This guide compliments PEP Manual Seventh Edition. The Pledge Education Program is a program of the Road to Brotherhood. Refer to www.akpsi.org/pep and www.akpsi.org/rtb for more information.
Welcome and Program Overview
On behalf of the Board of Directors, Management Team, and Heritage Center staff thank you for allowing us to work with you in creating a cornerstone of a positive life-long brotherhood experience.

This program will focus on building awareness and appreciation for the history, values, and vision of AKPsi. Furthermore, this program introduces the concepts of developing individuals who will become principled business leaders.

Alpha Kappa Psi strives to have a consistent experience across all chapters. Our fraternity education program assists chapters in developing and delivering the best orientation experience possible to ensure each new member is receiving a consistent level of education and training.

Getting Started
Utilizing the fraternity’s Pledge Education Program is one of the Minimum Standards for chapters. The program contains the minimum level of information to be taught to new members.

Are incoming members being properly educated to add to the success of the chapter and the fraternity? Has what is expected of them as a brother been taught? If you think of this program as a new employee orientation – have you prepared your new members to be the best they can be for their job as a brother?

This guide gives you tips and insights to the program to help you deliver a quality program. You can take the principles presented in this program and deliver it in a way unique to your chapter or you can run this program “as is” from start to finish. No matter the route you take, you’ll need to do prep work to present a professional program.

Map out the experience and complete the additional documents you’ll need to educate the new members. When utilizing this program here is what you’ll need to prepare:

• Chapter organization chart
• Chapter calendar
• Pledge calendar
• Any local chapter policies
• Quiz information study guide for local information (where you quiz local chapter info);
• Regional specific info {chapters & Greek names of other chapters in the region, regional management team (names & contact info, etc.)}
• Chapter roster (indicate officers, committee chairs, etc.)
• Pledge requirements (template provided “Performance Evaluation”)
  Include what must be fulfilled in order to be considered for initiation. If your chapter uses a plus/minus (merit/dem merit) system you’ll need to include this as well. Emphasis should be placed on merit rather than demerit. A pledge should always know where he or she stands with the chapter and pledges should not be surprised if he or she is removed from the pledge process.
• Any other chapter specific information as it relates to this program (pledge projects, etc.)

Be sure everything you use in your pledge program (and chapter) adheres to fraternity and university regulations.
Program Components
This program is easy to follow and implement and consists of several key components:

Lesson Plans
The lesson plans cover a six week program and can be readjusted to fit your needs. The lesson plans are all formatted the same, are easy to follow and contain the following:
- Objective – what the learning objectives are for the specific lesson
- Duration – indicates the estimated time needed to run the lesson plan, broken down by segments
- Materials Needed – provides a list of materials needed to run the meeting
- Presenters – who is needed to present at the meeting
- Procedures – everything needed to present and cover during the lesson. This includes information to be covered for the upcoming quiz. Make sure you know where things are in PEP so you can reference appropriately. This Guide and PEP materials should be used similar to a textbook used in a class.
- Notes – special notes about the lesson plan or activities
- Post Meeting Reminders – reminders about what you need to do before the next meeting
- Suggested Activities – these are activities you can do with pledges to help emphasize the material or information
- Materials Provided – documents and forms have already been prepared for you. This section tells you what materials go with this lesson

Fraternity Educator Guide
This guide has valuable tips and insights to the program. There are additional documents on www.akpsi.org which support the pledge education process and experience.

Minimum Requirements
The purpose of the pledge program is to ensure each Alpha Kappa Psi new member, regardless of home chapter, is receiving the same minimum education. In addition to using this program in its entirety, please ensure your program is covering the following minimum standards. Failure to cover these minimums can result in disciplinary action, a grievance filed with the fraternity.
- Pledge welcome letter (p3 PEP Manual)
- Pledge agreement (download from www.akpsi.org/pep)
- Pledge requirements
  - Syllabus for pledge program
    - What is required for completion of the pledge process
      - Attendance
      - Fees
      - Topics covered each week during pledge education
  - Quizzes
    - Take quizzes during the pledge process to prepare for the Fraternal Exam
  - Fraternal Exam
    - Each pledge must successfully pass the exam with a 76%
Fraternity Education
- Provide pledges education in the following content areas:
  - Fraternal information and history
    - Core values, vision, tag-line, guiding principles
    - History on the Fraternal Exam

Governance of the Fraternity
- Governing documents
- Governing bodies

Risk Management Policies (*Board of Directors Statement of Policy*)

Local chapter information
- Brother requirements
- Chapter history
- Chapter operations
- Chapter governance
- Chapter governing documents

Meeting procedure
- Roberts Rules of Order
- Parliamentary Procedures
- Conduct in meetings

- Proper pledge evaluation and discipline
  - Pledges should always know where they stand within the process and with the brothers
  - If a pledge needs to be disciplined proper procedures will be followed (as outlined in the Fraternity Educators Guide and the Road to Brotherhood)
  - It is essential to draft and implement a performance improvement plan prior to a pledge being removed as outlined in the Fraternity Educators Guide and the Road to Brotherhood. If the chapter has any questions regarding a performance improvement plan for pledges or removing a pledge, contact the Heritage Center immediately.
    - Should a pledge need to be removed from the pledging process, the chapter must follow the process outlined in the Ritual manual, Version 8, page 24.

- Membership requirements
  - What is required each term for brothers to remain in good standing with chapter
    - Attendance
    - Fees
    - Events
    - Required service
    - Other requirements to remain in good standing
Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

The Vision of Alpha Kappa Psi

1

Meeting Information: 2 hrs

Purpose

This meeting should be held on a regular pledge meeting day as soon as possible after bids are offered and accepted. Do not host Orientation on the day of their bid acceptance.

The orientation section is the first introduction to what pledging in Alpha Kappa Psi really means. You will meet the leadership of the chapter, review the upcoming calendar of meetings and events, and discuss the expectations and opportunities which come with membership in the fraternity.

Guests

- Advisor - Shares local and national awards the chapter has achieved
- Seniors - Plan and execute icebreaker (ie, commonalities)
- Executive Committee - Facilitate membership expectation discussion
- VP-Membership - Distribute and collect recruitment evaluations
- Treasurer - Discuss financial policies and financial amounts for new members

Materials

- PEP Manuals. The chapter is sent manuals from the Heritage Center upon receipt of pledge reporting. The manuals contain AKPsi history, activities to help deliver important information, discussion topics and reflections.
- Local chapter information. The following items should be included:
  - A welcome letter from the chapter president and fraternity educator on behalf of the entire chapter
  - A directory of officers and initiated members, New Member Committee members and advisors (include phone numbers, e-mail addresses and majors)
  - An activities schedule including rituals, an explanation about what to wear at each ritual, new member meetings, a chapter calendar, new member retreat, big brother reveal, and initiation date
  - Finance sheet with AKPsi financial policies and amounts due for the semester/year
  - Chapter bylaws and points system
  - Chapter GPA requirements, study tips and academic program
  - Campus organizations and AKPsi members who belong to them
  - A page of local chapter history
  - Songs, chants and cheers used by the chapter
  - Pledge Acknowledgement (on www.akpsi.org/pep)
Opportunity Agenda

Distribute PEP Manual
Before taking roll, ask everyone to turn to p. 15 in the Opportunity section of the PEP manual where they will see a meeting agenda as well as an explanation of Parliamentary Procedure. Parliamentary law originates from English Parliament and similar legislative bodies. AKPsi uses parliamentary procedure to effectively and fairly run local and Chapter Congress meetings. Robert’s Rules of Order is the leading guidebook for the proper use of parliamentary procedure.

Roll Call
As you take roll call, ask the new members to answer with what “sealed the deal” for them to join AKPsi. They can take notes on p. 8 of the PEP Manual.

Welcome to Alpha Kappa Psi!

Advisor | 10 minutes
This is a time for the advisor to share local awards won by the chapter, distribute local materials/information/governing documents, and discuss the bigger picture of the Fraternity’s accomplishments and events.

Your chapter engages in and hosts a wide variety of activities during the course of an academic year. While Alpha Kappa Psi is a professional fraternity, emphasis is placed on a well-rounded experience. Point out some programs the chapter hosts:

• **Professional Programs**: Speakers on business and educational subjects, field and industrial trips, workshops and seminars on related topics.
• **Service**: Projects designed to assist the school of business or its faculty members, the university and the community.
• **Social**: Dinners and dances, picnics, intramural sports, outings and other activities.
• **Fundraising**: Projects to raise funds for various purposes. Candy sales, magazine subscription sales, golf tournaments, taking inventories, marketing surveys and coupon booklets are some of the methods used by chapters.

**Convention, Principled Business Leadership Institutes and other fraternity programs**: Attendance and participation in these programs benefits all members individually and as a chapter.

Ice Breaker - Commonalities | 15 minutes
Have the group form triads based on predetermined groupings. After they find their partners and introduce themselves they should discuss their assigned question (be sure to give them the discussion question before they find their partners!). Examples include:

• Triad: Month you were born in | Discuss: *What you hope to learn as a new member*
• Triad: find 2 people who are from the same type of town you grew up in (small, urban, suburban, etc.) | Discuss: *Why you chose your institution*
• Triad: Find 2 people who share the same birth order as you (oldest, middle, youngest, only child, etc.) | Discuss: *If you won the lottery what would you do?*

(Senior brothers may leave after this activity.)
The first discussion to have is centered on values and what it means to be a values-based organization.

**Values-Based Organization:** We were founded and developed on certain principles, and while the primary reasoning of our founding will not be revealed to you until you are initiated, our core values and vision are the public declaration of what we stand for as an organization. Our Fraternity is a brotherhood based on values. You will learn these values through various vehicles throughout your tenure as a member, but if you lose sight of our values, then you lose sight of the purpose of being a member in AKPsi.

**Vision:** As an organization, we need to have a clear idea of where we are going as an organization and where we want to be in the future. By creating and following a vision statement, we are stating in a clear and concise manner, what our programs, services, and resources will support.

**Creed:** A creed is a system or statement of principles. As a values-based organization, it stands to reason we have a system of principles. The creed for us acts as a public statement of our founder’s beliefs, which are of course secret and only revealed during our private initiation. The creed is our statement to the world about what we believe and how we will act as members of Alpha Kappa Psi.

**Tag Line:** Alpha Kappa Psi – Shaping People, Shaping Business; this is a simple statement used in our corporate branding.

**AKPsi Values**
Since we have identified what it means to be a values-based organization, let’s discuss the values, vision, and the beginning of the creed of Alpha Kappa Psi. *This section is very content-heavy. Make this part fun - such as a Jeopardy board or Memory cards. Have an interactive activity so you are not just reading these out - give examples of how your chapter incorporates these values or exemplifies them (as a case study, for instance).*

*Each generation goes further than the generation preceding it because it stands on the shoulders of that generation. You will have opportunities beyond anything we’ve ever known.*

-Ronald Reagan-
**BROTHERHOOD**
Trust, respect, cooperation, companionship and aid to brothers is the expected norm

**KNOWLEDGE**
Education and experience is emphasized and shared

**INTEGRITY**
All actions, whether in business or in life, are guided by honesty, ethics and fairness

**SERVICE**
Sharing of time, talent and treasure with society and with our fraternity is a priority

**UNITY**
A common understanding of our vision and values that transcends chapter, generation and profession is utilized to anticipate and create the future

Note: each meeting from here on is divided into sections based on each of Alpha Kappa Psi’s core values. We will learn more about each value and how it fits into the fraternity’s programs and traditions.

On p.10 of the PEP Manual, The Vision: Alpha Kappa Psi is recognized as the premier developer of principled business leaders.

Together, recite the first phrase of The Creed found on p. 11 of the PEP Manual. “Alpha Kappa Psi recognizes that We live in deeds, not years;” Share with the new members: Knowing The Creed is required for initiation as it is one of the questions on the Fraternal Exam.

**Guiding Principles**
Divide into three groups and have each group complete the matching activity in their manuals. The definitions can be found in the PEP Manual.

After they are done, have them share their answers and give a small prize to those who got all five correct.

1. B. Building Brotherhood
2. D. Lifelong Learning
3. A. High Ethical Standards
4. E. Improving Communities
5. C. Enhancing the Fraternity for Life
Ask each group to discuss the questions below. Encourage them to post on AKPsi’s Facebook page or tweet using the hashtags #opportunity, #PEP, #AKPsi:

- How do the core values and guiding principles relate to your experience in Alpha Kappa Psi?
- What do the core values and guiding principles mean in the context of fraternity?

As you transition to talking about your chapter and any specific requirements of the pledge program, share with the group what opportunities AKPsi opened up for you and how to best take advantage of their membership.

The purpose of our time together is to educate incoming members about Alpha Kappa Psi, its history, structure, ideals and objectives, requirements for membership and how to develop and enhance an individual’s professional abilities and interests.

The requirements per the Constitution and Statutory Code of Alpha Kappa Psi governing the instruction of pledges are paraphrased in the PEP Manual. Review each section to be sure each member of the group understands the expectations placed upon them and upon student brothers.

Refer to the PEP Manual for complete details about each of these areas.

**Student Member Responsibilities**
The chapter president introduces the Alpha Kappa Psi Pledge Acknowledgement. Explain that Alpha Kappa Psi requires all members to adhere to the policies referred to in this acknowledgement.

The success of a chapter is dependent upon the support and interest of every member. Dependence for leadership is placed first on the chapter president, second on its executive committee and officers, and third upon the various committees. The bulk of the actual work should be accomplished by the latter, but the committees in turn must depend on the support and participation of the individual members. The chapter’s future is assured if all members fulfill their sworn duties and justify affiliation by the faithful performance of the following duties: *(review student member responsibilities)*

**President** - Ask each new member to sign his or her acknowledgement. The secretary will collect these and keep on file. Explain that we have a Judicial Committee to address failure to abide by these expectations and policies.

- Divide the pledge class into ten groups. An executive board member or committee head facilitates each group. Assign each group one of the ten expectations to discuss (allow at least 10 minutes for discussion).
- At the end of the discussion time, have someone from each group teach the larger group about their assigned expectation. Remind the pledges to take this opportunity to post their reflections on Facebook or tweet any interesting conclusions.
- Explain that each chapter has a dual responsibility - one to its college or university and the other to the Fraternity. It shall always be the goal of the chapter and its members to render outstanding service which will make the chapter a leader on its campus. Members must also carry out the Fraternity’s objectives with such effort and enthusiasm as to place it among the foremost chapters of Alpha Kappa Psi. To accomplish this, members must challenge themselves to continuously learn and strive to improve every aspect of chapter operations.
Explain the five types of membership in Alpha Kappa Psi:

1. **Pledge/New Member**: Someone who has accepted an offer to join the fraternity.

2. **Student**: Student Member is an individual who is properly registered and actively pursuing an undergraduate or graduate degree from a college or university that promotes a course of study not fewer than two (2) academic years in length for any such degree (“Qualified Institution”) and who has been duly initiated into a College Chapter.

3. **Alumni**: An Alumni Member is an individual who has been, but is no longer, a Student Member or Faculty Member.

4. **Faculty**: Faculty Membership is conferred upon individuals in the university community who have made significant contributions to the study of business or to the chapter. Chapters should confer Faculty Membership on its faculty advisor(s).

5. **Honorary**: Honorary Membership is conferred upon individuals who have achieved prominence and made significant contributions to the community or chapter.

Read the opening Paragraph, then ask for the group to guess the underlined numbers and for them to fill in the blanks in their manuals.

- 236,000 members
- 5,200 are faculty members
- 15,000 are current college students
- 24,000 are Life Members and subscribers to the Diary of Alpha Kappa Psi
The vast professional family of fraternity members provides an indelible network of business men and women in every facet of business. In time, passes, men and more members of AKPsi achieve prominence in business, education, industry and government.

More than ______ members have been initiated into Alpha Kappa Psi. Of this number, about ______ are active local members, approximately ______ are current college students working on degrees in business administration, and related fields, and the remainder are alumni engaged in business throughout the United States and in other parts of the world. Of AKPsi’s alumni membership, more than ______ are life members and subscribed to The Diary of Alpha Kappa Psi, the Alpha Kappa Psi Foundation’s official magazine.

Leadership of Your Chapter

My executive board is:

President: __________________________  ____

Vice President - Administration: ______

Vice President - Finance: ______

Secretary: ______

Chapter Historian: ______

Warden: ______

Master of Rituals: ______

The first five officers are elected by the chapter. The others are appointed by the chapter president. All shall be installed in accordance with the installation ceremony of The Ritual of Alpha Kappa Psi. The executive committee is comprised of the president, vice president(s), secretary, treasurer and master of rituals. Its purpose is to conduct chapter planning on behalf of the entire membership, manage administrative details and develop efficiency in chapter operations.

**Leadership of Your Chapter - Pages 17–18**

President - Introduce the executive committee and give a brief description of their responsibilities. President will go over Student Member Responsibilities (below). The Constitution and Statutory Code of the fraternity stipulates that the officers for each chapter shall minimally consist of (see Statutory Code for further officer descriptions and duties):

**President:** Chief executive officer of the chapter. Presides at all meetings and appoints all committees.

**Vice President(s):** Responsible for the completion and submission of the Annual Chapter Report (ACR) to the Heritage Center and for the proper instruction of pledges. A chapter may elect more than one vice president and divide the above duties. Your chapter’s Bylaws, as well as tradition, will dictate officer positions and responsibilities.

**Secretary:** Keeps the minutes of all chapter meetings. Responsible for proper handling of chapter correspondence and is custodian of records and documents. Ask the Secretary to review the chapter calendar in detail.

**Treasurer:** Responsible for the collection and disbursement of chapter funds, proper maintenance of accounting records, and forwarding membership records, fees and clearance records to the Heritage Center. The treasurer is bonded by a surety bond carried by the Fraternity for the faithful performance of the position.

**Master of Rituals:** In charge of ritual equipment and the conduct of chapter rituals and initiations.

**Chaplain:** Conducts the invocations.

**Warden:** Guards the entrance to chapter meetings and rituals.

**Chapter Historian:** Maintains an accurate history of the chapter.

Our Class’ Organizational Structure

Introduce the concept and responsibilities of Class Officers. Just as the fraternity and the chapter have an organizational structure, so does your pledge class. The Class officers are President, Vice President-Administration, Vice President-Finance, Vice President Alumni Relations, Secretary, and Historian. Class officers are not required, and small new member classes do not need officers at all. All new member class officers serve as the New Member Retreat Committee and assist the NM Committee in preparing and executing retreat activities. Have the members of the pledge class complete the flowchart found on p. 19 of the PEP Manual. This is the time to elect pledge class officers and assign committee roles.
Fiscal Responsibility

Treasurer
Review the AKPsi financial policies for paying dues and other fees. Go over the financial sheet of expenses (make this separately like an invoice) for the first semester. Remind them of due dates and explain what the difference is between local and international dues.

Fiscal responsibility is held in the highest regard within Alpha Kappa Psi. Members must fully pay all financial obligations and do so in a timely manner. Each chapter establishes its own fees, however they cannot be less than those required by the Chapter Congress - the body who sets fees every student member of Alpha Kappa Psi pays. That amount is sent to the Heritage Center. Any fees more than that number are what we call local fees, as they stay at the local level for chapter programming.

Refer to p. 20 in your manual and fill in the blanks related to each fee. The fees are not listed below as they change from year to year. Make sure to check online at akpsi.org or with the Heritage Center to ensure you are have the most up to date information.

The **fraternity pledge fee** is a one-time fee for new pledges of the fraternity. It is _________ and provides this PEP Manual and the Fraternal Exam.

The **one-time fraternity initiation fee** is __________ is payable in advance of initiation. It includes a recognition button, a membership certificate and card, a subscription to the Diary of Alpha Kappa Psi (until after graduation) and other services and benefits.

**Membership dues** are _________ and are payable semi-annually to the Heritage Center through the local chapters by October 15 and February 15 of each year until a member graduates or otherwise leaves school. Membership dues provide for all services rendered to members and chapters, the general administration of the fraternity, the publishing and sending of the Diary of Alpha Kappa Psi to undergraduate members and some expenses related to regional and fraternity conferences.

Each fall, the fraternity charges chapters per person for **liability insurance**. The total amount for the premium is based on the chapter’s membership the previous spring term. With the insurance policy, the chapter is covered up to $1,000,000 against liability claims.

A chapter is required to collect the pledge and initiation fees of each member in advance of the respective ceremony and forward the fees to Heritage Center within seven business days after the ritual. In no case should a chapter fail to make payment of the fraternity financial obligations later than 30 days after they are due. If a chapter is delinquent at the time of a Convention, it will lose the right of its delegate to vote. A member who allows his/her account to the chapter to become 30 days past due is subject to suspension or expulsion. The Constitution and Statutory Code provides for penalties for non-payments and delinquent payments.

Besides fraternal dues, your chapter will require members to pay dues to fund the chapter’s operations and other expenses as specified in your chapter’s bylaws. Operational expenses can be mitigated by successful fundraising activities, contributions from alumni, local businesses and the college/university.
A lot of information has been provided up to this point. A member of the executive board should lead a brief discussion of student member expectations to be sure the group is on the same page.

**Reflection**
Have the pledges turn to p. 21 in the PEP Manual. Give a few minutes to complete the reflection in their PEP Manual about their experience so far. They will think about “What does the word opportunity mean to you? What do you want to learn from AKPsi? What AKPsi experience would enrich your life?”

**Recruitment Evaluations**
VP-Membership (or whoever is in charge of Recruitment)
Pass out Recruitment Evaluations and ask new members to complete them. Collect when finished.

**ChapterSpot**
Have each new member complete their ChapterSpot profile. Each individual will have received their own email request to do so, but it is imperative this be completed. Verify completion with all new members.

**Assignment for Lesson 1**
- Memorize the first phrase of The Creed of Alpha Kappa Psi.
- New members and their Opportunity Mentors (the mentor assigned to them each week—next week will be the Brotherhood Mentor) should look through the PEP Manual workbook and explore the AKPsi website. Point out fraternity fast facts including colors, flower, founding date and location, founders’ names and symbols.
- Complete worksheets and any reflections in PEP Manual you did not get to finish. p. 21
- Bring a personal item such as a special photo or memento to the next meeting.

**Brotherhood Activity - Acronym**
- Executive committee brings cookies with founders names on them. While eating cookies, break into Founders Groups (if 10 groups is too many, combine some of the groups) to begin creating an acronym for remembering the founders names. The pledges will finalize this acronym in their next meeting to help them remember the founders names.

*Do not go where the path may lead. Go instead where there is no path and leave a trail.*

Ralph Waldo Emerson
MEETING :: two
Brotherhood

"Alpha Kappa Psi recognizes that We live in deeds not years;"

The Creed of Alpha Kappa Psi
This meeting is an introduction to the founding and history of Alpha Kappa Psi. You will learn the Anthem of Alpha Kappa Psi as well as important symbols of the fraternity.

**Living Nametag**

Write the elements of your living name tag in the space provided below. In the upper right corner, list three important values you try to live by; in the upper left corner, list three people who make you smile; in the lower right corner, put these three things in order when making a decision: think, act, feel; and in the lower left corner, write three words which describe why you chose to join AKPsi.

Is your “living nametag” similar to others? How is it different?

**Brotherhood Agenda**

**Roll Call.**

**Fraternity Educator | 15 minutes**

*The Living Nametag* (refer to p. 24 of the PEP Manual)

Give each new member an index card, writing utensil and the following instructions:

- In the center, write your name.
- Under your name, write a word that describes you.
- In the upper right corner, write three important values you try to live by.
- In the upper left corner, list three people who make you smile.
- In the lower right corner, put these three things in order when making a decision: think, act, feel.
- In the lower left corner, write three words which describe why you chose to join AKPsi.

- Share your “living nametag” in random groups of five. These can be the people sitting closest to you. Transfer notes to the space provided on p. 24 PEP Manual.
- Give nametags to Fraternity Educator at the end of the activity for counting the roll.

**Anthem (refer to p. 25 in the PEP Manual)**

**Executive Council | 10 minutes**

“The Anthem of Alpha Kappa Psi.” This song shares the value of a lifetime commitment to AKPsi and the responsibility of continuing involvement after college. New members are chosen because of the qualities they possess—qualities which benefit the chapter and fraternity. “Anthem of Alpha Kappa Psi” is sung at the closing of fraternity events and special occasions.

**The Creed**

**Pledge Educator | 15 minutes**

Together, recite the first section of The Creed the pledges learned last week, “Alpha Kappa Psi recognizes that We live in deeds not years;”

Discussion - Ask for responses to these questions and then give time to complete the reflection on p. 26 in their PEP Manuals:

- Is brotherhood a relevant concept today?
- How can you be a member who exemplifies “brotherhood?”

After they have had time to finish the reflection in the PEP Manual, encourage them to post on AKPsi’s Facebook page or tweet their response to the question, “How can you be a “brother” to other members of AKPsi?”

**The Anthem of Alpha Kappa Psi**

Write the words to the anthem you learned today.

(1)

|_______________________________________________________|  
|_______________________________________________________|
|_______________________________________________________|
|_______________________________________________________|

Chorus

(2)

|_______________________________________________________|  
|_______________________________________________________|
|_______________________________________________________|
|_______________________________________________________|

Chorus

**The Creed of Alpha Kappa Psi**

Write the first section of the Creed below.

____________________________________________________
________________________________________________________;
The Founding of Alpha Kappa Psi

Who—Alpha Kappa Psi has ten founders. At the end of this lesson, you will create and finalize an acronym of the founders’ names so you can easily memorize them. This will be on next week’s quiz.

When—The official date of our founding is Oct. 5, 1904.

Where—AKPsi was founded at New York University, Washington Square, New York on October 5, 1904. Our first chapter was the Alpha Chapter.


Now, ask for volunteers to read aloud the story of the founding of AKPsi found on pages 27-28.

Activity

Create an acronym for the ten founders of Alpha Kappa Psi.

In the space below, create an acronym for the ten founders of the fraternity. Once you have learned your acronym, name the ten founders of Alpha Kappa Psi. Place a star next to each member of the Brooklyn Four.

Ten Founders:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Study history, study history. In history lies all the secrets of statecraft.

Winston Churchill
The Symbols and Emblems of Alpha Kappa Psi

Review each item; refer to the manual for additional content on each: Coat of Arms, logo, seal, flag, jewel, and flower.

Activity (page 31)

Each Founder contributed unique qualities to the Alpha chapter to make up a balanced and well-rounded group. Ask new members to get out the personal items they brought with them. They should share why they chose their items, why they are special, and the qualities they represent that they bring to the chapter and pledge class. If the pledge class is larger than 10, share the items in groups of five or ten (founders groups - 10 founders).

Introduce the concept of Rituals
Within Alpha Kappa Psi, rituals are ceremonies for specific transitions or accomplishments. These are solemn events sacred to fraternity members and are performed and held in high reverence. Rituals distinguish us as a fraternity, instead of just another organization. The Ritual of Alpha Kappa Psi is the official guidebook for fraternal activities such as initiation to membership and acceptance as a chapter officer. Fraternity rituals are to be taken very seriously and respectfully.

Assignment Quiz

Assignment for Week Three: Integrity

• Memorize the second phrase line of The Creed of Alpha Kappa Psi, "...In thought, not breath;"
• Review AKPsi website
• Find the name of our magazine, an issue of the magazine online, and how often the magazine is published.
• Journal in the PEP manual
• Review the calendar of activities for coming week.
• Reminder: Complete Chapterspot profile!

Brotherhood Mentors Activity - Speed Networking

Break the chapter into an even number of teams between five and eight members. Have two teams sit so they face each other. Play music for two or three minutes and let the pairs talk and get to know each other. Encourage the pairs to ask interesting questions that are NOT:

• Where are you from?
• Where do you live on campus?
• Or what is your major?

If needed, provide topics to discuss during the speed networking session. Make sure to do a “pulse check” on how the new member is doing in their studies and in AKPsi. Stop the music and ask one team in the pairing to move to the next brother in line. Continue rotating until each person in the paired teams has met all other team members. Ask members to tell some of the things they learned about each other.
Meeting Information: 3 hrs

Purpose
This meeting delves further into the daily responsibilities and privileges of Alpha Kappa Psi membership. You will learn about managing your scholastic and extra-curricular schedule, our governing documents and policies, the judicial process and resources like the Judiciary Committee, and the history of our magazine, The Diary of Alpha Kappa Psi.

Guests
• Secretary or Points Chairman
• Historian
• At least two weeks in advance, ask advisors and/or other alumni to come at the close of the meeting and bring a dessert or snacks. Prepare them to mingle with the new members and share their AKPsi experience. If time does not permit on the evening of your new member meeting, plan a “mock interview” session on another day more convenient for alumni to attend.

Materials
• AKPsi Bingo cards (1 per participant; see Resources on the PEP page of AKPsi.org).
• Academic Achievement and points programs (should be in new members’ notebooks from first meeting)
• Academic Achievement chapter GPA visuals (Secretary)
• Poster board with time management activities (Secretary)
• Time Management schedule for each new member (Secretary)
• An issue of The Diary of Alpha Kappa Psi magazine
• Markers
• Desserts/snacks provided by alumni

“...In thought, not breath;”

The Creed of Alpha Kappa Psi
After previously discussing the big-picture duties and expectations, we will shift our focus to the daily responsibilities and privileges of Alpha Kappa Psi membership. You will learn about managing your schedule, our governing documents and policies, and the history of our magazine, The Diary of Alpha Kappa Psi.

As roll call is taken, tell the group about your role model and why. Write down others' responses in the space provided below.

_____________________________________________________ _____
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**Integrity Agenda**

**Roll Call**

Answer with “Who is your role model and why?” (refer to p. 34 in the PEP Manual to take notes)

**Ice Breaker - AKPsi Bingo**

Give each member an AKPsi Bingo card. Instruct them to find brothers who match the facts on their cards and have them initial the square. Reward the first several members who fill up their cards with small prizes such as candy or inexpensive items from the AKPsi Marketplace.

**Anthem (refer to p.35 of the PEP Manual)**

Review “The Anthem of Alpha Kappa Psi.”

**Creed**

Together, recite the first two parts of The Creed, “Alpha Kappa Psi recognizes that We live in deeds, not years; In thought, not breath;”

Give the group about 10 minutes for reflection about integrity and this line of the Creed (page 35-36). When finished, ask them to share their thoughts.

**Discussion** - Ask for responses to these questions and encourage the pledges to post on AKPsi’s Facebook page or tweet:

- What does the word “integrity” mean to you?
- Have you seen this in your chapter of AKPsi?
- What does this line of The Creed mean to you?
- How is this line relevant in today’s society?
- How do you act with integrity?

**It's easy to maintain your integrity when no one is offering to buy it out.**

Marc Maron
Risk Management Policies
One of the most important ways we as members of AKPsi can live with integrity is to uphold the fraternity's risk management policies. These policies are maintained in the Board of Directors' Statement of Policy (available at akpsi.org). All members and pledges are expected to follow these policies as written and encouraged to inspire other Alpha Kappa Psi affiliates to do the same.

Alcohol and Drug Policy
All members of Alpha Kappa Psi Fraternity shall abide by all applicable liquor control laws of the state or other jurisdiction including colleges and universities while participating in a fraternity event.

Responsibilities
Although the leadership of the fraternity at any specific event, whether local, regional or organization-wide in scope, is responsible for promoting compliance with this policy, every brother of Alpha Kappa Psi is expected to assist in ensuring adherence to this policy.

In an effort to maintain and abide by this policy, members shall use the following guidelines:
1. The possession, use and/or consumption of alcoholic beverages while on chapter premises, during an official event, whether local, regional or organization-wide in scope, or in any situation sponsored or endorsed by the chapter or by the fraternity, must be in compliance with any and all applicable state, county, city and university laws or regulations.
2. No alcoholic beverages may be purchased using chapter, pledge class or fraternity funds; nor may any member, in the name of or on behalf of the chapter, contribute the collection of or provide any funds for such a purpose. In addition, no chapter may co-sponsor or co-finance a function at which alcohol is purchased by any of the host chapters, groups or organizations.
3. No chapter may co-sponsor an event with a brewery (brewpub, distillery, alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, or on the property of a tavern as defined above for purposes of fundraising. This also includes earning funds from the sale of alcohol wristbands, cups, etc. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held

Risk Management Policies (refer to p. 37)
One of the most important ways we as members of AKPsi can live with integrity is to uphold the fraternity’s policies. Our Risk Management policies are divided into 5 sections:
1. Alcohol and Drug;
2. Fire and Health Safety;
3. Hazing;
4. Sexual Harassment; and
5. Publication of Inappropriate Material.

In this section, you will also go over governing documents.

Divide into 5 groups and assign each group an area of risk management to read, discuss and provide a content review for the rest of the pledges. A content review is like a preview for a movie—should last no longer than 5 minutes and is a snapshot of what the content entails. Consider doing a skit, a song, a top ten list, etc.

Review all five sections in the PEP Manual to be sure each groups covers all the necessary information.
within the premises of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the premises of this policy.

4. The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, fraternity-sponsored event or at any event, that an observer would associate with the fraternity is strictly prohibited.

5. All rush activities associated with any chapter will be a dry rush function.

6. No alcohol shall be present at any pledge program.

7. When alcohol is served at fraternity events, one of the following options for conducting the event must be followed:
   a. Service of alcohol on a no-host, cash bar basis by a professional bartender, fully covered by liability insurance, is permitted.
   b. A Bring Your Own Bottle (BYOB) event may be held at which only members, pledges, and, in the event of a legal drinking age of 21 or above, designated non-drinking members, and invited guests of legal drinking age may bring and/or consume alcoholic beverages. The quantity of alcohol an individual may bring or possess at a BYOB event is defined as the amount a reasonable person could consume in one sitting.

8. Regardless of the option chosen, the following provisions shall apply:
   a. No member or pledge, individually or collectively, shall purchase, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age).
   b. Reasonable precautions will be taken by the chapter to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons by anyone;
   c. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
   d. At each event, there shall be designated non-drinking members;
   e. Non-alcoholic beverages shall be provided at each event;
   f. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and legally published in advance of the event;
   g. No “drinking games” shall be permitted.
   h. The possession or use of a common source container at events or gatherings is strictly prohibited. Common source containers are generally defined as kegs, pony kegs, beer balls, trashcans, bathtubs, punch bowls, alcohol-filled trash, or other similar devices designed to store or mix alcohol in large quantities and intended for consumption by more than one individual.

Fire and Health Safety Policy

All premises used for Alpha Kappa Psi Fraternity operations, prior to, during and following occupancy, must meet all local, fire and health codes and standards as well as any applicable federal, state, county and municipal laws, ordinances and regulations.

Hazing Policy

It shall be the responsibility of all members of Alpha Kappa Psi Fraternity to determine college, university or other local institution policy regarding hazing, mental or physical, and to comply therewith with such policies.

Guidelines

In an effort to maintain and abide by this policy, members shall use the following guidelines:

1. Because some forms of hazing can involve criminal conduct (such as unauthorized physical contact), you must immediately report any such criminal acts to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.

2. No member, pledge, chapter, colony or other entity of Alpha Kappa Psi shall conduct or condone hazing activities. Permission or approval by a person being hazed does not abrogate this policy. Hazing activities are generally defined as:

   a. The use or threatened use of force, verbal threats, emotional abuse, humiliation, or ridicule or possible cause of physical harm or injury;
   b. The use or threatened use of force, verbal threats, emotional abuse, humiliation, or ridicule or possible cause of physical harm or injury;
   c. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
   d. At each event, there shall be designated non-drinking members;
   e. Non-alcoholic beverages shall be provided at each event;
   f. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and legally published in advance of the event;
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   h. The possession or use of a common source container at events or gatherings is strictly prohibited. Common source containers are generally defined as kegs, pony kegs, beer balls, trashcans, bathtubs, punch bowls, alcohol-filled trash, or other similar devices designed to store or mix alcohol in large quantities and intended for consumption by more than one individual.

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   c. Members and/or guests who arrive at an event in an intoxicated state shall not be admitted;
   d. At each event, there shall be designated non-drinking members;
   e. Non-alcoholic beverages shall be provided at each event;
   f. The service of alcoholic beverages shall be cut off at a specific time, which shall be established and legally published in advance of the event;
   g. No “drinking games” shall be permitted.
   h. The possession or use of a common source container at events or gatherings is strictly prohibited. Common source containers are generally defined as kegs, pony kegs, beer balls, trashcans, bathtubs, punch bowls, alcohol-filled trash, or other similar devices designed to store or mix alcohol in large quantities and intended for consumption by more than one individual.

Procedure

Charges of violation of this policy on Fire and Health Safety should be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedures outlined in the “Disciplinary Procedures” will be followed as appropriate.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Risk Management – Hazing Policy

Procedure

Charges of violation of this policy on hazing must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed. The procedure outlined in the “Disciplinary Procedures” will be followed as appropriate.

Investigations conducted by outside persons

It is the policy of Alpha Kappa Psi Fraternity that any investigation conducted by the chapter’s school, college, university, student life department, any police agency or any other entity must be reported to the Judiciary Committee.
Mindfields, engaging in public acts of buffoonery, morally degrading or humiliating games and activities, and any other activities on the part of members or pledges which are not consistent with fraternity law, ritual or policy, or any and all applicable state, county, city and university laws or regulations. Activities which would be construed as quotes, treasonous harms or scavenger hunts that are not pre-approved by the Judiciary Committee will be considered unauthorized events and by their very nature constitute hazing.

3. Mental hazing would include, but would not be limited to, the activities and procedures included in the following statement of policy:
   a. There shall be no pre-initiation activities on the day or evening prior to the day of Court of Honor or Ritual Initiation that would cause persons to be physically or mentally fatigued.
   b. Activities during the pledge education period shall be limited to those which attempt to increase the pledges’ knowledge of the Fraternity and the pledge professional identity; these activities must be carried on in a dignified manner and must show proper respect for another person as a professional equal.
   c. At no time during pledge education is there to be verbal abuse of an individual, including shouting, scrutinizing and the use of profanity. This includes the use of text, too or any other entity must be reported within five business days of the chapter becoming aware of the incident. This responsibility falls on the chapter executive board, chapter advisor, section director and/or regional director. Failure to report any investigation shall result in charges levied against the chapter, the chapter executive board, chapter advisor, section director and/or regional director.

   e. Any non-consensual sexual physical contact or electronically as text, audio, video, or some combination of all three that could be deemed harmful to the good name and reputation of the fraternity.
   f. Any behavior on the part of its members, whether physical, mental or emotional. The fraternity will not tolerate or condone any form of sexually abusive advances, requests for sexual favors and other sexually offensive verbal or physical contact which will not be condoned or permitted, and may in fact be in violation of state and/or federal law. Non-consensual sexual physical contact and similar acts are a crime, and you are required to immediately report any such incidents to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.

   g. If any chapter is reported to be hazing in any way, the president and vice president of membership and/or pledge trainer(s) will be held personally responsible for the chapter’s actions, and may be personally disciplined by the national office or suspension of membership. The discipline may be levied by the chief executive officer with the consent of the board of directors.

   h. Failure to report any investigation shall result in charges levied against the chapter, the chapter executive board, chapter advisor, section director and/or regional director.

   i. The fraternity will not tolerate or condone any forms of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any person, which would constitute sexual harassment of any type or form. In groups, review the area of risk management assigned to you. Provide a contact career. A contact career is a person for whom you...
Investigations conducted by outside persons

It is the policy of Alpha Kappa Psi Fraternity that any investigation conducted by the chapter’s school, college, university, student life department, any police agency or any other entity must be reported to the Judiciary Committee staff liaison at the Heritage Center within five business days of the chapter becoming aware of said investigation. This responsibility falls on the chapter executive board, chapter advisor, section director and/or regional director. Failure to report any investigation shall result in charges levied against the chapter, the chapter officers and/or chapter volunteers.

Publication of Inappropriate Material Policy

It is the policy of Alpha Kappa Psi Fraternity to prohibit its members from producing, publishing, and/or distributing any material, whether written or electronically as text, audio, video, or some combination of all three that could be deemed harmful to the good name and reputation of the fraternity.

Sexual Harassment

It is the policy of Alpha Kappa Psi Fraternity that unwelcome sexual advances, requests for sexual favors and other sexually offensive verbal or physical contact will not be condoned or permitted, and may in fact be in violation of state and/or federal law. Nonconsensual sexual (physical) contact and similar acts are crimes, and you are required to immediately report any such incidents to the local law enforcement authorities in addition to Alpha Kappa Psi Fraternity.

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to any person, which would constitute sexual harassment of any type or form.

Our risk management policies are divided into five sections. List them below:

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________

In groups, review the areas of risk management assigned to you. Provide a content review. A content review is like a preview for a movie — it should last no longer than five minutes and is a snapshot of what the content entails. You can do a skit, a song, a top ten list, etc. Be creative!

or chapters in more than one region, or instances where the allegation(s) involve members of the regional management team, the Investigating Committee shall consist of members of the Judiciary Committee.

Summary

Despite the subjective nature of attempting to determine inappropriate content, it is the intent of Alpha Kappa Psi to be reasonably responsive to any complainant who has an honest perception of a violation of this Policy. The Heritage Center shall have latitude to use its best judgment to evaluate each complaint based upon merit and with an eye toward how this content could be interpreted as inappropriate, offensive, or potential evidence of criminal conduct by members, guests or other third parties by the community at large.

Risk Management – Sexual Harassment Policy Procedure

Charges of violation of this policy on Sexual Harassment must be made in writing to the Chief Executive Officer with correspondence addressed to the recipient via the Heritage Center. To the extent possible, the written statement will be confidential concerning the nature of the conduct underlying his or her claim, although the fact that a claim of policy violation has been made will NOT be held in confidence. The investigation may warrant that all information surrounding the complaint may need to be released. Alpha Kappa Psi is aware of the sensitive nature of the issue of Sexual Harassment, and will endeavor to ensure the confidentiality of the complainant as well as the person charged with the violation. The Investigating Committee shall consist of members of the Judiciary Committee. In instances where a member of the Judiciary Committee is charged with violation, the accused shall be removed from the committee and a replacement will be appointed.

If fraternity involvement is deemed warranted, the procedures outlined in the “Disciplinary Procedures” will be followed as appropriate. Alpha Kappa Psi will consider each sexual harassment complaint by a case-by-case basis and will determine the appropriate course of action which may include deferring to other authorities to render a determination before proceeding with a fraternity investigation of the complaint.

Parties will be notified in writing within 10 days of the written complaint regarding a course of action. Follow-up may include, but is not limited to, a formal investigation or sensitivity and awareness educational training.

Summary

It is the intent of Alpha Kappa Psi to be reasonably responsive to any member who has an honest perception that this policy has been violated to the detriment of the complainant and/or the brotherhood.

Give each group 5 minutes to give their content review of the Risk Management Policies.
Governing Documents

There are several documents within Alpha Kappa Psi that help things work smoothly. The following are considered governing documents by which all members must abide.

Constitution and Statutory Code

The Constitution and Statutory Code are two different sets of laws stored together in one document and is the highest ranking governing document of the fraternity. The Constitution outlines the structure of the fraternity and its governing bodies. It also includes definitions of membership and the rights contained therein. The Statutory Code outlines specific chapter structures, discipline and financial policies. A chapter’s bylaws MAY NOT conflict with anything in these documents. In case of conflict the Constitution and Statutory Code supersedes all documents including chapter bylaws, the Board of Directors’ Statement of Policy and The Ritual of Alpha Kappa Psi. Changes to the Constitution and Statutory Code can only be made at the Chapter Congress meeting and must be approved by a 3/4ths and majority vote respectively.

Board of Directors’ Statement of Policy

The Board of Directors’ Statement of Policy outlines policies as set by the Fraternity Board of Directors. This includes detailed fraternity and chapter financial policies, chapter minimum standards, detailed discipline, risk management policies, communication policies, chapter structures at events and member attendance. A chapter’s bylaws MAY NOT conflict with anything in the Board of Directors’ Statement of Policy and this document will supersede its use in case of conflicts. Changes to the Board of Directors’ Statement of Policy can only be made by the board of directors by a majority vote.

The Ritual of Alpha Kappa Psi

The Ritual of Alpha Kappa Psi contains all necessary rituals for student and alumni chapters. This ritual manual is never to be added to or deleted from and all its rituals should be performed in their entirety. These rituals are the ties that bind brothers regardless of their chapter or experience.

Chapter Bylaws

Each chapter writes its own chapter bylaws to reflect local chapter operations. Chapter bylaws must incorporate policies from the Constitution and Statutory Code, the Board of Directors’ Statement of Policy and The Ritual of Alpha Kappa Psi. Changes to the chapter bylaws must be on the table for at least a week and an affirmative 2/3rd vote of the chapter.

Academic Achievement - Managing Time and Setting Goals

Secretary 20 minutes (refer to p.43 in the PEP Manual)

Show the history of the chapter’s academic achievement by providing a visual of where the chapter GPA ranks among the other business schools across the country and other organizations on campus.

Discuss the value of prioritizing and setting individual goals by prioritizing and balancing schoolwork and activities.

Make a poster with 10 different activities relevant to new members. These might include writing a five-page research paper, going to a movie, attending an AKPsi event you helped plan, having coffee with your best friend, studying for a math quiz, having dinner with your parents, going to a campus club meeting, attending all of your classes, etc. Distribute time management schedules.

Instructions: In one week you will have the opportunity to do five of these things well, three average, and two not at all. Prioritize which level of attention each activity will receive and give your reasons why.

Managing Time and Setting Goals

How did you prioritize your activities in the Time Management activity?

List them below.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10.
Setting clear goals can be a great help when deciding how to prioritize your time and effort. The S.M.A.R.T. model, from Management Review by George T. Doran is a useful tool for any AKPsi member.

**S** - ____________________________________________

**M** - ____________________________________________

**A** - ____________________________________________

**R** - ____________________________________________

**T** - ____________________________________________

Using the S.M.A.R.T. model, create three goals using the space provided below. Share your goals with a partner to ensure they fit the model.

1. ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

2. ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

3. ________________________________________________
   ________________________________________________
   ________________________________________________
   ________________________________________________

Explain SMART goals to the group:
- Specific - concise and clear
- Measurable - time frame or make it quantifiable
- Achievable - be sure you have appropriate support
- Realistic - utilize your resources
- Timely - specific deadline with a date; be sure to periodically review and evaluate

Allow 10 minutes for individuals to create SMART goals on p. 44 in their Manual. After they have created SMART goals, form pairs to look at their goals to ensure they followed the model.

Hand out a list of initiated members who may serve as tutors. Include names, subjects, hours of availability and e-mail addresses.

**Attendance/Points System and Minimum Standards**

**Secretary | 10 minutes**

Discuss which events are required and which are encouraged. Balancing homework and other activities might make it impossible to attend every event and necessary to choose which events to attend.

Explain the points system (if your chapter uses one) and/or attendance requirements, incentives and consequences.

**Discuss the Chapter Achievement Model:** The Chapter Achievement Model contains 3 engagement modules: Community, Chapter, and Business. For our purposes, we defined engagement as how well the chapter plans and executes events, programs or activities that engage their communities—business, and university/chapter.

- **Community Engagement:** Become apart of something bigger than yourself by engaging in your community through servant leadership.
- **Chapter Engagement:** Develop intimate relationships and friendships by engaging in your chapter through servant leadership.
- **Business Engagement:** The business engagement portion of the Chapter Achievement Model relates to the key outcome to practice professional business leadership by engaging with organizations and businesses who model our four Guiding Principles.

The Chapter Achievement Model's Chapter Success Plan is composed of minimum standards, operational practices, and programmatic activities; all designed to give chapter officers a clearer roadmap to helping their chapter brothers on their individual pathway.
The road map format was developed to align with Alpha Kappa Psi’s strategic goals, vision, core values, learning outcomes, and the impact on the member experience. The road map is a tool to plan, execute, and evaluate the impact level in achieving your goal, impact and desired outcomes.

Ask the pledges to guess the underlined blanks and provide additional information where needed. They will follow and fill in the blanks in their PEP Manuals p. 45. The minimum standards for all chapters are as follows:

1. Meet RD-assigned year-end chapter size
   • Determined by the RD and CERC, approved by the VP

   • At least four officers attend OT
   • Convention = At least one delegate and one alternate delegate register and attend Convention.

3. Have a current balance on June 30
   • December 31 balance must not be more than 60 days past due

4. The chapter must adhere to the official pledge education program as adopted and/or approved by the Board of Directors.

5. Chapters must submit, and RDs must approve, their respective Chapter Success Plans.

**Historian | 15 minutes**
Initiated members receive a subscription to AKPsi’s magazine called The Diary. Once members become Life Members, they receive a lifetime subscription.

While the Diary has always been the official magazine of the fraternity, its history actually predates the current publication. The magazine was first suggested by Founder Howard M. Jefferson at a meeting of the Alpha Chapter in 1907. He spoke of “the practicability of publishing regularly a sort of journal or newspaper or bulletin containing matters of information regarding the fraternity and its members under the editorship of a committee to be appointed for that purpose.”

The following year the chapter introduced The Alpha Diary as a monthly publication with Jefferson serving as its editor. The magazine continued as a publication of the Alpha Chapter until the 1912 Convention voted to transfer the magazine from the chapter to the fraternity. In February of 1913, vol. 1 no. 1 of The Diary was published as the official magazine of Alpha Kappa Psi. Since then, 18 individuals have served as editor of the Diary, of which only five have held the position since 1928.
Recap what it means to be a member of Alpha Kappa Psi and how members are supposed to conduct themselves. Even when you are not wearing AKPsi letters, your friends, professors, classmates, hall-mates and family know you are a member of Alpha Kappa Psi. Be proud and represent your fraternity the way you want it to be known on campus.

Memorize the third section of The Creed, “In service, not in figures on the dial.”

Come with ideas for a new member class service project (not a fundraiser).

Explore the AKPsi website to learn more about your chapter’s Region and all of the Regions in the fraternity; Convention, PBLI and other educational opportunities like webinars and eLearnings.
- Review calendar for upcoming week
- Reveal Service Mentor
- Discuss the Big/Little Revealing (time, date, place, details)

Brotherhood Activity - Bringing in Alumni | Advisors /Alumni
Ask the advisors or other alumni to come to a social event with the chapter. It can be a cookout at a brother’s house or a pot luck; it can be as simple as an ice cream social. Have a meet and greet with the alumni of the chapter or alumni in the area. If you need help with a list from our database, simply contact the Heritage Center for help.
Meeting Information: 1.25 hrs

Purpose
In this meeting, we discuss the core value of service - why we do it; why it is important to the fraternity and the local community; and in what ways the fraternity offers service to its members through events and education. Pledges will also learn about the other chapters and colonies in the region.

Guests
- Service Chairman
- Junior class - Bring refreshments and enjoy brotherhood at end of meeting.
- Historian - Bring the History of Alpha Kappa Psi, scrapbooks, old composites, chapter history and charter.

Materials
- Region memory game
- List of service opportunities within the community (Service Chairman)

MEETING :: four

Service

“In service, not in figures on the dial.”

The Creed of Alpha Kappa Psi
Service Agenda

Roll Call
Answer with a way you can make a difference in AKPsi (refer to p.48).

Fraternity Educator | 15 minutes
Write and recite the portions of the Creed learned thus far together. p. 48
• “Alpha Kappa Psi recognizes that
• We live in deeds, not years;
• In thought, not breath;
• In service, not in figures on the dial.”

Give 10 minutes to reflect in their manual on p. 49 about service and this line of the creed. After they are done, ask them to share their thoughts. They will be answering the following questions:
• What does this line of The Creed mean to you?
• What does the word “service” mean?
• Why is serving others important?

Discussion - After reflection, ask for responses to these questions and encourage them to post on AKPsi’s Facebook page or tweet answers to the following questions:
1. What is the difference between service and philanthropy?
2. How is service relevant today?

Ask if there is anyone who would like to share a meaningful service story.

Service and Philanthropy

Service Chairman | 10 Minutes
The Service Chairman will talk to the new members about the service projects the chapter has done in the past and tell them that they have the chance today to pick one for the chapter to do. Chairman will hand out the list of opportunities (with descriptions) for available service project and the new members will choose one for the chapter to do. This date should already be on the calendar so all brothers can attend.

The best way to find yourself is to lose yourself in the service of others.

Mohandas Gandhi
Events and Programs

Alpha Kappa Psi is also committed to providing services to its members in the form of events and educational opportunities. Briefly introduce these events to the pledges and let them know how your chapter participates in each of them. (P. 51)

Academy

This first-rate, all-expenses-paid leadership development conference is among the finest learning opportunities offered to the membership of Alpha Kappa Psi — or that of any fraternity. Funded by the Alpha Kappa Psi Foundation, The Academy is based on the contemporary concepts contained in the business best seller The Leadership Challenge by Dr. Barry Z. Posner. The Academy focuses on the practices and commitments of exemplary leaders and what constituents expect from them. A limited number of participants ensure the experience will be highly personal and members will build a strong network with other Alpha Kappa Psi participants from around the world. Interactive group sessions are complemented by small group discussions led by AKPsi facilitators and successful business leaders.

All-AKPsi Academic Team

The Alpha Kappa Psi Foundation recognizes students who maintain excellence in academic standing while making positive contributions to their campus and community. The selection process measures an applicant’s ability to balance the pursuit of a degree with the development of leadership skills, interactive extracurricular participation and a sense of social responsibility. From among the team members, one or more outstanding individuals receive the Top Scholar Award and are recognized with educational grants.

Case Competition

The Alpha Kappa Psi Foundation sponsors the Case Competition at the February Principled Business Leadership Institutes. At each location, teams compete for the top three spots and scholarships. Through the foundation’s Case Competition, students are introduced to the realities of decision making — including incomplete information, time constraints and conflicting goals — giving them first-hand experience in analyzing business situations. The competition is designed to stimulate students’ thinking by challenging their capabilities and preparing them for future managerial decision making.

College of Leadership

Held in conjunction with the Convention, the College of Leadership provides students advanced chapter management skills. These dynamic sessions, focusing on advanced team and chapter leadership, effective recruitment strategies, fundraising and risk management, equip students with the tools needed to lead successful chapters and encourage personal growth. These programs are designed to be interactive discussions that give students opportunities to learn and share ideas from AKPsi leaders and chapters from around the world.

Convention

Held every other summer, the Convention consists of two main parts — the Chapter Congress Meeting and the College of Leadership. The Chapter Congress is made up of one delegate from each student chapter...
Fraternity Advisors Conference

Alpha Kappa Psi recognizes the fraternity advisor as one of the primary vehicles for training chapter officers and maintaining sound chapters within the fraternity. The most important first step is to provide the proper training to the advisor through the Fraternity Advisors Conference. This three-day conference is for faculty and chapter advisors who want to go further than the basics of advising and want to gain education on the “bigger picture” of working with successful chapters, maintaining a healthy Chapter Advisory Board, and being the best resource to the fraternity and the chapter.

Officer Training

Officer Training provides chapter officers with learning focused on serving others, chapter operations, and how to create an officer success plan. The focus of Officer Training is servant leadership which in turn allows participants to focus on member retention, teamwork, conflict resolution, and compromise.

Presidents Academy

The Presidents Academy is an educational leadership experience designed to provide chapter and colony presidents with indepth learning concentrating on serving others, self-awareness, chapter operations, understanding vision, and how to create a chapter success plan. Through a servant leadership lens, participants are able to focus on member retention, teamwork, conflict resolution, and compromise.

Principled Business Leadership Institute

Held in multiple cities across the country, the Principled Business Leadership Institute offers students a weekend focusing on professional skill building at the individual level, while allowing for the opportunity to network with other chapters and business professionals. Attendees participate in a curriculum centered on the values of principled business leadership and the values of AKPsi—brotherhood, integrity, service, unity, and knowledge.
Road to Brotherhood

The Road to Brotherhood offers beneficial operational education and resources for collegiate chapters. Organized by operational categories, these resources provide the tools needed to be an effective and informed leader, whether as an officer, committee chair or member. It includes complimentary webinars (live virtual presentations), eLearnings (pre-recorded trainings), documents and more.

Yellow Rose Society

Alumni are not the only ones that support the foundation fiscally. While anyone is welcome to contribute to the foundation, the foundation has developed a special program solely for the fraternity’s student members. With a minimum contribution of $10, students can join the Yellow Rose Society (YRS). Members receive a monogram AKPsi lapel pin, special recognition in The Diary of Alpha Kappa Psi and special invitations to member-only events and programs. If your chapter has a scholarship fund, your gift can be designated to it. For more information about the YRS, visit the foundation online at AKPsi.org.

Administer Quiz

Assignment for Meeting Five: Unity

Memorize the fourth section of the Creed, “We count time by heart throbs, When they beat for God, for man, for duty...”

Explore the AKPsi Web site (AKPsi.org) to learn about the fraternity and foundation board; the management team; the location of the AKPsi International Office, the Heritage Center; and the fraternity’s organizational structure.

Fraternity Educator and VP Membership | 10 minutes

Go over Initiation requirements. Do a “pulse check” to see if everyone is on track to be initiated. Address any pledges after the meeting who are not meshing with the group or seem to have specific concerns.

Remind the pledges to think about today’s lesson on service and your connection to your region and the larger fraternity. What do you have in common with the other members of AKPsi? What would our founders say about the value of serving other members of AKPsi?

Brotherhood Activity | Juniors

Candle or gavel pass activity: Have the juniors come to the end of the meeting and share what their experience in Alpha Kappa Psi has meant to them. Ask the Juniors to sit in a circle amidst the pledges and have each person share their favorite AKPsi memory.
We count time by heart throbs, When they beat for God, for man, for duty...

The Creed of Alpha Kappa Psi
Unity Agenda
Roll Call (refer to p. 58)
Describe a leadership trait you possess.

Fraternity Educator 15 minutes
Recite The Creed together and teach the next section, “...We count time by heart throbs, When they beat for God, for man, for duty...”

“Alpha Kappa Psi recognizes that
We live in deeds, not years;
In thought, not breath;
In service, not figures on the dial.
We count time by heart throbs,
When they beat for God, for man, for duty.”

Allow 10 minutes for reflection in their Manual on p. 59 about unity and this line of the Creed. Ask them to share their thoughts.

Discussion - Ask for responses to these questions: What does this line of The Creed mean to you? How is it relevant today?

Encourage posting on AKPsi’s Facebook page or tweet responses to these questions:
• Is leadership an individual or chapter concept?
• Can everyone be a leader?

Fraternity Education | President 15 minutes
Review the four areas of the fraternity structure.
• Chapter Congress
• Fraternity Board of Directors
• Management Team
• Foundation Board of Directors

Also review the duties of the Heritage Center Staff from pages 61 and 64 in the manual.
**Alpha Kappa Psi Organizational Structure**

Using the AKPsi Organizational Structure chart below, write the appropriate names for each level of the fraternity’s leadership.

**Legend**

- Regional management team
- Chapter-level
- Direct report
- Functional report

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**Fraternity Structure-Mapping Exercise**

(refer to p.62) In this activity, each new member represents part of the organizational structure, creating a living organizational chart. When you assign a new member to a job and a place to stand, provide a note card with a title on the front, and the job description on the back. Ask this person to maneuver to the appropriate spot and read the job description to the class. *(Refer to the PEP Manual for these job descriptions. Just a few sentences about the Board of Directors or the function of the entity should suffice.)*

As a substitute for this activity, you could build the organization using a PowerPoint presentation. Do the mapping activity with local chapter structure instead. Make sure before you do this activity, you double-check the names of the Chairman of the Board of Directors and anyone represented in this activity or on their charts in the PEP Manual on pages 62-65. These names are on the Fraternal Exam and do change from year to year. As you lead the pledges through this activity, have them write down the appropriate names in their PEP Manuals.

Assign one person to represent the fraternity, one to represent the foundation and one to represent the Management Team. Have these three people stand at the front of the room and space themselves out. They could stand on sturdy chairs to show they are the entities at-large.
Regions of the Fraternity

Alpha Kappa Psi is divided into 16 geographical regions. Each region has an appointed regional director who is responsible for the supervision of chapters in that region. The regional director may appoint section directors to assist and supervise groups of chapters. Regional directors also appoint regional managers who focus on specific areas such as membership, finance, technology or alumni. Each chapter also has a chapter advisor appointed by the regional director from among area alumni and faculty members.

The chapter advisor aids the chapter and its members in their activities and challenges, and serves as an advocate for the chapter on regional and fraternal issues. As a group, the regional director, regional managers, section directors, chapter advisors and CAB members make up the regional management team (RMT).

Our chapter is in the ___________________________ Region.
Our Regional Director is ___________________________.

Ask for volunteers to recall the names of the various regions. See who can name them all.

Name the other chapters in your region and play a memory game to learn about the other chapters.

Activity - Memory Game (refer to p. 66-67 in the PEP Manual):
Before the meeting, make a memory game for each group, using small cards (half-sized index cards). Write the chapter name, school and mascot for each chapter in your region on separate cards. Divide the new member class into groups of around five. Have each group play the memory game, matching the information for each chapter. Review the chapters/schools in your region.
Write the four elements of your pocket goals below. Write your GPA goal in the top left corner, a personal health goal in the top right corner, an AKPsi leadership goal in the bottom left corner and an AKPsi brotherhood goal in the bottom right corner.

Think about today’s lesson on unity. Why is it important to learn to work together? What does the line of the creed you learned mean to you? Could Alpha Kappa Psi as an organization thrive without each of the elements working together?

1. Understand AKPsi’s leadership, organizational structure and chapters in your region.
2. Discuss leadership traits and how to get involved on campus.
3. Learn about the value of unity and how each entity of the fraternity works together.

Pass out a list of campus organizations and clubs noting if any AKPsi members are involved in the organization.

Consider inviting the Student Activities director to introduce himself/herself.

Pocket Goals - Give each new member a piece of paper and ask them to fold it into four squares then open it up. Ask them to write their GPA goal in the top left corner, a personal health goal in the top right corner, an AKPsi leadership goal in the bottom left corner and a AKPsi brotherhood goal in the bottom right corner. Refold the paper and keep in a wallet or planner for frequent reference. Turn to p. 69 in the PEP Manual to write these down in a permanent location.

Ask the group to think about the lesson on unity. Why is it important to learn to work together? What does the line of the Creed you learned tonight mean to you? Could AKPsi as an organization thrive without each of the elements working together?

Administer Quiz

Assignment for Meeting Six: Unity
Memorize the last phrase of the Creed.

Review quizzes or utilize the online tests and prepare for the Fraternal Exam.

Administrative
Review dates and information for the Court of Honor and Initiation ceremonies.

Brotherhood - Ice Cream Social
Provide all the ingredients for an ice cream social. Ask new members to add a topping for each club or activity they were involved in during high school. If it is spring term, ask them to add toppings for each campus club they are already involved in. Those who were not involved can add toppings based on service projects they participated in or even organizations they hope to get involved in this year.
He lives most who thinks most, Is noblest, acts the best.

"He lives most who thinks most, Is noblest, acts the best."

The Creed of Alpha Kappa Psi
**Knowledge Agenda**

**Roll Call (refer to page 72)**

Answer with something at which you excel.

**Review "The Anthem of Alpha Kappa Psi,"**

This week, the pledges will learn the final section of the Creed. Recite The Creed together.

> "Alpha Kappa Psi recognizes that
> We live in deeds, not years;
> In thought, not breath;
> In service, not in figures on the dial.
> We count time by heart throbs,
> When they beat for God, for man, for duty.
> He lives most who thinks most,
> Is noblest, acts the best."

Provide 10 minutes to reflect in their PEP Manual on p.75 about knowledge and this line of the creed. Ask for them to share their thoughts.

**Discussion** - Ask for responses to these questions “Name a person or a belief to which you are committed. Have you ever committed to something for life?” Encourage posting on AKPsi’s Facebook page or tweet answers to the questions, “What does knowledge have to do with fraternity? What does life-long commitment mean (#knowledge, #lifelong, #PEP, #AKPsi)?

On page 75, ask the group to reflect on this question: How does life-long learning connect to our vision, values, guiding principles and creed? Have them form pairs to discuss their responses with a partner. Engage in a conversation with the group afterward.
There are two types of recognized groups within Alpha Kappa Psi:
1. College Chapters
2. Alumni Chapters

One of the greatest fraternity benefits after graduation is the opportunity to join an alumni chapter. Membership in an alumni chapter is open to all members of Alpha Kappa Psi who leave their chapters in good standing and pay dues to that alumni chapter.

Alpha Kappa Psi alumni join chapters for a variety of reasons, including:

**Professional Development**: Alpha Kappa Psi provides quality professional development for its alumni members. The alumni chapters host a variety of learning opportunities from team building to information technology. In addition, many of our own members present content in areas which they have an expertise.

**Networking**: Alpha Kappa Psi business leaders world-wide serve as an effective source of business contacts and friends. We have brothers who are owners of insurance agencies and mortgage companies, vice presidents of banks, senior executives of software companies and recruiters for corporations. Having a foundation of networking makes life easier when trying to buy a home, look for a new job or to begin investing.

**Social**: Being out of college can make it difficult to see old friends and to form new friendships. Joining an alumni chapter gives you the opportunity to see old friends and make new ones.

**Community Service**: Alumni chapters serve the community and make a difference through various projects. Some chapters assist local organizations (e.g. homeless shelters, orphanages, nursing homes) while others select a charity organization to support (e.g. American Cancer Society, Ronald McDonald House, Junior Achievement, PBS, March of Dimes).

**Life Loyal**: By becoming a Life Loyal member you join an exclusive group of brothers. There are many benefits including, but not limited to, lifetime subscription to the AKPsi Diary, Life Membership certificate and Life Loyal Membership Button! The cost of a Life Loyal membership is $400. The student rate is $200. A student rate is available to all students and recent graduates in the two years from their graduation date and does not exempt the member from all student and/or local alumni chapter dues and insurance fees. This affiliation allows an alumnus to have uninterrupted membership in the program for his or her lifetime.

**Fraternity Jewel**: The blue sapphire, is the symbol of alumni objectives. Within it is a more subtle meaning, which is explained in the ritual; there is more than casual significance to all brothers in all phases of business.
Think about today’s lesson on knowledge and how much you have learned. Why is it important to seek knowledge? What does the line of the Creed you learned mean to you? What did knowledge mean to our founders?

Knowing what you know now, how has your response changed regarding how you will incorporate this experience after graduation? See page 21 for your initial insights.

1. Understand the opportunities for life-long commitment to Alpha Kappa Psi.
2. Prepare for the Fraternal Exam.
3. Reflect upon the knowledge gained since you started this journey.

Fraterna Exam Review
Play charades, Pictionary, Jeopardy or another game to review for the Fraternal Exam. This can be done in small groups.

Activity (refer to p. 76 in the PEP Manual)
The purpose of an Alpha Kappa Psi is best defined in the Creed. Ask pledges to circle words in the Creed that mean the most to them, and underline words they feel the chapter exemplifies. Break the class into pairs or triads. Have them discuss their choices. Are they the same words and concepts for the individual and the chapter? Is the chapter exemplifying what is important to members individually? Ask several new members to share their responses with the group.

To bring closure to this portion of the education program and as further review for the Fraternal Exam, play the History of AKPsi dvd.

Final Reflection
Think about today’s lesson on knowledge and how much you have learned through your pledge period. Why is it important to seek knowledge? What does the line of the creed you learned tonight mean to you? What did knowledge mean to our founders?

Knowing what you know now, how has your response changed regarding how you will incorporate this experience after graduation? See page 21 for your initial insights.

Administrative
Distribute the pledge program evaluation to complete.
Remind new members of dates, times, etc., for Initiation and Court of Honor.
Make sure to answer any questions and ease any fears about Court of Honor.
Addendum
Performance Improvement Plan

The program is primarily comprised of two main components: education and evaluation. New members are evaluated through a wide array of methods and on a number of different criteria. When criteria and expectations set out by the chapter are not met, the chapter should consider a Performance Improvement Plan.

Methods of Evaluation

Most of the methods of evaluation are covered in detail in other areas of this document, so the following are simply summarizations of those methods.

- Quiz and Fraternal Pledge Exam scores;
- Mid-Court and Court of Honor interview performance;
- Activity requirements;
- Training session attendance;
- Big brother feedback;
- Subjective evaluation by all brothers;
  - Work ethic,
  - Quality of work,
  - Respect for other pledges and brothers,
  - Ability to work on and lead teams,
  - Attitude toward the chapter, the fraternity and the pledge program.

Feedback and Discipline

The ultimate purpose of an evaluation is to enable the fraternity education team to give constructive feedback to each person. An issue should be addressed with the respective individual promptly and clearly. Once proper notification is given, a reasonable amount of time to correct the problem should be agreed upon. If the issue persists, the fraternity education team must take the appropriate disciplinary action and discuss this action with the chapter.

Occasionally the task of disciplining becomes necessary. Discipline can range from a warning from the big brother about inappropriate behavior to a requirement to retake a failed quiz to the removal from the program. Regardless of the level of discipline required, the following guidelines should always be followed:

- Always treat the individual with respect and fairness;
- Publish and educate the pledges thoroughly on clearly defined disciplinary rules and processes (particularly the rule that the pledge fee is not refunded if a pledge quits or is removed);
- Stress the main reason for the discipline is educational in nature (except for removal);
- Think through all disciplinary actions before acting;
- Do not back down from decisions to discipline;
- Give the pledge as much information as possible regarding the reason(s) for the disciplinary action. However, be particularly careful not to divulge specifics of any discussion held in any closed brother forum;
- The fraternity education team lead must approve all disciplinary actions before application of the discipline (unless discipline is removal in which the chapter must approve).

In order for the chapter to mitigate risk in such a sensitive area, it is extremely important each chapter document any and all notifications given to a pledge. The documentation should include the issue at hand, the date it was addressed with the individual, the student member who addressed the issue and any comments or resolutions resulting from the conversation.
Sample issue documentation (two samples):

<table>
<thead>
<tr>
<th>Pledge</th>
<th>Issue</th>
<th>Addressed by</th>
<th>Date</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. Doe</td>
<td>Professional dress</td>
<td>M. Smith</td>
<td>3/2/06</td>
<td>• Big brother to teach J. Doe</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>how to tie a tie</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• J. Doe to attend “Dress for</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Success” event at Macy’s</td>
</tr>
</tbody>
</table>

Pledge Action Plan Date 2/17/07 Pledge Name: Joe Smith

Problem/Issue
• Does not attend meetings professionally dressed
• Is continually late to pledge meetings and events

Addressed By: the brotherhood

MOR Smith, President Kline, Big Brother Lyles and VP membership Petersen were in attendance for this meeting with Pledge Smith

Resolution: Pledge Smith is going to work on these issues with his big brother and other brothers.
• Attend a dress for success at Neiman Marcus
• Go shopping with his big brother to learn how to professionally dress on a tight budget
• Set alarm on cell phone for meeting reminders
• Get to all events and meetings at least five minutes early

Next Evaluation Date: Big brother will report to brotherhood the progress of these action items. All action items must be met by Mid-Court when Pledge Smith will be re-evaluated.

Potential Consequences: Alpha Kappa Psi is a training tool for the real world. If Pledge Smith does not complete the above items, Pledge Smith may be removed from the pledge class pending a vote of the brotherhood.

Pledge Signature: Joe Smith 2/17/07

Witness Signature: MOR Smith, President Kline, BB Lyles, VPM Petersen

The most serious form of discipline is the removal of a pledge from the pledge program. This form of action should generally be reserved for continuous failure to achieve educational objectives and can only be accomplished by a vote of the chapter membership. A chapter vote is appropriate if a pledge has acted in ways detrimental to other pledges or to the chapter. Caput II Section 6-A-4 of the Statutory Code clearly states the requirements for removing a pledge from the program. Before performing any action associated with removal, this code should be reviewed with the chapter membership. The following are the most important points from the code:

• A vote to remove a pledge can be proposed by any brother during any formal meeting of the full chapter membership.
• The number of affirmative votes required to expel a pledge may not exceed 25% of chapter membership. The actual number required by the chapter should be explicitly stated in the chapter Bylaws. This number is based off members in good standing, members do not have to be present.
• Upon the request of any member, there can be a second discussion and a second vote can be taken. This vote must occur before the recess or adjournment of the meeting in which a vote on a pledge has already been taken. Only two votes may be taken.
• If a pledge is removed, his/her name cannot be proposed again until the beginning of the next pledge period.