



SCRIBE ACADEMY

ATTENDEE GUIDE

REVISED JANUARY 2021

CONCLAVE 2021

NAME

SCHOOL

TABLE OF CONTENTS

Welcome Letter	2
Letter from the Supreme Master	3
Scribe Academy/Conclave Schedule	4-6
The Mission of Alpha Epsilon Pi	7
Health and Safety Policy.....	8-13
Chapter Structure	14-16
Scribe Officer Summary.....	17
Mock Meeting Agenda.....	18
Mock Meeting Minutes	19-20
Mock Chapter Roster.....	21
Mock Attendance Sheet.....	22
Mock Social Media Content Calendar.....	23-24
Roberts Rules of Order Cheat Sheet	25-29
Notes Pages	30-33

IMPORTANT LINKS

The following links are to resources that will help you in your role as Scribe and with social media management! We'll cover all of these in our sessions throughout Conclave. Check them out:

- [Mock Meeting Agenda](#)
- [Mock Meeting Minutes](#)
- [Mock Chapter Roster](#)
- [Mock Attendance Sheet](#)
- [Mock Chapter Google Drive \(to store files\)](#)
- [Roberts Rules of Order Cheat Sheet](#)
- [Slack for Education, Discord](#) (for meetings) or [any of these alternatives](#)
- [Freshdesk](#) or [Asana](#) (for e-board/minor board task organization)
- [Remind 101](#) (for chapter reminders)
- [How to create a Gmail 'listserv' for your Brothers](#)
- [Social media 101 Video](#)
- [\[TEMPLATE\] Social Media Content Calendar](#)
- [Social media image size guidelines](#)
- [Best times to post on social media](#)
- [Social media Analysis Guide](#)
- [Free social media graphics tools](#)
- [Tools to manage/schedule social media](#)
- [Creator Studio, Tweetdeck](#) or [Twitter Ads](#) to schedule social media
- [AEPi Graphics Facebook page](#)

WELCOME TO CONCLAVE

Dear Brother Scribe,

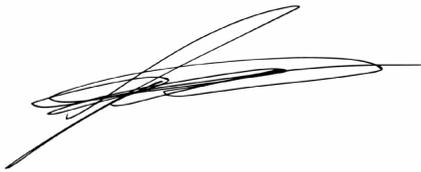
Welcome to Alpha Epsilon Pi's first-ever fully virtual Conclave and Scribe Academy! I hope you and your Brothers are safe and excited for the upcoming programs.

This conference is a time where brand new as well as experienced Scribes come together to further their AEPi education and to strengthen their chapters by networking with other Brothers and staff from around the world. Remember, you get out what you put in, so I encourage you to introduce yourself to other Brothers so you can build relationships and get the most out of your time attending our virtual Scribe Academy.

As a Scribe, it is critical that you are attentive and open-minded. If you are not taking this information back to your chapters, no one will. Additionally, if you see other Brothers struggling, you should take initiative and help them get back up to speed. We are all in this together.

Once again, I welcome you to AEPi's virtual Scribe Academy. I firmly believe you and your chapter will be in a better place after the coming weeks due to your dedication to your chapter and the International Fraternity. Remember that everyone attending wants to learn and network just like you. Have fun and get as much from this opportunity as possible.

Fraternally,



Jim Fleischer
Chief Executive Officer
Alpha Epsilon Pi Fraternity



LETTER FROM THE SUPREME MASTER

Dear Brother Scribe,

On behalf of the Supreme Board of Governors, welcome to AEPi International's 2021 Conclave Season.

Obviously, this year's conclave is significantly different than any we have done before. I urge you, though, to take advantage of the opportunities afforded here to better yourselves and your chapter. Conclave is a phenomenal opportunity for Brothers to learn how to become a better leader in your chapter. These lessons will serve you well as you progress on your campus and community path.

We cannot be together in person and, because of that 2021 AEPi conclave attendees may miss out on the opportunity to meet fraternity Brothers from other chapters and network with AEPi volunteers and staff.

To me, this is one of the most important aspects of conclave. The relationships you make at conclave, often last the rest of your life. Our staff has tried to develop programs which will give you the chance to, at least virtually make these connections. Please take advantage of these networking opportunities as they will be both valuable and fulfilling.

The past year has been difficult for all of us. But our fraternity is weathering the pandemic and focusing our efforts on core values and programs. If I, or anyone on the Supreme Board of Governors, can assist you or your chapter in any way, please let me know.

Stay safe and healthy, get vaccinated if you can, and I look forward to seeing you in person – in the near future, Convention 2021 in Orlando. Baruch Hashem.

Fraternally,



Jason Oshins
Supreme Master
Alpha Epsilon Pi Fraternity

Email: joshins@aepi.org



JANUARY SCHEDULE

*all session times are in Eastern Standard Time (EST)

MONDAY, JANUARY 11

Becoming an Effective Scribe | 6:00 PM

Assistant Director of Communication, Terry Hugo

So, you were elected to be the chapter Scribe. What are your general responsibilities and how can you work effectively to organize chapter communications? Join us in this session to find out more.

TUESDAY, JANUARY 12

AEPi 101 | 6:00 PM

AEPi International Staff

This session will reinforce ideals and values of what it means to be an AEPi Brother. Additionally, staff and volunteers will discuss fundamental practices and resources for new members to keep close to them throughout their entire AEPi experience. **While this session is meant for new members, all are welcome.**

From Bid Room to Board Room | 8:00 PM

AEPi International Staff

Join AEPi alumnus and veteran entrepreneur, Daniel Debow (Western, 1995), as he helps our Brothers unlock the key to translating your Fraternity leadership experiences into the workplace.

MONDAY, JANUARY 18

External Communication | 6:00 PM

Assistant Director of Communication, Terry Hugo

You've got the logistics down, now let's take your position one step further. In this session, we'll cover how Scribes can communicate what the chapter is doing to external audiences. Think: social media and alumni engagement.

TUESDAY, JANUARY 19

Rush Rush Rush | 6:00 PM

AEPi International Staff

Rush is the lifeblood of the fraternity and, without it, your chapter would cease to exist. Join us for this session to learn how to produce better rush results in terms of quantity AND quality. **While this session is meant for new members, all are welcome.**

JANUARY SCHEDULE

*all session times are in Eastern Standard Time (EST)

TUESDAY, JANUARY 19

How to Run an Effective Meeting | 8:00 PM

AEPi International Staff

Have you ever asked yourself how you can make chapter meetings more effective and less time-consuming? Join us to learn best practices to produce valuable meetings that your Brothers will love to be a part of.

MONDAY, JANUARY 25

Putting It All Together | 6:00 PM

Assistant Director of Communication, Terry Hugo

Now that we've covered the basics and taught you how to communicate on behalf of the chapter, it's time to put everything together and craft your plan for the year.

TUESDAY, JANUARY 26

AEPi: The Value Added Fraternity | 6:00 PM

AEPi International Staff

For far too long, many chapters have been looking at AEPi all wrong. In this session, we dive deep into what a balanced fraternity could look like and how it will benefit each and every member who joins. **While this session is meant for new members, all are welcome.**

Reimagining New Member Education | 8:00 PM

AEPi International Staff

In this session, we'll encourage open conversation amongst Brothers on their shared experiences and best practices on how to program New Member education during a global pandemic.

FEBRUARY SCHEDULE

*all session times are in Eastern Standard Time (EST)

TUESDAY, FEBRUARY 2

Minor Board: The Return on Your Investment | 6:00 PM

AEPi International Staff

Work in groups with other AEPi Brothers to add critical programming to your chapter that can change a semester from good to great. **While this session is meant for new members, all are welcome.**

Keeping the Peace: The Critical Role of a Brother at Large | 8:00 PM

Educational Leadership Consultant, Matthew Shipley

A key role in the chapter, Brother at Large works towards good harmony and a sense of security amongst the Brothers in your chapter. Hear about the ins and outs of this important role.

TUESDAY, FEBRUARY 9

Introduction to Health & Safety | 6:00 PM

AEPi International Staff

Every year, members continue to develop safer practices that will ensure the longevity of their chapter. This session will discuss multiple aspects of Health and Safety including, but not limited to, sexual abuse prevention, hazing prevention, alcohol and other drug abuse prevention, bystander intervention and more. **While this session is meant for new members, all are welcome.**

Public Speaking and Persuasive Presentations | 8:00 PM

AEPi International Staff

Whether it's addressing the chapter in your weekly meeting or giving a presentation to the CEO of a company, public speaking and presentation skills are a necessity. Join us for this session to learn tips and tricks on grabbing your audience's attention.

TUESDAY, FEBRUARY 16

Leading Your Chapter: Stepping up on E-board | 6:00 PM

AEPi International Staff

Each Brother in AEPi serves a critical role in the chapter. Many will eventually become executive board members but have to work their way up the ranks to get there. We will discuss best practices to stand out as a leader, become as knowledgeable as possible, and create long-lasting, positive change in your chapter. **While this session is meant for new members, all are welcome.**

AEPi Talks | 8:00 PM

AEPi International Staff

Our Leven Fellows came up with their own unique presentations for this year's #AEPiConclave. Each fellow presented their idea to AEPi International staff, and one was chosen to be presented to you.

THE MISSION OF ALPHA EPSILON PI

The mission of Alpha Epsilon Pi is to provide education, resources and training to the future leaders of the world's Jewish communities. This mission is demonstrated every day through acts of brotherhood, Tzedakah (charity), social awareness and support for Jewish communities and Israel.

Alpha Epsilon Pi was founded to provide opportunities for the Jewish college man seeking the best possible college and fraternity experience. We have maintained the integrity of our purpose by strengthening our ties to the Jewish community and serving as a link between high school and career.

Our heritage stems from one source: young Jewish men banding together in allegiance. The fraternity can be a home away from home, providing the same stabilizing and guiding values that students previously gained from their families. Jewish students search out Alpha Epsilon Pi because it is a Jewish fraternity. In the fraternity's 105-year history, more than 102,000 men have worn the badge of Alpha Epsilon Pi and each year, approximately 3,000 undergraduates perform the Ritual of Initiation, which remains the same ritual adopted decades ago.

Perhaps of greater importance, Alpha Epsilon Pi provides education, resources and training to develop leadership for the future of the Jewish community. Tomorrow's Jewish leaders are in our chapters today. These are the young men who must be counted upon to support Jewish causes and to prepare to be one of tomorrow's Jewish leaders, so that they may aid themselves, their family, their community and their people.

Throughout our history, the fraternity setting has served as a "learning laboratory," a testing ground for young men who later become leaders in business, education, government, religion and science. A goal of our fraternity is to help each student to develop character, responsibility and a proper set of values through living together in brotherhood. Alpha Epsilon Pi prepares young men for their role in life as responsible citizens.

Therefore, our basic purpose is to provide the opportunity for a Jewish man to be able to join a Jewish organization whose purpose is not specifically religious, but rather social and cultural in nature. Alpha Epsilon Pi is a Jewish fraternity and brotherhood in Alpha Epsilon Pi is open to all who are willing to espouse its values and mission.

ALPHA EPSILON PI HEALTH AND SAFETY POLICY

Produced by Alpha Epsilon Pi Fraternity, Inc.

AEPI HEALTH AND SAFETY POLICY

Alpha Epsilon Pi strives to provide a safe and respectful environment for all of our Brothers, guests, neighbors and communities at all times. To do so, we regularly discuss health & safety with all chapter members and, especially, each chapter's leadership. This is done throughout the academic year through ongoing communications, meetings with staff members and volunteers and regular fraternity-sponsored events such as our annual International Convention and regional conclaves.

AEPI's chapters and members follow the Health and Safety Policy below.

As a fraternity dedicated to developing leadership for Jewish communities and based in Jewish values, we take seriously our obligation to "Love Your Neighbor as Yourself." As a Jewish fraternity, one of the values of our teachings we hold most important is that all human beings are fashioned b'tselm Elohim, in the image of G-d.

GENERAL CONDUCT

During their initiation ceremony each member took an oath to act in accordance with the ideals, oath, and ritual of the Alpha Epsilon Pi Fraternity. As such, Alpha Epsilon Pi expects that members act kindly and respectfully toward others. All members are expected to maintain a culture and environment where they and their fellow chapter members can achieve their potential.

Members shall not infringe on others rights of property, privacy, and peaceful enjoyment. Members shall strive to be good neighbors and community members; which shall include, but not be limited to, compliance with Fraternity policy, laws and ordinances, and reasonable University rules and regulations.

CONFLICT RESOLUTION

Members shall endeavor to promptly and peacefully resolve any and all interpersonal conflicts with others using all reasonable courses of action including, but not limited to, personal interaction, use of Chapter processes such as mediation by the Brother-at-Large and Judicial Board, use of University mediation services, and engagement of Alpha Epsilon Pi Fraternity staff.

GENERAL SAFETY

Members shall strive to keep themselves and others out of harm's way and shall not engage in any excessively risky behaviors, nor shall they allow their guests to engage in these behaviors.

Members are expected to maintain safe, secure, and healthy environments for their fellow members and guests.

Members are expected to comply with local building and fire codes and exercise care with regard to security and general safety. They shall make good faith efforts to promote fire safety in their facilities and in any venues that they utilize for chapter functions.

HAZING POLICY

Members, New Members, Alumni, and guests must not permit, encourage, coerce, glorify or participate in Hazing or abuse of members, new members, potential members, or guests.

AEPI HEALTH AND SAFETY POLICY

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on chapter property, for the purpose of recruiting, joining, new member education, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- Be coerced to violate federal, state, provincial, local law, or organizational policy.
- Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

SEXUAL MISCONDUCT

Members, New Members, and guests must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

ASSAULT AND BATTERY

No chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which they are located nor shall they engage in or encourage others to engage in violence against others nor threaten violence against others.

FIREARMS, EXPLOSIVE OR INCENDIARY DEVICES

The Chapter and its Members, New Members, and Guests must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

No weapons of any kind are ever permitted in a chapter facility or at a chapter event, whether owned or obtained legally or not. This includes, but is not limited to, guns, flame throwers, swords, axes, hatchets, knives (except eating and cooking utensils), ammunition, explosives, bb guns, air rifles, slingshots, bows and arrows, pepper spray, Tasers, or anything else which might be considered

AEPI HEALTH AND SAFETY POLICY

a weapon.

ALCOHOL AND DRUGS

In any activity or event sponsored or endorsed by the organization:

- Members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, manufacture, sell or be provided alcoholic beverages.
- Members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances.
- Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
- The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter premises or at any event except when served at an event outside of the chapter premises by a licensed and insured third-party vendor.
- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- A chapter must not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.
- A Chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- Attendance by non-members at any event where alcohol is present must be by invitation only, and the Chapter must utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 3:1 and must not exceed local fire or building code capacity of the chapter premises or host venue.
- Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into a chapter, including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities, and any ritual or ceremony.
- Members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

RETALIATION

Retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of the Risk Management Policy is prohibited.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a

AEPI HEALTH AND SAFETY POLICY

compliance concern, or to deter one from taking such action.

POLICY DISTRIBUTION

Alpha Epsilon Pi shall distribute its Health and Safety Policy to its members on an annual basis. A copy of the Health and Safety Policy is available on www.aepi.org/health-and-safety.

GOOD SAMARITAN POLICY

"I am my Brothers' keeper." A Brother's conduct should proceed from Jewish teachings and ethics, and a sense of goodwill and brotherhood. It is the policy of the fraternity that a Brother should immediately seek emergency assistance when an individual's appearance or conduct would reasonably cause one to be concerned for another person's well-being. A Brother who acts as a "Good Samaritan" shall receive amnesty from expulsion by the fraternity, providing that his actions occurred before emergency responders were otherwise made aware of the situation.

DRIVING AND MOTOR VEHICLE OPERATION

Whenever possible chapters and members should utilize public transportation or transport service (buses, trains, cabs, etc.) when transportation is necessary for fraternity events or activities.

Any individual who drives or otherwise provides transportation in conjunction with Alpha Epsilon Pi activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance and the transportation and consumption of alcoholic beverages. Operators must ensure that vehicles are roadworthy, in proper operating condition, not overloaded and are driven in a safe manner. Operators must ensure that all occupants are properly utilizing seatbelts and other safety equipment.

All members shall only drive motor vehicles for which they are licensed, endorsed, and insured to legally operate and shall not lend or allow others to use vehicles if they do not meet these standards. Members shall not operate any vehicle(s) which require a Commercial Driver's License (CDL), pilot's license of any kind, motorcycle license, or other specialty endorsements as part of any chapter activity nor shall they utilize vehicles for towing or hauling unsecured loads.

All use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Any claims that may arise are the sole responsibility of the vehicle owner and/or driver. Drivers and vehicle owners should be advised that the fraternity does not provide insurance for nor does it assume any liability for claims or injuries to persons, damage to property, or damage to vehicles arising from the use of their personal vehicles in connection with any fraternity activities. All drivers should agree and provide written proof that they have personal automobile insurance with limits that comply with local law on any vehicle which they own or use

Members shall not operate, park, store, or allow others to park or store any motorized vehicle(s) inside of any fraternity premises at any time.

Where chapters maintain "Safe Driver", "Sober Driver", or "Designated Driver" activities, participation should be on a strictly voluntary basis and all drivers and/or vehicle owners should be

AEPI HEALTH AND SAFETY POLICY

provided with a copy of this Driving & Motor Vehicle Operation policy prior to participation.

MEMBERS PERSONAL PROPERTY

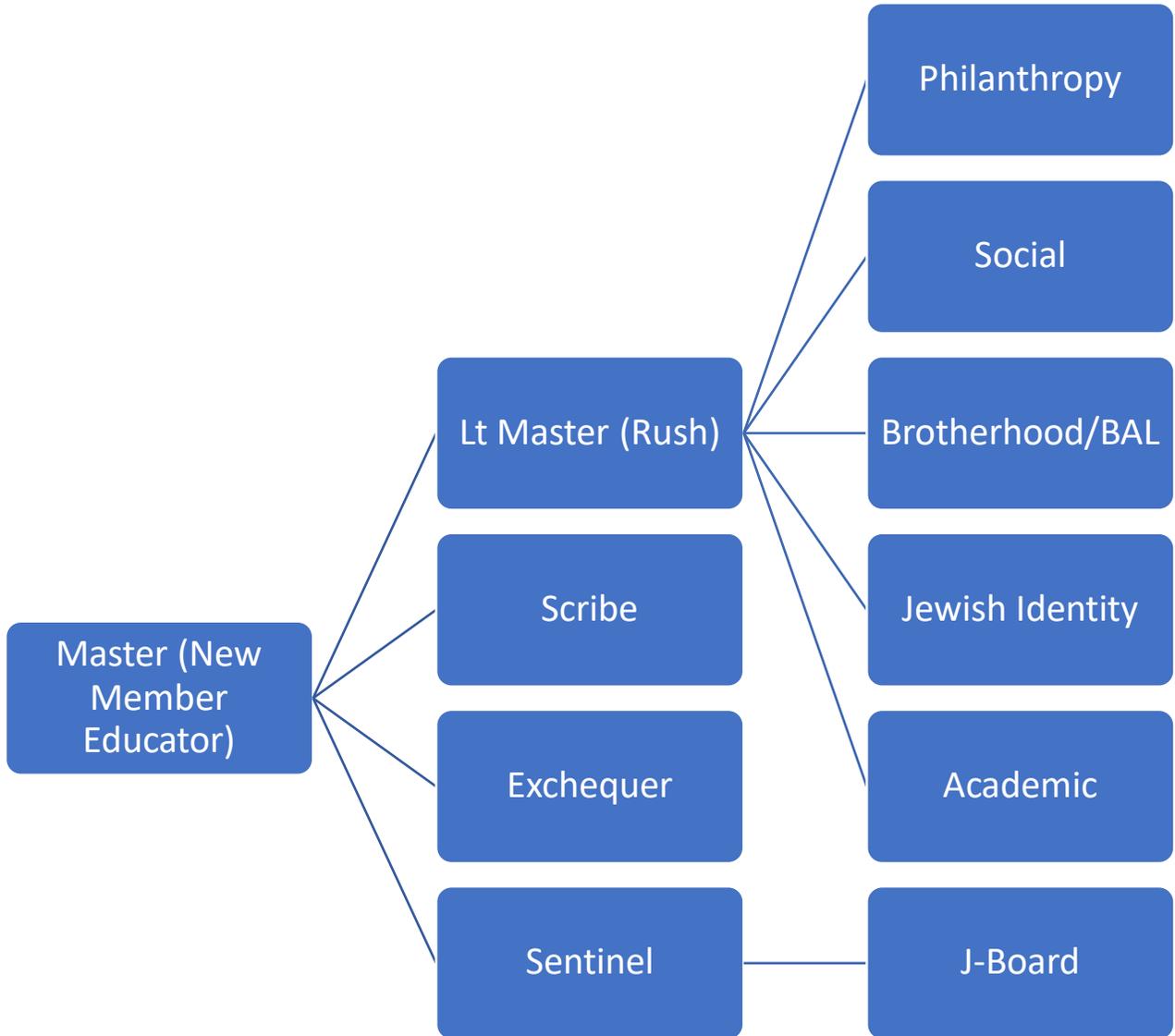
The use of personal property in fraternity activities shall be strictly voluntary and the sole responsibility of the owner. The fraternity assumes no liability or responsibility for any loss or damage to any personal property of members or guests even if used in conjunction with fraternity activities.

CONTRACTUAL AGREEMENTS AND ADDITIONAL INSURED

No chapter, member, or housing organization may enter into any written or oral contract or financial agreement using the name of the fraternity ("Alpha Epsilon Pi"). This includes without limitation such agreements as university agreements, leases, contracts, hold harmless agreements, liability releases, account statements, purchase orders, and hotel or banquet contracts. As the fraternity's insurance does not afford protection for outside parties, no chapter, member, or housing organization may enter into any written or oral agreement under which the responsibility or liability of some party other than the fraternity is assumed. Additional Insured status under the fraternity's insurance requires the prior agreement of both the fraternity and its insurers.

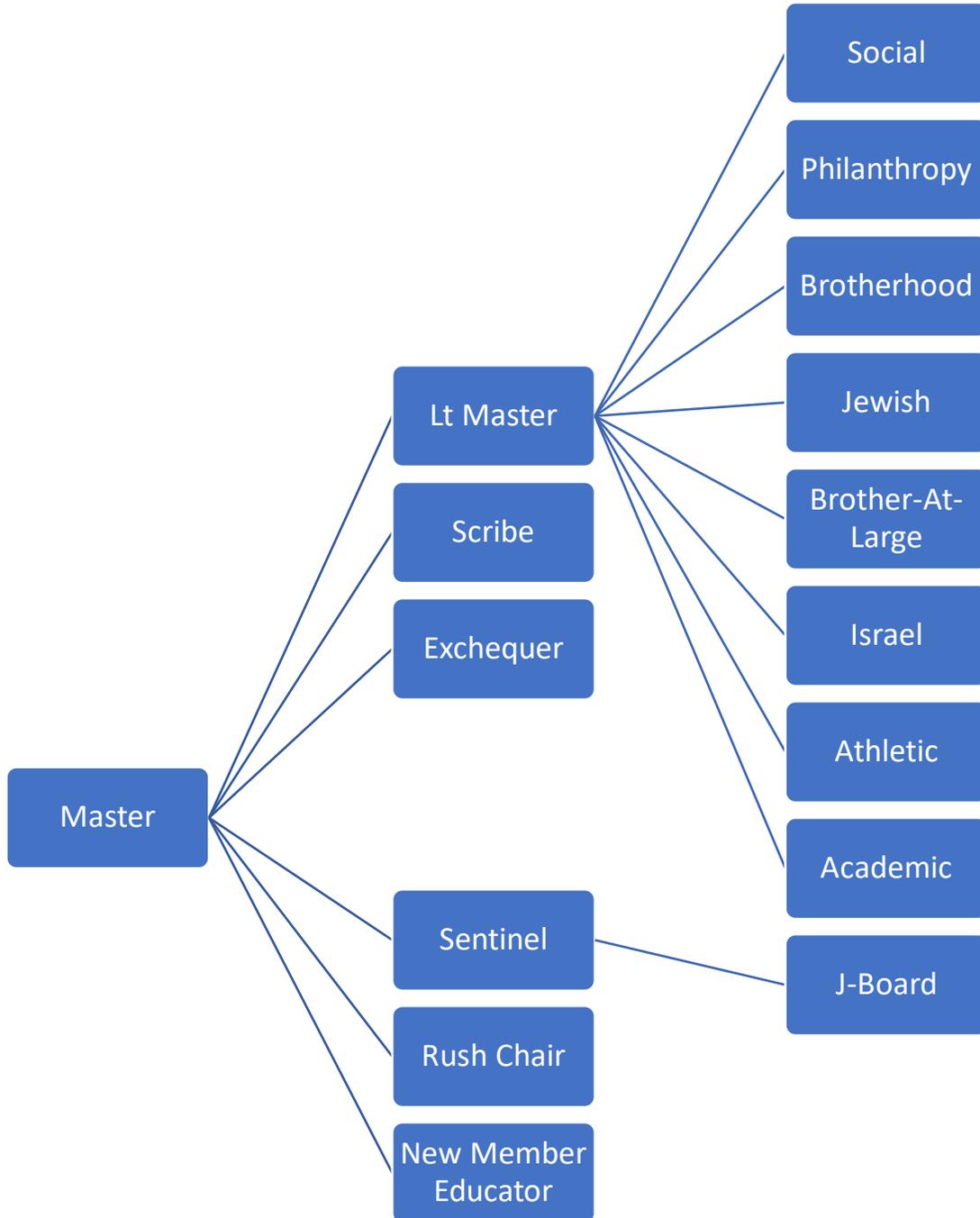
CHAPTER STRUCTURE

Chapter/Colony Under 30 Members – Minimum Recommendation



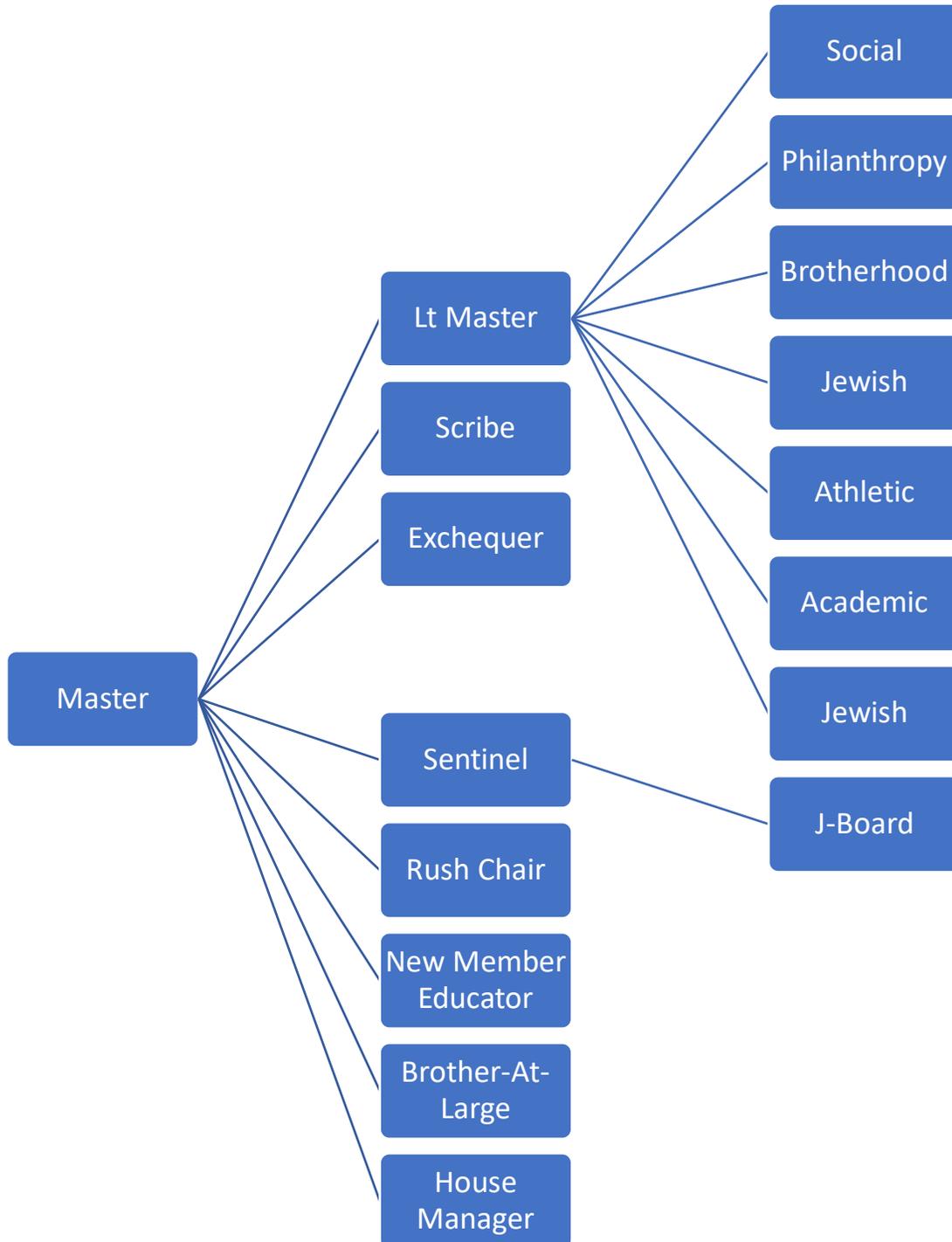
CHAPTER STRUCTURE

Chapter/Colony 31-60 Members – Minimum Recommendation



CHAPTER STRUCTURE

Chapter/Colony 61+ - Minimum Recommendation





Alpha Epsilon Pi

DEVELOPING LEADERSHIP
for the JEWISH COMMUNITY

SCRIBE

EXPECTATIONS OF THE SCRIBE

1. Be the chief communicator for the chapter.
2. Know and enforce AEPi policies - especially those regarding health & safety including sexual assault prevention, alcohol/substance abuse, hazing prevention, fire safety and security, and Good Samaritan.
3. Handle all administrative, communicative, and logistical duties. Minutes are the bare minimum.
4. Manage roster, chapter contracts, and internal communication infrastructure of the chapter.
5. Create and maintain an effective external chapter communication strategy.

SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Develop and enforce procedures and agendas for all chapter meetings. Let's use this analogy – the meeting is a car. If the Master is driving the car, you are providing the gas. Make sure accurate dates, information, and details are provided to the Master and the chapter as clearly as possible. You are the communicator.
- Logistics are yours. Meeting times and places, reservations, travel arrangements, and more. Attention to detail and great execution are key to being successful.
- Research and utilize best practices for chapter communication infrastructure. What services can your chapter use to communicate better? Think Slack, WhatsApp, etc.
- Develop a communications strategy. Your Chapter is doing great things. Are they being communicated effectively with your stakeholders (FSL/FSA staff, alumni, parents, local community, other fraternities and sororities, AEPi IHQ)? Keeping everyone informed on your chapter's progress and happenings is your responsibility. Own it.
- Keep IHQ in the loop. Email communications@aepi.org with chapter updates and accolades.
- Social media. Make sure you're using these public mediums to tell your chapter's successes. There's a lot of potential here.
- Regulate online presence. Are your Brothers mindful of what they are putting out on the internet? Do the photos and tweets represent the mission and values of our organization? If not, is social media the problem or is it something else?
- Delegate. A Communications Committee for website, social media, photography, historian, etc. is not a bad idea. Make sure you are supervising so that everything falls under your communications strategy.



Alpha Epsilon Pi

DEVELOPING LEADERSHIP
for the JEWISH COMMUNITY

MEETING DATE (e.g. Sunday, January 3, 2020; 5:00 - 6:00 PM EST)

MEETING INFO (e.g. Zoom link, passcode, anything if virtual meeting)

AGENDA

CALL TO ORDER

PRESIDENT LAST NAME

ROLL CALL

YOUR LAST NAME

SENTINEL

SENTINEL LAST NAME

•

BROTHER AT LARGE

BAL LAST NAME

•

NEW MEMBER EDUCATOR

NME LAST NAME

•

RUSH CHAIR

RUSH CHAIR LAST NAME

•

EXCHEQUER

EXCHEQUER LAST NAME

•

SCRIBE

YOUR LAST NAME

•

LIEUTENANT MASTER

LT LAST NAME

•

MASTER

PRESIDENT LAST NAME

•

MINOR BOARD REPORT

OLD/UNFINISHED BUSINESS

PRESIDENT LAST NAME

NEW BUSINESS

PRESIDENT LAST NAME

COMMENTS FOR THE GOOD OF THE ORDER

ADJOURNMENT/GOOD & WELFARE



Alpha Epsilon Pi

DEVELOPING LEADERSHIP
for the JEWISH COMMUNITY

Alpha Epsilon Pi Meeting Minutes

Respectfully submitted by YOUR NAME

DATE OF MEETING

In Attendance:

Write the names of Brothers who are at this meeting.

Not in Attendance:

Write the names of Brothers who are not at this meeting.

Call to Order

Brother Master LAST NAME called the meeting to order at TIME.

Roll Call

Sentinel Report

•

Brother at Large Report

•

New Member Educator Report

•

Rush Chairman Report

•

Exchequer Report

•

Scribe Report

•

Lieutenant Master Report

•

Master Report

•



Alpha Epsilon Pi

DEVELOPING LEADERSHIP
for the JEWISH COMMUNITY

Minor Board Report

Old Business

New Business

- **Approval of last meeting minutes**
 - Motion from NAME
 - Seconded by NAME
 - WRITE WHAT THE VOTE WAS HERE (Unanimous; or X yea, X nay, X abstain)

Comments for the good of the order

Meeting Adjourned at TIME

Good & Welfare (for those who wish to stay)

MOCK ATTENDANCE SHEET

First Name	Last Name	Study Tables (1/22/21)	Brotherhood Event (1/25/21)	Alpha Xi Delta Philanthropy Event (2/14/21)	Community Service Event (3/6/20)	Total Events Attended
Joe	Jew	1	1	1	1	4
Jason	Cohen	0	0	1	1	2
Michael	Kahn	1	0	1	1	3

MOCK SOCIAL MEDIA CONTENT CALENDAR

SOCIAL NETWORK	DATE (MONTH/DAY/YEAR)	TIME (EDT)	CONTENT TYPE	TOPIC	SOCIAL COPY (to be filled in 3 days before publishing)	LINK	NOTES (e.g., specific images, etc.)
FRIDAY	01/15/2021						
	--> Here's an example of what you could include in your content calendar! Copy this document by clicking 'File and Make a Copy'						
FACEBOOK		Ex: 7:00 PM	CURATED CONTENT	AEP International Friday Piday	Check out the cool story AEP wrote about Brother NAME from SCHOOL. We loved reading this week's #FridayPiday. LINK #proudtobeap!	Just resharing HQ's story to show how great AEP is outside of your own community.	Use the preview image from sharing it.
INSTAGRAM		4:30 PM	IMAGE	Shabbat	Shabbat Shalom from the Brothers of X chapter! We hope all of our followers have a relaxing weekend, and that everyone comes back energized for the next week.	No link	Use image of Brothers at any event together. Brothers celebrating Shabbat, Brothers wearing their kippah, etc. Could be Brothers playing basketball. Have social copy reflect this.
		2:30 PM	STORY	Poll	Which Brother would... (make something up, then add a poll with options)	No link	
TWITTER		1:00 PM	CHAT	Weekend	What's everyone's weekend plans?	No link	reply to anyone who interacts with you. Engage your audience.
SATURDAY	01/16/2021						
FACEBOOK							
INSTAGRAM		3:00 PM	IMAGE	Community Service	Our chapter was happy to help X,Y,Z organization last weekend. Brothers donated food to the local homeless shelter and served food at their weekly lunch event. AEP values the Jewish ideal of Tikkun Olam, or repairing the world. What better way to do this than giving back to our community? #Proudtobeap! #AEPGivesBack		Use image of Brothers serving up food at the shelter. Tag AEP HQ.



MOCK SOCIAL MEDIA CONTENT CALENDAR

SOCIAL NETWORK	DATE (MONTH/DAY/YEAR)	TIME (EDT)	CONTENT TYPE	TOPIC	SOCIAL COPY (to be filled in 3 days before publishing)	LINK	NOTES (e.g., specific images, etc.)
TWITTER							
SUNDAY FACEBOOK	01/17/2021						
INSTAGRAM			VIDEO	Rush	We can't wait for rush to start next week! Will we be seeing you at one of our events? Click the link in our bio for a full schedule of events. Email NAME at EMAIL if you need a ride.		
TWITTER							



ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).



ROBERTS RULES OF ORDER

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

ROBERTS RULES OF ORDER

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

ROBERTS RULES OF ORDER

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

ROBERTS RULES OF ORDER

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

