

This is copy number _____ of Alpha Chapter's Educational Director's Manual. It should be used only by the Educational Director and his committee. It should be returned to the chapter president, the chapter advisor, or given to the new duly appointed Educational Director upon the completion of each academic semester. The contents of this manual should not be available for general consumption.

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1 Instructions to the Educational Director

The Educational Program is a continuing program for all members of the chapter. You may focus your energies upon the Neophi, but you must be careful not to neglect the rest of the chapter. Each member is required to remain familiar with the rituals. The strength of the chapter will always depend upon the success of its Educational Program.

As the Educational Director of the chapter it is your responsibility to direct the training program for the new members according to the rules established in the National Program and in the chapter By-Laws and Standing Orders. There are goals for this program and there are dangers which must be avoided. The goals of the program include instilling a sense of brotherhood among each of the new members, to initiate men who will work to maintain the traditions of the fraternity, and to educate the new members about fraternity life, about the workings of the local chapter, about the history of Phi Lambda Phi and about the men who are their brothers. When a brother finishes his training period he should be ready to assume an active role in the chapter.

This is a training program and as such you will be required to teach. You will probably learn more than the new members. Teaching is the best way to learn. The more members of the chapter that you involve in the process the greater the amount of learning that will take place. The program is designed so that a minimum of members are actually required, however, if this program is to have its full impact them a larger number of members should be involved.

Organization is the key to your success. The Sentinel serves as the executive director as such is your liaison with the executive board. To help you direct the program you have been given a committee. This committee consist of yourself as the chairman, your Assistant Director, and any others appointed by the President and approved by the chapter. Not only is there a legal responsibility but the future of this chapter rests in the hands of the members directing this program. There is one other group that will be important to the success of this training program. That group is the big brothers. Big brothers should be chosen on the basis of their ability to present a proper role model, their ability and willingness to spend time with their little brothers at the lessons and their willingness to help their little brothers at all times. A list of members who desire to be big brothers shall be created at the Neophi Ceremony. Only those active members of the Orders of Lambda and Phi who are in attendance at the Neophi Ceremony or have had a valid excuse approved should be included on this list. The Educational Director shall arrange this list in descending order beginning with the newest member and those who have not had previous little brothers. He shall then make his selection of big brothers in consultation with the Executive Board.

1.1 Structure of the Educational Program

It is to be expected that the largest single number of new members will join during the early weeks of the fall semester which is the traditional time for freshmen to make this decision. This, however, is not the only time for Neophi to be admitted. Our recruitment system encourages us to admit new members throughout the year. We must therefore, be prepared to provide equal access to training for all new members without regard to when they joined. This means that on any given lesson night we may have to provide multiple lessons and multiple rituals. If each new member is to have equal training then they must have the same lessons, from the same notes, and in the same order. In other words we must have rules and schedules and they must be followed.

The Neophi Ceremony is their initiation ritual and instructs the new members about what we believe and reveals the meaning of many of our symbols. It also establishes, in the minds of these new members, the seriousness with which we regard these ceremonies. The responsibility for this event should be shared between the Recruitment Chairman and the Educational Director. These new members are from this moment forward full members of our brotherhood. The Brotherhood Manual is presented to the Neophi at this time. The Educational Director should meet with the Neophi to establish the date and time of the next lesson and he should assign reading material to

be studied prior to the next lesson.

Each lesson shall follow the same general schedule beginning with an announcement period under the direction of the Educational Director followed by a test over the preceding lecture and any assigned reading material. These tests are included in this manual and are not to be expanded, diminished, or changed in any way. This testing is the responsibility of the Assistant Director.

The testing is followed by a lecture over the lesson of the week. The subject of each lesson is listed in the schedule. The lecture shall be delivered by a member designated by the Educational Director from notes included in the appendix. Only Neophi shall attend these lectures unless others are invited by the lecturer and the Director. It is essential that the prescribed material be covered so that the standardized tests will be valid. The lectures shall be attended only by Neophi in the same lesson. It will be necessary to have more than one lecture on some evenings. Those Neophi not attending shall be encouraged to use the time to study either their academic work or their fraternity work.

The lectures shall be followed by the temple. The temples are written so that as the Neophi proceeds from week to week he will become more familiar with the wording and the meaning. The inclusion of the big brothers will increase the feeling of brotherhood between these two men as the Neophi depends upon advice and prompting of his big brother. If any big brother or other member finds it too difficult to play a serious role in the rituals they should be excluded from that part of the lesson. Multiple lessons or temples for are performed in reverse order so that the Neophi may, when they have finished their temple for the evening, sit and silently observe the others. The various parts of each temple shall be performed only by members of the order of Phi. The Educational Director shall appoint such members for these roles. It is important that different members are seen in these roles.

The fire is an informal discussion led by a current member. The Educational Director shall designate a member to lead the fire and only that member shall be authorized to allow anyone other than the Neophi to attend. All Neophi, separated by week of training, shall attend each fire. The discussions shall be assigned and shall include the temple lessons.

Before the Neophi leave for the evening they will meet with the Educational Director to discuss the activities of the lesson and any other concerns they may have. Only the Educational Director and the Neophi shall be at this meeting. The assignment for the next lesson is given at this time.

2 Weekly Schedule

Both the Neophi Ceremony and the first lesson may take place on the same day or they may be split into two different events.

2.1 Neophi Ceremony

Announcements

1. Establish times for the weekly lessons.
2. Insure that each Neophi understands the financial requirements. They should be made aware of their monthly obligations of **\$35.00** while for the remainder of the semester and **\$75.00** for all following semesters.
3. Prepare list of potential big brothers.

2.2 Educational Function

Announcements

1. Hazing Policy discussion — Hazing is defined as any action taken or situation created intentionally, whether on or off the fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly apparel which is conspicuous or not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, or ritual, or policy, or regulations and policies of the educational institution.
2. Big Brothers — If possible big brothers should be chosen before the Cliff of Trust at the next lesson. Therefore the Neophi must be asked to indicate their choices in priority order. They will make theses choices from the list preciously prepared by the educational director. The big brothers must be informed as soon as possible.

2.3 Week One

| | |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Test | None |
| Lecture | Fraternity Insignia and Greek History |
| Study Assignment | Chapter I and II of the Brotherhood Manual, Welcome to Phi Lambda Phi, and Greek History. They should also review their knowledge of the fraternity insignia that they gained during the Neophi Ceremony |
| Temple | Path of Secrecy |
| Fire | Recruitment |

2.4 Week Two

| | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Test | Greek History and Phi Lambda Phi Insignia |
| Lecture | History of Phi Lambda Phi and the local chapter |
| Study Assignment | Chapter II of the Brotherhood Manual |
| Temple | Cliff of Trust — At this time the Big Brothers shall have been appointed and they shall come forward to take their respective Little Brothers to the Cliff |
| Fire | Scholarship |

2.5 Week Three

| | |
|------------------|-----------------------------------------------------------------|
| Test | History of Phi Lambda Phi and the local Chapter |
| Lecture | Greek Alphabet and Phi Lambda Phi Orders |
| Study Assignment | Chapter II and IV of the Brotherhood Manual |
| Temple | Loyalty |
| Fire | Alcohol and Drugs — (see chapter VII of the Brotherhood Manual) |

2.6 Week Four

| | |
|------------------|------------------------------------------|
| Test | Greek Alphabet and Phi Lambda Phi Orders |
| Lecture | Principles of Phi Lambda Phi |
| Study Assignment | Chapter III in the Brotherhood Manual |
| Temple | Conduct |
| Fire | Conduct |

2.7 Week Five

| | |
|------------------|--------------------------------------------|
| Test | Declaration of Principles |
| Lecture | Constitution, By-Laws, and Standing Orders |
| Study Assignment | Appendix A of the Brotherhood Manual |
| Temple | Charity |
| Fire | Order of Alumni |

2.8 Week Six

| | |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Test | Constitution, By-Laws, and Standing Orders |
| Lecture | Appendix A of the Brotherhood Manual |
| Study Assignment | Data sheets |
| Temple | Judgment |
| Fire | Recruitment — (since this is the second Fire devoted to recruitment it is essential that a different member shall lead the discussion) |

2.9 Week Seven

| | |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Test | Data sheets |
| Lecture | Risk Management |
| Study Assignment | Risk Management Policy in chapter VII of the Brotherhood Manual |
| Temple | Community |
| Fire | Scholarship — (since this is the second Fire devoted to scholarship it is essential that a different member shall lead the discussion) |

2.10 Week Eight

| | |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Test | Risk management |
| Lecture | Parliamentary Procedure |
| Study Assignment | Chapter V in the Brotherhood Manual and other appropriate review material as designated by the Director. The final test shall be given at the next meeting. |
| Temple | Pride |
| Fire | Conduct — (since this is the second Fire devoted to conduct it is essential that a different member shall lead the discussion) |

2.11 Final Rituals

The final ritual constitutes the Brotherhood Ceremony of our fraternity and as such should be attended by as many brothers as possible. Attendance should be considered when you schedule the time and date. The Neophi shall take their final test and the Treasurer shall certify if all Neophi in attendance are in good standing with the chapter. During this time the director and the chapter shall be preparing for the final rituals. These rituals shall be conducted by the Educational Director and the Educational Board. The Neophi shall perceive this as an ending of their training and a commencement of their chapter careers. The other members shall perceive these rituals as a reaffirming of their beliefs in the principles of our **BROTHERHOOD**. All members of the chapter (from all orders — including Alumni) should be encouraged to participate. Due to the importance of this occasion the Social Chair should be advised of the time and date with adequate notice that he may plan the proper chapter social event.

3 Neophi Lectures

3.1 Fraternity Insignia and Greek History

3.1.1 Definitions

Keeper of the Fire — ceremonial figure representing our ties with our past and with our future.

Mentor — ceremonial figure who teaches us about our brotherhood, on who leads by example.

3.1.2 Insignia

Coat of Arms

The crest is a shield with a Lambda on the top and the words Phi Lambda Phi on a ribbon superimposed on the lower part. The shield contains three diagonal stripes on a light blue background. The middle stripe is dark blue and contains the letters Phi, Lambda, and Phi, the other two are gold.

The **Shield** protects the brotherhood which in turn protects the members.

The **Lambda** is symbolic of our heritage as the Lambda chapter of Phi Lambda Chi.

The **Ribbon** with **Phi Lambda Phi** is symbolic of our present and our future.

The **Dark blue stripe** represents unity.

The **Light blue field** represents truth.

Together **the blues** represent strength in diversity

The **Gold stripe** represents purity of thought, word, and deed.

3.1.3 Badges

Order of Neophi

In the shape of the shield from the crest with the Greek letter **Phi** on the top of the blue stripe.

Order of Lambda

In the shape of the shield from the crest with the Greek letters **Phi** and **Lambda** on the upper half of the blue stripe.

Order of Phi

In the shape of the shield from the crest with the Greek letters **Phi**, **Lambda**, and **Phi** on the blue stripe.

The fraternity colors are **blue and gold** and the flower is **White Carnation**.

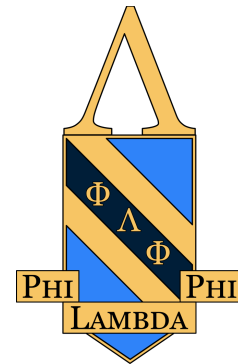


Figure 1: Insignia of Phi Lambda Phi

3.1.4 Greek History

| | |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1750 | College of William and Mary, Williamsburg, VA — Flat Hat Club first general college fraternity. |
| 1776 | College of William and Mary — Phi Beta Kappa — First Greek letter fraternity. Today Phi Beta Kappa is a scholastic honorary Fraternity. Their pin is a gold key. |
| 1812 | University of North Caroline — Kappa Alpha did not survive the Civil War. |
| 1825 | Union College, Schenectady, NY — Kappa Alpha Society — first general college fraternity still in existence. |
| 1827 | Union College — Sigma Phi and Delta Phi were established. These three became the Union Triad and Union College became known as the "Mother of Fraternities" |
| 1833-1855 | Miami University, Oxford, OH — Beta Theta Pi, Phi Delta Theta, and Sigma Chi. These three became the "Miami Triad" |
| 1909 | National Inter-Fraternity Conference (NIC) established |
| WWI | the war caused rapid expansion |
| Great Depression | fraternity growth declined and many failed |
| WWII | closing of many chapters — some houses used to house military |
| Post-WWII | increase of older students (GI's) increase of chapters and of fraternities |
| 1960s–1970s | Greek system perceived as part of establishment and attacked by many students |
| 1980s | negative impact of the movie "Animal House" — increase in hazing New laws against hazing and an increase in alcohol abuse New resolutions on alcohol including "Risk Management Policy" |

3.2 History of Phi Lambda Phi and the local chapter

| | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1930 | Phi Lambda Chi established in Conway Arkansas |
| 1939 | voted to nationalize on 19 January 1939 |
| 1969 | Lambda Chapter of Phi Lambda Chi established at Northeast Missouri State Teachers College in Kirksville, MO |
| 1971 | First of many Homecoming Float wins Attempted first dry rush on campus First Phi Lambda Chi chapter to outlaw hazing |
| 1973 | bought house at 610 S Osteopath Avenue interest free loan from Walter Harkama (Harkama Scholarship) |
| 1978 | addition built on front of house constructed by members of the chapter |
| 1979 | First Annual Alumni/active float trip |
| 1988 | Lambda chapter designed the national training program |
| 1993 | party pavilion was designed and built |
| 1997 | Lambda Alumni House Holding Corp. bought the house located south of Lambda House. This house was remodeled to accommodate 3 men |
| 1994 | a deck was added to the pavilion which almost doubled the floor space. Chapter alumni have server with distinction on the National Board: Dwight Tietz and Jeff Briggs served as members of the board; Eric Rosenbloom and Kevin Cherry served as National Treasurer; Terry Trick and Danny Boehm served as the National President. |

By the turn of the century the members of the alumni association and the chapter began to realize that Lambda Chapter, the national board, and many of the other chapters no longer shared a common interest in the future of our brotherhood. Brother Danny Boehm was elected president of the National Board and Brother Kevin Cherry was elected business manager. They discovered that as a minority of the board they could not carry out their plans for the improvement of Phi Lambda Chi. At that point the brothers began to plan for the disaffiliation from Phi Lambda Chi and the creation of a new national office and the establishment of a local chapter at Truman State University.

| | |
|---------------|-----------------------------------------------|
| 21 April 2002 | Phi Lambda Phi was born |
| 8 June 2002 | National Office of Phi Lambda Phi established |

3.3 Greek Alphabet and Phi Lambda Phi Orders

Membership is a life long experience. Our Orders are a program for the development of the brothers during that experience. Our program contains four Orders, which represent stages of development. However, all brothers are **equal**. No brother, in any Order, should believe that eh is better than any other brother in any other Order.

3.3.1 Order of Neophi

A new member is initiated into the Brotherhood and becomes a member of the Order of Neophi when he participates in the Neophi Ceremony.

Requirements of the Order

1. To be a full time student in good standing with the University
2. To have accepted our principles
3. To have agreed to uphold our Code of Conduct
4. To have an earned GPA of 2.5 or above for all college level work attempted.



Figure 2:
Neo-Phi
Pin

Privileges of the Order

1. May attend meetings of the chapter and may serve on chapter committees
2. May wear our Greek letters
3. May attend events that are open only to members
4. May vote on all actions not changing the constitution or by-laws

Responsibilities of the Order

1. Establish good academic habits and equal or increase his GPA of his previous semester.
2. Establish a bond of brotherhood with the other members
3. Study the organization, rituals, and goals of the brotherhood
4. Establish good financial habits and maintain good standing with the chapter

3.3.2 Order of Lambda

Requirements of the Order

1. To have filed an application for a Lambda review with the Executive Board and to have attended this review
2. To have served in the Order of Neophi for a minimum of one academic semester or sixteen weeks and remain in good standing
3. To have a cumulative GPA of 2.5 or better as a full time student
4. To have upheld the Code of Conduct and met all financial obligations to the fraternity
5. To have attended and become familiar with the training rituals and lectures and to have passed all examinations
6. To have been involved in several chapter or campus events and served on a chapter committee
7. To have upheld the fraternity Code of Conduct



Figure 3:
Lambda
Pin

Privileges of the Order

1. To have full participation in meetings and to propose motions
2. To chair chapter committees
3. May conduct chapter meetings
4. May conduct ritual ceremonies

Responsibilities of the Order

1. To serve as a role model for newer members and to aid in their training and bonding
2. To study how to lead by intentionally developing the ability to intelligently follow and to provide leadership for the chapter when called upon to do so
3. To continue to strive for academic excellence and to share your academic expertise
4. To maintain the welfare of the chapter and its members

3.3.3 Order of Phi

Requirements of the Order

1. To have filed an application for a Phi review with the Executive Board and to have attended this review
2. To have served in the Order of Lambda for a minimum of one academic semester or sixteen weeks and remain in good standing
3. To have a cumulative GPA of 2.5 or better as a full time student
4. To have upheld the Code of Conduct and met all financial obligations to the fraternity
5. To have chaired a chapter committee



Figure 4:
Phi Pin

Privileges of the Order

1. May serve on the chapter executive board
2. May conduct chapter meetings
3. May conduct ritual ceremonies

Responsibilities of the Order

1. To serve as a role model
2. To provide leadership for the chapter when called upon to do so
3. To continue to strive for academic excellence and to share your academic expertise
4. To maintain the welfare of the chapter and its members

3.3.4 Order of Alumni

Requirements of the Order

1. To be in good standing with the chapter and with the National Office of Phi Lambda Phi
2. To have graduated or to have had a petition to join accepted by the Alumni Association

Privileges of the Order

1. Eligible for membership in the Alumni Association
2. Eligible to receive the Newsletter

Responsibilities of the Order

1. Continued support of the chapter
2. To provide an example for the younger brothers by continuing to uphold the Code of Conduct



Figure 5:
Alumni
Pin

3.3.5 Greek Alphabet

The Greek Alphabet is the base for the naming and symbolism of all Greek Fraternities and as such you should recognize and be able to pronounce all Greek letters.

| | | |
|----------------------|---------|----------------|
| A α | Alpha | AL - fa |
| B β | Beta | BAY - ta |
| Γ γ | Gamma | GAM - ma |
| Δ δ | Delta | DEL - ta |
| E ϵ | Epsilon | EP - si - lon |
| Z ζ | Zeta | ZAY - ta |
| H η | Eta | AY - ta |
| Θ θ | Theta | THAY - ta |
| I ι | Iota | I - O - ta |
| K κ | Kappa | KAP - pa |
| Λ λ | Lambda | LAMB - da |
| M μ | Mu | Mew |
| N ν | Nu | New |
| Ξ ξ | Xi | Zi |
| O \omicron | Omicron | AHM - icron |
| Π π | Pi | Pi (eye) |
| P ρ | Rho | Ro |
| Σ ς | Sigma | SIG - ma |
| T τ | Tau | Taw |
| Υ υ | Upsilon | OOP - se - lon |
| Φ φ | Phi | Fi (eye) |
| X χ | Chi | Ki (eye) |
| Ψ ψ | Psi | Si (eye) |
| Ω ω | Omega | O - MAY - ga |

3.4 Principles of Phi Lambda Phi

Declaration of Principles

1. We believe in a union of men with a common cause. We believe that such a union betters the individuals.
2. We believe in a fraternity-for-life policy and shall seek to retain the loyalty of all of our alumni.
3. We denounce hazing in any form.
4. We believe in honest and integrity in the hearts and actions of our brothers.
5. We believe in academic excellence.
6. We believe in fraternity secretiveness.
7. We believe in friendly inter-fraternity relations.
8. We believe that the abuse of alcohol and illegal drug use is a detriment to our members.

Code of Conduct

- I. I will respect the dignity of all persons.
- II. I will respect the rights of private and community property.
- III. I will meet the financial obligations of my fraternity on time.
- IV. I will not use or support the use of illegal drugs.
- V. I will not abuse or support the abuse of alcohol.
- VI. I will do all in my power to maintain a clean environment in my chapter.
- VII. I will not tolerate the abuse of any part of this code by my brothers.

3.5 Constitution, By-Laws, and Standings Orders

Four documents provide the basis of our fraternal government: National Constitution, Chapter Constitution, Chapter By-laws, and Chapter Standing Orders

National Constitution

1. Approved in convention on 8 June 2002
2. Covers the national organization.
3. Defines Membership
 - A. Good Standing — "one who is not on probation or who is not in arrears to his chapter or the fraternity, or to any agency or instrumentality thereof. beyond the period fixed by law. A member not in good standing shall be considered suspended from membership and have inactive status until all arrears are paid or time of payment is extended.
 - B. Member — A full time male student in good standing who maintains a "c" average — and who shall not have developed an inactive status.
4. Defines Executive Board Officers
 - A. President
 - B. Vice President
 - C. Sentinel
 - D. Treasurer
 - E. Secretary
5. Defines duties of officers

The **president** shall preside over all meetings, enforce the constitution, laws, ritual, and local by-laws

The **vice president** shall in the absence or incapacity of the president perform all duties of the president

The **sentinel** shall act as doorkeeper and custodian of the chapter room and keep order at all proceedings of the chapter

The **treasurer** shall collect all monies due the chapter and keep accurate records, make reports of receipts and expenditures when required

The **secretary** shall keep a permanent record of all proceedings

Chapter By-laws

Requires 2/3 vote to amend

Covers the local chapter

Must agree with the National Convention

Standing Orders

Approved and rescinded by a simple majority

Any rule passed by the chapter but not part of constitution or by-laws

Current copy maintained by the secretary. Each member should keep his own current copy

3.6 Brothers and Data

Our brotherhood is family In order to create the proper environment for the strongest form of brotherhood we must know our family members, our brothers.

We cannot develop the level of trust and loyalty upon which this brotherhood stands unless we know our brothers well.

Group Discussion Encourage the Neophi to spend time with their older brothers and learn some data about them. Discuss the data that the Neophi have already learned.

Example Questions:

Where are members from?

Who is a Business Major, a Math Major, etc.?

Who is going to graduate this year?

Who is a member of the order of Phi?

Who wants to go to Grad School, Law School, etc.?

3.7 Risk Management

Phi Lambda Phi National has adopted the following:

All social functions shall be by individual invitation only — open parties shall be prohibited

Individual chapter members shall assume responsibility for the identification of their guests and shall be responsible to the chapter for their conduct

The term "non-member" refers to men, women, Greeks, and non-Greeks alike

These and other rules are contained in a National Resolution on Risk Avoidance,

A copy of this resolution is available to you.

Alcohol and Hazing

Possession, use, and consumption shall conform to the law. Alcohol and drugs shall not be purchased by chapter funds.

Possession, use, and sale of illegal drugs is strictly prohibited.

May not sponsor or co-sponsor any event with alcohol distributor or tavern and may not sponsor or co-sponsor any event where alcohol is purchased by any of the host organizations.

No member shall permit, tolerate, encourage, or participate in "drinking games"

No alcohol shall be present at any educational or training activity of the chapter

Hazing

No member shall haze a new member

Any action taken or situation created, intentionally, whether on or off the fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly apparel which is conspicuous or not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, or ritual, or policy, or regulations and policies of the educational institution.

Sexual Abuse

The chapter shall not tolerate any form of sexually abusive behavior

3.8 Parliamentary Procedure

Chapter Meetings

- I. Opening Ritual — Only Lambda and Phi members
Neophi members enter after ritual
- II. Roll Call — Only of members in good standing are eligible to vote.
A majority of these members in attendance shall determine a quorum
- III. Reading of Previous Minutes
- IV. President's Report
- V. Advisor's Report
- VI. Vice President's Report
- VII. Treasurer's Report
- VIII. Committee Reports
(During the committee reports the only motions accepted by the chair should be those proposed by the committees. Committee business which requires a chapter vote should be proposed at this time.)
- IX. Old Business — Any motion on the table may be considered at this time. Any discussion begun at an earlier meeting may be continued at this time
- X. New Business — Any business that was not covered in the committee reports and that a member of the quorum wishes to introduce may be done at this time. Any business that did not logically fall into one of the committee reports should be proposed at this time

Parliamentary Procedure We attempt to maintain order and efficiency in our meetings by following the general rules of parliamentary procedure.

| | | |
|---------------|--------------------------|---------------------|
| Legend | S = Second required | ND = Not debatable |
| | D = Debatable | LD = Limited Debate |
| | M = Majority vote needed | A = Amendable |

The following motions are listed in order of precedence.

| If you want to: | Say this: | Remember |
|--------------------------------------------|----------------------------------------------|-----------------------------------------------|
| Adjourn | I move that we adjourn | S ND M |
| Recess | I move that we recess until... | S ND A M |
| Complain about noise, room temp., etc. | Point of Privilege | May interrupt the speaker ND Chair Decides |
| Suspend further consideration of something | I move that we table it | S ND M |
| End debate | I move the previous question | S ND 2/3 |
| Postpone consideration of something | I move that we postpone this matter until... | S D A M |
| Amend a motion | I move this motion be amended by... | S D A M |

The above listed motions and points are listed in established order of precedence.

When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

| | | |
|------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------|
| Introduce business (a primary motion) | I move that... | S D A M |
| Object to procedure or personal affront | Point of order | May interrupt the speaker ND Chair decides |
| Request information | Point of information | May interrupt the speaker ND |
| Ask for vote by actual count to verify voice vote | I call for a division of the house | Must be done before new motion — No vote needed unless objected |
| Object to considering some undiplomatic or improper matter | I object to consideration of this question | May interrupt the speaker ND 2/3 |
| Take up matter previously tabled | I move we take from the table... | May interrupt the speaker S ND M |
| Reconsider something already disposed of | I move we now (or later) reconsider out action relative to... | May interrupt the speaker S D(only if original motion as debatable) M |
| Consider something out of its scheduled order | I move we suspend the rules and consider | S ND 2/3 |
| Vote on a ruling by the chair | I appeal the chairs decision | May interrupt the speaker S ND M |

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

Taken from Robert's Rules of Order Newly Revised, 11th edition.

4 Neophi Tests

The Neophi tests serve as a way for the Educational Director to track the progress of the Neophi through their education. It is an important part of the process to make sure the Neophi are learning properly. The Assistant Director should be the one administering the tests and the tests should remain unaltered when given to the Neophi. All Neophi with the same training will be given the same test to take.

The tests are included in the manual and copies should be made prior to giving the tests. Under no circumstances should you remove a copy from the manual to give to the Neophi. The originals should be saved so that later Neophi may take the tests as well.

To make the answer keys for each test you should refer to the test's section under the Neo-Phi Lectures section of this manual. For any additional resources for answer keys (e.g. current members, alumni, etc.) you can reference the appendix section of this manual.

Note from the Editor:

I've been through the education process myself, and I've been an Educational Director myself. My advice would be to prepare yourself for these tests as if you were taking them yourself. Understand everything that you will expect the Neophi to understand. This will help both you and the Neophi in learning throughout this process. Also, remember to make a copy of the tests or print them out prior to the day you will be administering the tests. Under NO circumstances should you administer one of the tests in this binder. Always scan a copy and give the Neophi the copy.

- Blaine Harper, Vice President

WEEK TWO

TEST ONE

NAME _____

PASS _____

FAIL _____

GRADER _____

INSIGNIA and GK. HIST.

I define SIX (6) of the following

(5 Points each)

Mentor

Neophi

Keeper of the Tome

Phi Beta Kappa

Union Triad

Miami Triad

NIC

Hazing

Describe the badges of the following

(5 Points each)

Neophi

Lambda

Phi

Phi Beta Kappa

Describe the meaning of the following images on our coat of arms

(10 Points each)

The Lambda

The Dark blue stripe

The Light blue field

The Blues together

WEEK THREE

TEST TWO

NAME _____

PASS _____

FAIL _____

GRADER _____

PHI LAMBDA PHI AND LOCAL CHAPTER

Fill in the Blanks

(4 Points each)

1. On what campus was Phi Lambda Phi established? _____

2. What is the name of that chapter? _____

3. In what year did we nationalize? _____

4. In what year did we adopt the name Phi Lambda Phi? _____

5. Name the National President _____

6. Name the National Executive Director _____

7. Name a founding father of your chapter _____

8. Name the President of your Alumni Association _____

9. Name the advisor to your chapter _____

10. Name the President _____

Vice President _____

Treasurer _____ Secretary _____

and Sentinel _____ of your chapter.

11. Name the four orders of Phi Lambda Phi

12. Name two requirements for advancement from the first to the second order

WEEK FOUR

TEST THREE

NAME _____

PASS _____

FAIL _____

GRADER _____

ALPHABET

List both the letter and the sign of the Greek alphabet in the proper order.

(2 Points for each letter and 2 points for each sign. 4 points if your name is legible. Total 52 points)

- | | |
|----|----|
| 1 | 13 |
| 2 | 14 |
| 3 | 15 |
| 4 | 16 |
| 5 | 17 |
| 6 | 18 |
| 7 | 19 |
| 8 | 20 |
| 9 | 21 |
| 10 | 22 |
| 11 | 23 |
| 11 | 24 |

WEEK FIVE

TEST FOUR

NAME _____

PASS _____

FAIL _____

GRADER _____

PRINCIPLES AND CODE OF CONDUCT

Fill in the blanks

What are the Principles of Phi Lambda Phi?

1. "We believe in _____

2. "We believe in _____

3. "We believe in _____

4. "We believe in _____

5. "We believe in _____

6. "We believe in _____

7. "We believe in _____

8. "We believe in _____

WEEK SIX

TEST FIVE

NAME _____

PASS _____

FAIL _____

GRADER _____

CONSTITUTION and RULES

Fill in the blanks

(4 Points each)

List the different documents from which our chapter authority and procedures originate.

The National Constitution defines "good standing" as _____

The National Constitution establishes the chapter Executive Board as the

What is a standing order? _____

What officer is chairman of the Disciplinary Committee? _____

The executive board? _____

The finance committee? _____

The education committee? _____

Who is responsible for maintaining a current copy of the standing orders?

Name the eight standing committees _____

WEEK SEVEN

TEST SIX

NAME _____

PASS _____

FAIL _____

GRADER _____

BRTOHERS DATA

List the data of ten of your brothers including the Executive Board. Include the name, hometown, major, and one other item of information.

(10 points each)

WEEK EIGHT

TEST SEVEN

NAME _____

PASS _____

FAIL _____

GRADER _____

RISK MANAGEMENT

Fill in the blanks

(5 points each)

1. Are open parties allowed? _____
2. Who assumes the responsibility for guests? _____
3. How shall individuals be invited to social functions? _____
4. Are drinking games allowed? _____
5. Is alcohol allowed at educational activities? _____
6. May we purchase alcohol with chapter funds? _____
7. May we co-sponsor an event with an alcohol distributor? _____
8. Is hazing allowed? _____
9. Are rush activities dry? _____
10. Are illegal drugs prohibited? _____

Essay

(50 points)

What is the purpose of the risk management policy?

WEEK EIGHT

TEST EIGHT

NAME _____

PASS _____

FAIL _____

GRADER _____

FINAL EXAM

Define, describe, and note the importance of each of the following

(5 Points each)

1. The Lambda at the top of the crest

2. Hazing

3. Good Standing

2 4. Risk management policy

5. Mentor

6. Neophi

7. Open parties

8. Standing orders

9. IFC

10. Alumni

Fill in the blanks

(1 Point each)

11. In what year was Phi Lambda Phi founded? _____

Where? _____ and on what date? _____

12. What are the colors of Phi Lambda Phi? _____ and _____

What is the flower of Phi Lambda Phi? _____

13. Name 12 founding fathers of Phi Lambda Phi

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

14. List the positions of the Executive Board and the brothers currently serving

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

15. What are the Orders of Phi Lambda Phi?

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

16. List 5 documents that are the legal basis of our organization and procedures?

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

17. Name 5 alumni of your chapter

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

18. What are the Principles of Phi Lambda Phi?

1. "We believe in _____

2. "We believe in _____

3. "We believe in _____

4. "We believe in _____

5. "We believe in _____

6. "We believe in _____

7. "We believe in _____

8. "We believe in _____

5 WEEKLY RITUALS

TRUST and SECRECY

Lesson Number Two

The educational director and the new brothers are assembled in a location different from the temple. All other brothers are waiting at the location designated as the Cliff of Trust. The big brothers shall be waiting to take the Neophi. The purpose of this ritual is to explain the value of trust and how it should be rehearsed. *Be sure to adjust to singular or plural usage as needed.* New members should be instructed to respond with "I do" or "I am" prior to the beginning of the ritual.

ED DIR

BROTHERS OF PHI LAMBDA PHI

YOU SHALL LEARN MANY THINGS BEFORE YOU HAVE
FULL KNOWLEDGE OF OUR BROTHERHOOD

REMEMBER THAT PHI LAMBDA PHI HAS A PATH AND
THAT IS CALLED SECRET

SECRECY IS ONE OF THE ELEMENETS WHICH BINDS US
TOGETHER AND SEPARATES US FROM ALL OTHERS. SE-
CRECY IS A SIGN OF BROTHERHOOD

TRUST US, YOUR MENTORS, AS WE TRUST YOU

MEMBERS OF THE ORDER OF NEOPHI, LIKE ALL BROTH-
ERS, SHOULD DISPLAY A COMMITMENT TO THEMSELVES

MEMBERS OF THE ORDER OF NEOPHI, LIKE ALL BROTH-
ERS, SHOULD DISPLAY A COMMITMENT TO THE BROTH-
ERHOOD

MEMBERS OF THE ORDER OF NEOPHI, LIKE ALL BROTH-
ERS, SHOULD DISPLAY A COMMITMENT TO LEADERSHIP

WE TRUST YOU TO DO THESE THINGS, AS WE TRUST YOU
TO MAINTAIN THE SECRECY OF OUR PATH.

PART OF OUR PATH MUST BE TRAVELED ALONE, WITH-
OUT THE AID AND COMFORT OF YOUR NEW BROTHERS.

BROTHER _____ (a big brother who has been pre-
viously chosen) CHOOSE ONE OF THESE MEN,

ONE THAT YOU BELIEVE IS CAPABLE OF TRUST AND SE-
CRECY.

TAKE HIM TO THE CLIFF OF TRUST.

A brother, if possible the Big Brother, leads a Neophi to a location apart from the other Neophis where a number of brothers await. The sentinel waits quietly with the rest of the Neophi. The following narrative takes place at the Cliff of Trust. The Neophi is told to close his eyes at the en-

trance to the cliff. The Guide knocks 2 times and the sentinel responds with 6 knocks then opens the door and asks the following question

SENTINEL WHO COMES TO THE CLIFF OF TRUST

**GUIDE IT IS A BROTHER, BRINGING WITH ME A NEW BROTHER
ONE WHO SEEKS KNOWLEDGE AT THE EDGE OF THE
CLIFF.**

**SENTINEL ADVANCE AND BE RECOGNIZED. (handshake)
GIVE US A NAME FOR THIS MAN THAT YOU WOULD LEAD**

**GUIDE LEADER OF THE CLIFF, MENTOR OF TRUST, I PRESENT
BROTHER _____
WHO WISHES TO START ON THE PATH OF SECRECY BY
THE GAINING AND THE GIVING OF TRUST.**

**MENTOR OPEN YOUR EYES, THAT YOU MAY SEE. WHAT PATH
HAVE YOU FOLLOWED ON YOUR WAY TO THIS CLIFF?**

NEOPHI THE PATH OF SECRECY

MENTOR AND HAVE YOU FOUND SECRECY?

NEOPHI I HAVE

MENTOR WHAT DO YOU NOW SEEK AT THIS CLIFF

NEOPHI KNOWLEDGE

MENTOR DO YOU SEEK THIS KNOWLEDGE FOR THE PURPOSE OF GAINING ENTRANCE INTO OUR BROTHERHOOD?

NEOPHI I DO.

MENTOR THE GAINING AND THE GIVING OF TRUST ARE PART OF THE SAME COMMITMENT. ONE IS NOT POSSIBLE WITHOUT THE OTHER.

TRUST IS AN ESSENTIAL ELEMENT OF OUR RELATIONSHIP. IT IS ONE OF THE BUILDING BLOCKS UPON WHICH OUR BROTHERHOOD IS FOUNDED. DO YOU TRUST US, AS WE TRUST YOU?

NEOPHI I DO. (if he answers no, repeat the question)

MENTOR ABSOLUTE TRUST, LIKE JUSTICE, IS OTHER BLIND. THUS, AS YOU STAND ON THE CLIFF OF TRUST, YOU STAND WITH YOUR BACK TO THE CLIFF.

THE CLIFF BEHIND YOU IS A CEREMONIAL ONE, HOWEVER, FROM IT ONE CAN LOOK DOWN INTO THE VALLEY OF DECEIT

WE HAVE BROUGHT YOU TO THE EDGE OF THE CLIFF. WE SHALL GIVE YOU OUR TRUST. WILL YOU GIVE US TRUST IN RETURN?

NEOPHI I WILL

MENTOR

THAT WE MAY LEARN YOUR TRUST WE ASK YOU TO
CLOSE YOUR EYES IN BLINDNESS, AND STEP BACK OFF
THE EDGE OF THE CLIFF,

(a brother prevents him from stepping back)

LET US HELP YOU, THAT YOU MAY NEVER FEEL THE
PAIN OF DECEIT AT THE BOTTOM OF THE CLIFF. THE
TRUST THAT YOU HAVE SHOWN US MAY BE SMALL, BUT
THIS TRUST IS AN IMPORTANT BEGINNING,

ON THE PATH OF SECRECY,

ON THE PATH OF BROTHERHOOD.

GO NOW, WITH A BROTHER TO GUIDE YOU. GO AND RE-
MEMBER THAT FALSEHOOD IS THE MASTER OF DECEIT.

LOYALTY

Lesson Number Three

The Neophi is brought to the temple by his Big Brother or another brother acting for him. The mentor is seated behind an altar. Two chairs are placed facing the altar. Three candles are burning behind the altar to indicate that this is the third temple. The Big Brother should be instructed to prompt the Neophi at any time he fails to answer or responds with the wrong answer. The big brother, who is acting as the guide, knocks 3 times and the sentinel responds with 5 knocks then opens the door and asks the following question

| | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SENTINEL | WHO COMES TO THE TEMPLE OF LOYALTY? |
| GUIDE | IT IS A BROTHER, BRINGING WITH ME A NEW BROTHER, ONE WHO SEEKS KNOWLEDGE OF LOYALTY AT OUR TEMPLE. |
| SENTINEL | ADVANCE AND BE RECOGNIZED (handshake) (guide leads Neophi into temple) GIVE US A NAME, THAT THIS MAN YOU RECOMMEND MAY BE KNOWN TO US. |
| GUIDE | LEADER OF THE TEMPLE. MENTOR OF LOYALTY, I PRESENT MY LITTLE BROTHER ____ WHO MAKES THIS STOP ON THE PATH OF SECRECY, THAT HE MAY LEARN OF LOYALTY IN PHI LAMBDA PHI. |
| MENTOR | OPEN YOUR EYES, ____ THAT YOU MAY SEE, LOYALTY TO PHI LAMBDA PHI DEMANDS SECRECY. DO YOU PLEDGE NEVER TO REVEAL THE SECRETS THAT YOU MAY LEARN WHILE ON THE PATH AND IN OUR TEMPLES |
| NEOPHI | I DO. (the big brother should prompt when needed) |
| MENTOR | WE SHALL TRUST IN YOUR PLEDGE SIT BEFORE THE ALTAR OF LOYALTY. WHAT IS THE NAME OF THIS TEMPLE, IN WHICH WE NOW DWELL? |

NEOPHI THE TEMPLE OF LOYALTY

MENTOR **WHAT PATH HAVE YOU FOLLOWED ON YOUR WAY TO THIS ALTER?**

NEOPHI THE PATH OF SECRECY

MENTOR **AND HAVE YOU FOUND SECRECY?**

NEOPHI I HAVE

MENTOR **WHERE HAVE YOU STOPPED ON THIS PATH?**

NEOPHI THE CLIFF OF TRUST

MENTOR **AND HAVE YOU FOUND TRUST?**

NEOPHI I HAVE.

MENTOR **WHAT DO YOU NOW SEEK AT THIS TEMPLE?**

NEOPHI KNOWLEDGE

MENTOR **DO YOU SEEK THIS KNOWLEDGE FOR THE PURPOSE OF GAINING ENTRANCE INTO OUR BROTHERHOOD?**

NEOPHI I DO.

MENTOR **LOYALTY IS AN AGE OLD VIRTUE. THE ANCIENT ONES DEMANDED IT OF THEIR KINGS. THE ANCIENT KINGS DEMANDED IT OF THEIR SUBJECTS**

LOYALTY WAS REWARDED WHILE DISLOYALTY WAS PUNISHED.

WITHOUT LOYALTY TO THE BROTHERHOOD, THE BROTHERHOOD IS LOST

WITHOUT LOYALTY FROM THE BROTHERHOOD, THE BROTHERHOOD IS LOST

MENTOR **ARE YOU LOYAL TO YOUR GOD AND YOUR FAMILY?**

NEOPHI I AM.

MENTOR ARE YOU LOYAL TO7 YOURSELF?

NEOPHI I AM.

MENTOR WILL YOU BE LOYAL TO OUR BROTHERHOOD?

NEOPHI I WILL.

MENTOR WE PRIZE THESE LOYALTIES.
WE EXPECT THEM TO BE MAINTAINED.

ASSEMBLED HERE WITH YOU
ARE YOUR LOYAL BROTHERS

THEY ARE LOYAL TO YOU.
ARE YOU LOYAL TO THEM?

NEOPHI I AM

MENTOR LOYALTY, LIKE THE SIDES OF THE ANCIENT PYRAMID,
DEPENDS UPON A PERFECT MATCH TO CREATE ITS
STRENGTH

LOYALTY MUST BE ANSWERED WITH LOYALTY.

BROTHER
RETURN THIS MAN TO THE PATH.
ALLOW HIM TO SEARCH HIS MIND FOR THE TRUTH.
THE TRUTH WILL MAKE HIM WORTHY

(guide and Neophi leave the temple)

CONDUCT

Lesson Number Four

The Neophi is brought to the temple by his Big Brother or another brother acting for him. The mentor is seated behind an altar. Two chairs are placed facing the altar. Three candles are burning behind the altar to indicate that this is the third temple. The Big Brother should be instructed to prompt the Neophi at any time he fails to answer or responds with the wrong answer. The big brother, who is acting as the guide, knocks 4 times and the sentinel responds with 4 knocks then opens the door and asks the following question

| | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SENTINEL | WHO COMES TO THE TEMPLE OF CONDUCT? |
| GUIDE | IT IS A BROTHER, BRINGING WITH ME A NEW BROTHER, ONE WHO SEEKS KNOWLEDGE OF CONDUCT AT OUR TEMPLE. |
| SENTINEL | ADVANCE AND BE RECOGNIZED (handshake) (guide leads Neophi into temple) GIVE US A NAME, THAT THIS MAN YOU RECOMMEND MAY BE KNOWN TO US. |
| GUIDE | LEADER OF THE TEMPLE. MENTOR OF CONDUCT, I PRESENT MY LITTLE BROTHER ____ WHO MAKES THIS STOP ON THE PATH OF SECRECY, THAT HE MAY LEARN OF CONDUCT IN PHI LAMBDA PHI. |
| MENTOR | OPEN YOUR EYES, ____ THAT YOU MAY SEE SIT BEFORE THE ALTAR OF CONDUCT. WHAT IS THE NAME OF THIS TEMPLTE, IN WHICH WE NOW DWELL? |
| NEOPHI | THE TEMPLE OF CONDUCT |
| MENTOR | WHAT PATH HAVE YOU FOLLOWED ON YOUR WAY TO THIS ALTAR? |
| NEOPHI | THE PATH OF SECRECY. |
| MENTOR | AND HAVE YOU FOUND SECRECY? |
| NEOPHI | I HAVE. |

6 Appendix

Additional resources should be handed out to members with the discretion of the Educational Director. All of the information is important and should be made available to the trainee, but in an attempt to get new brothers to seek the information from other members instead of the Education Director you should encourage new brothers to engage with other brothers instead of simply sitting through the lectures. Along with this the additional resources can be used as a record for the brotherhood and as a way for the Educational Director to properly grade the student's tests without worrying about their own understanding of the brotherhood. (**Note:** *it is, however, encouraged that all brothers be knowledgeable about everything in this binder, not just the new members.*)

CONTENTS

A. MEMBER ROSTER

B. IFC ANTI-HAZING POLICY

A Rosters

This section should be updated anytime a brother goes inactive, or a new brother joins the brotherhood.

A.1 Alpha Chapter

Executive Board

- President, Joshua Holtgrieve
- Vice President, Sam Vaclavik
- Treasurer, Alex Morales
- Sentinel, Raymond Featherston
- Secretary, John Onken

Active Members

- Andrew Zaheer
- Dakota Bernal
- Jesse Cash
- Joe Manganiello

Associate Members

Advisor

-

A.2 LAA National Board

- President, Johnnie Wood
- Vice President, Eric Rosenbloom
- Treasurer, Steven Clem
- Secretary, Patrick Lee

Roster updated on 13 August 2020

IFC Anti-Hazing Policy

Effective September 11, 1980

Each pledge or perspective member and the pledge educator must sign a copy of this form and submit it to the IFC Adviser's office within one week of the beginning of pledging.

IFC endorses the Fraternity Executive Association's statement of position on Hazing and Pre-Initiation Activities supplying the guidelines which will help determine and define any hazing incidents which may occur on campus. Any violations of these guidelines will be considered a hazing incident and in violation of the Inter-fraternity Council regulations. The following actions are prohibited:

IFC defines hazing as any action taken or situation created, intentionally, whether on or off the fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly apparel which is conspicuous or not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, or ritual, or policy, or regulations and policies of the educational institution.

ALSO; Sessions will not continue past midnight on weekdays and 1:00 a.m. on weekends.

I have read and understand the IFC Anti-Hazing policy. I further understand that the fraternity I have pledged may be placed on disciplinary probation or have its charter suspended if this policy is violated. I fully understand that I will not be hazed and that if hazing occurs, I will report it, in writing, to the chapter President and to the IFC Advisor.

(Signed) Neo-Phi

Date

(Signed) Neo-Phi Educator

Date

Suggested penalties for violations:

First Offense: Chapter disciplinary probation for remainder of semester.

Second Offense: Suspension of charter for the remainder of semester.

The Dean of Students and IFC Advisor will review all alleged hazing incidents. If they confirm that there is significant evidence that hazing has occurred, a hearing will be conducted by the Greek Judicial Board. The Board will investigate the alleged hazing violation and submit a decision and penalty. Any action taken by the J-Board will go into effect immediately. The chapter and National Office will be contacted in writing.