

# 2021-2022 Academic Year

## Chapter Operations Guide



# ΑΕΠ

DEVELOPING LEADERSHIP  
for the JEWISH COMMUNITY

[aepi.org](http://aepi.org)

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# THE MISSION OF AEPI

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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. Since our founding in 1913, 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.**

# AEPI HEALTH & SAFETY POLICIES

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AEPI's chapters and members follow the Health and Safety Policies 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" (ואהבת לרעך כמוך). 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.

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.

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## HAZING POLICY

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

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 Alpha Epsilon Pi/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 Alpha Epsilon Pi 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.

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## 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.

## WEAPONS

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, fireworks, and explosive or incendiary devices.

No weapons of any kind, including replicas or models made to look like weapons, 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 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 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 (e.g., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with Alpha Epsilon Pi funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- An Alpha Epsilon Pi chapter must not co-host or cosponsor, or in any way participate in, an

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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 co-sponsor 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 an Alpha Epsilon Pi, 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.

## **DRIVING AND MOTOR VEHICLE OPERATION**

Whenever possible, chapters and members should utilize public transportation or transport service (busses, 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

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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 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.

## **MEDIA**

Members, new members, and guests must ensure that all content that they publish or promote is truthful, respectful, appropriate, and fosters a positive image of Alpha Epsilon Pi. No chapter or member shall use websites, publications, or media platforms to promote or encourage participation in any event or action that would violate any term of the Alpha Epsilon Pi Policies.

## **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.

## **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



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

## **POLICY DISTRIBUTION**

Alpha Epsilon Pi shall distribute its Health and Safety Policies to its members on an annual basis. A copy of the Health and Safety Policies are available [here](#).

## **CHAPTER POLICIES**

### **CHAPTER RELATIONSHIP**

Alpha Epsilon Pi Fraternity, Inc. does not control and does not supervise the day-to-day activities of Brothers, chapters and colonies. Each chapter and colony is a self-governing, financially self-sufficient association and comprised of students of the institution at which they are enrolled or students based in a particular locale. These chapters and colonies are responsible for their own debts and obligations. Under the governing documents of Alpha Epsilon Pi Fraternity, Inc., each chapter or colony selects and initiates its own Brothers, elects its own officers, establishes its own bylaws, operates and determines its methods of operation, and otherwise governs its own affairs, subject only to those bylaws and operations being consistent with the Supreme Constitution, Bylaws, and any other policy of Alpha Epsilon Pi Fraternity, Inc. The autonomy of a chapter or colony in organizing, determining and conducting its own operations through a democracy is part of an educational process that adds to collegiate life and to the development and refining of life and leadership skills.

If a chapter or colony operations are not consistent with the Policies and Guidelines of Alpha Epsilon Pi Fraternity, Inc., Alpha Epsilon Pi Fraternity, Inc. has the right to determine whether that chapter or colony will continue to be recognized by Alpha Epsilon Pi Fraternity, Inc. as an affiliate or whether its Brothers shall have any association with Alpha Epsilon Pi. In some situations, after an action by a chapter or colony has occurred that is inconsistent with the Policies and Guidelines of Alpha Epsilon Pi Fraternity, Inc., a probationary status may be designated by Alpha Epsilon Pi Fraternity, Inc. In probationary situations, the chapter or colony continues to be a self-governing, financially self-sufficient association of collegiate students. If the chapter or colony refuses to voluntarily accept the probationary status, AEPI has the authority to revoke the charter of that group. If an affiliate ceases to be recognized by Alpha Epsilon Pi Fraternity, Inc. as an entity associated with it, but that group of collegiate students nonetheless continues its operations, they do so without any affiliation to or authority from Alpha Epsilon Pi Fraternity, Inc. or Alpha Epsilon Pi.

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## **AGENCY**

No chapter or colony of Alpha Epsilon Pi, and no individual Brother thereof, is or has the authority to act as an agent of Alpha Epsilon Pi Fraternity, Inc. unless such representation is expressly stated in writing by Alpha Epsilon Pi Fraternity, Inc. with a precise description of any such relationship.

## **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.

## **UNIVERSITY RECOGNITION**

Most often, Alpha Epsilon Fraternity, Inc. chapters are composed of students at one college or university, and are registered with each institution as a recognized student organization. However, this is not a requirement for a chapter to be recognized by the international office. In certain circumstances, the fraternity recognizes a chapter without university recognition. Some chapters are composed of students attending different institutions in the same local area.

Alpha Epsilon Pi Fraternity, Inc. is committed to collaborating with those colleges and universities where it recognizes chapters composed of students at those institutions. However, neither the legal right of the fraternity to charter and maintain chapters, nor the right of students to be members of those chapters, is dependent upon university affiliation or recognition. The fraternity strongly supports, and reserves the right to defend the constitutional rights of our Brothers to associate with one another in the pursuit of our social, educational, religious and cultural ends.

## **HOST INSTITUTION INDEMNIFICATION**

Alpha Epsilon Pi Fraternity, Inc. (Fraternity) will not defend or indemnify any college or university host institution against the institution's negligence. In addition, no chapter, chapter officer, chapter advisory board member, or House Corporation officer may execute agreements, contracts, or documents on behalf of the Fraternity that would bind or otherwise obligate the Fraternity. Pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§1450-14505, college or university host institutions may not hold Alpha Epsilon Pi volunteers, at any level, liable for harm resulting from a negligent act or omission of a volunteer who was acting within the scope of their responsibilities as

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an Alpha Epsilon Pi volunteer.

## MEMBER POLICIES

*Each member of Alpha Epsilon Pi has agreed to be bound by the following policies.*

### CONDUCT

Members are expected to follow all federal, state and local laws as well as the rules and policies of Alpha Epsilon Pi, which may be found in the Supreme Constitution and bylaws of Alpha Epsilon Pi as well as all rules, regulations and policies set forth by Alpha Epsilon Pi. Each initiated member has taken a solemn oath which outlines the ideals of Alpha Epsilon Pi. They are therefore obligated to live a life according to the ideals described therein and further agree to carry out the mission of Alpha Epsilon Pi; “to provide education, resources and training to the future leaders of the world’s Jewish communities.”

### VOLUNTARY RECUSAL

All Members have agreed to voluntarily recuse themselves from all fraternity activities upon the request of the chapter’s executive board or International Fraternity in the event that they are under investigation or charged with any violation of law or University misconduct and continue to do so until they are reinstated by either the executive board or International Fraternity.

### LIVE-IN

All Members have agreed to live in the chapter house once they are eligible to do so based on university dormitory requirements and to continue to do so unless excused, in writing, from living in the chapter house by both the chapter Master and Alpha Epsilon Pi Fraternity based upon the criteria set forth in the fraternity’s governing documents.

### PHOTO/MEDIA

Alpha Epsilon Pi Fraternity is authorized, in its sole discretion, to use photographs or other materials in which members are included for publicity purposes.

### DISPUTE RESOLUTION

Any financial or legal disputes which may arise between Alpha Epsilon Pi Fraternity and/or its affiliated entities and members shall be resolved in accordance with the Alpha Epsilon Pi Fraternity claim and dispute resolution plan, which requires that matters be resolved by arbitration upon demand of either party. A full copy of the dispute resolution plan may be found [here](#).

# FOCUS ON HAZING PREVENTION

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The Health and Safety Policies of Alpha Epsilon Pi shall apply to all member fraternity entities and all levels of fraternity membership. The policies specifically addresses the issue of hazing as follows:

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.

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.

## EDUCATION IS OUR GOAL

If the entire chapter disappeared on initiation day, would the new members be able to lead the chapter immediately? Would they have the event planning skills, budgeting knowledge, or grasp of executive and minor board roles?

The purpose of fraternity education is to educate new members about the fraternity’s history, values,

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and ritual, as well as the local chapter and about the college or university. It is education about past and present members of the fraternity, and it is an education about what makes a good Brother. The goal of fraternity education is to develop the future leaders of the chapter.

It is the expectation of every member to educate in a constructive and harmless way. Each member should look out for new members regardless of their role in the chapter. It is the expectation of every member to see that the anti-hazing Policies of Alpha Epsilon Pi are not violated.

## **WHAT NEW MEMBERS EXPECT FROM THEIR EDUCATION**

New members desire many things from the fraternity. They expect these things when they become full members, and they expect them during their education period. Here are some examples of what they should be able to expect:

- To make friends
- To have a positive experience with the entire chapter
- To learn about the organization
- To feel wanted and needed
- To be informed as to what the chapter expects from them
- To be respected as individuals and members
- To be helped in adjusting to campus life, college classes, and chapter responsibilities
- To have fair treatment and not be subservient to initiated members
- To do only the work that initiated members do
- To respect older members
- To have initiation requirements, but not to have to earn active status through personal favors, competition or juvenile activities
- To have fun. After all, what did everyone tell them during rush?

If the chapter offers these things, it probably has a successful program; and there are many activities that lead to such a program. Remember, if you have any doubt whether something is hazing or not, don't do it. **Find an alternative.**

## **AREAS OF CONCERN**

The senseless act of hazing not only creates liability risk for the chapter, but also hinders the development of friendships that are the basis of Brotherhood.

Every U.S. state and Canadian province with an active AEPi chapter has a law that makes hazing a criminal act. Engaging in hazing may result in life-altering consequences such as criminal convictions, civil penalties, and reputational damage. Can you imagine what a future employer would think if a

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hazing record appeared when they google your name? Due to hazing being classified as a criminal act under most insurance policies, hazing is specifically excluded from coverage—in other words, if you haze, you will not be covered under the insurance policy. The policy will not pay for the cost of an attorney to defend you nor any judgment that might be entered against you. Furthermore, most of these laws state that even if someone agrees to participate, the liability is still on the chapter and/or those who committed the act because of peer pressure or desire to be a part of the group.

Therefore, hazing carries a number of risks, including:

- A civil lawsuit;
- Criminal prosecution for an illegal act;
- Discipline by the national organization;
- Discipline by the college or university; and
- Possible loss of insurance coverage.

General safety is a large factor in determining if traditional new member activities are considered to be hazing. Even events that we traditionally considered to be “in good fun” may now be considered hazing due to the propensity for those events to be the source of accidents in the past. For example, serious accidents have occurred during scavenger hunts and road trips and are now considered hazing activities by most universities. When planning new member activities safety and security must be taken very seriously.

There should be no consumption of alcohol during the new member education. The two most deadly nights for fraternities are those associated with new members: “Bid Night” and “Big/Little.” Typical hazing activities include passing a bottle (or bottles or other containers) of liquor or other forms of alcohol around among the new members and telling them that they must finish the bottle(s) before they can become members, receive their “big”, or otherwise be accepted. Another deadly practice is that of Bigs and Littles exchanging bottles of liquor, with the understanding that the little must drink the entire bottle. There are a tremendous amount of activities that a Brotherhood can run that would not include alcohol but still accomplish the same goals.

## **HOW TO TELL IF AN EVENT/ACTIVITY IS HAZING?**

What you may consider to be a perfectly harmless way of “educating” your new members may in the view of others be an act of hazing or hazing violence that can be criminal. No college/university administration or fraternity condones nor accepts hazing as a normal part of fraternity education. Therefore, if you have to ask whether a university administrator could be present, if your family would be proud of you for organizing this event, or if your fraternity would approve don’t do the event and instead find an alternative. If you don’t know, just ask. The AEPi staff and volunteers are happy to

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help you evaluate your program.

## THE SLIPPERY SLOPE

A major concern with certain activities is that, although the goals may seem lofty and the activity harmless, the chapter is approaching a slippery slope towards more violent and dangerous activities. The “fun” activities today turn into the disasters of tomorrow. This occurs when one member wants to “one-up” the last executive board or misconstrues previously acceptable events. What begins as an innocent prank can lead to a tragedy. Brothers often mindlessly recycle events or use the justification that an event that may be questionable is a “tradition” in this chapter. Please keep in mind that tradition does not equal valuable. Of course, there are good traditions that should stay, but even old traditions can spiral out of control.

The expectation of the chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities, dates, and times. Activities should be those that both new members and active members want to participate in. By being knowledgeable about the events, schedule, and purpose one will get more out of the activities and the educational experience.

## DOES THIS EVENT HAVE VALUE?

Answer these questions about each activity in your new member education program.

- \_\_\_\_\_ Is this activity an educational experience?
- \_\_\_\_\_ Does this activity promote and conform to the ideals and values of the fraternity?
- \_\_\_\_\_ Will this activity increase the new members’ admiration for the fraternity and the members of the chapter?
- \_\_\_\_\_ Is it an activity that new and initiated members participate in together?
- \_\_\_\_\_ Would you be willing to allow parents to witness this activity? A judge? The university president?
- \_\_\_\_\_ Does the activity have value in and of itself?
- \_\_\_\_\_ Would you be able to defend it in a court of law?
- \_\_\_\_\_ Does the activity meet both the spirit and letter of the standards prohibiting hazing?

If there is one question that has a negative answer, the event should be reshaped so that all the answers are positive.

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## WOULD THIS EVENT BE CONSIDERED HAZING?

It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions, try this for each activity:

- \_\_\_\_\_ Is alcohol involved?
- \_\_\_\_\_ Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- \_\_\_\_\_ Does the activity risk emotional or physical abuse?
- \_\_\_\_\_ Is there a risk of injury or a question of safety?
- \_\_\_\_\_ Do you have any reservation describing the activity to your parents or University official?
- \_\_\_\_\_ Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing, and you should ask yourself what changes can be made to make this event safe and valuable. Sometimes it is better to find a completely new alternative to reach the same result in a safe manner, and that is perfectly fine. chapter members may push back, but after two or three years of running the safe event/activity there won't be Brothers who remember the old events.

If you need help finding safer alternatives you should ask your ELC and/or a university official how to make the event appropriate for a non-hazing program.

## WHY HAZING DOESN'T WORK

Listed below are some misconceptions about hazing and an explanation of what may be the reaction.

### DISCIPLINE

Punishments for one or for the whole class are meant to call members out or embarrass them. Oftentimes, one member will be punished for problems caused by the active members or for others in their own class.

This is a military concept used in basic training or boot camp. The concept is simple: force the members of the squad or platoon to discipline the weakest member(s) in order to bring them up to standard. However, Greek organizations are not the military. We have selected our members and they are considered our equals from the day they are given a bid rather than given an inferior rank. The ultimate goal of military training is to prepare each individual to use a weapon and enter military combat whereby our goal is to develop leadership for the Jewish community. Leave the military



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concepts to the military.

Punishments also don't typically solve the problem; they only exacerbate it. If there is a problem with one of the new members, their big Brother or an executive board member should check up on him, encourage him, and help to resolve underlying issues. They should explain expectations and why each person and each person's conduct matter to the chapter.

Punishments can lead to some of the best future members to drop out of the process completely. No chapter can afford the strongest member leaving the program because of activities that were not related to growth and education. Oftentimes, this disgruntled person will go and tell friends, family members, or university administration, all of which can lead to the closure of a chapter.

## **EXCESSIVE PHYSICAL OR MENTAL DEMANDS**

What happens when a new member program is so rigorous or challenging but the active Brothers don't have that same mindset? This will create the attitude that new member education is a hardship and not an educational period and that initiation is the end of one's work for the organization instead of the beginning. This often creates a general lack of participation and/or interest in the membership. "That's a job for a new member, not an active." "Why should I work when I have already earned my spot?"

Furthermore, this system can be so successful in instilling new member group unity that four separate units are created within the chapter, and a true chapter does not exist. In fact, victims of hazing often state that hazing activities only produced mistrust, apathy and alienation. This is much different from the intended goal of trust, loyalty, and respect for the Brotherhood. The goal should instead be to interweave the new members in the entire Brotherhood by making them feel comfortable with many different Brothers from various cliques, families, or backgrounds so that they have friends in every facet of the Brotherhood.

In programs with a lack of sufficient sleep and strenuous activities, the new members can be robbed of the true meaning and appreciation of the events. Also, as scholarship is supposed to have priority, these programs can in fact be very detrimental to one's academic achievement.

Finally, physical injury may occur even in minor physical activity because of weaknesses or issues unaware to everyone prior to the injury. If injury occurs, current officers, the university, and the organization can be sued and held liable.

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## HOW TO CHANGE FRATERNITY EDUCATION

There is always resistance to change. No matter how imminent the danger or how great the risk, some are always opposed to change. With the fraternity education process, it is no different. People will make statements such as:

"The International (or National) Office is doing this to cover themselves."

"This is not the same fraternity that I joined."

"They're just doing what I did, and I liked it."

"It is a bonding experience."

"You can't make it too easy for them to make it into the fraternity."

These statements all miss the point of new member education. Teaching a member how to run the organization, introducing them to the strongest members, and treating them like a member of the team will all lead to a successful chapter where participation seems to come naturally. Leadership sometimes requires one to take a stand and do the right thing no matter what.

# NEW FLORIDA HAZING LAW

ENROLLED

2019 Legislature

CS for CS for CS for SB 1080, 1st Engrossed

20191080er

1  
2 An act relating to hazing; amending s. 1006.63, F.S.;  
3 redefining the term "hazing"; expanding the crime of  
4 hazing, a third degree felony, to include when a  
5 person solicits others to commit or is actively  
6 involved in the planning of hazing; expanding the  
7 crime of hazing, a first degree misdemeanor, to  
8 include when a person solicits others to commit or is  
9 actively involved in the planning of hazing; providing  
10 a short title; providing that a person may not be  
11 prosecuted if certain conditions are met; providing  
12 immunity from prosecution to persons who meet  
13 specified requirements; defining the term "aid";  
14 reenacting s. 1001.64(8)(e), F.S., relating to Florida  
15 College System institution boards of trustees and  
16 related powers and duties, to incorporate the  
17 amendment made to s. 1006.63, F.S., in a reference  
18 thereto; providing an effective date.

19  
20 Be It Enacted by the Legislature of the State of Florida:

21  
22 Section 1. Section 1006.63, Florida Statutes, is amended to  
23 read:

24 1006.63 Hazing prohibited.—

25 (1) As used in this section, the term "hazing" means any  
26 action or situation that recklessly or intentionally endangers  
27 the mental or physical health or safety of a student for  
28 purposes including, but not limited to: ~~initiation or admission~~  
29 ~~into or affiliation with~~

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**CODING:** Words ~~stricken~~ are deletions; words underlined are additions.

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30       (a) Initiation into any organization operating under the  
31 sanction of a postsecondary institution;

32       (b) Admission into any organization operating under the  
33 sanction of a postsecondary institution;

34       (c) Affiliation with any organization operating under the  
35 sanction of a postsecondary institution; or

36       (d) The perpetuation or furtherance of a tradition or  
37 ritual of any organization operating under the sanction of a  
38 postsecondary institution.

39  
40       The term ~~"Hazing"~~ includes, but is not limited to, pressuring or  
41 coercing the student into violating state or federal law; or any  
42 brutality of a physical nature, such as whipping, beating,  
43 branding, exposure to the elements, forced consumption of any  
44 food, liquor, drug, or other substance, or other forced physical  
45 activity that could adversely affect the physical health or  
46 safety of the student; ~~or, and also includes~~ any activity that  
47 would subject the student to extreme mental stress, such as  
48 sleep deprivation, forced exclusion from social contact, forced  
49 conduct that could result in extreme embarrassment, or other  
50 forced activity that could adversely affect the mental health or  
51 dignity of the student. The term Hazing does not include  
52 customary athletic events or other similar contests or  
53 competitions or any activity or conduct that furthers a legal  
54 and legitimate objective.

55       (2) A person commits hazing, a third degree felony,  
56 punishable as provided in s. 775.082 or s. 775.083, when he or  
57 she intentionally or recklessly commits, solicits a person to  
58 commit, or is actively involved in the planning of any act of

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59 hazing as defined in subsection (1) upon another person who is a  
60 member or former member of or an applicant to any type of  
61 student organization and the hazing results in a permanent  
62 injury, serious bodily injury, or death of such other person.

63 (3) A person commits hazing, a first degree misdemeanor,  
64 punishable as provided in s. 775.082 or s. 775.083, when he or  
65 she intentionally or recklessly commits, solicits a person to  
66 commit, or is actively involved in the planning of any act of  
67 hazing as defined in subsection (1) upon another person who is a  
68 member or former member of or an applicant to any type of  
69 student organization and the hazing creates a substantial risk  
70 of physical injury or death to such other person.

71 (4) As a condition of any sentence imposed pursuant to  
72 subsection (2) or subsection (3), the court shall order the  
73 defendant to attend and complete a 4-hour hazing education  
74 course and may also impose a condition of drug or alcohol  
75 probation.

76 (5) It is not a defense to a charge of hazing that:

77 (a) The consent of the victim had been obtained;

78 (b) The conduct or activity that resulted in the death or  
79 injury of a person was not part of an official organizational  
80 event or was not otherwise sanctioned or approved by the  
81 organization; or

82 (c) The conduct or activity that resulted in death or  
83 injury of the person was not done as a condition of membership  
84 to an organization.

85 (6) This section shall not be construed to preclude  
86 prosecution for a more general offense resulting from the same  
87 criminal transaction or episode.

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(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written antihazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

(a) Such penalties at Florida College System institutions and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a Florida College System institution or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to

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117 constitute hazing.

118       (10) Upon approval of the antihazing policy of a Florida  
119 College System institution or state university and of the rules  
120 and penalties adopted pursuant thereto, the institution shall  
121 provide a copy of such policy, rules, and penalties to each  
122 student enrolled in that institution and shall require the  
123 inclusion of such policy, rules, and penalties in the bylaws of  
124 every organization operating under the sanction of the  
125 institution.

126       (11) (a) This subsection and subsection (12) may be cited as  
127 "Andrew's Law."

128       (b) A person may not be prosecuted under this section if he  
129 or she establishes all of the following:

130       1. That he or she was present at an event where, as a  
131 result of hazing, a person appeared to be in need of immediate  
132 medical assistance.

133       2. That he or she was the first person to call 911 or  
134 campus security to report the need for immediate medical  
135 assistance.

136       3. That he or she provided his or her own name, the address  
137 where immediate medical assistance was needed, and a description  
138 of the medical issue to the 911 operator or campus security at  
139 the time of the call.

140       4. That he or she remained at the scene with the person in  
141 need of immediate medical assistance until such medical  
142 assistance, law enforcement, or campus security arrived and that  
143 he or she cooperated with such personnel on the scene.

144       (12) Notwithstanding subsection (11), a person is immune  
145 from prosecution under this section if the person establishes

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146 that, before medical assistance, law enforcement, or campus  
147 security arrived on the scene of a hazing event, the person  
148 rendered aid to the hazing victim. For purposes of this  
149 subsection, "aid" includes, but is not be limited to, rendering  
150 cardiopulmonary resuscitation to the victim, clearing an airway  
151 for the victim to breathe, using a defibrillator to assist the  
152 victim, or rendering any other assistance to the victim which  
153 the person intended in good faith to stabilize or improve the  
154 victim's condition while waiting for medical assistance, law  
155 enforcement, or campus security to arrive.

156       Section 2. For the purpose of incorporating the amendment  
157 made by this act to section 1006.63, Florida Statutes, in a  
158 reference thereto, paragraph (e) of subsection (8) of section  
159 1001.64, Florida Statutes, is reenacted to read:

160       1001.64 Florida College System institution boards of  
161 trustees; powers and duties.—

162       (8) Each board of trustees has authority for policies  
163 related to students, enrollment of students, student records,  
164 student activities, financial assistance, and other student  
165 services.

166       (e) Each board of trustees must adopt a written antihazing  
167 policy, provide a program for the enforcement of such rules, and  
168 adopt appropriate penalties for violations of such rules  
169 pursuant to the provisions of s. 1006.63.

170       Section 3. This act shall take effect October 1, 2019.



# SUBSTANCE ABUSE PREVENTION

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## **AEPI FOCUS ON DRUGS AND ALCOHOL ABUSE**

Students go to college looking to further their understanding of the world and grow academically during their time on campus. In many cases this is the first time away from home and comes with substantial independence. Many students on campuses today find themselves as being exposed to drugs and alcohol for the first time. Many struggles with making good choices and issues often arise. It is important to make wise choices to maintain a healthy and safe lifestyle in order to reach your goals of graduating and starting a career. It is also beneficial to be able to identify others in need of help.

The following will serve as a basic foundation for what you may see on campus and what you can do to help.

## **ALPHA EPSILON PI POLICY ON 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 (e.g., 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 or colony funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- A chapter or colony 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.

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- A chapter must not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter or colony 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 or colony 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 AEPi, 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.
  - The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly forbidden.

## **COMMON QUESTIONS CONCERNING SUBSTANCE ABUSE AND CHEMICAL DEPENDENCY:**

### **WHAT IS CHEMICAL DEPENDENCY?**

It is a disease or illness like any other. It is a primary disease, not a symptom of some other underlying cause. Chemical dependency causes the related problems that occur in the user's or drinker's life.

### **WHAT CAUSES CHEMICAL DEPENDENCY?**

The exact cause remains unknown, but it is not caused by lack of willpower, weakness of character, or some flaw in a person's moral structure. It is impossible to predict who will become dependent when exposed to using drugs or alcohol. Due to the ever-present availability of and exposure to drugs and alcohol in our society, evidence is clearly shown that anyone who can become dependent, in all probability, will become dependent.

### **CAN OTHER PROBLEMS IN A DEPENDENT PERSON'S LIFE BE TREATED?**

No. Not while the dependency remains unaddressed. The disease of chemical dependency rests on a human life in such a way that it effectively blocks the receipt of any other care we might want to deliver to whatever else is wrong with the individual.

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## **ONCE CHEMICALLY DEPENDENT, IS A PERSON LIKELY TO INITIATE RECOVERY BY HIMSELF OR HERSELF?**

Probably not. Chemical dependency is predictable and progressive. Untreated, it will almost always get worse.

## **HOW LONG DOES IT LAST?**

Once dependent, the person remains so forever. However, dependency can be arrested and will remain so as long as there is abstinence from mood-altering chemicals. Relapse is an ever-present danger. Recovery is a lifelong commitment.

## **WHAT WILL HAPPEN IF IT IS LEFT UNTREATED?**

Chemical dependency is fatal. If the dependency is not arrested, premature death will result.

## **CAN THE ILLNESS BE TREATED?**

Chemical dependency is treatable, and intervention is the best and most reliable method for initiating treatment. Over 70% of interventions are successful in leading the chemically dependent individual to accept his or her problem and seek treatment.

## **WHAT ARE THE SYMPTOMS OF CHEMICAL DEPENDENCY?**

The symptoms are compulsions to use drugs or drink. The compulsion is evident in using or drinking that is inappropriate, unpredictable, excessive, or constant. (e.g., having a drink at 8 a.m. before class.)

## **WHAT IS THE DIFFERENCE BETWEEN CHEMICALLY DEPENDENT AND NON-DEPENDENT? I KNOW A FRIEND WHO USED DRUGS ONCE BUT HASN'T SINCE.**

A non-dependent person will stop using drugs or drinking as a result of a brush with the law, reprimand or an episode with a family problem. A dependent person will not stop. If using alcohol or drugs is causing any continuing disruption in an individual's personal, social, spiritual, or economic life and the person does not stop using, he or she is chemically dependent.

## **CAN A PERSON BE HELPED WHILE CONTINUING TO DRINK OR USE?**

No. Not even the best psychiatric help can have lasting effects until substance use or drinking stops.

## **WHY DOESN'T A CHEMICALLY DEPENDENT PERSON SEEK HELP WHEN BAD EXPERIENCES ARE CONTINUALLY OCCURRING?**

People with this illness generally do not seek treatment on their own volition because they are not aware of their dependency. They remain utterly unaware of the progress of the disease. This is due,

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in a large part, to rationalization and delusion. Every bizarre behavior is rationalized away, and as a result of delusion (repression, blackouts and/or recall), the person's ability to remember what has happened during any given drinking or drug using episode is destroyed.

## WHAT ARE THE PROGRESSIVE PHASES OF SUBSTANCE ABUSE?

The four phases of substance abuse are listed below:

- 1. LEARNS MOOD SWING (Experimentation).** Experiences the effects of transferring from normal feelings to euphoric feelings.
- 2. SEEKS MOOD SWING (Compulsion).** Growing anticipation of effects; preoccupied with experiencing effects; desires regular use; develops tolerance (requires more of a drug to obtain the same level of effect).
- 3. NEGATIVE REACTIONS (Delusions).** Experiences depression after euphoria; rationalizes all negative behavior and feelings; experiences blackouts.
- 4. USES CHEMICALS TO FEEL NORMAL (Dependency).** Reality is distorted to the extent that continual use is required to cope with day-to-day living.

## WHO IS ABUSING OR MISUSING DRUGS?

You may be surprised to learn that drug abuse or misuse is prevalent throughout society. For instance, the problem may be found in adolescents, housewives, businessmen, young adults (including fraternity members), senior citizens, and whether rich or poor.

## WHAT DRUGS ARE BEING ABUSED?

Alcohol, stimulants, marijuana, narcotics, hallucinogens, sedatives, and inhalants are all substances that are commonly abused. Some of these are legal and some are illegal. For those that are legal, there is a propensity for misuse because they are more widely available. The most commonly abused drugs today are marijuana, opioids, cocaine, heroin, benzos, and alcohol. Many of these are known as "feel good" drugs, but their effects can be deadly.

## WHY ARE DRUGS BEING ABUSED?

There are numerous reasons for people abusing drugs. Many people abuse drugs for their psychoactive (mind-altering) properties. Others have the wish or belief that drugs can solve their problems; they are pressured by peers to experiment; they want to experiment; they derive enjoyment from taking the drug. Aiding and abetting the abuse is the ease of obtaining some drugs (such as alcohol).

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## **WHAT OPTIONS ARE AVAILABLE FOR PEOPLE WHO WANT TO HELP THEIR CHEMICALLY DEPENDENT FRIENDS?**

- University counseling services
- Narcotics Anonymous
- Alcoholics Anonymous

# SEXUAL ABUSE PREVENTION

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## ALPHA EPSILON PI FOCUS ON SEXUAL ABUSE AND HARASSMENT

The Health and Safety Policies of Alpha Epsilon Pi shall apply to all member fraternity entities and all levels of fraternity membership. The policies specifically addresses the issue of sexual abuse and harassment as follows:

## ALPHA EPSILON PI POLICY ON SEXUAL ABUSE AND HARASSMENT

"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."

## SEXUAL ABUSE PREVENTION

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to people of any gender identity, ranging from assault to harassment or the objectification of individuals.
2. A chapter will not sponsor or participate in any activity, including competitive games, community service or philanthropic endeavors, activities associated with recruitment, social events, or events that are abusive or demeaning to human beings.
3. A chapter should educate its members on these issues each semester.

## WHAT IS SEXUAL ABUSE?

In order to understand sexual abuse, we must define sexual harassment and rape or sexual assault.

*Sexual harassment* is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power.

*Sexual assault* or conduct of rape is defined as an act of sexual contact or penetration with a person against his/her will.

There are many types of sexual abuse. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape.

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Verbal abuse or sexist behavior may include but is not limited to:

- Whistling, yelling, taunting
- Humor and jokes about sex or male or female specific traits
- Suggestive or insulting sounds
- Sexual innuendos about your or someone else's personal appearance
- Sexual innuendos about your or someone else's sexual activities
- Demands for sexual favors accompanied by implied or overt threats

Physical abuse may include but is not limited to:

- Any inappropriate touching, pinching or patting
- Brushing against someone else's body
- Coerced sexual intercourse
- Assault

## **WHY SHOULD WE BE CONCERNED ABOUT SEXUAL ABUSE?**

There are two major reasons why individuals as well as chapters should care and take sexual abuse and harassment prevention seriously.

1. These are not just scenarios or case studies in some faraway place. The National Sexual Violence Resource Center claims that 20%-25% of women and 15% of men will be victims of forced sex during their time in college. These incidents involve Brothers and sisters, sons and daughters, friends or boyfriends or girlfriends. A person never wants to hear that a loved one has been abused. As AEPi men we commit ourselves to Tikkun Olam (repairing the world) and should therefore take it upon ourselves to educate, be aware, and to take action when incidents like these are likely to occur.
2. Legal liability and financial exposure are a risk when incidents, situations or occurrences of sexual abuse occur. Victims of sexual assault may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may also be named in a lawsuit if an incident of sexual abuse occurs at an event or function that can be associated with the chapter.

## **WHAT CAN YOU DO AS AN INDIVIDUAL TO ENSURE HEALTHY SEXUAL RELATIONSHIPS?**

- Be aware of social pressures and take a step back and think before making decisions. You should remember that your actions are your own and you are always "wearing your letters."
- Don't assume that previous permission for sexual activity applies to the current situation.
- Don't assume that just because someone dresses in a "sexy" manner and flirts that she/he wants

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to engage in sexual activity. Understand that these actions may be misinterpreted.

- Don't get into a vulnerable situation with someone you don't know or trust.
- Don't participate in or allow sexist behavior to occur. Verbal harassment of women, whistles, snide comments and stares are assaults on any woman's or man's sense of well-being. The underlying intention is to intimidate the person. The classic situation: a woman walks by a fraternity house and several of the men yell or taunt the woman.
- Take an equal role in your relationships with the opposite sex.
- Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.
- Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.
- Sexual assault is an extremely serious crime. Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in lovemaking.

## **WHAT CAN WE DO AS A GROUP TO PREVENT SEXUAL ABUSE?**

- Review chapter "traditions" and eliminate sexist, degrading practices that signal to members that it is acceptable to demean or disrespect others. Party themes, t-shirts, and text or email threads are primary areas of concern for men's groups.
- Host educational programs for your chapter. Hold a program on human sexuality.
- Aggressively address problems of substance abuse that lead to other problems.
- Invite a campus counselor to conduct a program on relationships and assertiveness communication and invite other men's or women's groups to join your chapter in the discussion.
- Take a leadership role in the Greek system to condemn sexual harassment and abuse and to promote a safe environment for all.
- Create a positive culture. "Call out" those who use degrading or sexist language, make inappropriate jokes, or allow "locker room talk"

## **WHAT CAN YOU DO IF YOU OR SOMEONE YOU KNOW HAS BEEN SEXUALLY HARASSED?**

- Although it may seem very difficult, you may feel comfortable enough to stand up to the harasser. If you are in a situation that doesn't feel right, let your harasser know that you feel uncomfortable. Tell him or her that you do not like what he/she is doing.
- Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.
- Seek out support from friends with whom you can share your concerns.
- Explore your options to file a formal complaint with the university, local authorities, and the International Fraternity. Most universities have a set procedure to be followed concerning sexual



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harassment complaints.

- Be a supportive friend and do not question the legitimacy of allegations.

## **WHAT CAN YOU DO IF YOU OR SOMEONE YOU KNOW HAS BEEN RAPED OR SEXUALLY ASSAULTED?**

- Contact a close friend or relative with whom you would feel comfortable talking.
- If a friend tells you that she/he has been raped, believe her/him. False claims are rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.
- Call a rape-crisis center or rape-crisis hotline. Rape-crisis centers are staffed with professional counselors who will help you begin to sort through your feelings. Counselors are available 24 hours a day and all calls are confidential.
- Contact the police. By contacting the police, you will have some flexibility in your legal options. You may or may not decide to prosecute. But if you do, the necessary evidence will have been collected. Confidentiality is also observed by the police.
- Get medical treatment. It is important that you receive medical treatment for several reasons:
  - You may or may not decide to prosecute. But if you do, evidence will have been collected by medical personnel.
  - Although you may feel very dirty, do not brush your teeth, urinate, or take a shower before receiving medical treatment. It destroys crucial evidence.
  - Seeking medical help will help prevent any possible consequences of rape such as sexually transmitted diseases or even pregnancy.

## **WHAT CAN YOU DO IF SOMEONE IN YOUR CHAPTER HAS BEEN ACCUSED OF SEXUAL ASSAULT OR RAPE?**

- As in other situations, contact the International Fraternity and the university.
- In most situations, the Brother should be suspended until the case has been resolved. This is for their benefit as well as the chapter's benefit.
- Although a Brother may be ultimately found guilty, AEPi is still a Brotherhood and should make sure that the Brother is also being supported and helped along the way. This means, making sure they are still attending classes, that they are in touch with family, and/or that they are seeking the advice of an attorney.
- Every chapter should have a crisis management plan to help deal with the day-to-day activities of the chapter after an incident.

# EVENT REMINDERS

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## ALPHA EPSILON PI FOCUS ON SAFE EVENTS

As college students and members of a social organization, there will be plenty of times where the chapter will hold events. Whether in recruitment, philanthropy, social, athletics, or others, health and safety should be accounted for during both pre-planning and during the event. Something as common as a flat tire can ruin an event if proper protocol isn't followed and the chapter should do the best job they can identify and mitigate all possible outcomes. Keep in mind that even an event that doesn't call for an extensive health and safety plan is still better off with one than without.

The following are some tips and reminders on how to events can be made safer and function more efficiently.

### QUICK EVENT REMINDERS:

1. Just because something isn't labeled an "AEPi" event doesn't mean health and safety policies should not be followed. It is safer and more sensible to assume that any time more than a few members or new members are involved, it will be considered a chapter event. This includes but is not limited to events at off campus houses, group get togethers, tailgates, and group travel. If any activity could be associated with AEPi from an outside observer's perspective, you should follow all H&S policies.
2. BYOB guidelines provide that an individual of legal age may bring one six-pack of twelve-ounce beers or one four-pack of wine coolers to an event for personal consumption. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited. There is no approved method for directly providing alcohol to others. All events where alcohol is served must have a licensed and insured third party vendor responsible for serving. The primary reason for the BYOB or Third-Party Vendor event limitations is that it places the onus or emphasis for consumption on each individual who is of the legal age rather than on the officers, the chapter or the international organization.
3. All events should have a guest list that is prepared at least 24 hours in advance of the event and contains the names of all guests and which Brother invited them. This is the best way to know who attends and which Brother to hold accountable in the event that an issue arises with a guest. The purpose of the guest list is to limit attendance to those persons who know a member and who the member believes to be a reasonable guest. Maintaining a file of past guest lists also benefits the chapter as a record of witnesses in the event something does occur which may end up in court two or more years later.
4. Invite People Who Care. When you invite friends and you truly know everyone attending your

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event, less problems are likely to arise. When the wrong people attend, including strangers or friends of friends, they are more likely to bring problems with them. Strangers do not typically feel an affinity for the chapter or its members and thus have no reason to treat people or property with respect. At the end of the night, they will just leave and move on with their lives.

## WHERE TO HOLD THE EVENT

Make a check for basic safety considerations that should be taken into account for choosing a venue and setting up properly. Is there a maximum capacity that must be adhered to? Are there potentially dangerous or private areas that should be secured and off limits? Is there expensive equipment, furnishings, and other items to remove, or that require closely supervised use? Are interior and exterior lighting conditions satisfactory? Are trip and fall hazards minimized? Is safe and adequate parking available? Do cabs and rideshare services service the event venue? Are all exits clear and free from obstruction so that everyone could get out quickly in case of a fire or other emergency?

Events can be especially troublesome if extensive or elaborate decorations are used. Example: A “maze” event hosted by a fraternity involved large canvas mats propped or held in place by boards in the basement of the chapter house. The mats were not fire-resistant, but the real danger was in the maze itself—if a fire erupted, how would people escape in a hurry? Any event that involves construction, digging, water, dirt, scaffolding or stages, ladders, removal or alteration of lighting, or the changing of exits must be carefully reviewed and scrutinized. Keep in mind that buildings and venues are built and maintained in a way that is code compliant and making alterations may impact that compliance.

When your party is held at a distance from campus or in an out-of-the-way or unusual place, consider providing transportation. Consider designated drivers or a shuttle service.

Alpha Epsilon Pi recommends, or may require, that you hold your party at an establishment that has a liquor license. The establishment is, at least in part, responsible for providing, handling, and serving alcoholic beverages. The liability is therefore shared between the chapter(s) involved and the establishment. Do not allow members to serve or provide any alcoholic beverages at a Third-Party Vendor event. The Third-Party Vendor Checklist can be used and requires insurance coverage verification from the vendor.

## THEMES

Themes themselves may be offensive or may generate offensive behavior. In our college environment today, there are people of virtually every nationality, religious background, socioeconomic status and sexual orientation on a campus. Be extra careful not to inadvertently

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cause offense. The old argument that a theme is “cute,” “clever” or “a tradition” does not work with people today. Many common party themes of the past are now known to have been inappropriate and we must meet and exceed the standards of behavior expected of us today. If you aren’t sure, ask for an outside opinion.

Be especially alert at events surrounding holidays where drinking and risky behavior is more common. At Halloween parties, St. Patrick’s Day, 4th of July, Cinco de Mayo, Mardi Gras, and others some people tend towards, “Can you top this?” Most of the incidents that involved national fraternities with clearly objectionable costumes at theme parties in the recent past have occurred at holiday events.

## **WHEN TO HOLD THE EVENT**

You should avoid scheduling events when you don’t have time to make proper plans. Most incidents occur at events that are thrown together and where proper planning has not been done. If you do not have time to think through the event, put safety procedures in place, and plan appropriately, do not proceed. Once the date has been chosen, set a reasonable starting and ending time. If a Third-Party Vendor is used, arrange for the bar to close at least an hour before the event is scheduled to conclude.

## **FOOD AND DRINK**

Keep in mind that the food and drinks you serve make a statement about you, your chapter, and your event. Non-alcoholic drinks and light snacks allow guests to participate without the pressure of making bad or illegal decisions. A simple recommendation is to have bottles of water available at all times and in plain sight. It is recommended to serve snacks - light sandwiches, dips, meats, cheeses or pizza.

Any event where alcohol is present must follow the BYOB guidelines. These guidelines provide that an individual of legal age may bring one six-pack of twelve-ounce beers or one four-pack of wine coolers to an event for personal consumption. Additionally, the presence of alcohol products above 15% alcohol by volume (ABV) is prohibited

Any event where alcohol is served must have a licensed and insured third party vendor responsible for checking IDs and serving alcoholic beverages. The primary reason for the BYOB or Third-Party Vendor event limitations is that it places the onus or emphasis for consumption on each individual who is of the legal age rather than on the officers, the chapter or the international organization.

The Alcohol guidelines regarding BYOB and Third party vendors mean that no chapter may purchase

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or provide alcohol to its members or guests. In the past many chapters have used “slush funds” or other methods in an attempt to get around the rules. We will be clear, there is no way around it, no chapter may purchase or provide alcohol to its members or guests.

## **EVENT COMMITTEE**

Assign an appropriate number of members for each event to help enforce rules and maintain a safe environment. Regardless of the event, these members should remain sober to execute tasks like driving to the event, going out to get more food, or other errand to ensure a seamless event. Some chapters will assign at least one executive level officer as a so-called “Event Captain” for each event. His job is to lead the team of hosts that assist in keeping the event compliant with the Health and Safety policies.

As a Brother of Alpha Epsilon Pi, you should remember to act appropriately at all times and keep in mind that everyone has the ability to help ensure that all guests are having a positive experience. Does someone need a dance partner? Is there still food on the buffet? Does someone need help hailing a cab? Likewise, they can respond quickly in the event that someone requires help or medical attention.

No new members should be involved with health and safety practices or procedures, prior to initiation as Brothers. Certain aspects of the job such as being a “Event Captain,” driving, checking guests in at the door or intervening with a problem guest are responsibilities best left to the most experienced members. Put experienced members in charge of these operations. The observers or monitors may need to resolve situations that occur.

## **PRE-EVENTS**

Pre-parties, pre-gaming and other “spontaneous” events are events involving the chapter members and/or guests and need to be subject to the same Health and Safety policies that apply to any event. It doesn’t matter where or when the events are held—if members are present, it is a chapter function, regardless of what members might call the event. If someone would be likely to perceive the event as a chapter event, e.g., if members or new members are present, then it will be considered a chapter event.

Some undergraduates will go to extreme lengths to attempt to distance a pre-party from the chapter, literally and figuratively. The response is simple: If it looks like a chapter event, it is a chapter event.

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## OFF-CAMPUS OR “UNOFFICIAL” CHAPTER EVENTS

Some chapters have intentionally participated in gatherings, functions, parties, or events that were held away from the chapter house or off campus in an attempt to circumvent the spirit and intent of Fraternity policies. Most of these events occur at private residences—apartments, rental houses, “annexes” of members or at the residence of a non-member and are classified as “unofficial” because they are “not chapter sponsored.” The risks posed by such events are often more substantial than “official” chapter events. Courts have held that if a certain percentage or number of members are gathered at any location, that gathering can be interpreted as a chapter activity, whether “official” or “unofficial.” Remember that Alpha Epsilon Pi policies uses the term, “...that an observer would associate with.” Most national organizations do not use a hard or precise number or percentage of members to determine if an event is a chapter event. Keep in mind that courts in some states have not placed a number on what constitutes a chapter event.

If the event gives the impression of involving the chapter, any competent attorney will try to prove that the chapter is liable.

Alpha Epsilon Pi International Headquarters will not hesitate to discipline a chapter if Health and Safety policies are violated at an event and/or if there is an incident of any kind at a social event where participants are violating Health and Safety policies. One serious incident could be reason enough to close a chapter.

If a chapter wants to practice sound health and safety, it will not tolerate “unofficial” events sponsored by members, which do not follow Alpha Epsilon Pi policies. Every chapter should practice sound health and safety all the time, regardless of the circumstances.

The bottom line: If fraternities could avoid liability by moving all chapter events off campus or making events “unofficial,” all chapters would have been instructed to do so.

## HELPING THE INTOXICATED/IMPAIRED OR INJURED

Even if everything is done to make sure all goes well, remember Murphy’s Law: if something can go wrong, it will. If a member or guest is injured in any way medical attention must be sought out immediately.

The “something” will sometimes be a member or guest who has consumed too much alcohol or drugs. Since your event is closed and the guest list is used, the intoxicated person is someone that you know.

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The safest approach: if someone is “acting drunk,” acting in a way that concerns you, is “woozy,” “wobbly,” having difficulty speaking, thinking, walking, carrying on an intelligent conversation, is listless, or especially if that person is semi-conscious, sleepy or passed out, it is time to get that person to the hospital. We cannot look at a person who needs immediate help and say, “they can ‘sleep it off.’” What we do know is that some lives have been saved because Brothers cared enough to take a person to the hospital or to call for help. It is far better to face someone the next morning who is upset about being taken to the hospital than to see that person in a casket a few days later and to have someone ask, “Why didn’t someone do something?”

Remember to always do the right thing. Even if you have failed to follow our Health and Safety Policies or failed in following the advice of this pamphlet, doing the right thing to protect someone is always the correct move.

## **HOSTING AN EVENT WITHIN ALPHA EPSILON PI GUIDELINES AND SOME COMMON SENSE:**

- 1. HOST A CLOSED EVENT.** Members, associates, and dates. Limit guests to two or three per member, or the number established by your national organization or campus, if one policy is more strict than the other.
- 2. SERVE FOOD.**
- 3. APPOINT HOST TEAM.** make sure all attending are well behaved. Agree not to consume alcohol that day. Act as sober hosts who agree to make sure party starts and ends on time and that the bar opens and closes on time.
- 4. DESIGNATED DRIVERS.** Make appropriate transportation arrangements with a cab company for rides home for guests.
- 5. DO NOT SELL, PROVIDE OR GIVE AWAY ALCOHOL.** Charging for admission or a cup, a hat, or a container and then providing alcohol is no different than selling by the drink. The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests. Do not allow undergraduates or alumni to establish bar tabs for a third-party vendor event.
- 6. HIRE SECURITY TO CHECK IDS AT THE DOOR.** It is advisable to hire professional security (e.g., security firms, off-duty police officers) to work the door and check IDs. Designate those over the legal drinking age in some unique way, such as wrist bracelets.
- 7. SET A STARTING TIME AND AN ENDING TIME.** You should consider four hours the limit and stick to the timeline
- 8. DO NOT PERMIT DRINKING GAMES.**
- 9. IF SOMEONE BECOMES INTOXICATED/IMPAIRED:** Stay with the person and immediately seek professional help. Do not put yourself in the position of making a life or death decision.

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Call emergency services immediately. If they have any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.

**10.BE A RESPONSIBLE HOST.** Hosting an event will always carry some level of risk that the chapter as an entity, the officers and sometimes the members themselves may be held accountable if an accident occurs. The key thing to remember is to do your part to identify, analyze, limit, control, and monitor risk.



# **HOLMES MURPHY FRATERNAL PRACTICE**

**EVENT PLANNING GUIDE**



The goal of this guide is to help you think critically around event planning. Prior to planning an event, we encourage you to review the risk management policy of your respective organization and campus expectations so you have a full understanding of the policy and expectations around event planning.

While following the guidelines outlined in the guide will help to make any event safer, we recommend they be expressly followed when alcohol is present while on chapter premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity.

For any questions around event planning, policy clarification, contract review, etc. please reach out to your national/international organization for further assistance. Throughout the guide the phrase “suggested organizational guidelines” is used which infers what many organizations might use as policy / procedure language; however, it is best to compare this information to your national/international risk management policy.

# WHAT CONSTITUTES AN EVENT?

Defining an "event" is often challenging; however current suggested organizational guidelines define this as "while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity."

## Determining if the Event is on "Chapter Premises"

Is the event being hosted in your chapter house or a university-provided meeting space? ☐Y ☐N

*If so, every event you host there is considered a chapter event.*

Is the event being hosted in an on or off campus location where you traditionally hold your events? ☐Y ☐N

*If so, events you host there would probably be considered a chapter event.*

## Applying the "Reasonable, Objective Observer" Standard

The following factors are considered when determining whether an event could be considered an event by a reasonable, objective observer.

Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Council? ☐Y ☐N

Is the event financed by the chapter and/or being hosted on chapter property? ☐Y ☐N

Is the event being hosted or planned by one or more members and supported by members/associate/new members? ☐Y ☐N

Does the Executive Council have prior knowledge of the event? ☐Y ☐N

Is the event listed or advertised on the chapter website or social media accounts [e.g. Facebook, Twitter, etc.]? ☐Y ☐N

Do online invitations refer to the organization [e.g. Facebook events]? ☐Y ☐N

Is the event listed on a chapter calendar [public or private]? ☐Y ☐N

Will the event be announced at a chapter meeting? ☐Y ☐N

Will members of the Executive Council be in attendance? ☐Y ☐N

Will the event be marketed over the chapter listserv? ☐Y ☐N

Are members attempting to rename the event in order to give the appearance that it isn't associated with the fraternity? ☐Y ☐N

If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event? ☐Y ☐N

Is the event actively or passively endorsed by a majority of the active chapter? ☐Y ☐N

Have members of the chapter lied about the event? ☐Y ☐N

# EVENT DETAILS

1. Who is planning the event?

Organization:

Name:

Officer Title:

Email:

Phone:

2. Name of event:

3. Location of event:

☐ Chapter Property (Either fraternity or university owned)

☐ Rented Facility (Hotel, Restaurant, etc.)

☐ Member(s) Residence

☐ Other:

4. Date of Event:

5. Beginning time of event:  ☐ AM ☐ PM

Ending time of event:  ☐ AM ☐ PM

6. Purpose of event:

☐ Recruitment

☐ Social/Mixer

☐ Formal

☐ Philanthropy

☐ Service

☐ Other:

7. Which best describes the event below? Check all that apply.

☐ Dry event (no alcohol)

☐ Member Event Only

☐ Fundraiser

☐ BYOB

☐ Member and Date Event

☐ Event with more than one fraternal organization

☐ New member event

☐ Sport

☐ Third Party Vendor at chapter facility

☐ Parent Event

☐ Event with non-fraternal organization

☐ Recruitment

☐ Service

☐ Event with one other fraternity/sorority

☐ Event with more than one other fraternity/sorority

☐ Event with one other non-fraternal student group

☐ Event with more than one non-fraternal student group

8. The activities below could be considered high risk events. Does the planned event contain any of the following?

☐ Bring your own gun (trap/skeet shooting)

☐ Sky diving/ parasailing/bungee jumping

☐ Boxing tournament

☐ Building of temporary structures

☐ Pools

☐ Mechanical Bulls

☐ Bounce Houses/Inflatables

☐ Slip & Slides/Any other water feature

☐ Obstacle course

☐ Contact sports (e.g. football, rugby)

- ☐ Bonfires
- ☐ Tug-o-war
- ☐ Rock Climbing
- ☐ Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.)

☐ Other:

- ☐ Events take place at heights more than one to two feet from the ground
- ☐ Event with live animals present (e.g., rodeo, petting zoo).

9. Have any written contract or agreement been signed for any part of this event? ☐ **Y** ☐ **N**

- ☐ Food caterer:
- ☐ Security guards:
- ☐ Bus/transportation company:
- ☐ Third party vendor:
- ☐ University facility:
- ☐ Hotel venue:
- ☐ Sports field:
- ☐ DJ:
- ☐ Band:
- ☐ Artist:
- ☐ Restroom and Waste Management:
- ☐ Other:

## HOW WILL ALCOHOL GET TO THE EVENT?

Common organizational recommendations allow chapters to host events with alcohol in one of two ways. *Please consult your national/international risk management policy for additional guidance and policy information.*

### ☐ BYOB [Bring Your Own Beverage]

Everyone brings their own alcohol, including members, new members, guests, and alumni who are over the age of 21

### ☐ Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]

Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.

### ☐ Dry Event [No alcohol will be present]

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# MAKING BYOB EVENTS WORK

[See [BYOB Checklist](#)]

- 1 // Are there any university or Fraternity/Sorority policies that deal with BYOB events on campus? ☐ Y ☐ N  
Are there any university or Fraternity/Sorority policies that deal with BYOB events off campus? ☐ Y ☐ N

If so, what do those policies say? *[Do they require a specific check-in procedure? Do they limit the number of drinks a guest can bring?]*

- 2 // All members and guests should be "carded" at the door to verify their age. Who is checking members' and guests' IDs at the door?

- ☐ Chapter members  
☐ New members *[NOT recommended unless chapter members are also participating]*  
☐ The campus police provide someone to check IDs  
☐ The chapter has hired a security company [see [Security Vendor Checklist](#)]

- 3 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event  
☐ Specific hand stamp that is unique to the event  
☐ Other [Describe]:

- 4 // How many drinks will you allow each person of legal drinking age to bring to the social event?

*Common organizational recommendations state no hard liquor and a reasonable limit on the amount and types of alcohol (i.e. 6-pack of beer, 1 bottle of 750 ml wine, four pack of wine coolers/ciders/malt beverages, etc.)*

Beer: #

Wine Coolers: #

Ciders: #

Wine: #

Malt Beverages: #

Other: #

- 5 // How will you manage the service distribution center?

Where will the service distribution center be located?

*Common organizational recommendations suggest you establish one centralized location [not a member's room] for checking in and distributing alcohol.*

How many sober members will be assigned to work the service distribution center?

Which best describes the sober monitors? Check all that apply:

- ☐ Chapter members  
☐ New members  
*If you utilize new members, it is recommended it is in conjunction with members.*  
☐ The university provides someone to distribute alcohol  
☐ The chapter has hired a vendor to distribute alcohol

How many drinks will a member or guest be permitted to take at a time?

6 // How will members and guests check in and collect their alcohol?

☐ Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.

The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the attendee is written on the tickets.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

☐ Punch Card System

Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the member/guest is written on the punch card.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

☐ Other [Describe]:

7 // How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event?

8 // Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event?

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# PLANNING A THIRD-PARTY VENDOR EVENT

## What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. *Third Party Vendors are NOT individuals who work as bartenders.*

## Planning the Event

1 // Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events on campus?

☐ Y ☐ N

Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events off campus?

☐ Y ☐ N

*If so, what do those policies say? [Do they require a particular amount of insurance? Do they limit the type of alcohol that can be purchased?]*

2 // Have you reviewed your chapter's contract with the Third Party Vendor? *It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements.

The contract with the Vendor should:

### CERTIFICATE OF INSURANCE:

Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. (You can request a copy of the certificate of insurance.)

The certificate of insurance should also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage and hired and non-owned auto liability coverage."

The certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the inter/national fraternity with whom the local chapter is affiliated.

### LICENSE:

Be properly licensed by the appropriate local and state authority to sell liquor on the premises where the function is to be held. (You can request a copy of this license.)

### CONTRACT:

The contract should only be executed in the name of the undergraduate chapter (ex. Beta Kappa Chapter of XYZ Fraternity).

The venue should assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- a) Per-drink sales only, collected by the vendor, during the function;
- b) Checking identification card upon entry;
- c) Not serving minors;
- d) Not serving individuals who appear to be intoxicated;
- e) Maintaining absolute control of all alcoholic containers present;
- f) Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the chapter);



- g) Removing all alcohol from the premises;
- h) Facility provides security for the event.

In addition; the contract should NOT include the following:

- a) Drink specials for members/guests as part of the room rental fee
- b) A set amount of free alcohol [e.g. 10 free pitchers, 40 free well drinks, two free drinks per member, etc.]
- c) A minimum amount of alcohol sales during the event
- d) Free drinks for officers and organizer or drink specials

Contractual indemnification language should be in favor of the chapter or at a minimum it should provide mutual indemnification. (Think of it this way, if you hire a catering company that is responsible to check IDs and serve alcohol, the vendor should defend the chapter if they fail to do what they were paid to do, which results in a claim or lawsuit.)

Confirm the TPV's liability policy includes a Waiver of Subrogation Clause favoring the Chapter.

The Chapter should be added as an Additional Insured on a primary basis to each TPV's Liability and Auto Policy.

Obtain proof that Workers Compensation coverage is in place for their employees.

Obtain a Certificate of Insurance from TPV confirming required coverages and Additional Insured protection is in place.

3 // All members and guests should be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- ☐ The Third-Party Vendor *[Recommended]*
- ☐ The chapter has hired a security company [see [Security Vendor Checklist](#)]
- ☐ Chapter members
- ☐ New members *[NOT recommended unless chapter members are also participating]*

4 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event
- ☐ Specific hand stamp that is unique to the event
- ☐ Other *[Describe]:*

# BUILDING A GUEST LIST

- 1 // Are there any university or Fraternity/Sorority policies that limit the number of guests per member for chapter events? ☐ Y ☐ N

If so, what do those policies say?

- 2 // Do the math. Suggested organizational guidelines are **two to three guests** per member/new member at events.

How many members and new members do you plan to have at the event?

How many guests per member /new member will you allow at the event?

This is the total number of guests you can invite to your social event.

*The total number of attendees [members and guests] should not exceed fire code capacity for the venue.*

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- 3 // Figure out how members will add names to the guest list. [see [Building A Guest List](#)]

☐ Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

☐ Numbered Invitations

Distribute numbered invitations to each member/new member to give to his guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

☐ Closed Facebook Event

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

☐ Other [Describe]:

- 4 // How many hours in advance will the guest list be closed?

*Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.*

# MANAGING THE EVENT

## Theme

1 // Does the event have a theme? ☐ Y ☐ N

If yes, what is the theme?

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- ☐ Does NOT rely on the stereotypes of certain groups.
- ☐ Does NOT encourage offensive dress or costumes.
- ☐ Does NOT stereotype men or women.
- ☐ Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- ☐ Is NOT centered on making fun of a particular group of people, culture, or organization.
- ☐ Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

## Sober Monitors [see [Sober Monitor Resource](#)]

1 // Who will your officer in charge be for the event?

2 // How many sober monitors will you have at the event?

*Suggested organizational guidelines are one sober monitor for every 15 attendees.*

3 // What is the system/process for selecting sober monitors?

*Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.*

4 // List the names / phone numbers for the assigned sober monitors.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5 // How will you identify sober monitors during the event so a member/guest could easily recognize them?

6 // What are the responsibilities of the sober monitors during the event?

- ☐ Check members' and guests' IDs at the door to verify their age
- ☐ Manage the guest list at the door
- ☐ Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- ☐ Monitor members' and guests' policy compliance
- ☐ Other [Describe]:

## Transportation

1 // Will you provide transportation to and from the event? ☐ Y ☐ N

If so, how?

☐ Licensed transportation vendor [e.g. charter bus]

☐ Campus safe ride program

☐ Pre-paid cab service

☐ Designated driver program [consult the risk management policy of your organization prior to selecting this option // see [Designated Driver Guidelines](#)]

☐ Other [Describe]:

2 // What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

## Construction/Decorations

1 // Will there be any special construction/decorations for this event? ☐ Y ☐ N

If yes, please describe:

Persons and/or company performing construction and contact information:

Company Name:  Contact:

## Prevention Questions

1 // How many entrances will there be to the party?   
*It is safest to only have ONE entrance to the event.*

2 // Is this event is planned to exceed five hours in duration? ☐ Y ☐ N  
*Please explain why this event will exceed five hours.*

3 // Will ample food, other than snacks and non-alcoholic beverages be available? ☐ Y ☐ N

*Who will provide the food?*

*What food/beverages will be served?*

4 // Are glass bottles prohibited from the event? ☐ Y ☐ N

5 // Will this event involve any physical activity? ☐ Y ☐ N

6 // Will doors to residential living be locked / secured during the event? ☐ Y ☐ N

7 // Will you stop the service of alcohol at least one hour before the event ends? ☐ Y ☐ N

8 // Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? ☐ Y ☐ N

9 // Will you ensure no illegal drugs and controlled substances are at the event? ☐ Y ☐ N

12

- 10 // Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? ☐ Y ☐ N
- 11 // Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur? ☐ Y ☐ N
- 12 // Please describe any specific prevention plans for the above areas.

## Crisis Management Plan

- 1 // Do you have a crisis management plan in place for the event? ☐ Y ☐ N [see [Crisis Management Plan](#)]

If yes, please describe:

- 2 // Will emergency services be readily available at the event? ☐ Y ☐ N

- 3 // Who is the officer in charge to contact emergency services?

Name:  Phone:   
 Title:  Email:

- 4 // If the need for assistance arises, who will be responsible for contacting:

- ☐ Emergency personnel
- ☐ Chapter President
- ☐ Chapter Advisor
- ☐ House Corporation President
- ☐ Fraternity Headquarters
- ☐ University Officials

Name:  Phone:   
 Title:  Email:

Additional Resources: <http://www.holmesmurphy.com/fraternal/resources/resources-sororities-fraternities/>

Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource.

No portion of this resource should be used for commercial purposes.

# **Call 911 immediately.**

## **After 911 has been called, the additional steps that should be taken.**

- The Chapter President (or officer next in line if the President is not present) takes charge.
- Cooperate fully with the needs of any public safety organization (police, medical or fire personnel).
- Contact appropriate officials (Advisor, Headquarters, University, etc.).
- Restrict access to the chapter house. The President (or officer in charge) must have complete control of the situation and be aware of who is in the area. Permit only your members and appropriate officials to enter.
- Assign one or more responsible members to calmly guard the door.
- Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
- Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Remind members that only the President or Chapter Advisor can speak for the Fraternity — members are not to speak to anyone (including friends, girlfriends, parents, the university) about the crisis.
- Do not discuss details, speculate on events or otherwise elaborate on the situation.
- Submit all requested information about the incident to the proper authorities.

## **DEALING WITH THE MEDIA**

- Depending on the circumstances, the National Headquarters may take over any direct contact with the media including the issuance of a press statement.
- If contacted, only the President or Chapter Advisor should speak for the chapter if the National Headquarters provides this direction.
- Avoid “no comment” as it leads to speculation. Instead, make a simple statement: “We are aware that an incident occurred and are cooperating fully with all parties who are investigating.”

## **SERIOUS INJURY OR DEATH OF A MEMBER**

- DO NOT NOTIFY THE PARENTS. Medical or police personnel who are trained in this will notify the family. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.
- In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible,



keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.

- If the family allows member attendance, provide details for members.
- In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

## **FOLLOW-UP**

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis. The National Headquarters will often have mental health and/or counseling resources available for members.

## **CONTACT INFORMATION**

*It is recommended the organization provide contact information in this section (e.g. Executive Director/CEO, Communications staff/volunteer, staff/volunteers who should be called in a crisis).*

## **HOTLINES TO CALL FOR HELP**

### **Emergency**

9-1-1

### **CDC Health Topics (Immunizations, STDs, and more)**

800-CDC-INFO (232-4636)

### **Find Substance Abuse and Mental Health Treatment**

800-662-HELP (4357)

### **National Domestic Violence Hotline**

800-799-SAFE (7233)

### **National Suicide Prevention Lifeline**

800-273-TALK (8255)

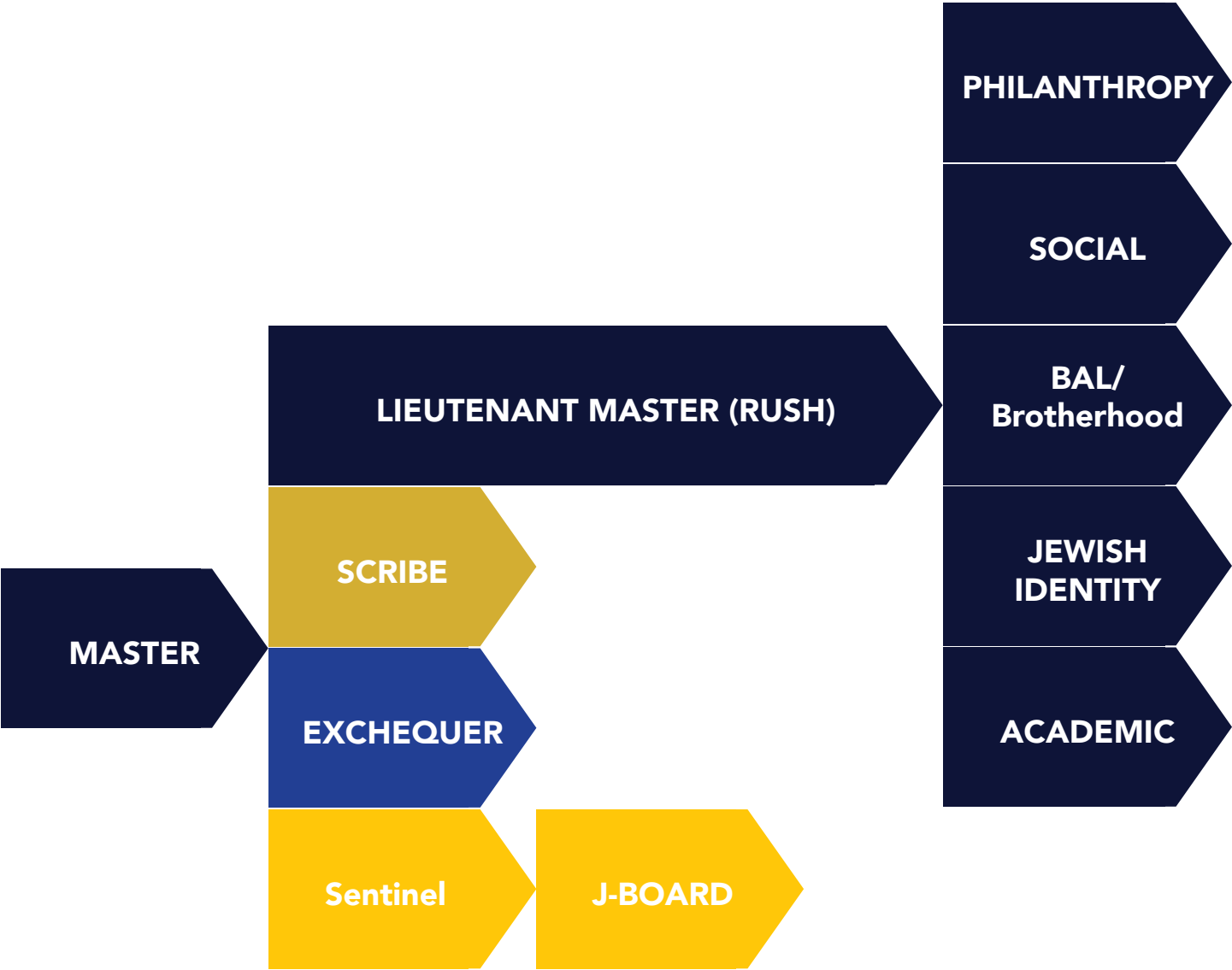
### **National Sexual Assault Hotline**

800-656-HOPE (4673)



# CHAPTER STRUCTURE

CHAPTER/COLONY UNDER 30 MEMBERS (MINIMUM RECOMMENDATION)





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## CHAPTER/COLONY 31-60 MEMBERS (MINIMUM RECOMMENDATION)



## CHAPTER/COLONY 61+ MEMBERS (MINIMUM RECOMMENDATION)



# WHAT MAKES A GREAT CHAPTER?

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## CHAPTER EXCELLENCE

### Attitude & Culture

1. Consistent with Jewish values
2. Consistent with Greek values
3. Consistent with AEPi values
4. Consistent with School values (student code of conduct)
5. Care for one another and those around you (Health & Safety Policies Compliance)

### National Fraternity Participation

1. Convention attendance & participation
2. Conclaves attendance & participation
3. National programing & education

### Engagement of Partners & PR

1. AEPi Staff engagement (Chapter Services, JLPD, Admin)
2. Hillel & Chabad staff
3. Campus Advisor(s) and/or Greek Life office
4. IFC and Greek Community
5. Chapter Advisor or Advisory Board
6. Philanthropy Partners
7. Positive social media, website, and other press

### Governance

1. Proper focus on E-board and committee structure
2. Operational efficiency
3. Democratic process
4. Aligned with national policy
5. Financial responsibility and control

### New Member Education

1. Training on chapter operations
2. Training on AEPi / chapter history and tradition

### 3. NO HAZING

4. Introduction and welcoming to the group
5. Mentorship through big Brothers

### Recruitment & Rush

1. Continuous rush
2. Formal rush
3. Expectations aligned with demographics
4. Diverse new members (athlete, intelligent, social, shy, various majors, different economic backgrounds)
5. Use of objective metrics and measures of a man (what do they bring to AEPi? What will AEPi add to their life that is more/better than what any other fraternity or other organization can add?)
6. Commitment to the Jewish mission

### Financial & Business

1. Financial transparency and accountability
2. Appropriate budgeting process & Practice
3. Use of membership agreements
4. Prompt dues payment
5. Tax filings
6. Proper protocol for entering contracts

### Balanced Programming (11 Core Committees)

1. Jewish Life
2. Israel Engagement
3. Philanthropy
4. Civic Engagement
5. Community Service
6. Social
7. Athletics
8. Academic
9. Professional Development
10. Alumni Relations
11. Parent Relations

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## INDIVIDUAL EXCELLENCE

Each member should contribute positively to the whole by bringing unique skillsets, attitude, aptitudes, and qualities to the chapter. Individuals must be conscientious that their conduct reflects upon the collective group as well as upon themselves. As a member of the chapter, members are subject to a duty of care. In return, the individual will learn and grow through their interaction with others and be a part of a collective that enriches their collegiate experience and their life.

Good Fraternity revolves around the theory that we are better off together than we are as one.

### Individual Attitude, Culture, & Conduct

1. Consistent with Jewish Values
2. Consistent with Greek Values
3. Consistent with AEPi Values
4. Consistent with CU values (student code of conduct)

### Individual Chapter Participation

1. Committee service
2. Participation in meetings
3. Participation in events
4. Participation in initiatives

### Leadership outside of AEPi

1. Hillel/Chabad
2. Clubs
3. Student government
4. Civic
5. Work
6. Trade organizations



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# **ALPHA EPSILON PI EXECUTIVE BOARD EXPECTATIONS**

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# MASTER

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## EXPECTATIONS OF THE MASTER

1. Maintain safety of the chapter and its members.
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. Provide vision and direction for the chapter in congruence with the mission and values of the fraternity.
4. Manage the E-Board and hold them accountable for accomplishing tasks that fall in line with the Master's vision.
5. Communicate and act as a liaison to the International Headquarters, university or college, and local community.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Set goals. Identify assets and liabilities within your chapter. Create a 5-year, 1-year, and semester/quarter plan with these goals.
- Stay organized. Utilize Scribe to take complete and useful minutes of meetings, create meeting agendas, and handle all the paperwork of the chapter.
- Delegate. You can't do everything on your own. That's why you have an E-Board. A great Master delegates effectively.
- Familiarize yourself with Robert's Rules of Order and your Constitution. When running meetings, you will have more control and be a stronger facilitator.
- Get your E-Board on the same page. Have an E-Board retreat to plan your term.
- Hold your E-Board accountable. Keep track of tasks and projects you have delegated and follow up on them.
- Identify and develop new leaders. Part of your job is to plan for the future.
- Be transparent and inclusive. Make sure your E-Board is seen as part of the chapter.
- Lead by example. People are more likely to follow your lead if you are part of the team.
- Be positive and have fun. Remember this is something you wanted and were entrusted to do by your Brothers, so enjoy it. Make sure you work on your friendships and continue building relationships with members.

# LIEUTENANT MASTER

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## EXPECTATIONS OF THE LIEUTENANT MASTER

1. Assist and support the Master in his decisions.
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. Appoint and manage an effective Minor Board.
4. Plan and execute chapter programming that complies with AEPi's mission.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Make it personal. Don't overuse e-mail listservs or groups. When looking for a committee chair or to involve members, pick up the phone. Let your Brothers know they are needed, and they will rise to the occasion. Set up one-on-one meetings with chairmen so they know they are supported.
- Stay organized. Create a minor board folder or binder to track chair and committee progress. Make sure to pass this down to transition officers effectively. This may be done in your chapter's google drive.
- Hold the Minor Board accountable. If a chair or committee is not performing to their potential, increase supervision, offer help, or remove and replace if necessary.
- Develop and re-evaluate chapter programming. Just because something has been done before doesn't make it the best possible program. Work to make sure that chapter programs reflect the chapter and the fraternity's mission and values.
- Work with Master to develop E-Board. You are the Master's right-hand man. Help him to push your E-Board to greatness.
- Assist Minor Board. Be there to support and provide guidance to committee chairs for large or complex events.
- Involve and inform chapter. Always update and provide accurate information about chapter programming to the chapter. It is your job to ensure the calendar is correct and accessible.
- Set goals that fulfill vision. When creating the calendar and deciding on programming make sure the Minor Board is aware of and buys into the Master's vision.
- Recruit your Brothers. Get your chapter more involved by getting Brothers on committees and in chair positions. You get out what you put in. Help them get the most out of the Fraternity. Brothers will be more active if they are important and contributing to the group.
- Create a new chair position. If someone has a new idea, let them run with it. Allow Brothers to be involved in ways they are passionate about.

## IMPORTANT LINKS

The following links are to videos on our YouTube page and other AEPi resources that will help you in your role as Lieutenant Master! Check them out:

[Motivating the Middle](#)  
[Public Speaking](#)  
[Leadership Without a Title](#)  
[Remote Philanthropy Video](#)  
[Sponsorship Levels Example](#)

[AEPi Example Virtual Chapter Calendar](#)  
[Example Application for Minor Board](#)  
[Philanthropy Guide](#)  
[CrowdChange 101/Virtual Philanthropy](#)

# SCRIBE

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## 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](mailto: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.

## 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](#)



# EXCHEQUER

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## EXPECTATIONS

1. Collect Brother dues.
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. Budget and oversee distribution of chapter funds.
4. Oversee chapter balance sheet.
5. Seek out fundraising and sponsorship opportunities.
6. Report on chapter finances to the chapter and executive board.
7. File tax forms on behalf of the chapter.
8. Pay International Headquarters dues/fees on time.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Create a comprehensive budget. Using the chapter calendar, develop a complete budget for programming, international dues/insurance and savings.
- Maintain a “rainy day” savings fund. Protect your chapter by setting aside money each semester in case of unexpected costs.
- Keep organized records. Always be sure to record any transaction and adopt a “no cash” policy to ensure a proper paper trail.
- Utilize alumni network. Seek out those with accounting expertise and fundraising experience to optimize your budget and correctly file taxes.
- Revisit your budget. Continuously check budget lines and projected expenses to ensure a balanced budget.
- Develop policies and procedures. When giving reimbursements, collecting dues, or conducting any other transaction make sure that there is a standard procedure that is known by the chapter.
- Set expectations. Make sure the chapter understands that being a member of the fraternity requires that everyone pays their fair share. In order to participate in events and in the chapter, they need to be up to date with their dues.
- Make individual payment plans. Money should not stand in the way of Brotherhood. Work with Brothers and new members to adapt to their individual financial needs.
- Budget for rewarding excellence. Set aside money to reward Brothers. For example, the Brother with the highest GPA could be given new letters each semester or the chair of the philanthropy committee could take his committee to dinner after a successful program.

## IMPORTANT LINKS

The following links are to resources on AEPi’s YouTube page that will help you in your role as Exchequer! Check them out:

[Tax Filing for U.S. Exchequers](#)

[How to Reinstate Your Tax-Exempt Status](#)

[Preparing Your Fall 2020 Budget as Exchequer](#) (still useful even though it relates to 2020)

# SENTINEL

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## EXPECTATIONS OF THE SENTINEL

1. 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.
2. Be the chief justice of the Judicial Board.
3. Keep ritual gear and all fraternity paraphernalia.
4. Serve as the Sergeant-at-arms and maintain decorum.
5. Know Robert's Rules of Order and serve as parliamentarian.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Develop Health and Safety Procedures. Each chapter should follow the general guidelines recommended by the fraternity, but there should be chapter-specific plans set in place to for various needs that are unique to each community.
- Educate the chapter about procedures. It is one thing to have strong policies, but if the rest of the chapter is unaware or untrained, it is unlikely anything will be followed.
- Bring in campus professionals to discuss health and safety. There are multiple professional members of campus who can speak on subjects such as bystander intervention, sexual assault prevention, hazing prevention, alcohol/drug safety and more.
- Ensure new members have completed Greeklife.edu. All members of Alpha Epsilon Pi are expected to complete this program in order to promote healthy habits and continue education around health and safety.
- Manage the Judicial Board. The rules and regulations of an individual chapter are best maintained through a strong J-Board. In order to hold members accountable, it may be necessary to bring them up in front of the J-Board so that it can set action items for a Brother not maintaining his current duties.
- Guard the chapter's ritual equipment. Since AEPi's founding in 1913, the ritual has been nearly unchanged. It is the role of the Sentinel to take care of and bring the ritual equipment for any events that call for it.
- Maintain rules and regulations during meetings. Whether an e-board or chapter meeting, the Sentinel should enforce rules set by the chapter. If presented with the threat of violence, the authorities should be notified immediately.

## 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:

[Roberts Rules of Order Cheat Sheet](#)

# RUSH CHAIR

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## EXPECTATIONS OF THE RUSH CHAIR

1. Create and execute a chapter recruitment plan that will effectively recruit, vet, and select potential new members.
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. Ensure the chapter is recruiting with the fraternity's values at the forefront.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Build a committee. The Master, Rush Chair, and New Member Educator always serve on the rush committee. Make sure the rest of the committee is made up of responsible Brothers that are committed and can be held accountable. This should always be an odd number (5, 7, or 9).
- Make rush committee an honor and a privilege. Rush committee should be the only members who vote on bids. Their hard work is rewarded with the honor of recruiting and choosing new members.
- Appoint a Rush Events Chair. The rush committee should only be concerned with getting potential new members to events and building relationships during the events. The rush events chair should handle the logistics.
- Create and maintain the list. In order to maximize your potential, you should have a list that has all the pertinent information of each individual so that you can stay organized and there are no duplicate names or excessive or unnecessary contact.
- Involve the chapter. Make the list a Google Doc that the chapter can see. Allow all Brothers a chance to comment on potential new members during the beginning of rush committee meetings before you close the door for the voting process.
- Train your committee in rush techniques. Your committee should be experts in all areas of rush from cold calling and dorm storming to holding conversations in order to maximize efforts.
- Set rush goals. Rush goals should be realistic chapter goals that all of the active Brothers can get behind. Not just how many men, but also the type of men you are looking for. Discuss values-based recruitment and how new members can help take your chapter to the next level. Understand the fact that quantity breeds quality and that every potential new member may have a strength that your chapter needs.

## IMPORTANT LINKS

The following links are to resources on AEPi's YouTube page that will help you in your role as Exchequer!

Check them out:

[Zoom 101](#)

[Virtual Event Bank](#)

# NEW MEMBER EDUCATOR

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## EXPECTATIONS OF THE NEW MEMBER EDUCATOR

1. Instill new members with the values and mission of the fraternity.
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. Train new members to become productive and contributing Brothers of the chapter.
4. Make sure the new members are bonding not only with each other but with the active Brothers as well.
5. Ensure the new member program is safe and entirely free of hazing, alcohol and drugs.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Create and re-evaluate your new member program. Put together a complete schedule of events and connect them to a purpose. Create programs that accomplish your goals and are consistent with AEPi's values. Don't rely on "tradition" to formulate your new member program.
- Design new member events that involve Brothers and new members. Involving Brothers will help create bonds and keep them excited about the new members. It will allow the new members an opportunity to meet and connect with their new Brothers.
- Participate in recruitment. This will help promote bonding and trust early with the new member class. You will better understand their reasons for joining and their group dynamic, which you will then be able to incorporate that into your program. You are a de facto member of the rush committee. Being absent from rush for "intimidation factor" means you're doing it wrong.
- Communicate expectations early and often. Ensure that the new members are fully aware of the commitment and purpose of the program and fraternity. There shouldn't be any surprises in this regard. If the expectations aren't being met, address it with the new members and work towards a resolution.
- Build friendship with new members. You are their mentor and coach to becoming Brothers. If you build this trust effectively, you'll be better able to guide them.
- Balance and time management. Create and run a program that allows your new members to manage their own time, to be involved on campus, and to be invested in their academic success. This is an education program, not boot camp.
- Ensure that your chapter is not hazing. Educate your chapter on why hazing is wrong and its consequences. Keep in mind that everything that happens with the new members from when they're inducted to when they're initiated is your responsibility. The use of alcohol during a new member program always constitutes hazing.

# BROTHER AT LARGE

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## EXPECTATIONS OF THE BROTHER AT LARGE

1. Maintain a positive atmosphere within Brotherhood.
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. Confront interpersonal issues between Brothers to ensure cordial behavior and respect between Brothers.
4. Serve as a liaison between E-Board and Brotherhood.

## SUGGESTIONS FOR FULFILLING THESE EXPECTATIONS

- Conduct a Brotherhood survey. Sit with Brothers in order to gauge expectations, concerns, and ideas to improve chapter and Brotherhood. Find out what the Brotherhood would like to see change or improve. Encourage their participation.
- Increase Brotherhood events and establish a Pi Night. Form a Brotherhood committee or appoint a Brotherhood events chair to increase Brother interaction.
- Establish intra-fraternity family traditions. Form stronger bonds between big and little Brothers and fraternity families by improving family nights, dinners, and big Brother ceremonies.
- Reach out to inactive and under-active Brothers. Stay aware of deceased participation and reach out to Brothers to get them reengaged with the chapter. Stay in touch with Brothers abroad or who are temporarily inactive to keep them excited about getting back involved with the chapter.
- Plan senior programming. Keep older Brothers involved by executing senior specific programming.
- Invite Brothers to E-Board Meetings. Encourage Brothers to attend E-board meetings to ensure transparency and Brotherhood involvement.
- Institute a Brother of the Week. During chapter meetings, make sure to acknowledge Brothers who have shown exceptional Brotherhood during the week. Allow chapter to nominate and vote.
- Hold a Brotherhood retreat. Brotherhood retreats are a great way to bring everyone together.
- Promote Good and Welfares. Too often chapters get bogged down in business without giving Brothers an opportunity to connect with what's going on in their day-to-day lives.

# IDENTIFYING STAKEHOLDERS

There are many people that love Alpha Epsilon Pi and want to see our fraternity and our mission of creating the future Jewish leaders of the world succeed. Because of this, at your campus and in your local communities, there are a number of individuals and organizations that we can work with to help improve our programming, get funding and even get new names of people we want to recruit.

Remember, nothing in life is free and many of our friends and partners will ask for something in exchange for these things. This is the basis of business partnerships, and professional ones. The worksheet below is to help you think of stakeholders, and what we could want from them while also providing something in exchange.

There are many different stakeholders. Some that may come to mind: other Greek organizations, alumni, Jewish organizations (on and off campus), cultural groups, religious groups, national partners, community partners (local restaurants and shops), and more!

In some cases, you will start by asking, "What do we need?" Then, you'll take a step back and identify who in your network can provide for those needs. Brainstorm this below:

Who	What do we want from them?	What can we give in return?



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# EXECUTIVE BOARD RETREAT STRATEGY GUIDE

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A plan of action by the 20XX executive board for the [Chapter Designation]  
Chapter of the Alpha Epsilon Pi Fraternity at [University]

[Date]  
[Chapter Designation] Chapter  
[University]

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## EXECUTIVE BOARD

**Master:** [Name]

**Lieutenant Master:** [Name]

**Scribe:** [Name]

**Exchequer:** [Name]

**Sentinel:** [Name]

**Brother at Large:** [Name]

**Rush Chair:** [Name]

**New Member Educator:** [Name]

---

## E-BOARD 10 COMMANDMENTS

1. No excuses
  2. Be accountable
  3. Always keep best interest of AEPi in mind
  4. Be transparent
  5. Listen to others
  6. Be unified
  7. Be professional
  8. Be punctual
  9. Lead by example
  10. Give it 100%
- 

## WHAT WE VALUE

1. Quality AND quantity rush results
2. Proactive Health & Safety
3. Healthy, concise new member education: no hazing, quick process, on-time dues
4. Conclave and Convention attendance
5. Jewish programming
6. Philanthropy: \$X
7. Leadership in the community: civic engagement and community
8. On-time dues payments



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## LOOKING BACK

*We must look at the past to plan for the future. In this section, the E-board will look at the positives and negatives that have affected the chapter over the past year.*

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## CHAPTER ANALYSIS

### PAST E-BOARD STRENGTHS AND SUCCESSES

- 

### PAST E-BOARD FAULTS AND FAILURES

- 

### WHAT HAS HAPPENED THAT AFFECTED THE FRATERNITY POSITIVELY?

- 

### WHAT HAS HAPPENED THAT AFFECTED THE FRATERNITY NEGATIVELY?

- 

### WHAT DID WE ACCOMPLISH IN OUR TIME SHORT TIME AS E-BOARD?

- 

## ASSETS AND LIABILITIES

### ASSETS

*What does this fraternity have that makes us awesome? What makes us better than the rest? What do we have that can be utilized? Why would someone want to rush AEPi?*

- 

### LIABILITIES

*What are some things that hold us back? What are some of our deficiencies? What are reasons we are not number one? Why would someone **not** want to rush AEPi?*

-

---

## OPPORTUNITIES AND THREATS

### OPPORTUNITIES

*Where are some places or what are some aspects that we have opportunity to grow in the next semester/year?*

- 

### THREATS

*What are the areas of concern moving forward that may cause the chapter extra stress in the next semester/year?*

- 

## GOAL SETTING

*Success cannot be achieved until there is a metric by which to measure your success. In this section, E-board will form long and short-term goals.*

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### FIVE-YEAR GOALS

*By visualizing a future that seems far-fetched, we can take steps within our one-year term to make them more realistic. Five years from now, after everyone has graduated, our vision should be complete.*

### WHAT DO WE WANT THE FRATERNITY TO LOOK LIKE IN FIVE YEARS?

*What stats do we want to see as consistent? What events do we want the fraternity to be capable of? What assets should the chapter have five years from now?*

- 

### WHAT ARE SOME BASIC STEPS WE CAN TAKE TO MAKE THAT HAPPEN?

*While we won't be around, what basic steps can we take to make sure our plan is inherited and adapted over time and will still accomplish these goals?*

- 

### ONE-YEAR GOALS

*With the five-year vision in hand, brainstorm what goals should be set for this year that will make the five-year plan possible.*

---

## WHAT CAN WE ACCOMPLISH OVER THIS YEAR THAT IS CONDUCTIVE TO THE FIVE-YEAR GOALS?

*What are the first steps needed? How can we get Brothers on board? How can we empower the future?*

- 

## WHAT DO WE WANT TO ACCOMPLISH OVER THIS ONE YEAR TERM?

*What stats do we want to see as consistent? What events do we want the fraternity to be capable of? What goals do we want to achieve?*

- 

## SEMESTER GOALS

*Now that you have goals for the next year, focus down on nwhat goals you will hit THIS SEMESTER to make the one-year goals successful.*

## WHAT CAN WE ACCOMPLISH DURING THIS SEMESTER THAT IS CONDUCTIVE TO OUR ONE YEAR PLAN?

*What are the first steps needed? How can we get Brothers on board? How can we empower the future?*

- 

## WHAT DO WE WANT TO ACCOMPLISH OVER THIS SEMESTER?

*What stats do we want to see as consistent? What events do we want the fraternity to be capable of? What goals do we want to achieve? what liabilities can we turn into assets?*

- 

## E-BOARD ALIGNMENT

*For E-board to work as a cohesive team, you all must be on the same page about everything. In this section, you will align your perspectives of each other, take the goals you set above, and create a Mission Statement.*

---

## MEMBER STRENGTHS AND WEAKNESSES

*The strengths and weaknesses of each E-board member, as assessed by the rest of the E-board.*

---

## MASTER

Strengths:

- 

Weaknesses:

- 

## LIEUTENANT MASTER

Strengths:

- 

Weaknesses:

- 

## SCRIBE

Strengths:

- 

Weaknesses:

- 

## EXCHEQUER

Strengths:

- 

Weaknesses:

- 

## BROTHER AT LARGE

Strengths:

- 

Weaknesses:

-

---

## E-BOARD MISSION STATEMENT

EXAMPLE: To create an open, tightknit Brotherhood that lives up to our claim as the best fraternity on campus, and promotes positive vibes and relationships through engagement with other organizations and large-scale philanthropy events.

## EXECUTIVE BOARD REPORTS

### MASTER REPORT

- Goals for this E-board
  -
- Things learned from the Master's one-pager that have significance to everyone
  -
- New ideas
  -
- E-board approval
  -

### LIEUTENANT MASTER REPORT

- Goals for this E-board
  -
- Chairs and committees
  - Jewish Identity
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:
  - Philanthropy
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:
  - Brotherhood
    - Chair nominees:

- 
- Chair selected:
  - Committee members:
  - Goals:
  - To-dos:
  - o Social Media
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:
  - o Rush
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:
  - o New Member Educator
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:
  - o Social
    - Chair nominees:
    - Chair selected:
    - Committee members:
    - Goals:
    - To-dos:

## SCRIBE REPORT

- Goals for this E-board
  - o
- New ideas
  - o
- E-board approval
  - o

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## EXCHEQUER REPORT

- Goals for this E-board
  -
- Budget and grants
  -
- New ideas
  -
- E-board approval
  -

## SENTINEL REPORT

- Goals for this E-board
  -
- Health and Safety Policies
  -
- New ideas
  -
- E-board approval
  -

## BROTHER AT LARGE REPORT

- Goals for this E-board
  -
- Committee
  -
- Events and plans
  -
- New ideas
  -
- E-board approval
  -

## RUSH REVIEW

- Past successes
  -
- Past failures
  -

- 
- Goals
    -
  - Concerns
    -
  - Plans to alleviate concerns
    -

## **HEALTH AND SAFETY**

*Review AEPi Health and Safety Policies*

### **WHAT HAS BEEN DONE THIS PAST SEMESTER TO MINIMIZE RISK?**

- 

### **WHO ARE SOME SPEAKERS/PROFESSIONALS THAT WE CAN BRING IN TO TEACH ON HEALTH AND SAFETY TOPICS?**

- 

## **CONSTITUTION AND BYLAWS**

*Review your chapter's governing documents*

### **ISSUES CONCERNING THE CONSTITUTION AND BYLAWS?**

- 

### **WHAT SITUATIONS OCCURRED THIS YEAR THAT NEED TO BE AMENDED INTO THE BYLAWS TO PREVENT IT FROM HAPPENING AGAIN?**

- 

## **CONSTITUTIONAL COMMITTEE**

- Members
  -
- Goals
  -
- Plan of action
  -



# THE STICKY NOTE METHOD

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## MATERIALS

You need a bunch of sticky notes / post-it notes and something to write with.

It helps to use just one size and one color sticky note. However, that's not vital — use what you have as long as they are large enough to write on.

## STEP 1 – BRAINSTORM

Ask the Brothers to write an event idea on each sticky note, one event for each sticky note.

I repeat one thing per sticky note.

### AS YOU BRAINSTORM:

Do not analyze. Do not consider. Do not research. Do not check the spelling. Do not put sticky notes up on a whiteboard as you brainstorm. Do not place each one on a whiteboard and then write on it. Do not organize them. Do not put specific thoughts on one color sticky note and others on a different color. Do not discard events that don't fit or because they won't fly.

Just dump all of those ideas, events, thoughts onto sticky notes.

Give the Brothers a limit (or not) and have them keep going until they either hit that limit or give up.

## NEXT

Find a wide-open and smooth space (so the sticky notes will stick and stay). A clean whiteboard, conference table, window, or door often works well.

You can also create space by taping flipchart paper on walls, windows or doors, or even whiteboards. This has the bonus of being easily transported later.

## STEP 2 – LAYOUT THE STICKY NOTES AND GROUP THEM

Place the sticky notes onto the open space. Start by placing them randomly. As you add more sticky notes, some form of grouping will become apparent, often by topic.

Move sticky notes into those now-apparent groups but keep the grouping relatively loose until you have placed all of the sticky notes. Do not try to decide if the set is "correct." Feel free to use

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different kinds of groups, too, don't try to make them consistent.

*Throughout this step: physically step back so you can see the whole. Move stuff around as needed.*

You may find some sticky notes created during the brainstorm do not have a topic or category to which they belong. Add those topics and categories now.

Move sticky notes around as needed. Put any that don't fit off to one side. Put any sticky notes covering an introduction or close off to one side, too.

## WHEN THE STICKY NOTES DO NOT FIT AN OBJECTIVE OR GOAL

No matter how well considered the objectives and goals were, you may find the brainstormed sticky notes don't quite fit. This occurs in two situations:

- 1. The most common event is the original objectives/goals weren't quite right.** If the bulk of the content sticky notes make sense, pull the misfit objectives down, so they don't distract you—circle back to these in Step 6 (they often just need edits).
- 2. The brainstormed sticky notes are not right. It happens!** If you're sure the objectives/goals are right, take a break — walk away for a few minutes.

## STEP 3 – ORGANIZE, INCLUDING FLOW

Once you have the sticky notes laid out in rough groups, clean up the groupings, and make them consistent, adding or removing sticky notes as needed.

Now organize the groups into a flow; events that definitely sound the same or are the same - group them as one.

## STEP 4 – TALK TO THE BROTHERHOOD

Start voting! Tell the Brothers they have only X amount of votes, and then go event by event and have them vote. Once the "top events" are selected - ask which Brothers wrote it.

## STEP 4 – ASSIGN RESPONSIBILITIES

Once you identify the Brothers behind the event, assign them to plan it - you know the brotherhood wants it, and those brothers who came up with it are invested in it.



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# **ALPHA EPSILON PI MODEL CONSTITUTION AND BYLAWS**

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# CONSTITUTION OF THE (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY) OF THE ALPHA EPSILON PI FRATERNITY

Last Amended: (MONTH) (DATE), (YEAR)

## PREAMBLE

To foster and promote Brotherly Love, to inaugurate a spirit of cooperation and helpfulness, to create a better understanding among our Brothers, to encourage vigorous participation at the (University) and in the greater communities of (STATE), to develop leadership for the global Jewish community, we - the (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY) of the Alpha Epsilon Pi Fraternity - are united in the common perpetuation of these ideals, and do hereby ordain and establish this Constitution.

## ARTICLE I: ESTABLISHMENT

### SECTION 1.

This (CHAPTER/COLONY) shall be commonly known as (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY) of Alpha Epsilon Pi Fraternity.

### SECTION 2.

The (CHAPTER/COLONY) shall be (A/AN) (STATE) unincorporated association.

### SECTION 3.

This (CHAPTER/COLONY) shall be subject to all policies and regulations of Alpha Epsilon Pi Fraternity, Inc. [in accordance with its Charter.] No part of this Constitution, (CHAPTER/COLONY) policy, or action of this (CHAPTER/COLONY) shall be in violation of the articles of the Supreme Constitution of the Alpha Epsilon Pi Fraternity.

## ARTICLE II: BROTHERHOOD

### SECTION 1.

Any male student in regular attendance at the (UNIVERSITY) or a local college without a chapter or colony of Alpha Epsilon Pi, who is pursuing a course leading to an undergraduate degree or its equivalent, and who is eligible, as provided in the Supreme Constitution of Alpha Epsilon Pi, may be elected to Brotherhood in this (CHAPTER/COLONY).

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## SECTION 2.

Active Brothers in Good Standing of this (CHAPTER/COLONY) shall be the Brothers who have been duly elected into the (CHAPTER/COLONY), who are registered and in regular attendance at (UNIVERSITY) or a local college without a chapter or colony of Alpha Epsilon Pi, are not in arrears, and meet the responsibilities outlined herein.

## SECTION 3.

A Brother of another chapter/colony of Alpha Epsilon Pi will be admitted as a Brother of this (CHAPTER/COLONY), provided he:

- (a) meets the requirements of Article II, Section 1;
- (b) receives a letter signed by the Brother Master of his previous chapter/colony stating he left his previous chapter/colony in Good Standing;
- (c) accepts the responsibilities of Brothers as provided herein; and
- (d) a simple majority of Brothers present vote in favor of his admission into this (CHAPTER/COLONY) at a regular or special meeting of the chapter.

## ARTICLE III: DUTIES AND RESPONSIBILITIES OF BROTHERS

### SECTION 1.

All Brothers of this (CHAPTER/COLONY) shall fulfill certain duties and responsibilities as members:

- (a) All Brothers shall be required to attend every regular and special meeting of the Fraternity, as well as every Ritual event and any other event for which attendance has been required by the executive board.
- (b) Dues shall be due, in full, from every Brother, each (SEMESTER/QUARTER) under terms proposed by the Exchequer and approved by the executive board.
- (c) Brothers shall conduct themselves in compliance with the oath that was taken upon Initiation as a member of Alpha Epsilon Pi Fraternity and with the ideals of Alpha Epsilon Pi Fraternity as prescribed in its Rituals, motto, oath, Constitution, Bylaws, and policies.
- (d) [If the chapter or a house corporation organized for the benefit of the chapter owns or leases a "chapter house," as designated by Alpha Epsilon Pi Fraternity, Inc. all Brothers shall live therein, until filled to capacity. The executive board of the chapter shall establish an order of priority to determine the right/obligation to live in the chapter house.]
- (e) Service on the Judicial Board shall be mandatory if elected to serve as provided herein, unless excused by the Sentinel.
- (f) Every Brother shall be required to fulfill the standards and rules set forth in the

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(CHAPTER/COLONY) Bylaws.

- (g) Brothers shall be responsible for following any rule or guideline the executive board enacts.

## SECTION 2.

Any Brother not fulfilling these duties and responsibilities may be brought before the Judicial Board for violating the (CHAPTER/COLONY) Constitution, and may be subject to judicial action including, but not limited to, fines, or suspension/expulsion from the Fraternity in accordance with the Supreme Constitution of Alpha Epsilon Pi and Article XIII, as determined by the (CHAPTER/COLONY) Executive and/or Judicial Boards.

## ARTICLE IV: SELECTION OF BROTHERS

### SECTION 1.

New members shall be selected by a vote of the rush committee, pursuant to Article XI, Section 9.

### SECTION 2.

Only new members who successfully complete the new member education program shall be eligible for Initiation.

### SECTION 3.

New members may be removed from the new member class by a vote of five (5) active Brothers or twenty percent (20%) of the Brotherhood, whichever is greater, at a meeting of the chapter.

## ARTICLE V: THE EXECUTIVE BOARD

### SECTION 1.

The duties and powers of the executive board shall be as follows:

- (a) They shall consider any matter necessary for the operation of the (CHAPTER/COLONY).
- (b) They shall have the power to act on behalf of the (CHAPTER/COLONY) as a legal entity.
- (c) They shall have the power to set and enact policy binding upon all Brothers.
- (d) They shall recommend to the Brotherhood at a regular meeting the amount of dues to be levied.
- (e) They shall have the power to suspend Brothers, pursuant to Article XIII.

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## SECTION 2.

In addition to the duties and powers of the executive board listed herein, each officer shall have additional duties and powers relating to the office they hold, pursuant to Article VII.

## SECTION 3.

Executive board voting shall be governed by the following:

- (a) A quorum of the executive board shall be eighty percent (80%) of the voting members, as defined in Article VI.
- (b) Each voting member of the executive board shall have a single vote of equal weight.
- (c) A simple majority of the voting members of the executive board are necessary to pass any course of action of this Board.
- (d) A two-thirds (2/3) vote of the (CHAPTER/COLONY) shall be required to overturn a decision of the executive board.

## SECTION 4.

Meetings of the executive board shall be held prior to the regular meeting of the (CHAPTER/COLONY) and whenever deemed necessary by the Brother Master.

## SECTION 5.

Any Brother may attend a meeting of the executive board, but he may not take part in the discussion unless invited to do so. He shall have no voting power and may be requested to leave by the Brother Master.

## SECTION 6.

Items deemed confidential by the executive board shall remain so.

## SECTION 7.

All executive board offices will have a term length of one year, unless the officer is elected in a special election pursuant to Article X, Section 5. Officers may be reelected for subsequent terms.

# ARTICLE VI: COMPOSITION OF THE EXECUTIVE BOARD

## SECTION 1.

The elected officers of this (CHAPTER/COLONY) shall be the Brother Master, Lieutenant Master, Scribe, Exchequer, Sentinel, Brother at Large, House Manager, Rush Chair, and New Member Educator.

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## SECTION 2.

The composition of the executive board shall be determined based upon the number of active Brothers in Good Standing within the (CHAPTER/COLONY). It shall be as follows:

- (a) When the Brotherhood has fewer than 30 active Brothers, the executive board shall be composed of the Brother Master, Lieutenant Master, Scribe, Exchequer, and Sentinel.
- (b) When the Brotherhood has between 31 and 60 active Brothers, the Brother at Large and House Manager shall be added to the executive board.
- (c) When the Brotherhood has more than 61 active Brothers, the Rush Chair and New Member Educator shall be added to the executive board.

## SECTION 3.

Any of the officers listed in Article VI, Section 2 who do not serve on the executive board, based on (CHAPTER/COLONY) size, shall be considered non-voting Members of the executive board and will report to the Brother Master. Any such officers will be allowed to serve on the Judicial Board, pursuant to Article XII, Section 2.

# ARTICLE VII: DUTIES AND POWERS OF OFFICERS

## SECTION 1. DUTIES AND POWERS OF THE BROTHER MASTER

- (a) He shall be the presiding officer at all meetings.
- (b) He shall be the delegate to the Supreme Council at the International Convention and shall act as chairman of the delegation.
  - a) If he is unable to attend Convention, he shall delegate another Brother to serve as Chief Delegate.
- (c) He may call a special meeting of this (CHAPTER/COLONY) or executive board at his discretion.
- (d) He shall be chairman of the executive board.
- (e) He shall be a second signatory on all financial accounts.
- (f) He shall have such powers and duties as delegated to a presiding officer under parliamentary procedure.
- (g) He shall represent the (CHAPTER/COLONY) in all organizations to which the (CHAPTER/COLONY) is affiliated.
- (h) He shall have final decision making authority on matters pertaining to the chapter's Health and Safety.
- (i) He shall have the ability to invoke emergency powers when necessary for the wellbeing of the chapter and the Health and Safety of its members and guests.
- (j) He shall remain a Brother in Good Standing for the duration of his term.



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- (k) He shall live in the chapter house for the entirety of his term.

## **SECTION 2. DUTIES AND POWERS OF THE LIEUTENANT MASTER**

- (a) He shall assist the Brother Master in the conduct of the (CHAPTER/COLONY'S) business.
- (b) In the absence of the Brother Master, he shall perform all functions and duties of that office.
- (c) He shall be an ex-officio member of all Committees and shall chair the Minor Board.
- (d) He shall have the power to appoint each Committee Chairman of the Minor Board and shall supervise all Committee Chairmen.
- (e) He shall have the power to remove a Committee Chairman with approval of the Brother Master.
- (f) He shall ensure the responsibilities of the (CHAPTER/COLONY'S) leadership are duly fulfilled as described by this Constitution.
- (g) He shall remain a Brother in Good Standing for the duration of his term.
- (h) He shall live in the chapter house for the entirety of his term.
- (i) He shall perform all duties assigned to him by the Brother Master.

## **SECTION 3. DUTIES AND POWERS OF THE SCRIBE**

- (a) He shall record and keep an accurate record of the minutes and attendance of all regular and special meetings of the (CHAPTER/COLONY) and the executive board, and shall make them available to the Brotherhood.
- (b) He shall keep and file all Committee reports.
- (c) He shall keep an accurate roster of all Brothers in the (CHAPTER/COLONY) and of all pertinent information relating thereto.
- (d) [He shall keep an accurate record of each Brother's points, as described in the chapter Bylaws.]
- (e) He shall be custodian of Fraternity stationery, seals, and official communications.
- (f) He shall conduct the correspondence of the (CHAPTER/COLONY) and shall report the same at the regular meetings of the (CHAPTER/COLONY).
- (g) He shall be responsible for taking notes at Judicial Board hearings.
- (h) He shall remain a Brother in Good Standing for the duration of his term.
- (i) He shall live in the chapter house for the entirety of his term.
- (j) He shall perform all duties assigned to him by the Brother Master.

## **SECTION 4. DUTIES AND POWERS OF THE EXCHEQUER**

- (a) He shall receive all monies payable to the (CHAPTER/COLONY) and shall make all

- 
- payments for the chapter once approved, in writing, by the Brother Master or executive board.
- (b) He shall be responsible for keeping track of all (CHAPTER/COLONY) funds and maintaining records according to standard fiscal accounting practices.
  - (c) He shall report the current state of (CHAPTER/COLONY) accounts:
    - (i) At each executive board and regular meeting of the chapter, he shall submit a statement of receipts and disbursements in accordance with standard reporting of accounts.
    - (ii) At each regular meeting of the (CHAPTER/COLONY) he shall report a summary of receivables, income, disbursements, and current assets/liabilities.
  - (d) He shall prepare a (CHAPTER/COLONY) budget to be approved by the Executive Board prior to each fiscal year, pursuant to Article XV, Section 1.
  - (e) He shall prepare individual written membership contracts for each and every Brother in the (CHAPTER/COLONY).
  - (f) He shall file taxes on behalf of the (CHAPTER/COLONY).
  - (g) He shall remain a Brother in Good Standing for the duration of his term.
  - (h) He shall live in the chapter house for the entirety of his term.
  - (i) He shall perform all duties assigned to him by the Brother Master.

## **SECTION 5. DUTIES AND POWERS OF THE SENTINEL**

- (a) He shall be designated the health and safety officer of the (CHAPTER/COLONY) and shall be responsible for educating the (CHAPTER/COLONY) on the Alpha Epsilon Pi Health and Safety Guidelines. He shall monitor risk management in the (CHAPTER/COLONY) and report violations to the Brother Master and executive board.
- (b) He shall assemble and preside over the Judicial Board.
- (c) He shall be guardian of the entrance at all regular and special meetings.
- (d) He shall assist the Brother Master in maintaining decorum at all meetings.
- (e) He shall perform the duties of parliamentarian for matters relating to parliamentary procedure and shall familiarize himself with the rules of parliamentary procedure for this purpose, including Robert's Rules of Order.
- (f) He shall be guardian and custodian of all Ritual paraphernalia and knowledge pertaining to the Ritual of the Fraternity, including all Fraternity badges and New Member Pins.
- (g) He shall remain a Brother in Good Standing for the duration of his term.
- (h) He shall live in the chapter house for the entirety of his term.
- (i) He shall perform all duties assigned to him by the Brother Master.

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## SECTION 6. DUTIES AND POWERS OF THE BROTHER AT LARGE

- (a) He shall serve on the executive board, acting on the (CHAPTER/COLONY'S) behalf on all matters before the executive board, and shall serve as liaison between the (CHAPTER/COLONY) and the executive board.
- (b) He shall act as ombudsman for the (CHAPTER/COLONY).
- (c) He shall plan and coordinate events related to the Brotherhood.
- (d) He shall act as a mediator if a conflict should arise within the Brotherhood.
- (e) He shall remain a Brother in Good Standing for the duration of his term.
- (f) He shall live in the chapter house for the entirety of his term.
- (g) He shall perform all duties assigned to him by the Brother Master.

## SECTION 7. DUTIES AND POWERS OF THE HOUSE MANAGER

- (a) He shall be designated the representative of the (CHAPTER/COLONY) to the landlord of the (CHAPTER/COLONY'S) house.
- (b) He shall be in charge of all matters relating to the maintenance and upkeep of the (CHAPTER/COLONY) house, including all house and (CHAPTER/COLONY) assets.
- (c) He shall administer any policies required of the (CHAPTER/COLONY) by the landlord and/or the executive board as well as those applicable by local, state, and federal law.
- (d) He shall take an inventory of all the (CHAPTER/COLONY) property at the beginning and the end of his term of office and file the same with the Scribe.
- (e) He shall prepare and submit a written report of his activities and recommendations at every regular (CHAPTER/COLONY) meeting.
- (f) He may assemble and preside over a House Committee.
- (g) He shall in his capacity as the (CHAPTER/COLONY) House Manager, collect any rents, deposits, utilities or other monies owed on behalf of the (CHAPTER/COLONY).
- (h) [He shall set, assign, and monitor the chapter chore list/system and will report any negligent Brothers to the Judicial Board.]
- (i) He shall remain a Brother in Good Standing for the duration of his term.
- (j) He shall live in the chapter house for the entirety of his term.
- (k) He shall perform all duties assigned to him by the Brother Master.

## SECTION 8. DUTIES AND POWERS OF THE RUSH CHAIR

- (a) He shall be responsible for ensuring that the (CHAPTER/COLONY) recruits New Members of the highest quality, in conformity with the policies and mission of the Fraternity.
- (b) He shall be responsible for planning, coordinating, and executing the (CHAPTER/COLONY'S) rush program.

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- (c) He shall serve as chairman of the rush committee.
  - (d) He shall prepare and submit a schedule and outline of all planned rush events to the executive board for approval prior to the beginning of each (SEMESTER/QUARTER).
  - (e) He shall remain a Brother in Good Standing for the duration of his term.
  - (f) He shall live in the chapter house for the entirety of his term.
  - (g) He shall perform all duties assigned to him by the Brother Master.

## **SECTION 9. DUTIES AND POWERS OF THE NEW MEMBER EDUCATOR**

- (a) He shall be responsible for preparing new members to be outstanding Brothers.
- (b) He shall be responsible for planning, coordinating, and executing the (CHAPTER/ COLONY'S) new member program.
- (c) He shall prepare and submit a schedule and outline of all planned events to the executive board for approval prior to the beginning of each (SEMESTER/QUARTER).
- (d) He may assemble and preside over a new member committee.
- (e) He shall educate new members as to the ways and traditions of the Alpha Epsilon Pi Fraternity.
- (f) He shall be responsible for the safety and security of the new member class.
- (g) He shall have joint authority, along with the Brother Master and Sentinel, over Brothers present at new member education activities.
- (h) He shall remain a Brother in Good Standing for the duration of his term.
- (i) He shall live in the chapter house for the entirety of his term.
- (j) He shall perform all duties assigned to him by the Brother Master.

## **ARTICLE VIII: NOMINATIONS AND ELECTIONS OF OFFICERS**

### **SECTION 1.**

Any Brother in Good Standing shall be eligible for election to an office.

### **SECTION 2.**

Nomination of officers shall be held once a year at the first (CHAPTER/COLONY) meeting of (ELECTION MONTH). Election of officers shall be held at the next regular meeting following the nominations.

### **SECTION 3.**

Nominations shall be made (IN WRITING AND PRESENTED TO THE EXECUTIVE BOARD/VERBALLY) by a Brother in Good Standing for any Brother other than himself. Floor nominations may be made on the election day by any Brother of the (CHAPTER/COLONY).

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## SECTION 4.

Prior to voting, all candidates for a position shall leave the room, being brought in one at a time by the Sentinel to speak. Each candidate shall be given (MINUTES) to address the Brotherhood and shall remain in the room to answer questions from the Brotherhood, before leaving the room, making way for the next candidate. Once all candidates have been allowed to speak and answer questions, all candidates will wait outside while the remaining Brothers discuss the election.

## SECTION 5.

Voting shall be only by secret ballot. Votes may be cast only by Brothers in Good Standing who are present for the entirety of that position's elections. The Sentinel will make note of any Brothers who left during the course of each positions' respective speeches and questions, and subsequent discussion and will be responsible for ensuring that any Brothers who left will not be allowed to cast a vote for that position.

## SECTION 6.

A simple majority of the eligible votes cast shall be necessary to determine an election. Only ballots designating a single nominated candidate shall be eligible votes. The outgoing Brother Master, Sentinel, and Scribe shall tally the votes. If one of these men is running for office, the outgoing Exchequer and/or outgoing Brother at Large shall take his place.

## SECTION 7.

In the event that a vote does not achieve a candidate of simple majority the lowest vote getting nominee will be dropped from the list of eligible candidates and the vote repeated.

## SECTION 8.

- (a) In the event of a tie between three or more candidates, a runoff election shall be administered, removing the candidate with the fewest votes from the voting.
- (b) In the event of a tie between two candidates, each candidate will be independently asked a single, additional, relevant question by the Brother Master and be allowed to answer, all pursuant to Article VIII, Section 4, after which time the Brotherhood shall vote again. If this does not yield a majority vote, the process shall be repeated, ad infinitum, until a majority is reached and a winner can be named.

## SECTION 9.

A candidate running unopposed shall follow election proceedings and must win a vote of confidence with a simple majority of the Brotherhood vote. Should an unopposed candidate fail to achieve a vote of confidence, the position will be considered vacant, and will be filled pursuant to Article X,

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Section 5.

## SECTION 10.

The order of the officials being elected shall be the order of officials as they are listed in Article VI, Section 1.

## SECTION 11.

In the case in which a Brother does not obtain the position in which he ran, he may drop down to the next position and run without a nomination.

# ARTICLE IX: INSTALLATION OF OFFICERS

## SECTION 1.

Officers shall be installed and given the oath of office during the last (CHAPTER/COLONY) meeting of (CHOSEN MONTH).

## SECTION 2.

The outgoing Brother Master shall oversee and run the installation of the new officers, in accordance with the Ritual of the Fraternity.

## SECTION 3.

The order of installation shall be as follows:

- (a) Lieutenant Master
- (b) Scribe
- (c) Exchequer
- (d) Sentinel
- (e) Brother at Large
- (f) New Member Educator
- (g) Rush Chair
- (h) House Manager
- (i) Brother Master

# ARTICLE X: REMOVAL AND REPLACEMENT OF OFFICERS

## SECTION 1.

If members of the chapter feel that an officer must be removed from office, they shall first bring their concerns to the Brother at Large for mediation. The Brother at Large should listen to their concerns

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and anonymously address them with the officer in question. If, after a reasonable amount of time, the Brothers still feel that the officer must be removed from office, a petition for an officer hearing, signed by at least twenty-five percent (25%) of all active Brothers must be presented to the Sentinel. If the Sentinel is the officer in question, the Brother Master will fulfill the duties of the Sentinel as detailed herein. This petition must include detailed charges of which the officer is accused including, but not limited to, abuse of power, failure to perform the duties of his office, or conduct unbecoming of a Brother. Upon receiving such a petition, the procedure for the officer hearing shall be as follows:

- (a) The Sentinel will first confirm with the Brother at Large that he was approached by at least one Brother who signed the petition with the concerns listed within, that the Brother at Large discussed the concerns with the officer in question, and that the behavior was not corrected.
- (b) The Sentinel will ask the undersigned Brothers if any/all of them wish to speak at the hearing or if they wish to remain anonymous.
- (c) The Sentinel will read the petition at the next regular or special meeting of the chapter, sans names, at the next meeting of the Brotherhood.
- (d) Any of the undersigned Brothers who wished to speak will be given a chance to speak on the topics listed in the petition.
- (e) When the Brothers listed on the petition are finished, the officer in question shall be allowed to respond to the charges contained in the petition.
- (f) Following the officer's statement, there will be a question and answer period from the Brotherhood, moderated by the Sentinel.
- (g) Following the question and answer period, the officer in question will leave the room, wherein a pro-con period will occur, moderated by the Sentinel.
- (h) Following the pro-con period, a vote by secret ballot will take place, with results counted by the Brother Master and Sentinel. If either the Brother Master or Sentinel is the officer in question, the Lieutenant Master shall take their place in counting the votes.
- (i) If a vote of at least three-fourths ( $\frac{3}{4}$ ) in favor of removal is returned, the officer shall be removed from office and the office shall be considered vacant, pursuant to Article X, Section 5.

## SECTION 2.

The executive board shall not have the ability to remove a chapter officer from office. A named, three-fourths ( $\frac{3}{4}$ ) majority of the executive board may, however, recommend that an officer be removed from office during a regular or special meeting of the chapter, in place of the signed petition listed in Article X, Section 1, which shall initiate the officer hearing described therein.

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### SECTION 3.

The Brother Master will have the ability to invoke the emergency powers of his office in order to suspend any Brother for issues related to normal chapter operations or for matters relating to Health and Safety. He will also have the emergency power to remove a chapter officer from office, either temporarily or permanently, for issues related to normal chapter operations or matters relating to Health and Safety.

### SECTION 4.

In the event that an officer resigns, is removed from office, or in any other way becomes unable to perform his duties, this office shall be considered vacant.

### SECTION 5.

In the case of a vacant office, the Brother Master shall appoint a temporary replacement for that office; this can be any Brother of the Brother Master's choosing, other than the original office holder who vacated the office or another current executive board member. An election to fill the office shall take place at the next possible meeting of the (CHAPTER/COLONY), in accordance with Article VIII, Sections 3-9, with the nomination window opening immediately upon vacancy. If the vacant office is that of the Brother Master, the Lieutenant Master shall temporarily serve as the interim Brother Master until an election can be held.

## ARTICLE XI: MINOR BOARD

### SECTION 1.

The Minor Board shall consist of the Lieutenant Master and all Committee Chairmen. Brothers serving in ad hoc positions, pursuant to Article XI, Section 21, shall also be considered officers of the Minor Board.

### SECTION 2.

The Minor Board shall meet at least once a month during school terms to present the progress of (CHAPTER/COLONY) activities. A report of this meeting is to be made to the executive board by the Lieutenant Master.

### SECTION 3.

Committee Chairmen shall be appointed on a (SEMESTER/QUARTER) basis, not in conjunction with the executive board elections.



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## SECTION 4.

Committee Reports shall be given at each meeting of the (CHAPTER/COLONY) and shall contain the progress and activities of each Committee.

## SECTION 5.

Members of the executive board are not permitted to serve as Committee Chairmen.

## SECTION 6.

There shall only be one chairman per Committee.

## SECTION 7.

Committee Chairmen have the power to appoint as many Brothers as necessary to his specific Committee.

## SECTION 8.

There shall be the following standing Committees:

- (a) Rush Committee
- (b) Philanthropy Committee
- (c) Community Service Committee
- (d) Social Committee
- (e) Alumni Committee
- (f) Parent Committee
- (g) Jewish Identity Committee
- (h) Israel Activities Committee
- (i) Civic Engagement Committee
- (j) Professional Development Committee
- (k) Athletic Committee
- (l) Academic Committee

## SECTION 9. THE RUSH COMMITTEE

- (a) This Committee shall plan and direct the rush program of the (CHAPTER/COLONY) and ongoing recruitment efforts.
- (b) This Committee shall have at least three voting members, not to include the Rush Events Chair, nominated by the chair and confirmed by the executive board. They shall vote on giving bids to prospective members. Votes of this Committee may be vetoed by the Brother Master.
- (c) This Committee shall have charge of all arrangements and entertainment necessary in

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- rushing prospects.
- (d) One member of the Committee will be chosen as the Rush Events Chair. As a part of this Committee, he will report to the Rush Chair, but will focus on the planning and execution of rush events, rather than the selection of prospective members. It will be his responsibility to ensure that rush events operate smoothly, both before and after events. The Rush Events Chair will be a non-voting member of the rush committee.
  - (e) A prospective new member may receive a bid by a majority vote of the Rush Committee.

## **SECTION 10. THE PHILANTHROPY COMMITTEE**

- (a) This Committee shall plan and direct the philanthropic activities of the (CHAPTER/COLONY).
- (b) This Committee shall raise monies to be donated to the designated charity chosen by Alpha Epsilon Pi International for each school year and other charities deemed appropriate by the (CHAPTER/COLONY).

## **SECTION 11. THE COMMUNITY SERVICE COMMITTEE**

- (a) This Committee shall plan and direct the community service activities of the (CHAPTER/COLONY).
- (b) This Committee shall set a schedule for regular, proactive volunteering and shall be responsible for selecting and recruiting Brothers for community service events.
- (c) This Committee shall set a minimum number of community service hours per (SEMESTER/QUARTER) and shall keep track of each Brothers' accumulated community service hours.

## **SECTION 12. THE SOCIAL COMMITTEE**

- (a) This Committee shall organize all social activities the (CHAPTER/COLONY) wishes to conduct.
- (b) This Committee shall be in charge of social interactions with other campus organizations.
- (c) This Committee shall work with the Sentinel to ensure that all Brothers and guests are following Health and Safety Guidelines.
- (d) This Committee shall work with the executive board to educate Brothers on social policies.

## **SECTION 13. THE ALUMNI COMMITTEE**

- (a) This Committee shall maintain contact and cordial relations with the alumni of this and

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other chapters and Colonies.

- (b) This Committee shall maintain a list of alumni and their contact information for (CHAPTER/COLONY) use.
- (c) This Committee shall be responsible for the creation and distribution of an informational newsletter, called the (NEWSLETTER NAME), to alumni on a (SEMESTERLY/QUARTERLY) basis.
- (d) This Committee shall be responsible for hosting alumni reunion events.

## **SECTION 14. THE PARENT COMMITTEE**

- (a) This Committee shall be responsible for communicating with parents, either via social media or the chapter newsletter.
- (b) This Committee shall plan and host parent(s) weekend(s) during the (SEMESTER/QUARTER).

## **SECTION 15. THE JEWISH IDENTITY COMMITTEE**

- (a) This Committee shall plan and direct the Jewish activities of the (CHAPTER/COLONY).
- (b) This Committee shall promote Jewish culture and values.
- (c) This Committee shall promote Jewish activities of other local and campus organizations such as Chabad and Hillel to members of the (CHAPTER/COLONY).
- (d) This Committee shall endeavor to create a Jewish home away from home for the Brothers and members of the campus community.
- (e) This Committee shall work with the Brother at Large and Israel Activities Chair/Committee to plan and host events around Jewish Holidays.
- (f) This Committee shall coordinate with the International Headquarters for events throughout the Jewish year.
- (g) This Committee shall assist the Jewish Identity Chair in applying for all applicable grants from the Alpha Epsilon Pi Foundation.

## **SECTION 16. THE ISRAEL ACTIVITIES COMMITTEE**

- (a) This Committee shall organize the Brotherhood to combat the BDS movement on campus.
- (b) This Committee shall help to develop and host pro-Israel events around campus.

## **SECTION 17. THE CIVIC ENGAGEMENT COMMITTEE**

- (a) This Committee shall be responsible for coordinating student government involvement.
- (b) This Committee shall be responsible for coordinating local government involvement.
- (c) This Committee shall be responsible for coordinating local civic involvement.
- (d) This Committee shall work with the Israel Activities Committee to plan and host pro-

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- Israel events for the local community.
  - (e) This Committee shall plan and host events with members of the campus/local Police and Fire Departments.

## **SECTION 18. THE PROFESSIONAL DEVELOPMENT COMMITTEE**

- (a) This Committee shall be responsible for assisting the Brotherhood in their professional development.
- (b) This Committee shall work with the Alumni Committee to connect Brothers with (CHAPTER/COLONY) and local alumni.
- (c) This Committee shall coordinate workshops with professional development speakers.
- (d) This Committee shall help Brothers find summer internships.

## **SECTION 19. THE ATHLETIC COMMITTEE**

- (a) This Committee shall coordinate (CHAPTER/COLONY) participation in intramural athletics.
- (b) This Committee shall coordinate exhibitions of pride in university athletics such as attendance at athletic events.
- (c) This Committee shall assist the Athletic Chair in organizing sports related activities for the Brotherhood, such as fantasy sports, March Madness tournaments, etc.
- (d) This Committee shall assist the Athletic Chair in coordinating attendance at sporting events/outings.

## **SECTION 20. THE ACADEMIC COMMITTEE**

- (a) This Committee shall set academic standards for Brothers and shall promote strong academic performance.
- (b) This Committee shall coordinate (CHAPTER/COLONY) academic services such as tutoring, study groups, and quiet study hours for the benefit of (CHAPTER/COLONY) members.
- (c) This Committee shall organize and maintain a library of class materials and text books for use by future Brothers.
- (d) This Committee shall collect GPAs from all Brothers on a (SEMESTERLY/QUARTERLY) basis.
- (e) This Committee shall set and direct the (CHAPTER/COLONY'S) academic probation program.
- (f) This Committee shall work with the New Member Educator to ensure that New Members meet the necessary academic requirements.

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## SECTION 21.

Leadership positions and/or Committees not specified in this Constitution shall be known as ad-hoc positions and/or Committees which may be created and eliminated by an act of the (CHAPTER/ COLONY) or executive board and are to be appointed by the Lieutenant Master.

## ARTICLE XII: JUDICIAL BOARD

### SECTION 1.

The Judicial Board shall be presided over by the Sentinel. It shall convene hearings on (JUDICIAL BOARD SCHEDULE) or when called by the Sentinel in order to adjudicate difficulties among Brothers, actions contrary to the interests of the chapter, or those that go against (CHAPTER/ COLONY) policies. The Judicial Board shall thoroughly investigate any matter that is brought to their attention, determine guilt or innocence, and levy consequences.

### SECTION 2.

In actions under the power granted to the Judicial Board by Article XII, Section 1, the Judicial Board shall be composed of ten (10) Brothers. The following Brothers will be eligible for selection to the Judicial Board:

- (a) Brothers in Good Standing as in Article II, Section 2;
- (b) non-executive board members; and
- (c) non-voting members of the executive board.

### SECTION 3.

Judicial Board members shall be elected in (ELECTION MONTH) of each year, following the executive board elections, in accordance with the following process:

- (a) Each active Brother in the (CHAPTER/COLONY) will submit five (5) names of their fellow active Brothers that they wish to serve on the Judicial Board. These Brothers must be eligible to serve on the Judicial Board as defined in Article XII, Section 2.
  - (i) If an ineligible Brother is submitted for consideration, this submission will be ignored.
- (b) All active, eligible Brothers shall be ranked by the number of votes received, with the Brother receiving the most votes at the top of the list and the Brother with the fewest votes will be at the bottom of the list.
- (c) The Judicial Board will comprise the top ten (10) names of the ordered list, from which members of the Jury for each hearing will be selected.
  - (i) In cases of a tie, the alphabetic order of the middle name shall be used to decide the order.

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- (ii) In cases where ten (10) names are not drawn for service on the Judicial Board, the Sentinel shall appoint the remaining Brothers to fill the quota of ten (10) members.

## SECTION 4.

An individual Brother or the executive board may levy charges against members by submitting them in writing to the Sentinel. The Sentinel will determine the severity of the issue and proceed with the case or recommend an alternate course of action, such as mediation by the Brother at Large. In a case in which the Sentinel is brought up on charges to the Judicial Board, the executive board shall appoint an alternate to preside over the hearing. In this instance, any mention of the Sentinel in the remainder of **Article XII** would be substituted for the appointed alternate.

## SECTION 5.

Once determined to be an eligible case for a Judicial Board Hearing, the Sentinel shall select a date for the hearing and a Jury of five (5) members of the ten (10) members of the Judicial Board to hear the case. Those involved in the case or those with significant conflicts of interest as determined by the Sentinel shall be ineligible to sit on the Judicial Board Jury for that case. Members of the Judicial Board who are not able to attend the hearing will likewise be ineligible to be selected for the Jury. From the remaining members of the Judicial Board, the Sentinel will pick the five (5) highest ranking Brothers based on the order listed in **Article XII, Section 3(c)** to serve as the Jury for the hearing.

## SECTION 6.

Once a date and Jury for the hearing are selected pursuant to **Article XII, Section 5**, the Sentinel shall inform the following people of the hearing time, the charges being levied, and the Jury selected for the case:

- (a) the Accuser(s);
- (b) the Accused;
- (c) the five (5) members of the Jury selected for the hearing; and
- (d) the executive board.

## SECTION 7.

- (a) Either the Accuser(s) or the Accused may petition the Sentinel if they feel that a member(s) of the selected Jury cannot be impartial in their hearing of the case. In such an instance, the Sentinel shall inspect the selected Jury and, as he feels necessary, remove the juror(s) in question and select the next available juror on the Judicial Board. Similarly, the Sentinel may inspect the selected Jury and decide that he feels they are capable of being impartial.

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- (b) If either the Accuser(s) or the Accused believe the Jury is still incapable of being fully impartial in their hearing of the case, they may appeal the decision to the Executive Board on these grounds, following the trial.

## SECTION 8.

The hearing shall be held, in private; only the Accuser(s), Accused, Sentinel, and members of the Judicial Board Jury may be present. A copy of the (CHAPTER/COLONY) Constitution and Bylaws must be available for reference during the hearing. The Scribe shall be present for the entire hearing and shall take minutes of the proceedings but will not speak or vote. Procedure of Judicial Board Hearings shall be as follows:

- (a) The case shall be introduced to the Judicial Board Jury by the Sentinel.
- (b) The Sentinel shall read the formal charges against the Accused, stating what offense the Accused is accused of.
- (c) The Accuser will present any evidence of the alleged offense.
- (d) The Accused shall then be given the opportunity to defend himself against the charge(s) or to plead guilty.
- (e) The Sentinel shall open the floor to questioning. Individual members of the Judicial Board Jury and the Sentinel may ask questions, one at a time, to the Accuser or Accused.
- (f) All answers must be directed toward the Judicial Board. The Accuser and Accused are not to directly address one another.
- (g) The Sentinel shall be responsible for all regulation of the questioning period.

## SECTION 9.

When the hearing has ended, the Sentinel shall excuse the Accuser and Accused. The Sentinel shall remain in the hearing room with the Jury. The Judicial Board Jury shall discuss the case and determine whether the Accused is "responsible" or "not responsible" based on a preponderance of evidence. The Sentinel shall not interfere with the deliberations, other than to preserve decorum. If the Accused is found to be responsible, the Sentinel shall present a recommendation for consequences that are in line with (CHAPTER/COLONY) tradition and previously adjudicated cases. The Jury shall discuss the recommendations and decide the consequence for the case. The determination of responsible or not responsible, along with the Jury's chosen consequence shall be the verdict in the case.

## SECTION 10.

After the Judicial Board Jury has reached a consensus, the Jury shall be dismissed. Sentinel shall deliver written notice of the verdict to the Accuser(s), Accused, and the executive board within

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twenty-four (24) hours.

## **SECTION 11.**

The Judicial Board shall refer all matters pertaining to suspensions or expulsion of Brothers to the executive board with their recommendation and a request for further consideration.

## **SECTION 12.**

A Brother may be brought up on charges to the Judicial Board for failure to comply with the punishment levied by the initial Judicial Board Jury. In this case, the Judicial Board Jury retains the right to levy a more severe punishment against the Accused.

## **SECTION 13.**

Following a hearing, the Accused may appeal their verdict to the executive board. The appeal process shall be as follows:

- (a) The executive board shall hear separately from the Accused and the Sentinel.
- (b) The executive board will confer to discuss whether they believe the Judicial Board was correct in their determination of guilty vs. innocent.
  - (i) If the executive board believes that the Accused is, in fact, not responsible, they can commute the verdict, alleviating the Accused of the consequences included in the verdict.
  - (ii) If the executive board believes that the Accused is, in fact, responsible, they reserve the right to uphold the consequences selected by the Judicial Board or serve the Accused with a more severe consequence but may not lessen the consequence selected by the Judicial Board.

# **ARTICLE XIII: SUSPENSION AND EXPULSION**

## **SECTION 1.**

Disciplinary charges may be brought against any Brother by the executive board for any conduct which is possibly harmful to the chapter, or which violates this Constitution or the rules and regulations of the chapter, or for any other charge the executive board may consider. Such charges shall be made in writing to the Judicial Board.

## **SECTION 2.**

Judicial Board verdicts with a recommendation for suspension or expulsion, or failure by a Brother to pay the (CHAPTER/COLONY) promptly for all financial obligations are sufficient grounds for suspension or expulsion and shall be referred to the executive board. Violation of the Fraternity



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Oath, the Fraternity Ritual, or conduct hostile to the best interests of the (CHAPTER/COLONY) or Fraternity are also grounds for suspension or expulsion and shall be referred to the executive board.

### **SECTION 3.**

If a Brother is under criminal investigation by an official law enforcement agency or the University, or if the executive board receives credible evidence that a Brother may have committed a crime, said Brother shall immediately be suspended, pending the conclusion of a criminal investigation by a third party. If the Brother in question is a chapter officer, he shall temporarily relinquish his office until the end of his suspension, the office shall be considered vacant, and it shall be temporarily filled in accordance with Article X, Section 4.

### **SECTION 4.**

The executive board shall have the right to suspend any Brother by a majority vote of the executive board.

### **SECTION 5.**

The executive board may fix the period of the suspension. If at any time it feels the suspended Brother has remedied the causes of his suspension, or that he has been sufficiently punished, the suspension may be lifted by a majority vote of the executive board. The executive board may further extend the period of suspension if they deem it necessary.

### **SECTION 6.**

A suspended Brother shall be deprived of his right to attend (CHAPTER/COLONY) meetings, his right to vote at (CHAPTER/COLONY) meetings, his house privileges, his social privileges, and shall return his Fraternity badge to the Exchequer.

### **SECTION 7.**

Charges and procedure pertaining to expulsion shall be made as specified in the Supreme Constitution of Alpha Epsilon Pi Fraternity.

### **SECTION 8.**

Before the executive board can recommend a Brother for expulsion, the Brother in question must be brought before the Judicial Board for a conduct hearing and minutes from the Judicial Board hearing must be presented to the executive board for review. The executive board will meet to discuss the Brother in question and shall vote on whether the Brother in question should be recommended for expulsion to the Supreme Board of Governors. In order to recommend the Brother for expulsion, a vote of three-fourths (3/4) must be reached. If the executive board votes in favor of recommending

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the Brother for expulsion, they must present the Supreme Board of Governors with their recommendation, along with the minutes for both the Judicial Board and executive board meetings on the matter.

## **SECTION 9.**

The (CHAPTER/COLONY) shall immediately inform the International Fraternity Headquarters, in writing, of any Brothers who have been suspended or recommended for expulsion.

# **ARTICLE XIV: MEETINGS**

## **SECTION 1.**

Regular meetings of this (CHAPTER/COLONY) shall be held weekly during the school term unless notice of cancellation or postponement is sent to the Brotherhood at least one (1) day prior.

## **SECTION 2.**

Meetings shall comply with the format outlined in the Ritual manual of Alpha Epsilon Pi. Meetings shall begin promptly as scheduled, except when extraordinary conditions prevent it.

## **SECTION 3.**

No voting by proxy shall be allowed at any regular or special meeting.

## **SECTION 4.**

Robert's Rules of Order shall govern all meetings, except where the foregoing rules and regulations provide otherwise or this restriction is lifted by the Brother Master or presiding officer of the meeting, or by a simple majority of those present.

## **SECTION 5.**

A simple majority of the active Brothers in Good Standing shall constitute a quorum.

## **SECTION 6.**

Special meetings may be called at the discretion of the Brother Master, after notifying all active Brothers.

## **SECTION 7.**

The Brother Master shall, if presented with a petition, signed by at least twenty-five percent (25%) of the active Brothers, setting forth the reason therefore, call a special meeting of the (CHAPTER/COLONY).

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## SECTION 8.

The Order of Business at all regular meetings shall be as follows. The Order of Business may be changed at the discretion of the Brother Master:

- (a) Ritual Opening/Call to Order
- (b) Invocation
- (c) Roll Call
- (d) Reading and Approval of Minutes of Previous Meeting
- (e) Communications
- (f) Officers' Reports
- (g) (Committee Chairmen Reports)
- (h) Old Business and General Orders
- (i) New Business
- (j) Adjournment of Business Portion
- (k) (Elections - If Necessary)
- (l) (Installations - If Necessary)
- (m) Announcements
- (n) Good and Welfare
- (o) Adjournment

## SECTION 9.

At the conclusion of the (CHAPTER/COLONY) meeting, the Brother Master shall pass off the gavel for Good & Welfare. No other Brother shall talk besides the Brother holding the gavel during Good and Welfare.

## SECTION 10.

The following will be read together at the conclusion of the meeting after Good & Welfare, "We, as Brothers of the (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY) of the Alpha Epsilon Pi Fraternity, vow to uphold the values set forth for us by the Immortal Eleven: Honesty, Perseverance, Faith, Mutual Helpfulness, and Humility. May these sacred values guide us in life always and forever. ESPONDA."

## ARTICLE XV: FINANCES

### SECTION 1.

The (CHAPTER/COLONY'S) annual budget must be approved by the executive board, no later than (BUDGET APPROVAL MONTH) first of each year.

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## SECTION 2.

The Exchequer will recommend an amount for (CHAPTER/COLONY) dues and assessments to the chapter, based on the budget approved by the executive board. (CHAPTER/COLONY) dues and assessments for the following term must be approved by a majority vote of the Brotherhood, no later than the second to last (CHAPTER/COLONY) meeting of the term.

## SECTION 3.

All Brothers must adhere to the financial policies of the (CHAPTER/COLONY). Any Brother, who is in arrears in any amount in his financial obligations, shall, at once, be presented to the Judicial Board by the Exchequer. Unless a valid reason is given by him, the Judicial Board shall suspend the Brother in arrears.

# ARTICLE XVI: GENERAL PROVISIONS

## SECTION 1.

Any Resolution, Bylaw, or other legislation passed by majority vote at a meeting of the (CHAPTER/COLONY) shall be compiled and considered a part of the (CHAPTER/COLONY'S) Bylaws.

## SECTION 2.

Any Article or Section of this Constitution may be temporarily suspended by a two-thirds (2/3) vote of the Brothers at any meeting of the (CHAPTER/COLONY).

## SECTION 3.

The Brotherhood may not suspend the entirety of the (CHAPTER/COLONY) Constitution.

## SECTION 4.

Amendments to this Constitution must be submitted in writing, signed by at least three Brothers, and presented and read at a regular meeting of the (CHAPTER/COLONY). The proposed amendment may then be voted upon at the next regular meeting. A two-thirds (2/3) vote of all active Brothers shall be necessary to pass the amendment.

## SECTION 5.

Replacement of this Constitution requires Ratification of a new Constitution. Ratification of a new Constitution to replace this Constitution shall be viewed as a special amendment to the entire Constitution and shall require a vote of three-quarters (3/4) vote of all active Brothers to approve.

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## SECTION 6.

Spelling and grammatical corrections, the nature of which do not significantly alter the original meaning of the passage in question, do not require a vote by the (CHAPTER/COLONY) and can be made with approval of the Brother Master.

## BYLAWS OF THE (CHAPTER/COLONY DESIGNATION) (CHAPTER/COLONY)

### SECTION 1. DUES POLICY

- (a) All Brothers who cannot be paid in full by the first regular meeting of the term must sign a payment plan contract with the Exchequer establishing a plan to pay their dues in full in a timely manner.
- (b) Any Brother who is not paid in full or who does not have a payment plan in place by the first meeting of the term shall be considered in arrears.

### SECTION 2. MEETING POLICY

- (a) No laptops shall be allowed for use during a meeting with the exception of the Scribe and Exchequer for meeting purposes only, unless otherwise allowed by the Brother Master.
- (b) Any Brother has the right to leave any regular (CHAPTER/COLONY) meeting, two hours from the Call To Order of the meeting without penalty.

### SECTION 3. ACADEMIC POLICY

- (a) All Brothers must maintain a (GPA) cumulative GPA or else be placed on academic probation.
- (b) All Brothers must maintain a minimum (GPA) (SEMESTER/QUARTER) GPA or else be placed on academic probation.
- (c) All Brothers on academic probation must report to the Academic Chairman and be placed on contract. Any Brother failing to meet these guidelines will be suspended from the (CHAPTER/COLONY).

### SECTION 4. RETURNED CHECKS POLICY

- (a) There will be a \$ (FINE) fine for any check that needs to be returned to any Brother and reissued.
- (b) All Brothers who write checks that are returned will be suspended until his arrears are paid.

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## SECTION 5. MEETING ATTENDANCE POLICY

- (a) It is mandatory for all Brothers to attend weekly and special (CHAPTER/COLONY) meetings and all Fraternity Rituals, unless Brother is excused beforehand by Brother Master.
- (b) Each Brother will be allowed (NUMBER OF ABSENCES) unexcused absences from regular (CHAPTER/COLONY) meetings in any given term.
- (c) Being tardy two times shall constitute one absence whereas a tardy is defined by being fifteen minutes late after call to order.
- (d) Each unexcused absence beyond those allowed by Section 5(b) of these Bylaws will be penalized in accordance with Section 8 of these Bylaws.

## SECTION 6. RUSH ATTENDANCE POLICY

- (a) All Brothers must attend all (CHAPTER/COLONY) rush events, unless excused beforehand by Rush Chair.
- (b) Scribe will take attendance at all rush events and record which, if any, Brothers are missing.
- (c) Brothers with an unexcused absence at a rush event will not be allowed to take a Little Brother from the current new member class.
- (d) Brothers with an unexcused absence at a rush event will be penalized in accordance with Section 8 of these Bylaws.

## SECTION 7. PHILANTHROPY ATTENDANCE POLICY

- (a) Attendance is mandatory at all (CHAPTER/COLONY) Philanthropy Events unless excused prior to the event by the Philanthropy Chairman.
- (b) Scribe will take attendance at all philanthropy events and record which, if any, Brothers are missing.
- (c) Brothers with an unexcused absence from the (CHAPTER/COLONY) philanthropy event will be penalized in accordance with Section 8 of these Bylaws.

## SECTION 8. UNEXCUSED ABSENCES

- (a) Brothers with unexcused absence(s) from meetings, rush, or philanthropy events may choose between one of the following as a consequence for their absence(s):
  - (i) perform (HOURS) hours of community service for each unexcused absence;
  - (ii) perform (HOURS) hours of housework for each unexcused absence; or
  - (iii) pay a fine in the amount of \$(FINE) for each unexcused absence.
- (b) Brothers who choose to perform community service must report their hours, along with documentation of such, to the Scribe.

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- (c) Brothers who choose to perform housework must log their hours with the House Manager and report the same to the Scribe.
  - (d) All unexcused absences may be appealed to the executive board, in writing, to the Sentinel.
  - (e) When a Brother receives an unexcused absence, that Brother is immediately placed on full Suspension until their hours are completed, the fine is paid, or an appeal is filed.

## **SECTION 9. CHAPTER BIG AND LITTLE BROTHER POLICY**

- (a) Each new member shall be paired with a “big Brother,” whose purpose shall be to mentor and counsel the new member through the process of becoming an active Brother and beyond.
- (b) Any active Brother in Good Standing, with the exception of the New Member Educator and Brothers ineligible in accordance with **Section 6(c)** of these Bylaws, is eligible to take on the privilege of Fraternal mentorship as a big Brother.
- (c) The New Member Educator shall select the Big and Little pairings, taking into equal consideration the desires of the new members and active Brothers.
- (d) Big and Little pairings shall be revealed to the new members and **(CHAPTER/ COLONY)** at the chapter’s big Brother ceremony.

## **[SECTION 10. CHAPTER LIVE-IN POLICY]**

- (a) All Brothers who have fulfilled their university on-campus housing requirement shall live in the chapter house as designated by Alpha Epsilon Pi Fraternity Inc., the **(CHAPTER/ COLONY'S)** house corporation, or the **(CHAPTER/COLONY)** executive board **[and participate in the meal plan]**, unless excused from living in by the Brother Master, with written approval from Alpha Epsilon Pi Fraternity Inc. or the house corporation.
  - (i) The Brother Master shall not excuse anyone from living in the chapter house unless the house is filled or is given written permission to do so by Alpha Epsilon Pi or the house corporation.
  - (ii) The Brother Master shall determine who may be excused from living in the house based upon the **(CHAPTER/COLONY'S)** points system, as outlined in **Section 11** of these Bylaws.
- (b) Any Brother choosing to live outside of the chapter house that is not excused by the Brother Master may be subject to increased dues and judicial action including, but not limited to, fines, or suspension/expulsion from the chapter, as determined by the **(CHAPTER/COLONY)** Executive and/or Judicial Boards.

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## **[SECTION 11. (CHAPTER/COLONY) SENIORITY/PRIORITY POLICY]**

For all chapter matters in which the question of seniority/priority is a factor, the following system shall be used to determine seniority:

- (a) (INSERT CHAPTER/COLONY POINTS SYSTEM)
- (b) Seniority will be determined by the number of points each Brother has, as provided herein, in order from most points to fewest points.
- (c) In the event of a tie between two or more Brothers with the same number of points, the Brother who has been an active member of the chapter longer, based on the number of (SEMESTERS/QUARTERS) they have been an initiated Brother, shall be given seniority. If two or or more Brothers are still tied, the Brother who has (TIE-BREAKING POLICY) shall be given seniority.

## **[SECTION 12. CHORES SYSTEM]**

- (a) The chapter shall use an assigned schedule of chores in order to maintain a clean and presentable chapter house.
- (b) Each (SEMESTER/QUARTER), the House Manager will develop a list of chores sufficient to provide chores for all in-house Brothers. He shall further set minimum completion standards, defining what constitutes completion for each chore. It shall be up to the House Manager's sole discretion whether a chore is considered completed.
- (c) Each semester, the House Manager will determine a time on Sunday that he is able to check the completion of weekly chores, which shall be considered the due date and time for weekly chores. He will also determine when all non-weekly chores shall be due. Non-weekly chores may include, but are not limited to, daily meal cleanups, pre-event chores, or seasonal chores. Before any chores can be due for the (SEMESTER/QUARTER), the House Manager shall inform the Brotherhood of decided due days and times for chores.
- (d) On Sunday, the House Manager will make a full walk through of the house and determine if all weekly have been completed. The House Manager will check the completion of the non-weekly chores each week at the designated time for them to be due.
- (e) Any Brother whose assigned chore is dependent on another chore being done first may be given a grace period, as decided by the House Manager, if the preceding chore has not been completed on time. Any such Brother who finds that he cannot complete his assigned chore due to a preceding chore not being completed shall immediately inform the House Manager of such.
- (f) Any chore not completed on time to the completion standards given by the House



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Manage will result in the Brother assigned to that chore being fined \$ (FINE), increasing \$ (FINE INCREASE) for each subsequent offense during the (SEMESTER/QUARTER).

The House Manager shall immediately notify said Brother of the pending fine.

- (g) Any Brother who is fined for failing to complete his assigned chore will have twenty-four (24) hours to complete the chore and report the same to the House Manager, who will then confirm completion and remove the fine. Failure to complete the chore within twenty-four (24) hours will result in the fine remaining on the Brother's account, even if the chore is completed.
- (h) Any Brother who fails to complete (NUMBER OF CHORES) on time in any given (SEMESTER/QUARTER) may be recommended to the Judicial Board by the House Manager.
- (i) The Judicial Board process shall be the only means by which to dispute fines for incomplete chores.

# MOCK MEETING AGENDA

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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	SCRIBE LAST NAME
SENTINEL	SENTINEL LAST NAME
BROTHER AT LARGE •	BROTHER AT LARGE LAST NAME
NEW MEMBER EDUCATOR •	NEW MEMBER EDUCATOR LAST NAME
RUSH CHAIR •	RUSH CHAIR LAST NAME
EXCHEQUER •	EXCHEQUER LAST NAME
SCRIBE •	SCRIBE LAST NAME
LIEUTENANT MASTER •	LIEUTENANT MASTER LAST NAME
MASTER •	MASTER LAST NAME
MINOR BOARD REPORT	
OLD/UNFINISHED BUSINESS	MASTER LAST NAME
NEW BUSINESS	MASTER LAST NAME
COMMENTS FOR THE GOOD OF THE ORDER	
ADJOURNMENT/GOOD & WELFARE	

# MOCK MEETING MINUTES

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## Alpha Epsilon Pi Meeting Minutes

Respectfully submitted by SCRIBE 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

-

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## 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)

# CHAPTER MEETING TIPS

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## RUNNING A SUCCESSFUL CHAPTER MEETING

As Master, one of your basic responsibilities is to run chapter meeting. Chapter meeting is when the members of your chapter get together to conduct basic Fraternity business, find out what is going on, voice their opinions, and spend a little bit of time together reflecting on Fraternity life. Chapter meeting should occur once a week at the same time and location each week. Many chapters choose to meet on Sunday nights to give brothers the weekend to do their work and plan ahead so that they can dedicate a few hours to the Fraternity. However, meeting can be whenever you want it to be so long as a large majority of your chapter is able to make it and stay throughout.

Having regular and effective chapter meetings is one of the most important things your fraternity can do. A chapter that has great attendance at their meetings and gets business accomplished in an effective manor will have a stronger and more active brotherhood from the get-go.

As Master, it is up to you to plan ahead before each meeting to know what is going to be discussed, what announcements need to be made, what motions need to be voted on, and what elections (if any) need to take place. It is up to you to keep meeting moving at a steady pace and with a structured flow so that it will not drag on, Brothers will know what is coming next, and so everyone gets their turn to speak. To help you do this, you should utilize Robert's Rules of Order. Robert's Rules are age-old guidelines that are designed to aid your discussion and limit unnecessary arguments while providing your members ample opportunity to speak. Please take note of the attached Robert's Rules of order brief and make sure your members (especially the new ones) know the basics.

Your Scribe should take detailed minutes (notes) of each meeting and should distribute them to all members afterward. This will allow you to keep records of your meetings so that you can check back at later times and allows your members, who were not able to make the meeting, to still know what is going on.

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## 10 WAYS TO IMPROVE YOUR CHAPTER MEETING

- 1. Start on time, end on time.** Meeting should begin at the same time each week and your Brothers should know that. As Master, it is your job to keep meeting moving without hindering discussion. Try your best to make sure meeting does not drag on. If you can end meeting around the same time each week, your Brothers will know how much time they need to set aside.
- 2. Send motions out on listserv.** If you send motions out a few days before meeting via the chapter listserv or email, Brothers can discuss them outside of meeting. This allows Brothers to formulate their opinions before meeting, which speeds things up, and helps avoid fighting during meeting.
- 3. Have dinner together before meeting.** This allows Brothers to catch up and usually puts them in a jolly mood.
- 4. Spice it up.** Make meeting fun and entertaining: give out a Brother of the week award, tell positive accomplishments, have your Sentinel ask a AEPi ritual trivia question. Brothers should look forward to meeting.
- 5. Incentivize attendance.** Give Brothers money off dues for consistent attendance at meeting.
- 6. Set a proper tone.** What happens at meeting will affect the tone of the chapter. Try to avoid fighting and big arguments. Discussion is healthy, but personal attacks and harsh arguing are not.
- 7. Set attendance expectation.** A Brother's basic responsibilities are to pay dues and come to chapter meeting. An ideal target should be 80% of your chapter at each meeting.
- 8. Utilize your Sentinel.** Sentinel should sit in the back of the room and keep Brothers quiet.
- 9. Lead by Example.** Executive board should stay quiet and attentive, your Brothers will follow.
- 10. Pump up your Brothers.** As Master, you should give the occasional pump-up speech to get your guys excited for upcoming events. If you need some inspiration check out 'Remember the Titans', 'Miracle', 'Braveheart', 'Hoosiers', or even 'Robin Hood Men in Tights'.

## GOOD AND WELFARE

One of our strongest traditions. Every meeting should end with a session of Good and Welfare. This can either be done before a meeting is adjourned or as an optional component after meeting so that Brothers who do not wish to attend do not have to do so. Good and Welfare is a time for any Brother to say anything that is on his mind. It is that Brother's time to share his feelings, emotions, and thoughts. The idea of Good and Welfare is that when someone is speaking, no one else says anything; it is a time for everyone to listen to the one Brother that is speaking. Everything that is said at a Good and Welfare is said 'in confidence', meaning it may not leave the room and is not to be discussed at all. When a chapter takes Good and Welfare seriously, their members always share a much deeper connection, a much stronger relationship, and a much better understanding of what it truly means to be a part of a Brotherhood.

# ROBERTS RULES OF ORDER

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## 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

- Members can debate the motion.
- Before speaking in debate, members obtain the floor.
- The maker of the motion has first right to the floor if he claims it properly
- Debate must be confined to the merits of the motion.
- 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

- The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.
- 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

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

### WHEN DEBATING YOUR MOTIONS

- Listen to the other side

- 
- Focus on issues, not personalities
  - Avoid questioning motives
  - Be polite

## 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: "Mr. Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

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

- After recognition, "Mr. Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Mr. Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Mr. 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, "Mr. 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, "Mr. 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, "Mr. 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.*



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

## **POSTPONE INDEFINITELY**

*You want to kill a motion that is being discussed.*

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

## **RECESS**

*You want to take a break for a while.*

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

## **ADJOURNMENT**

*You want the meeting to end.*

- After recognition, "Mr. 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, "Mr. 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, "Mr. 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."

## 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, "Mr. 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

## 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).

# MOCK CHAPTER ROSTER

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First Name	Last Name	Class	New Member?	Phone Number	Email	Mailing Address
Joe	Jew	Freshman	Yes	317-876-1913	joejew@gmail.com	1234 College Ave, College, NY 46268
Jason	Cohen	Junior	No	123-456-7890	jcohen2001@gmail.com	556 86th St, Indianapolis, IN 40256
Michael	Kahn	Sophomore	Yes	999-999-9999	mkahn@msn.com	998 Mulberry Ln, Hoboken, NJ 98723

## CURRENT CHAPTER POSITIONS

First Name	Last Name	Position
Joe	Jew	Freshman
Jason	Cohen	Junior
Michael	Kahn	Sophomore

# MINOR BOARD STRUCTURE

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\*Every chair should have an active role in the new member program explaining their position and including all new members in planning, development and execution of events/programs/etc.

## CIVIC ENGAGEMENT CHAIR

- Student Government involvement.
- Local Government involvement.
- Local community involvement.
  - Social issue awareness.
- Inform chapter/colony of political issues the community is facing.
- Combating anti-Semitism and BDS movements (local/campus community).
- Chamber of Commerce.
- Hosting members of Police/Fire Departments.

## ALUMNI CHAIR

- Create an alumni newsletter.
- Update all alumni contact information.
- Host alumni reunions.
  - For all alumni or specific generations of alumni.
- Collect AEPi memorabilia from chapter alumni.
- Create a history log of events, photos, awards, etc.
- Assist in legacy facilitation.
  - Ask alumni who have sons attending college where they are going. Have them fill out a [rush recommendation form](#).

## PARENTS CHAIR

- Parent communication
  - Newsletter or social media updates
- Ask parents to create a Parents Club or Parent Board to help out.
- Host a Parents Weekend.

## ISRAEL ENGAGEMENT CHAIR

- Organize the chapter to combat BDS movement on your campus.
- Develop and host positive pro-Israel events on campus.
  - Israel Independence Day events.

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- o Israel innovations speakers/panel
  - Inform the chapter/colony about opportunities including trips and fellowships.
  - Educate the Brothers and/or new members about history, culture and traditions of Israel.
  - Act as liaison to Hebrew language department (if applicable).

## **JEWISH IDENTITY CHAIR**

- Liaison for chapter and Hillel/Chabad/other Jewish organizations on campus.
- Responsible for creating a Jewish home within the Fraternity.
- Planning events with Brother at Large/Israel Engagement Chair around Jewish holidays.
- Promote Jewish values and culture.
- Coordinate with JLPD and the Jewish Programming Year.
- Apply for all applicable grants through the AEPi Foundation.
- Promote and recruit for Hineni and Tikkun Olam Conferences.
- Liaison with Jewish Studies department (if applicable).

## **PROFESSIONAL DEVELOPMENT CHAIR**

- Work with Alumni Chair to connect with chapter/local alumni.
- Coordinate events with professional development speakers.
  - o Resume building, networking, public speaking.
- Help to find Brothers summer internships or jobs near/around campus.
- Liaison with University Career department.
- Promote and recruit for Leven Leadership Institute.

## **ATHLETICS CHAIR**

- Register chapter teams for all intramural sports leagues.
- Handle all chapter team coaching appointments.
- Ticket coordination for major sporting events.
- Work with Brother at Large on all Brotherhood-related sporting events/outings.
- Coordinate Brotherhood tournaments.
- March Madness brackets, Super Bowl squares, etc.

## **SOCIAL CHAIR**

- Coordinate and plan all chapter social functions.
- Ensure all Brothers and guests are having fun.
  - o Appoint 'Fun Monitors.'
- Work with Sentinel to ensure Health & Safety protocols are enforced.
- Work with the executive board to educate members on social policies regarding societal

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issues.

- o Sexual assault prevention, alcohol and drug abuse, bystander intervention.

## **ACADEMIC CHAIR**

- Coordinate study hours in house or at library.
- Organize notes and textbooks for future Brothers.
- Collect GPAs from Brothers (if the University does not).
- Facilitate a tutoring program for those that need assistance.
- Facilitate academic probation program for those that do not make grades.
- Work with New Member Educator to carefully review academics of new members.

## **PHILANTHROPY CHAIR**

- Internal/External Chair model (if desired).
  - o Internal is responsible for chapter's own philanthropy event.
  - o External is responsible for promoting and recruiting for other Greek community philanthropy events.
- Choose an organization to donate to (AEPi Brothers choose new philanthropies every year at Convention).
- Set a goal to host at least one event per semester.
  - o One semester can be a larger scale event to one philanthropy, while the other semester can be smaller scale and to a different philanthropy.
- Fundraising
  - o The focus of philanthropy is raising money, not the event.
  - o The event is a marketing tool for your chapter/colony to fundraise.
  - o Fundraising techniques include letter writing campaigns, Text-a-thon, canning, sponsorships.

## **COMMUNITY SERVICE CHAIR**

- Proactive community volunteering.
- Set a schedule of regular volunteer plans.
- Assign and recruit Brothers for different community service events.
- Require a certain number of community service hours per Brother per semester.
  - o Track total hours for Brothers and chapter as a whole.
- Plan for chapter-wide or individual volunteer activities.

# MOCK ACADEMIC PLAN

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## ACADEMIC GUIDELINES (YEAR) ALPHA EPSILON PI: (CHAPTER/COLONY DESIGNATION) CHAPTER (UNIVERSITY/SCHOOL NAME)

In order to maintain academic excellence within the Alpha Epsilon Pi fraternity Brothers will be required to adhere to the following guidelines. These standards are set within the constitution, under Article II, Section Five.

### MINIMUM GRADE POINT AVERAGE

Brothers must have a GPA of 2.7 or higher to remain in good standing.

All Brothers/new members shall strive for a 3.0 GPA in order to be eligible for privileges such as:

- Becoming a big Brother
- Running for an executive board position
- Serving as Academic Chair

Brothers who do not meet the minimum requirement can motion to make an appeal to the fraternity to run for executive board if they do not meet the minimum GPA requirement.

The chapter shall strive to lead in academic success.

### GRADE RELEASE FORM

All new members and initiated members shall report their GPAs on a semesterly basis. An official grade release form may be required, through the university, to be filed by each member. If campus administration does not require this information, a GPA submission will still be expected to be reported to the Academic Chair in the form of an up-to-date screenshot of GPA and credit hours from the university database. Simply giving an estimate will not be accepted.

### STUDY HOURS

Time spent working with tutors, group study halls, computer centers, studio work, theater workshops, Practicing instruments or voice, Etc. may be considered as study hours.

Study Hour Goal:

All members are expected to strive for a minimum of ten study hours per week.



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Weekly fraternal study hours are available from 6:30 - 9:00 PM every Thursday in App Hall room 161.

#### Required Study Hours:

- Brothers who hold a GPA below the fraternity goal of 3.0 will be required to attend fraternal study hours on a weekly basis. An academic committee member must sign off on these hours to ensure good standing with the fraternity.
- Other alternatives for study hours may be approved by the executive board.
- A Brother who fails to attend required study hours for more than two weeks will be placed on social probation for a two week minimum, or until compliance is met. In special cases, the executive board may move to place a Brother on Fraternal suspension in order to enforce this requirement.

### ACADEMIC SUCCESS

All Brothers will strive for academic excellence. To this end, it is required that class be attended on a regular basis. During class hours, Brothers will remain focused, engage in class discussion, and attempt to ask questions in regards to the topics being taught. Assignments should be submitted in a timely fashion and steps should be taken to achieve the highest score possible.

If needed, a Brother can find assistance from the chapter by reaching out to the academic committee, or by contacting on campus resources listed below.

### CAMPUS RESOURCES

The academic committee shall maintain a list of members, by major, to tutor Brothers if assistance is needed. If more extensive help is needed, the Academic Chair may assist in finding capable university tutors.

The academic committee shall also maintain a list of campus resources available to students so that Brothers/new members will have this information if needed.

Resources include, but are not limited to: departmental help labs, LEAD tutoring, university tutorial services, general math help lab, accounting lab, university writing center, academic advising/consultation, career exploration, counseling and psychological services, wellness and prevention services, early intervention, career development center, interdisciplinary tutoring/peer academic coaching, library research assistance, office of disability services, student leadership center, university recreation, and campus activities.

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## SCHOLASTIC RECOGNITION

1. **Most Improved GPA for the semester:** Brother that increases their GPA in that specific semester by the highest margin will receive a \$50 dollar scholarship.
2. **Best GPA for the semester:** Brother with the highest GPA for the semester will receive a \$50 dollar scholarship.
3. **Monthly Academic Excellence Initiative:** A \$50 gift card given to the Brother who exceeded academic expectations.

## ACADEMIC IMPROVEMENT PLAN

All Brothers who do not maintain the individual minimum required GPA of 2.7 shall meet with the Academic Chair to develop an individual academic improvement plan. The executive board will be notified of Brothers who fail to meet with the Academic Chair or maintain their individual academic improvement plan.

## ACADEMIC COMMUNICATION TO PARENTS

At the end of each spring semester, in March, a communication (letter or email) shall be sent to the parents of all Brothers/new members. This communication will define the minimum academic expectations for all Alpha Epsilon Pi Brothers, and provide the all-men's and chapter's GPA results. Individual Brother academic results shall not be included as part of the required information.

All academic acknowledgments will be outlined in the newsletter with the Brothers' consent.

## NEW MEMBER ASSISTANCE

The academic committee will ensure that new members are provided special assistance to maintain a productive academic lifestyle.

New members are required to participate in a minimum of 10 study hours a week. This will be checked and signed off by the academic committee to ensure this standard is met.

The academic committee will maintain an open-door policy on providing campus resources and academic assistance.

# CIVIC ENGAGEMENT CHAIR

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Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes.

## WHY AEPI CARES

- Civic Engagement positively affects a college student
- Service positively affects students' values for civic activism and diversity, leadership efficacy, and desire to serve after graduation
- Students who joined a fraternity or sorority during their first year of college have 123% greater odds of volunteering over non-members.
- Shows potential members a well-rounded chapter
- Jewish value of helping your fellow human

## THREE COMPONENTS OF CIVIC ENGAGEMENT

- 1. Campus Activism.** Being active in student organizations outside of AEPI
- 2. Community Activism.** Volunteering your time to better the community surrounding your campus
- 3. Political Activism.** Keeping Brothers politically informed

## HOW TO UTILIZE THE POSITION

- Encourage Brothers to get involved in other organizations
- Inform chapter/colony of political issues the community is facing
- Inform chapter/colony of political elections taking place
- Help Brothers register to vote
- Inform Brothers of campus elections or referendums
- Plan & log community service events
- Represent AEPI to non-Greek organizations (with the Master)
- Identify Brothers who want to get involved in Student Government (either running a campaign for someone else or running themselves)

# ISRAEL ENGAGEMENT CHAIR

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There is no place in the world more meaningful to the Jewish people than Israel. While the ancient land of Israel has always been home to the Jews since 1948, the modern State of Israel has completely transformed what it means to be a Jew. Because of the State of Israel, Jews have a national identity, wherever they live.

## WHY AEPI CARES

- AEPI strives to develop the future leaders of the world's Jewish communities
- AEPI seeks to enhance its members in different ways
- Show potential members and the community one way AEPI is different than any other fraternity
- The Jewish value of loving the people of Israel
- AEPI Brothers live in Israel.
- AEPI Brothers have family, friends, and Fraternity Brothers in Israel.

## FOUR PILLARS OF AEPI ISRAEL PROGRAM

### 1: ENGAGEMENT

- Inform the chapter/colony about opportunities including trips and fellowships
- Motivate Brothers to take an active role in organizations on campus
- Encourage the Brothers to help out and volunteer for events and organizations
- Apply for micro grants to run or co-sponsor events on campus

### 2: ADVOCACY

- Serve as liaison to on-campus organizations to the Brotherhood
- Serve as liaison for national and international Pro Israel organizations to the Brotherhood
- Work with chapter/colony's Jewish Programming Associate to be connected to partner organizations

### 3: EDUCATION

- Educate the Brothers and/or New Members about the History, culture, and traditions of Israel
- Expose the Brotherhood to different Experiences coming out of Israel (TV shows, movies)
- Utilize Israel as a medium to teach the Brotherhood values and life lessons

### 4: PERSONAL DEVELOPMENT

- Share volunteering and interning opportunities in Israel with the Brothers
- Connect Brothers to different programs that help develop their interest that utilize Israel as a

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means

- Work with their chapter/colony's Jewish Programming Associate to help Brothers get connected to organization who have professional opportunities in Israel.

# JEWISH IDENTITY CHAIR

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## WHY JEWISH PROGRAMMING?

Alpha Epsilon Pi was created to act as the home away from home for the Jewish man on college campuses. Our mutually shared Jewish heritage is what makes our Brotherhood so strong. It is that mutual lifetime experience that bonds our fraternity together. In this way, we are different than any other college fraternal organization in the world. In order to create that home away from home that bonds all of us together, our Brothers rely on their Jewish Identity Chair to create that mutually understood programming.

## WHAT IS THE JOB OF THE JEWISH IDENTITY CHAIR

The Job of the Jewish Identity Chair (JIC) is:

- Organize Jewish programming to the chapter/colony. Programming should be tailored to the interests of the Brothers in the chapter/ colony.
- Act as the liaison between the chapter/colony and Jewish organizations on campus (Hillel, Chabad, Jewish Student Council, etc). He should cultivate these relationships to benefit all aspects of fraternity and campus life, both for the Brothers and the chapter as a whole.
- Communicate with chapter's Jewish Programming Associate from AEPi International Headquarters

## WHAT KIND OF JEWISH PROGRAMMING SHOULD THE JIC PROVIDE?

This will differ from chapter to chapter. The best thing that JIC can do is talk to his Brothers about what they would enjoy. Judaism can be brought into any event that the chapter enjoys doing, whether that be sports or video games, social events or academics, a good JIC can add Jewish programming to anything.

For some AEPi chapters/colonies, the most meaningful event will be a Shabbat service and meal following the strictest rules of Kashrut and Jewish law. For other chapters/colonies, having everyone smoking a hookah in the Sukkah during the holiday of Sukkot will be the kind of Jewish programming that speaks to them. Both of these types of events should be strongly encouraged. AEPi is a Jewish fraternity that nature is not just specifically religious but social in nature.

## WHAT RESOURCES DOES THE INTERNATIONAL OFFICE PROVIDE?

Alpha Epsilon Pi International Headquarters offers a wide variety of grants for different programming throughout the academic year. Those grants are listed below. Reach out to AEPi Chief Programming Officer [Jonathan Bridge](#) to discuss details on how much the grant is for, and how to apply.

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## GRANTS AVAILABLE FOR:

1. Sukkot
2. Shabbat across AEPi
3. Passover
4. We Walk to Remember
5. Combating antisemitism
6. Israel event

AEPi international Headquarters also offers a **general grant** on [OpenBook](#). This general grant can be used towards any Jewish identity or education event. The Jewish Identity Chair should speak with their chapter/colony's Jewish Programming Associate. The grant can cover up to **\$250** in expenses.

**Please note:** to receive any of these grants the chapter will need to fill out a follow that will require *itemized receipts, pictures of the event, and quotes from Brothers about the experience.*

**Alpha Epsilon Pi Bar Mitzvah Program:** Available to Brothers who have not had a Bar Mitzvah. This program is done in partnership with Chabad and can offer resources for that Brother to have a Bar Mitzvah ceremony. The application for this program is on [MyAEPi](#).

**Individual grants:** Available for Brothers to have Jewish educational experiences. This can cover expenses to go to conferences or individual learning experiences. This application is also on [MyAEPi](#).

# JEWISH PROGRAMMING YEAR

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## AEPI'S GUIDE TO THE JEWISH PROGRAMMING YEAR

AEPI International Headquarters is providing chapters with best practice and educational resources needed to carry out effective and enjoyable Jewish programming. Ultimately, the Jewish Programming Year is a year-long curriculum giving you and your chapter Brothers ownership and confidence in your Jewish journeys. The chapter plan also serves as a road map for AEPI's various micro grant programs which have found great success over the past few years. These microgrants are primarily used to purchase food, decorations, cutlery and other essentials needed to host a successful event.

This packet is a collection of outstanding events AEPI chapters have hosted in the past. Each event has a step-by-step guide to make the event as successful as possible. When planning your programs, keep these six goals in mind:

1. Increased knowledge of Jewish holidays
2. Increase in Jewish pride
3. Increase connection to Jewish community
4. Increased preparedness to combat antisemitism
5. Increased connection to world Jewry
6. Increase connection to the people/country of Israel

As you plan each of your programs, feel free to reach out to your [Educational Leadership Consultant \(ELC\)](#) or to [Ethan White](#), AEPI's Assistant Director of Jewish and Leadership Programming, with any questions or for extra advice.

Each of you are encouraged to submit new program ideas to AEPI for the Guide to the Jewish Programming Year. If you would like to add any programs to the program bank, please send the event description to [Jon Bridge](#), AEPI's Chief Programming Officer, and he will reach out to you to hear more details about the event and assess whether the event can be added.

## GETTING STARTED: ENGAGING THE BROTHERHOOD

Below is a list of things to consider when planning the event:

1. Target Audience
  - New member class



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- All Brothers
  - Brothers and Non-Brothers
2. Location
    - AEPi House
    - Hillel/Chabad
    - Classroom
    - Outside
    - Other local campus and community buildings (e.g. a local Holocaust museum, JCC, synagogue, etc.)
  3. Type of event
    - Educational
    - Fun
    - Bonding/Brotherhood
    - Community (a rally, tabling, etc.)
    - Community Service
    - Philanthropy
    - Social

## EVENT SET-UP

1. Decide on target audience
2. Contact co-sponsoring organizations (if applicable)
3. Create Budget
  - How much will the chapter spend?
  - Apply for a program grant from the AEPi Foundation on [Openbook](#)
  - If co-sponsoring, how much will the other organization(s) spend
4. Create a list of needed materials
5. Create timeline/run-of-show for your event

## EVENT CHECKLIST

- ☐ Has the event been promoted to Brothers?
- ☐ Has the event been promoted by co-sponsors to their members? (If applicable)
  - ☐ Social Media
  - ☐ At a meeting
- ☐ Has the event been promoted to the community? (if applicable)
  - ☐ Social Media
  - ☐ School Newspaper

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- ☐ Tabling
  - ☐ Flyer on campus
  - ☐ Have all supplies and presenters been purchased or reserved?
  - ☐ Did you apply for a chapter grant through [Openbook](#)? (if applicable)
  - ☐ Has someone been assigned to take photos for social media and grant follow-up?

## SUKKOT PROGRAM: SUKKAH BUILDING AND DINNER

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers only or guests
<b>Committees involved:</b>	Jewish Identity, Brotherhood
<b>Location:</b>	AEPi house or local sukkah
<b>Budgeting:</b>	Cheap, Grant available
<b>Pillars:</b>	Mission, Tikkun Middot
<b>Materials needed:</b>	Sukkah materials (walls, frame, partial roof), food (catered or cooked), Lulav and Etrog
<b>Roles for Brothers:</b>	Building, Cooking, Cleaning, Leading prayers

## SHORT OVERVIEW

Work together with your Brothers to build your perfect Sukkah. Whether it's at the fraternity house or another location, building a sukkah is a key part of celebrating the Jewish fall festival. After the sukkah is built, Brothers can work together to make a meal for the chapter to share. This event can be enhanced by adding any of the following:

- Invite your local rabbi to help lead prayers
- Build the sukkah for the community and invite other Jewish organizations to join you
- Make the dinner themed. An example is "Sushi in the Sukkah"
- Add an extra activity to the night. An example is making the dinner into a Date Party
- Bring together the Brothers and new members to build the sukkah together

## PLANNING TIMELINE

### One Month Before:

- ☐ Solidify date on calendar and get approval from Lieutenant Master
- ☐ Get budget for event from Exchequer
- ☐ Order materials required for sukkah
- ☐ Ask local Jewish organizations to rent a lulav or etrog

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### Two Weeks Before:

- ☐ Assign roles for the event
- ☐ pitch the event at chapter meeting
- ☐ Get grocery list or place catering order

### One Week Before:

- ☐ Pitch again at chapter meeting
- ☐ Reconfirm roles with Brothers

### Two Days Before:

- ☐ Pick up groceries
- ☐ If not already put together, set up sukkah
- ☐ Remind Brothers of event in chapter chat

### The Day Of:

- ☐ Cook food or pick up catering order
- ☐ Remind Brothers of event
- ☐ Coordinate any necessary travel for Brothers
- ☐ Enjoy the event

### The Day After The Event:

- ☐ Collect all pictures and post on social media and send to AEPi International

## SUKKOT PROGRAM: HOOKAH IN THE SUKKAH

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers only
<b>Committees involved:</b>	Jewish Identity, Brotherhood
<b>Location:</b>	AEPi house or local sukkah
<b>Budgeting:</b>	Cheap, Grant available
<b>Pillars:</b>	Mission, Tikkun Middot
<b>Materials needed:</b>	Hookah Materials (shisha, rig, hose, coals, tin foil, poker), a Sukkah, food for the event (e.g. hummus, pita, chips, veggies/dip), lulav and etrog
<b>Roles for Brothers:</b>	Shopping for supplies, leading prayers, finding sponsorships

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## SHORT OVERVIEW

Bring together the chapter Brothers to enjoy Mediterranean food snacks and to smoke the hookah.

This event can be enhanced by adding any of the following:

- Get a grant from a partner organization by adding an Israel theme
- Get the Hookah sponsored by the local smoke shop
- Make it into a rush event

## PLANNING TIMELINE

### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get budget for event from Exchequer
- ☐ Order materials required for sukkah
- ☐ Ask local Jewish organizations to rent a lulav or etrog

### Two Weeks Before:

- ☐ Assign roles for the event
- ☐ Pitch the event at chapter meeting
- ☐ Get grocery list or place catering order
- ☐ Buy Hookah materials

### One Week Before:

- ☐ Pitch again at chapter meeting
- ☐ Reconfirm roles with Brothers

### Two Days Before:

- ☐ If not already put together, set up sukkah
- ☐ Remind Brothers of event in chapter chat

### The Day Of:

- ☐ Cook food or pick up catering order
- ☐ Remind Brothers of event
- ☐ Coordinate any necessary travel for Brothers

### The Day After The Event:

- ☐ Collect all pictures and post on social media

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## SUKKOT PROGRAM: FEED THE COMMUNITY SUKKAH

<b>Ideal time:</b>	Week long event
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers, involving the community
<b>Committees involved:</b>	Jewish Identity, Civic Engagement, Community Service
<b>Location:</b>	Sukkah
<b>Budgeting:</b>	Free, Grant available
<b>Pillars:</b>	Tikkun Olam, Mission, Tikkun Middot
<b>Materials needed:</b>	Sukkah, Table, Chairs
<b>Roles for Brothers:</b>	Marketing, Outreach

### SHORT OVERVIEW

Giving back to our community is an important part of being an AEPi Brother. Partner with a local food bank or Jewish Federation to do a canned food drive from your chapter or local Sukkah.

Assign times for Brothers to be at the sukkah to collect donations. This event can be enhanced by adding any of the following:

- Table outside a local grocery to collect donations
- Combine the dinner with an event

### PLANNING TIMELINE

#### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Reach out to federation or local food bank
- ☐ Map out campus outreach
- ☐ Set a goal for amount of food collected

#### Two Weeks Before:

- ☐ Attend IFC, Panhel meetings and chapters to publicize food drive
- ☐ Reach out to other relevant organizations and local stores

#### One Week Before:

- ☐ Send reminders to campus and start social media push
- ☐ Assign time slots for Brothers in the sukkah

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### Two Days Before:

- ☐ Construct sukkah if not already made
- ☐ Reconfirm sign-up times and assign alternates

### The Day Of:

- ☐ Remind Brothers of their time slots daily and run event throughout duration of Sukkot

### The Day After The Event:

- ☐ Collect all pictures and post on social media and send to AEPI International
- ☐ Donate collected items

## SHABBAT ACROSS AEPI PROGRAM: IRON CHEF POTLUCK

<b>Ideal time:</b>	Late afternoon into the evening
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	Brothers only or guests
<b>Committees involved:</b>	Brotherhood, Jewish Identity
<b>Location:</b>	House, or rentable space on campus
<b>Budgeting:</b>	Cheap, Grant available
<b>Pillars:</b>	Mission
<b>Materials needed:</b>	Cooking ingredients, Table, Chairs, kitchen materials, Shabbat candles
<b>Roles for Brothers:</b>	Judges, cooks, shoppers

### SHORT OVERVIEW

A cooking competition where Brothers are given a certain set of ingredients and challenged to make the best tasting food for a group of judges. This event can be enhanced by adding any of the following:

- Bring the local rabbi to assist with prayers and lighting of the candles
- Engage seniors by making them team captains or judges

### PLANNING TIMELINE:

#### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer

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### Two Weeks Before:

- ☐ Finalize ingredients to be used for the event
- ☐ Make teams for Brothers
- ☐ Pitch event at chapter meeting

### One Week Before:

- ☐ Get non-perishable food for the event.
- ☐ Announce teams to Brothers at chapter meeting
- ☐ Assign judges

### Two Days Before:

- ☐ Buy perishable food

### The Day Of:

- ☐ Remind Brothers of event

### The Day After The Event:

- ☐ Collect all pictures and post on social media and send to AEPI International

## SHABBAT ACROSS AEPI PROGRAM: CAMPING SHABBATONE

<b>Ideal time:</b>	Friday night into Saturday morning
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	Brothers only
<b>Committees involved:</b>	Brotherhood, Jewish Identity
<b>Location:</b>	Local camping site or park
<b>Budgeting:</b>	Expensive, Grant Available
<b>Pillars:</b>	Mission
<b>Materials needed:</b>	Camping equipment, Food for Brothers, Water, Firewood, Tinder and lighter, Shabbat candles
<b>Roles for Brothers:</b>	Logistics, Brotherhood events, leading Shabbat Prayers

### SHORT OVERVIEW

Get a few tents or cabins for Shabbat and spend time with your chapter Brothers around a fire. This event can be enhanced by adding any of the following:

- Incorporate a Brotherhood shabbat dinner
- For a few hours of the event, go Shomer Shabbat. Disconnect phones and enjoy the time with

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the fraternity.

- Do the event "Cares into the Fire" from AEPi's "Commitment to Excellence"

## **PLANNING TIMELINE:**

### **One Month Before:**

- ☐ Book camping or cabin space. (Do NOT sign any contracts without AEPi IHQ approval)
- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer

### **Two Weeks Before:**

- ☐ Separate cabin or tent groups
- ☐ Purchase or rent any camping equipment
- ☐ Pitch event at chapter and finalize number of attending Brothers

### **One Week Before:**

- ☐ Remind Brothers of event
- ☐ Repitch event at chapter
- ☐ Make shopping list
- ☐ Make list of events for the night
- ☐ Do any preliminary shopping
- ☐ Arrange travel
- ☐ Pitch again at chapter

### **Two Days Before:**

- ☐ Do any final shopping
- ☐ Finalize schedule of events for the night
- ☐ Finalize travel
- ☐ Confirm camping or cabin rental

### **The Day Of:**

- ☐ Confirm travel with Brothers
- ☐ Get to site early to set up before Brothers arrive
- ☐ Take pictures

### **The Day After The Event:**

- ☐ Collect all pictures and post on social media and send to AEPi International



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☐ [Go home](#)

## SHABBAT ACROSS AEPI PROGRAM: NEW MEMBER PLANNED SHABBAT

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers only
<b>Committees involved:</b>	New Member Educator, Jewish Identity
<b>Location:</b>	AEPI house or third party
<b>Budgeting:</b>	Low budget, grant available
<b>Pillars:</b>	Tikkun Middot, Mission
<b>Materials needed:</b>	Tables, chairs, food for event, Shabbat candles
<b>Roles for Brothers:</b>	Supervisory, shopping , set up, clean up

### SHORT OVERVIEW

Work with the new member education team to teach the new members of the chapter how to plan a Shabbat to share with the Brotherhood. New members should be given a budget to work with while being supervised and lead through the process of creating the event. This event can be enhanced by adding any of the following:

- Invite local rabbi over to both explain the importance of shabbat but to also help lead prayers and light candles

### PLANNING TIMELINE:

#### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer
- ☐ Add shabbat into new member syllabus

#### Two Weeks Before:

- ☐ Inform new members of event and assist them in assigning roles
- ☐ Have the new members set up meetings with Jewish identity chair
- ☐ If catering, place catering order

#### One Week Before:

- ☐ Check in on status of event and confirm that the new members have a timeline of events, a venue, food and materials list

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- ☐ Have a new member pitch the event at chapter

### **Two Days Before:**

- ☐ Remind Brothers of event and coordinate any necessary travel
- ☐ Do any final purchases of food

### **The Day Of:**

- ☐ Set up location early with new members

### **The Day After The Event:**

- ☐ Collect all pictures and post on social media and send to AEPI International
- ☐ Brothers should reach out to thank new members

## **PASSOVER PROGRAM: INTERFAITH SEDER**

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	Brothers and Guests
<b>Committees involved:</b>	Jewish Identity
<b>Location:</b>	House or third party location
<b>Budgeting:</b>	Varies by size, grant available
<b>Pillars:</b>	Mission, Tikkun Olam
<b>Materials needed:</b>	Tables, Chairs, Haggadah, Food
<b>Roles for Brothers:</b>	Outreach, Cooking, Cleaning

## **SHORT OVERVIEW**

Bring your whole campus community together to experience the Passover Seder. This is a great time to partner with other greek organizations as well as cultural and religious interest groups on campus. This event can be enhanced by adding any of the following:

- Assigning seats ahead of time for random groups to sit together
- Favors for Seder guests to take home
- Co-sponsors of the event to bring down the cost

## **PLANNING TIMELINE:**

### **One Month Before:**

- ☐ Solidify date on calendar and get approval from LT

- 
- ☐ Get a budget for event from the Exchequer
  - ☐ Make list of potential organizations to join for the event and begin initial outreach
  - ☐ If not at house find a venue (Do NOT sign any contracts without AEPi IHQ approval)
  - ☐ Begin promotion to Brothers

### **Two Weeks Before:**

- ☐ Finalize organizations to attend
- ☐ Make list of food
- ☐ Pick someone to lead the Seder
- ☐ Finalize Venue
- ☐ If catering place catering order

### **One Week Before:**

- ☐ Begin purchasing food and supplies for the event
- ☐ Send reminders out to partner organizations

### **The Day Of:**

- ☐ Get there early to set up room and space

### **The Day After The Event:**

- ☐ Send thank you cards to organizations that participated
- ☐ Collect all pictures and post on social media and send to AEPi International

## **PASSOVER PROGRAM: AEPASSOVER SEDER**

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	Brothers and Guests
<b>Committees involved:</b>	Jewish Identity
<b>Location:</b>	House or third party location
<b>Budgeting:</b>	Varies by size, grant available
<b>Pillars:</b>	Mission, Tikkun Olam
<b>Materials needed:</b>	Tables, Chairs, Haggadah, Food
<b>Roles for Brothers:</b>	Outreach, Cooking, Cleaning

### **SHORT OVERVIEW:**

Plan a Seder for the local Jewish community to attend. This could include Hillel, Chabad, Jewish

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Federation, local synagogues and more. This event can be enhanced by adding any of the following:

- Assigning seats ahead of time for random groups to sit together
- Favors for guests of the seder to take home
- Get organizations to co-sponsor the event to bring down the cost
- Planning the Seder during mom/dad/family weekends
- Bring Brothers together to cook the meal beforehand
- Make the Seder a Chocolate Seder

## **PLANNING TIMELINE:**

### **One Month Before:**

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer
- ☐ Make list of potential organizations to join for the event and begin initial outreach
- ☐ If not at house find a venue (Do NOT sign any contracts without AEPi IHQ approval)
- ☐ Begin promotion to Brothers

### **Two Weeks Before:**

- ☐ Finalize organizations to attend
- ☐ Make list of food
- ☐ Pick someone to lead the Seder
- ☐ Finalize venue
- ☐ If catering place catering order

### **One Week Before:**

- ☐ Begin purchasing food and supplies for the event
- ☐ Send reminders out to partner organizations

### **The Day Of:**

- ☐ Get there early to set up room and space

### **The Day After The Event:**

- ☐ Send thank you cards to organizations that participated
- ☐ Collect all pictures and post on social media

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## PASSOVER PROGRAM: MATZAH EATING PHILANTHROPY

<b>Ideal time:</b>	Throughout the Holiday
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	Brothers and Guests
<b>Committees involved:</b>	Philanthropy, Jewish Identity
<b>Location:</b>	House or third party location
<b>Budgeting:</b>	Reimbursable through funds raised
<b>Pillars:</b>	Mission, Tikkun Olam
<b>Materials needed:</b>	Tables, Chairs, Matzah, Trophy for winner
<b>Roles for Brothers:</b>	Fundraising, set up, clean up

### SHORT OVERVIEW

Utilize Passover as a time to raise philanthropy for the Official Philanthropy Program supporting the Israel Cancer Research Fund, The Jaffa institute's Ofer House and United Hatzalah. Individuals compete in an eating contest with Matzah. There will be an entry fee to be a part of the event as well as a fee to watch. Brothers should also actively work to fundraise throughout the week with canning, text-a-thons and letter writing. This event can be enhanced by adding any of the following:

- Canning for funds for the philanthropy
- Getting sponsorships
- Utilizing multiple fundraising techniques
- Setting up a [CrowdChange](#) page

### PLANNING TIMELINE:

#### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer
- ☐ Create a pitch to get the Brothers on board to fundraise
- ☐ Make a goal of funds collected
- ☐ Make a list of organization to reach out to
- ☐ Begin marketing push
- ☐ Solicit sponsorships from local businesses
- ☐ Finalize venue

#### Two Weeks Before:

- ☐ Start fundraising

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- ☐ Start big marketing push
  - ☐ Schedule text-a-thon time

### **One Week Before:**

- ☐ Purchase any necessary items

### **The Day Of:**

- ☐ Get to venue early to set up

### **The Day After The Event:**

- ☐ Send thank you notes to donors and sponsors
- ☐ Collect all pictures and post on social media

## **WE WALK TO REMEMBER**

<b>Ideal time:</b>	A busy time on campus
<b>Planning difficulty:</b>	Easy to Moderate
<b>Who:</b>	Brothers only or guests
<b>Committees involved:</b>	Jewish Identity, Brotherhood
<b>Location:</b>	Around campus and in the community. We recommend the library and dining hall as busy areas. You can also get permission from teachers to "interrupt" their class.
<b>Budgeting:</b>	Free for basic, grants available for enhanced program
<b>Pillars:</b>	Mission, Tikkun Middot, Tikkun Olam
<b>Materials needed:</b>	"Never Forget" stickers, Holocaust educational info cards, AEPi flag, Israeli flag (optional)
<b>Roles for Brothers:</b>	Participate, help recruit other organizations, ask teachers for permission to "interrupt" class, take pictures

## **SHORT OVERVIEW**

We Walk to Remember is the largest Holocaust remembrance event on college campuses. Brothers and other students silently walk around campus in a line. Participants wear black shirts and pass out information about the Holocaust to spectators. This event can be enhanced by adding any of the following:

- A Holocaust Survivor speaker
- A reading of the names of victims
- Having other Fraternities and Sororities participate

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- Having other Jewish organizations participate
  - Having multicultural groups participate
  - Inviting school administration to participate

## PLANNING TIMELINE

### One Month Before:

- ☐ Pick date (can be anytime in April, but Yom Hashoah is usually towards the end of the month)
- ☐ Promote to Brotherhood
- ☐ Reach out to AEPi IHQ with the event date to ensure your supplies arrive on time
- ☐ Recruit other organizations to participate
- ☐ Reach out to dining hall, library, and any other campus building to see if there are any permissions you need to obtain
- ☐ Reach out to teachers about walking through their class
- ☐ Send formal invitations to school and Greek life administrators
- ☐ If you are bringing a speaker, reach out to them and see if they are available and if/how much they charge

### Two Weeks Before:

- ☐ Confirm which organizations will be participating
- ☐ Plan the walking route
- ☐ Remind the administrators you invited
- ☐ Contact AEPi IHQ if materials have not yet arrived

### One Week Before:

- ☐ Confirm with teachers about walking through their classroom
- ☐ Remind the dining hall, library, and other school buildings of the program and ask them to make their staff aware.
- ☐ Pick a meeting place for everyone to gather
- ☐ Inform all participants of the meeting place
- ☐ If bringing a speaker, send all logistics to them
- ☐ Remind all participating organizations
- ☐ Create a rainy day plan

### The Day Of:

- ☐ Remind all participating organizations
- ☐ Bring supplies to the meeting place

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- ☐ Watch the weather and be ready to change plans if necessary
  - ☐ Communicate changes to all participants

### **The Day After The Event:**

- ☐ Send all pictures to AEPi IHQ
- ☐ Send thank you notes/emails to any school administrators and other organizations who participated

## **COMBATING ANTISEMITISM**

*Bring a former KKK member to speak to the Greek community*

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	The entire Greek Community
<b>Committees involved:</b>	Jewish Identity, Social, Civic Engagement
<b>Location:</b>	On campus theater or large classroom. This program can also be done virtually
<b>Budgeting:</b>	\$500 + flight and hotel for in person, \$300 for virtual. Grant available.
<b>Pillars:</b>	Mission, Tikkun Olam
<b>Materials needed:</b>	Microphone, Projector depending on the size of the room and event
<b>Roles for Brothers:</b>	Showing up, helping recruit other fraternities and sororities, greeters at the front of the room, taking pictures

## **SHORT OVERVIEW**

In partnership with Simon Wiesenthal Center, AEPi works with TM Garrett a German-American author, producer, filmmaker, radio personality, human rights activist and founder of C.H.A.N.G.E, a Memphis-based non-profit organization which engages in community outreach programs, food drives, seminars, anti-racism campaigns and anti-violence campaigns. He will share his story about how he was brought into and rose through the ranks of the Nazi party, and ultimately, why he left. This event can be enhanced by adding any of the following:

- Serving food
- Inviting student government members
- Inviting school and Greek life administrators



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## PLANNING TIMELINE

### One Month Before:

- ☐ Reach out to AEPi IHQ to see if TM is available
- ☐ Reach out to local Hillel/Chabad to see if they will co-sponsor and help pay
- ☐ Advertise to Brotherhood
- ☐ Book room on campus
- ☐ Recruit outside organizations to attend
- ☐ Invite school and Greek life administrators

### Two Weeks Before:

- ☐ Confirm room booking and A/V needs

### One Week Before:

- ☐ Select Brothers to be greeters
- ☐ Remind outside organizations and administrators of the event
- ☐ Set up a place and time to meet TM to show him to the room in which he will be speaking

### The Day Of:

- ☐ Buy food
- ☐ Meet with TM prior to the event
- ☐ Check A/V in the room
- ☐ Remind outside organizations and administrators
- ☐ Make sure Brothers who are greeters are where they need to be

### The Day After The Event:

- ☐ Send thank you notes/emails to administrators and outside organizations
- ☐ Send thank you note/email to TM Garret
- ☐ Send all pictures to AEPi IHQ

## POTLUCK MIXER WITH AN MGC OR NPHC SORORITY

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Moderate
<b>Who:</b>	AEPi and the sorority
<b>Committees involved:</b>	Jewish Identity, Social
<b>Location:</b>	On campus or at AEPi house

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<b>Budgeting:</b>	Moderate, Grant available
<b>Pillars:</b>	Mission, Tikkun Olam
<b>Materials needed:</b>	Food, Tablecloths, Napkins, Dishes, Silverware, Drinks, Cups, Ice
<b>Roles for Brothers:</b>	Cooking and eating

## SHORT OVERVIEW

The idea of this program is to do a cultural exchange with another organization. This program uses food to build bridges between cultural groups. AEPi will cook “Jewish Food” and the other organization will bring food from their culture. This program can be enhanced by doing any of the following:

- Mixing with several organizations
- Creating subjects to talk about
- Holidays where certain foods are served
- What are the main ingredients in all of the food
- Comparing food that is being served, to aspects of culture
- Intersectionality between antisemitism and other “isms”
- Making trivia about Judaism and asking the other organization to make trivia about their culture

## PLANNING TIMELINE

### One Month Before:

- ☐ Invite Sorority or other group
- ☐ Set budget for food and supplies

### Two Weeks Before:

- ☐ Solidify menu
- ☐ Create shopping list

### One Week Before:

- ☐ Get all supplies
- ☐ You may need to buy groceries closer to the event, depending on what food you buy
- ☐ Confirm with Sorority/organization time and place
- ☐ Prepare activity
- ☐ Talking subjects
- ☐ Questions
- ☐ Trivia

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### The Day Of:

- ☐ Cook food
- ☐ Clean house if event is being hosted there
- ☐ Set up the room for the event

### The Day After The Event:

- ☐ Send thank you notes/emails to outside organizations
- ☐ Send all pictures to AEPi International

## ADL WORDS TO ACTION

<b>Ideal time:</b>	Anytime
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	AEPi
<b>Committees involved:</b>	Jewish Identity, Civic Engagement
<b>Location:</b>	On campus or at AEPi house
<b>Budgeting:</b>	\$500 + food if you want. Grant available
<b>Pillars:</b>	Mission, Tikkun Olam, Tikkun Midot
<b>Materials needed:</b>	ADL will provide the materials needed
<b>Roles for Brothers:</b>	Participating

## SHORT OVERVIEW

**Words to Action:** Empowering Students to Address Antisemitism is an interactive education program for college students designed to empower and equip them with constructive and effective responses to combat antisemitism and anti-Israel bias, including: Stereotypes and prejudice, vandalism, harassment, hate speech, and Anti-Israel incidents. This program can be enhanced by adding any of the following

- Food
- Mandatory for new member class
- Invite other Greek organizations to participate

## PLANNING TIMELINE

### One Month Before:

- ☐ Solidify date with ADL local office
- ☐ AEPi IHQ can connect you to the office
- ☐ Advertise to Brotherhood

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- ☐ Advertise to Greek community

### **Two Weeks Before:**

- ☐ Remind Brothers and new members

### **One Week Before:**

- ☐ Confirm time and place with ADL
- ☐ Remind Brother and new members
- ☐ Remind other Greek organizations

### **The Day Of:**

- ☐ Meet the ADL staff member and show them to the room
- ☐ Clean house if event is being hosted there
- ☐ Set up the room for the event

### **The Day After The Event:**

- ☐ Send thank you notes/emails to ADL and outside organizations that participated
- ☐ Send all pictures to AEPi International

## **ISRAEL EVENTS: NEW MEMBER CLASS BIRTHRIGHT TRIP**

<b>Ideal time:</b>	First trip after new member education is completed
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	New members
<b>Committees involved:</b>	New Member Educator, Israel Engagement, Jewish Identity
<b>Location:</b>	Israel
<b>Budgeting:</b>	Free
<b>Pillars:</b>	Mission, Tikkun Middot
<b>Materials needed:</b>	N/A
<b>Roles for Brothers:</b>	Outreach to organize

## **SHORT OVERVIEW**

New Member Education is an important part of the AEPi experience. There is no better way to cap off a first semester of AEPi than with a 10 day trip to Israel. This event can be enhanced by adding any of the following:

- Scheduling a time during the night out to meet with Israeli Brothers of AEPi
- Doing preparatory events for the trip

- If hosted by the trip provider
- Conducting post-engagement events with the Brothers

## PLANNING TIMELINE:

### Six Months Before:

- ☐ Coordinate the concept with a local trip provider and work with them to reserve spots

### Three Months Before:

- ☐ Add trip to new member syllabus
- ☐ Inform new members of trip and give them one week to decide on attendance

### Two and a Half Months Before:

- ☐ Confirm attendance with trip provider and get new members to fill out any necessary paperwork

### One Month Before:

- ☐ Immediately after initiation begin pre-Israel engagement programming

### Two Weeks Before:

- ☐ Help Brothers with their packing list
- ☐ Help Brothers organize travel to airport
- ☐ During trip
- ☐ Take pictures to use for chapter media

## ISRAEL RUSH EVENT: HUMMUS AND HOOKAH

<b>Ideal time:</b>	Evening
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers and potential new members
<b>Committees involved:</b>	Rush, Jewish Identity
<b>Location:</b>	AEPi house or third party location
<b>Budgeting:</b>	cheap, grant available
<b>Pillars:</b>	Mission, Fraternal Ops
<b>Materials needed:</b>	Hookah Materials (Shisha, Rig, Hose, Coals, Tin foil, Poker), Food for the event ( Hummus, Pita, Chips, Veggies/ Dip)
<b>Roles for Brothers:</b>	Rushers, Logistics, Marketing, Cooking

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## SHORT OVERVIEW

Invite rushees out for a night of Mediterranean food and Hookah. Make sure to utilize the “pass-around method” and look out for who might be showing signs of being ready to take a bid. This event can be enhanced by adding any of the following:

- Get the hookah or food sponsored by a local shop
- Organize travel for the potential new members to the venue
- Allow Hillel to co-sponsor and recruit for Birthright
- Birthright recruitment is usually around rush in the Fall

## PLANNING TIMELINE:

### One Month Before:

- ☐ Solidify date on calendar and get approval from LT
- ☐ Get a budget for event from the Exchequer
- ☐ Solidify venue for event

### Two Weeks Before:

- ☐ Start to post marketing materials

### One Week Before:

- ☐ Cold call potential new members to invite them to events
- ☐ Confirm day and time with venue
- ☐ Make shopping list and do preliminary shopping

### The Day Of:

- ☐ Do final shopping
- ☐ Bring potential members to the event
- ☐ Have rush committee meeting to talk about potential members
- ☐ Get to event early to set up
- ☐ Talk about if anyone is bid ready

### The Day After The Event:

- ☐ Collect all pictures and post on social media
- ☐ Figure out next steps and schedule with potential new members

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## EVENT WITH ISRAELI BROTHERS

<b>Ideal time:</b>	Coordinated with other chapter
<b>Planning difficulty:</b>	Easy
<b>Who:</b>	Brothers only
<b>Committees involved:</b>	Israel Engagement, Brotherhood
<b>Location:</b>	Virtual
<b>Budgeting:</b>	Free, Grant Available
<b>Pillars:</b>	Mission
<b>Materials needed:</b>	Computer, Wifi
<b>Roles for Brothers:</b>	Outreach, communication

### SHORT OVERVIEW

Work with AEPi IHQ to schedule a virtual event with a chapter or Brothers in Israel. Play anything from FIFA to poker and have a chance to bond with Brothers thousands of miles away. This event can be enhanced by adding any of the following:

- Make this event into a monthly occurrence to increase the relationships built
- Make time for Brothers to meet one-on-one

### PLANNING TIMELINE:

#### One Month Before:

- ☐ Reach out to AEPi IHQ to find a chapter to have an event with
- ☐ Brainstorm virtual events you would like to do

#### Two Weeks Before:

- ☐ Solidify date with AEPi IHQ

#### One Week Before:

- ☐ Finalize list of events with israeli chapter
- ☐ Pitch event to Brothers

#### The Day Of:

- ☐ Remind Brothers of events
- ☐ Take screenshots and pictures

#### The Day After The Event:

- ☐ Collect all pictures and post on social media and send to AEPi International

# PHILANTHROPY CHAIR

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## WHY PHILANTHROPY?

Philanthropy is one of the ways in which Alpha Epsilon Pi Brothers can work to have a positive impact on the world around them. AEPi's Official Philanthropy program works to further the mission of Alpha Epsilon Pi, it helps to support Jewish Communities of the world and the individuals that are most important to us.

## THE ROLE OF THE PHILANTHROPY CHAIR

The chapter's Philanthropy Chair's first and foremost goal is to oversee the Philanthropy Committee and the fundraising for Alpha Epsilon Pi's Official Philanthropy Program. The Philanthropy Chair will keep in contact with his chapters Jewish Programming associate who will assist in fundraising techniques and success of your event.

The Philanthropy Chair will also be responsible for taking charge of or delegating the responsibility of looking after the chapter's [CrowdChange](#) page. This page will act as the chapter's main tool for a successful event.

## UNDERSTANDING THE OFFICIAL PHILANTHROPY PROGRAM

Alpha Epsilon Pi commits to raising \$100,000 dollars to each organization that is a part of AEPi's Official Philanthropy Program. Undergraduate Brothers vote new organizations into the Official Philanthropy Program each year. All of these organizations work to further Alpha Epsilon Pi's Mission. AEPi's Official Philanthropy Beneficiaries are listed below:

## UNITED HATZALAH

United Hatzalah of Israel is the largest independent, non-profit, fully volunteer Emergency Medical Service organization that provides the fastest and free emergency medical first response throughout Israel. United Hatzalah's service is available to all people regardless of race, religion, or national origin. United Hatzalah has more than 5,000 volunteers around the country, available around the clock – 24 hours a day, 7 days a week, 365 days a year. With the help of our unique GPS technology and our iconic ambucycles, our average response time is less than 3 minutes across the country and 90 seconds in metropolitan areas. Our mission is to arrive at the scene of medical emergencies as soon as possible and provide the patient with professional and appropriate medical aid until an ambulance arrives, resulting in many more lives saved.



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## ISRAEL CANCER RESEARCH FUND

Israel Cancer Research Fund (ICRF) is a nationwide charitable organization that receives its total income from private donations. ICRF was founded in 1975 by a group of American and Canadian researchers, oncologists, and lay people determined to harness Israel's educational and scientific resources in the fight against cancer. Its initial purpose was to stem the "brain drain" of Israeli researchers by providing funds for postdoctoral fellowships for young Ph.D.'s. ICRF is the only U.S.-based charity solely devoted to supporting cancer research in Israel.

Since its inception, ICRF has provided more than \$68 million to support innovative studies by Israeli scientists. Our awardees are selected through a rigorous peer-review process that is conducted by a world-class scientific panel. We support individuals at all of the major research institutions in Israel. ICRF-funded researchers have been making significant progress and have been able to develop improved chemotherapies, advanced techniques in bone marrow transplantation, and an enhanced understanding of tumor suppressor genes.

## THE JAFFA INSTITUTE

The Jaffa Institute was established in 1982 by Dr. David Portowicz and Col. Ze'ev (Zonik) Shaham as a private, non-profit, multi-service social agency to assist the city of Jaffa's severely disadvantaged children and their families. Through the Jaffa institute the official philanthropy program will be supporting the Neve Ofer Crisis Intervention House that helps at-risk children.

## BEST PRACTICES FOR PHILANTHROPY

Philanthropy is the combination of giving both time and money in this way it is different than charity and volunteering. Because of this, there are some best practices that will make any philanthropy successful.

1. Fundraising is vital to raising money, not the event. The event is a marketing tool for your chapter/colony to use to fundraise. Everything that is done around the event is what raises the money. Some successful fundraising techniques are:
  - **A Letter Writing Campaign.** The Philanthropy Chair will collect names and addresses on an excel sheet from Brothers within the chapter (about 10 per Brother is recommended). This list will be given to the international office who will send out the letters with no charge to the chapter. All proceeds will go to the official philanthropy and be credited to the specific chapter
  - **Text-a-Thon.** A Text-a-Thon is an event in which Brothers send out their event's [CrowdChange](#) link and request a donation. While not every person gives, this is an easy way to raise money with little to know effort. 10 Brothers in an hour have raised over \$2000 just by sending out a simple copy and paste message. Your chapter's Jewish Programming Associate can help you

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craft this message.

- **Canning.** Canning is simple. Brothers will stand outside stores (Walmart, Grocery), bars, and on street corners, and ask for money for their event. An hour of canning once a week has been shown to easily raise \$10,000 over the course of a semester. **YOU MAY NEED A PERMIT TO CAN.** Check with the store or local municipality to inquire about a permit.

2. **Sponsorship** is a major key to successful philanthropy. [CrowdChange](#) has a convenient system for creating tiers in which companies can receive different marketing options that will benefit them. Every dollar of sponsorship in money or items that you receive is another dollar that can go towards philanthropy.
3. Asking for money is okay. There is **no shame** in raising money for a good cause. This will be the Brothers' biggest hesitation in doing philanthropy. The job of the philanthropy chair is to break that hesitation.
4. [CrowdChange](#) and [OpenBook](#) have many different resources to create successful philanthropy. Utilize the websites and their different resources to make your life as Philanthropy Chair as easy as possible.
5. **Motivation** is crucial. When talking to your chapter about doing philanthropy comes in with a laid out plan and a motivational pitch that will get each and every Brother of the chapter excited to make a difference in the world.

# OFFICIAL PHILANTHROPY PROGRAM (OPP)

## A QUICK GUIDE TO AEPI'S OPP

### MISSION STATEMENT

The Alpha Epsilon Pi Official Philanthropy Program (OPP) is committed to supporting Jewish causes to reinforce the Jewish ideal of Tikkun Olam – repairing the world. As an international fraternity, we recognize the role the Jewish people around the world. Through our philanthropic endeavors, Alpha Epsilon Pi strives to give back to the Jewish community using the Repair the World Fund to benefit organizations around the world. We aim to give back through the OPP and foster the development of our Brothers into responsible citizens as they become the Jewish leaders of tomorrow.

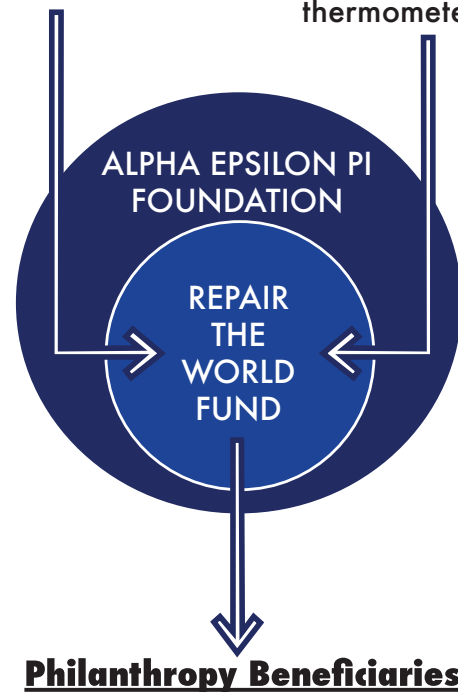
**In order to repair the world, the AEPi OPP holds the following values in highest priority:**

- Providing assistance to those without adequate resources
- Supporting the fight against debilitating disease
- Developing education
- Strengthening Jewish identity
- Providing opportunities for youth
- Worldwide disaster relief

### WHERE DOES THE MONEY GO?

**Chapters**  
Money raised from campus events, canning, etc.

**Donors**  
Money raised from checks, letter-writing, through online thermometers, etc.



The Jaffa Institute 



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## FUNDRAISING TECHNIQUES

### CAMPUS EVENT

A campus event is a great way to engage the Greek, Jewish, and campus communities. Whether you're holding a Latkefest, Rock-a-thon, basketball tournament, or a Pie-a-Pi, these events serve as the face of your chapter's hard philanthropic work.

Although your campus event is important, the real money is made with the three techniques below because they reach out to audiences beyond college students.

### LETTER-WRITING CAMPAIGN

- Step 1:** Write a letter to friends and family asking for donations to the OPP in the name of your chapter.
- Step 2:** Collect 10 addresses from every Brother.
- Step 3:** Send both of these to HQ and we'll do the rest!

### CANNING

This is the easiest way to raise money in your community! Pick stores or bars and have all Brothers take shifts in front of these locations where they ask for small donations. Pro Tip: Bring credit card readers!

### SPONSORSHIPS

Acquiring sponsorships is a great way to cover costs for your fundraising techniques. Additionally, also consider monetary sponsorships for fundraising.

## FREQUENTLY ASKED QUESTIONS ABOUT OPP

### WHERE DOES ALL THE MONEY WE RAISED GO?

All money raised by AEPi chapters goes through the Repair The World Fund as part of the AEPi Foundation. This money is then divided equally between our Philanthropy Beneficiaries.

### ARE DONATIONS TO MY CHAPTER TAX-DEDUCTIBLE?

No. Individual chapters do not have the 501(c)(3) tax status that allows donations to be tax-deductible. However, all donations to the AEPi Foundation are tax deductible and will be counted toward your chapter's total funds raised.

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## HOW CAN OUR FAMILY AND FRIENDS MAKE DONATIONS?

Tax-deductible donations can be made via your chapter's custom page on [CrowdChange](#) OR via checks made out to the AEPi Foundation with your chapter's designation in the memo line. Send checks to "Official Philanthropy Program" at 8815 Wesleyan Road, Indianapolis, IN 46268.

## HOW ARE WE SUPPOSED TO PAY FOR THE LETTERS?

All chapters that contribute to the OPP can send a donation letter and an address list to [jbridge@aeppi.org](mailto:jbridge@aeppi.org) and we'll pay for the printing, envelopes, and postage for you! Templates for those documents are available for download in the "For Chapters" section.

## CAN WE SUPPORT JUST ONE OF THE BENEFICIARIES?

Participating in AEPi's Official Philanthropy Program means raising money to give back to the Jewish community through our current beneficiaries. By raising money through the Repair The World Fund, every chapter truly is a part of that mission.

## WILL ADDING MORE EVENTS TO OUR PHILANTHROPIC EFFORTS HELP US RAISE MORE MONEY?

Not significantly. Although adding more events gives you more chances to raise money, your campus events are primarily only reaching out to your Greek and student communities. Reaching out to other audiences is paramount to increasing your fundraising total.

## WHY DOESN'T OUR INCREASE IN FUNDS RAISED REFLECT THE INCREASE IN EFFORT WE PUT IN TO OUR EVENT?

There is only so much money the average college student, even one in Greek life, can give to a philanthropy event. In order to better raise your totals, increase your chapter's participation in other fundraising techniques, such as letter-writing and canning!

## THE PITCH: CHAPTER BUY-IN

Once you have planned your event, you must gain your chapter's support. When you present your philanthropy plan to your chapter, you must win over your chapter quickly. Make sure to blow them away. If you've set defined goals and pre-planned your event, you'll win over your chapter more easily. No one likes listening to someone who is unprepared. Remember, you are selling the overall idea AND your goals. You will plan the logistics of the event once your chapter is on board.

During your pitch, make sure your chapter knows you are a man of action and you know what it takes to get the job done. You need to show that you will be successful and that your whole chapter will

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be successful as well by following your plan. Below, you will find two example pitches:

### **THE AVERAGE PHILANTHROPY CHAIR'S PITCH**

"We have a philanthropy to plan. This year we're thinking about doing a basketball tournament and inviting other fraternities to play. I need help, so if you're interested, please see me after the meeting."

What is wrong with this pitch? It lacks specifics and details, it sounds like you are unorganized, it makes philanthropy sound like a chore or pain, and it does not motivate anyone, including you.

### **THE SUCCESSFUL PHILANTHROPY CHAIR'S PITCH**

"Brothers, on November 15th, we are going to host a Greek basketball tournament that will raise \$5,000 for AEPi's Repair The World Fund. I plan on having 20 fraternities, sororities, and other campus organizations participating in the tournament. We are going to have sponsors as well. There will be prizes. I have a plan of action and at the end of the day we will definitely raise \$5,000. This is something that, if done right, will look great on our resumes. In order to accomplish this, I need 5-6 Brothers on my philanthropy committee. Three will help with recruitment, two will help with sponsorships, and one will help me plan the logistics of the event. I am going to pass around a sign up sheet. If you are interested, please put down your name and we will talk after the meeting."

What's great about this pitch?

- "Brothers, on November 15" – This shows you already have a time and date. This lets your chapter know you are organized.
- "That we will raise \$5,000" – This shows you have a goal. Hearing that you want to raise \$5,000 offers your chapter a challenge and piques their interest.
- "20 fraternities, sororities, and other groups participating" – This shows you have a plan and that you are getting your chapter involved with other organizations.
- "Sponsors" – This shows that you are taking this event to the next level.
- "Will look great on our resumes" – This gives your Brothers an incentive to help.
- "I need 5-6 Brothers, three for recruitment, two for sponsors, and one for planning logistics" – This shows you are organized and lets Brothers know what they will be responsible for. Now your Brothers are thinking about where they can help.
- "Put down your name and we'll talk" – This shows that there will be some sort of selection process and that you are not just taking anyone.

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## PHILANTHROPY EVENT BANK

These tried and true events that have been successful at chapters of varying sizes all over the country. Feel free to tweak these to adapt them for your own chapter. Remember that for successful fundraising, the key is in how well you execute all of your fundraising techniques. Hosting an event is just one fundraising technique, so it needs to be accompanied by other tactics, such as a letter-writing campaign, sponsorships or canning. Be sure to talk to your chapter's Jewish Programming Associate when planning your event to help maximize your success.

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### PIE-A-PI



Your Brothers act as the targets while everyone else takes aim! Charge a set rate for attendees to pie a Brother in the face. For best results, offer deals for buying more pies, make sure to have a credit card reader on hand and get the whipped cream donated by a local business, or use shave cream for easy clean-up.

### 24-HOUR FOOD SALE



A food sale, such as Latkafest or Dog Days, is a big money maker if done correctly. Get sponsorships for the food and sell it on campus for a profit. This is an easy way to build partnerships with Hillel or Chabad on campus.

### ANIMAL HOUSE



Bring the zoo to your house! Contact an exotic pet store near you and make a deal to have them bring animals to your event. Charge admission, set up a photo booth and let the fun begin!

### ROCK-A-THON



Brothers solicit donations prior to the event and then sit in a rocking chair for 24 hours or as long as they can. Generally, someone must be rocking at all times. You will be amazed how much support can be garnered just for sitting!

### SPLASH BASH



Who doesn't love a paint party? Cover up your house or another venue with tarps, charge for admission and let the colors fly! Local craft stores could be great sponsors for this event. Adding the sale of neon-colored merchandise can be great for this event.

### SPORTS



One-up the IM sports leagues with a tournament of your own! Reserve a spot on or near campus where you can hold the event, set a price for team registration, and recruit teams from Greek life and other campus groups to play. To bring in more money, implement monetary additions to the rules of the game, such as paying a dollar to buy back into a dodge ball game or get an extra player per play on the field in flag football. Additionally, these events have the highest potential for merchandise sales.

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## A QUICK GUIDE TO LETTER WRITING CAMPAIGNS

One of the most successful fundraising techniques we have seen amongst our chapters has been the use of letter-writing campaigns. Check out the information below for everything you need to know about how to set one up for your chapter! Feel free to contact Chief Programming Officer Jonathan Bridge at [jbridge@aepi.org](mailto:jbridge@aepi.org) or at (317) 876-1913 for any questions about the process.

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### WHAT IS A LETTER-WRITING CAMPAIGN?

A letter-writing campaign consists of sending out letters to family and friends from each Brother's respective communities to explain your philanthropic endeavors, introduce your event and show them where they can go to learn more and donate. This is a fundraising technique used not only by our most successful chapters but by nonprofit organizations, political campaigns and a numerous other fundraising efforts. Sending out these letters is helpful because it gives you an opportunity to provide a great amount of detail about your philanthropic efforts to a large amount of people in a very efficient and personal way.

### HOW DO WE HOLD A LETTER-WRITING CAMPAIGN?

First, collect a list of names and addresses from your Brothers. Ask for 10 addresses from each Brother for an adequate letter-writing campaign. Make sure the addresses are in an Excel document in the same format as the Address List Template that is available in the "documents" section on [Openbook](#). Next, write the letter that you will send out. A template letter that you can edit to reflect the information about your chapter's event and efforts is also available in "documents" section on Openbook. Finally, send the two documents to Chief Programming Officer Jonathan Bridge at [jbridge@aepi.org](mailto:jbridge@aepi.org) and IHQ will take care of the mail-merging, printing, envelope-stuffing and postage for you, all for free!

### HOW WILL PEOPLE DONATE?

In the letter, you will direct everyone to your chapter's fundraising page on [CrowdChange](#). After your chapter registers on the site, an event page can be created for each philanthropy event the chapter holds. Once your donors are on your page, there is a donation portal through which they will be able to make tax-deductible donations to the Repair The World Fund in the name of your chapter. Additionally, checks made out to the Alpha Epsilon Pi Foundation may be sent to the International Headquarters office at 8815 Wesleyan Road, Indianapolis, IN 46268. Make sure to include the chapter designation in the memo line!

### WHO SHOULD WE SEND LETTERS TO?

This is a great way to reach out to family and friends from back home. If Brothers are struggling to find where these addresses should come from, remind them of a few different groups. Who gave



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them money for their Bar Mitzvah? You'll have those addresses somewhere from the thank you letters. Has anyone in the family gotten married recently? They would have had to send out wedding invitations. Brothers often feel uncomfortable asking their parents for money, so have them ask their parents for addresses! For anyone who is wary of asking for money in general, remind them that this is also just a free way to publicize their event, tell the world about the great things they're doing as an organization and show them how to support the cause should they feel compelled to do so.

## **SPONSORSHIP LEVELS SAMPLE**

### **PLATINUM (\$300 OR EQUIVALENT IN GIFT CARDS OR MATERIALS)**

- Company recognition in the name of the event (e.g. Company X presents the third annual Brother Auction)
- Advertisement to run on chapter's event page/social media/website for three months
- Two full-page ads in program
- Logo displayed on t-shirt
- Three documents to put into the guest bag
- Verbal recognition at auction

### **GOLD (\$200 OR EQUIVALENT IN GIFT CARDS OR MATERIALS)**

- Advertisement to run on chapter's event page/social media/website for one month
- One full-page ad and a half-page ad in program
- Logo displayed on t-shirt
- Two documents to put into the guest bag
- Verbal recognition at auction

### **SILVER (\$100 OR EQUIVALENT IN GIFT CARDS OR MATERIALS)**

- One full-page ad in program
- Logo displayed on t-shirt
- One document to put in the guest bag
- Verbal recognition at auction

### **BRONZE (\$50 OR EQUIVALENT IN GIFT CARDS OR MATERIALS)**

- One half-page ad in program
- One document to put in the guest bag
- Verbal recognition at auction

### **FRIEND (\$25 OR EQUIVALENT IN GIFT CARDS OR MATERIALS)**

- One document to put in the guest bag

# SPONSORSHIP LETTER EXAMPLES

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Alpha Epsilon Pi, (CHAPTER DESIGNATION) Chapter  
(HOUSE ADDRESS OF CHAPTER LOCATION)

(DATE)

Dear (LOCAL BUSINESS OWNER),

The Brothers of the (CHAPTER DESIGNATION) chapter of Alpha Epsilon Pi at (UNIVERSITY NAME) are proud to present (EVENT NAME), our brand new philanthropic event. On (DATE OF EVENT), we will be holding a (TYPE OF EVENT) on campus. All of our Brothers will also be hard at work out in our community asking for donations. All proceeds contribute to AEPi's Repair The World Fund, which supports Jewish organizations all over the world.

Our Brothers pride ourselves on practicing the Jewish ideal of Tikkun Olam, or repairing the world. We recognize the role the global Jewish community has played in shaping our lives, so we join AEPi Brothers from chapters all around the world in raising money through our Repair the World Fund to contribute \$100,000 each to three Jewish organizations: United Hatzalah, The Jaffa Institute and the Israel Cancer Research Fund. we will be raising \$300,000 for these amazing organizations! Please visit [AEPi's website](#) for more information about our philanthropy beneficiaries and the mission of AEPi's Official Philanthropy Program.

As a local business, we would love to have your support in our philanthropic efforts. We welcome your help in any form, whether it be providing materials for our event, providing gift cards that can be won as prizes, or even supporting our efforts financially. All corporate sponsors can have their company name on our campus promotions, and event t-shirts. Additionally, all financial donations are tax-deductible. Such donations must be made through the Alpha Epsilon Pi Foundation, so let us know if you plan on donating this way. We are open to any possibilities you might have for sponsorship and would love to sit down with your business to discuss other sponsorship ideas. Thank you for your consideration and support. We look forward to working with your business. Please let us know if you have any questions.

Sincerely,

(LIEUTENANT MASTER NAME)

Lieutenant Master, Alpha Epsilon Pi  
(CHAPTER DESIGNATION) Chapter

(LIEUTENANT MASTER'S EMAIL ADDRESS)

(LIEUTENANT MASTER'S PHONE NUMBER)

(PHILANTHROPY CHAIR NAME)

Lieutenant Master, Alpha Epsilon Pi  
(CHAPTER DESIGNATION) Chapter

(PHILANTHROPY CHAIR'S EMAIL ADDRESS)

(PHILANTHROPY CHAIRS PHONE NUMBER)

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Alpha Epsilon Pi, (CHAPTER DESIGNATION) Chapter  
(HOUSE ADDRESS OF CHAPTER LOCATION)

(DATE)

Dear (LOCAL BUSINESS OWNER),

The Brothers of the (CHAPTER DESIGNATION) chapter of Alpha Epsilon Pi at (UNIVERSITY NAME) are proud to present our (NUMBER OF YEARS) annual (EVENT NAME), our philanthropic event. On (DATE OF EVENT), we will be holding a (TYPE OF EVENT) on campus. All of our Brothers will also be hard at work out in our community asking for donations. All proceeds contribute to AEPi's Repair The World Fund, which supports Jewish organizations all over the world.

Our Brothers pride ourselves on practicing the Jewish ideal of Tikkun Olam, or repairing the world. We recognize the role the global Jewish community has played in shaping our lives, so we join AEPi Brothers from chapters all around the world in raising money through our Repair the World Fund to contribute \$100,000 each to three Jewish organizations: United Hatzalah, The Jaffa Institute and the Israel Cancer Research Fund. we will be raising \$300,000 for these amazing organizations! Please visit [AEPi's website](#) for more information about our philanthropy beneficiaries and the mission of AEPi's Official Philanthropy Program.

As a local business, we would love to have your support in our philanthropic efforts. We welcome your help in any form, whether it be providing materials for our event, providing gift cards that can be won as prizes, or even supporting our efforts financially. All corporate sponsors can have their company name on our campus promotions, and event t-shirts. Additionally, all financial donations are tax-deductible. Such donations must be made through the Alpha Epsilon Pi Foundation, so let us know if you plan on donating this way. We are open to any possibilities you might have for sponsorship and would love to sit down with your business to discuss other sponsorship ideas.

Thank you for your consideration and support. We look forward to working with your business. Please let us know if you have any questions.

Sincerely,

(LIEUTENANT MASTER NAME)

Lieutenant Master, Alpha Epsilon Pi  
(CHAPTER DESIGNATION) Chapter

(LIEUTENANT MASTER'S EMAIL ADDRESS)

(LIEUTENANT MASTER'S PHONE NUMBER)

(PHILANTHROPY CHAIR NAME)

Lieutenant Master, Alpha Epsilon Pi  
(CHAPTER DESIGNATION) Chapter

(PHILANTHROPY CHAIR'S EMAIL ADDRESS)

(PHILANTHROPY CHAIRS PHONE NUMBER)

# MINOR BOARD TRANSITIONS

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## CREATING AN EFFECTIVE TRANSITION

### IT STARTS WITH NEW MEMBER EDUCATION – LEARNING THE POSITIONS

It is imperative that new members learn the ins and outs of minor board as soon as possible, usually two weeks into their education period. This allows them to jump right in.

Consider having a minor board day where all of the chair positions have a few minutes to talk about their position, what they do on the day-to-day, and why every member should want to be part of their committee.

### SHADOWING

As soon as your members learn about the minor board, they are ready to start adding value to your chapter.

Try to have each new member pinpoint one or two committees, or minor board positions, that they really want to be involved with after initiation. Allow them to join minor board meetings for those positions and operate like any other Brother in the room. Many chapters forget that these new members have an objective view; brand new ideas only add to the mix.

### GETTING TO WORK

Chapters often say the new member education period is too early to let members plan events or hold positions. But if not now, when? The beauty of our organization is that we are a learning laboratory. You will have many opportunities in AEPI, and will often fail. The important part is that you learn from those mistakes.

Try to challenge new members to join in the planning process with the Brothers so that as soon as they are initiated, they have a firm grasp of how to be successful as a minor board member. Start small, consider having them plan a video game tournament or a board game night. You will, very quickly, be able to see which members are ready to take on more work and contribute at a higher level.

### WHAT DOES THE CHAPTER NEED – SWOT ANALYSIS

One of the most important things to do as a chapter is to identify weaknesses. Just because you have always had six brotherhood events and no philanthropy events doesn't mean that you have

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found the best balance.

The Lieutenant Master and a committee of change-makers should take a step back and conduct a SWOT analysis. That is – when thinking about chapter programming, what have been strengths of yours? Have you had really great Brotherhood events lately? Has your Academic Chair stepped up and updated all of your study hour protocols and incentives for good grades? Continue by bringing up weaknesses. Where are areas you really need to improve? Finally, follow this up with opportunities for growth whether that is working with other organizations or finding others in the community to partner with, as well as coming up with external threats, like the COVID-19 pandemic, or your go-to catering location going out of business.

Once you have done this, you should be able to select chair positions or increase the size of certain committees in order to make up ground.

## **TRANSITION TIME**

Arguably the most important step in the entire process is sharing all relevant documentation.

A great chapter has a thorough transition document, but consider using Google Drive with documents and resources, links to AEPi IHQ's YouTube page, and anything else specific to the chapter. An outgoing chair should be able to virtually hand off the folder to the new chairman and talk about any YouTube videos from IHQ that may help. Consider using event planning forms to document all events held and saving them in the drive in a neat and orderly fashion. This way, you very rarely have to start from scratch and you definitely never need to reinvent the wheel.

## **GOAL SETTING AND ACCOUNTABILITY**

All is for naught if there is no end goal in mind. Try to ask yourself, what would the best Brother of all time do in this role? Think about the objectives/results you are trying to achieve and set goals based off of those outcomes.

Set SMART goals and communicate them with your Lieutenant Master or the rest of your committee. When they are written down **EXTRA LARGE** for all to see you have a much better probability of moving toward that goal. Ask for regular check-ins much before the deadline if your Lieutenant Master didn't already schedule them with you. It is okay to manage up!

	Fall	Spring	Annual					
<b>INCOME</b>							<b>Fall</b>	
Member Dues Income	\$4,800.00	\$5,600.00	\$10,400.00			Rate	Projected member count	amount
Initiation fees/Dues	\$2,000.00	\$900.00			Senior Dues	\$800.00	2	\$1,600.00
Parlor Fees	\$0.00	\$0.00	\$0.00		Junior Dues	\$800.00	2	\$1,600.00
Grants & Sponsorships		250	\$250.00		Soph Dues	\$800.00	2	\$1,600.00
COLLECTION LOSS 10%	(\$480.00)	(\$585.00)	(\$1,065.00)		Fresh. Dues	\$800.00		\$0.00
<b>TOTAL INCOME</b>	<b>\$6,320.00</b>	<b>\$6,165.00</b>	<b>\$12,485.00</b>		New Member Dues	\$1,000.00	2	\$2,000.00
<b>EXPENSES</b>								
<b>Affiliations</b>					parlor fees			\$0.00
AEPI Dues	\$ 1,287.00	\$ 521.50	\$1,808.50		TOTAL			\$6,800.00
AEPI Risk								
Management Fees								
AEPI Initiation Fees	\$ 980.00	\$ 495.00	\$1,475.00					
AEPI Education Fee								
Convention Delegates	\$ 250.00		\$250.00					
Conclaves		\$ 50.00	\$50.00					
IFC Dues			\$0.00					
<b>Housing</b>			\$0.00					
Rent			\$0.00					
House Repairs			\$0.00					
Housing Supplies			\$0.00					
(TP, cleaning, etc.)			\$0.00					
Utilities			\$0.00					
<b>Recruitment</b>								
Marketing			\$0.00					
Coffee Dates			\$0.00					
Rush Events			\$0.00					
Pref Night			\$0.00					
T-shirts			\$0.00					
<b>Social</b>								
Homecoming			\$0.00					
Fall Semiinformal			\$0.00					
Spring Formal			\$0.00					
Sorority Mixers			\$0.00					
Tailgates			\$0.00					
Sr. Bar night			\$0.00					
<b>Jewish Life</b>								
Shabbat Dinners			\$0.00					
Hillel and Chabad			\$0.00					
Sponsorships			\$0.00					
Holocaust awareness			\$0.00					
Jewish Program Year			\$0.00					
2nd night seder			\$0.00					
Break Fast			\$0.00					
<b>Israel</b>								
Event co-			\$0.00					
sponsorships			\$0.00					
Culture Night			\$0.00					
Independence Day			\$0.00					
Speaker fees			\$0.00					
<b>Parent</b>								
Parent Weekend			\$0.00					
Move in			\$0.00					
Newsletters			\$0.00					
<b>Alumni</b>	\$ 200.00	\$ 300.00						
Advisory Board Disc.			\$0.00					
Alumni Weekend			\$0.00					
Newsletters			\$0.00					
<b>Philanthropy</b>	\$ 100.00	\$ 100.00						
Philanthropy seed			\$0.00					
money			\$0.00					
<b>Athletics</b>								
Away Game			\$0.00					
Rec league team fees			\$0.00					
Golf outing			\$0.00					
<b>Academic</b>	\$ -	\$ 50.00						
Study Room Reservations			\$0.00					
Study App			\$0.00					
Academic Award			\$0.00					
<b>Professional Developme</b>	\$ 150.00	\$ 150.00						
Resume building event			\$0.00					
Alumni Careear panel			\$0.00					
<b>Community Service</b>	\$ 800.00	\$ 800.00						
Transportation			\$0.00					
snacks			\$0.00					
<b>Civic Engagement</b>	\$ -	\$ -						

# MOCK CHAPTER INVOICE

## CHAPTER DUES INVOICE



AEPi Phi Delta Chapter  
1234 E College Ave  
Pittsburgh, PA 12345

**Date of invoice:** 1/15/2021  
**Spring Semester**

### BILL TO

<Payment due in 30 days>

Joel Blumberg  
Brother  
419-321-8978

DESCRIPTION	QTY	UNIT PRICE	TOTAL
FRATERNITY DUES	1	\$74.50	\$74.50
INSURANCE/HEALTH & SAFETY FEE	1	\$124.00	\$124.00
CONVENTION/CONCLAVE FEE	1	\$5.00	\$5.00
CHAPTER DUES	1	\$130.00	\$130.00
SUBTOTAL			\$333.50
ACADEMIC DISCOUNT (GPA ABOVE 3.7)	1	- \$25.00	- \$25.00
<b>TOTAL</b>			<b>\$308.50</b>

REMARKS/PAYMENT INSTRUCTIONS:

# MOCK PAYMENT PLAN AGREEMENT

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## MEMBERSHIP AGREEMENT ADDENDUM PAYMENT PLAN AGREEMENT

\_\_\_\_\_, a Member of \_\_\_\_\_ chapter, willingly enters into and agrees to this payment plan. This plan consists of five equal payments, which will be paid on or before the dates below. At the termination of this agreement, it is understood that the entire balance described in the membership agreement will be paid in full and that the financial responsibilities of the Brother will be completed.

In the event the terms of this payment agreement are not met, late fees of \_\_\_\_\_ per week will be assessed to the member's account, after two missed payments the account will be turned over to a collection agency and the member will be suspended for non-payment. All additional collection fees will be added to my balance at this time.

Please see the payment plan listed below consists of five equal payments of \_\_\_\_\_:

First payment due on or before	_____
Second payment due on or before	_____
Third payment due on or before	_____
Fourth payment due on or before	_____
Fifth payment due on or before	_____

I \_\_\_\_\_ (printed name) understand and agree to the terms of this payment plan.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



# TAX RETURNS

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**BE SURE TO FILE EVERY. SINGLE. YEAR.**

## **990-N (POSTCARD)**

If your association has gross receipts of \$50,000 or less, the proper form to file is the Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ (Form 990-N).

## **990 EZ**

If your association has gross receipts of less than \$200,000 and assets totaling less than \$500,000, the proper form to file is the Short Form Return of Organization Exempt From Income Tax (Form 990EZ) or the Return of Organization Exempt From Income Tax (Form 990).

Form 990

## **FORM 990**

If your association has gross receipts of \$200,000 or more and total assets of \$500,000 or more, the proper form to file is the Return of Organization Exempt From Income Tax (Form 990).

<b>Form 990</b> Department of the Treasury Internal Revenue Service	<b>Return of Organization Exempt From Income Tax</b> Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) ▶ Do not enter social security numbers on this form as it may be made public. ▶ Go to <a href="http://www.irs.gov/Form990">www.irs.gov/Form990</a> for instructions and the latest information.	OMB No 1545-0047 <b>2018</b> Open to Public Inspection
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**A** For the 2019 calendar year, or tax year beginning 07-01-2018, and ending 06-30-2019

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization ALPHA EPSILON PI - PHI GAMMA Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 14 FRATERNITY ROW City or town, state or province, country, and ZIP or foreign postal code GAINESVILLE, FL 32604 <b>F</b> Name and address of principal officer JOHN KOROSSY 14 FRATERNITY ROW GAINESVILLE, FL 32604	<b>D</b> Employer identification number 59-0657429 <b>E</b> Telephone number (954) 806-9378 <b>G</b> Gross receipts \$ 691,770 <b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," attach a list (see instructions) <b>H(c)</b> Group exemption number ▶
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**I** Tax-exempt status ☐ 501(c)(3) ☒ 501(c)(7) (insert no.) ☐ 4947(a)(1) or ☐ 527

**J** Website: ▶ N/A

**K** Form of organization ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

**L** Year of formation 1968 **M** State of legal domicile FL

Part I Summary			
<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities TO PROVIDE SOCIAL AND FRATERNAL EVENTS FOR ITS MEMBERS		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets		
	3	Number of voting members of the governing body (Part VII, line 1a)	2
	4	Number of independent voting members of the governing body (Part VII, line 1b)	2
	5	Total number of individuals employed in calendar year 2018 (Part VII, line 2a)	0
	6	Total number of volunteers (estimate if necessary)	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0
	7b	Net unrelated business taxable income from Form 990-T, line 34	0
<b>Revenue</b>	8	Contributions and grants (Part VIII, line 1b)	0
	9	Program service revenue (Part VIII, line 2g)	592,201
	10	Investment income (Part VII, column (A), lines 3, 4, and 7d)	0
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	592,201
<b>Expenses</b>	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	2,084
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0
	17	Other expenses (Part IX, column (A), lines 11a, 11d, 11f, 24e) ▶ 0	582,582
	18	Total expenses—add lines 13–17 (must equal Part IX, column (A), line 25)	584,666
	19	Revenue less expenses—subtract line 18 from line 12	7,535
<b>Net Assets or Fund Balances</b>	20	Total assets (Part X, line 16)	27,705
	21	Total liabilities (Part X, line 26)	0
	22	Net assets or fund balances—subtract line 21 from line 20	27,705

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer JOHN KOROSSY, TREASURER Type or print name and title	2019-07-22 Date
	<b>Paid Preparer Use Only</b>	
	Print/Type preparer's name Firm's name ▶ CARR RIGGS & INGRAM LLC Firm's address ▶ 4010 NW 25 PLACE GAINESVILLE, FL 32605	Preparer's signature Date 2019-07-22 Check <input type="checkbox"/> if self-employed PTIN P01287643 Firm's EIN ▶ 72-1396621 Phone no. (352) 372-6300

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form 990 (2018)

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ☐

**1** Briefly describe the organization's mission:

TO PROVIDE SOCIAL AND FRATERNAL EVENTS FOR ITS MEMBERS

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
See Additional Data
















**4b** (Code ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4c** (Code ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4d** Other program services (Describe in Schedule O )  
(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses ►

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A . . . . .	<b>1</b>	No
<b>2</b> Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? . . . . .	<b>2</b>	No
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .	<b>3</b>	No
<b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	<b>4</b>	
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III . . . . .	<b>5</b>	No
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I  . . . . .	<b>6</b>	No
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II  . . . . .	<b>7</b>	No
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III  . . . . .	<b>8</b>	No
<b>9</b> Did the organization report an amount in Part X, line 21 for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV  . . . . .	<b>9</b>	No
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V  . . . . .	<b>10</b>	No
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI  . . . . .	<b>11a</b> Yes	
<b>b</b> Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII  . . . . .	<b>11b</b>	No
<b>c</b> Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII  . . . . .	<b>11c</b>	No
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX  . . . . .	<b>11d</b>	No
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X  . . . . .	<b>11e</b>	No
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X  . . . . .	<b>11f</b>	No
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII  . . . . .	<b>12a</b>	No
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional  . . . . .	<b>12b</b>	No
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	<b>13</b>	No
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? . . . . .	<b>14a</b>	No
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV . . . . .	<b>14b</b>	No
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV . . . . .	<b>15</b>	No
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV . . . . .	<b>16</b>	No
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions) . . . . .	<b>17</b>	No
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II . . . . .	<b>18</b>	No
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III . . . . .	<b>19</b>	No
<b>20a</b> Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H . . . . .	<b>20a</b>	No
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .	<b>20b</b>	
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II . . . . . 	<b>21</b> Yes	
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III . . . . . 	<b>22</b>	No

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> . . . . .	<b>23</b>	No
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> . . . . .	<b>24a</b>	No
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .	<b>24b</b>	
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .	<b>24c</b>	
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? . . . . .	<b>24d</b>	
<b>25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> . . . . .	<b>25a</b>	
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> . . . . .	<b>25b</b>	
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> . . . . .	<b>26</b>	No
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> . . . . .	<b>27</b>	No
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions) <b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28a</b>	No
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28b</b>	No
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> . . . . .	<b>28c</b>	No
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> . . . . .	<b>29</b>	No
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> . . . . .	<b>30</b>	No
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> . . . . .	<b>31</b>	No
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> . . . . .	<b>32</b>	No
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> . . . . .	<b>33</b>	No
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> . . . . .	<b>34</b>	No
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?	<b>35a</b>	No
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> . . . . .	<b>35b</b>	
<b>36 Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> . . . . .	<b>36</b>	
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> . . . . .	<b>37</b>	No
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O . . . . .	<b>38</b>	Yes

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V . . . . . ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable . . . . .	<b>1a</b>	4
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable . . . . .	<b>1b</b>	0
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? . . . . .	<b>1c</b>	Yes

<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return . . . . .		<b>2a</b>	0		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		<b>2b</b>			
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . .		<b>3a</b>			No
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O . . . .		<b>3b</b>			
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? . . .		<b>4a</b>			No
<b>b</b> If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)					
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . .		<b>5a</b>			No
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		<b>5b</b>			No
<b>c</b> If "Yes," to line 5a or 5b, did the organization file Form 8886-T? . . . . .		<b>5c</b>			
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? . . .		<b>6a</b>			No
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? . . . . .		<b>6b</b>			
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>					
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? . . . . .		<b>7a</b>			
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided? . . . . .		<b>7b</b>			
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? . . . . .		<b>7c</b>			
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year . . . . .		<b>7d</b>			
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		<b>7e</b>			
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . .		<b>7f</b>			
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . .		<b>7g</b>			
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? . . . . .		<b>7h</b>			
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? . . . . .					
		<b>8</b>			
<b>9a</b> Did the sponsoring organization make any taxable distributions under section 4966? . . . .		<b>9a</b>			
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . .		<b>9b</b>			
<b>10 Section 501(c)(7) organizations.</b> Enter					
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12 . . . .		<b>10a</b>	0		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		<b>10b</b>	0		
<b>11 Section 501(c)(12) organizations.</b> Enter					
<b>a</b> Gross income from members or shareholders . . . . .		<b>11a</b>			
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them ) . . . . .		<b>11b</b>			
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?					
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year		<b>12b</b>			
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>					
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O		<b>13a</b>			
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans . . . . .		<b>13b</b>			
<b>c</b> Enter the amount of reserves on hand . . . . .		<b>13c</b>			
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? . . . . .		<b>14a</b>			No
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O . . .		<b>14b</b>			
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N . . . . .		<b>15</b>			No
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O . . . . .		<b>16</b>			No

**Part VI**

**Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.  
Check if Schedule O contains a response or note to any line in this Part VI. ☒

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year	<b>1a</b> 2		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.			
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent	<b>1b</b> 2		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	<b>2</b>		No
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	<b>3</b>		No
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<b>4</b>		No
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?	<b>5</b>		No
<b>6</b> Did the organization have members or stockholders?	<b>6</b>	Yes	
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	<b>7a</b>	Yes	
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	<b>7b</b>		No
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
<b>a</b> The governing body?	<b>8a</b>	Yes	
<b>b</b> Each committee with authority to act on behalf of the governing body?	<b>8b</b>	Yes	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O.	<b>9</b>		No

**Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)**

		Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?	<b>10a</b>		No
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	<b>10b</b>		
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>11a</b>	Yes	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13.	<b>12a</b>		No
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>12b</b>		
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done.	<b>12c</b>		
<b>13</b> Did the organization have a written whistleblower policy?	<b>13</b>		No
<b>14</b> Did the organization have a written document retention and destruction policy?	<b>14</b>		No
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
<b>a</b> The organization's CEO, Executive Director, or top management official	<b>15a</b>		No
<b>b</b> Other officers or key employees of the organization	<b>15b</b>		No
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	<b>16a</b>		No
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	<b>16b</b>		

**Section C. Disclosure**

**17** List the States with which a copy of this Form 990 is required to be filed: FL

**18** Section 6104 requires an organization to make its Form 1023 (or 1024-A if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records:  
 JOHN KOROSSY 14 FRATERNITY ROW GAINESVILLE, FL 32604 (908) 642-5460

## Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

9

## Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

[illegible]



**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Sub-Total</b> . . . . .										
<b>c Total from continuation sheets to Part VII, Section A</b> . . . . .										
<b>d Total (add lines 1b and 1c)</b> . . . . .								0	0	0

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ► 0

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i> . . . . .	<b>3</b>	No
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> . . . . .	<b>4</b>	No
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i> . . . . .	<b>5</b>	No

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ► 0

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b> Federated campaigns . . . . .	<b>1a</b>			
	<b>b</b> Membership dues . . . . .	<b>1b</b>			
	<b>c</b> Fundraising events . . . . .	<b>1c</b>			
	<b>d</b> Related organizations . . . . .	<b>1d</b>			
	<b>e</b> Government grants (contributions) . . . . .	<b>1e</b>			
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above . . . . .	<b>1f</b>			
	<b>g</b> Noncash contributions included in lines 1a - 1f \$ . . . . .				
	<b>h Total.</b> Add lines 1a-1f . . . . .				
<b>Program Service Revenue</b>	<b>2a</b> MEMBERSHIP DUES . . . . .	691,770	691,770		
	<b>b</b> . . . . .				
	<b>c</b> . . . . .				
	<b>d</b> . . . . .				
	<b>e</b> . . . . .				
	<b>f</b> All other program service revenue . . . . .				
	<b>g Total.</b> Add lines 2a-2f . . . . .	691,770			
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) . . . . .				
	<b>4</b> Income from investment of tax-exempt bond proceeds . . . . .				
	<b>5</b> Royalties . . . . .				
	<b>6a</b> Gross rents . . . . .				
	<b>b</b> Less: rental expenses . . . . .				
	<b>c</b> Rental income or (loss) . . . . .				
	<b>d</b> Net rental income or (loss) . . . . .				
	<b>7a</b> Gross amount from sales of assets other than inventory . . . . .				
	<b>b</b> Less: cost or other basis and sales expenses . . . . .				
	<b>c</b> Gain or (loss) . . . . .				
	<b>d</b> Net gain or (loss) . . . . .				
	<b>8a</b> Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18 . . . . .				
	<b>b</b> Less: direct expenses . . . . .				
	<b>c</b> Net income or (loss) from fundraising events . . . . .				
	<b>9a</b> Gross income from gaming activities See Part IV, line 19 . . . . .				
	<b>b</b> Less: direct expenses . . . . .				
	<b>c</b> Net income or (loss) from gaming activities . . . . .				
<b>10a</b> Gross sales of inventory, less returns and allowances . . . . .					
<b>b</b> Less: cost of goods sold . . . . .					
<b>c</b> Net income or (loss) from sales of inventory . . . . .					
<b>Miscellaneous Revenue</b> . . . . .	<b>Business Code</b>				
<b>11a</b> . . . . .					
<b>b</b> . . . . .					
<b>c</b> . . . . .					
<b>d</b> All other revenue . . . . .					
<b>e Total.</b> Add lines 11a-11d . . . . .					
<b>12 Total revenue.</b> See Instructions . . . . .	691,770	691,770	0	0	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.	11,735			
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22.				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, line 15 and 16.				
<b>4</b> Benefits paid to or for members.				
<b>5</b> Compensation of current officers, directors, trustees, and key employees.				
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
<b>7</b> Other salaries and wages.				
<b>8</b> Pension plan accruals and contributions (include section 401 (c) and 403(b) employer contributions).				
<b>9</b> Other employee benefits.				
<b>10</b> Payroll taxes.				
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management.				
<b>b</b> Legal.				
<b>c</b> Accounting.	4,859			
<b>d</b> Lobbying.				
<b>e</b> Professional fundraising services. See Part IV, line 17.				
<b>f</b> Investment management fees.				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
<b>12</b> Advertising and promotion.				
<b>13</b> Office expenses.	9,809			
<b>14</b> Information technology.				
<b>15</b> Royalties.				
<b>16</b> Occupancy.	60,816			
<b>17</b> Travel.	74,652			
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials.				
<b>19</b> Conferences, conventions, and meetings.	10,639			
<b>20</b> Interest.				
<b>21</b> Payments to affiliates.	129,178			
<b>22</b> Depreciation, depletion, and amortization.	1,774			
<b>23</b> Insurance.				
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> SOCIAL EXPENSES	180,060			
<b>b</b> MEALS & FOOD	179,518			
<b>c</b> SOCIAL SUPPLIES	2,554			
<b>d</b> OTHER EXPENSES	653			
<b>e</b> All other expenses.				
<b>25</b> Total functional expenses. Add lines 1 through 24e.	666,247			
<b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part IX ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash—non-interest-bearing . . . . .	6,279	<b>1</b>	26,007
	<b>2</b> Savings and temporary cash investments . . . . .		<b>2</b>	
	<b>3</b> Pledges and grants receivable, net . . . . .		<b>3</b>	
	<b>4</b> Accounts receivable, net . . . . .	5,286	<b>4</b>	12,855
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L . . . . .		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L . . . . .		<b>6</b>	
	<b>7</b> Notes and loans receivable, net . . . . .		<b>7</b>	
	<b>8</b> Inventories for sale or use . . . . .		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges . . . . .		<b>9</b>	
	<b>10a</b> Land, buildings, and equipment—cost or other basis. Complete Part VI of Schedule D	<b>10a</b> 33,416		
	<b>b</b> Less: accumulated depreciation	<b>10b</b> 19,050	16,140	<b>10c</b> 14,366
	<b>11</b> Investments—publicly traded securities . . . . .		<b>11</b>	
	<b>12</b> Investments—other securities. See Part IV, line 11 . . . . .		<b>12</b>	
	<b>13</b> Investments—program-related. See Part IV, line 11 . . . . .		<b>13</b>	
	<b>14</b> Intangible assets . . . . .		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 . . . . .		<b>15</b>	
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . .	27,705	<b>16</b>	53,228	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses . . . . .		<b>17</b>	
	<b>18</b> Grants payable . . . . .		<b>18</b>	
	<b>19</b> Deferred revenue . . . . .		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities . . . . .		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L . . . . .		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17 - 24). Complete Part X of Schedule D . . . . .		<b>25</b>	
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 . . . . .	0	<b>26</b>	0
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets		<b>27</b>	
	<b>28</b> Temporarily restricted net assets . . . . .		<b>28</b>	
	<b>29</b> Permanently restricted net assets		<b>29</b>	
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds . . . . .	0	<b>30</b>	0
	<b>31</b> Paid-in or capital surplus, or land, building or equipment fund . . . . .	0	<b>31</b>	0
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds	27,705	<b>32</b>	53,228
<b>33</b> <b>Total net assets or fund balances</b> . . . . .	27,705	<b>33</b>	53,228	
<b>34</b> <b>Total liabilities and net assets/fund balances</b> . . . . .	27,705	<b>34</b>	53,228	

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	691,770
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	666,247
<b>3</b>	Revenue less expenses Subtract line 2 from line 1	<b>3</b>	25,523
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	27,705
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0
<b>10</b>	Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	53,228

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		No
<b>2b</b> Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		No
<b>2c</b> If "Yes," to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O		
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		No
<b>3b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

Form **990** (2018)

Additional Data

Software ID:  
Software Version:  
EIN: 59-0657429  
Name: ALPHA EPSILON PI - PHI GAMMA

Form 990 (2018)

Form 990, Part III, Line 4a:  
CHAPTER ACTIVITIES - PROMOTION OF EDUCATIONAL SERVICES, SOCIAL AND CAMPUS RELATED ACTIVITIES

**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

- ▶ Complete if the organization answered "Yes," on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No 1545-0047

**2018**

**Open to Public Inspection**

Name of the organization  
ALPHA EPSILON PI - PHI GAMMA

Employer identification number  
59-0657429

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply)

☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of an historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X ▶ \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items

a Revenue included on Form 990, Part VIII, line 1 ▶ \$ \_\_\_\_\_

b Assets included in Form 990, Part X ▶ \$ \_\_\_\_\_

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a** ☐ Public exhibition **d** ☐ Loan or exchange programs
- b** ☐ Scholarly research **e** ☐ Other
- c** ☐ Preservation for future generations
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII
- 5** During the year, did the organization solicit or receive donations of art, historical treasures or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- |   | Amount |
|---|--------|
| <b>1c</b> Beginning balance             |        |
| <b>1d</b> Additions during the year     |        |
| <b>1e</b> Distributions during the year |        |
| <b>1f</b> Ending balance                |        |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? . . . ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII . . . ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
<b>1a</b> Beginning of year balance . . . . .					
<b>b</b> Contributions . . . . .					
<b>c</b> Net investment earnings, gains, and losses					
<b>d</b> Grants or scholarships . . . . .					
<b>e</b> Other expenditures for facilities and programs . . . . .					
<b>f</b> Administrative expenses . . . . .					
<b>g</b> End of year balance . . . . .					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a** Board designated or quasi-endowment ▶
- b** Permanent endowment ▶
- c** Temporarily restricted endowment ▶
- The percentages on lines 2a, 2b, and 2c should equal 100%

- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i)** unrelated organizations . . . . .
- (ii)** related organizations . . . . .

	Yes	No
<b>3a(i)</b>		
<b>3a(ii)</b>		
<b>3b</b>		

- b** If "Yes" on 3a(ii), are the related organizations listed as required on Schedule R? . . . . .

- 4** Describe in Part XIII the intended uses of the organization's endowment funds

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
<b>1a</b> Land . . . . .				
<b>b</b> Buildings . . . . .				
<b>c</b> Leasehold improvements		16,525	2,297	14,228
<b>d</b> Equipment . . . . .				
<b>e</b> Other . . . . .		16,891	16,753	138
<b>Total.</b> Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c)) . . . ▶				14,366



**Part VII Investments—Other Securities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col (B) line 12.)		

**Part VIII Investments—Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col (B) line 13.)		

**Part IX Other Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col (B) line 15.)	

**Part X Other Liabilities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII: ☐

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements . . . . .	<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
<b>a</b>	Net unrealized gains (losses) on investments . . . . .	<b>2a</b>	
<b>b</b>	Donated services and use of facilities . . . . .	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants . . . . .	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII ) . . . . .	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> . . . . .	<b>2e</b>	
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> . . . . .	<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b . . . . .	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII ) . . . . .	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> . . . . .	<b>4c</b>	
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12 ) . . . . .	<b>5</b>	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements . . . . .	<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25		
<b>a</b>	Donated services and use of facilities . . . . .	<b>2a</b>	
<b>b</b>	Prior year adjustments . . . . .	<b>2b</b>	
<b>c</b>	Other losses . . . . .	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII ) . . . . .	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> . . . . .	<b>2e</b>	
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> . . . . .	<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b . . . . .	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII ) . . . . .	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> . . . . .	<b>4c</b>	
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18 ) . . . . .	<b>5</b>	

**Part XIII Supplemental Information**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Return Reference	Explanation
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Schedule D (Form 990) 2018

**Part XIII Supplemental Information (continued)**

Return Reference	Explanation
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Schedule D (Form 990) 2018

**efile GRAPHIC print - DO NOT PROCESS** **As Filed Data -** **DLN: 93493303008099**

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**Schedule I  
(Form 990)**

OMB No. 1545-0047

**2018****Open to Public  
Inspection**Department of the  
Treasury  
Internal Revenue Service**Grants and Other Assistance to Organizations,  
Governments and Individuals in the United States**

Complete if the organization answered "Yes," on Form 990, Part IV, line 21 or 22.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.Name of the organization  
ALPHA EPSILON PI - PHI GAMMAEmployer identification number  
59-3657429**Part I General Information on Grants and Assistance**

- 1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ Yes ☒ No
- 2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) MASSIMO AND CHIARA FERRAGAMO FAMILY FOUNDATION 663 FIFTH AVE NEW YORK, NY 10022	82-3341839	501(C)(3)	10,090				PHILANTHROPY

- 2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table. 1
- 3 Enter total number of other organizations listed in the line 1 table. ▶

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Cat No. 50055P

Schedule I (Form 990) 2018

Schedule I (Form 990) 2018

Page 2

**Part III Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					

**Part IV Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

Return Reference	Explanation
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Schedule I (Form 990) 2018

**SCHEDULE O**  
(Form 990 or 990-EZ)

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No 1545-0047

**2018**

**Open to Public Inspection**

Department of the Treasury

Name of the organization

ALPHA EPSILON PI - PHI GAMMA

Employer identification number

59-0657429

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990, PART VI, SECTION A, LINE 6	ALL STUDENTS IN THE FRATERNITY ARE MEMBERS

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990, PART VI, SECTION A, LINE 7A	THE ORGANIZATION MEMBERS VOTE ON TO APPOINT THE BOARD OF DIRECTORS

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990, PART VI, SECTION B, LINE 11B	A COPY OF THE FORM 990 WILL BE GIVEN TO EACH MEMBER OF THE BOARD OF DIRECTORS BEFORE FILING

**990 Schedule O, Supplemental Information**

Return Reference	Explanation
FORM 990, PART VI, SECTION C, LINE 19	THE ORGANIZATIONS GOVERNING DOCUMENTS ARE AVAILABLE UPON REQUEST

# MEMBERSHIP CONTRACT TEMPLATE

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## (ACADEMIC YEAR) MEMBERSHIP CONTRACT OF THE (CHAPTER DESIGNATION) CHAPTER OF ALPHA EPSILON PI FRATERNITY

This contract is made herein between \_\_\_\_\_ (Member) and the (CHAPTER DESIGNATION) chapter of Alpha Epsilon Pi Fraternity (chapter), an unincorporated association. The original contract, made this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), at the sole option of the chapter, shall automatically renew each academic term that Member matriculates at (UNIVERSITY/SCHOOL NAME).

In exchange for consideration of membership, Member understands and agrees to the obligations of membership in the chapter. These obligations include those of a financial nature, standards of personal conduct, and minimum levels of participation as outlined below.

### BIOGRAPHICAL INFORMATION

The following information is verified to be true and accurate. In the event that any of this information should change, it is the undersigned's responsibility to inform the chapter in writing of the change and new information.

MEMBER'S LEGAL NAME: \_\_\_\_\_  
EMAIL ADDRESS (non.edu): \_\_\_\_\_  
CELL PHONE NUMBER: \_\_\_\_\_  
COLLEGE ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_  
PARENT EMAIL ADDRESS: \_\_\_\_\_  
HOME PHONE NUMBER: \_\_\_\_\_  
MOBILE PHONE NUMBER: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

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## PARTICIPATION

Member agrees to attend all events deemed mandatory by the chapter's executive board, unless excused for good cause by the executive board, the Undergraduate Interfraternity Council, or Alpha Epsilon Pi Fraternity (the International Fraternity). Member agrees to participate as outlined under the "Responsibility of Brothers" section of the chapter Constitution, which may include attendance at meetings, service on a Judicial Board, community service, and compliance with minimum standards.

Member agrees that they shall live in the chapter house once they are eligible to do so based on university dormitory requirements and will continue to do so unless excused from living in the chapter house by the chapter Master based upon the criteria set forth in chapter's Constitution and Bylaws (Governing Documents).

Upon request of the executive board or International Fraternity, Member agrees to voluntarily recuse himself from all Fraternity activities in the event that he is under investigation or charged with any violation of law or University conduct, until he is reinstated by either the executive board or International Fraternity.

## CONDUCT

### *Fraternity Ideals*

Member understands and agrees that his personal conduct will, at all times, comply with the oath he took upon initiation as a Member of Alpha Epsilon Pi. This includes the ideals of the International Fraternity as prescribed in its rituals, motto, oath, Constitution, and Bylaws.

### *Rules & Regulations*

Member understands and agrees that he will act in accordance with the rules and policies set forth by the University Student Code of Conduct, the Undergraduate Interfraternity Council, the International Fraternity, the chapter's Governing Documents, and those set forth by the executive board of the chapter.

### *Law*

Member agrees that his conduct will comply with the laws of the local municipality, the state government, and the federal government.

### *Insurance*

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Member understands that the International Fraternity carries certain insurance for the benefit of the International Fraternity, chapter, and Members. Member understands that failure to comply with the conduct to which he has agreed may jeopardize that insurance coverage.

## **FINANCIAL**

Member agrees that they shall be responsible for the timely payment of dues, late fees, fines, damages, and any expenses incurred by the chapter on Member's behalf for the duration of his membership.

### ***Dues***

For the (ACADEMIC YEAR) academic year, all active Brothers of the chapter will be required to pay dues as follows:

\$\_\_\_\_\_ per Academic Term for In-House Brothers  
\$\_\_\_\_\_ per Academic Term for Out-of-House Brothers  
\$\_\_\_\_\_ per Academic Term for (Grade Level) \_\_\_\_\_  
\$\_\_\_\_\_ per Academic Term for New Members (First Academic Term)

Member dues may be subject to change occasionally, per the dues policies in the chapter's Governing Documents.

All dues shall be paid by (FALL DUE DATE) [, (WINTER DUE DATE),] and (SPRING DUE DATE) unless a payment plan has been agreed to in writing by the chapter Exchequer and attached to this agreement.

### ***Additional Fees for Optional Events***

Active Brothers may be required to pay additional fees for optional events outside the scope of normal dues. These events shall be limited to:

- Formal/Semi-Formal
- Regional Conclaves
- AEPi International Convention

### ***Fines & Damages***

Fines and Damages may be assessed as outlined in the chapter's Governing Documents for non-performance of the obligations of membership. Member agrees that non-performance on any clause

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of this contract may cause damages to the chapter which may be difficult to estimate. Member agrees to pay all fines and damages that may be assessed by the executive board or Judicial Board in accordance with Governing Documents within fifteen (15) days.

In the event there is any damage to any property owned, rented, or leased by the chapter, the chapter shall attempt to determine the responsible Member and shall bill them for the cost of damages. In the event damage was caused by a guest, the Member who was responsible for the guest agrees to pay the full cost of the repair or replacement of the damaged item(s). In the event that the chapter cannot determine the responsible Member(s) after reasonable attempts, the cost or repair or replacement of the damage may be charged pro-rata to each Member.

### **Late Fees & Collection Costs**

Member agrees to pay late fees in the amount of five percent (5%) of the amount due for any delinquencies in excess of fifteen (15) days, ten percent (10%) for any delinquencies in excess of thirty (30) days, and fifteen percent (15%) for any delinquencies in excess of sixty (60) days. If Member's account is delinquent of the agreed payment date, Member will be placed on suspended status and will not be entitled to any privileges of membership including, but not limited to, attendance at events, until the account has been paid in full or a new date is agreed to by the Exchequer prior to delinquency. Member hereby agrees to pay for all collection costs and legal fees that chapter may incur in the pursuit of their delinquent account.

## **LIABILITY**

The undersigned Member agrees to release, indemnify, defend, and hold the (CHAPTER DESIGNATION) chapter harmless from any and all liability for claims, damages, or injury to or death of any person, or for damage to property, real or personal, known or unknown, tangible or intangible, financial or otherwise, arising out of, in connection with or caused by the negligence, intentional act, or omission of the undersigned Member, and his guests or invitees.

## **ARBITRATION**

Member agrees that any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association. The place of arbitration shall be (CITY OF UNIVERSITY/SCHOOL). Judgement on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

## **AMENDMENTS, REVISIONS, AND COUNTERPARTS**



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The terms outlined in this contract may be changed at the chapter's discretion utilizing the procedure outlined in the chapter's Constitution.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of this Agreement or any other transaction document transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other transaction document for all purposes.

## SIGNATURES

Member warrants that he has read this contract and fully understands and agrees to follow the terms and conditions for Fraternity Membership as outlined herein. Member further warrants that they are over the age of majority.

_____ Member Printed Name	_____ Member Signature	_____ Date
_____ Master/Exchequer Printed Name and Position	_____ Master/Exchequer Signature	_____ Date

## INSTRUCTIONS

*Listed by section, in order of how they appear in the document*

1. Title - Insert Academic Year and chapter designation
2. Intro paragraph 1- Insert chapter designation
3. Intro paragraph 2 - Insert University name
4. Participation - Change "Responsibilities of Brothers" to corresponding section in chapter's Constitution
5. Financial - Dues - Insert Academic Year
6. Financial - Dues - Insert chapter dues amounts
7. Financial - Dues - Remove inapplicable dues types (out of house, by grade, etc.) as needed
8. Financial - Dues - Insert due dates for dues
9. Financial - Dues - Remove winter due date section if semester school
10. Financial - Late Fees & Collection Costs - Update late fees and past dues (word and numerical)

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11. Liability - Insert chapter designation
12. Arbitration - Insert municipality where chapter/school is located

### **THINGS TO GO OVER WITH CHAPTER**

- ☐ Chapter agreements must be in line with Supreme Constitution and Bylaws
- ☐ Chapter agreements must be in line with chapter Constitution and Bylaws
- ☐ Discuss adjusting listed additional fees, chapter fines, and late fees to match chapter policy or vice versa
- ☐ Discuss adding a chapter specific payment plan for members
- ☐ Discuss any other Bylaws or policies the chapter may want included in member contract
- ☐ Discuss how to keep these on file for local chapter records
- ☐ Discuss if chapter wants to issue once at initiation or annually with updated info
- ☐ Make sure chapter understands that they need to collect non-.edu email addresses and why

# NEW MEMBER CONTRACT TEMPLATE

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## (ACADEMIC YEAR) NEW MEMBER CONTRACT OF THE (CHAPTER DESIGNATION) CHAPTER OF ALPHA EPSILON PI FRATERNITY

This contract is made herein between \_\_\_\_\_ (new member) and the (CHAPTER DESIGNATION) chapter of Alpha Epsilon Pi Fraternity (chapter), an unincorporated association at (UNIVERSITY/SCHOOL NAME). The original contract, made this \_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), at the sole option of the chapter.

In exchange for consideration of Alpha Epsilon Pi (International Fraternity) membership, new member understands and agrees to the obligations of new member education in the chapter. These obligations include those of a financial nature, standards of personal conduct, and minimum levels of participation as outlined below.

### BIOGRAPHICAL INFORMATION

The following information is verified to be true and accurate. In the event that any of this information should change, it is the undersigned's responsibility to inform the chapter in writing of the change and new information.

NEW MEMBER'S LEGAL NAME: \_\_\_\_\_

EMAIL ADDRESS (non.edu): \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

COLLEGE ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT EMAIL ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_

MOBILE PHONE NUMBER: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

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## **PARTICIPATION**

### ***Purpose of New Member Education***

The purpose of new member education is education about and integration into the chapter. New member education focuses on topics that inform the new member of the structure, values, and expectations of Brotherhood in the fraternity and the chapter so that they may make an informed choice as to accepting permanent membership. Likewise, new member is given the opportunity to get to know his fellow new members, and the Brothers of the chapter. New member agrees to commit to learning about the fraternity, its chapters, its traditions, its members, the University, its history and traditions, Greek Life at the University, and/or Greek Life in general and the history thereof.

### ***Hazing***

“Hazing” is 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 for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization. Alpha Epsilon Pi is a non-hazing fraternity. The Fraternity’s full hazing policy, along with the rest of the International Fraternity’s Health and Safety Policies, can be found on the International Fraternity’s [website](#). If, at any time, new member feels like he is being hazed, feels uncomfortable with a new member education event, witnesses a fellow new member being hazed, or is unsure if they or a fellow new member are being hazed, they should immediately contact the International Fraternity at 1-800-223-2374 or by email at [office@aepi.org](mailto:office@aepi.org).

### ***Other Fraternal Organizations***

New members may join Professional or Service Fraternities if they so choose. New member shall not, however, have fraternal negotiations with any other social fraternity while affiliated with the International Fraternity and chapter.

### ***Attendance***

New member agrees to attend all new member and chapter events deemed mandatory by the chapter’s executive board, unless excused for good cause by the executive board, the Undergraduate Interfraternity Council. new member agrees to participate as outlined in the chapter’s new member program, which may include attendance at meetings, educational opportunities, community service, and compliance with minimum standards.

### ***Recusal***

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Upon request of the executive board, new member agrees to voluntarily recuse himself from all Fraternity activities in the event that he is under investigation or charged with any violation of law or University conduct, until he is reinstated by either the executive board or International Fraternity.

## **CONDUCT**

### ***General Conduct***

New member understands and agrees that his actions no longer reflect solely on himself as an individual, but rather reflect upon the entire Fraternity, and that his personal conduct will, at all times, comply with the oath he took upon induction as a new member of Alpha Epsilon Pi.

### ***Rules & Regulations***

New member understands and agrees that he will act in accordance with the rules set forth by the University Student Code of Conduct, the Undergraduate Interfraternity Council, the International Fraternity and its Health and Safety Policies, the chapter's Constitution and Bylaws (Governing Documents), and those set forth by the executive board of the chapter.

### ***Law***

New member agrees that his conduct will comply with the laws of the local municipality, the state government, and the federal government.

### ***Insurance***

New member understands that the International Fraternity carries certain insurance for the benefit of the International Fraternity, chapter, Members, and new members. New member understands that failure to comply with the conduct to which he has agreed may jeopardize that insurance coverage.

## **EXPECTATIONS OF BROTHERHOOD**

If, at the end of the new member program, new member is offered membership in the chapter and Fraternity, there will be certain expectations associated with membership. These include, but are not limited to, adherence to the Fraternity oath and ideals, paying dues in full and on time (see Financial section), participation in chapter meetings and events, service to the chapter and community. Members are also obligated to live in the chapter's designated chapter house unless the house is at capacity or Member is excused from living in by chapter Master based upon the criteria set forth in the chapter's governing documents.

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## FINANCIAL

New member understands and agrees that they shall be responsible for the timely payment of dues, fines, damages, late fees, and any expenses incurred by the chapter on new member's behalf for the duration of his new member education.

### ***Dues***

For the (Academic Term) academic term, all new members of the chapter will be required to pay dues as follows:

\$\_\_\_\_\_ per Academic Term for New Members

All dues shall be paid by (DUES DUE DATE) unless a payment plan has been agreed to in writing by the chapter Exchequer and attached to this agreement.

All active Members of chapter are also required to pay membership dues each academic term until they matriculate. Dues for the current term are as follows:

\$\_\_\_\_\_ per Academic Term for In-House Brothers

\$\_\_\_\_\_ per Academic Term for Out-of-House Brothers

\$\_\_\_\_\_ per Academic Term for (Grade Level)

\$\_\_\_\_\_ per Academic Term for New Members (First Academic Term)

### ***Additional Fees for Optional Events***

From time to time, new members may be asked to pay additional fees for optional events outside the scope of normal dues. These events shall be limited to:

- Formal/Semi-Formal
- Regional Conclaves
- AEPi International Convention

### ***Fines & Damages***

New member(s) may be assessed damage charges as outlined in the chapter's Governing Documents for any damages related to misconduct by new member(s). In the event that damage was caused by a guest of a new member, the new member who was responsible for the guest agrees to pay for the full cost of repair/replacement of damaged item(s). New member agrees to pay all

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finances and damages that may be assessed by the executive board or Judicial Board in accordance with Governing Documents within fifteen (15) days.

In the event there is any damage to any property owned, rented, or leased by the chapter, the chapter shall attempt to determine the responsible Member and shall bill them for the cost of damages. In the event damage was caused by a guest, the Member who was responsible for the guest agrees to pay the full cost of the repair or replacement of the damaged item(s). In the event that the chapter cannot determine the responsible Member(s) after reasonable attempts, the cost or repair or replacement of the damage may be charged pro-rata to each Member.

### **Late Fees & Collection Costs**

New member agrees to pay late fees in the amount of five percent (5%) of the amount due for any delinquencies in excess of fifteen (15) days, ten percent (10%) for any delinquencies in excess of thirty (30) days, and fifteen percent (15%) for any delinquencies in excess of sixty (60) days. If new member's account is delinquent of the agreed payment date, new member will be placed on suspended status and will not be entitled to any privileges of membership including, but not limited to, attendance at events, until the account has been paid in full or a new date is agreed to by the Exchequer prior to delinquency. New member hereby agrees to pay for all collection costs and legal fees that chapter may incur in the pursuit of their delinquent account.

## **LIABILITY**

The undersigned new member agrees to release, indemnify, defend, and hold the (CHAPTER DESIGNATION) chapter harmless from any and all liability for claims, damages, or injury to or death of any person, or for damage to property, real or personal, known or unknown, tangible or intangible, financial or otherwise, arising out of, in connection with or caused by the negligence, intentional act, or omission of the undersigned new member, and his guests or invitees.

## **ARBITRATION**

New member agrees that any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association. The place of arbitration shall be (CITY OF UNIVERSITY/SCHOOL). Judgement on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

# JUDICIAL BOARD MANUAL

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## RECOMMENDATIONS FOR A SUCCESSFUL AND EFFECTIVE JUDICIAL BOARD

A committee other than the executive board should administer internal discipline. The time consuming process of hearings, tracking down Brothers that owe the chapter money, and exacting fines can distract the executive board from its routine business. Additionally, since the chapter elected the executive board, its decisions can be viewed as biased, which may lead to a deterioration of its overall power and authority.

The judicial board is autonomous, and will only recognize complaints that the executive board feels represent the breaking of a bylaw or policy of the chapter. It is this ruling upon, and clarification of, the unwritten rules of the chapter that is one of the key reasons for the existence of the judicial board. For non-standard offenses such as inappropriate actions on the part of a Brother while he is representing the chapter or any of a host of other incidents that are believed to violate a bylaw of the chapter, but are not under the jurisdiction of any particular officer or Brother, it is the responsibility of each Brother to notify the executive board. This can be done in one of two ways. A Brother can submit a name to a member of the executive board in a signed, written description of the situation or a Brother may appear in person before the judicial board to describe the circumstances surrounding the submission of a Brother's name.

## PREPARING FOR THE HEARING: PARTICIPANTS

### THE JUDICIAL BOARD

The judicial board should be comprised of seven members, specifically two sophomores, two juniors, two seniors and one chairman (usually the Sentinel). Members will be chosen by the Sentinel and approved by majority vote of the executive board. The seven members should represent all interests in the chapter so that the judicial board will be as unbiased as possible. The judicial board should be chosen before the start of the semester to prevent having biased members chosen for an individual hearing. To be eligible to serve on the judicial board, one must have been a Brother of the chapter for at least one semester.

### THE EXECUTIVE BOARD

There are two purposes for the executive board:

1. The executive board will be in charge of approving a judicial board by 50% vote of the entire executive board.
2. The executive board will also serve as an appeals pallet for those who feel they were not



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treated fairly by overturning a judicial board ruling by a two-thirds executive board vote.

## **THE MASTER**

The Master is not directly responsible for the execution of the hearing other than to provide guidance in an advisory role. He is to allow the autonomous function of the Sentinel to oversee and guide the hearing in an efficient manner and should only step in and speak should its regulation become out of hand. The Master does chair the approval and appeals process as part of the function of the executive board. He may act as a witness during a judicial board. If the Master is the defendant, the Lieutenant Master takes his place for the approval and appeal through the executive board and acts in an advisory role during the judicial board.

## **THE SENTINEL**

The Sentinel assembles a qualified and fair judicial board, which is approved by the executive board, and presides as the chief justice of the hearing maintaining order and control. He may act as a witness during the judicial board. At the beginning of the semester, he appoints a Brother, confirmed by the executive board, to act on his behalf should he be unavailable or be the defendant.

## **THE BROTHER AT LARGE**

The Brother at Large will act as the Brotherhood investigator in all cases regarding unbrotherly conduct. If a Brother wishes to personally bring up someone for a judicial board, they will act as a witness to the hearing, but the Brother at Large will conduct the investigation regarding any accusations made and prosecute the case on behalf of the Brotherhood. He may act as a witness during the judicial board. At the beginning of the semester, he appoints a Brother, confirmed by the executive board, to act on his behalf should he be unavailable or be the defendant.

## **THE DEFENDANT**

The defendant is the Brother accused of unbrotherly conduct. Examples include physically harming another Brother, ungentlemanly acts committed against a guest, drinking and driving, substance abuse, etc. It is up to the discretion of the executive board to determine whether or not the act is questionable and should be heard by a judicial board.

## **BRINGING A MEMBER TO JUDICIAL BOARD**

- A Brother may be brought to a judicial board hearing by a simple majority vote by the executive board or by an individual Brother who requests one to executive board.
- Executive board votes on the necessity for judicial board.
- Brother at Large should be able to manage individual problems in most cases without a judicial board.

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- If a hearing is deemed necessary:
    - o Sentinel assembles the judicial board and finds a reasonable time to meet and gives the defendant advance notice in a reasonable amount of time.
    - o Sentinel notifies the defendant Brother; they are put onto immediate suspension until judicial board if the issue has potential harm to the house, another Brother, or themselves as deemed by the executive board.
    - o Brother at Large starts to take testimony of all witnesses and participants and takes direct notes of all Brothers involved.

## REQUESTING A HEARING

- a. Through individual Brothers – one may get permission through the executive board to have a hearing for unbrotherly conduct between Brothers.
- b. Through the executive board – one may get permission through the executive board for unbrotherly conduct.

## THE HEARING

Agenda:

- a. Brothers involved speak:
  - i. Brothers involved speak in turn. No interruptions. Max of 2-3 minutes each.
    - 1. Brother at Large goes first – states case against the defendant
    - 2. Defendant speaks second
  - ii. Counter arguments. Max of 1 minute.
  - iii. Questions and Answers
  - iv. Groups Leave.
- b. If any outside witnesses wish to speak:
  - i. Allowed inside when groups leave.
  - ii. 1-2 minutes max time to speak
  - iii. Question and answers
- c. Discussion
  - i. Responsible or Not Responsible verdict. Are they responsible of the accusation made?
    - 1. If responsible: Discussion of possible punishments due to involvement and reasoning behind action.
      - a) Vote on final decision/punishment if necessary
    - 2. If not responsible: discussion is over. Did not violate any chapter bylaws or Brotherhood expectations. No punishment given.
- d. Master and Sentinel give verdict to Brothers involved

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## THE JUDICIAL BOARD DECISION PROCESS

The judicial board holds formal hearings to obtain facts about the incidents that have occurred. The accused, the victim, and the witnesses are all called before the judicial board to give their accounts of the story. It is the responsibility of each Brother to appear before the judicial board at the pre-arranged time. If a Brother does not appear at the agreed upon time, provided the Brother was given adequate and reasonable notice in advance, the Board will assume that he waives his defense, and will rule based only upon the information that has been previously presented to it.

The judicial board is not a legal court of law. It must objectively decide its cases and it must avoid accusing individuals of actual crimes. It can, though, accuse someone of action unbecoming a Brother. Rulings like this are extremely helpful in assisting a chapter to better define and create its Code of Conduct.

Once all testimony has been heard, the judicial board must then decide if the accused Brother has violated a chapter bylaw (or the chapter Code of Conduct). The judicial board must also decide upon a discipline, if the accused Brother is first found to have violated a chapter policy.

When a Brother feels the decision is unfair, he may reserve the right to an appeal. A judicial board decision can be brought up for appeal by a majority vote of the chapter (the Brother and chapter must then realize that the entire case becomes chapter knowledge). The decision can then be overturned by a two-thirds executive board vote. If the accused Brother is then found to have violated chapter policy, the chapter must decide upon punishment. It must be understood that in order for the concept of a judicial board to be successful, it must have the full support of both the executive board and the chapter. Because of this, judicial board decisions are rarely overturned.

### RULES REGARDING JUDICIAL BOARD MEMBERS:

- i. What is said in judicial board does not leave the room under any circumstances. Even if you feel the meeting is run poorly or the evidence is clear cut. All witnesses, judicial board members, and Brothers involved do not speak of what happens within discussion.
- ii. The only people allowed to speak of what happened in the hearing are the Sentinel and the Master.
- iii. Act responsibly or be removed.
- iv. There are no abstentions. You must vote responsible or not responsible.
- v. Ignorance of law or possible injuries is not an excuse. All Brothers are responsible for own actions.
- vi. The Sentinel is to act impartial during meeting to run an efficient meeting. Sentinel is allowed

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- to vote and speak during discussion of verdicts, but should refrain when the defendant is there. He may ask clarification questions if necessary.
- vii. The Master or any delegate Brother approved prior by the Master are the only ones allowed to be present during discussions of the verdict. Their purpose is to be there for procedure to ensure the case is run properly.
  - viii. Any violation of the rules can and possibly will result in loss of position as well as possible further punishments.
  - ix. This is not a not responsible until proven responsible system. When something is brought to judicial board, there is most likely enough evidence to believe the accused are responsible. It is your duty to double check the accusations made, and find a suitable punishment for the crime.
  - x. We are given the chance to be autonomous. As judicial board members, you make the best decision for the chapter because you are given that privilege. Failure to govern one's self can result in a higher authority governing for us (Supreme Board, Police, School, etc.) .

## **AFTER THE HEARING**

### **WILL JUDICIAL BOARD DEVISIONS BE ANNOUNCED TO THE CHAPTER?**

- a. Unfortunately, although most of us would like to know that punishments are handed out to people, this defeats one of the main purposes of the judicial board. The activities of the judicial board are very time consuming and if rulings were debated with the chapter at each Brothers meeting, the meetings would get out of control. The Brotherhood must have faith in its representatives on the judicial board to make the right decisions. If the judicial board is made up of a cross-section of the chapter, its decisions should be fair. Also, in time, standard disciplines for repetitive offenses will be developed as an outgrowth of the judicial board's efforts and these clarifications will be announced to the chapter on a regular basis.
- b. Although specific cases and decisions will not be announced to the chapter, the Brotherhood must be able to learn from the rulings of the judicial board. In order to achieve this, the judicial board chairman or his representative will announce at the Brother's meetings, suggested guidelines of conduct the Brothers should be aware of based upon the cases that the judicial board dealt with the week before. In this way, a chapter Code of Conduct will begin to develop without compromising the confidentiality and integrity of the judicial board meetings themselves.
  - i. Appeals:
    - 1. The executive board shall act as an appeals court in the event that the defendant decides the punishment does not fit the crime. two-third's of executive

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board can overturn the judicial board. The defendant is the only one who can ask for an appeal. The plaintiff is not able to appeal the decision made.

## **SUMMARY**

When the judicial board is used correctly it allows the executive board to deal with its primary responsibility of managing the chapter while shielding the executive board from unnecessary conflict. Additionally, the creation of a separate body allows for the members of the judicial board to be chosen purely for their ability to serve on such a board, thus allowing them to be much more specialized than executive board members would be.

# RUSH RUSH RUSH LIST & COMMITTEE

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## SUGGESTIONS FOR EFFECTIVE LEADERSHIP

*These suggestions are guidelines that should help you improve your recruitment. They are not mandatory, but compliance will likely lead to better results.*

### GOAL SETTING

Get the whole chapter on board with your rush goals. Not just how many men, but also the type of men you are looking for. Discuss values-based recruitment and how new members can help take your chapter to the next level.

### THE QUANTITY V. QUALITY ISSUE

Quality over quantity? Quality drives quantity? Quantity drives quality? Your chapter will only get better if you recruit men who are better than you are. That's a bold challenge. The better you rush, the more you can choose from. And the more selective you are, the better quality you'll get.

### RUSH COMMITTEE MEMBERS

Automatically on the committee: Rush Chair, Master, New Member Educator. Other members should be accountable and committed, "face men", representative of the Brotherhood. The rush committee should be comprised of an odd-number of members.

### RUSH EVENTS CHAIR

A Rush Events Chair should be appointed and responsible for handling all the logistics of planning and executing events. The rush committee and chapter should be concerned with interacting with potential new members, getting them to and from the events, learning about them, and communicating the purpose and experience that AEPi offers.

### FORMATTING THE RUSH LIST

Information to be included: Name, year, Jewish, hometown, major, contact information. Also be sure to note which rush committee member is assigned to that rushee as the primary contact. The primary contact is the directly responsible individual for this rushee.

### BID RANKING SYSTEM

- |  |                                |
|--|--------------------------------|
| 5 - a confirmed potential recruit              | 2 - outstanding bid (unsigned) |
| 4 - being courted- been to event or "man-date" | 1 - signed bid                 |
| 3 - bid ready / legacy (offered bid)           |                                |

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## BUILDING THE RUSH LIST

Use other lists that are legally available to you- (Hillel, school directory, high school lists, synagogue lists, dorm lists, etc.). Use Brothers, parents, sorority women, and friends for recommendations. Get contact information through Facebook "Class of" groups, mutual friends, interests, and name searching.

## RUSH COMMITTEE MEETINGS

These meetings should be held frequently with the goal of catching up on potential new member statuses and making sure the list is up to date. All rush committee meetings must be present for voting. A forum may be held for non-rush committee members to comment and air support or concerns prior to the rush committee only voting meeting.

## SAMPLE RUSH LIST

Bid Rank	Name	Contact Info	Year	Jewish?	Primary Contact	Notes
1	David Goldberg	555-555-5555	Fr	Y	Kirschtel	Extremely excited
2	Sam Stein	555-555-5555	Fr	Y	Glick	Rushing other fraternities
3	Matt Cohen	555-555-5555	Fr	Y	Orelove	Asked about pledging, bid-ready
3 L	Andrew Max	555-555-5555	Fr	Y	Mizrahi	Legacy - Brother went to NYU. Offer bid when ready.
4	Max Lerner	555-555-5555	So	Y	Bigman	Went to lunch with Sam. Asked great questions.
5	Jacob Coblenz	555-555-5555	Jr	Y	Orelove	Involved with Student Government
5	Adam Gitlin	555-555-5555	So	?	Fleischer	Suggested by Allie, need more info
5	Brian Roger	555-555-5555	Fr	Y	Fleischer	Only wants to party, club, needs more understanding. Maybe next semester.

## RUSH COMMITTEE AGENDA

Open Forum. Allow all Brothers to share updates, voice support or concerns on rushees.

**Review the 1s.** Are they still committed? Are we continuing to engage them? Have they been helping us recruit their friends?

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**Review the 2s.** Are they still holding on to their bid? Are we attempting to move them forward and have conversations about accepting their bid?

**Review the 3s.** Were they bid? What is the next move to get them bid and have them accept? Do they have concerns that we should know about before bringing them in to the bid room? Who would we consider most helpful in having a conversation with them?

**Review the 4s.** Are they bid ready? Are they still attending events and staying interested? Do we need to reevaluate the primary contact? Are we still interested in moving him through the process? If needed, vote on extending a bid and moving 4s to 3s.

**Review the 5s.** Do we have a strategy for getting in contact? If we've made contact, update status on moving him closer to a 4? Do we need to evaluate the primary contact? Are we still interested in him?

## **DORMSTORMING**

Dormstorming is a rush technique where Brothers go to the dorms of the rushees, knock on the doors, engage in conversation, and encourage them to come to an event. Dormstorming should be done every day throughout pre-rush and official rush. This technique takes a lot of time and commitment, but if carried out correctly, it will pay off.

### **RATIO:**

2:1 – Two dormstormers to one rushee - A 1:1 ratio in the rushee's dorm room gives the rushee the upper hand and a 3:1 ratio is too intimidating for the rushee, therefore making him feel very uncomfortable and may make him uncommunicative.

### **POINT MAN**

- ➡ Get in the door
- ➡ Initiate the conversation
- ➡ Subtly find out info about the rushee
- ➡ Close the deal (get them to an event.)
- ➡ After the interaction, immediately write down notes

### **BACK UP MAN**

- ➡ Carry the list and any flyers
- ➡ Scrutinize the room, looking for interest
- ➡ Possibly occupy roommates or guests
- ➡ After the interaction, immediately write down notes about the person



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## HOW DO YOU GET IN THE DOOR?

The point man should be standing where the door opens and the backup man should be standing next to the point man where the door hinges, because the first thing the rushee will see is the point man who needs to start the conversation. (Knock, knock, and knock. Rushee opens door and says, "Yeah.")

At this point, the point man needs to move his body forward and into the room. The dormstormers' objective at this point is to get in the room with the rushee and with the door closed.

## WHAT IS MEANT BY CLOSING THE DEAL?

Not coming to an event should not be an option for the rushee. Never give a rushee a chance to say no. Give him a choice of either one time or another to get picked up. After applying the right amount of pressure, if for some reason he can't come to an event, let him know about the next event and either invites him at that point or tells him that you will come back tomorrow and see what he is up to. The rushee will eventually come to an event if you apply the right amount of pressure. (Don't become a stalker and scare him away.)

## WAYS TO DORM STORM WITHOUT BREAKING THE RULES.

There are tons of ways to justify being in the dorms as someone who doesn't live there. If you are close with someone in the dorms or if you have an early rushee who wants to hang out in their room, you are allowed to be there. There is not a rule against being welcoming and being a part of the Jewish welcoming committee. If you are scared of being asked who you are by an RA, then you probably don't have the confidence to dormstorm anyway.

## COMMON QUESTIONS AND ISSUES

1. "How did you get my name?"
  - "You came highly recommended by our international headquarters. I'm not sure how they got your name, but they told us to stop by. Do you know anyone or have a relative in AEPI?"
1. "Well my friends and I are planning on going to dinner..."
  - "Hey, that sounds great, everyone can come. There will be plenty of food and it is not only free, but it's much better than dorm food. So what time do you guys normally go to dinner... then we'll pick you up then."
2. "Actually, I have a late class"
  - "Oh, what class is that...when do you get out...?"
  - (either) "Oh well, what is your class schedule tomorrow...great, well we are going to play some basketball and have some dinner, will pick you up at 5:30."
  - (or) "Well that's no problem, if you get out at 6:50 we could either pick you up from class or

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pick you up from your dorm at 7:00..."

1. "Um...sounds good, but I'll come over myself."

- "Look, it's no problem at all. We'll pick you up at 6:30, you'll come over for a little, hang out, and we'll take you home whenever you are ready."

2. "I'm not really into the whole fraternity thing."

- "It's funny that you say that. I can honestly tell you, we have a bunch of people that didn't want to do the whole fraternity thing. But our fraternity is not like your stereotypical one. Look I'm not asking you to join. I'm just saying, come over, have some free food, meet some of the guys, and we'll take you home whenever you are ready. You've got nothing to lose. Alright... do you want us to come by at 6:00 or 7:00?"

## **PUTTING IT ALL TOGETHER; DORMSTORMING LIKE A PRO**

**Point Man:** (Knocks on the door)

**Rushee:** (Opens the door)

**Point Man:** Hey, are you Alan?

**Rushee:** Um, yea. Why? Who are you? (You have a skeptical rushee, so you might want to take a straight approach with him)

**Point Man:** I'm Gregg and this is Josh. We are from AEPi. As you might know, fraternity rush is coming up and we wanted to meet you. So, what are you up to? (Try to get off the rush topic and find stuff out about him)

**Rushee:** Um...how did you get my name? (The rushee is not following your plan and is skeptical because you are at his door)

**Point Man:** We have a list of names that our national gives us, and you came highly recommended. Do you know someone in AEPi? (Apply any of the above answers to the rushee's question)

**Rushee:** No. (Work with the rushee when he is being cold and try to get him off of rush)

**Point Man:** Oh well, somehow they got your name. (You can try a different reason or move on) So, anyway...what are you up to?

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**Rushee:** Hey, look I'm not into the whole frat thing. (Once again, he has avoided the question and basically said to go away)

**Point Man:** (You might want to try to be very forward and blunt and get passed the tension) I'm not asking you to rush, nor am I asking you to join. We are simply here to introduce ourselves and invite you over to hang out.

**Rushee:** Oh well, thank you anyway, but I don't want to waste your time. (That means if you want me you are going to have to try harder)

**Point Man:** Look, we are going to be watching the basketball game and playing pool tomorrow night...I understand you aren't interested in rushing. But listen, tomorrow, we'll pick you up at 6:00 and you'll come over for a little while. You'll meet the guys, eat some free food, and we'll take you back whenever you want to go. You have nothing to lose...do you want us to pick you up at 6:00 or 6:30? (Tell the rushee you understand him. Then explain that there is no downside to coming over. Tons of Brothers join a fraternity that never planned on it; they just need to get to the house)

**Rushee:** Well, I don't know. I have a lot of studying to do. (Convince me)

**Point Man:** (Give him one more push) Just come over for a little bit. We'll pick you up and take you home whenever you want. What time should we come by?

**(Once again, that question only leaves an actual time)**

**Rushee:** Alright.

**Point Man:** Ok then, we'll pick you up at 6:15.

## **COLD CALLING**

*Cold calling is a rush technique wherein a member of the rush committee calls a prospective rushee out of the blue, when you only have a name and a telephone number. This will be difficult and uncomfortable the first time. If you practice though, you will be rewarded with more rushees at your events.*

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## **COLD CALL GOALS:**

GET HIM TO THE EVENT

GET INFORMATION OUT OF HIM

MAKE HIM FEEL COMFORTABLE

## **OPENER:**

No matter how good you are, you are about to catch someone totally off guard, who has no idea who you are, which is why you need to be prepared with your opener. Make sure you double check their name.

## **INTRODUCE YOURSELF AND THE FRATERNITY.**

Suggested Opener: "Hey, is this Josh?" (Yea), "What's up Josh, this is Gregg from AEPi, the Jewish Fraternity on campus, How's it going?"

➡ You can figure out of many things with this opening. Judging on their response, you can figure out if they are Jewish, they know anything about AEPi, and their general level of comfort.

## **QUESTIONS UPON QUESTIONS**

➡ Like dormstorming, small talk is easy if you ask questions upon questions.

➡ "Hey, I hope I didn't catch you at a bad time, what are you up to?" (See if you can get them talking; if so, follow the dormstorming guidelines to get information.)

"SO WHERE DO YOU LIVE?"

"WHERE DID YOU GO TO HIGH SCHOOL?"

"DO YOU KNOW WHICH DORM YOU ARE IN YET?" "HAVE YOU DECIDED ON A MAJOR?"

"DO YOU PLAY ANY SPORTS?"

"WHAT ARE YOU DOING THE REST OF THE SUMMER?"

Remember; listen to their questions so that you can ask follow up questions. And take down comprehensive notes.

## **CLOSE THE DEAL: (ACHIEVE YOUR PRIMARY GOAL) INVITATION TO THE EVENT**

This is very similar to that of dormstorming. Extending the invitation without giving an option of "no."

➡ "So anyway, we're going to be having this back to school barbeque at the house on Sunday around 1:00. You mentioned that you didn't live too far away. I'll tell you what, I'll come by around

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12:45 and pick you up, to show you where the house it."

## **VOLUNTEER WHERE YOU GOT THEIR NAME**

➡ "You know, I don't remember where we got your name, it may have been from a youth group of someone who is currently in AEPi. Were you in a youth group, or do you know someone in AEPi? Whoever it was, they must have thought you were cool and thought we should contact you."

## **PUT IT ALL TOGETHER: COLD CALLING LIKE A PRO**

### **OPENER:**

**Active:** "Hi, is Jon there?"

**Response:** "Yea, who is this?"

**Active:** "This is Gregg, a friend of his."

**Response:** "Hold on, Gregg."

**Jon:** "Yea, this is Jon

**Active:** "Jon, this is Gregg. I am calling from the AEPi at UCSB, how's it going?" (If it is spring semester, introduce yourself like they should know who you are... "Jon, it's Gregg from AEPi, what's up?")

## **CARRY THE CONVERSATION (GET THEM TALKING)**

**Active:** "Hey, I hope I didn't catch you at a bad time, what are you up to?"

**Jon:** "Oh na, it's all good. Just chillin."

**Active:** "Oh, alright. Looking forward to getting off to school."

**Jon:** "Yea, for the most part."

**Active:** "Have you picked a major yet?"

**Jon:** "Na, still undeclared."

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**Active:** "Yea, well that's typical. Most people don't declare until end of sophomore year."

**Jon:** "Ah, okay, cool."

**Active:** "What have you been up to this summer?"

**Jon:** "Went on a road trip with my high school buddies."

**Active:** "Cool. Where did you go?"

**Jon:** "All over the place for about three weeks."

**Active:** "Sounds like fun."

**Jon:** "Yea, it was cool."

**Active:** "Any idea when you are headed up to school?"

**Jon:** "Yea, move in day for the dorms is, like the end of the month."

**Active:** "What dorm are you gonna be in?"

**Jon:** "Haven't found out yet."

## **CLOSE THE DEAL:**

**Active:** "Oh, I see. Hey look, a bunch of my friends are gonna be getting together in LA this weekend, what are you up to?"

**Jon:** "I was planning on going out with some friends Friday night, but nothing Saturday."

**Active:** "Perfect, we're going to a club Saturday night. I can pick you up at either 8:00 or 8:30 and we can carpool to meet up with the guys."

**Jon:** "Um....I guess 8:30 is cool."

**Active:** "Alright, just your address is fine and I'll pull it up on Waze/Apple Maps."

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**Jon:** "123 Yellow Brick Road. Los Angeles."

**Active:** "Perfect, then I will see you at 8:30 Saturday night and introduce you to some of the guys."

**Jon:** "Alright, take it easy."

**Active:** "You too. Bye."

## EVENTS & CONVERSATIONS

### PRE-PLANNING

Take time to put together a compelling campaign. Your t-shirts and materials speak volumes about your chapter. Make sure that your message is tasteful, compelling, and accurate. Keep your niche market in mind. Your flyers, social media, website, and tabling should all follow suit.

### EVENTS

Make sure events are interactive and communicate the value of fraternity. Consider using events that are already established on campus, such as sporting events or Hillel events. Get to know as many rushes and make sure they are meeting each other, too. Remember,

Rush committee should be picking up rushes and dropping them off. Rush Events Chair is responsible for the logistics.

### PASS AROUND

Rushes should not be left alone. Introduce a rushee to other Brothers based on common interests and conversations that will be interesting.

### RUSH ETIQUETTE

Don't: use inside jokes, talk fraternity business, be dramatic, talk poorly about other fraternities or organizations, call a recruit a new member or rushee.

Do: use and remember his name, make him feel comfortable, be honest about the fraternity and what it has to offer, talk positively about your Greek experience, sell the benefits of what Greek life, fraternity, and AEPi have to offer

## INDICATORS OF INTEREST

If the rushee says “we”, infers future plans with AEPi, asks and is interested in how the fraternity works, recommends friends, or invites Brothers to hang out- he is likely ready for a bid. Make sure that that’s communicated to the rush committee so they can follow up.

Question	Response
Money, Money, Money	Payment plans are available and many Brothers are on them. It’s money you would be spending anyways. When we put it together, we get more bang for our buck.
Grades	We value academics- it’s at the core of what we’re about. We are all students, and this is an invaluable support system that will help you. Brothers have taken the classes you’re taking and can help you study and succeed. Being in a fraternity will teach time management.
Other friends, obligations, etc.	We value being involved on campus. In fact, [Brother x] is President of [student org on campus]. We encourage it. We want cultured and enriched members. This isn’t supposed to take away from other parts of your life- only enhance it.
Not a "frat" guy	What is a “frat guy”? I never thought I’d be in a fraternity either. We stand for something important- living our values. Put aside preconceived ideas- we’re here to change those. We’re a diverse group.
Doesn't have the time	Find out what he feels he will have to give up to be an AEPi. Then refer to money, grades, other obligations, etc.
Parents won't let them	Explain to your parents what the fraternity experience is actually about- not what they think it’s about. Refer to money, grades, other obligations if those are parent’s concerns, too.
Maybe next semester	This is a great experience that means so much to everyone in it. We have Brothers who held off who regret not having as much possible in the fraternity as possible. Offer to bring that Brother in for a conversation. Ask why they are looking to put it off and address the issue.



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## NEXT LEVEL

### TEN WAYS TO TAKE RECRUITMENT TO THE NEXT LEVEL

1. **Power circle.** Get the Brothers together with laptops and some pizzas and build your list. Gather new names and information about rushees.
2. **Contact other chapter for leads.** Share information and rush leads with other chapters in the area.
3. **Incentivize rush goals.** Offer cash prizes and gift cards for anyone who can come through with a new list or whoever brings out the most new guys. Extend these offers outside of the Brotherhood to sororities.
4. **Business cards.** Include rush logo, Schedule, and Contact Information. Make sure they are professional and fit in wallets.
5. **Utilize network.** Invite girls, alumni, and friends of the Fraternity to events to help promote your chapter.
6. **Hillel/Chabad.** Make sure to recruit at other student organizations. Have the chapter go to "Welcome BBQs" and Shabbat dinners to meet potential new members.
7. **Viral videos.** Hype up your rush events with cool and funny videos promoting the chapter and your event.
8. **Coffee date rush.** Don't just rely on events. Remember you are making friends. Take a rushee out to lunch or to the gym.
9. **Space out at events.** Don't bunch up at rush events. Make sure all the rushees are interacting with Brothers and are engaged.
10. **Nightly emails.** Send out nightly emails to the chapter updating them on who you are rushing and upcoming events.

## BID ROOM

1. Master sets up bid table. Use AEPi symbols (Flag, lamp of knowledge, new member pin, bible, etc.)
2. Master is facing the door and there are two empty seats across from him.
3. The sponsor brings the potential new member to the bid room and knocks (not ritual knock on the door).
4. Master calls in the potential new member and the sponsor. Asks the potential new member to sit down and the sponsor sits next to him.
5. The Master will ask:
  - "How was your night?" (Response)

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- “Do you know why you are here?” (Response)
  - The Master then slides the bid card with pen across the table and says: “This is for you.”  
(Pause)
6. Wait for the potential new member to speak. Allow as much silence as necessary.
  7. Address any concerns.
  8. Always remember:
    - Give it a shot, you have nothing to lose.
    - The guys think you’re great. They voted unanimously.
  9. When the potential new member leaves the room make sure the Brothers congratulate him.
  10. Don’t stop recruiting him as soon as he has a bid.

# MOCK RUSH SPONSORSHIP PACKET

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(MONTH DAY, YEAR)

The Alpha Epsilon Pi Fraternity is a non-profit organization that produces the future leaders of America on over 150 campuses worldwide. We take great pride in our history and our heritage, dating back to 1913 when the first chapter was started at New York University. Today, we proudly boast one of the highest grade point averages internationally, a strong commitment to philanthropy and awareness, and an undergraduate Brotherhood of roughly 10,000.

Our chapter, at (UNIVERSITY/SCHOOL NAME), has worked very hard over the years to build a strong Brotherhood that will continue to achieve greatness. Each semester, we are given the opportunity to open our doors to students not yet affiliated with our organization, and select a limited number of highly motivated leaders, with strong morals, values, and will to find success in all aspects of life.

With this recruitment period, a rare opportunity to capture inexpensive exposure for local and national businesses is made available through the use of our organizations' marketing tools. Over the years of innovation and trial and error, we have formulated the most successful marketing campaign in order to reach the entire (NUMBER OF UNDERGRADUATE STUDENTS AT UNIVERSITY/SCHOOL) plus undergraduate student body at (UNIVERSITY/SCHOOL NAME), as well as the majority of the (CITY OR LARGER COUNTY). We are proud to offer the use of our marketing campaign to your business in order to generate the business results you desire.

Enclosed is a sponsorship package which includes information of the advertising made available through our organization. I hope that your business will consider this great opportunity of exposure while supporting our (SPRING/FALL) (YEAR) recruitment period. If you have any questions, please contact me. My contact information is listed below.

Sincerely,

(NAME)

(POSITION)

Alpha Epsilon Pi Fraternity

(PHONE NUMBER)

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## EXPOSURE OPPORTUNITIES

*The information listed below are the various exposure opportunities followed by the advertising packages available.*

(BELOW, YOU WILL LIST OFF THE TYPES OF EXPOSURE YOU CAN OFFER)

Men's rush shirt: 120 count

Women's rush shirt: 100 count

Rush flyers: 1,000 count

Kickoff party flyers: 1,000 count

Rush pamphlets: 500 count

Banner: One rush event & kickoff party, provided by business. Max size: 8 ft. x 4 ft.

Rush video: displayed during rush events. Posted on Facebook.

(BELOW THAT, OFFER BUNDLE DEALS WHICH A BUSINESS CAN PURCHASE FROM YOU WITH A SPECIFIC DONATED AMOUNT)

### OPTION 3: \$500 & UP

2" x 4" logo on all shirts

Logo on 1,000 kickoff party flyers

Logo on 1,000 rush flyers

Logo on 500 rush pamphlets

Rush video

Links on facebook

Banner

### OPTION 2: \$350

1" x 2" logo on the two shirt styles

Logo on 1,000 kickoff party flyers

Logo on 1,000 rush flyers

Banner

### OPTION 1: \$250

1" x 2" logo on one shirt style of your choice

Logo on 1,000 kickoff party flyers

Banner

*Options may be altered and negotiated. Terms will be documented in contract.*

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## 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. Since our founding in 1913, 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.**

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## CONTRACT AND RECEIPT

This contract binds the Alpha Epsilon Pi Fraternity (CHAPTER) chapter with \_\_\_\_\_  
on \_\_\_\_\_ (date), in an agreement for the sum of \$\_\_\_\_\_ for option #\_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Tax id number: \_ \_ - \_ \_ \_ \_ \_ \_ \_

(NAME)

Master

Alpha Epsilon Pi Fraternity

(CHAPTER)

(PHONE NUMBER)

(EMAIL)

(NAME)

Rush Chairman

Alpha Epsilon Pi Fraternity

(CHAPTER)

(PHONE NUMBER)

(EMAIL)

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## AMENDMENTS, REVISIONS, AND COUNTERPARTS

The terms outlined in this contract may be changed at the chapter's discretion utilizing the procedure outlined in the chapter's Constitution.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. A signed copy of this Agreement or any other transaction document transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other transaction document for all purposes.

## SIGNATURES

New member warrants that he has read this contract and fully understands and agrees to follow the terms and conditions for involvement in the chapter's new member Program as outlined herein. New member further warrants that they are over the age of majority.

_____ New Member Printed Name	_____ New Member Signature	_____ Date
_____ Master/New Member Educator Printed Name and Position	_____ Master/New Member Educator Signature	_____ Date

## INSTRUCTIONS

*Listed by section, in order of how they appear in the document*

1. Title - Insert Academic Term and chapter designation
2. Intro paragraph 1- Insert chapter designation
3. Intro paragraph 2 - Insert University name
4. Financial - Dues - Insert Academic Year
5. Financial - Dues - Insert new member dues amount
6. Financial - Dues - Insert due date for new member dues
7. Financial - Dues - Insert Member dues amount
8. Financial - Dues - Remove inapplicable dues types (out of house, by grade, etc.) as needed
9. Financial - Late Fees & Collection Costs - Update late fees and past dues (word and numerical)
10. Liability - Insert chapter designation

- 
11. Arbitration - Insert municipality where chapter/school is located

### **THINGS TO GO OVER WITH CHAPTER**

- ☐ New member agreements must be in line w/ Supreme Constitution and Bylaws
- ☐ New member agreements must be in line w/ chapter Constitution and Bylaws
- ☐ Discuss adjusting listed additional fees and late fees to match chapter policy or vice versa
- ☐ Discuss adding a chapter specific payment plan for new members
- ☐ Discuss any other Bylaws or policies the chapter may want included in new member contract
- ☐ Discuss how to keep these on file for local chapter records
- ☐ Make sure chapter understands that they need to collect non-.edu email addresses and why



# MEMBERSHIP OATH

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I am 18 years of age. I make my own informed decisions, and my actions are my own. I am seeking initiation into the Alpha Epsilon Pi Fraternity, a voluntary membership organization. I have read, understand, and will comply with the obligations below.

I understand that any social activity or interaction carries certain inherent risks such as but not limited to transmission of communicable disease and causing emotional anxiety or psychological stress. I understand that Alpha Epsilon Pi Fraternity does not oversee or control my social activities and that I am responsible for making positive social decisions.

I understand that in addition to following all federal, state and local laws, my membership is contingent on following the rules and policies of Alpha Epsilon Pi, which are never intended to modify or conflict with applicable law. I agree to comply with the Supreme Constitution, and bylaws of Alpha Epsilon Pi as well as all rules, regulations and policies set forth by Alpha Epsilon Pi. I agree to indemnify and hold harmless Alpha Epsilon Pi Fraternity and all corporate entities covered under its insurance program for any claims, suits, or costs incurred as a result of any of my actions that are illegal, negligent, or in violation of The Alpha Epsilon Pi Health and Safety Policies; which may be found at <https://www.aepi.org/health-and-safety/>.

I acknowledge and understand that the Alpha Epsilon Pi Fraternity expects each member to act in accordance with the ideals, oath, and ritual of the fraternity, and that conditions of membership absolutely prohibit any violation of its health and safety policies. I acknowledge that I have read and understand the policies and that that violation of any of these policies will jeopardize my membership in the Alpha Epsilon Pi Fraternity.

I agree to voluntarily recuse myself from all fraternity activities upon the request of the chapter's executive board or International Fraternity in the event that I am under investigation or charged with any violation of law or University misconduct, until I am reinstated by either the executive board or International Fraternity.

I acknowledge that during the initiation ceremony I will take a solemn oath which outlines the ideals of Alpha Epsilon Pi. I understand that, taking that oath obligates me to live a life according to the ideals described therein and that failure to do so may result in a termination of membership. I recognize that Alpha Epsilon Pi's mission is to provide education, resources and training to the future leaders of the world's Jewish communities. I have read and agree to carry out the mission of Alpha

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Epsilon Pi.

I acknowledge and understand that new member and Brotherhood pins I receive are the property of Alpha Epsilon Pi Fraternity, and must be returned upon demand.

I agree to live in the chapter house once I am eligible to do so based on university dormitory requirements and will continue to do so unless excused, in writing, from living in the chapter house by both the chapter Master and Alpha Epsilon Pi Fraternity based upon the criteria set forth in the fraternity's governing documents.

I authorize Alpha Epsilon Pi Fraternity, in its sole discretion, to use photographs or other materials in which I am included for publicity purposes, and waive any claim against Alpha Epsilon Pi Fraternity and its agents.

I agree that any financial or legal disputes which may arise between Alpha Epsilon Pi Fraternity and/or its affiliated entities and me shall be resolved in accordance with the Alpha Epsilon Pi Fraternity claim and dispute resolution plan, which requires that matters be resolved by arbitration upon demand of either party. I acknowledge that a copy of the plan is available to me [here](#).

# NEW MEMBER PROGRAM

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## STATEMENT OF PURPOSE/WELCOME:

Welcome to a Commitment for a Lifetime. This is Alpha Epsilon Pi's guideline to having a safe but challenging new member program that includes rituals that have been carried out for over 100 years to exciting new spins to better educate our potential new members. Please read the entire guide before beginning so that you have a better grasp of what is expected. But most important of all, remember to have fun – they may soon be your Brothers, the leaders of your chapters, and the best men at your wedding.

The goal of the new member program is education. The informed New Member Educator will bear this in mind at all times. Such an educational program is not childish in its approach and is appropriate for the academic setting in which all fraternities are situated. This fact will help to establish for fraternities the reputation of maturity for which they are continuously striving. Programs of subjugation and harassment, which merely train and condition the new member, will in no way maturely educate the new members for their future role as active Brothers. When this occurs, the program has failed.

This packet contains everything that one needs to know in order to plan an effective and appropriate program. It contains suggested guidelines for the chapter to follow. Remember, though, the New Member Educator and the Master are ultimately responsible for EVERYTHING that happens involving the new members. This includes the actions of any "rogue" Brothers who choose to take matters involving the new members into their own hands.

The following program was designed to help chapters organize the best new member experience. It is based on a time-table that is adjustable by size from five to eight weeks[1]\*. Furthermore, everything contained in this packet is safe, legal, and permissible if properly followed. Anything added to this program by the chapter must be first submitted to the Executive Offices for review that it is within the guidelines of the Alpha Epsilon Pi Health and Safety standards on hazing and alcohol (see enclosure at the end of this packet).

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## 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. Since our founding in 1913, 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.**

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## PROGRAM EXPLANATION:

The program consists of three phases: Alpha, Epsilon, and Pi. They are each unique in the way that the chapter interacts with the new members and in the events and education that are provided. The length of the program will be determined by a combination of size and ability of each individual chapter.<sup>1</sup>

### ALPHA

The first phase of the new member program is Alpha. This is the introduction to AEPi, but also the introduction to Greek Life as a whole, and what the campus community provides to their students. This is the phase where the new members meet and bond with their class, learn basic Greek and local history, and elect a new member board. It begins with inductions and finishes with the big Brother ceremony.

### EPSILON

Phase two is encapsulated in Epsilon. This is the bulk of the program, as new members will learn about the infrastructure of the fraternity, while bonding further with the entire Brotherhood. Education includes executive board positions and duties, minor board structure and what each individual can do to further the cause of AEPi. This is also a time to set goals in order to get everyone on the same page and unified through the difficult part of the program and into the future. New members will plan and execute a Brotherhood event, as well as a charity social event so they have experience in the main aspects of the fraternity. This phase begins with a goal-setting session and ends with a Charity Mocktail event.

### PI

Honesty is the heart of the AEPi's values and thus is the final step in becoming a full-fledged Brother. In this phase, new members will be given a rush seminar and go through a Jewish Heritage event in order to explain to the new members why AEPi was created and why it is important to be vigilant about adhering to the mission. This will be a time when everyone will come to realize their strengths and weaknesses and understand that what may not be able to be accomplished individually, can be more achievable as a Brotherhood. For example, there is an event called Reverse Candle Pass/ Weakest Link where members will admit where they think they are the weakest, but then other members will have the opportunity to talk about that members' strengths. The idea is that by this point, everyone will be able to be extremely honest with each other. This phase begins with a rush seminar and ends with initiation.

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<sup>1</sup> Estimated length: chapter <40 = 5 weeks | 40-80 = 6-7 weeks | >80 = 8 weeks.

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## AEPI HEALTH AND SAFETY POLICIES

AEPI's chapters and members follow the Health and Safety Policies 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" (ואהבת לרעך כמוך). 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.

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 policies, 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.

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## HAZING POLICY

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

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 Alpha Epsilon Pi/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 Alpha Epsilon Pi 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.

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## 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.

## WEAPONS

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, fireworks, and explosive or incendiary devices.

No weapons of any kind, including replicas or models made to look like weapons, 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 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 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 (e.g., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- Alcoholic beverages must not be purchased with Alpha Epsilon Pi funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- An Alpha Epsilon Pi chapter must not co-host or cosponsor, or in any way participate in, an



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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 co-sponsor 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 an Alpha Epsilon Pi, 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.

## **DRIVING AND MOTOR VEHICLE OPERATION**

Whenever possible, chapters and members should utilize public transportation or transport service (busses, 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

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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 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.

## **MEDIA**

Members, new members, and guests must ensure that all content that they publish or promote is truthful, respectful, appropriate, and fosters a positive image of Alpha Epsilon Pi. No chapter or member shall use websites, publications, or media platforms to promote or encourage participation in any event or action that would violate any term of the Alpha Epsilon Pi Policies.

## **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.

## **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

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

## **POLICY DISTRIBUTION**

Alpha Epsilon Pi shall distribute its Health and Safety Policies to its members on an annual basis. A copy of the Health and Safety Policies are available [here](#).

## **CHAPTER POLICIES**

### **CHAPTER RELATIONSHIP**

Alpha Epsilon Pi Fraternity, Inc. does not control and does not supervise the day-to-day activities of Brothers, chapters and colonies. Each chapter and colony is a self-governing, financially self-sufficient association and comprised of students of the institution at which they are enrolled or students based in a particular locale. These chapters and colonies are responsible for their own debts and obligations. Under the governing documents of Alpha Epsilon Pi Fraternity, Inc., each chapter or colony selects and initiates its own Brothers, elects its own officers, establishes its own bylaws, operates and determines its methods of operation, and otherwise governs its own affairs, subject only to those bylaws and operations being consistent with the Supreme Constitution, Bylaws, and any other policy of Alpha Epsilon Pi Fraternity, Inc. The autonomy of a chapter or colony in organizing, determining and conducting its own operations through a democracy is part of an educational process that adds to collegiate life and to the development and refining of life and leadership skills.

If a chapter or colony operations are not consistent with the Policies and Guidelines of Alpha Epsilon Pi Fraternity, Inc., Alpha Epsilon Pi Fraternity, Inc. has the right to determine whether that chapter or colony will continue to be recognized by Alpha Epsilon Pi Fraternity, Inc. as an affiliate or whether its Brothers shall have any association with Alpha Epsilon Pi. In some situations, after an action by a chapter or colony has occurred that is inconsistent with the Policies and Guidelines of Alpha Epsilon Pi Fraternity, Inc., a probationary status may be designated by Alpha Epsilon Pi Fraternity, Inc. In probationary situations, the chapter or colony continues to be a self-governing, financially self-sufficient association of collegiate students. If the chapter or colony refuses to voluntarily accept the probationary status, AEPi has the authority to revoke the charter of that group. If an affiliate ceases to be recognized by Alpha Epsilon Pi Fraternity, Inc. as an entity associated with it, but that group of collegiate students nonetheless continues its operations, they do so without any affiliation to or authority from Alpha Epsilon Pi Fraternity, Inc. or Alpha Epsilon Pi.

### **AGENCY**

No chapter or colony of Alpha Epsilon Pi, and no individual Brother thereof, is or has the authority

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to act as an agent of Alpha Epsilon Pi Fraternity, Inc. unless such representation is expressly stated in writing by Alpha Epsilon Pi Fraternity, Inc. with a precise description of any such relationship.

## **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.

## **UNIVERSITY RECOGNITION**

Most often, Alpha Epsilon Fraternity, Inc. chapters are composed of students at one college or university, and are registered with each institution as a recognized student organization. However, this is not a requirement for a chapter to be recognized by the international office. In certain circumstances, the fraternity recognizes a chapter without university recognition. Some chapters are composed of students attending different institutions in the same local area.

Alpha Epsilon Pi Fraternity, Inc. is committed to collaborating with those colleges and universities where it recognizes chapters composed of students at those institutions. However, neither the legal right of the fraternity to charter and maintain chapters, nor the right of students to be members of those chapters, is dependent upon university affiliation or recognition. The fraternity strongly supports, and reserves the right to defend the constitutional rights of our Brothers to associate with one another in the pursuit of our social, educational, religious and cultural ends.

## **HOST INSTITUTION INDEMNIFICATION**

Alpha Epsilon Pi Fraternity, Inc. (Fraternity) will not defend or indemnify any college or university host institution against the institution's negligence. In addition, no chapter, chapter officer, chapter advisory board member, or House Corporation officer may execute agreements, contracts, or documents on behalf of the Fraternity that would bind or otherwise obligate the Fraternity. Pursuant to the Federal Volunteer Protection Act, 42 U.S.C. §§1450-14505, college or university host institutions may not hold Alpha Epsilon Pi volunteers, at any level, liable for harm resulting from a negligent act or omission of a volunteer who was acting within the scope of their responsibilities as an Alpha Epsilon Pi volunteer.

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## MEMBER POLICIES

*Each member of Alpha Epsilon Pi has agreed to be bound by the following policies.*

### CONDUCT

Members are expected to follow all federal, state and local laws as well as the rules and policies of Alpha Epsilon Pi, which may be found in the Supreme Constitution and bylaws of Alpha Epsilon Pi as well as all rules, regulations and policies set forth by Alpha Epsilon Pi. Each initiated member has taken a solemn oath which outlines the ideals of Alpha Epsilon Pi. They are therefore obligated to live a life according to the ideals described therein and further agree to carry out the mission of Alpha Epsilon Pi; “to provide education, resources and training to the future leaders of the world’s Jewish communities.”

### VOLUNTARY RECUSAL

All Members have agreed to voluntarily recuse themselves from all fraternity activities upon the request of the chapter’s executive board or International Fraternity in the event that they are under investigation or charged with any violation of law or University misconduct and continue to do so until they are reinstated by either the executive board or International Fraternity.

### LIVE-IN

All Members have agreed to live in the chapter house once they are eligible to do so based on university dormitory requirements and to continue to do so unless excused, in writing, from living in the chapter house by both the chapter Master and Alpha Epsilon Pi Fraternity based upon the criteria set forth in the fraternity’s governing documents.

### PHOTO/MEDIA

Alpha Epsilon Pi Fraternity is authorized, in its sole discretion, to use photographs or other materials in which members are included for publicity purposes.

### DISPUTE RESOLUTION

Any financial or legal disputes which may arise between Alpha Epsilon Pi Fraternity and/or its affiliated entities and members shall be resolved in accordance with the Alpha Epsilon Pi Fraternity claim and dispute resolution plan, which requires that matters be resolved by arbitration upon demand of either party. A full copy of the dispute resolution plan may be found [here](#).

**Note that every university, municipality, state, and federal law must be followed at all times, even if not explicitly named in this packet. Any time an above law prohibits any action in this packet, it will not be condoned, and you should notify the executive office in order to find an**

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**appropriate substitute for that event.**

**If an idea/event would look bad published in the newspaper or social media, DON'T DO IT. In fact, every event should be framed in the reverse — If the newspaper, social media or a parent got ahold of the event, they should be praising AEPi for its great work and great educational process.**

**Whatever trends you set will be the tradition moving forward. IF there is a chance someone could take it and push the boundaries even further. Please talk to your consultant before any event in which you feel you may not be completely in control of. Remember the responsibility of any incident, regardless of who is involved during this period, falls on the New Member Educator and the Master.**

## **PHASE I: ALPHA**

*Time allotted: 10-14 days based on the size of the chapter*

### **EVENTS:**

1. Induction and first meeting
2. AEPi history day
3. Get to know your campus
4. Step in step out/crossing the line
5. New member class elections and second meeting
6. Team building day
7. Big Brother ceremony

### **EDUCATION:**

1. "Immortal 11"
2. Good & welfare
3. New member pin
4. Mission statement
5. FSL on campus
6. Robert's rules of order
7. Meaning of a big Brother
8. Health and safety policies

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## ASSIGNMENTS:

1. New member elections
2. Choose big Brothers
3. Interviews (number of Brothers/number of weeks= consistent amount of interviews over the entire new member program)
4. GreeklifeEDU

## PHASE II: EPSILON

*Time allotted: 18-28 days based on the size of the chapter*

## EVENTS:

1. Goal setting/web of responsibilities
2. Minor board day
3. Life skills
4. High/low night
5. Dinner with the executive board
6. Brotherhood/new member Shabbat dinner
7. AEPi local history night
8. Charity mocktail

## EDUCATION:

1. Executive board
2. Minor board
3. Chapter history
4. Coat of arms
5. Greek alphabet

## ASSIGNMENTS:

1. New member project
2. Executive dinner prep
3. Alumni outreach
4. "Points on a map" – highlight or pinpoint every chapter in AEPi<sup>1</sup>

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<sup>1</sup> Optional event during the AEPi history night to show how large the AEPi chapter base is.

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## PHASE III: PI ~ HONESTY

*Time allotted: 7-14 days based on the size of chapter*

### EVENTS:

1. Rush Seminar
2. New member-planned Brotherhood event<sup>1</sup>
3. Jewish heritage museum
4. Reverse candle pass/weakest Link
5. New member retreat
  - Building for the future/finding your strengths
  - Cares into the fire
  - Web of Brotherhood
6. Initiation

### 1) INDUCTION / FIRST MEETING

<b>Time of Day:</b>	Anytime, preferably nighttime
<b>Description:</b>	New members start their journey using AEPi's Induction Ritual. All information can be found in the Ritual Book. The first meeting with an overview of education and Good and Welfare to follow
<b>Length:</b>	2 hours
<b>Materials:</b>	Ritual Books, ritual gear, new member notebooks
<b>Brothers:</b>	All for inductions, only New Member Educator and committee for meetings
<b>Education:</b>	AEPi history and values, good & welfare

1. Induction can be found in the ritual manual
2. The first meeting should be a formal introduction to the new members, and can include education and/or a broad overview of the process
  - a. You must discuss all anti-hazing procedures in place, including but not limited to:
    - i. 1-800-BAD-AEPI
    - ii. Health and Safety Policies in this packet
    - iii. Always tell the Master ASAP if you feel uncomfortable
    - iv. Headquarters is a phone call away, and is here to help
    - v. They should complete GreeklifeEdu in week one

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<sup>1</sup> This task should be assigned and explained by the minor board day in Phase II at the latest.



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- b. Assign the educational modules to be completed throughout new member education.  
They should include:
    - i. History

### 3. International History

- a. WATCH THE WHOLE [YOUTUBE VIDEO](#)
- b. Nov 7, 1913 NYU Washington Square Arch
- c. Immortal 11
- d. First three chapters & first non-North American and why
- e. All states and countries we are in
- f. Conclaves/conventions
- g. Milestones

### 4. Local History

- a. When chapter was founded and who the FFs were
- b. Families
- c. Interviews
- d. Highlights/Milestones
  - ii. Health & Safety
    - 1. GreekLifeEdu
    - 2. All AEPi Health and Safety Policies and manual
    - 3. Local Policies
    - 4. How to Call 911
    - 5. Case Studies for each area
      - a) Sexual assault/abuse prevention
      - b) Alcohol abuse prevention
      - c) Illegal drug use prevention
      - d) Bystander Intervention
      - e) Good Samaritan Law
      - f) Fire/Safety/Security
      - g) Hazing Prevention
    - 6. Bring in members of the community such as local law enforcement (A good new member activity may be to reach out and schedule it for the class)
  - iii. Operations
    - 1. Executive board expectations (One-Pagers) - Shadowing
    - 2. Minor board expectations
      - a. Post-it method for event creation

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- b. Event planning
      - c. Grants/Scholarships from HQ
    - 3. Constitution
    - 4. Rush
    - 5. Goal setting
    - 6. Chapter meeting/Robert's Rules of Order
    - 7. Dues/budgeting
    - 8. Judicial board
    - 9. Alumni Engagement
    - 10. HQ Involvement - Who you will meet and interact with
  - iv. Tikkun Olam (Repair the World)
    - 1. Philanthropy Seminar
    - 2. Community Service Seminar
    - 3. Get to know the Jewish community
    - 4. Jewish Partners - Birthright etc
  - v. Tikkun Middot (This is a working title - it means Repair oneself spiritually, or simply personal development)
    - 1. Professional Development
    - 2. Life Skills (List some ideas)
    - 3. Mental Health on Campus
    - 4. Academics
    - 5. Getting involved in other orgs on campus
  - vi. Values of AEPi
    - 1. Mission Statement
    - 2. Five core values
    - 3. Pin/badge
    - 4. Gold & Blue
    - 5. Good & Welfare
    - 6. Coat of Arms (COFA)
    - 7. Greek alphabet

## 2) AEPI HISTORY DAY

**Time of Day:** Any time

**Description:** Find the AEPi International History video on YouTube, either the short or the full-length version. This will give the new members a better idea of the organization they are joining.

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<b>Length:</b>	1-2 Hours
<b>Materials:</b>	Consider building out a worksheet so they can easily follow along.
<b>Brothers:</b>	New Member Educator to give worksheet
<b>Education:</b>	Immortal 11, where and when AEPi was founded, and more history

### 3) GET TO KNOW CAMPUS

<b>Time of Day:</b>	Daytime
<b>Description:</b>	This event is used to give new members a chance to meet the necessary resources on campus including Greek life, mental health office, academic help or tutoring center
<b>Length:</b>	1-2 Hours
<b>Materials:</b>	None
<b>Brothers:</b>	New Member Educator and Brother Master
<b>Education:</b>	FSL on Campus, resources

This day should include:

1. Meeting FSL Staff if applicable - Set up a meeting with staff
2. Greek organizations
3. Landmarks on campus
4. Resources on campus
  - Library
  - Tutoring center
  - Mental Health Services

### 4) CROSSING THE LINE/ STEP IN STEP OUT

<b>Time of Day:</b>	Anytime
<b>Description:</b>	New members are stood in a line or circle and the New Member Educator has a list of prepared questions. The new members step forward when the situation at hand applies to them. New members may ask questions as well. This should be followed by a Good & Welfare
<b>Length:</b>	45 minutes
<b>Materials:</b>	Prepared questions
<b>Brothers:</b>	All are encouraged to attend Crossing the line (This allows new members to bond with as many active Brothers as possible)

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**Education:** General bonding, and the values of honesty, humility, and mutual helpfulness

## CROSSING THE LINE/STEP FORWARD

### DIALOGUE

(Form a large circle around the outside of the room)

**New Member Educator:** What we have just formed is an honesty trust circle. For this activity, we will all be sharing our thoughts through non-verbal communication. Even though we won't be speaking, this activity can trigger strong emotions. As a group, we have created a comfortable atmosphere where people are willing to share their feelings in order to help us better understand each other.

When I read a statement that applies to you, please step into the circle, I will then say, "step out" and you will take your place back in the outside circle. If at any time you do not feel comfortable making the walk, then you don't have to; it is your choice.

For example, if I say "step in if you are Jewish," you would step into the circle if it applies to you.

With that said, I would like to thank you in advance for your complete silence in the honesty trust circle. Everything said within our circle will stay here, but I encourage you to use the information you learn about people today as a gateway to getting to know them better.

We will begin now.

### STEP IN...

#### BACKGROUND:

If you are from [name state the school is located]

If you were born outside the US/ Canada/ Other country the chapter is in

If you have moved more than twice

If you were Valedictorian of your high school

If you enjoyed your high school experience

If you have lost touch with friends from high school

If you do not want to live where you grew up

If you were part of a Jewish Youth Group

If you had a Bar Mitzvah

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## **FAMILY:**

- If you are an only child
- If you are the oldest/youngest child
- If you were adopted
- If your parents are divorced or separated
- If you feel you are not good enough in your parent's eyes
- If you consider [name of school] more of a home than your hometown
- If you have had someone in your immediate family pass away
- If you are not the first person in your family to attend [name of the school]
- If you are the first person in your family to go to college

## **ACADEMICS:**

- If you had a 4.0 in high school
- If [name of the school] was your first choice
- If [name of the school] was your last choice
- If you've made Dean's List at [name of the school]
- If you've made President's list, or all A's, at [name of the school]
- If you've ever been on academic probation
- If academics are your number one priority at [name of the school]
- If you have ever knowingly violated a [name of school] policy
- If you have ever cheated academically
- If you are not satisfied with your major, but your parents want you to study that
- If you are sticking with a major you don't care for anymore because it's easier to finish than restart
- If you plan to go to graduate school after graduation
- If you are not sure what you want to do after graduation
- If you are paying for school yourself
- If you have ever considered transferring
- If Alpha Epsilon Pi is one of the reasons that you didn't transfer

## **RELIGION:**

- If you consider yourself spiritual
- If you go to worship service regularly
- If religion is not part of your life
- If you believe in God
- If you don't believe in a God
- If your religious views differ from your parents
- If you have ever doubted your religion

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If you keep Kosher

## **POLITICS:**

If you are a Republican

If you are a Democrat

If you are unsure of where you stand politically

If you have strong political beliefs

If you are a different political affiliation than your parents

If you believe that abortion should be legal

If you think marriage should be between a man and woman

If you have a family member/close friend who has served in the US military or IDF

If you have lost a family member while on active duty

## **ALCOHOL:**

If you lead a drug and alcohol free lifestyle

If you ever made a decision under the influence that you now regret

If you have ever knowingly been in the car with someone who was driving under the influence

If you have ever driven a car under the influence

If you have ever gotten in trouble with [name of your school]

If you have ever been arrested

If your parents know you drink

If you know someone who abuses alcohol or drugs at [name of your school]

If you have helped someone who has a drinking problem

If you know someone who has been sexually assaulted or abused

School Life:

If you still live with your freshman year roommate

If you have met lifelong friends at [name of the school]

If you consider yourself highly involved in other organizations

If your number one priority at [name of your school] is the organizations you are in

## **RELATIONSHIPS:**

If you are in a relationship/single

If you have ever been in love

If you don't want to get married

If you regret your first time

If you are comfortable dating someone outside your race/religion/culture

If you consider yourself something other than heterosexual

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## ALPHA EPSILON PI:

If Alpha Epsilon Pi is the only organization you're involved in  
If you applied rush more than once for Alpha Epsilon Pi  
If you feel like you have lost touch with your friends since joining our fraternity  
If AEPi is not your number one extracurricular activity  
If you have ever felt or currently feel overwhelmed by AEPi  
If you see this organization as defining your [name of school] career  
If you feel comfortable with the leaders in AEPi  
If your priorities have changed since getting into AEPi  
If your view of AEPi changed when you got into the organization  
If you wish you were more involved in AEPi  
If you have ever considered dropping AEPi  
If you think most people in this organization don't know your name  
If someone has looked down on you for being in a fraternity  
If you ever felt like you were part of a clique in AEPi  
If you have a good relationship with your Big/Little presently or in the past  
If you are or have been on Exec Board  
If you are or have been on the rush committee  
If you are or have been a Minor Board Chair  
If you think AEPi is heading down a positive path

## WRAP UP:

If you have not stepped in yet  
If you lied about something you stepped in for  
If you were reluctant to step in for something  
If you wish you had stepped in for something but didn't  
If you learned something new about someone else in the circle  
If you are proud of the letters A E Pi

Now is the time to encourage everyone to call out their own, if they'd like. Anyone can share a "step in if..."

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## 5) ELECTIONS / MEETING #2

<b>Time of Day:</b>	Preferably Sunday Night
<b>Description:</b>	Elect new member class Master, Exchequer, [New] Brother at Large
<b>Length:</b>	As long as the elections need to be (Under 2 hours)
<b>Materials:</b>	Description of what positions entail, paper and pen to vote by closed ballot. Once this is done, the New Member Educator should run them through what the meetings should look like, as well as introduce the idea of a big Brother
<b>Brothers:</b>	New member education committee and/or executive board
<b>Education:</b>	Robert's rules of order, meaning of a big Brother

1. Typically, a new member class consists of a class Master, Exchequer, and Brother at Large, but may consist of more members as you see fit, as long as they align with real positions in the chapter.
  - The new members should nominate other members of the class, or themselves
  - Elections should follow general election procedures, where members have the same amount of time to speak, answer a number of questions, and are escorted out of the room for pros and cons by the rest of the class.
  - If one loses, they are always allowed to run for all positions that follow, if they choose to.
2. New member should teach the class about Robert's Rules of Order in the simplest or most applicable form (See Appendix for "How To Run a Successful chapter Meeting")
3. New member class should be given the opportunity to provide a list of their top three choices for a big Brother. The NM Educator will then take the lists and compare them with the Brothers' top three choices.
4. Class should now present on the history and values of AEPi, if not already done so.
5. If there are any subjects not yet covered in the Alpha Education you should use this meeting to fill in the gaps.

## 6) TEAM BUILDING DAY

<b>Time of Day:</b>	Any time
<b>Description:</b>	Below are four team building ideas to get the new member class working together in a fun and challenging way.
<b>Length:</b>	1–1.5 hours
<b>Materials:</b>	All materials are listed for the specific event
<b>Brothers:</b>	New Member Educator and Master



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**Education:** Working as a team to reach goals that can not always be reached alone.

## **PASS AROUND ICEBREAKER (TO BE PERFORMED FIRST, 10-15 MINUTES)**

### **MATERIALS NEEDED**

Any kind of ball (tennis, football, etc)

### **DIALOGUE**

Something like: "Today we are working on working as a unified team. Some of the activities will be stressful and/or difficult, but they are all designed to give you a better understanding of what you can do to benefit yourself and your team as a whole. This will go a long way in both AEPi as well as the real world. Our first activity will be an ice breaker of sorts ..."

### **ACTION**

- New members form a circle, and in order tell one fact about themselves that no one knows
- The activity begins by one new member reciting a fact about someone else that they learned
- If the fact was correct, they pass the ball to that person
- Repeat until everyone has had their fact mentioned.

**Conclusion:** "Thank you for participating and sharing some deep facts about yourself. Please remember that none of what you heard, whether funny or serious, should be repeated outside of this circle, unless explicitly given permission by the person whose fact you wish to share. Use this activity as a way to trust your fellow new member Brothers and to know you can confide in them any time you need someone to talk to."

## **UNREACHABLE GOAL (10-30 MINUTES)**

### **MATERIALS NEEDED**

Electrical Tape/Chalk, Note Cards and Pens

### **DIALOGUE**

"At this moment in your life, you've probably had many goals or ideas come and go, some accomplished, and some forgotten. Today, we will talk about some goals that you've had or may have, but that you previously thought to be out of reach or unattainable."

### **ACTION**

- Form a [fairly small, but not exactly uncomfortable] circle using colorful tape or chalk

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- Instruct the new members to stand inside the circle, writing down a goal that they believe to be unattainable on their note cards.
  - Once each member in the circle has a goal written down, ask them to lay flat on the ground with their heels on the edge of the circle, and to reach as far back (away from the circle) as they can and to drop their note card where their extended arm lands.
  - After all the new members are back standing inside the circle, ask them to get their goal without leaving the circle. (It is important to let them ask questions like, "Can I use a chair, can I use my shirt, etc.)
  - THE ONLY WAY this can be completed correctly is by the entire team holding one person up as he hovers over the ground, fully extended. – But you should let them figure this out on their own. Try not to give away the process, so that you know they are thinking of every option.

**Conclusion:** Once each member has gotten their notecard back, they are finished. Follow it up by explaining, "This was a test to prove to you that no matter how hard it may seem to reach your goals, nothing is impossible. You need to be innovative and creative to get what you want. Furthermore, there will come a time when you realize you can't do it all on your own, but with the help of your friends and new member Brothers, you can reach a goal you thought to be unreachable"

## UTENSILS (10-20 MINUTES)

### MATERIALS

Forks, Spoons, Knives, blindfolds, marked off area/perimeter

### DIALOGUE

"This next activity is meant to pit you against the other teams in the new member class. [Explain that] there are three teams – knives, spoons, forks – and each member of the team will participate in a round lasting one minute (you can change times and amount of rounds) while blindfolded. Each correct utensil picked up is 1 point, and each wrong utensil is -1 point. Once the utensil is touched they MUST pick it up. After all four rounds, the team with the most points wins"

### ACTION

- One member of each team is blindfolded and is lead around the room by new member Brothers to find their utensil. When the time on the clock reaches zero, switch off to a new new member Brother. (Dialogue pretty much explains it)

**Conclusion:** The objective here is to get everyone working together while changing up the roles. It's

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a race against the other teams while everyone is in the same room working at once (Unlike the other events which can't be done with all the groups going at once)

## THE MAZE (10-30 MINUTES)

### MATERIALS

Colored tape to make a grid (5x5, 8x8, 10x10 etc), A pre-designed grid on a piece of paper

### DIALOGUE

"You will now take on the maze. Each square is a step, there are X amount of correct steps to get from one side to the other (Point out the start and end squares). One by one, a member of your team will venture into the maze to try to get to the other side. You may step in any direction adjacent to the square you are standing in, for a maximum of 8 possibilities depending on where you are on the grid. The catch, however, is that there is one exact way to get through the maze. If you step on a square and it is not the correct next step in the sequence, you will be asked to leave the maze and let a teammate take his turn. There is to be NO TALKING when someone is in the maze, but you may use nonverbal communication to help them through. You are finished when every team member has gotten to the finish line through the correct sequence of squares."

### ACTION

- Hopefully the above is self-explanatory.

**Conclusion:** After finishing this monotonous task, the team members will hopefully understand the idea of teamwork. Sometimes it isn't as easy as saying, "Go straight, now left.." You can relate this to many things, like saying you need to pay attention to others and learn from their mistakes. You can also say something to the effect of, each square must be treated the same because even if you are 12 steps in, someone is bound to mess up on the 3rd or 4th square because they were rushing through it.

## 7) BIG BROTHER REVEAL

**Time of Day:** Nighttime

**Description:** There is a specific ritual for big Brothers.

**Length:** 2 Hours

**Materials:** Ritual Reveal

**Brothers:** All who are going to be big Brothers

**Education:** What does it mean to have a big Brother? What should you do for them, and

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what should they do for you?

## BIG BROTHER CEREMONY

### ARRANGEMENT

Brothers are assembled on one side of the room, with the Master and New Member Educator at the front (unless either of these two officers have little Brothers, in which case other Brothers should replace them).

### ENTRANCE

The Sentinel will instruct the new members that the appropriate response to the question they will be asked is “I am” (or “No”). He will then lead the new members in, with each new member’s right hand on the shoulder of the person in front of him. They shall be led directly in front of the head table, and should face it in one line. The majority of the Brotherhood will be at their back.

### CEREMONY

**The New Member Educator will read (taken from the manual, with slight liberties):** The road to Alpha Epsilon Pi was chartered for us by our Founders. The signposts were perseverance, honesty, mutual helpfulness, faith, and humility.

If you will watch for these guides, and make them part of your own life, you will succeed in attaining Brotherhood — a Brotherhood which will enrich and ennoble your whole life.

**Perseverance** — the little group of eleven was faced with formidable obstacles. It had little reason to expect to succeed. It was young, weak, small, in a world of established organizations. But it had an indomitable spirit. It had the desire and the will to succeed. It had no national to turn to for help, no alumni to advise and support it. It persevered. It succeeded.

**Honesty** — They were honest with themselves. They recognized their limitations. They also recognized that there was no limitation on hard work and ambition, if it was made by honest effort. Honesty with each other became a keystone of the fraternity from the first.

**Mutual Helpfulness** — the founders were close to each other. They were concerned about each other’s welfare, they overlooked each other’s shortcomings, and tried to assist each other’s development. They helped each other in material ways when they were able to do so. They did things together, and enjoyed doing them together. This became one of their guides to Brotherhood.

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**Faith** — the founders had faith in G-d, in their country, in their university, and in themselves. They believed with all their hearts that they had a G-d-given opportunity, in this land of ours, to create a great fraternity which would help to give leadership to the student body. They had faith in their ability to accomplish these goals. With faith as a keystone of their fraternal strivings, they succeeded. Faith is still a keystone in Alpha Epsilon Pi.

**Humility** — the founders were humble. They knew they were far from perfect. After all, they were a group of eleven very young men, with a very big dream. They recognized that human beings are imperfect, and that it was their mission to help develop the new men in the fraternity. They had to help them achieve their potential. They were never arrogant. They knew that the fact that they were fraternity men made them no better than those who were not. They knew that only achievement in worthwhile endeavors was a ground for satisfaction, not the mere wearing of a badge. Humility became another guidepost in Alpha Epsilon Pi.

Look closely, in your mind, at the pin you now wear. It has a blue center, and four sides, curving inward, all edged with gold. This is your reminder of our guideposts. The blue center stands for honesty, which is the center and base of everything Alpha Epsilon Pi represents and strives to teach. The four sides, all linked and held together by the center stone of honesty, perseverance, faith, mutual helpfulness, and humility. The sides are curved because life's path is not always straight. Sometimes one must make a slight detour to reach his goal, but if this is done in all honesty, and in good faith, the guideposts will eventually join together, and stemming out of honest effort, lead the wearer to what he seeks — **Brotherhood** in Alpha Epsilon Pi.

**Master (to the new members):** Soon, you will meet your big Brothers. You have chosen these men as guides in your effort to meet the ideals of Alpha Epsilon Pi. Be honest with them, give them your faith. Be humble in recognizing that sometimes they may know what is good for you better than you yourself. Love them as your Brothers, and they will stand by you even after the new member period is a distant memory.

Big Brothers, you are being given the sacred obligation of guiding these men on their search to attain an understanding of the guideposts of this fraternity. It is your duty to teach them, and in teaching to learn. Strive to be an example from whom your little Brother will learn inspiration, motivation, and dedication.

Learn to understand what you believe

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Try to understand why it is true —  
Be honest with yourself and  
You will then be true to your fellow man.

**New Member Educator:** Your big Brother is your lifeline to the fraternity. He is your counselor, advisor, and confidant. He will become your lifetime friend. He has undertaken the duty of helping to guide you now, and in the years to come, you will be given opportunities to help guide him through difficult periods in his own life. As little Brothers, are you willing to undertake this obligation?

**New member class:** I am.

The **Master** will strike three raps with the gavel. All Brothers will rise. The big Brothers will take their place behind their little Brothers. At a signal from the Master, they will place their right hand on the right shoulder of their little Brothers.

**Master:** You will have this feeling one more time before the end of the new member period. Let it remind you then of the friendship which you will have developed with your big Brothers; remind you of your big Brother himself; and remind you of your feelings for the fraternity which your big Brother represents.

**New Member Educator:** Congratulations, big and little Brothers. Little Brothers, you may now meet your big Brothers. Tonight, you have officially completed the Alpha Phase and will begin Phase II: Epsilon tomorrow.

After a short, effective pause, the **Master** should rap the gavel one time, at which point the ceremony is over. The other Brothers should make this clear by congratulating the little Brothers in an informal manner, and the **Master** and **New Member Educator** may leave their posts at the front of the room.

## 8) GOAL SETTING / WEB OF RESPONSIBILITIES

**Time of Day:** Any time

**Description:** What do the new members want to see when they graduate? What are they going to do to be a driving force to reach those goals. The New Member Educator will educate the class on how to have a productive goal setting session (this will be the first of two during the program). Start with a SWOT (Strengths, Weaknesses, Opportunities, Threats). Then move to the goals

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to be accomplished in five years, one year, and one semester. After this is completed, the new members should build a web of responsibilities – identifying strengths in the class and where each person should place themselves to maximize the efforts of the chapter. When it is all completed, the class should be able to visually see the breakdown of the organizational flow chart and where they fit in the picture.

<b>Length:</b>	3 Hours
<b>Materials:</b>	Big Post-It Notes to stick on the wall, Yarn and Small post-its to build web
<b>Brothers:</b>	New Member Educator and Master/Lieutenant Master
<b>Education:</b>	Goal Setting, Tradition: “Don’t confuse being a leader with being in a leadership position”

## GOAL SETTING IS BEST DONE AS FOLLOWS

Using post-it notes or large paper taped to a wall, have the new members identify as many possible strengths as they can about their new class. This should be drawn out as long as possible to ensure that every possible strength or perceived-strength can be exhausted.

Next, work on the weaknesses. Part of the learning process is being able to identify that changes need to be made and challenges need to be overcome. Take some time to identify weaknesses that the new member class has. The time given should be shorter for weaknesses intentionally, so the new members walk away feeling that their strengths outweigh their challenges.

After the internal strengths and weaknesses are written down, the new members should work toward identifying opportunities and threats; think about external forces that will either help or hurt their future progress.

Now that the SWOT analysis is complete, it is time to set goals. The New Member Educator should introduce the class to SMART goals, and then begin to talk about overarching, long-term goals that may not even be accomplished until after they have graduated - aka Five-Year Goals.

Now think shorter term: what about one-year from now? What should be accomplished in 12 months?

Finally, what can be done now, in this semester, to ensure that we are on the right path to reaching our one-year and our five-year goals.

Once the goal setting session is over, take a quick break, and then jump into Web of Responsibilities.

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This can be done by using a Flow Chart or by physically building a web with string and pinpointing where each member fits into the grand scheme of their fraternal goals. This is extremely important as it holds those accountable who agree to take a part in making this fraternity everything it can be.

## **YOU SHOULD TAKE PICTURES OR RETAIN THE GOALS ON A SHEET OF PAPER BECAUSE YOU WILL REVISIT THEM LATER.**

### **9) MINOR BOARD DAY**

<b>Time of Day:</b>	Anytime
<b>Description:</b>	Today the new members will learn about all of the minor board positions that the chapter has. This way, each of the new members will have the opportunity to join a committee of their choice. The chapter is encouraged to place the new members into a variety of committees in a balanced manner. Also, any/all new-member-created activities will be assigned.
<b>Length:</b>	2 hours
<b>Materials:</b>	Flow chart or google drive to show how minor board is broken down.
<b>Brothers:</b>	Minor Board chairs
<b>Education:</b>	Minor Board

It is good practice to use a flowchart to show the breakdown of minor board committees or chairs. The flowchart can be very simple outlining the major positions that fall under the Lieutenant Master as long as the Brotherhood is able to understand and teach new members.

After all of the positions have been explained in detail and new members know what would be expected of them on each committee, give them an application to begin shadowing a committee of their choice, OR begin a cycle so that they can shadow each position.

### **10) LIFE SKILLS**

<b>Time of Day:</b>	Weekend Afternoon
<b>Description:</b>	Upperclassmen teach new members about different skills such as cars, etiquette, appearance, and outdoor skills. There are a number of different ways to do this – but typically either Men’s Warehouse or an etiquette coach will come in to give the new members lessons on professionalism. This should introduce the idea for a charity mocktail in which the new members will have to use their newly acquired skills to put down a classy and fun event.



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<b>Length:</b>	Maximum 2 Hours
<b>Materials:</b>	Dependent on activities being taught
<b>Brothers:</b>	Upperclassmen
<b>Education:</b>	Professional development, Career development, life skills

This event should take place on a Saturday or Sunday afternoon, and can be followed up with a dinner with guests on campus or the mocktail. There should be upperclassmen or the university's career center to teach the new members about different skills like resume building, LinkedIn training, or others that will all apply immediately and in their careers. It is encouraged that upperclassmen teach the skills to keep their involvement in the chapter. For example, you might have someone who is less involved with the chapter but can tie a bow tie. Encourage them to come to this event, meet the new class, and reconnect with the fraternity.

Here is a suggested list of skills that can be taught at the event (please confirm with both the university and the International Office as to the value and safety of any activity):

### **CAR SKILLS:**

- How to change tires
- How to check the oil and also change it
- How to replace a taillight
- How to change wiper fluid
- How to pump gas (if your members are from New Jersey or Oregon)
- How to properly jump a car

### **ETIQUETTE/APPEARANCE:**

- How to properly set the table
- How to properly eat hor d'oeuvres and hold your glass at a cocktail reception.
- How to prepare a meal for a date night
- How to tie a tie
- How to tie a bow tie
- When to wear a suit
- What buttons to use on a suit
- What is business casual/professional
- What to wear to a formal/semi-formal
- How to properly maintain facial hair

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## PROFESSIONAL DEVELOPMENT:

How to create the best resume  
What to put and not to put on social media  
How to succeed in an interview  
How to perfect a LinkedIn profile  
How to give and take feedback/criticism

## OUTDOOR SKILLS:

How to clean a grill  
How to grill meat & vegetables  
How to start a campfire  
How to pitch a tent

## 11) HIGH LOW NIGHT/FUNNY, HAPPY, SAD

<b>Time of Day:</b>	Nighttime
<b>Description:</b>	The New Member Educator will facilitate a conversation amongst the new members to talk about the highest point in their life and then the lowest point. Alternatively, it would also be acceptable to talk about a very funny moment, a very happy moment, and finally a very sad moment in their respective lives. The Brothers should be invited to participate to show that everyone struggles regardless of age or class in the fraternity.
<b>Length:</b>	Maximum 2 Hours
<b>Materials:</b>	None
<b>Brothers:</b>	This is up to the Master and New Member Educator
<b>Education:</b>	N/A

The event should start off by an explanation by the New Member Educator or the Master about how important it is to understand and listen to each other. This will be a sacred night that most will not forget, so please take it seriously and respect everyone who decides to share their stories. Nothing should leave this room.

Everyone should be in a circle and encouraged to go around the room and share their highest moment or both their funniest and happiest moments in their life. After everyone has completed this step, the New Member Educator should remind everybody in the room that the next step can get uncomfortable for many and if they need to step out or do not wish to share their deepest low or saddest moment, they can abstain. When this message is made clear, the next step begins and

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everyone will share a low point or a sad moment until everyone is finished.

The chapter may wish to hold a Good & Welfare to discuss more and the New Member Educator should encourage each other to continue one-on-one conversations if they wish. Again, nothing should leave this room.

## 12) DINNER WITH THE EXECUTIVE BOARD

<b>Time of Day:</b>	Dinner time
<b>Description:</b>	The new members are given a budget and a cooking lesson to cook a meal for the executive board. The board will then explain in detail what each position entails and what is expected for each of them. This event works best when the executive board has also prepared a meal for the new members. The respect gained by both parties involved is the perfect way for Brothers to give back to the fraternity. Remember, this class is the future of your chapter. Treat them right and they will treat everyone right who comes after them. This can help to ensure that there will be an even better chapter to come back to in the future.
<b>Length:</b>	1-2 hours
<b>Materials:</b>	Food to cook dinner, and the one-pagers for each position attending the dinner.
<b>Brothers:</b>	Executive board
<b>Education:</b>	Executive board roles and responsibilities, a simple recipe to use on a date

This event is very straightforward and should be followed exactly as it is explained:

1. The New Member Educator will give the class a budget (from the chapter budget) to purchase enough food for the executive board and the class to eat an entree each.
2. The new members will go out to a supermarket on their own, or if Brothers need to drive them, they will do so.
3. While they are out, the executive board should be preparing or acquiring appetizers or desserts to add to the meal as a mutual sign of respect.
4. When the new member class arrives, they should cook the meal and set the table.
5. During or after the meal, the executive board will educate the new member class on all of the officer positions, what a typical day/week looks like, and what they would be looking for in a future board member.

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### 13) NEW MEMBER SHABBAT DINNER

<b>Time of Day:</b>	Friday night
<b>Description:</b>	New members will plan or co-host a Shabbat dinner. Brothers should help any time the chapter outnumbers the new member class.
<b>Length:</b>	2-3 hours
<b>Materials:</b>	If planning it themselves, new members class will need to get food and cook it, as well as tablecloths and other dinner-prep. NONE of the funds should come directly from the new members. These funds should come from the Brotherhood.
<b>Brothers:</b>	Any/All
<b>Education:</b>	Event Planning, Jewish community outreach

There are a lot of ways to make this event memorable and fun. First and foremost, co-hosting this event with other more established communities on or around campus will be vital in ensuring there is a place large enough to host the chapter. Beyond this, there are opportunities to split the cost or make the planning and execution all-around easier. The class should consider inviting other members of the Greek world regardless of affiliation to build relations and to teach them about some of AEPi's core values.

### 14) AEPi LOCAL HISTORY NIGHT

<b>Time of Day:</b>	Weekend Night
<b>Description:</b>	Alumni or HQ should visit chapter to explain what AEPi has done for them. The History of AEPi video should be shown at this time. This night will also break the mission statement down in detail to better inform the new members what they are about to join. They may also learn traditions like songs and histories. Alumni will explain the best methods to get in contact with the greater alumni-base. An optional activity for the new member class is to have them find all of the AEPi campuses on a map to show the big picture of AEPi.
<b>Length:</b>	3 hours
<b>Materials:</b>	AEPi History Video, Mission Statement, Map of US (can also include other countries AEPi is in)
<b>Brothers:</b>	Alumni Chair, Alumni
<b>Education:</b>	Chapter History, Alumni Outreach, AEPi chapters, Mission Statement

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Tonight is a very important night. You will learn about the History of AEPi to understand how those before you embodied our five core values in order to keep an idea alive and how we have continued to grow and thrive in recent years. We will then have a conversation with alumni about why they joined, what they got out of it, and what they would like to see moving forward.

Following this, you will read our mission statement and break it down sentence by sentence.

Finally, we will talk about the songs, cheers, etc that are so important to our specific chapter of AEPi.

## 15) CHARITY “MOCKTAIL”<sup>1</sup>

<b>Time of Day:</b>	Nighttime
<b>Description:</b>	One of the capstones of the program - This event combines social and philanthropy in a safe and fun way. The new members will create an event similar to a cocktail party where they will have the opportunity to raffle off goods and look for general fundraising help. You can make this fun by getting non-alcoholic kegs, a DJ, cheese and crackers, or however the new member class decides is the best method for success on their respective campus. The idea is to make money while hosting guests to show that you don't need alcohol to have a good time.
<b>Length:</b>	2–3 hours (And planning time)
<b>Materials:</b>	Party Material like streamers, balloons, things to hang on the wall, etc, all depending on the theme of the night. Food and non-alcoholic beverages. Raffle items.
<b>Brothers:</b>	Social committee and a select few Brothers who have earned their spot at this event. Account for guests.
<b>Education:</b>	Event Planning — Philanthropy and Social.

New members will be instructed to plan a combined philanthropy and social event that should have the feel of a fancy and high-class event. Imagine you are hosting a large dinner party where you are trying to earn donations for a political campaign or a specific charity. How do you pull it all off and still turn a profit for your charity?

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<sup>1</sup> This event should be assigned at the minor board day or much earlier to give the class plenty of time to prepare. Check with your university to make sure all proper steps are taken to have this event safely and exactly as planned.

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Using both the Brothers' and Headquarters' for ideas of how to have a successful "Mocktail," the plan is to hold a fun and safe event without consumption of alcohol. The new member class should be given the assignment early on in the program, or at least with enough time to create a social media post or other type of advertisement, to plan the event itself, and to invite guests.

If done right, this event will be a huge reputation boost, a morale boost within the chapter, and an extremely educational experience for the new members in social event planning, philanthropy, and overall safety.

Following this event, the Brothers should explain to the new members that the Mocktail is important for many reasons, and that they have passed through Phase II.

## 16) RUSH SEMINAR

<b>Moral:</b>	All
<b>Time of Day:</b>	Weekend any time
<b>Description:</b>	Led by staff or volunteer, this is the lifeblood of AEPi
<b>Length:</b>	2 hours
<b>Materials:</b>	Rush, Rush, Rush Document, rush PPT, rush rebuttal guides
<b>Brothers:</b>	Rush Chair
<b>Education:</b>	How to rush according to AEPi's Values

Please contact your ELC about giving a seminar to the new members.

## 17) BROTHERHOOD EVENT

<b>Time of Day:</b>	Evening
<b>Description:</b>	This event is planned by the new members and can consist of anything (legal) that the Brotherhood would enjoy. Often this is a fun game show like the "Newlywed Game" with big/little pairs or a video game tournament. This is the new members a way of giving back to the Brotherhood
<b>Length:</b>	1–2 hours (And Planning)
<b>Materials:</b>	Depends on the event
<b>Brothers:</b>	Depending on the size of the Brotherhood, this may be the whole chapter, or the newest class before the current.
<b>Education:</b>	Event Planning – Brotherhood

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The new members should have been informed about planning a Brotherhood event during the minor board day. They will now execute the event using a budget given by the Brotherhood in an attempt to give them practice planning events.

## 18) JEWISH HERITAGE MUSEUM

**Time of Day:** Anytime

**Description:** Imagine a world in which Jewish people no longer exist (think about the Latin language, or Pagans). A house or a room will have Judaica all over with the idea that the new member will walk through a museum. They will have to go through the history of the Jewish people and learn about all of the trials, tribulations, and miracles that help the Jewish idea survive even after their extinction.

**Length:** 2 hours

**Materials:** Judaica, Full description worksheet

**Brothers:** New Member Education committee, Jewish Identity Chair

**Education:** The ultimate test of perseverance is the story of the Jewish people.

**Materials:** Judaica, Kippot, tallit, shofar, siddur, tefillin, dreidel, kiddush cup, spices, menorah, Tzedakah box, world map, AEPi flag, Large speaker hooked up to a TV or projector, TV/projector with correct cables to display videos, tape/thumbtacks, print out pictures of famous antisemites, 4 "tour guides," and 1 person to read monologue (new member committee members).

### Videos (make sure ads are off before playing):

1. <https://jewishisrael.ning.com/video/antisemitic-parody-of-hatikvah-1>
2. <https://www.dailymotion.com/video/x22moiq>

### PREPARATION:

The idea of this program is that the new members are in a museum that is showcasing Judaism as it was in the 2010s, but 100 years in the future. No one in this future identifies as Jewish.

Four (4) rooms of a house need to be used as rooms in the "museum". The following materials should be laid out in each room:

**Room 1:** Hang up 4–6 pictures of famous antisemites with descriptions underneath them as if what they did/why they are anti-semitic is a good thing.

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- Room 2:** Kippah, shofar, Tallit, Tefillin, Siddur  
**Room 3:** AEPi flag, Spices, Kiddush cup, Dreidel  
**Room 4:** Menorah, tzedakah box, world map

New members are split up into 4 random groups before the event starts.

**Master of Ceremonies:** Tonight's event will not be easy and very well could be a reality one day.  
**PAUSE.** Again, what you're about to see could very well be a reality one day...

**Master:** Welcome to \*insert Local museum here\*! We are very excited to show you our new exhibit entitled "The Last Jew". Please follow your tour guides, refrain from touching any of the artifacts, and remain silent throughout the duration of your tour. Our first stop on the tour is directly behind you. Enjoy!

**Master** points to the back of the room and new members turn around. One of the tour guides looks to the room and out loud so everyone can hear, points to the back of the room where the Brother reading the monologue is, and asks:

**Tour guide:** Hey, who are you?

### **The Last Jew: READS MONOLOGUE. REFER TO APPENDIX A**

After the monologue is finished, everyone will take a quick pause to let the words sink in. No one should say anything. After the pause:

**Master:** Group 1, please follow \*tour guide 1's name" and please continue to remain silent.

Wait three minutes before the next group leaves and continue this process till all 4 groups are out of the introductory room. Groups will then follow their tour guides through each room using the following scripts:

Groups should remain silent through the room tours but if any try and ask questions, say "please hold all questions until the end of the tour."



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## ROOM 1: HISTORIC FIGURES

**Materials:** Four printed out pictures of Henry Ford, Mel Gibson, Walt Disney, Hitler with descriptions

**Tour guide:** points to pictures hanging on the walls-- These are some of the greatest figures in history that helped wash out the Jewish people. First, we have Henry Ford. He was initially made famous for his use of the factory chain system. During his life, he was also very well known for proclaiming how evil and disgusting the Jew was. Next, we have a famous actor-- you may have seen some of his movies, Mel Gibson. He loved to use his social status to make everyone aware of the Jew and their corruptive conniving ways within the media and business. Then we have Walt Disney. Disney was innovative in numerous ways throughout his life: his animations and films, his theme parks, and even his antisemitism. His early cartoons were filled with countless true depictions of how big the Jew's nose was and how greedy they can be. This platform was able to show children how truly evil the Jew was. Lastly, we have one of the greatest antisemites of them all: Adolf Hitler. This man set out on an incredible mission in the 1930's and 40's to rid the world of the Jews. Sadly, his plan was foiled but he was able to exterminate six million of them. As much as I love talking about these individuals, we should move to the next part of the tour.

## ROOM 2: JUDAICA

**Materials:** Kippah, shofar, Tallit, Tefillin, Siddur

**Tour Guide:** Here, we have something no other museum has in the world! These items were used in sacrificial offerings to the Jewish God. Tour guide points to Kippah. This is called a Kippah (Pronounce incorrectly) and it was worn on the Jew's head to hide their horns. Next to the little hat is actually one of their horns. They would use these like any other animal would: defend their territory, fight for females, etc. Then, we have a talis (pronounce incorrectly). This was used in other magical ceremonies to blindfold and/or cover the sacrificial offerings to the Jew God. Offerings were supposedly covered so that the rest of the room would not get too messy. (Points to tefillin) Then, we could not find a name for these boxes but we believe that they were also used in ritual practices. Our lab scientists were able to carefully dissect these boxes and they discovered that they were animal flesh, we believe pig, but there's no clean way to tell because of how bad of shape they were found in. Lastly, a book that used in their ceremonies. A testament to how widespread the Jew was 100 years ago, their ancient language is in here BUT the English translation of each magical spell lied next to their language. If you all have enjoyed our tour so far, I think you'll really enjoy the next part of our tour.

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## ROOM 3: JUDAICA, PT. 2

**Materials:** AEPi flag, Spices, Kiddush cup, Dreidel

**Tour Guide:** As previously mentioned, the Jews were very active when it came to their rituals. First, please direct your attention to the bag. It is full of spices that the Jews would use to get high. A lot of scholars believe that when they spoke their language during their high, it would actually enhance their experience making them more violent and aggressive than they already were. The cup was also used in ceremonies the spices were involved in. The cup was usually filled with blood from the Jews enemies. The top with the shapes on it is the most interesting artifact we have in this section of the museum. It was used to summon their god and the shapes represent a prayer that they would say to release their god. Above the display is a flag with the Greek letters A, E, and Pi. Our researchers were able to actually find record of what this was and it was an organization dedicated to the growth of the Jews as a whole. They would train their followers in a cult like fashion to become leaders and would use their power to place new leaders into power when old leaders would die or retire. This practice would allow them to raise their influence and spread their evil all throughout the world. This was in fact one of the most powerful organizations the Jewish world had ever seen. When this organization fell, it was exponentially easier to take down the Jews and rid the world of them. Please take a quick second to look at the artifacts and follow me when you're ready to move on.

## ROOM 4: JUDAICA AND MAP

**Materials:** Menorah, tzedakah box, world map

**Tour Guide:** this room is debatably my favorite room in the entire museum. This room really makes me appreciate what the leaders of the past 100 years have done to rid the world of the Jew because of the impact these items had on the world. Every time I take a group in this room, I still get the chills. The first piece that should draw your attention is the world map. Every area highlighted on this map is where Jews lived and occupied. Pretty scary, right? Knowing that they had control over the land we are currently standing on and lands where your ancestors are from still gives me chills to this day. Next, please take a look at the candle holder. This is what the Jews would carry around from town to town as they took over. They were made in multiple sizes. A small size for them to carry around when they were taking over towns, some that were anywhere between 4 and 6 ft tall that Jews would place on their lawns to let their neighbors know who was in charge, and the largest of them were for the center of town to show that there was a thriving Jewish community. The sight of these often scared the normal people back then. The small box next to the candle holder were used to collect money from the normal people. Many of them were placed around the city and circling

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the large candle holders in the middle of cities and the Jews would scare people into emptying their pockets and placing any coins they had into these boxes. This is where a large majority of funding would come from when the Jews started new campaigns for building projects and feeding their people. Alright, onto the next!

Once groups have seen all four rooms, direct them to a room where they can all fit and a TV/projector is set up with the following video ready to play:

1. Antisemitic parody of Hatikvah: <https://jewishisrael.ning.com/video/antisemitic-parody-of-hatikvah-1>
2. Westboro Baptist Church parody of Hey Jude: <https://www.dailymotion.com/video/x22moiq>

## BEFORE THE VIDEOS ARE PLAYED:

**Master:** Welcome back! I hope you enjoyed your time here but before you go, I'd like to show you something that really defines this exhibit. Please enjoy.

After the video ends, the event ends and discussion should occur. Give the participants a moment to breathe and absorb what they have just experienced.

## DISCUSSION QUESTIONS:

1. What are your initial thoughts on what you just experienced?
2. What are some ways that we can prevent this from happening
  - What do we already do to try prevent this?
3. How does AEPi realistically fit in the Jewish community
4. PLEASE ADD MORE and just give the participants opportunities to express themselves.

## APPENDIX A: LAST JEW MONOLOGUE

**The Last Jew:** My name? My Name is not important. WHO am I? I am the Last Jew. The year is 2124. The place is the Smithsonian Institute in Washington D.C. I am in this museum, in a cage on exhibit. People pass my way, day in and day out, staring, pointing, and even laughing. In my exhibit, are the remnants of a Jewish culture; a tallit, a torah, the books of the talmud.

Each day, as i sit here watching the people pass, i wonder to myself how six and a half million people who existed as Jews a little over a century ago have vanished. My father and grandfather used to talk with me about the Jewish communities in the 19th and 20th centuries; about large populations in LA, NY, Chicago, south Florida, and worldwide organizations like AEPi, Hillel, Chabad, and so

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many others. I recall my father telling me how successful and prosperous the Jews in America were. I also remember them telling me about this land called Israel. However, all of this has vanished — all of this...has disappeared. I contemplate the reasons, I recall the events, and I search for the answer.

I now believe that I know how the Jews in America and the world disappeared. Small things at first. Things that happened gradually. Jewish families stopped attending Shabbat services, the parents stopped sending their children to religious schools, Hebrew high schools, day schools, and even Bar and Bat Mitzvah classes. The Shabbat candles were never lit. My Grandfather told me that there were still good Jews — some of them spoke Yiddish, attended High Holiday services, and they held a Passover Seder each and every year. Some of them were Jewish by heart, others by tradition, and others by stomach; however, the books tell me that in this time, this too, ended. To attend a Kol Nidre service became a chore, not an honor. To hold a Seder became a task, not a joy.

The rituals and observance of Judaism began to vanish and this, I believe, was the first step. The Rabbi became a businessman, not a teacher. Orthodox, conservative, and reform were quarreling. I was reading of a Rabbi, Mordecai Rosenberg, who demanded that the Jews fight for emancipation between the American community and the Jewish community, to put aside all differences. In time, the Jew did become equal. He attained material success, and he achieved sustained equality. The Jew was at the same level socially as anyone else. Hatred toward the Jew soon died off and nowhere could anyone hear a shout of bigotry towards the Jew. And with this fight for equality, all differences were put aside — including religious differences.

Jews stopped hanging mezuzot on their doors as it merely proved them different. Jews, when asked if they were Jewish would either give a brisk “no” or no answer at all. They were Americans first. A non-religious Judaism was established in America. Why didn’t these people see that a non-religious Judaism couldn’t exist? Judaism obviously needs Jews, but also, Jews need Judaism. Without one, the other cannot exist. Judaism is dead without Jews...and without Judaism, Jews die too. Why didn’t those people see it?

And then the final blow came. It occurred just 50 years ago and I recall it ever so vividly. The enemies of the Jewish state of Israel grew restless and strong. As they have since the beginning of recorded history, enemies wanted Israel destroyed. They acted...and no one even blinked an eye. With two nuclear pallets, three and a half million Israelis - regardless of religion - were obliterated and the land that had once flowed with milk and honey was now charred and desolate. When the news of the incident flashed across the globe, the Jews in America turned away, denied concern, and replied “What could any of us have done?” Yet, less than 150 years ago, a man in WWII was supposed to

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have slaughtered six million Jews all over Europe.

My father told me that people swore they would never forget...they promised that they would always support the Jews across the continents. They pledged their donations towards the development of Israel, and they vowed their allegiances--but these ties were forgotten too. When the Jews lost their pride in themselves, their religion, and their homeland, they lost everything. As it was once said... "If I am not for myself, who will be for me. If not now, when?" I am the Last Jew. In less than twenty years, I too, will die. And never again will another Jew set foot on this planet...

**The Last Jew looks to the sky and pauses for a quick second.**

**The Last Jew:** My G-d, my G-d, where did we forsake you?

## **19) WEAKEST LINK/ REVERSE CANDLE PASS**

**Time of Day:** Anytime

**Description:** **Weakest Link** – New members will be asked to give honest criticism for their fellow new member class – what are things they need to work on – this is best done if written down so only the new member can see the responses.

**Reverse Candle Pass** – New members in a circle pass the candle around, while the other members in the group compliment them or say something encouraging. Continue until all members have been "appreciated."

**Length:** 1-2 hours

**Materials:** Chapter gavel or large dripleless candle

**Brothers:** New Member Educator and new member staff (Optional: Master)

**Education:** You need to understand your strengths and weaknesses, How to take criticism in a safe and constructive manner.

### **WEAKEST LINK:**

This event is simply a time for new members to identify their own weaknesses. Depending how much time you would like to spend on this phase of the event, you may ask them to just mention a weakness they feel they could work on, or you can present like a good and welfare in which they have the opportunity to tell a story that has to do with how/when they identified a particular weakness or a moment of failure.

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## REVERSE CANDLE PASS:

Get a candle or a gavel or something to serve the same purpose as a talking stick. It will pass from a new member to another. The difference here is that instead of them talking, everyone else in the circle will talk about the person holding it. Make sure to note that the activity is to highlight strengths of that person, and not weaknesses. This is an intense sharing exercise that could require a great deal of time. When a member gets the candle, all of the others will tell him how much they value his membership in the fraternity or what they appreciate most about him. Allow each individual to share for 2-3 minutes or as long as needed. When all have spoken to the members holding the gavel/candle he passes it to the next participant. The event concludes when everyone has had a chance to hold the candle.

## 20) NEW MEMBER RETREAT

**Time of Day:** Weekend Nighttime

**Description:** **Building for the Future** – Similar to goal-setting but now they better understand the need to find their strengths and will work as a class to map out the future of the chapter.  
**Cares into the Fire** – New members and Brothers sit around a campfire and write a fear, goal, etc onto a piece of paper. Each takes turns sharing their paper and then they throw it into the fire.

### **Web of Brotherhood**

**Length:** This is an overnight event

**Materials:** Camping supplies. Paper and bonfire for cares into the fire. Pens, chairs, ball of yarn

**Brothers:** New Member Educator and his committee, at least big Brothers if not more Brothers for the Web.

**Education:** Strengths – this is the second goal-setting session.

## BUILDING FOR THE FUTURE:

Using the first set of goals set out by the class in Phase II, lead a discussion on how views have changed, or where specific members of the class fit into a different role than previously thought. For example, after running the Mocktail, a member may have fallen in love with philanthropy and now wants to help the Brotherhood run another successful Mocktail for a larger crowd or community. The idea of this event is that the new member class has seen a much larger cross-section of the Brotherhood and should have

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## CARES INTO THE FIRE

New members write down a traumatic event or deep fear and talk about it. New members then symbolically throw the paper into the fire. Use a variety of questions:

- What worries you about new member education?
- What worries you about the rest of the semester?
- What worries you about your family?
- What worries you about your friends?
- What worries you about the people sitting next to you?
- What worries you about the Brothers?
- What worries you in relation to finances?
- Add as many as you feel necessary

After the new members have written their worry on the paper, ask the new members to share if they feel so inclined. Let them give a short explanation and when they are done explaining, then throw the paper into the fire “releasing” their worry.

## WEB OF BROTHERHOOD

### DIALOGUE

*(New members are blindfolded and brought into a dark room and sat down in a circle next to their big bro.)*

**New Member Educator:** “Remove your blindfolds. New members, as you look around this circle you will see your new member Brothers and a number of Brothers with whom you have gotten close to. Honesty is THE core value that ties our other 4 values together. Tonight we will build upon the honesty that we’ve already developed through an exercise. Please treat tonight, not just as a good and welfare, but also as an opportunity to share some of the things that shaped you as a person. Talk about a segment of your journey through life and talk about your journey through the new member process. When you’re ready to share, raise your hand and wait for me to place the yarn in your hand.”

*(When the first new member or Brother raises his hand, place the beginning of the yarn in his hand and tell him to not let go of it. When he is done, unwind the yarn and walk the ball of yarn to the next person raising their hand. Repeat until everyone has shared. You should be left with a web like pattern in the middle of the circle.)*

**New Member Educator:** “Thank you all for sharing. Tonight’s event is called “The Web of

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Brotherhood” for reasons that I’m sure you can see. Remember this image new members. Notice how some of this yarn is on resting on other strands while other while the other strands are supporting those above. To be a good Brother in Alpha Epsilon Pi, you must learn how to support your Brothers when they call on you and you must also learn how to lean on your Brothers when you need help. Scissors will be passed around very soon. When they get to you, please cut off a section of yarn that you’re holding and tie it around your wrist. This bracelet should serve as a reminder of the closeness that we all share as Brothers. Let it be of comfort to you when you are in need.”

## **SAFETY**

**Use common sense. There should never be an event that puts anyone in danger.**

**Transportation to and from the retreat should be well organized, safe and preferably by third party transport services. Once at the location, reasonable care should be taken to avoid sleep deprivation driving, early departure and especially driving under the influence.**

## **21) INITIATION**

<b>Time of Day:</b>	Night Time
<b>Description:</b>	Ritual that over 100,000 Brothers have gone through since 1913.
<b>Length:</b>	2 hours
<b>Materials:</b>	Ritual gear – includes lamp and candles and badges
<b>Brothers:</b>	ALL! Bring alumni and honorary rabbi Brothers
<b>Education:</b>	Meaning of A E and □

- Please see Ritual book. Congratulations on completion!