. All Candidates and Brothers attending this session must sign a Membership/Candidate Agreement Concerning Hazing Form (Attachment B and C). Upon completion of the interview all non-chapter brothers will leave to allow the chapter to deliberate and vote by simple majority Certified Candidates approved for Cluster Weekend 1.

**Sphinx Head**

To be designed by each individual line, attached to a black cord and worn around the neck of the Sphinxman once he reaches the Sphinx Club or Cluster Meeting. It must be Chapter specific. It cannot be larger than the size of an average palm. This Sphinx head will be kept in the Goodie Bag/Box and will be placed around the neck of the Sphinxman only upon the instruction of the Chief Dean during Cluster meetings and the Chapter Dean of Membership Development during Sphinx Club Meetings, only (The Chief Dean will provide the assignment to produce the Sphinx Head as part of the Assignments for Next Week on Saturday of the first week. He will make it clear that the Sphinx Head is to be Chapter Specific.).

**Sphinx Pin**

The Sphinxman Ceremony will be updated to include a pinning ceremony whereby Sphinxmen will be presented the Sphinxmen Pin by one of their Sponsors. Brothers will be able to keep their Sphinxmen Pin after initiation as a souvenir. (NOTE: The Sphinx Pins should be ordered at least three weeks prior to Week 1 of the IMDP Cluster from the National Director of Membership Development by sending an e-mail to forms@apa1906.net.

**Sphinxman**

Certified Candidates who pass the Week one exam will become Sphinxmen when inducted into the Sphinx Club on the first Weekend.

**Sphinxman Handbook**

This is a 2010 update of the manual created by Bro. Moses General Miles on August 1969 and revised 1972. It includes policies and procedures for Sphinxmen and outlines all rules and guidelines necessary for them to complete the IMDP.

**Spirit Session**

A Spirit Session is a forum designed to provide Brothers with the opportunity to teach approved Fraternity songs, hymns, chants and greetings during Cluster Weekends. During Sphinx/Probate Club meetings, this is the forum for Candidates to practice their Neophyte show, i.e., Chapter Greeting, songs, chants and strolls. NOTE: Only approved songs, hymns, chants and greetings are acceptable. All Neophyte Shows should be consistent with the Neophyte Show Guidelines under SECTION X. Official Policy for the Presentation of New Members (Neophyte Shows)

**Spirit Team**

This team is responsible for teaching approved songs, hymns, chants and greetings during Cluster Weekends. NOTE: Only approved songs, hymns, chants and greetings are acceptable.

**Sponsor**

A Sponsor is a Brother who elects to sponsor an Interested Candidate who wishes to join his Chapter. Serving as an Alpha Sponsor is a serious matter. For example, sponsors are not restricted to only interacting with potential Candidates in public forums and are permitted to assist the Candidate/Sphinxman/Probate in understanding the materials outlined in the process. NOTE: Nothing in these procedures permit two or more sponsors to meet with their Candidates at the same time outside an official IMDP sanctioned activity.

The Sponsor must commit to sponsor a Candidate from interest through at least one year of membership. The Sponsor should make every attempt to be present as much as possible at all Cluster events to provide his support to the Candidate he sponsors. However, he must commit to being present on: a) Week 1 - Chapter Smoker to present his Candidate to the Chapter; b) Week 1 – Saturday to participate in the Sphinx Club Induction Ceremony; c) Week 2 – Saturday to participate in the Chapter vote; d) Week 2 – Saturday to participate in the Probate Club Induction Ceremony; e) Week 3 – Saturday to participate in the service project; and f) Week 3 – Sunday to participate in the Initiation. This requirement is significant as the Sponsor plays a significant role on each required occasion in the process.
Sponsors will only be excused from these duties due to extreme business or professional emergencies.

The Recommender may serve as a substitute for the Sponsor on one of the three required weekends. No deviation is required for this substitution and the Chief Dean will make the decision to excuse the Sponsor; provided the need for the substitution was provided beforehand. If a Sponsor sponsors two Candidates in the same term, the Recommender may fulfill the ceremonial role, only, for one of the Candidates. This substitution does not apply to the Rules of Engagement.

A Candidate whose Sponsor fails to attend a meeting is subject to dismissal. Therefore, a Brother can only sponsor two Candidates per year (College Chapters are exempt).

Sponsors shall not require any illegal or indecent activity, which may include any quid pro quo relationship with any person in return for his affirmative vote, recommendation, or assistance in gaining membership. Since this is a special relationship afforded a Brother by the Standing Orders and the IMDP, any violation of the IMDP may be considered a second violation and will be handled as such. A Brother becomes an official sponsor once he signs the Sponsor Commitment Form in Attachment E.

A Sponsor must be in Good Standing with the General Organization and the Chapter of the Candidate he wishes to sponsor. He must be Risk Management, IMDP and IMDP Sponsor Certified. He must be an active member of the Chapter the Candidate wishes to join for one (1) year AND has maintained two consecutive years of active membership with the Fraternity (College Chapter are Exempt). He can never have been disciplined for violation of the IMDP and he must agree to understand and abide by the rules, regulations, policies and procedures of Alpha Phi Alpha. An Interested Candidate cannot request an application without a Sponsor.

**Sponsor Certification**

See Certification above.

**Standing Orders (The)**

The objective of the Standing Orders of Alpha Phi Alpha Fraternity, Inc. is to promote a clear understanding of the roles played by various Fraternity components in the Initial Membership Development Process and the program activities set forth for the process. The Standing Orders spell out the detailed administrative regulations governing the process. Implementation guidelines to include forms, lectures, exercises, ceremonies, etc. are spelled out in the IMDP Manual.

**Supplies and Copies Committee**

This committee will be responsible for obtaining all supplies and copies needed for the entire IMDP Cluster. This committee will also work with the Logistics and Housekeeping committees to make sure rooms are set-up properly.

Ritual and Ceremonies Committee – This committee is also responsible for the training of all individuals designated to conduct the Ritual for each Initiation Room. NOTE: This person should be totally familiar with the Ritual. This committee should conduct a Ritual Training Session one week prior to the beginning of Week 1 of Cluster with those individuals designated to conduct the Ritual. Individuals not present should not be permitted to perform the ceremony. This committee must rotate between College and Alumni Chapters. Depending on the size of the IMDP Cluster, a Chapter may be responsible for more than one committee. Committees may be composed of one or more members of the Management Team. It will be the responsibility of the Chapter President to ensure that his Chapter fulfills its obligations. Committee assignments should be rotated with each new IMDP Management Cluster.

**Term**

As various colleges/universities operate on semesters and quarters, the word “Term” will be utilized for purposes of the IMDP Manual to identify periods of initial management development. The months included in each Term are as follows:

- Spring Term - January - August
- Fall Term – September - December

**Test on Alpha Fundamentals**

Upon completion of the intensive educational program, all probates are required to pass an exam based on the fundamentals of Alpha Phi Alpha Fraternity, Inc. Probates must pass this assessment with a score of 90% or better and exam will only be given one time per process. Upon failing an assessment, a probate must be immediately removed from the process upon the Chief Dean retrieving all Alpha and IMDP materials. Unless violations to the Standing Orders or IMDP are determined, there will be no retest. THERE WILL BE NO EXCEPTIONS! See Section II.5 for more details.

**Virtual Library**

The Virtual Library is a composite of membership data. This password protected/restricted site maintains different levels of access and includes: IMDP Lectures, Study Material and Tests; Media/Music; and other Brotherhood related training materials.

**Weapon and Firearm Policy**

Please also note that Brothers and Candidates may not have in their possession or control any type of weapon or firearm during any official Alpha Phi Alpha Fraternity, Inc. IMDP event. A Brother who is a sworn law enforcement officer may carry a weapon only with the prior approval of the Regional Vice President, as applicable, and only if the Brother shows proof of his legitimate law enforcement position by presenting valid law enforcement credentials. NOTE: As some States require a licensed law enforcement officer to carry his firearm at all times, the Regional Vice Presidents should investigate regulations in his particular state prior to approval Candidates who are sworn law enforcement officer may not carry a weapon or firearm in any official Alpha Phi Alpha Fraternity, Inc. IMDP event, unless expressly required by State Law.

**Wellness Committee**

This committee will be responsible for assuring the wellness of all Candidates and Brothers involved in the IMDP Cluster. At least one member of the Cluster Wellness Team must be a person with a medical background: MD, Nurse, PharmD, Physician’s Assistant, paramedic, etc.
The IMDP Cluster should not assume the primary medical responsibility for any Candidate or Brother who experiences a medical situation during the process, as this may open the Fraternity up to many possible legal complications. Standard routine first aid measures should be applied when necessary for minor accidents and anything questionable should have a 911 call. When in doubt, call 911! In no instance should a Candidate/Brother be transported to the hospital by a Brother. If a trip to a hospital is needed, it is always better to call 911. Patients brought to the hospital by Emergency Medical Service personnel will receive quicker service than those who arrive on their own.

The job of the Wellness Committee is essential. By being aware of a Candidate’s medical condition, the committee should be able to reasonably anticipate what might be happening should an incident occur; however, it is always important to remember that the Candidate might have something entirely unexpected/unanticipated. In most cases, the Fraternity should rely on standard emergency measures. On a rare case by case basis, added precautions may be warranted - including having a medical attendant at the Candidate's charge throughout the process.

Should a medical incident occur, the Chief Dean should immediately notify the District Director who will notify the RVP (RVP). The RVP should then notify the General President and the Executive Director who will advise appropriate Fraternity legal counsel. Using the Emergency Contact Information on the Application, the District Director should also notify the Candidate’s emergency contact.

This committee will be responsible for being totally familiar with the Medical Information Process Flow in Attachment P2 and the Medical Incident Process in Attachment P3. A member of this committee should obtain a copy of the Cluster Medical Summary Sheet (Attachment P1) for his cluster and must be present at all IMDP Cluster-related events to include Sphinx/Probate Club Meetings, Ceremonies and Service Project. The Chapter Dean of Membership should be a member of this committee to handle the functions during Sphinx/Probate Club meetings. The confidentiality of the data contained on this form must be protected and should only be shared with those with a need to know. Disclosure of medical Information related to any Candidate is a violation of the process.
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