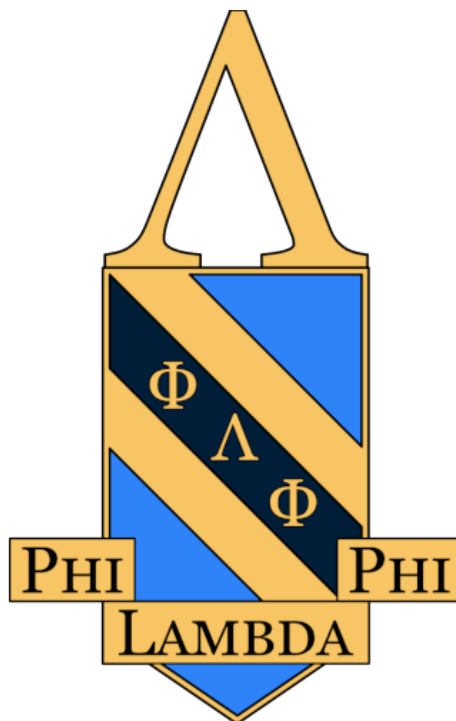


PHI LAMBDA PHI

BROTHERHOOD MANUAL



FOUNDED

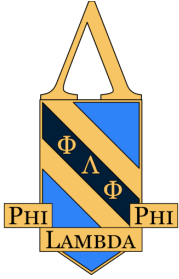
JUNE 8, 2022

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The
Statement of Mission
For The Brotherhood Of
Phi Lambda Phi

"The three-fold mission of Phi Lambda Phi is first to attract quality minded undergraduate men who will continue the fraternity for life concept which makes our history rich, second to offer an organization where the membership develops and the organization prospers by promoting high standards of scholastic achievement, personal development, citizenship and social responsibility, and third to retain members interest and support in order to grow an active alumni network."

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PHI LAMBDA PHI

NATIONAL FRATERNITY

P.O. Box 262 St. Charles, Missouri 63302

www.philambdaphi.org

Brothers,

It is my pleasure to welcome you to Phi Lambda Phi.

Though we are, by name, a new organization we are already rich with history and tradition. The National Board of Directors has a combined history of over 80 years as brothers. The alumni organization has some 300 members, some brothers since the Spring of 1969.

You are only now entering membership in a fraternal order that will carry you through both good times and bad. Through graduation, and likely marriage, the birth of children, and yes, even the birth of your children's children. My membership has done all of the above.

What you do with your time is entirely up to you. What you get out of your time depends upon what you put your effort toward, and how much effort you apply. Your experiences while involved in that effort will build the character that will carry you through your career, whatever it might be.

Since this truly is a 'Fraternity for Life', you will at first be on the receiving end of the concept of brotherhood. Later, and likely quite soon, you will find yourself on the offering side of brotherhood. All the while you will be living the brotherhood as it was meant to be lived, both receiving and giving. You'll see.

Come in, have fun, and progress yourself, and Phi Lambda Phi.

Fraternally yours,

A handwritten signature in black ink that reads "Terry W. Smith". The signature is written in a cursive, flowing style.

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NOTICE

This manual must be presented by the Chapter President and/or the Chapter Advisor to the newly accepted member within 10 days of his acceptance into the organization.

Pre-Presentation Checklist:

1. Verify the manual ownership" page is current
2. Verify the manual contains any chapter generated documentation

Presentation Checklist:

1. Discuss specifically the contents of the following sections with the new member:
 - a. Chapter III
 - b. Chapter IV
 - c. Chapter VII
 - d. To get to know Appendix A
2. Completely fill out the "Manual Ownership" page.
3. The chapter president and/or chapter advisor must only sign this page after the new member has first acknowledged understanding of the above contents and has indicated his intent to abide by them to the best of his abilities.

(detach here and return to Phi Lambda Phi National secretary)

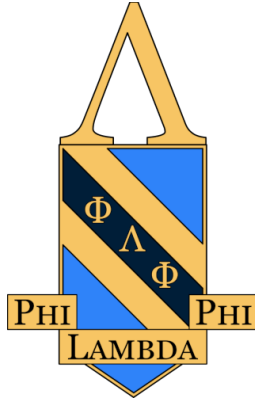
I, _____, hereby acknowledge receipt of the Phi Lambda Phi Brotherhood Manual. I further acknowledge that the Chapter President or Chapter Advisor of Phi Lambda Phi has specifically discussed Chapters III, IV, VII, and Appendix A with me, and that I have been given ample opportunity to ask any questions regarding these policies, their implications, and my responsibilities in their regard.

_____/_____/_____
(undergraduate signature) (date)

I, _____, have delivered the Phi Lambda Phi Brotherhood Manual to the man listed above and discussed the information therein, including but not limited to, Chapters III, IV, VII, and Appendix A.

_____/_____/_____
(undergraduate signature) (date)

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This Brotherhood Manual,
property of Phi Lambda Phi National Fraternity,

on this date, ____/____/____, has been issued to our Brother, _____,
a member of _____ Chapter of Phi Lambda Phi National
Fraternity, by Chapter President, Brother _____.

At this time the Phi Lambda Phi National Board of Directors consists of:

President _____	Secretary _____
Vice President _____	Treasurer _____
Sentinel _____	

The Executive Director is _____

I, hereby, place my signature to attest my allegiance to the brotherhood of Phi Lambda Phi
and the protection of its organization and rituals.

Brother's Signature _____

Witnessed by _____

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Order Advancement Personal Record

Order	Date Achieved	Signature of Presiding Officer
NEO-PHI	____/____/____	<div>_____</div> <div>(signature)</div> <div>_____</div> <div>(title)</div>
LAMBDA	____/____/____	<div>_____</div> <div>(signature)</div> <div>_____</div> <div>(title)</div>
PHI	____/____/____	<div>_____</div> <div>(signature)</div> <div>_____</div> <div>(title)</div>
ALUMNI	____/____/____	<div>_____</div> <div>(signature)</div> <div>_____</div> <div>(title)</div>

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CHAPTER I | WELCOME

As with every organization this organization has some terminology we use that isn't new, but we want to make clear what is meant by the use. For example, an important one for us is the use of the word "brotherhood". Its root word is "brother", meaning a male member of a "family". "Family", in most texts, is intended to mean a group of individuals attempting to live, work, and progress harmoniously together. "Brotherhood", then, is used to represent more than one "brother" living, working and progressing as a "family".

Our brotherhood is a family. When you accepted our invitation to become a member of Phi Lambda Phi, you accepted the men of this active chapter as your brothers. At the same time these men have accepted you as their brother. It is a family in which all members treat each other with the respect that all deserve. We have all made a strong commitment to each other and we expect the same from you.

Our fraternity is a private organization. This means that there are some aspects of the brotherhood's activities that are not intended as information for public knowledge. The private aspect of our brotherhood is found in the rituals and ceremonies that we use when a member progresses from one level of membership to another or when we open or close a meeting. There is nothing sensational or immoral or illegal in these rituals. They are simply the private part of our brotherhood that we choose to share only with our brothers. They serve as a tool of continuity so that the different generations of this fraternity for life may share something in common.

Trust and secrecy go hand in hand. We trust our brothers to maintain our secrets and we trust them to determine which other parts of our affairs should remain secret. Most of our discussions in chapter meetings are uninteresting to non-members and most of these discussions contain little which we attempt to keep secret. However, on some occasions discussions are held which could, if revealed and taken out of context, be damaging to the feelings of others. Common courtesy demands that we respect the rights of others. Just as in any family, not all comments by family members should be repeated outside the family. Likewise, not all comments by brothers should be shared outside the fraternity. We hope our brothers keep this in mind as they determine what should or should not be repeated beyond the chapter.

We also hope to develop mutual trust, honesty and dependability among our brothers. Our brotherhood is first and foremost a support group. As such, we must be assured that when we are in need, we may depend upon our brothers for support. We must trust that they have our best interest in mind as they help us confront the continuing difficulties of college life. The knowledge that one can always depend upon one's brother for help when in need, for comfort when in sadness, for sharing of joy in times of great gladness is paramount to our brotherhood.

We are proud of our brothers who make this great brotherhood possible. We are pleased that we are a part of it. We must be alert to the potential of false pride: one which does not involve caring for one's brothers, one which is a face with little behind it, one which intends to use the brotherhood rather than to become one with it.

Through this commitment to brotherhood, we can achieve desired goals that we cannot accomplish as individuals. Each individual determines the extent to which the fraternity will benefit from his membership and the extent to which he will benefit from being a brother. You should ask yourself what you can do to promote brotherhood. You should expect a positive, life-long fraternity experience. Our goal is for you to become a better individual because of your presence amongst us and for the brotherhood to become a better fraternity because of you.

Brotherhood and friendship for life! The entire membership of this chapter and all of the young men who have elected to join this brotherhood with you have committed themselves to becoming not only your friends, but your brothers. This commitment to "brotherhood" is strong because we choose to make it strong. We have chosen you and you have chosen us.

CHAPTER II | HISTORY

Greek Alphabet

The following is the Greek alphabet. Knowing it will help you recognize and properly pronounce other fraternity and sorority names and help you better understand and appreciate the history of Greek organizations.

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
Ξ ξ	Xi	Zi
Λ λ	Lambda	LAMB - da
M μ	Mu	Mew
N ν	Nu	New
O ο	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)
Χ χ	Chi	Ki (eye)
Ψ ψ	Psi	Si (eye)
Ω ω	Omega	O - MAY - ga

Greek Fraternities

The beginnings of today's fraternity system were being established as early as 1750, when students of the College of William and Mary in Williamsburg, Virginia began gathering in a room in the Raleigh Tavern. A small group of these students formed an official group, calling themselves the Flat Hat Club. The nature of this society is uncertain, but these men had organized the first general college fraternity. Other groups began to develop. A group of five friends left one of these groups, chose three Greek letters and held the first meeting of what was to become the first secret Greek letter fraternity. Phi Beta Kappa, which was founded on December 5, 1776, was that fraternity. They developed a secret grip, a motto, a ritual, a code of laws and a distinctive badge. These five elements remain today as elements of most modern fraternities. Phi Beta Kappa is today the most prestigious of college honor fraternities.

Phi Beta Kappa believed the college experience should prepare the student for future responsibilities by preparing him socially. They shared this belief with other campuses and founded new chapters at Harvard and Yale in 1779 with more to follow. In 1812, four Phi Beta Kappa men at the University of North Carolina organized Kappa Alpha. Kappa Alpha expanded to more than 20 campuses throughout the South, however, it did not survive the Civil War. In 1825 at Union College, Schenectady, New York, a group of students organized the Kappa Alpha Society. Other students on the same campus formed Sigma Phi on March 4, 1827, and Delta Phi on November 17, 1827. These three organizations became known as the "Union Triad" and set the pattern for the American fraternity system. Eventually, Union College students founded six fraternities, which is why that college is recognized as the "Mother of Fraternities". Kappa Alpha Society has remained small, but enjoys the distinction of being the first general college fraternity to have continuous existence to date.

Sigma Phi later founded a second chapter at Hamilton College in New York. Other students there founded Alpha Delta Phi in 1832 and a year later they established their second chapter at Miami University in Oxford, Ohio. In 1839 Beta Theta Pi was founded on the same campus. Both fraternities went inactive until 1852 but Beta Theta Pi was reactivated. In 1848 Phi Delta Theta was founded and in 1855 Sigma Chi was formed. This completed the "Miami Triad" of Beta Theta Pi, Phi Delta Theta, and Sigma Chi. Subsequent fraternity growth was interrupted during the Civil War.

The National Interfraternity Conference first convened in New York City in 1909. After World War I college campuses saw rapid fraternity expansion, but the Great Depression caused the disappearance of many fraternities in the 1930s. World War II was characterized with the closing of most chapters and many fraternity houses were used to house the military. During the peacetime following World War II, universities again grew and a need for fraternities and personal contact with a smaller group resulted. The men that entered college had been matured by the war and a more serious attitude toward studies was characteristic in the Greek community.

In the late 1960's and the 1970's students challenged the traditional elements in higher education. The Greek system was seen as part of the establishment and the number of members dropped. The Greek system responded by reexamining itself and redefining its goals and purposes. The numbers are on the rise again.

Phi Lambda Phi

Phi Lambda Phi was first established as the Lambda chapter of Phi Lambda Chi National Fraternity on the campus of Northeast Missouri State Teachers College in the fall of 1968. The organization began with 26 members who applied to become a colony of Phi Lambda Chi. These charter members were looking for something more meaningful than what was then available on campus. They wanted something that would be lifelong, something more than just a college drinking club. Under the leadership of Brother Richard Brimer the group considered a number of different Nationals before they settled on Phi Lambda Chi.

A colony was established and a charter was granted from Phi Lambda Chi on May 3, 1969. Richard Brimer was the first president and Dr. William R. Murray was the first advisor. The campus charter was granted on November 16, 1970.

This chapter, then known as Lambda Chapter, has enjoyed a long, proud heritage of leadership, excellence and commitment to lifelong brotherhood as evidenced by the following:

- It successfully attempted the first dry rush on campus three years before the university required it on a campus-wide basis.

- Recognizing its future as a brotherhood was being threatened by their attitude toward hazing, the chapter completely revised the fraternity's new member training program and presented it at the National Convention in 1988. This program avoided the use of the word "pledge" and outlawed hazing of any kind. Despite the fact that older members resisted changing from their traditional ways and the other chapters of Phi Lambda Chi preferred not to make any changes, this program was accepted as the national program in 1988.
- Lambda Chapter won the prestigious National Chapter of the Year Award six consecutive years from 1993 to 1998 - more than any other chapter in the Phi Lambda Chi organization.
- It received the Community Service Award three times between 1990 and 1997. In 1991 and again in 1997 it won the National Academic Award.
- The highest individual award, the Excelsior Award, was presented to Brother William Murray at the 1993 Phi Lambda Chi Convention. The next year he also received the university's E. M. Violette Award as the Outstanding Advisor of the Year.
- Chapter alumni have served with distinction on the National Board of Directors including National Treasurer and National President positions, among others
- The chapter won more homecoming float trophies than any other chapter on the local campus.
- In 1979 the first of many float trips was initiated on southern Missouri rivers and continues to this date. These alumni-sponsored float trips bring together alumni and active members from across the country.
- The Lambda Alumni Association continues to sponsor numerous events in addition to the float trip, golf tournaments, whitewater rafting, ski trips, and other social events are included in the yearly planning of Order of Alumni members.

By the turn of the century the members of the Lambda Alumni Association and the chapter began to realize that Lambda Chapter, the Phi Lambda Chi National Board and many of the other chapters no longer shared a common interest in the future of our brotherhood. 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. On April 21, 2002, Phi Lambda Phi was born. On June 8, 2002, the National Office of Phi Lambda Phi was created.

CHAPTER III | PRINCIPLES AND STANDARDS

Declaration of Principles

1. We believe that an association of men with a common cause creates opportunities for the betterment of 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 believe in honesty and integrity.
4. We believe in academic excellence.
5. We believe in fraternity privacy.
6. We believe in friendly interfraternity relations.
7. We denounce hazing in any form.
8. We believe that the abuse of alcohol and illegal drug use is a detriment to our members.

Code of Conduct

1. I will respect the dignity of all persons.
2. I will respect the rights of private and community property.
3. I will meet the financial obligations of my fraternity on time.
4. I will not use or support the use of illegal drugs.
5. I will not abuse or support the abuse of alcohol.
6. I will do all in my power to maintain a clean environment in my chapter.
7. I will not tolerate the abuse of any part of this code by my brothers.

Financial Responsibility

We declare as one of our great principles that we endeavor to instill honesty and integrity in the hearts and actions of our brothers. Our Code of Conduct requires us to assume the financial responsibility for our association with Phi Lambda Phi.

Our chapter must always meet its financial responsibilities. It must pay the mortgage on the fraternity house, the utility bills, and other expenses necessary for the effective operation of the brotherhood. When a brother defaults on his debt to the chapter his brothers must pay for him. If a brother chooses not to pay his fair share he is choosing to steal from his brothers. Brothers must not steal from brothers.

Paying our dues and chapter bills should become a habit. To instill such a habit in our new members, you were required to pay your fee for new member status before you were allowed to wear the badge. You are required to pay a part of the remaining national fee each week until the complete amount has been paid.

In the event that a new member does not pay his bills he may be banned from training that week and his training program extended or he may find his membership suspended. The new member should realize that financial responsibility to the chapter is a serious matter. We believe our dues and fees are reasonable and should be easy for brothers to fit into their budgets. However, if a member finds himself in temporary difficulty, he may wish to discuss mutually agreeable payment terms with the chapter treasurer.

Academic Excellence

Phi Lambda Phi maintains high standards for scholastic achievement for all active members. This section is intended to assist members with achieving academic excellence.

A college education is costly. Spending time mastering course work is important and results in better grades and greater knowledge. To gain either, you must learn to learn. Learning requires planning, discipline and a strong positive attitude.

To succeed, you must believe that you can learn a particular subject and that it may be of some future value to you. Many of your non-major courses may be of little interest to

you, do not seem appropriate to your goals or difficult for you. However, it is these kinds of courses that will make you a truly educated man.

Your major courses are essential to success in your vocation. Your non-major courses are essential to success in your life. The fact that you have been accepted by your institution means that someone believes you to be capable. If you are facing seemingly insurmountable difficulties in a class, you may be taking the class too soon. You may lack the background for the class. Talk to the instructor about your difficulties, but remember that you may be the problem. It may be because of your attitude. You are capable of learning far more than you believe. Once you have a positive attitude, that is once you establish in your own mind that learning is one of your primary goals, then success will follow. To assist you further with achieving academic excellence, helpful study hints are provided at Appendix B.

If after following these study tips you continue to have difficulties, consult your academic advisor, fraternity advisor or your fraternity brothers. Whatever you do, don't put off addressing the problem. This only delays the issue and is an unnecessary waste of valuable time.

Chapter Minimum Standards

To remain in "good standing" within the organization and to enjoy the rights and privileges offered, minimum standards must be met. These standards are as follows:

1. Conduct at least one service project each year.
2. Maintain a minimum grade point average of 2.25 by all first semester members.
3. Educate the chapter by inviting at least two guest speakers to the chapter meetings each semester (other than the chapter advisor or a national officer).
4. Remain current with financial obligations to the National Fraternity Office.
5. Allow a maximum of three social events that last past 12 midnight during weekdays (Sunday through Thursday) each semester - excluding activities during the formal rush period as allowed on each campus.

CHAPTER IV | EDUCATION PROGRAM

Program Outline

You are first initiated into the Order of Neo-Phi. From that moment you are an active member of Phi Lambda Phi - in both a legal sense and in the true fraternal sense of our brotherhood. The training you receive must not be considered a probationary period. A new member cannot be "blackballed" by the rest of the chapter. You are a brother. You are a new member of the Order of Neo-Phi and, as such, shall be referred to as Neo-Phi, which simply means new phi.

The purpose of our new member education program is to instill a sense of brotherhood among each of the Neo-Phi and to keep alive the desire to become a more accomplished member of Phi Lambda Phi. The goal of this program is to bring qualified young men into the fraternal brotherhood who will work to maintain the traditions of the fraternity, the quality of its membership, and to continue to better the community, the university, and the chapter with which they are affiliated. When a man is invited to join our brotherhood, it is the chapter's responsibility to educate that man about fraternity life as well as about Phi Lambda Phi.

At no time is a new member asked or expected to do anything that an older member is not willing to do. A new member may begin this training schedule at any time during the academic year. He may begin with other new members or by himself. Not only is it not necessary to have a "pledge class", it is undesirable. The class concept tends to separate the actives from the pledges or in our case the new members from the established members. This artificial separation does little to aid the bonding between brothers that is the foundation of brotherhood. We also have a continuous rush policy that makes it possible for us to avoid the problems of a training class. During any given educational program we may have a number of new members proceeding through their training with different lessons and different levels of completion.

Our program involves the entire membership in the ceremonial part of the functions and instills a sense of brotherhood. Our new members are appointed to committees on an equal standing with all other members. They are required, as the rest of us, to contribute to community service both with time and creative thinking as committee

members. Each one must maintain the same scholastic achievement as the rest of the chapter. We stress in one of our early lessons the importance of role models. It is the responsibility of each older member to act as an example and it is the responsibility of each new member to consciously choose a role model.

Membership in our brotherhood is a lifelong experience. We have established a program for the development of the individuals throughout their long-term relationship with their brothers and their organization. This program contains four orders within the brotherhood: the Order of Neo-Phi, the Order of Lambda, the Order of Phi, and the Order of Alumni. These orders represent separate stages in the development of the members. They have different requirements, different privileges and, most importantly, different responsibilities. The first three orders are sequential but should not be considered a hierarchy. All brothers in Phi Lambda Phi are equal. The requirements, privileges, and responsibilities of each order build upon the previous one.

Orders

Order of Neo-Phi

A new member is initiated into the Brotherhood and becomes a member of the Order of Neo-Phi 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 paid the new member fee.
3. To have accepted our principles.
4. To have agreed to uphold our Code of Conduct.
5. To have an earned GPA of 2.2 or above for all college level work attempted.

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.

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 Neo-Phi for a minimum of one academic semester or sixteen weeks and remain in good standing.
3. To have a cumulative grade point average (GPA) of 2.25 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 fraternal 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.

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 show how to lead by developing the ability to follow.
3. To provide leadership for the chapter when called upon to do so.
4. To continue to strive for academic excellence and to share your academic expertise.
5. To maintain the welfare of the chapter and its members.

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 grade point average (GPA) of 2.30 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.

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.

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 alumni 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.

CHAPTER V | CHAPTER ADMINISTRATION

Meetings

The presiding officer will call the meeting to order and determine if a quorum is present. Unless otherwise stated in the chapter's by-laws, a quorum is a majority of active members in good standing. After the meeting is called to order and ritual requirements are met, the presiding officer proceeds to call for each item of the order of business. For most regular meetings the order of business is as follows:

1. Opening Ritual
2. Roll Call
3. Reading of the Minutes (of the last meeting)
4. Reports of Officers
5. Reports of Committees
6. Old Business
7. New Business
8. Announcements (requests, etc.)
9. Closing Ritual
10. Adjournment

Parliamentary Procedure

The following information is basic and will be helpful to each member, but remember that there are variations in parliamentary procedure that your chapter may adopt in order to promote efficient business.

While the order of business may be varied for chapter meetings, it is important that there be an order of business so that each member may know when he should bring up any item for discussion. The reading of the minutes of the previous meeting is important at each meeting. Approval of the minutes does not require a positive action by the group, nor do corrections and additions. Immediately following the reading of the minutes the chairman will call for any additions or corrections. Silence by the membership results in the minutes being approved "as read" or "as corrected".

If the report of a committee includes a proposal for action, this should be treated as a motion. Since committees are made up of three or more individuals, the motion is considered seconded. Officer reports should always be included in the agenda. If there is no report, the officer will simply reply, "no report".

When a member desires to present a motion, the accepted dialogue is "I move that...". If the chair calls for a motion on a topic that has been brought for discussion, "I so move" is acceptable. Each motion should be clearly stated and re-read as written to avoid discrepancies.

A motion requires a second from the membership. After a motion is made the chairman will ask, "Is there a second?" If there is no second, it is assumed that there are not two individuals who believe the motion has merit and the motion dies for lack of a second.

After a motion is made and seconded, usually discussion begins with the person who made the motion. Discussion follows with each speaker being recognized by the chair. Only one person has the floor at a time. A vote is automatic when there is no more discussion. A motion to end discussion is made by saying, "I move the previous question". This motion is not debatable or amendable and requires a two-thirds majority to pass.

Following are some of the more common motions and actions that occur in a meeting.

Legend

S = second required
 ND = not debatable
 D = debatable
 LD = limited debate
 M = majority vote required

The following motions are listed in order of precedence.

To	Say this	Remember
Adjourn	I move that we adjourn	S ND M
Recess	I move that we recess for...	S ND M
Complain	I rise to the question of... noise, etc. privilege with regard to...	May interrupt the speaker. The chair determines validity.
Suspend consideration	I move to table (or) I move to table until...	S ND M
End debate	I move the previous question	S ND 2/3M
Closer study	I move to refer to committee...	S D M
(the chair shall establish which standing committee shall consider the motion or he shall appoint a committee)		
Amend (a motion or an amendment to a motion)	I move to amend the motion by adding, striking out, substituting...or by dividing the question	S D M
(note: an amendment to an amendment may not be amended)		
Introduce new business	I move that...	S D M
Drop a proposal	I move that this motion be postponed indefinitely.	S D M
Limit debate	I move that debate on this proposal be limited to _____ more minutes	S LD 2/3M

The following motions have no order of precedence.

To	Say this	Remember
Protest a breach of rules	Point of order...	May interrupt the speaker
Vote on a ruling of the chairs decision	I appeal...	S D M
Avoid improper debate	I object to the consideration of this motion	No S 2/3M
Verify a vote	I call for a roll call vote	ND automatic
Consider a tabled motion	I move to take from the table...	S ND M
Undo a previous action	I move to reconsider the motion...	S ND 2/3M (brings back the motion for revote)

Minutes of the Meeting

A strong chapter will conduct quality meetings according to established procedures. Minutes are an account of each chapter meeting and should be accurately prepared each week. The minutes should begin with the time the meeting was called to order and conclude with the time of adjournment. Each item of business should be included in the minutes even if there is no report. The minutes should be in sufficient detail to give a complete record of what went on in the meeting. Such details include members present or at least the number of members present. Guests at the meeting should be included in the minutes. Motions should be included and the action taken recorded.

Officer reports and committee reports are an important aspect of the minutes. These reports are an indication of how well the chapter operates during the week.

Financial Management

A sound chapter cannot exist without a good system of financial management. A chapter's bills must be paid on time and this is impossible without adequate finances. Each chapter should continually work on improving the management of finances. Refer to the following tips and work with your faculty advisor and alumni in making improvements.

1. Each chapter should have a written budget that accounts for all sources of income and expenses.
2. The budget should be broken down into monthly sections to allow for the management of cash flow.
3. The treasurer should supply a written budget to the chapter as well as regular reports.
4. All members should receive written bills and receipts.
5. The treasurer should supply a written monthly report on accounts payable and accounts receivable.

There should be a firm and consistent policy for members who have outstanding debts to the fraternity. Enforce these policies. If a chapter does not follow strict financial management, members could leave school while owing the chapter large sums of money.

Financial management can be difficult. If your chapter has difficulty in this area, consider developing a committee to review finances and get impartial people involved on the committee such as local alumni. It may be useful to have all members sign an annual contract and deal with contract violations in a businesslike manner. Without adequate finances, a chapter will die.

CHAPTER VI | EXPERIENCES

Time Management

Being a college student can be a very challenging experience. You have chosen to make the most of your college career by entering into the membership of Phi Lambda Phi. You will find the next few years of your life to be filled with opportunities, challenges and rewards that can positively influence the rest of your life. In order to take advantage of the many opportunities that you will face, you will need to improve on prioritizing and managing your time.

Although it often seems that there are not enough hours in a day or week, we all have 24 hours each day and 168 hours each week to manage. The first priorities include eating, sleeping, attending class and studying. If you allow for three hours a day to eat, seven hours a night to sleep, fifteen hours a week for class and two hours a day to study for each class, you will have used up 115 hours of your time each week. That leaves fifty three hours for you to manage personal time, exercise, fraternity matters, work and social time.

The key to time management is self-discipline. Purchase a calendar that you can keep with you at all times and mark your classes, test dates and study time first. Actively use your calendar and you will not only benefit more from your college experience, you will become efficient in the time management aspects that will be helpful to you in your career.

Philanthropy

We realize the value of serving others. By taking part in service projects in the community and assisting others in need, we build character that is far greater than that which is achieved by most other projects. One basic aspect of volunteering as a brotherhood is that we take part in these projects together. A collective effort to donate time, finances and knowledge forms a bond that is essential to true brotherhood.

Your chapter should choose to support a local community philanthropic project. Regardless of the nature of the volunteer effort of your chapter, you as an individual will

benefit and your chapter will grow stronger because of your commitment to positively influence the world around you.

Rush Program

One of the basic essentials in having a quality chapter is a sound and continual rush program. This is not just a job for a committee. Each member has an obligation to seek out quality men on a regular basis. As a new member, you have a tremendous opportunity to share your fraternal experience by involving others in it. Learn to listen, ask questions, anticipate questions and make friends. By making new friends you can produce good brothers.

The key to a good rush program is having members who are continually seeking new friends. We owe it to ourselves, our chapter, and to the men that we continually meet, to offer to share those friendships with the entire brotherhood. Rush occurs at all times, not just at chapter organized events during the formal rush period. A sound rush program is one that has active events throughout the year and brothers that actively recruit between these activities. Without these new men, the fraternity fails to grow. Without growth, an organization is on the decline. Without the ability to attract capable leaders we cannot exist.

Rush is not another word for a party. A well-planned rush function is designed for each of the brothers to get to know new men that they have never met. Parties are designed to socialize between members and guests who you already know. The rush committee should continually sponsor projects and forecast the chapter needs in relation to membership and future officer needs. Each chapter should continually seek out new avenues to recruit capable leaders. Look closely to the men who choose leadership roles on campus such as student government, ROTC, honor societies, and honors students.

Member Improvement

Member improvement is an essential aspect in our brotherhood program. A chapter that is healthy is a chapter that is continually learning and growing. A basic element in a well-rounded college education is improved awareness of society and the global community. A sound chapter program will include inviting guest speakers to campus and to

chapter meetings. Each chapter has an obligation to sponsor learning within the chapter in addition to the information that has been provided by the National Executive Board.

Topics for presentations are numerous. A good education program should focus on elements that are basic to a functioning chapter such as risk management, time management, and parliamentary procedure. Other topics that are of educational benefit include career development, AIDS education and alcohol education. Education is a constant for a person who intends to continually grow as a member of society. Be committed to a total education. Having an open mind and a desire to learn are basic in today's fraternity. What better opportunity is there to grow than to be exposed to beliefs and experiences that are new to you?

Involvement in other campus organizations is an excellent way to increase a member's awareness of the campus community and development of essential leadership skills. Take a leadership role on your campus and in your chapter. Our future lies in your growth and development as a member of society.

Bonding Activities

The educational program is designed to produce stronger chapters and quality bonds between brothers. Bonding activities are basic elements of the fraternal experience and in chapter unity. A chapter with a well-organized bonding system will produce a positive brotherhood. Necessary activities in the bonding process include a strong big brother program, opportunities for members to spend time together other than at social events, chapter retreats, collective participation in campus events such as intramurals, philanthropic projects, building floats, attending ball games, and sponsoring events.

The big brother program is integral to the bonding process. A big brother is a mentor, role model and friend. The big brother/little brother relationship is continual. It doesn't end at the end of the first semester. A big brother's responsibility is to assist in the education, growth and development of his little brother.

Chapter retreats should be organized for members only. During these times brothers enjoy positive interaction away from the campus. Chapter retreats should involve all of the brothers. Retreats can be totally informal or highly structured. The retreat offers an opportunity to grow from the experience of close association with brothers. Often, a

chapter retreat will solve problems associated with the stress of a demanding educational experience.

Collective participation in campus events is a continual process that is a part of any strong chapter. Brothers that enjoy being together will always look for opportunities to participate together in campus events. If your chapter has trouble getting together for events, there is a problem. Dedicate yourself to the brotherhood by supporting your chapter's efforts and by being a part of the activities.

Alumni Involvement

Our fraternity is built on a strong brotherhood-for-life policy. It is our goal to continually graduate members who will be capable leaders of society and have a common bond that will last a lifetime. Each alumni association has been designed to promote the brotherhood-for-life concept. As an undergraduate you have many opportunities to grow as an individual and to benefit from close association with others. This relationship continues after graduation.

Alumni involvement is a basic element in your development as a brother. A member becomes eligible for the Order of Alumni upon graduation with the stipulations of abiding by the Code of Conduct and being in good standing. Alumni donations allow us to place less financial burden on undergraduate members. Financial donations and donations of quality leadership at the local and national level enable our fraternity to prosper. The brotherhood goes well beyond the college years.

CHAPTER VII | RISK MANAGEMENT

Risk Management Policy

of the Fraternity Insurance Purchasing Group

The risk management policy of the Fraternity Insurance Purchasing Group (FIPG) shall apply to all fraternity entities and all levels of fraternity membership. Excerpts of this policy are contained below. A complete copy of the Phi Lambda Phi Risk Management Policy may be obtained by contacting any national officer.

Alcohol and Drugs

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official fraternity event, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of the state, country, city and university.
2. No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter.
3. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal "drinking age").
4. The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, chapter property, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.
5. No chapter may co-sponsor an event with an alcoholic distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
6. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
7. All rush activities associated with any chapter will be a dry rush function.
8. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, shall be prohibited.
9. No member shall permit, tolerate, encourage or participate in "drinking games".
10. No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter.

Hazing

No chapter shall conduct hazing activities. Hazing activities are defined as: any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, 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 or inside of the confines of the chapter house, wearing of public apparel which is conspicuous and 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, ritual or policy, or the regulations and policies of the educational institution.

Sexual Abuse or Harassment

The fraternity will not tolerate or condone any form of sexually abusive behavior or harassment by its members, whether physical, mental or emotional. This is to include any actions that are demeaning to others (women, men, other races or nationalities) including but not limited to date rape, gang rape, verbal, or physical harassment.

Fire, Health and Safety

1. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
2. All chapters must have posted by common phones, emergency numbers for fire, police and ambulance and must have posted evacuation routes from chapter houses, common areas as well as posted on the back of the door of each sleeping room.
3. All chapters shall comply with engineering recommendations as reported by the insurance company.

Education

Each active chapter member shall be instructed annually on the risk management policy of the Fraternity Insurance Purchasing Group.

Phi Lambda Phi Commentary

Phi Lambda Phi takes risk management seriously. Violation of any part of the FIPG policy is grounds for immediate and permanent removal of a person from its membership. The following is intended to assist its members with interpreting the FIPG policy in the areas of hazing and drug and alcohol abuse.

Hazing

Hazing destroys chapter unity. If you are told that these activities are for the purpose of drawing you close to the brothers of your order, don't be sold on such an idea. The idea of order unity creates divisions that destroy chapter unity that in turn destroys the foundation of your brotherhood. If a member violates the hazing policies, he will be removed from membership.

It is your responsibility to eradicate hazing by taking a stand against it and to report any such activity that is promoted by your chapter or any individual member. You owe it to your brothers, locally and nationally, to report any incident immediately to your chapter president or chapter advisor. If not resolved at either of these levels, you can report it to the national executive director or national sentinel.

The National Interfraternity Conference, the Fraternity Executives Association, the Fraternity Insurance Purchasing Group, your national fraternity, your chapter, and your university have all banned hazing activities. It is also against the law. Hazing will lead to loss of friendships and brotherhood. It can lead to loss of membership, loss of a chapter's charter, loss of freedom due to a jail sentence, and loss of life.

We define hazing to mean any willful act or practice by a member that is directed against any other member or potential member, with or without intent, that is likely to:

1. Cause bodily harm or danger, offensive physical punishment or disturbing pain.
2. Compromise the dignity of the person.
3. Cause public embarrassment or humiliation.
4. Cause a person to be the object of malicious amusement or shame.
5. Cause psychological harm or emotional strain.
6. Impair a member's academic efforts.

7. Compel a member to participate in any activity that is illegal, is known by the compelling person to be contrary to a member's moral or religious beliefs, or is contrary to the rules or regulations of the member's institution of learning.

Consistent with the above rules, the following specific examples of hazing are prohibited:

1. Transporting a person against his will.
2. The marking or branding of any person.
3. Preventing a member from attending class.
4. Forcing anyone to eat or drink against his will.
5. Any and all forms of activities which could result in mental or physical harm.
6. Paddling or striking any member in any manner.
7. Preventing a person from practicing personal hygiene.
8. Causing a person to be indecently exposed.
9. Requiring a person to dress in a manner causing ridicule or humiliation.

Physical acts such as running or calisthenics, coerced carrying of items that are not in good taste, personal servitude, deprivation of adequate study time, coerced learning of meaningless facts or phrases, blindfolding and any other activity which is not in line with fraternity or university policy are considered acts of hazing.

Therefore, members will not be required to interrupt their normal sleeping habits or to participate in any activity that requires undue physical exertion. Members will not be placed in demeaning situations or subjected to mental anguish.

Alcohol Abuse and Illegal Drug Use

The abuse of alcohol and the use of illegal drugs is of great concern. When it comes to illegal drugs, the policy is explicit: the fraternity prohibits illegal drug use or possession on chapter or university property or at chapter or campus events.

As a member you owe it to yourself to stop and carefully consider your relationship with the use of alcoholic beverages. Many students perceive alcohol use as an adult behavior and the pressure to drink increases in the university environment. If you choose to drink, do it in a responsible manner.

You and your chapter will be damaged by the abuse of alcohol when it occurs. Alcohol abuse destroys many things that are basic in the Greek community. The reputation of the fraternity and the Greek system are often damaged with alcohol abuse along with more important issues such as destroying lives and the reducing of a person's potential for achievement. By now you have probably heard the slogan "brothers don't let brothers drive drunk". Each of us has the responsibility to assist in this effort by promoting safe social functions and taking a hard stand against abuse.

We do not want to ignore these problems when they exist. It is the responsibility of every brother to assist a brother in need. When a brother has a problem with alcohol or drug use, the best route to take is counseling. Your chapter advisor can assist in referring a person to counseling.

Disciplinary Action

1. At any time during a person's membership, regardless of the order, a person who hazes another member forfeits his membership and all privileges of the fraternity.
2. A member may be suspended or expelled, regardless of the order, for the use or possession of illegal drugs on fraternity property or at any fraternity function.
3. A member may be suspended or expelled, regardless of the order, for violation of any Phi Lambda Phi policy.
4. A member may be suspended or expelled, regardless of the order, if the membership finds that the person's behavior is not in keeping with the general goals and missions of the fraternity.

APPENDIX A

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Constitution of Phi Lambda Phi National Fraternity

Ratified June 8, 2002

Changes approved at 2002 General Conference noted with (11/9/02)

ARTICLE I | GENERAL

Section 1. The name of this fraternity shall be Phi Lambda Phi

Section 2. This fraternity shall be a non-profit corporation.

Section 3. The legislative powers of this fraternity shall be vested in the General Assembly of the National Convention (t 1/9/02) Conference to convene at least once every other calendar year. The executive powers of this fraternity shall be vested in the National Executive Board which shall convene a minimum of four (4) times per calendar year.

Section 4. A copy of this constitution will be made available to each member.

ARTICLE II | GENERAL ASSEMBLY OF THE NATIONAL CONVENTION c1119102) CONFERENCE

Section 1. The Officers of the National Executive Board, Delegates from each of the undergraduate chapters, and each alumni association, chartered in the manner here in after set forth shall constitute the General Assembly.

Section 2. Time and Place of Meeting. The General Assembly shall meet at such time, place and frequency as set by the National Executive Board. The meetings of the General Assembly shall not be held less than one (1) time every other year.

Section 3. Chapter in arrears. No chapter in arrears to the fraternity shall be entitled to vote in the General Assembly. No alumni association in arrears to the fraternity shall be entitled to vote in the General Assembly. No alumni association of a chapter in arrears shall be entitled to vote in the General Assembly.

Section 4. Number of Votes. At the General Assembly, each undergraduate chapter shall be entitled to one (1) vote for each ten (10) active members in good standing. Alumni associations shall be entitled to a number of votes equal to that of their chapter. Delegates must be present to vote.

Section 5. Members eligible for voting. Each undergraduate chapter shall appoint delegates from its role of members in good standing, and each alumni association shall appoint delegates who are not sitting members of the National Executive Board.

Section 6. Quorum. A quorum of the General Assembly shall be a sufficient number of delegates to legally cast a majority of the total number of eligible votes in the full General Assembly.

Section 7. Granting of New Charters. The General Assembly, upon petition of not less than ten (10) qualified persons, may, by a two thirds (2/3) vote, grant charters for Undergraduate Chapters in qualified schools, where no similar chapter exists. The General Assembly, upon petition of not less than ten (10) qualified persons, may, by a two thirds (2/3) vote, grant charters for alumni chapters/associations associated with an undergraduate chapter where no similar association exists.

ARTICLE III | NATIONAL EXECUTIVE BOARD

Section 1. Number and length of term. The National Executive Board shall consist of five (5) alumni members elected to two (2) year terms by the General Assembly.

Section 2. Election. In odd numbered years a President, a Secretary, and a Sentinel shall be elected by the general assembly. In even numbered years a Vice President, and a treasurer shall be elected by the general assembly. When a general assembly is not in session at the time of election a mail vote will be conducted.

Section 3. Jurisdiction. The National Executive Board shall have jurisdiction from the General Assembly over the following executive matters:

- To appoint an executive director who shall have the responsibility of the operation and administration of the national office.
- Shall require officers to perform their respective duties and make reports thereof, and supervise and regulate the methods of performing the same, when not prescribed by general law: demand, inspect and pass upon their records accounts, and to pass financial estimates.
- Of such other matters as the General Assembly shall direct or authorize.
- To constitute a Judicial Board to hear appeals of members from decisions and actions of their respective chapters; to hear and determine all controversies between members, officers, chapter or organization and a chapter. It shall be its duty to enforce conformity by all members and chapters to the constitution, laws, usages, obligations and ritualistic ceremonies of the fraternity

Section 4. Mail Vote. The National Executive Board by a minimum vote of three members may submit any motion or resolution, which could properly be submitted in the General Assembly with the same force and effect as though said vote, had been taken at a General Assembly of the Fraternity. Should no objections be received within thirty (30) days from the date of mailing, approval becomes automatic.

Section 5. Quorum. Three (3) members of the National Executive Board shall be a Quorum.

ARTICLE IV | NATIONAL OFFICERS

Section 1. President. The National President presides over the National Convention (11/9/02) Conference, National Executive Board Meetings, and over any chapter of the fraternity at any time that it is deemed necessary by the National Executive Board. He shall be responsible for strategic planning and implementation of activities, programs, and policies of the National Office with the approval of the National Executive Board.

Section 2. Vice President. The National Vice President shall preside over the National Convention (11/9/02) Conference in the absence or incapacity of the National President and shall be responsible for Expansion and Alumni Programs.

Section 3. Secretary. The National Secretary shall be responsible for all fraternity publications, the recording of all meetings of the National Organization and submitting a written record of all minutes to the National Executive Board and to the individual chapters in a timely manner.

Section 4. Treasurer. The National Treasurer shall be the chief financial officer of the fraternity and is to be responsible for developing and implementing an operating budget, maintaining a current record of all accounts payable and receivable, issuing proper receipts for all monies received, internal auditing and preparation of all financial documents as provided for by the National Executive Board and presenting these documents to each General Assembly.

Section 5. Sentinel

Section 6. Executive Director. The Executive Director shall be appointed by the National Executive Board and shall be the external correspondent of the National Office; he shall engage in such assistance as shall be required to operate the business of the National Office with the approval of the National Executive Board.

Section 7. Expenses. National Officers shall not be compensated for the performance of their duties, other than reimbursement of actual, reasonable, and necessary expenses as approved by the National Executive Board.

ARTICLE V | CHAPTERS

Section 1. Undergraduate Chapter Defined. An undergraduate chapter is a regularly chartered and installed organization of duly initiated undergraduate members.

Section 2. Undergraduate Chapter Names. Each undergraduate chapter as chartered shall be named as determined by the executive board.

Section 3. Alumni Association Names. Each Alumni Association shall receive its name from the undergraduate chapter from which it was formed.

Section 4. Power to Make By-Laws. Both undergraduate chapters and alumni associations shall have the power to make local rules, regulations and by-laws for their own government, not inconsistent with this constitution, or the laws, regulations, rulings, or rituals of the fraternity.

Section 5. Qualified School Defined. In order to be eligible and continue to be eligible to receive and retain a charter a chapter must be located at a college, or university which grants degrees and which is accredited as a degree granting institution by the appropriate regional association.

Section 6. Undergraduate Colony. An undergraduate colony is an unchartered organization designed as such by the National Executive Board, consisting of undergraduate students who are interested in becoming members . No colony shall be established except upon a majority vote of the National Executive Board.

ARTICLE VI | MEMBERSHIP

Section 1. Kinds of Members. The membership of the fraternity shall consist of undergraduate, inactive, alumni, associate and honorary members. There shall be no racial or religious requirements for membership.

Section 2. Undergraduate Member Defined. An undergraduate member is a full-time male student in good standing who maintains a "C" average in attendance at a school where an undergraduate chapter shall have been chartered and installed and who shall have been regularly initiated with said chapter, and who shall not have developed an inactive status.

Section 3. Inactive members Defined. An inactive member is a regularly initiated member who shall be an undergraduate student at a school where no chapter of this fraternity is established or an undergraduate member who has been suspended from his chapter due to violation of fraternity policy or by his own request.

Section 4. Alumni Member Defined. An alumni member is anyone who has graduated from the college or university who is in good standing with the local chapter or anyone is voted alumni status by the local alumni association.

Section 5. Honorary Member Defined. Prominent male citizens or male alumni or male members of the faculty of a school at which an undergraduate chapter of this

fraternity is established may by two-thirds (2/3) vote of said chapter be elected and initiated honorary members.

Section 6. Requirements for Initiation. No person shall be initiated into this fraternity as an undergraduate member except a regularly enrolled male student in attendance at a qualified school who has been approved for initiation by the administration of the institution, has achieved a minimum GPA of 2.2 on a 4. Scale on all college level work attempted, and who has been duly and regularly elected to membership by a vote of the undergraduate chapter.

Section 7. Double Membership Forbidden. No person shall be eligible to membership in this fraternity who is a member of any other General College Fraternity.

Section 8. Good Standing Defined. A member in good standing is 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.

Section 9. Expulsion, Suspension, Probation and Dropping from Rolls. Members may be expelled, suspended, put on probation, dropped from the rolls and otherwise punished for non-payment of obligations, and such offenses as may be provided by law including the violation of Phi Lambda Phi policies and Code of Conduct, upon due notice and opportunity for hearing.

ARTICLE VII | ORDERS

Section 1. Neo-Phi defined - - - Members of the Order of Neo-Phi are active members who are in the training stage of their membership. The training shall consist of eight ritual lessons. No Neo-Phi shall complete these lessons while he is in debt to the chapter. Members of the Order of Neo-Phi in good standing are considered as part of the quorum for the purpose of voting for all actions in the chapter meetings except amendments to the constitution and by-laws. One regular academic semester or sixteen weeks shall constitute the minimum time in order required for advancement to the Order of Lambda. A 2.25 GPA is required for advancement to the Order of Lambda. No member may be required to attend study halls.

Section 2. Lambda defined - - - Members of the Order of Lambda in good standing are considered as part of the quorum for the purpose of voting for all actions in the chapter meetings. One regular academic semester or sixteen weeks shall constitute the minimum time in order required for advancement to the Order of Phi. A 2.3 GPA is required for advancement to the Order of Phi.

Section 3. Phi defined - - - Members of the Order of Phi in good standing are considered as part of the quorum for the purpose of voting for all actions in the chapter meetings. Phi members only shall be entitled to serve on the Executive Board of the chapter.

Section 4. Alumni defined - - - Members of the Order of Alumni may not be active members of the chapter. Members may advance from any order to the Order of Alumni upon graduation or acceptance into membership in the chapter's alumni association.

ARTICLE VIII | OFFICERS OF UNDERGRADUATE CHAPTERS

Section 1. Titles of Officers. The primary officers shall be president, vice president, secretary, treasurer and sentinel and shall serve as the chapter's executive board.

Section 2. Election and Term of Officers. The officers of undergraduate chapters shall be chosen by majority ballot once each school year, prior to November J8¹ (11/9/02), to hold office until their successors shall have been duly elected and installed. The secretary-elect shall certify to the National Executive Director within ten days after election the names of the elected officers.

Section 3. Vacancies, How Filled. In case of vacancy in any office, it shall be filled by majority ballot at the next regular meeting of the chapter.

Section 4. The President shall preside over all meetings, enforce the constitution, laws, ritual, and local by-laws as well as to have power to convene the chapter with reasonable notice at any time and preside over it in person, to appoint a chapter Judicial Board to try and punish accused members and to hear appeals of members from such decisions and to hear appeals of members from such decisions and to hear and determine all controversies between members, officers of a chapter and a member.

Section 5. The Vice-President, in the absence or incapacity of the president, shall perform all duties of the president; he shall have a copy of the Constitution and By-Laws of the chapter and be familiar with their contents.

Section 6. The secretary shall keep a permanent record of all proceedings of the chapter; attend to all correspondence, and forward to the National Secretary a complete record of each meeting, of each initiate, and affiliated, reinstated or returned member.

Section 7. The Treasurer shall collect all monies due the chapter and disburse the same; keep accurate and true accounts thereof; make reports of receipts and expenditures when required; and promptly remit to the National Business Manager (11/9/02) Treasurer all fees and a monthly chapter financial report.

Section 8. The Sentinel shall act as doorkeeper and custodian of the chapter room and paraphernalia and keep order at all proceedings of the chapter, as well as maintaining records of the progression of the chapter members.

ARTICLE IX | RITUAL

Section 1. No person shall become a member of this fraternity without first having been regularly and fully initiated by the ritual of the fraternity.

ARTICLE X | EMBLEMS AND INSIGNIA

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 fraternity colors are blue and gold and the flower is the white carnation.

ARTICLE XI | FINANCE

Section 1. Fees, Dues, and Assessments. The General Assembly may assess and collect from undergraduate members and chapters such fees, dues and assessments, as it shall see fit.

Section 2. Endowment. The General Assembly can provide for an endowment fund or funds, to be raised from such sources and in such manner as it may by law provide. If deemed desirable, a separate corporation may be formed to receive, hold and invest said Endowment Fund or Funds.

Section 3. Dues, etc How Levied. Each chapter shall be responsible for all fees, dues and assessments, of its members, and the same shall be assessed directly against each chapter.

Section 4. Real Estate. The title to all real estate shall be held in separate corporations organized for that purpose.

ARTICLE XII | SCHEDULE

Section 1. This constitution may be amended only by a three-fourths vote of the General Assembly.

Section 2. This constitution shall supersede all previous constitutions of this fraternity and shall have full force and effect from the 8th day of June 2002.

**Phi Lambda Phi
National Fraternity
Constitutional Convention
June 8, 2002**

Delegates

Pat Adams, Dave Ahrens, Ted Baker, Curtis Bingham, Danny Boehm, Jeff Briggs, Matt Brooker, Bill Cammack, Kevin Cherry, Bob Clark, Nick Evans.

Russ Farr, Bernie Fennewald, Bill Gifford, George Gifford, Mark Goddard, Matt Graves, Joe Gaffney, Marty Hammond, Terry Irick.

Doug James, Jay Jessee, Gary Johnson, Chad Kramer, Andrew Little, Rob Loseman, Pat Madden, Tim Maloney, Jimmy McGowan, Bill Murray.

Kevin Nelson, Mark Nolker, Kevin O'Connor, John Palmer, Jason Prinster, Chad Peters, Jason Rak, Matt Robe, Eric Rosenbloom, Jim Simpson, John Slama,, Brian Smock, Chris Thomas, Jeff Welsch, Ben Wessels.

Elected

President	Terry Irick	Liberty, Missouri
Vice President	Kevin Cherry	St. Louis, Missouri
Secretary	Danny Boehm	Columbia, Missouri
Treasurer	Matt Robe	Columbia, Missouri
Sentinel	Nick Evans	Columbia, Missouri

Appointed

Executive Director	Rod Cooper	St. Louis, Missouri
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Designated

Publications	Eric Rosenbloom	St. Louis, Missouri
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By-Laws of the Phi Lambda Phi Alpha Chapter Ratified on April 10th, 2002

ARTICLE I MEMBERSHIP

Section 1. Active member defined:

- A.** Active members shall include members of the orders of NeoPhi, Lambda, and Phi.
- B.** All active members are entitled and expected to participate in or attend the rituals of all orders in which they have been initiated.

Section 2. Inactive member defined:

- A.** A member may, by his own actions, or by a majority vote of the chapter, be suspended to inactive status. Such members shall be reinstated by removing the reasons for such status. Inactive members have no vote, may hold no office, and may live in the chapter house only with chapter approval. All changes of a member's active status will be recorded in the minutes.
- B.** Reasons for, Privileges and Responsibilities of.
 - 1.** Academic - - - A member whose earned GPA is below 2.7 will be immediately and automatically suspended to inactive status. Such members must remain inactive until a GPA of 2.7 or above is achieved. He is dropped from the chapter roles and may attend only two social functions of the chapter per month and is expected to pay dues. He is exempted from the duties and responsibilities of active membership. He may attend chapter meetings but shall not participate.
 - 2.** Financial - - - A member whose debt to the fraternity or any agency thereof exceeds the amount established in the standing orders will be immediately and automatically suspended to inactive status. Such a member must remain inactive until his debt is paid in full. He is dropped from the chapter roles, is exempt from paying dues and is barred from ANY chapter participation and shall have no privileges of membership. He may attend chapter meetings only when invited by the Executive Board. He may remain inactive for financial reasons for three calendar months. At the end of that period he must be

reinstated to active status or expelled and the Founding Association notified.

3. Personal - - - A member in good standing may request inactive status for personal reasons. Such a request requires a majority vote of the chapter and may be granted only if subsections B-1 or B-2 do not apply. He is exempt from paying dues and is barred from ANY chapter participation and shall have no privileges of membership. He may attend chapter meetings only when invited by the Executive Board. Reinstatement requires a majority vote of the chapter.
4. Judicial - - - A member may be suspended to inactive status by due process outlined below in Article III.

Section 3. Lavalieri defined:

- A. A member may petition to lavalieri a significant other. Lavalieres have no voting status and are not permitted to attend designated brotherhood events, but are permitted to attend chapter meetings, attend all social events, can wear stitched letters, and may learn any secret knowledge that the chapter chooses to bestow upon the lavalieri. A lavalieri is allowed 30 seconds of time during any discussion. To speak for more than thirty seconds requires chapter approval by majority vote.

1. Voting for Lavaliers should be an anonymous ballot.

B. Requirements for.

1. The member petitioning for a lavalieri must be of order Lambda or above.
2. The member petitioning must have at minimum a year of continuous dedication to the candidate.
3. The petition must be voted on by the chapter and approved with a 3/4ths majority vote. This vote must be recorded in the chapter minutes.
4. In order for a brother to present a candidate for the status of lavalieri, the brother has to present three ways that the candidate has helped or plan to help the chapter.

ARTICLE II ORGANIZATION

Section 1. All power and authority shall be vested in the active members in good standing as defined in the Constitution as those who are not financially in arrears to their chapter beyond the amount established in the By-Laws. A quorum is defined as a majority of these members. No action may be taken in violation of the Constitution and By-Laws. Standing Orders may be established, rescinded or changed by a proper vote in regular or duly called special meetings. All chapter meetings are secret and not to be discussed with those outside of the fraternity. All members are mandated reporters if secret meetings are not kept secret.

Section 2. A chapter advisor, representing the host institution and an alumni advisor representing the Chapter Alumni Association shall be chosen with the approval of the university and the association.

Section 3. Leadership.

- A.** The President, Vice President, the Secretary, the Treasure and the Sentinel shall constitute the Executive Board.
- B.** The remaining officials shall be the Educational director, the Rush chair, the Social chair, the Parliamentarian, the House Manager, the Treasurer's Understudy and other positions which may be created as the chapter sees fit. The alumni representative shall be chosen by the Lambda Alumni Association and shall serve as a member of the board of that association. All non-board positions are appointed by the President with the approval of the Executive Board. The house manager and the treasurer's understudy are appointed for one year terms and all others are appointed to one semester terms.
- C.** Regular chapter elections shall be held during the first week of November of every year in a regular meeting to be designated by the President with the chapter approval. Nominations shall be accepted during one regular meeting. A vote by secret ballot shall be held during the third meeting. All ballots shall be counted by a committee appointed by the President. One calendar year shall constitute the term of office. Each term is to commence with the beginning of the next regular meeting. At the end of each fall semester a vote of confidence shall be held. Those members of the Executive Board failing to receive a majority vote shall be removed from office and elections must be held. A member of the Executive Board may

be removed from office at any time by a request for a vote of confidence by a member in good standing in attendance at a regular meeting. The request requires a simple majority, and the recall vote, to take place during the next regular meeting, requires a two-thirds vote of the chapter members in good standing. Such vacancy is then filled by election. All non-regular chapter elections shall designate an officer to complete the original term.

Section 4. Powers and duties.

- A.** The PRESIDENT shall supervise the functioning of all officers, is the chair of the Executive Board and is an ex-officio member of all committees. He has the authority to levy penalties on the Sentinel for not performing his assigned duties.
- B.** The VICE PRESIDENT is responsible for the efficient operation of the committees and shall preside in the absence of the regular chair. He is an ex-officio member of all committees. He shall serve as the executive director of the Education committee.
- C.** The SECRETARY shall maintain a current copy of the Standing Orders, the chapter By-Laws, and the chapter Constitution. He is responsible for taking minutes at chapter meetings and maintaining current contact information for the brotherhood.
- D.** The TREASURER is responsible for all monetary assets in his possession. He disperses funds in accordance with the budget as the chapter may direct within the guidelines established in the following rules. All rent and Lambda and Chi dues during the regular school year shall be deposited in the House Fund. All Phi dues and summer dues shall be deposited in the National Fund. All other receipts shall be deposited in the Incidental Fund unless directed elsewhere by the Standing Orders. No funds may be diverted from the House, Rush, or National Funds for any purpose other than that designated by that Fund. The chapter may disperse the Incidental Fund at its discretion. The treasurer shall present a monthly report of his books to the Executive Board and the chapter advisor. He shall serve as the executive director of the finance committee and is expected to make himself accessible to members. The Understudy must take an active role in all of the duties of the treasurer. He shall serve as the executive director of the Finance committee.
- E.** The SENTINEL is responsible for the levying of any fines approved by the chapter and is responsible for any disciplinary action taken against members. Any committee or executive position that has a request to fine a

member must report the information (member name and reason for fine) to the Sentinel.

- F. The PARLIAMENTARIAN shall advise the presiding officer and have final authority in settling parliamentary disputes. He shall have a copy of the National Constitution, the chapter Constitution, By-Laws and Standing Orders at each meeting, and shall be in charge of keeping a running history of said documents. He shall be appointed by the President.

Section 5. Standing Committees

- A. The President, with the approval of the Executive Board, appoints all chairmen, committee members and non-board positions that are not otherwise designated. It is recommended that all committees have a minimum of three members.
- B. The standing committees shall be the Executive Board, Judicial Board, Education, Rush, Social, Finance, and House. Other committees and chairs may be appointed when necessary by the President with approval of the chapter. No committee meeting may be closed except by a four-fifths vote of the Executive Board. The Executive Board meeting may never be closed.
 - 1. EXECUTIVE COMMITTEE. The chairman is the President. The committee shall help the President set the agenda for meetings and to examine all committee programs and reject any of those it believes to be unnecessary. The chapter may override the Executive Board's rejection of any committee program by a majority vote.
 - 2. RUSH. The Rush committee shall establish and direct rush activities throughout the semester. The program for each semester must be presented to the Executive Board with an itemized budget prior to purchasing supplies for any rush activities. The chairman shall designate members to serve as event coordinators to plan events and to assist the committee. Any other member(s) deemed to be appropriate can be assigned to the rush committee by the President.
 - 3. SOCIAL. The Social committee shall establish and direct the social program for the chapter. The Executive Board must approve an itemized budget before any funds may be spent on social activities. The committee chair must make the committee's records available for the Treasurer at the end of each month. The chairman shall designate members to serve as

event coordinators to plan events and to assist the committee. Any other member(s) deemed to be appropriate can be assigned to the Social committee by the President.

4. **FINANCE** The Finance committee shall be chaired by the Treasurer's Understudy and shall consist of the following members: Fundraising director, Philanthropy director, and any other member(s) deemed to be appropriate by the President.
5. **HOUSE.** The House Manager shall serve as chair. The committee shall consist of the following members: chapter alumni representative, alumni advisor, and any other member(s) deemed to be appropriate by the President. The House committee is responsible for maintaining full occupancy and for approving the room assignments. The committee will establish a list of house regulations to govern such items as: work schedules, quiet hours, and what can or cannot be allowed at the house. All committee rules are final, but may be appealed to the chapter. The committee must see to the maintenance of the house and the grounds.
6. **JUDICIAL BOARD.** The Judicial Board shall consist of five members chosen by a lot at such time as the President deems necessary. The term of office shall be one semester.
7. **EDUCATION.** The Education committee shall ensure that each Neo-Phi is fully instructed in the history, principles and organization of the fraternity and the chapter. All weekly educational functions shall be scheduled and carried out by the chairman. They also shall maintain a list of GPAs of active members during the school year to ensure all brothers meet the criterion for good standing.
8. **ALUMNI COMMUNICATIONS.** The Alumni Communications committee shall be in charge of all relationships held between the chapter and the Lambda Alumni Association. They also shall be in charge of maintaining composites, both past and present

ARTICLE III JUDICIAL

Section 1. Chapter Powers

- A.** The Chapter shall have the power to try and punish its members for any of the following offenses:
 - 1.** Violation of federal or state criminal laws.
 - 2.** Violation of the obligations of any Order.
 - 3.** Persistent failure to pay assessments.
 - 4.** Violation of Constitution, By-Laws, house rules or Standing Orders.
- B.** Charges may be brought by the chapter advisor or by any active member in good standing.

Section 2. Judicial board hearings

- A.** Charges shall be laid before the chapter in a regular or special meeting. Before proceeding to a hearing, the accusation shall be reduced to writing, in the form of charges stating the section of law or other matter violated, supported by definite specifications describing the act charged to be such violation, and signed by an officer of the Executive Board. A copy of such charges, with notice of the time and place of the hearing, shall thereupon be served upon said accused member, that he may have an opportunity to be heard.
- B.** The Parliamentarian shall preside all hearings unless he is the accused or is absent in which case the Sentinel shall preside. He will determine the fairness of the proceedings when such proceedings are questioned. A prosecutor who shall be the Sentinel or member designated by the President shall present the case against the member. The accused may choose a member to represent him or he may represent himself.
- C.** A verdict of guilty or not guilty must be decided by a unanimous vote of the Judicial Board. If a unanimous vote cannot be obtained a new hearing shall ensue.
- D.** The sentence to be imposed shall be determined by the judge and the judicial board in a closed caucus. Such sentence may include:
 - 1.** Expulsion-- every member expelled shall have his badge taken up and his membership certificate forwarded to the National Office, pending final disposition of the case. All sentences of expulsion must be approved by the National President and an appeal may be taken to the National President if the appeal is concurred in by the chapter advisor, the President of the chapter or by a majority of the chapter

within twenty days after such sentence. Such appeal shall be presented in writing.

2. Suspension--he may be suspended to inactive status, not to exceed one year.
 3. Probation--he may be put on suitable probation for a period not to exceed one year. He may be prohibited from attending designated activities.
 4. Removal from office.
 5. Fines and repayment of damages may be imposed.
- E. The disciplinary committee shall be responsible for carrying out any sentence imposed.

ARTICLE IV MEMBER GRADES

Section 1. The cumulative grade point average and that of the previous semester of every member may be obtained by the President only for proper fraternity use.

ARTICLE V WHEN IN EFFECT

Section 1. These By-Laws shall become effective upon two-thirds vote of the chapter and they may be amended by a two-thirds vote of the chapter. All motions and votes to amend must occur in two consecutive chapter meetings.

Standing Orders of the Phi Lambda Phi Alpha Chapter

ARTICLE I FINANCIAL

Section 1. Monthly dues are due by the last day of each month and are considered late after that date. Monthly dues are \$70.00. There are no summer dues. Dues are to be paid for the months of: September, October, November, February, March, April, and May. December and January count as a single month due to winter break.

Section 2. The Treasurer shall assume financial responsibility for the house and the chapter.

Section 3. The Treasurer may request the assistance of the secretary for the collection of dues. It is the House Manager's job to collect rent within the chapter house.

Section 4.

Part A. All members must maintain their financial obligations to the Fraternity at \$5.00 or less to be eligible to participate in any fraternity sponsored functions excluding work days.

Part B. Voting rights at meetings are restricted to those members who are not in arrears of more than \$25.00.

Section 5. A resident of the house will go financially inactive when he is one month's rent and dues plus \$15.00 delinquent.

Section 6. All non-residents of the house will go financially inactive when they surpass a debt equal to or over one month's dues.

ARTICLE II FINES

Section 1. All fines must be paid by the next meeting or the fine will be raised \$1.00 per week. If the fine is not paid the member will lose his social privileges.

Section 2. All fines will be excused with proper notification and at the discretion of the sentinel.

Section 3. Work day profits and fines go into the incidental fund. For each fine accrued by a member, the member may volunteer to sober drive in exchange for the fine being excused if the fine is less than \$25.00.

Section 4. Fines related to social functions are designated for the social events budget.

Section 5. The fine for missing NeoPhi, Lambda, or Phi rituals is \$5.00, plus an additional \$5.00 for every time this is repeated in a semester. The fine for missing work days is \$5.00, plus an additional \$5.00 for every time this is repeated in a semester. These fines must be paid in one week or no social privileges.

Section 6. The fine for missing a meeting is \$5.00, plus an additional \$3.00 for every time this is repeated in a semester. This fine may be excused upon prior notification to the sentinel and secretary.

Section 7. There is a \$15.00 fine for skipping a rush function.

Section 8. Fines relating to rush go towards the rush budget.

Section 9. There is a \$10.00 fine for not writing position related documentation.

Section 10. Active members that fail to uphold their responsibility of snow removal shall receive a \$10.00 fine that goes to the incidental fund.

Section 11. Non-active member Residents of any Lambda Alumni House Holding Corporation property that fail to uphold their responsibility of snow removal shall receive an additional charge on their rent for the following month. Amount is to be determined by chapter and their respective landlords' discretion.

ARTICLE III HOUSE

Section 1. The Alumni Association grants the chapter the right to police the actions of alumni in the house and on chapter property and to determine their social rights.

Section 2. The House Manager will assign out of house cleaning duties.

Section 3. The fine for not cleaning the house when assigned is \$5.00.

Section 4. Quiet hours will be from 10:00 PM to 8:00 AM on weeknights and/or at the discretion of the house residents.

Section 5. No bicycles may be stored in the coat room. \$5.00 fine doubled to \$10.00 if not removed within 5 minutes of reasonable notification.

Section 6. All current Active Chapter Members as well as residents of Lambda Alumni House Holding Corporation properties share equal responsibility for snow removal either financially and or physically. Methods of removal should be decided within two days after snowfall by the House Committee, unless voted otherwise by a simple majority vote of active chapter members. See Article II Sections 10 and 11 for fines regarding snow removal.

ARTICLE IV SOCIAL

Section 1. The chapter may not charge nor be charged anything dealing with alcohol.

- Section 2.** Inactive members cannot be charged for a party, and then pay that charge later. Whenever an entry fee is required, it must be paid before or at entry to the Treasurer or Social Chair. Should they be unable to provide the fee pre-entry, they will be turned away.
- Section 3.** The executive board shall receive a financial report from the treasurer once each month.
- Section 4.** Inactive members that are students may be invited to social functions by the executive board.
- Section 5.** All active members must not be in arrears more than \$10.00 to attend parties except in the case of mixers where all active members must attend.
- Section 6.** All paid members of the Alumni Association have a standing invitation to parties.
- Section 7.** A mixer is a required function for at least one hour. There is a \$15.00 fine if not present. Married members are excused from mixers.
- Section 8.** Members and alumni must be paid up to the chapter one week prior to formal and homecoming or they may not attend any of the activities associated with these events.
- Section 9.** Guests at closed parties must be approved by the executive board.
Individual members are responsible for their guest(s) and the guests are limited on the number of times they can come. In the event that a member or alumni fails to attain responsibility for their guest(s), they will be fined \$20.00. Responsibilities for guests includes, getting them home safely, monitoring alcohol consumption, and making sure they conduct themselves in an appropriate manner.
- Section 10.** The stereo gets turned down at 1AM and is turned off at the discretion of the house residents.
- Section 11.** Party venues must be clean by 2:00 PM the day after parties, unless there is a meeting that day in which case the venue must be cleaned up immediately after the meeting.
- Section 12.** The social chair is in charge of maintaining a rotating list of who is responsible to sober, meaning no consumption of mind altering substances throughout the night until 1:45AM at parties. If a worker fails to perform their job, they must present themselves for a trial.
- Section 13.** Non-resident members shall stay out of the residential section of the house during social functions unless escorted by a resident.
- Section 14.** For all non-student inactive members who owe money to the chapter, a \$10.00 fee will be charged for each party they attend. This fee will be applied to their outstanding debt. All such members who have no debt will be charged \$5.00 per party to be applied to the incidental fund.

Section 15. All Alumni not in financial arrears are welcome to attend mixers before the event opens with the payment of \$5 to the social chair on or before entry.

Section 16. Our mixers open at 12:00 AM.

Section 17. Date parties are a required event of at least one hour. There is a \$15.00 fine if not present. Married members are excused from date parties.

ARTICLE V CHAPTER

Section 1. Those on clean up duty who fail to clean will be fined \$5.00.

Section 2. No smoking allowed during meetings or in the house. Vaping is permissible at the discretion of the members. No drinking of alcoholic beverages during or directly prior to meetings.

Section 3. Formal awards shall be Brother of the Year, NeoPhi, Lambda, and Phi.

Section 4. The executive board makes the house budget. The budget is due September 15th of every year with secondary re-evaluation in January.

Section 5. All members suspected of violating the secrecy of Phi Lambda Phi shall be brought to trial.

Section 6. Smoking is prohibited in the presence of rushees during a rush function. Drinking is prohibited in the presence of rushees during a rush function. Fine is \$5.00 or clean up the cigarette butts around the house.

Section 7. The stereo must be cleaned after every party that is held in the basement.

INDEX I DEFINITIONS

Defined Party: A party, unless otherwise stated, is considered to be open to actives, all alumni, lavaliers, associate members, and everyone who is invited by one of these parties.

Defined Mixer: A mixer is a social event scheduled by the Social chair between the active members of all associated organizations.

Defined Recent Alumni: Recent Alumni are Alumni who are in good standing with the LAA who have attained the status of Alumni within the past 4 years.

Defined Blacklist: The blacklist governs all those who are not allowed on the property and sponsored events. Lavaliers may not be blacklisted. The blacklist may be amended by a simple majority vote during the regular meeting of the chapter. Proposals require proper justification.

Defined Smoking: Smoking is the use of cigars, traditional cigarettes, medical marijuana, or vaping devices, *etc.*

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Study Hints

If you only study when a friend comes to your room with his books or on the night before a test or if you prepare all of your work just before it is due, then you are letting events do your planning for you. Plan to study when the time is best for you to learn - not when it happens to fit into your schedule. Consider spending as much time studying for a class as you spend in the class. Spread this time out over as much of the week as is practical. Prioritizing your schedule will also ensure that you are participating only in those activities that will allow you to achieve your academic goals.

If you have trouble reading, then you must find a way to stop your mind from shifting into a daydreaming mode. One way to accomplish this is to read the paragraph and to take notes. After finishing each separate paragraph, move the book aside and write the important facts from memory before going on to the next paragraph. The moment your mind begins to wander, stop reading and spend about five minutes listening to music or doodling on blank paper or both. In other words, do something that will allow your mind to rest. Go back to your reading after reviewing the notes that you have been taking. These notes are useful to compare with the notes you take in the lecture and they can be very useful when you need to review for a test.

In some classes you are required to memorize. This is tedious work at best. But it can be more easily accomplished with a little planning. Arrange the information into as many different logical orders as possible: alphabetical or chronological, or by size, color, or meaning. Make flash cards - make them, don't buy them. Make them small enough that you can carry them in your pocket so that you may study between classes or while waiting in line.