



Omega Delta Phi Fraternity, Inc.

Pi Chapter

By-Laws

1. All Active brothers must attend the mandatory service events for the given semester. If for whatever reason the brother cannot attend any one of these events, he must complete all mandatory service hours in the given semester. If he is unable to reach the service hour goal and misses at least one mandatory event, he will not be allowed to appeal for his service hours. If the brother attends all mandatory service events and still does not complete his service hours, he will only be allowed to appeal if he has accumulated 25 hours.
2. Starting with the members of the Iota Pledge Class that cross, any brother who is still in school and inactive, whether it be voluntary or involuntary, for 2 consecutive semesters be subject to suspension. If the brother remains inactive for the 3rd consecutive semester, he is then subject to expulsion by vote of the house.
3. For money to be allocated for any group, (i.e. sports teams, performance teams) that money needs to be raised by that group. They can raise money any way they see fit, keeping in mind the fraternity' rules, and can either raise it before or after it is allocated. However, if it is determined that they do not raise the money until after allocation, the members who benefit from the allocation need to "front" the money and wait on reimbursement.
4. ~~Any active who does not attend the number of mandatory meetings, (actives cannot have more than 2 unexcused absences and 4 total per semester) will be brought up to the standards committee, where the brother will be subject to inactive status for the remainder of the semester. If an active misses more than 4 meetings in a semester, hi is subject to be inactive for the following semester. If forced to go inactive, the brother will still have the responsibilities of an Active. (Replaced by Bylaw 10)~~
5. All ceremonies are mandatory for active brothers. If a ceremony is missed, the brother is then subject to lose pledge privileges for the remainder of the semester. If the occurrence happens at the end of the semester, it is subject to carry over to the next semester.
6. During an executive board meeting and house meeting: No food is allowed, No laptops to be open except that of the Recording Secretary and the Treasurer, No attire No entrance, and if a brother is to be late after the 15 minute grace period he must inform the sergeant of arms and the president-elect beforehand to be allowed into the meeting otherwise he will not be let in.



7. For an inactive brother, whether it be voluntary or involuntary, to be active he must first pay a \$25 activation fee (due) and pay any remaining past due balance in order to be granted active status.
8. Effective the spring 2012 semester and every semester thereafter, starting the third meeting of the semester, the dress attire will be as follows: the first week shall be letter shirts, (i.e. only shirts with letters embroidered on them). Then the next week the attire will be business casual, consisting of slacks, dress shoes and a button down dress shirt. Every week thereafter the dress attire will alternate from embroidered letter shirts and business attire with the previously stated guidelines.
9. Beginning with the presidential term ending spring 2014 and continuing each semester thereafter, the position of president elect will not automatically become president at the end of their term as president elect. Additionally, the position of president will be voted on at the end of the academic year as a separate position from the president elect position, each being a year-long term.
10. An active cannot miss more than four meetings per semester. If an active misses four meetings, he cannot miss a fifth time, otherwise the brother will be subject to inactive status for the remainder of the semester and subject for the following.
11. No active can nominate himself or anyone for presidency when a president elect is in place. Nominations for president will resume after the third week of school has passed.

## 12. **Anti-Hazing Clause**

Students and Student Organizations are prohibited from initiating, participating in, or being witness to hazing activity. Hazing is antithetical to the University's commitment to a positive educational environment. Participation in hazing activities is against the law. Violation of the University's hazing policy, whether on or off-campus, may subject participants, including students and organizations, to arrest, prosecution and/or disciplinary action, including, but not limited to, suspension or expulsion of students and the revocation of an organization's registration and/or recognition at the University. Consent to or acquiescence in hazing activity is not a defense. The University strictly prohibits participation in hazing activities by any party, regardless of the existence of consent. Hazing activities do not contribute to the positive development or welfare of students. The University of Houston recognizes the act of hazing as illegal, irresponsible, intolerable and inconsistent with the principles of higher education and basic human development. For more information on the

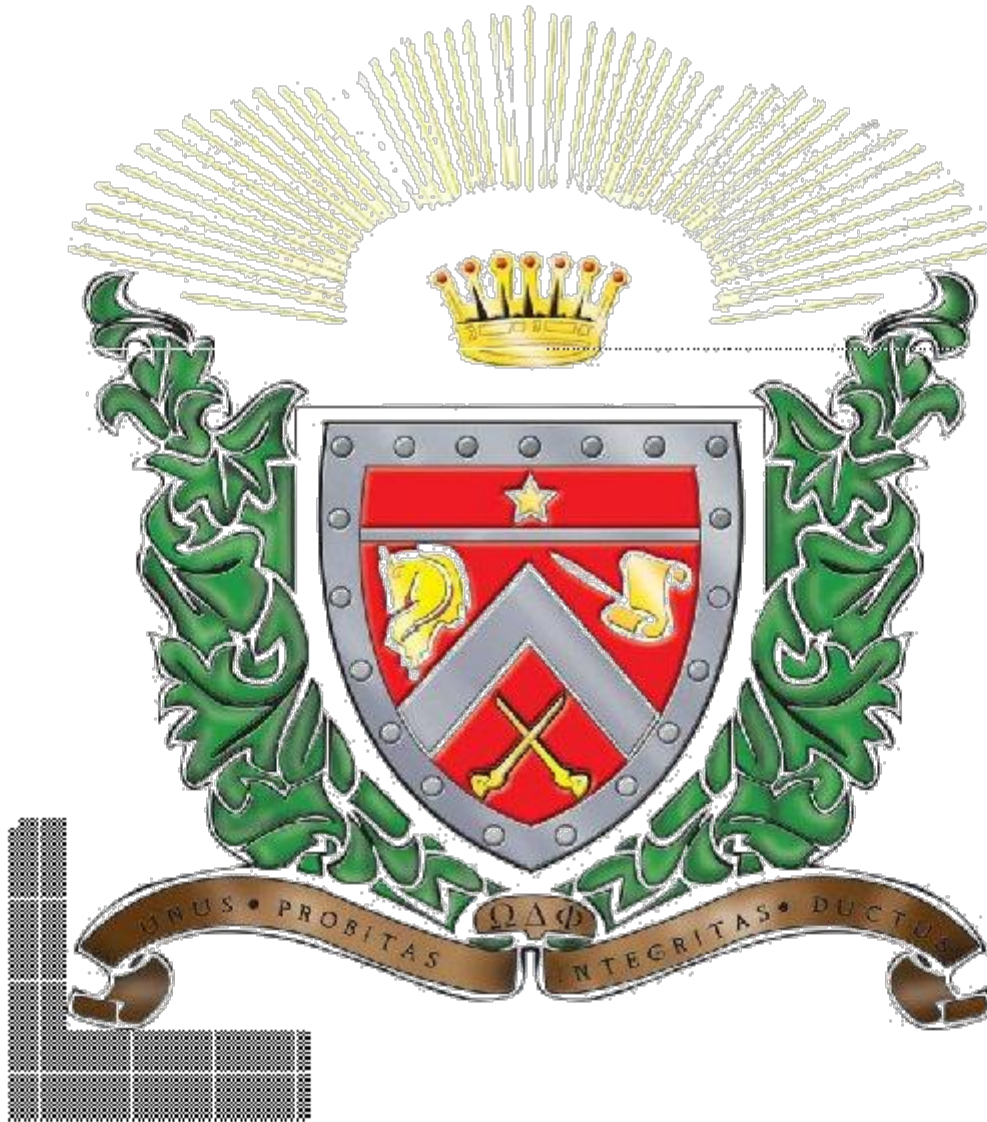


University's Hazing Policy please visit the Student Life Policies section of the [University of Houston Student Handbook](#).

**13. Non-Discrimination Clause**

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, sex (including gender and pregnancy), genetic information, religion, age (over 40), national origin, ethnicity, disability, military status, sexual orientation, gender identity or status, gender expression, or any other legally protected status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and all other federal and state regulations.

# Omega Delta Phi Fraternity Incorporated



## Active Member Manual

## **Maintaining Your Active (Red) Book**

When you receive your active book, you make a promise, to your brotherhood and to yourself. It is a promise that you will ensure the proper use of and the safety of the information inside this book. It is your responsibility as a brother to maintain it.

Do not:

- Store it in a place easily accessible to non-members.
- Leave your book unattended while in public.
- Share the information within it to non-members.

A 3" binder is recommended to store all information provided to you. There should be at least 5 sections to your book.

1. The Member Manual
2. Chapter Information
  - a. Constitution, etc.
3. National Information
  - a. Constitution
  - b. Bylaws
  - c. Mandates, etc.
4. Regional Information
  - a. Bylaws, etc.
5. The Guide to Effectiveness
  - a. All Sections (1-3)
6. Risk Management Manual

## **Membership Expectations**

Membership in Omega Delta Phi Fraternity has many privileges. With these rewards, come obligations and expectations that *every* Brother must fulfill. The following is the Fraternity's "*Code of Conduct.*"

1. Striving for academic excellence and encourage it in my brothers.
2. Always respect other people. I will refrain from and will not tolerate physical, mental, psychological, sexual, or hazing abuses to anyone.
3. I will respect my own property the property of others, and I will not tolerate the abuse of *any* property by others.
4. I will meet all financial obligations in a timely manner.
5. I will not abuse alcohol support alcohol abuse, nor will I condone the use or possession of illegal substances of any kind.
6. I will abide by the laws and policies of the country, state, locality and my college or university at all times.
7. I will keep Entity property safe, cleaned and maintained.
8. I will abide by the *Constitution, Mandates, By-Laws* and policies of Omega Delta Phi Fraternity nationally, regionally, and locally.
9. I will actively participate in 365 days of recruitment.

10. I will recognize that my responsibility Omega Delta Phi Fraternity does not end upon graduation and I will always support the Fraternity to the best of my ability.
11. I will encourage and challenge other fraternity members to abide by these expectations and confront those who fail to do so.
12. The entity and its members should conduct themselves properly when visiting another entity, a regional and/or national events.
13. Each member should conduct himself properly at *every* meeting of the fraternity.
14. The chapter and its members should conduct themselves properly when visiting another fraternity or sorority at their or any other college.
15. The chapter and its members should have respect for its neighbors and the residents of its community.
16. Each member should promote positive social environment at all social events.
17. Events sponsored/hosted by any brother shall follow the guidelines of the Fraternity's Risk Management Policies.
18. The chapter and its members should avoid tasteless, insensitive, socially demeaning parties, themes, and advertising.

**"Remember, your conduct and your entity's conduct does not only affect your personal reputation, but the reputation of your *brothers*, your *entity*, as well as the entire *fraternity*."**

## Scholarship

The primary goal of each Brother is the attainment of a college education. Each member has an obligation to continually maintain a sound academic record. This is an obligation that he owes to his family, his Brothers, the Fraternity, and himself. Since the fraternity's conception, it has emphasized scholarship and academic excellence. Initiation into, and participation in the Fraternity is dependent upon maintaining a respectful scholastic average. Therefore, throughout your college career, the pursuit of academic endeavors should be continued diligently.

## Fraternity

We are not just another college club or organization, it is a lifelong commitment. Each member should be thoroughly acquainted with all aspects of the Fraternity. During the prospective member education period, each future Brother should strive to obtain a comprehensive understanding of the operations of the Fraternity and should not hesitate to seek additional information on all aspects of the Fraternity.

Once initiated, each member must make a commitment to the fraternity, not just to their chapter, but regionally and nationally as well. The Chapters of the Fraternity are only as strong as its members. Each Brother is expected to participate actively in chapter government, finance, recruitment, and prospective member education, throughout his time as an undergraduate member.

## Personal Conduct

We are a Brotherhood of gentlemen. One of the basic beliefs of the Fraternity is that brothers conduct themselves in a respectful manner at all times. Members should be gentlemen at all times, particularly in conduct, manners, dress, morals, and speech. Ungentlemanly activity should be avoided, so as not to bring shame to oneself, one's chapter, or the fraternity. Keep in mind, you are a part of a large organization, therefore, everything you do reflects not only on you, but also on the fraternity as a whole.

## Financial Commitment

Each entity is a small business that is dependent on each member for existence. Each individual, from prospective member to chapter president, must meet his own financial obligation in a prompt and timely manner, or the stability of the chapter could be jeopardized.

Imagine two active brothers, Rob and Sam. Rob pays his dues at the beginning of the semester and participates in all events. Sam **does not** pay his dues all semester long and attends all events as well. At the end of the semester, Sam goes inactive, and leaves the chapter without paying any of his dues. You may ask yourself, where is the problem? The problem is that Rob and Sam both received all the same privileges afforded to active brothers but Sam did not bear any of the cost.

Sam is now inactive and may never return to active brotherhood to pay his financial obligation to the chapter. That is why inactivity must not be rewarded by equal privilege to events and why dues must be received early and often.

## **College/University**

There has always been considerable discussion concerning the role of fraternities at institutions of higher learning. We have always maintained that fraternities are an integral component of higher education. Chapters of the fraternity, located throughout the United States have always strived to maintain a cooperative atmosphere with the institution at which they are located. The chapter and its members should strive to live up to the ideals of the fraternity. Mutual cooperation and participation in the educational and cultural programs promoted by the university are the foundation of good Fraternity/College relations.

## **"Knights of Honor"**

We are more than an organization to belong to during college; it is a valuable learning experience, life-long commitment, and philosophy of life. All members take an oath to uphold the purpose and principles of our fraternity and it is up to all of us to make sure that we, and those that come after us, learn and understand what it is to be a true "Knight" and incorporate our lives. In an effort to help members realize their true potential as brothers and individuals.

- We will embrace the sacraments on which Omega Delta Phi Fraternity was founded in 1987.*
- We will provide excellent and expeditious service and support to our undergraduate and alumni.*
- We will encourage our entities when they are doing well and provide assistance when they are in need.*
- We will look for opportunities to help our brothers, Chapters, and Fraternity grow and prosper.*
- We will do everything possible to ensure our members have an excellent undergraduate experience and graduate to become more than just productive members of society, but leaders that possess a foundation built on moral values and a duty to help their fellow man.*
- We will help build strong and lasting relationships between undergraduate and alumni brothers*
- We will be mindful of what is in the best interest of the Fraternity to ensure that Omega Delta Phi will always hold true to our fraternity motto "Crescit Eundo."*

## Alpha Chapter History

In the fall of 1987, seven distinct men of vision came together at Texas Tech University to form a brotherhood. They were supported by a faculty advisor, a legal advisor and a graduate advisor and on November 25, 1987 granted the first charter. The first pledge class began in January 1988 with 12 pledges.

## Founding Fathers

Joe Cereceres, President  
Los Angeles, CA  
B.S. Marketing Major,  
Spanish Minor

Eugene Dominguez Vice-President;  
Sweetwater, TX; B.S. Architecture,  
May 1988; 1<sup>st</sup> Alumnus

Arturo Barraza, Pledge  
Educador  
El Paso, TX  
B.S. International Trade

Juan Barraza, Recording Secretary El  
Paso, TX  
B.S. Mechanical Engineering,  
August 1989  
M.S. Mechanical Engineering, May  
1991

Tommy Hurtado, Treasurer  
Lubbock, TX  
B.A. Marketing, December  
1990

Chris Forbes, Sergeant at Arms  
Meadowlands, NJ via Jamaica  
B.S. Restaurant, Hotel, and  
Institutional Management,  
December 1988

Elliot Bazan, Chaplain  
Levellan, TX  
B.S. Architecture, December  
1988

## Charter Members

Emilio Chavez: Lubbock, TX

Hector Cuellar: San Antonio, TX; Architecture

Richard Diaz: Chicago, IL; Electrical Engineering

Tim Garcia: San Antonio, TX; Journalism

Pedro Garza: Laredo, TX; Political Science; Transferred to Texas A&I

Ivan Martinez: Lubbock, TX; B.S. Political Science, May 1989

Victor Martinez: Lubbock, TX; Physical Therapy

Noel Medrano Lubbock, TX; B.B.A. Marketing, December 1990; B.B. A. Management Information Systems, December, 1990

Abel Mendoza: Lubbock, TX; Political Science

Albert Navarro: Lubbock, TX; Electrical Electronics Technology; Transferred to Texas A&M University

Fredrick Pecina: Fort Worth, TX; Marketing

Jorge Rodriguez: San Antonio, TX; Architecture

### **Advisors**

Hector J. Holguin Graduate Advisor; El Paso, TX; Political Science, Spring 1989

Frank Silvas Faculty Advisor

Paula Parras Legal Advisor; only female associated as Founding Advisor

## Mission

The purpose of this Brotherhood, a service/social fraternity dedicated to the needs and concerns of the surrounding community shall be to promote and maintain the traditional values of Unity, Honesty, Integrity, and Leadership. This Brotherhood was founded in order to provide, to any man, a diverse fraternal experience, which coincides with a higher education.

## Public Motto

*One Culture, Any Race*

This motto accurately describes Omega Delta Phi's philosophy of inclusion. While proud to be a fraternity founded primarily by Latinos at Texas Tech University, Omega Delta Phi has always found itself in the position of appealing the people of many races and backgrounds. The question begs to be asked is, "Why is this true?" It is that you will find that our ideals are universal. While other organizations focus on what they have been, Omega Delta Phi focuses on what it is becoming.

Race is a limiting concept that forces people of a nationality and/or color into preconceived roles and expectations. However, any man will tell you that people of the same nationality can be different as night and day in their beliefs and ideals. A culture, however, is defined by a set of shared ideals, traditions, and values. The men of Omega Delta Phi is founded on the concept that in order to truly grow as an individual, one must experience views which can challenge preconceived perceptions to foster growth and enlightenment.

## Fraternity Motto

*Crescit Eundo*

Latin in origin and can be translated to "*It grows as it goes*"

*Contextual Translation:* It is actually a quotation from the first-century B.C. Latin poet Lucretius his epic poem De Rerum Natura (The Nature of Things) book VI. In context it refers to the motion of a thunderbolt across the sky, which acquires power and momentum as it goes.

## Official colors

Scarlet



# E21313

R 226 G 19 B 19

Silver



# D3D3D3

R 211 G 211 B 211

Supporting color

Black



# 010101

R 1 G 1 B 1

**Flag**

Official flag shall be a scarlet flag of rectangular shape.



**Mascot**

The mascot of the fraternity shall be a Knight with Silver Armor.



**Flower**

The official flower shall be the Silver Rose. This badge shall be the coat of arms.



**Active Badge**

This badge shall be the coat of arms.



**Alumnus Badge**

This badge shall be the coat of arms with the word alumnus added once the active member becomes an alumnus.



**Prospective Member Badge**

This pin shall be a shield of scarlet bearing a silver chevron.



## Coat of Arms & Letters: Symbols and Meanings

The meaning of the coat of arms will be known only to the actives and will be revealed during activation ceremony.

Band:	Brotherhood
Crossed Swords:	Courage
Crown:	Leadership
Jewels:	Each jewel represents a founder (seven jewels)
Knight:	Dignity (also mascot)
Pen/Scroll:	Scholarship
Rivets:	Top seven are founders and twelve on side are first new member class
Star:	Alpha Chapter - Texas Tech University
Vines:	Growth
Unus:	Unity
Probitas:	Honesty
Integritas:	Integrity
Ductus:	Leadership

## Handshake

**"Taken out of Active Manual per request of National Undergraduate Council February 2007."**

## Links

Links are a powerful tool that can be used to emphasize our sacraments and signal an accomplishment or milestone that has been reached by new members. The Links are given when the following event occurs.

	<b>Meaning</b>	<b>Event</b>
Link #1	Initiation	Initiation Ceremony
Link #2	Unity	Completing Unity Week
Link #3	Service	Accomplishing service goals
Link #4	Activation	Activation Ceremony

## **Paddle**

The design on the paddle is up to the individual new member; however, the following items must be on the paddle:

Front  
ΩΔΦ

Back  
Formal signatures of actives

Front or Back  
New member class  
letter  
New member name

Big Brother's name

Chapter's Designated Greek  
Letter

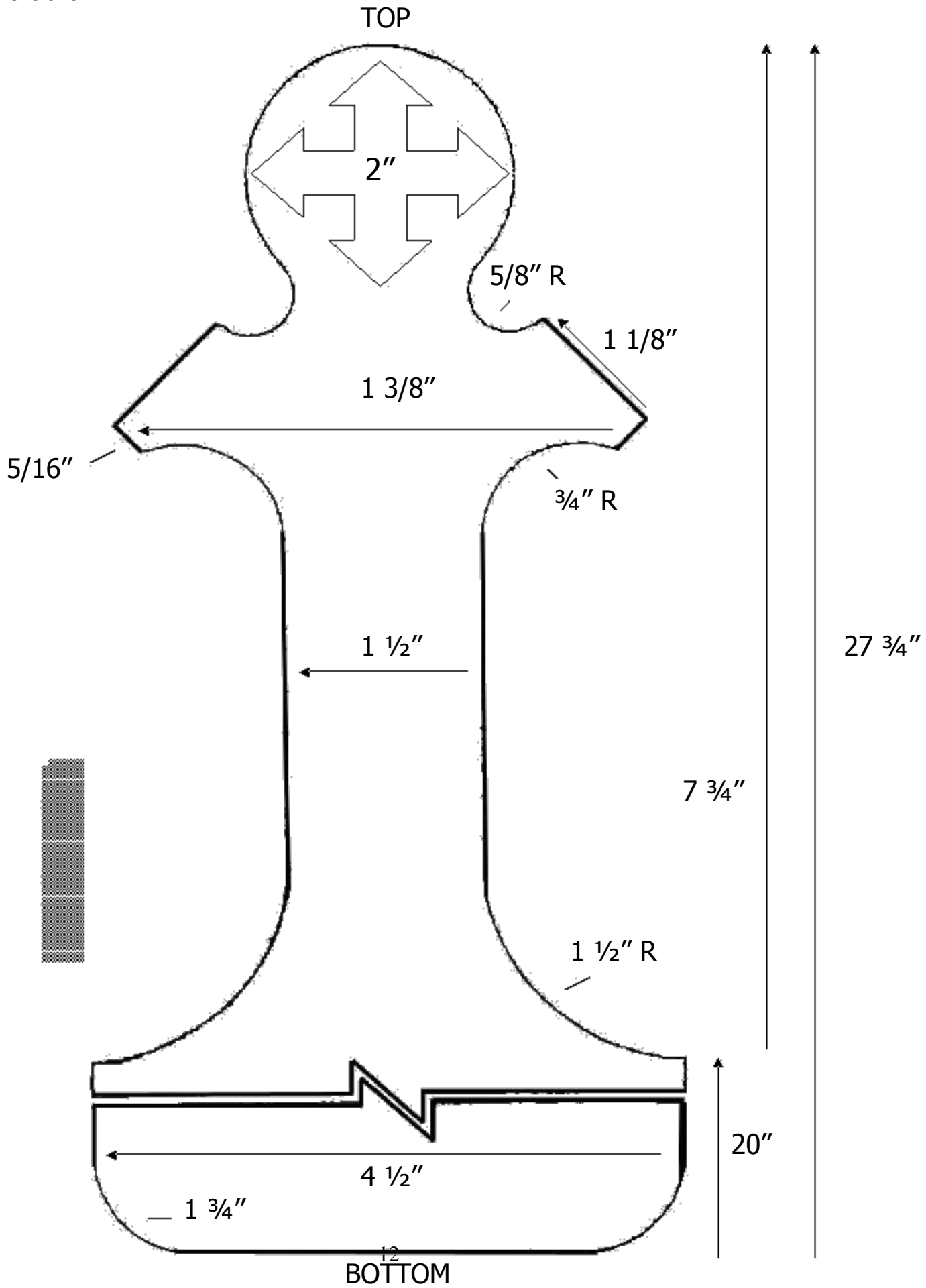
Semester as a new  
member

### **Proper use of the paddle**

The fraternity paddle is your sword. It is to be used in a respectful manner to decorate and display. Prospective members are not to be transporting the paddle in public or displaying it until the time they are full members.

It is a members' obligation to understand the public perception of this item. While transporting this item in public, it must be covered and packaged, unseen to non members.

Dimensions



## Oath

I, (*state your name*), do hereby swear to uphold the Brotherhood of OMEGA DELTA PHI and live by its sacraments; those being unity, honesty, integrity and leadership

## Fraternity Prayer

O God bless our Fraternity, so that we may continue in helping our fellow man in his time of need.

O God bless our Founders, so that their dreams may be kept alive through our Fraternity.

O God bless our Brothers, so that we may grow together in spirit and in true brotherhood for many years.

O God bless our New members, so that they may bond and work together to find the true meaning of **UNITY, HONESTY, INTEGRITY** and **LEADERSHIP**.

O God Bless our Brotherhood, The Brotherhood of **OMEGA DELTA PHI**.

For this we pray, AMEN

## Fraternity Team Commandments

Members should assess the progress of your entity to achieve **unity**. **Unity** is what we strive for as an organization in order to accomplish the goals of the fraternity. It is important that you experience the power of **unity** and seek ways of building it in the organization. The team commandments listed below incorporates our sacraments and serve as a reference point to check the causes of why **unity** is or is not present.

1. **Interdependence** - Individuals of Omega Delta Phi should be interdependent on each other, not for everything but for some important things like vital information, key resources, joint task performance or SUPPORT. This is the glue that holds the group together that makes successful teamwork worth the time and effort. Remember, interdependence is not dependence or independence. Rather, it is the belief that independent minds that work together will produce greater results than independent actions or ideas.
2. **Stretching Tasks** - To be excellent, your new member class' tasks should provide a healthy degree of challenge. In other words, a degree of difficulty is needed to create the tension necessary for smooth operation.
3. **Alignment** - A common vision, mission, strategies, objectives and goals help the members to pull together and maximize their results. Very small differences in perspective can result in major barriers to effectiveness - especially if they're not discussed.

4. **Common Language** - Each new member will somewhat have their own special understanding of words and phrases. Making sure everyone understands, even occasionally checking for definitions of what appears to be common terms is important.
5. **Trust/Respect** - A mutual feeling of trust and respect among OD Phi members is a must if true excellence is to be achieved. This is, perhaps, most affected when a new active is introduced into the organization.
6. **Shared Leadership/Followership** - A good new member class strives to make use of as many of its resources as possible. An excellent new member class not only uses, but builds members to both lead and follow skillfully.
7. **Problem Solving Skills** - Almost all teams spend a portion of their time solving problems. Solving these problems creatively, efficiently and with consistent high quality solutions is critical.
8. **Confrontation/Conflict Handling Skills** - Members of a team (fraternity) with unity do not always agree or get along. Having, expressing, and dealing well with varying perspectives will lead to building unity and creating higher quality results. Submerged conflict quickly becomes an enormous energy drain.
9. **Assessment/Action** - Excellent groups (teams) continuously monitor their process against a set of standards to guard against drifting off-target. Also, periodically, you should sit back and take stock on how well you are spending your time in meeting the mission and goals of the group. Although this should be done regularly, an ideal time is when a new member joins the group. This affords the opportunity to reaffirm the group's "reason for being". Reviewing any mistakes for learning is yet another way to continuously improve the group's unity.
10. **Celebration** - If interdependence is glue to a team, then celebration can be the vitamin. An excellent team will have plenty to celebrate. If it doesn't do it, it soon won't have a reason to. A united group knows how to reward/recognize itself.

## **National Structure**

### **National Executive Council**

The National Executive Board exercises all national disciplinary matters, sets national agendas, allocates all national funds, conducts all national meetings, acts within their official capacity and represents the Fraternity on a national basis. On matters needing immediate action, the board will act on behalf of the Fraternity, but will always inform each chapter of the actions taken under those circumstances. There is a two year tenure for officers.

### **President**

The President shall be the presiding officer of the Fraternity, and as such, set the direction, scope, and tone of the Fraternity's activities with the help of the National Executive Council and will:

- Serve as Chair of the National Executive Council/Extended National Executive Council.
- Preside at all meetings of the Fraternity.
- Serve as an ex-officio member of all committees.
- Provide leadership to keep the Fraternity's goals dynamic and sensitive to changing needs.
- Direct the process and development of the Fraternity's goals, objectives, priorities, programs, resource allocations, and budget.
- Work with the Board of Directors to formulate and update the strategic plan for the Fraternity.
- Review the agenda and collect agenda items and supporting documentation for National Executive Council/Extended National Executive Council meetings/conference calls.
- Assess and maximizes the Fraternity's benefits to the members and to the institutions they represent.
- Promote positive impact of the Fraternity on the community and on the nation.
- Maintain high standards and integrity in planning, in operations internal to the Fraternity, and in representing the Fraternity to various publics.
- Select Fraternity members to serve on task forces and special ad hoc committees; gives them the charge and oversees their activities.
- Direct, coordinate, and integrate the functions, plans, and activities delegated to other officers.
- Along with the Vice President of Operations and the Director of Finance, assure the financial stability of the Fraternity and the prudent use of its resources.
- Authorize expenditures and have the authority, in addition to the Vice President of Operations and Director of Finance, to pay bills of the Fraternity.
- Along with the Vice President of Operations and the Director of Finance, conduct an annual review of the Fraternity's financial records.
- Serve as the official communicator between the National Executive Council, Board of Directors, National Undergraduate Council, and the membership.
- Serve as the Fraternity's spokesperson in the external relationships of the Fraternity to promote its position nationally and internationally, the academic community, and on the campuses of its members.

- Represent the Fraternity at assigned meetings of other organizations (such as NALFO) and fraternity regional conferences.

## **Vice President of Operations**

The Vice President of Operations shall ensure the smooth implementation of the President's goals and policy initiatives. He shall be the internal administrator officer of the National Executive Council. Reports to the National President.

Direct Reports: Director of Finance, Director of Marketing, Director of Technology

- The Vice President of Operations shall be the keeper of the Constitution, Bylaws and Other Policies of the Fraternity. Ensure the adherence to national policy documents.
  - Periodically review Constitution and Bylaws and ensure it is current.
  - Review and update a Policy and Procedures manual that shall serve as the National Executive Council operational manual.
  - Implement and document all policy recommendations of the President, NEC, or BoD.
- The Vice President of Operations shall coordinate all judicial matters of the Fraternity.
  - Create and supervise the National Judicial Board.
  - Create and maintain a National Judicial Code to include a Fraternity Code of Conduct and judicial board procedures and guidelines.
  - Investigate all charges and allegations of violations and report to the Executive Committee.
- The Vice President of Operations shall hire, supervise, and coordinate the work of the Director of Finance.
  - With the Director of Finance and the National Executive Council, create a yearly budget for the Fraternity.
  - Receive and coordinate monthly budget reports from Director of Finance.
  - With the Director of Finance, develop and implement procedures for reimbursement and collection of money.
  - Coordinate yearly audit review of records of the Director of Finance.
  - Shall assist and advise regional finance chairs.
  - Shall assist and advise entity treasurer
- The Vice President of Operations shall hire, supervise, and coordinate the work of the Director of Marketing.
  - With the Director of Marketing and President, develop a National Marketing Plan.
- The Vice President of Operations shall hire, supervise, and coordinate the work of the Director of Technology.
  - With the Director of Technology, develop National Website and database applications.
- The Vice President of Operations shall coordinate election matters of the Fraternity.
  - Shall assist the Vice President of Undergraduate Affairs in the nomination and election process for Regional Directors to include receipt of nomination forms, biographical information, and platform statements.

- Maintain, in conjunction with the Vice President of Undergraduate Affairs and Director of Technology, an active roster of all eligible voting entities.
- The Vice President of Operations shall serve as the Administrative Manager of the Fraternity.
  - Serve as Parliamentarian at all General and Executive Meetings.
  - Be knowledgeable in Robert’s Rules of Order.
  - Collect all quarterly/yearly administrative reports that are required by the President to include administrative reports by all National Directors.
  - Coordinate NALFO award submissions.
  - Shall coordinate with the VP of Programming and VP of Undergraduate Affairs the awards application process for the yearly fraternity awards.
  - Create and develop national forms to ensure the accurate collection of information.
  - Maintain the security of all private records of the Fraternity.

### **Vice President of Undergraduate Affairs**

The Vice President of Undergraduate Affairs shall ensure the smooth implementation of the President’s-goals and policy initiatives. Oversee the operations of each region and the national risk management policy. He shall be the administrative officer of the regional and entity operations. Reports to the National President.

Direct Reports: Regional Directors, Director of Risk Management.

- Oversee the operations of each region.
- Implement a review process of each regional board at the end of each semester.
- Establish with VP of Operations the process for RD elections.
- Shall monitor the national risk management policy.
- Maintain the Undergraduate Affairs Operations Manual.

### **Vice President of Programming**

The Vice President of Programming shall ensure the smooth implementation of the President’s goals and policy initiatives. Oversees the implementation and execution of programming related activities. He shall be the administrative officer of interest groups and clubs. Reports to National President.

Direct Reports: Director of Programming, Director of Expansion, Director of Intake, Director of Scholastics

- Create a programming vision that aligns with the overall organization goals and vision.
- Manages the distribution and selection of the national scholarships.
- Create scholarship committee.
- Develops new programs for membership development (mentorship; academics).

### **Director of Finance**

The Director of Finance is the lead financial officer of the fraternity. The Director of Finance shall perform but is not limited to the following duties:

- Receive all fraternity monies and keep the financial records of the fraternity.
- Shall be responsible for collecting chapter dues and keeping records of balances for each chapter.
- Pay bills of the fraternity within 30 days of authorization by the appropriate Vice President or President; each Director's expenses will be authorized by supervising Vice President; each Vice President's expenses will be authorized by the National President.
- Arrange with the Vice President of Undergraduate Affairs to obtain a copy of the official census report.
- Submit a written Financial Report within 10 days after the close of the fiscal year to the President which shall include income received from conference registration fees, chapter fees, sponsor donations and advertising fees.
- Itemizing expenses by similar activities and the ending balance.
- Provide financial records to Vice President of Undergraduate Affairs for audit/review at least one time each fiscal year. Upon completion of a term in office, transfer to the new Director of Finance within 30 days prior to end of the fiscal year all financial records of the fraternity.
- Prepare yearly tax records and submit to the Internal Revenue Service on March 15<sup>th</sup>. Shall be responsible to submit annually any information needed to the government for non profit tax status.
- Will have the authority to write checks in behalf of the fraternity.
- Will be the contact person with the bank in which our funds are located. Shall have the discretion to reconsider the business relationship with the bank if necessary with consent of the National Executive Council.
- Shall give an update of funds at every council meeting with a list of transactions that were made that month by the fraternity.
- Participate in the Operations Officers Meetings/Conference Calls with National VP of Operations as required.
- Shall lead monthly conference calls with regional financial chairs regarding entity finance reports.
- Shall submit quarterly financial updates including but not limited to actual versus budgeted amounts.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.

## **Director of Marketing**

The Director of Marketing is the lead marketing officer of the fraternity. Reports to Vice President of Operations. The Director of Marketing shall perform but is not limited to the following duties:

- Develop and implement national marketing plan.
- Shall record all official activities and events through articles and pictures to be posted on newsletter, web page, yearly photo album and other publications.
- Shall be responsible in organizing and creating an electronic newsletter that will be issued at least twice a year.

- Shall be the official contact regarding any articles, announcements, or pictures that will be included in the newsletter and web page.
- Will advertise the fraternity through any means necessary whenever he sees an opportunity to bring notoriety and publicity.
- Responsible of housing all items used to preserve the history of the fraternity.
- Support Vice Presidents in the development of strategy and communications activities involving the President and other executives, as assigned. Prepare speeches as required.
- Develop essential content for presentations, press releases, web content and other communication materials.
- Ensure content of messaging vehicles are consistent and reflect desired image and message. Write, edit, and proof all materials.
- Assist Director of Expansion in advertising, branding, and marketing campaign management.
- Actively promotes the fraternity's brand awareness.
- Travel as needed to support marketing initiatives.
- Participate in the Operations Officers Meetings/Conference Calls with National VP of Operations as required. Add to Director of Finance
  - o Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.

## **Director of Technology**

The Director of Technology is the lead information officer of the fraternity. Reports to Vice President of Operations. The Director of Technology shall perform but is not limited to the following duties:

- Develop and implement national information technology plan.
- Set the strategic direction for technology and communication
- Develop cohesive IT strategies to be executed across the national fraternity.
- Develop and maintain web presence. Work with Director of Marketing on developing image and content.
- Work with Director of Marketing to maintain electronic copies of newsletters, press releases, photography, and other marketing materials.
- Develop website to be more interactive which we allow users to update contact information, chapter census numbers, and other information as well as pay chapter/regional dues and conference fees.
- Develop and maintain fraternity intranet. Intranet to be used as a source to place and archive fraternity files.
- Oversee National Listserv operation.
- Develop and maintain national membership database.
- Participate in the Operations Officers Meetings/Conference Calls with National VP of Operations as required. Art add to attend monthly extended NEC conference calls
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.

## **Director of Risk Management**

The Director of Risk Management is the lead risk management officer of the fraternity. Reports to Vice President of Undergraduate Affairs. The Director of Risk Management shall perform the following duties, but not limited to:

- Create and maintain legal document(s) that will assist the fraternity to mitigate the risk of potential liability or litigation.
- Establish and maintain guidelines for the organization to adhere to in order to mitigate risk on an entity and national level.
- Establish programs to educate the organization on risk management.
- Ensure the organization, on the national and entity level, follow risk management policy and procedures that have been established on a continuous basis through various monitoring procedures.
- Identify deficiencies found in the risk management policy and procedures, and implement solutions by corroborating with the National Executive Council.
- Assess the risk of various events hosted by the organization and ensure the proper measures are in effect to mitigate the risk.
- Determine if various events hosted by the organization are in compliance with risk management policy and procedures.
- Coordinate with the Director of Intake risk management matters dealing with the New Member Program.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Shall lead monthly conference calls with regional risk management chairs.

## **Regional Directors**

The Regional Director is the National Director within the respective region responsible for overseeing entity operations. Reports to Vice President of Undergraduate Affairs.

Direct Reports: Entity Leadership within their perspective region, Regional Risk Management Chair, Regional Finance Chair, Regional Membership Development Chair, Regional Scholastics Chair, Regional Expansion Chair, Regional Programs Chair, Regional Undergraduate Chair

The Regional Director shall perform the following duties, but not limited to:

- Oversee all regional undergraduate entity operations.
- Create a vision for the region.
- Creating and maintaining motivation and drive for the region.
- Communicate with other Regional Directors to maximize unification and standardization.
- Evaluate the status of all entities in the region on a semester basis, and make recommendations to the National Executive Council.
- Interpret and ensure comprehension of National/Chapter constitution, by-laws, national/regional mandates, risk management policy, etc.
- Continuous open line of communication to/from the executive boards of entities and Vice President of Undergraduate Affairs.

- Identify strengths and weaknesses within the entities on a regional level and work with all possible resources available to expand on those strengths and overcome the weaknesses.
- Promote regional cohesion.
- Mentor the regional board members and delegate responsibilities appropriately to ensure focus on the regional deliverables.
- Chair regional board meetings/conference calls at least once a month.
- Attend and chair regional conference/president’s meetings.
- Participate in Regional Director Meetings/Conference calls with the Vice President of Undergraduate Affairs as required.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Travel to each entity once a semester (or delegate travel to regional board member).
- Ensure successful collection of all material, but not limited to the following information: Active membership applications, new member applications, census numbers, chapter rosters, national dues, number cruncher reports, regional retreat meeting minutes, etc.

## **Director of Expansion**

The Director of Expansion is the lead officer selected to promote the organization and bring about growth, expansion, and new membership at an aggressive and competitive pace. Reports to Vice President of Programming. Term: Two years with yearly performance reviews. The Director of Expansion shall perform the following duties but are not limited to:

- Establish goals of number of schools to expand per semester
- Establish a national strategy for expansion
- Establish a strategy per region with the assistance of the regional expansion chairs for expansion in those areas with timeline
- Review current documentation to determine if it’s sufficient and current or requires update and modification
- Shall lead monthly conference calls with regional expansion chairs.
- Participate in the Programming Officers Meetings/Conference Calls with Vice President of Programming as required.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Required to respond to expansion leads within 48 hours of initial contact
- To proactively target, study, and colonize feasible institutions of higher learning and communities that may benefit from the presence of Omega Delta Phi, while in turn benefit the growth of our brotherhood
- Compose Short- and Long-Term Growth Plan in terms of expansion
- Conduct Feasibility Studies on selected Target Sites – Which includes but is not limited to:
  - Site location
  - Initial Staff contact (i.e. Minority Students/ Greek Office)

- Demographic Study on the university and community
- Number of total students
- Fields of study/programs (University)
- Existing Latino Greek Letter Organizations and Multicultural Greek Letter Organizations on campus
- Minority composition
- Community population and major industries □
- Pool existing institution contacts
- Proximity to existing chapters
- Proximity to Omega Delta Phi membership (active/alumnus)
- Director of Expansion is the lead contact which includes all of the following:
  - Physical contact on campus – through staff & existing contacts
  - Informational meeting/workshops
  - Host events on campus, possibly in conjunction w/existing clubs on campus
  - Informational Booth during campus ‘rush hour’ or Greek week
  - Director of Expansion should develop interest group which includes all of the following:
    - Formulate plan for group
    - Facilitate discussion with group and institution
    - In conjunction with the regional director he shall Oversee relationship with the region
    - Assist in Club Petitions
  - Director of Expansion should develop club status which include all of the following:
    - Formulate plans and goals for club
    - Turn over to National Director of Intake
    - Understand resources required for effective national expansion
    - Utilize Director of Marketing for promotional materials

## **Director of Intake**

The Director of Intake is the lead officer of New Member and Founder’s program as well as facilitating New Member development program. Reports to the Vice President of Programming. The Director of Intake shall perform the following duties but not limited to:

- Monitoring and mentoring of RMDCS’.
- Shall lead monthly conference calls with regional membership development chairs.
- Lead the necessary updates of “Uniform New Member Program”.
- Educate membership on a national level on trends that affect our membership, identify and share best practices.
- Coordinate with Director Risk Management on any hazing issues
- Participate in the Programming Officers Meetings/Conference Calls with Vice President of Programming as required.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Correspond with each club to ensure completion of the Founder’s Program.

- Annually review New Member Program and Founder’s program manual to determine if it’s sufficient and current.
- Creation and maintenance of the Rites and Rituals Manual.
- Oversee all undergraduate activities as it pertains to the intake process.

## **Director of Programming**

The Director of Programs is the lead officer of Programs and Philanthropy. Reports to Vice President of Programming. The Director of Programs shall perform the following duties but are not limited to:

- Manage the partnership with professional organizations (ex. Inroads) Strategic Partnership.
- Regularly distribute information for internships for active membership.
- Shall lead monthly conference calls with regional membership program chairs.
- Shall track the success of the programs through a series of metrics.
- Oversees of the Young Knights Leadership Academy.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.
- Locate a grant writer that will possibly write a grant for fraternity programs (ex. Young Knights Leadership Academy).
- Teach entities on how to facilitate and market the Young Knights Leadership Academy.
- Participate in the Programming Officers Meetings/Conference Calls with Vice President of Programming as required.

## **Director of Scholastics**

The Director of Scholastics is the lead officer of scholastic performance that should provide the necessary resources for members to succeed academically within the university. Reports to Vice President of Programming. The Director of Scholastics shall perform the following duties but not limited to:

- Coordinate with the VP of Undergraduate Affairs or regional scholastic chairs to regularly review entity and regional academic status.
- Assist entities with academic programs and monitor entities with academic concerns.
- Disseminate scholarship information to the entities.
- Encourage members to utilize the Tutoring Reimbursement Educational Program (TREP). Maintain the formal process flow for administering the TREP program.
- Participate in the Programming Officers Meetings/Conference Calls with Vice President of Programming as required.
- Educate our membership on the process to continue their education through graduate, law school and medical school.
- Oversee Untouchable Scholarship.
- Shall present at the Extended National Executive Council meetings and NUC meeting during national conference.

## **National Undergraduate Representatives**

The National Undergraduate Representatives are the voice of the undergraduate body on the National Executive Council. Reports to National President and National Undergraduate Council (NUC). The National Undergraduate Representatives shall perform but are not limited to the following duties:

- Serve on national committees at the request of the National President and Vice Presidents;
- Bring to the National Executive Council questions, concerns, and feedback from the undergraduate body;
- Conduct surveys and meetings/conference call(s) to gauge the feelings of the undergraduate body;
- Shall serve as the Recording Secretary of the National Executive Council;
- Shall serve as the Corresponding Secretary of the National Executive Council to National Undergraduate Council.
- Participate in Meetings/Conference Calls with National Executive Council as required.



## **Elections, Vacancies, and Impeachment of Entity Officers**

### **Elections**

Elections for all offices except for President are held at the end of the academic year (Spring Semester) or the 2<sup>nd</sup> to last meeting of said year. The elections are open vote with *only* actives in good standing are allowed to vote. A majority vote is needed to elect a member to office.

#### **Nominations/Intent to run for office**

An active brother can run for an executive board decision if he is in good academic standing and has at least one semester of active tenure.

Those actives willing to run for office must notify the Standards Chairman at least one week or the 3<sup>rd</sup> to last meeting of the end of the academic year (Spring Semester) before elections are to be held.

#### **Candidate Speeches**

All candidates for an office are to wait outside of the meeting room while each candidate for that office delivers his speech. Each candidate is given no more than 10 minutes to deliver his speech to the active house. Once the speeches for that office have ended, the candidates may return to the meeting room and with the active members, cast their votes which are immediately counted by the current Standards Chairman.

#### **Length of Office**

The period of office for all elected officers shall be one academic year(Fall/Spring).

### **Vacancies**

If for any reason, a vacancy occurs in any office, except President, during the academic school year will be filled by interim appointment by the Executive Board, the next regular Executive Board meeting, with a majority vote.

If the office of the President becomes vacant, the President-Elect assumes the office of the President and the President-Elects position shall be filled by the appointment process stated.

### **Impeachment**

The executive board may recommend impeachment of any officer. Before presentation to the general house, it must be passed by the Executive Board with a unanimous vote.

The recommendation by the Executive Board will be presented to the active house for a unanimous vote for actives, in good standing, present or by proxy. The brother in question shall have the right to present his defense to the brotherhood before a vote is taken.

## **Entity Organization**

The chapter has several positions of leadership that are available for you to learn new skills and to take full advantage of the opportunities that the fraternity has to offer. These positions are important and crucial for the success of both our membership and our organization

### **Executive Board**

The executive board is the leadership team of the fraternity. The board handles all executive and disciplinary matters including, but not limited to: setting meeting agendas, allocating funds, conducting all active brother meetings, etc. The board has the power to act on behalf of the brotherhood on matters that need immediate attention and decides what is considered an executive duty. The board is made up of eight officers who meet weekly in addition to the weekly house meetings.

The tenure of all executive board members shall expire at the end of the academic year (end of Spring). The following are the Executive Offices in the proper chain of command:

1. **President** - Acts as presiding officer, overseer of all projects and is the official representative of Omega Delta Phi. One year tenure
2. **President Elect** - Acts as overseer of all committees and is the presiding officer in the absence of the President. Automatically become president at end of term. This position will be one year tenure as V.P., and one year as President.
3. **Recording Secretary** - Records all official proceedings and minutes of Omega Delta Phi, and is responsible for keeping files and rosters up to date. One year can be one semester if challenged and replaced.
4. **Corresponding Secretary** - Responsible for all official correspondence. One year can be one semester if challenged and replaced.
5. **Treasurer** - Keeps accurate records of all receipts, expenses and financial reports, and prepares a proposed budget at the beginning of each semester. He is also responsible for all fraternity accounts and moneys made from all projects and events. One year can be one semester if challenged and replaced.
6. **Prospective Member Educator** - Administers and coordinates the prospective member program. The PME will be the liaison between the active body and the prospective members. One year can be one semester if challenged and replaced.
7. **Standards Officer** - Maintains the Constitution and upholds it when necessary to keep it up to date and communicates any changes to the brotherhood. One year can be one semester if challenged and replaced.

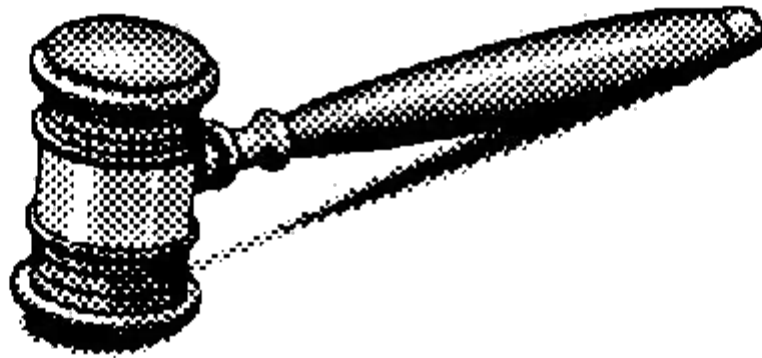
8. **Internal Vice President** - Oversees all academic related activities. One year can be one semester if challenged and replaced.

## **Committees**

Committees are the decision-makers and the planners for specific events in the fraternity. The committees are the engine of the fraternity. Each committee officer has his own committee and holds weekly meetings with his committee to discuss activities. Other regular officers may exist according to chapter by-laws.

1. **Fund Raising Chairman** - Coordinates all fund raising functions.
2. **Social Chairman** - Coordinator of all social activities
3. **Community Service Chairman** - Coordinator of all community service activities
4. **Rush Chairman** - Coordinates all official rush activities in conjunction with the pledge educator and the pledge program.
5. **Public Relations Chairman** - Responsible for all publications and promotions of the fraternity all media.
6. **Sergeant at Arms** - Maintains order at all fraternity functions and counts all votes taken at meetings. He also carries out all orders the executive board assigns him regarding fines and disciplinary action.
7. **Historian** - Maintains a history of the fraternity through audio and visual tangibles, and is responsible for all items used to preserve that history.
8. **Athletic Chairman** - Coordinator of all athletic activities and is responsible for all athletic equipment.
9. **Chaplain** – Coordinates entity rituals and ceremonies. Maintains a level of sound morale among the brotherhood.

# The President



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Duties & Responsibilities

"Surround yourself with the best people you can find, delegate authority, and don't interfere as long as the policy you've decided upon is being carried out." -Ronald Reagan

## Description

The president shall act as presiding officer, oversee all projects, and act as official representative of Omega Delta Phi.

## *Responsibilities*

- Acting as a role model and leader, capable of making intelligent, impartial decisions. Demonstrate a strong, positive image to individuals outside of the fraternity, responsible for external affairs of the chapter.
- Understanding what fraternity members are thinking and feeling.
- Setting the agendas for both executive and house meetings.
- Obtaining feedback on the proposed agendas before meetings.
- This may include, but not be limited to, bringing in motivational speakers and creating energetic events that promote unity.
- Attending social events of consequence where advisors and honorary brothers may be present, or, when unable to attend, sending a representative and a letter of felicitations.
- Keeping in constant contact with members in charge of upcoming events and projects for the purpose of removing obstacles and further communication.
- Working with campus administrators for the best interest of the entity.
- Maximizing participation by pulling resources together during decision making and encouraging communication to maintain unity.
- Keeping in constant contact with the overall condition of the fraternity.
- Making house meetings run smoothly while keeping a definite feeling of brotherhood, unity and retaining the spirit of O.D.Phi.
- Ensuring that all forms and information are sent to the Regional and National Offices on time, complete, and accurate.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

As Chapter President, you are responsible for the chapter. Much of its success or failure will rest on your shoulders, whether you were directly responsible or not. Stay in touch with the officers, brothers new members and alumni. They will look to you as a central figure. Take advantage of the honor that has been bestowed upon you by your brothers.

## **Being an Effective President**

1. People support what they create. Don't expect others to carry out your ideas. Be sure everyone gets involved in the leadership process.
2. The most important letter you ever write will be a thank-you note.
3. If you can't name five things that your group is busy doing right now, then your group is probably not meeting up to its potential.
4. Ensure advisors feel needed and appreciated for what they do.

5. Do not be a martyr. Work hard, yes, but do not complain to the rest of us about what a stress it puts you under. You'll earn more admiration from us if we see the hard work you do and see a smile on your face.
6. Never underestimate the value of a phone call "for no reason." Remember that the people in your chapter should be your friends first, your co-workers second. Make time for them.
7. Keep a notebook. This ensures that the brother following you "hit the ground running."

### ***Chair Weekly Executive Board Meetings***

As President, it is your main responsibility to organize and chair the weekly chapter and Executive Board Meetings. This section should be able to give you the information you will need to do this effectively.

Regular chapter meetings allow the chapter to come together as a group and exchange information, solve problems, make decisions, share concerns and discuss issues. While you will want much of the work of the chapter to be done in committees, the chapter will be able to "get the big picture" during a regular meeting.

When presiding over a meeting, it is your responsibility to see that the meeting runs efficiently and fairly and to see that the business of the chapter is accomplished.

### ***Relationship with Executive Officers***

The relationship between the President and Vice-President is very important. If you have not already done so, meet with the Vice President and outline each of your responsibilities. The President is primarily responsible for external affairs, while the Vice President is primarily responsible for the internal affairs of the chapter. For example, the President is responsible for the executive board and for communication with the campus, community, alumni, and the Fraternity. The Vice President is responsible for the committee chairmen. As he is second in command, it is important that the Vice- President is capable of running a chapter meeting. It is also important that he be aware of the various external contacts. Show him your responsibilities so that in your absence, he can run the chapter smoothly.

As President, think of the BIG PICTURE; areas such as recruitment, new member education, alumni programming, and campus image. The President is the Chief Executive Officer (CEO) of the chapter. It is his responsibility to set the direction, and lead the chapter to its goals. The Vice President works on the details behind the scene. It is important that both officers realize each of their responsibilities, and that they communicate with one another.

In some instances, the President and Vice President disagree, and argue about differing subjects. This is extremely detrimental to the chapter. Do not allow it to happen. Confront all roadblocks in private. Set goals, discuss duties, and monitor responsibilities.

### ***Working with Campus Administration***

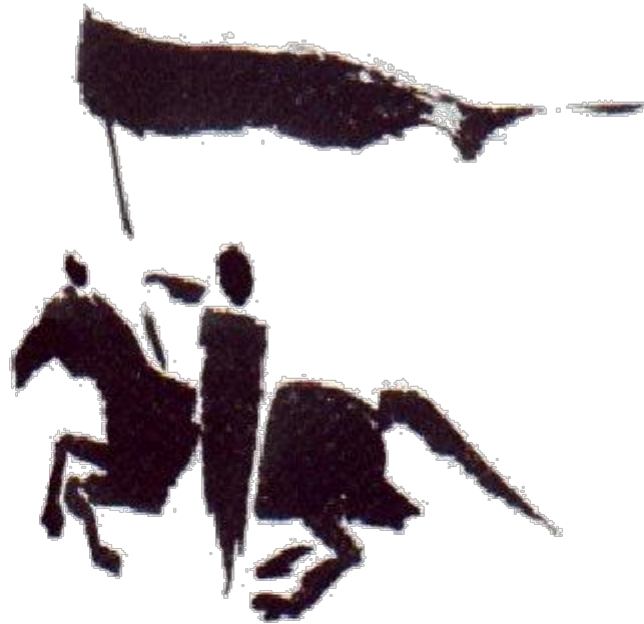
The Fraternity exists at the permission of the campuses that we are represented at, thus it is important that all chapters/colonies/interest groups work with the campus administration.

There are two main ways to keep up good communication and reputation with campus administration.

- Make sure you go and meet with the administrator responsible for Greeks at the start of each semester/ quarter. This meeting can be used to talk about the goals for the upcoming semester/quarter, what kind of assistance the group might need, contact information, and anything else that might be needed. The administrator might ask to meet with you on a regular basis, please make sure that you do this and not miss a meeting.
- Invite campus administrators over to the chapter to speak to the group or to just give the members a chance to meet them. Dinners or receptions are great ways to do this.

In a crisis situation, make sure that one of your first phone calls is to the appropriate campus official. Many times they will be able to provide you with immediate resources and information. This can be very beneficial in the long run.

# The President-Elect



## ΩΔΦ Duties & Responsibilities

"Effective leadership is not about making speeches or being liked; leadership is defined by results not attributes." -Peter Drucker

## Description

The President-Elect shall act as overseer of all committees and act as presiding officer in the absence of the president.

### *Responsibilities*

- Acting as liaison between the Executive Committee and the committee chairmen. ○
  - Provides necessary support such that committee chairmen complete their projects with utmost efficacy.
  - Keeps Executive Committee informed of progress of Omega Delta Phi projects.
- Processing fund requests by committee chairs.
- Making, in coordination with the Recording Secretary and the committee chairmen, a calendar of events covering the entire semester, due two weeks prior to the start of the semester. Should be updated on a weekly basis and given to membership.
- Working with Historian to preserve written records of successful events and using those records as a basis for future actions.
- Presiding officer over the committee chair meetings.
- Supervising project/event management by working with the committee chairmen in charge of any particular project.
- Ensuring that all forms and information are sent to the Regional and National Offices on time, complete, and accurate.
- Participate on the entity Risk Management Team comprised of the President, Standards Officer, and Social Chair. Be educated on the specifics of the Risk-Management policy and procedures and its intent.

## **Being an Effective President-Elect**

### ***Working with Committees***

One member cannot do all the work in a chapter. A few hard working members cannot accomplish as much as a large group of men working towards a common goal. A well-run chapter requires all of the brothers and new members to be involved in the decision-making of the chapter.

With an efficient committee system, graduating leaders are replaced by experienced younger brothers. These younger members, having been involved with the chapter's committees, have helped make important decisions, and have worked towards the goals and objectives of the chapter.

#### *Good committees*

- File Beginning and End of Semester Report Forms with the Vice President.
- Meet at least once per week and file the Weekly Report Form.
- Spread the work among all members.
- Have well planned events.
- Do not forget details.

The President-Elect should serve to create the committees, monitor and motivate them. The President-Elect should meet with all the committee heads each week. An essential key to the entire committee system is the effectiveness of the committee meetings. The purpose of the committee meetings is to communicate information and make decisions.

Decide how many people should be on each committee. Some committees need more, others less. Some committees have traditionally been more popular than others. For example, more people would rather be on the Recruitment Committee than on the Athletic Chairman's Committee. Hand out the "Committee Interest Sign-up Sheet" at a general house meeting, and then you can work with each chairman to select people for each committee.

When selecting committee members, take into account experience and length of time as a member. A good committee has a good balance between brothers with experience and those that seek experience.

## **Notebooks**

Insure that they are kept up to date and that the chairmen are putting in valuable information for other to use later.

### ***Format***

Section 1- Job requirements/description: Should be reviewed in your first meeting and expectations should be set using these guidelines.

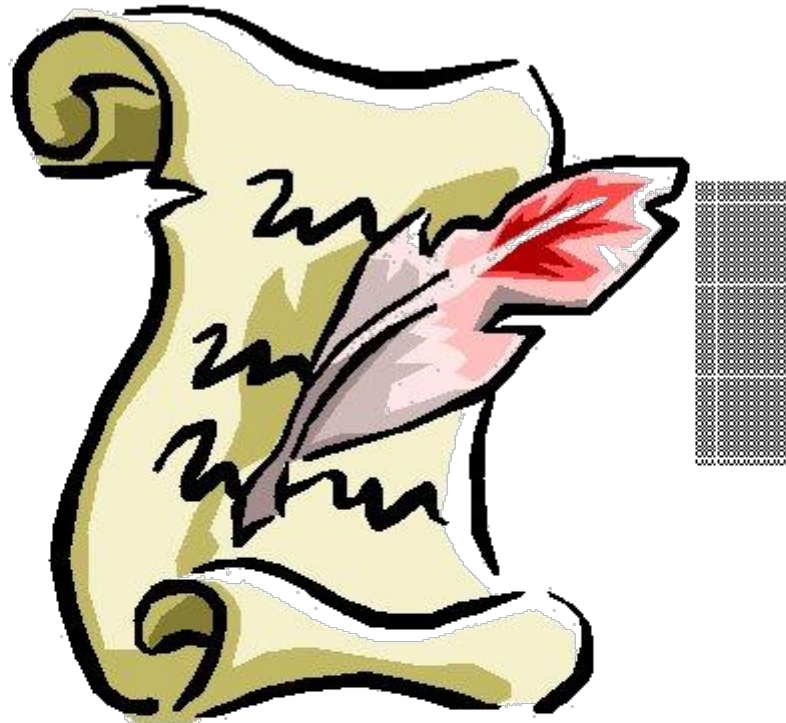
Section 2- Current and past goals: Goals should be prepared at the beginning of each semester and publicized to the chapter. Keeping past goals will help the chairman see the direction the office has been taking and if past goals have been accomplished.

Section 3- Resources: The resources that a chapter has are limitless. The President-Elect should help the chairman by providing, materials from notebooks, names of alumni, school officials, and brothers that can help. Each time a committee utilizes a resource it should be documented so that resources may be used again.

Section 4- Reports: Beginning of Semester Report Form, Weekly Report Forms, and End of Semester Report Forms. These reports will assist in future planning and in avoiding mistakes made in the past.

These notebooks should be kept up to date with at least two years of material. Much of the material that is older than two years is to be filed. It is suggested that 3-ring binders be used for the notebooks. This allows reports to be three-hole punched and inserted in the proper place. All material that is filed away should be scanned and uploaded to the entities data space or burned to a CD.

# The Recording Secretary



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## Duties & Responsibilities

" Those who cannot remember the past are condemned to repeat it." -  
George Santayana

## Description

The recording secretary shall record all official proceedings and transactions of Omega Delta Phi and shall be responsible for keeping files and rosters up to date.

### *Responsibilities:*

- Recording and filing minutes of house and executive meetings, ensuring that they are typed, passed out and/or emailed out before the next house and executive meeting.
- Updating and maintaining records and filing them with the Regional and National Offices.
- Making, in coordination with the President-Elect, a calendar of events covering the entire semester.
- Keeping a comprehensive attendance roster for meetings and events by members.
- Ensuring that all forms and information are sent to the Regional and National Offices on time, complete, and accurate.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

## **Being an Effective Recording Secretary**

### **Chapter Archives**

The Secretary is responsible for the minutes, as well as many other chapter forms and records. Organization and attention to detail is imperative in this position. An efficient and detailed Secretary can help a chapter to run smoothly and effectively. A disorganized and messy Secretary can cause chapter communication to break down and fail.

### **The Membership Database**

This file holds the names and vital information of all members initiated into a particular chapter. It is imperative that this information be kept up to date and forwarded to the regional and national office to be archived.

# The Corresponding Secretary



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## Duties & Responsibilities

"The single biggest problem in communication is the illusion that it has taken place." -  
George Bernard Shaw

## Description

The Corresponding Secretary shall be responsible for all official correspondence.

### *Responsibilities*

- Ensuring all correspondence is given to appropriate person, in a timely fashion.
- Gathering correspondence via the Internet or through the campus post office box.
- Correspondence with all members locally and nationally.
- Sending letters with calendars and other useful information to members on a regular basis.
- Correspondence with on/off campus organizations.
- Ensuring that all forms and information are sent to the Regional and National Offices on time, complete, and accurate.
- Making certain inappropriate correspondence does not appear on Omega Delta Phi stationary. It is the Recording Secretary's discretion whether something is inappropriate (appeals are made to the Executive Committee).
- Write thank-you notes or full letters, depending on the circumstances, to all non-fraternity persons who participate with or contribute to O.D.Phi events.
- Writing/Distributing Press Releases.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

### **Being an Effective Corresponding Secretary**

In addition to the forms, there are many other ways the entity can improve communication within the chapter and the campus community.

### **Chapter Communication**

In most chapters, the Corresponding Secretary is responsible for sorting the daily mail and posting letters to individual mailboxes. The Corresponding Secretary should read and route all Fraternity mail unless it is addressed to a specific officer.

It is recommended that chapters maintain a weekly or monthly calendar of events so that members will always be informed of activities. The Corresponding Secretary should maintain a master calendar, which should be posted in a conspicuous place (if you have an office or housing on campus).

The Corresponding Secretary should take note of significant events in the chapter and record them on the calendar. Copies should be distributed to all members, along with a chapter phone/address list. These items should be updated each semester/quarter.

## **Alumni**

The Secretary should work with the Alumni Association to maintain an accurate list of all alumni. Every effort should be made to secure good addresses from alumni. The Headquarters can supply mailing labels and a recent address list for a small fee. The Secretary may assist the Newsletter Chairman in mailing any chapter publication.

## **University Faculty and Administration**

Invite members of the faculty and university administration to the house for dinner or a short discussion before chapter meetings. As Secretary, initiate further relations between your chapter and its faculty advisor. Send thank you notes to university staff members who help your chapter.

## **Parent Letters**

Send letters to parents explaining the fraternity during prospective member education. This could be an invitation to formal events. In developing such letters, enlist the input of other members of the chapter.

## **Press Releases**

After successful service projects and/or community service events, the Secretary should submit a summary to the local newspaper. Many papers will print positive articles about fraternities. The proper method to get newspaper coverage is to submit a press release before and after an event has occurred.

## **Campus Publications**

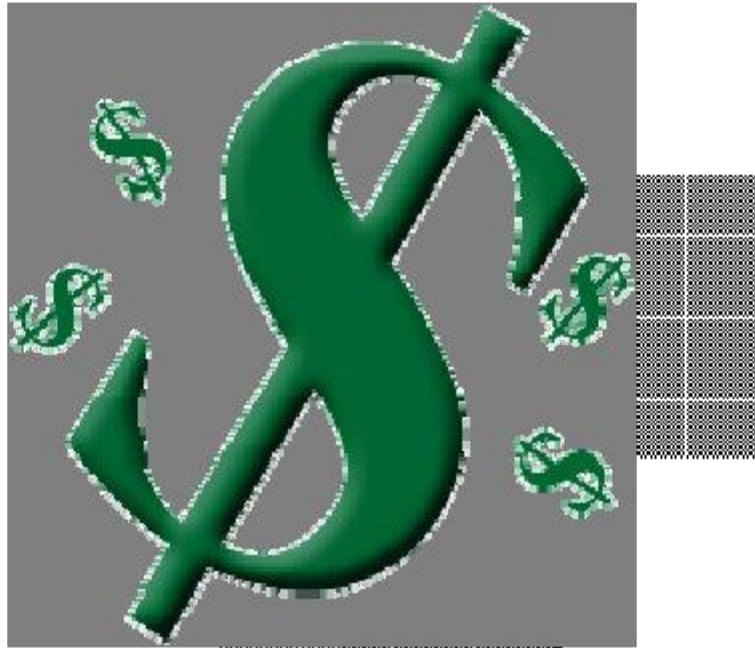
Use the campus paper for ads or lines in Greek Notes or personal section of the classified advertisements. This can be used to congratulate brothers or other Greek organizations.

## **Letters to other Greek/Non-Greek Organizations**

The Secretary can really get the name of the Fraternity out among other fraternities and sororities by sending thank you/congratulatory cards to them. Special occasions include: Good Luck in Rush, Happy Founders Day, Congratulations on winning Greek Week, etc... the list is endless! Be creative, brief, and polite in your correspondence.

\*A list of founding dates and flowers for women's sororities is included in the "Guide to Effectiveness."

# Treasurer



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## Duties & Responsibilities

"The more specific and measurable your goal, the more quickly you will be able to identify, locate, create, and implement the use of the necessary resources for its achievement."  
-Charles J. Givens

## Description

The treasurer shall keep accurate records of all receipts, expenses and financial reports; shall prepare a proposed budget at the beginning of the semester for approval by the brotherhood. He shall be responsible for all fraternity accounts and monies acquired from all projects.

## *Responsibilities*

- Providing a detailed account of our fraternity's financial status at each house and executive meeting.
  - o The written report should contain the following:
    - The most current balance in checking, saving and other accounts both payable and receivable.
    - That week's transactions, i.e. payments and deposits to said accounts.
- Keeping the fraternity's books accurate, up to date and open to all who wish to inspect them. Only organizations which have an interest, either regulatory or legal, may examine our books.
  - o The treasurer may deny information only if the person requesting said information is (1) a non-member, (2) a non-active fraternity member.
  - o He makes a tentative budget at the beginning of each semester using previous records as a basis and soliciting committee budgets which shall be due two weeks before the first house meeting of the new semester.
  - o Budget shall be presented to and approved by the house at the second meeting of the semester.
  - o Ensures that all payments are made.
- Collecting money
  - o Membership dues as well as setting up payment plans.
  - o All events.
- It is up to the Treasurer to ensure accuracy and responsibility when having money in his possession.
- From the time the money is received by him to the time it is deposited into the entity's bank account, he is **personally** responsible for the loss of that money.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

## **Treasurer Checklist**

### **Before New Semester:**

- Collect Outstanding Debts
- Distribute Memorandum Describing Policies/Payments and Debts
- Balance/Reconcile All Accounts
- Purchase all Supplies

### **End of Semester:**

- Training/Transition Meeting
- Change Signature Cards at Bank

### **School Begins**

#### **Meeting #1**

- COLLECT Payments/Dues
- DISTRIBUTE Payment/Dues Contract to be signed by ALL MEMBERS

#### **Meeting #2:**

- VERIFY that all MEMBERS have signed the payment Contract.
- COLLECT all budgets from President-Elect

#### **Meeting #3:**

- Budget Adjustment (if necessary)

#### **Meeting #4:**

- Summary Statements (weekly)
- Balance Sheet (weekly)
- Budget Performance (bi-weekly)
- List of Accounts Receivable/Payable (weekly)

### **Entity Accounts**

- Two signatures required on all accounts of the chapter.
- The chapter or alumni corporation cannot have or use any form of ATM, debit, credit or money card that is attached to any account of the chapter or alumni corporation.
- An officer issuing a check can, under no circumstances, issue a check to himself.
- Chapters and alumni corporations can not utilize a "petty-cash" system. All transactions must be made by check.
- Reimbursements require a receipt.
- All statements and record books are reconciled monthly.
- All accounts must be attached to the organizations tax ID number, not a brothers' SSN.

## Collection Techniques

Many chapters have continued challenges collecting dues. Though it is a shared responsibility of every brother, the treasurer is charged with the final responsibility. Remember to keep you process simple and easy to follow. Introducing too many or too complicated of options may result in miscommunication.

### Payment Plans

This is the most effective process for collecting dues. In executing this technique it is of utmost importance that by the first meeting payment plans be set up with *every* active of your entity.

- During the treasurer's report those who do not pay dues at that time should sign a promissory note (see forms). Payment plans are best set up by giving an active only 3 options.
  1. Pay in full
  2. 3 installments
  3. 4 installments
- Due to differences amongst entities on the amount of dues paid to the Chapter, this is up to the treasurer to calculate.
  1. For example, on semester dues of \$125.00 paid in 3 installments, the 1<sup>st</sup> payment will be \$41.00, 2<sup>nd</sup> will be \$41.00 and the 3<sup>rd</sup> will be \$43.00.
- It is of utmost importance that the document be completed in its entirety and signed by the active on the payment plan, the treasurer, and an additional witness.
- Failure to meet the payment plans due dates should result in the inactivation of the brother in question. Unless the brother has contacted the treasurer or the president as to the reason of the late payment before the actual due date. The brother will have 7 days to make payment.

### Regular Billing Statements

By sending every member a written statement of his bill each month, payment is more likely. A regular billing procedure is good business practice. If you haven't tried it, take time to do it. Establish a series of friendly collection letters to follow-up delinquent accounts. In each case, leave the door open for explanations of any misunderstandings and set a definite date for action.

### Discounts

Grant a discount to men who pay in advance. You might permit a 10% discount to any brother who pays his entire quarter or semester dues at the first meeting of the quarter or semester. This will also permit adequate cash at the onset of a semester when it may be needed most.

## **Fine or Penalty**

Probably one of the most widely used methods of aiding in dues collecting is the penalty or fine. Very simply stated, if you don't pay your dues, a fine or penalty is added to what you owe. Since this system adds an additional burden to brother who is not able to pay, the treasurer should discuss the indebtedness with each man involved so that a schedule of payments may be set up. What also may be considered before attaching a fine to the payment is that there may be a reason why the active did not pay dues. If he could not afford the initial payment do you really think fining him will help? You may have just sent him down the road for that brother to go to inactive and not paying at all!

## **Notes**

Once an obligation has been established, and especially if the brother is leaving the chapter, have him sign a note. This promise to pay must have a date, location, amount, reason for the indebtedness, and be signed. An account is much more collectible in the form of a note rather than an open account because the member has acknowledged the debt.

## **Reporting**

A treasurer report to the chapter each month should contain the names of the delinquent members along with the amount they owe (active, inactive, alumni).

## **Pro-Rating**

Pro-rating is a technique which is designed to aid the collector because it puts additional pressure on the debtor. At the end of a collection period, the amount owed by all members is divided up among all the brothers who have paid their bills. They must pay this additional assessment, but will receive credit for their share when all of the delinquent brothers pay. The bookkeeping involved in this system is quite complex. The principle, however, is to have all members put pressure on the few who fail to pay past due accounts. In effect, many chapters have pro-rating though they don't consider it as such. If a chapter permits members to pre-pay their dues and uses that money to pay bills, that chapter is pro-rating. When it uses this advance income, it is because other members still owe dues. As long as this condition prevails, the chapter is pro-rating.

## **Basic Organizational Budgeting**

One of the most important tasks you may face as treasurer or any financial officer, such as fundraising chairman, especially if your organization transacts a lot of business, is that of preparing a budget.

## ***What is a Budget?***

A budget is an organization tool used for planning and controlling income and expenses within an organization. It is a formal written guideline for your future plans of action, expressed in financial terms within a set time period.

## ***What Can A Budget Accomplish?***

- It can help refine goals that reflect realistic resources.
- It can compel members of the organization to use funds efficiently.
- It can provide accurate information to adjust, analyze, and evaluate programs and activities.
- It can aid in decision-making.
- It can provide a historical reference to be used for future planning.

## ***Basic Components of A Budget***

- A statement of the organization's goals, objectives and priorities.
  - o What do we want to accomplish?
  - o How will we accomplish this?
  - o How much will the program cost?
  - o How will the program be funded?
- A method of reviewing budget plans and procedures.
  - Budgeted financial statements
    - o An estimated detailed income breakdown
    - o An estimated detail expense breakdown

## ***Developing a Budget***

- Begin preparations at least 2 weeks or more prior to the close of the current semester or year.
- Prepare an outline of the organization's planned activities for the upcoming semester or year.
- Determine available funds (carry over balance from previous semester or year).
- Do careful studies of funding sources.
- Estimate expected income and when it is expected to be available (dues, t-shirts, sales, etc)
- Define needed expenses (club registration, advertising, printing, supplies, etc.).
- Get price quotations on certain expenditures, delegate certain responsibilities to members.
- Rank order by their relative importance, which activities are the wisest expenditures of funds.
- Negotiate as necessary; eliminate less essential expenditures or limit certain expenditures.

- Revise, review, coordinate, cross-reference and then assemble into a final budget; the budget must be flexible to anticipate conditions which might have been overlooked during the planning process.

### ***Managing the Budget***

- Once approved, adopted and prepared it should be closely managed.
- Set and maintain a minimum balance.
- Formulate general policies and procedures needed to achieve objectives.
- Set up internal control designed for safeguards and accurate accounting data, this encourages adherence too.
- Control cost - allow only approved expenditures.

### ***Financial Statements***

There are two important financial tools that will help you monitor your budget. One of these tools is called the Income and Expense Statement. This document is a look at your chapter's "cash flow" as of the current month.

Another tool that will help you do this is the register. This document offers a complete "picture" of your chapter's current financial situation for any given month. At the end of each month, a Balance Sheet and an Income and Expense Statement should be completed. Copies should be given to the members to keep them informed as to the spending of their money.

*\*Additional resources about "Handling Money" can be found in the "Guide to Effectiveness."*



**Financial Responsibility Contract**

The signatures below constitute an agreement between the undersigned member and \_\_\_\_\_ Chapter/Colony/Club of Omega Delta Phi Fraternity, and are financial obligations for continued membership in the above named fraternity.

The undersigned member agrees to pay the following charges for the  Fall  Spring semester of the 20\_\_ - 20\_\_ school year.

**TOTAL the academic semester:** \$ \_\_\_\_\_

Payment Options (*v one*)

Option 1

Three (3) installments of \$ \_\_\_\_\_ due on    /   / , /   / , /   /

Option 2

Four (4) installments of \$ \_\_\_\_\_ due on    /   / , /   / , /   / , /   /

Option 3

Five (5) installments of \$ \_\_\_\_\_ due on    /   / , /   / , /   / , /   / , /   /  
/

It is understood that membership in good standing in this entity of Omega Delta Phi Fraternity requires the full payment or payment plan of the undersigned member's financial obligations to the fraternity when billed. This Membership Contract is in addition to the Housing Contract for those chapters that have houses or other campus housing.

**I have read and fully understand the above stated policies.**

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

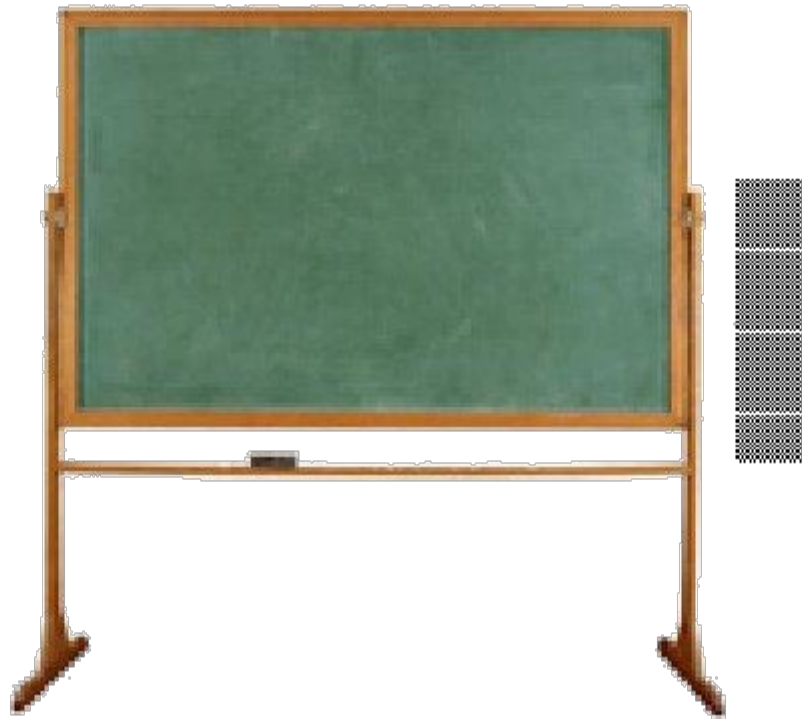
Member's Name Printed Name \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

Witness's Name Printed Name \_\_\_\_\_

**PLEASE RETURN SIGNED CONTRACT TO THE TREASURER. TREASURER WILL KEEP A COPY IN HIS FILES AND PROVIDES A COPY FOR BROTHER.**

# The Prospective Member Educator



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Duties & Responsibilities

## Description

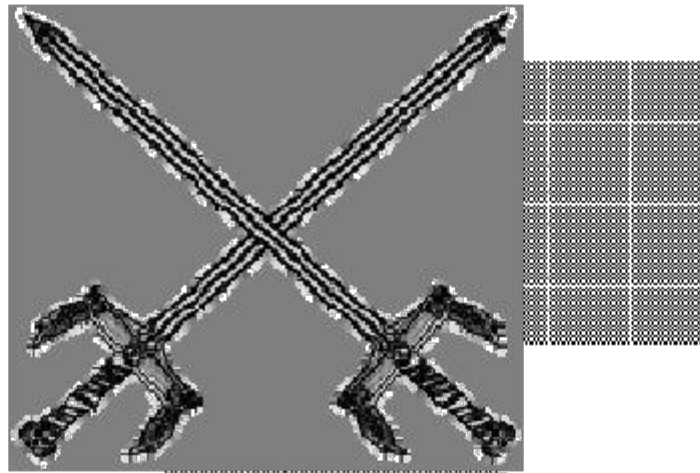
Pledge Educator shall administer a pledge program that will teach the values and essence of Omega Delta Phi.

### *Responsibilities*

- Ensuring that all his actions and those of other actives can not in any way is construed as hazing.
- Coordinating the big brother program and holding big brothers accountable to it.
- Serving as the liaison between the prospective members and the actives.
- Keeping an accurate record of the prospective members' progress.
- Instructing the prospective members in the history and traditions of the fraternity.
- Developing tomorrow's leaders.
- Setting up at least one retreat for the current prospective members class.
- Following the National Prospective Members Program as established.
- Holding an evaluation meeting with all actives before prospective members activation to identify and address any possible problems with the prospective members.
- Delivering reports to the Regional and National leadership as needed.
- Developing within the prospective members
- The ability to run the fraternity if all current actives were to vanish
- Integrating what is developed from prospective members and introduces it to the active house.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

*\*Review the Prospective Member Educator Manual provided by the Office of Intake.*

# Standards



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## Duties & Responsibilities

"The bulk of government is not legislation but administration." "Men can never escape being governed. Either they must govern themselves or they must submit to being governed by others." - *Theodore Roosevelt*

## Description

The Standards officer shall maintain the constitution by upholding it when necessary changes and keep it, and the brotherhood, up to date on any bylaws, amendments and other changes.

## *Responsibilities*

- Understanding Robert's Rules of Order and verifying these rules are properly utilized at each meeting.
- Educating new/current actives on proper procedures for writing and passing motions.
- Insuring the entity possesses the current national constitution, national, regional, and chapter bylaws, and mandates.
- Insure all motions are consistent with the Omega Delta Phi constitutions and bylaws
- Insuring all house elections are conducted in a fair and consistent manner and conform to those in Robert's Rules of Order.
- Ensuring all members holding or wishing to hold fraternity offices have proper qualifications (i.e. grades, activity status, tenure) to hold said office.
- Reviewing local by-laws as needed or requested and present suggestions for revisions to the entity.
- Maintain hearing documentation for record keeping purposes.
- Participate on the entity Risk Management Team comprised of the President, Standards Officer, and Social Chair.
- Be educated on the specifics of the Risk Management policy and procedures and its intent. Be a risk management officer, chairing the Risk Management Team.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.
- Educating entity members and promoting adherence to risk management policies and procedures.
- Reviews, along with the Risk Management Team, all proposed chapter activities based on risk management policy, local, state/provincial, and federal laws, university policy, and the event being reasonably free from potential injury or loss of those participating.

## **Being an Effective Standards Chairman**

The Standards Chairman must hold its members accountable for their actions. As the Standards Chair, you must be willing to enforce the policies and By-laws of the fraternity along with the other officers of the chapter. As such, it can be difficult to maintain indifference when dealing with friends. You must however keep in mind that your successful completion of the requirements of your office will lay the groundwork for a strong chapter.

## **Developing, updating, and improving entity by-laws**

Chapter by-laws may not override or conflict with the Regional or National By-laws, constitution or mandates of the Fraternity. This includes the *Risk Management Manual*.

Good chapter by-laws will streamline chapter operations. They will give a clear picture of rules and procedures.

By-laws establish chapter rules and procedures. They should stand firm but are not unchangeable. Standing Rules may be established for more flexible matters. These may be attached to the by-laws.

Draft a copy for all members and new members, and be sure to include the date of approval. Copies should also go to all advisors, alumni officers and the regional leadership.

### **Effective Bylaws**

1. Are streamlined and do not go overboard on frivolous details.
2. Follow a general format.
3. Are easily read and understood.
4. Are in the possession of every brother, new member and advisor.
5. Are kept up to date.
6. Respected and reinforced.

# The Internal Vice-President



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## Duties & Responsibilities

"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." -John F. Kennedy

## Description

The Internal Vice-President shall assist the President-Elect with his duties and is the over-seer of all academic related activities.

### *Responsibilities*

- Improve and maintain the scholastic average of the entity above the National and House requirement.
- To promote a positive attitude toward scholastic achievement.
- Evaluate the academic needs of the chapter.
- Coordinating a program for those brothers who are challenged with academics.
- To establish goals for the semester and academic year. These goals must be presented, in writing, to the chapter.
  - o Chapter GPA
    - o Ranking among fraternities and all men's average
- To recognize scholastic achievement and improvement
- Attending all committee chair meetings.
- Presiding over said meetings in absence of the President-Elect.
- Acting as the fraternity's academic advocate by facilitating the necessary workshop(s) and training opportunities
- Supervising study tables and keeping records thereof.
- Maintaining and expanding the O.D.Phi test bank.
- Coordinates quarterly meetings between chapter honorary brothers, advisors and fraternity members for the purpose of review of chapter progress, social interaction, advice, history, etc.
- Keeps track on a semester basis of member's academic progress.
- Obtains viable information of recently graduated brothers, and sends information to Regional Alumni Administrator.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

### **Being an Effective Internal Vice President**

- Appoint a Scholarship Committee.
- Evaluate the academic standing and needs of the chapter on a regular basis.
- Set academic goals and minimum academic standards.
- Develop or coordinated a program to reach those goals.
- Strive for cooperation with the college or university.
- Monitor academic progress and follow up on the progress.
- Recruit an Academic Advisor.

## Evaluating Academic Needs of your entity

It is essential to evaluate the current academic standing and needs of the chapter.

The house will need to determine which factors exist in the chapter and to what degree they influence scholarship. Each of these factors contributes to the overall academic attitude of the chapter.

1. **Lack of an organized scholarship program.** It has been shown that chapters with a scholarship committee and an organized program do well academically.
2. **Over-emphasis on activities.** Chapters that find themselves over-programmed with social and intramural activities may have a more difficult time stressing the academic side of college life. There must be a positive balance of academics and extracurricular activities.
3. **Scholarship is not a factor in membership selection.** While past scholastic achievement is not the sole determination of a man's worth, it can be a good predictor of future success. Even if you are just beginning to stress academics in recruitment, the entire chapter will benefit from academically oriented new members.
4. **Lack of motivation.** A difficult area to address, but one of the key factors to good scholarship. Do your members want to succeed? Motivation can come through leadership, role modeling, effective scholarship programming and positive new member education.
5. **Poor study skills.** Studying in college is very different than high school. All good scholarship programs will help members improve their study skills.
6. **Physical environment.** Is there a good study environment? Are there areas to study? Are there quiet or courtesy hours? What about lighting and study tables?
7. **Lack of academic standards and "peer pressure" to improve scholarship.** If there is a relaxed attitude among the members about academics, and little is known about minimum academic standards, there will be little incentive to perform well.

### ***Does your current academic program include the following:***

- Assistance for the entire chapter
- Guest Speakers
  - Library tours for new members
  - Faculty advisor is involved
  - Quiet hours are established and maintained
  - Computers are available for members
  - Study room is established and maintained
  - Social events do not conflict with academic demands
- Recognition of standards
  - Minimum grades to join Fraternity
  - Minimum grades to be initiated
  - Minimum grades to hold a chapter office
  - Minimum grades to maintain membership
- Recognition for achievement

- Congratulation letters to brothers/parents of brothers
  - Ads in campus newspaper
  - Notice sent to brother's hometown newspaper
  - Scholarship recognition banquet/dessert
  - Announcements at meetings
  - Posted notices on chapter bulletin board
  - Trophies/plaques
  - Other incentives
- Recognition for improvement
    - Congratulation letter to brother/parents of brothers
    - Announcement at meetings
    - Posted notices on chapter bulletin board
    - Trophies/plaques
    - Other incentives
- Assistance for academic difficulty
  - Tutoring referrals
    - Study groups referrals
    - Developing skills or academic advising office referrals
    - Career development referral
    - Meeting with chapter faculty advisor
    - Sanctions for low academic performance
- Scholarship contracts
    - Assigned study hours/week
    - Assigned meetings with a scholarship advisor
    - Midterm grade reports required
    - Loss of privileges (social, athletic, voting, other)
    - Suspension of membership

## **Components for a Good Scholarship Program**

The scholarship committee will need to utilize a number of different components to develop a complete scholarship program. The following list of suggestions can offer some guidance.

**1. Utilize campus resources.** All colleges have an academic resource or study skills center. This is the absolute best place to get assistance in developing a scholarship program. Encourage members to utilize campus resources as well. Some of the campus resources that should be available are:

- Academic Resource/Study Skills Center
- Academic Counselors
- Chapter Faculty Advisors
- Campus library
- Campus tutoring programs

-Computer Center

**2. Scholarship presentations.** Once again, utilize campus resources and have an educator present a program to your chapter. You can often schedule a brief presentation before a chapter meeting. Some suggestions are:

- Time management •
- Getting the most from a lecture
- Effective study skills
- Test taking skills
- Campus resources

Scholarship presentations can be one of the single greatest ways that a chapter can emphasize the importance of academics and teach good academic habits.

**3. Develop a positive academic environment.** The committee must make sure that the chapter has a positive academic environment, in both physical surroundings and attitude toward scholarship. Some contributing factors to a positive academic environment:

- Physical surroundings •
- Clean, comfortable study area •
- Good lighting is important
- Quiet (or courtesy) hours are established and enforced •
- Resources such as study guides and dictionaries are available
- Attitude toward scholarship
- Chapter stresses academic success •
- Good scholarship is recognized and rewarded
- Social events do not conflict with academic demands •
- Academics stressed in recruitment

**4. Academic "Buddy System".** Pair up brothers with others brothers and new members. Pairings do not have to be based on major or field of study. Assign pairs that will work well together and those members who need the most help with those best suited to offer it. The purpose of the academic pairs is to encourage and assist each member and to help the members focus on good study habits.

- Make sure your "buddy" goes to all classes •
- Study together, even if subjects are different
- Use "peer pressure" in a positive way, stay on top of your schoolwork

**5. Make announcements at chapter meetings.** The scholarship chairman should make at least one announcement per meeting. Keep reminding members of the following:

- Offer a weekly study tip •
- Recognize individual members on achievement or honor societies •
- The number of weeks until midterms, finals, or other test dates •
- Campus wide scholarship programs and resources •
- Guest lectures and presenters on campus •
- Scholarship and loans available from the college

- Application deadlines and test dates for graduate school tests
- Fraternity scholarship rankings
- Break down the cost per class session and then ask members how many classes they have missed in the last week.

6. **Scholarship handouts.** Distribute relevant information to all members. These could be included in a scholarship folder.

- Info from the campus academic resource center •
- Info from the career planning and placement office •
- Info on campus library services
- Info from the campus computer center
- Info on campus tutoring programs
- Info collected from members (good professors, places to study, study guides)

7. **Develop a file of course and teacher evaluations.** Hand out course and teacher evaluation forms to all members prior to the end of each term. Note outstanding courses and post them on the chapter bulletin board prior to registration. Keep evaluations on file for future reference.

8. **Career presentations.** Schedule speakers from the career planning and placement or guidance office. Topics may include:

- Career planning •
- writing a resume
- Interview skills
- Marketing yourself
- Dress for Success
- Graduate schools and future opportunity

9. **Job bank.** Announce notices from the career planning and placement office about job fairs, companies interviewing on campus, resume workshops, internships, and other notices. You may be able to get job information from alumni as well.

10. **Resume file.** Collect the resumes of graduating seniors and recent graduates. Place these in a notebook to be used as examples for other members.

11. **Recognizing and awarding scholarship.** Develop a program that recognizes good scholarship and provides an incentive for member to do well.

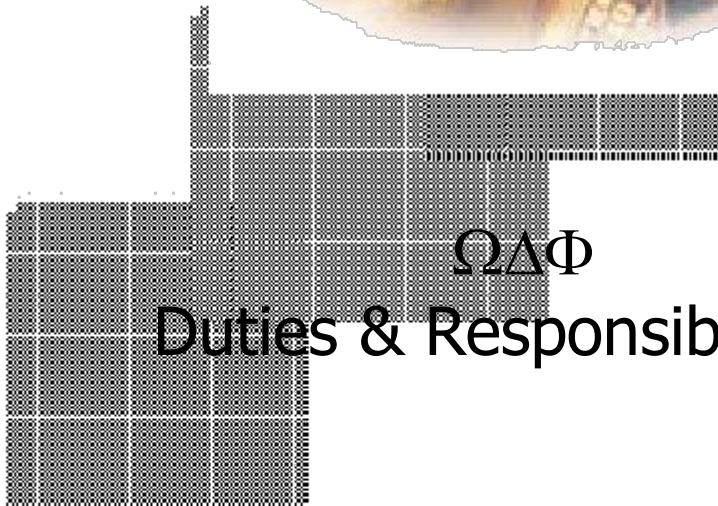
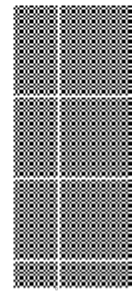
13. **Be creative.** Try new things and find out what works and does not work for your chapter. For those that have residences, designate a time, say 9:00pm to 9:30pm each night as a study break where members can relax for a moment, stereos can be a little louder, members can discuss concerns other than school. Elect a "scholar of the week" at each meeting congratulating a brother for a recent scholastic achievement.

14. **Study Hall.** This can be a very effective way to help brothers who lack the discipline to study on their own. Properly run, they can provide an environment that is

Comfortable because of the presence of others, and yet productive because all are concentrating on academic subjects. Care must be taken that they do not turn into social occasions. Study halls work best when a member attends as proctor. This keeps everyone in the right frame of mind. Reserve a room on campus or at the library.

\*More on Academic Development can be found in the "Guide to Effectiveness."

# The Fundraising Chairman



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## Duties & Responsibilities

A wise man should have money in his head, but not in his heart. -Jonathan Swift

## Description

The fundraising chairman shall be the coordinator of all fundraising activities.

### *Responsibilities*

- Seeking out advisors for help and advice on major fundraising events.
- Coordinating in conjunction with the Public Relations Chair an annual banquet, semi-formal or formal.
- Keeping a record of all people, organizations or donors that have helped us in the past and maintain lines of communication with them.
- Keeping an accurate record of costs to revenue ratios for specific events.
- Maintaining records of successful events, the creation process and the actions taken to make that event a success and submitting them to the Historian.
- The responsibility of maintaining and delivering all relevant materials for events such as car washes.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

### **Being an Effective Fundraising Chairman**

Fund raising should be encouraged of all brothers, even alumni. Therefore, get as many of your alumni involved in the fund raising campaign as possible. The more people you have asking for the money, the more total dollars you will eventually receive.

Harold J. Seymour's book, Designs for Fundraising, suggests: 1.

Make a Plan.

What you do ahead of time is what counts most, so make a plan. This is the time for you to (1) define, (2) investigate, (3) analyze, and (4) design.

To begin with, you need to find the answers to these questions:

- a) Just what is the financial problem we are trying to solve?
  - b) What do we intend to do about the problem?
  - c) What is our audience?
  - d) What are the time factors on starting, the duration, and closing the fundraising campaign?
2. The goals sought in any pre-campaign investigation are:
- a) Study and investigate the giving and potential of you're the target community.
  - b) The identification of the very top men among your constituency who make anything go
  - c) Locating the desirable leadership
  - d) Spotting the dependable workers and committee members

- e) Finding out as much as possible about the probable levels of support and where the bulk of your money will be coming from. All this should be put into writing and studies by your most confident and competent alumni.
- f) Analyze these findings in light of the established definitions and you will have a consensus on what has to be done, how far the goal can be stretched, when the campaign should be launched, and how much time it should take to reach your stated goal.

## **Creating your action plan**

1. Your plan should indicate the structure of the campaign, in terms of identifying people, lines of authority, and forms of committees.
2. Your plan should state very clearly the requirements in terms of volunteer personnel needed and other supplies.
3. It should also have standards of giving in the form of tables showing the needed number of gifts of varying amounts in order to meet the goal.
4. Your plan needs a time line!
5. Your plan should have an approved expense budget, with the necessary direction for making the budget work.

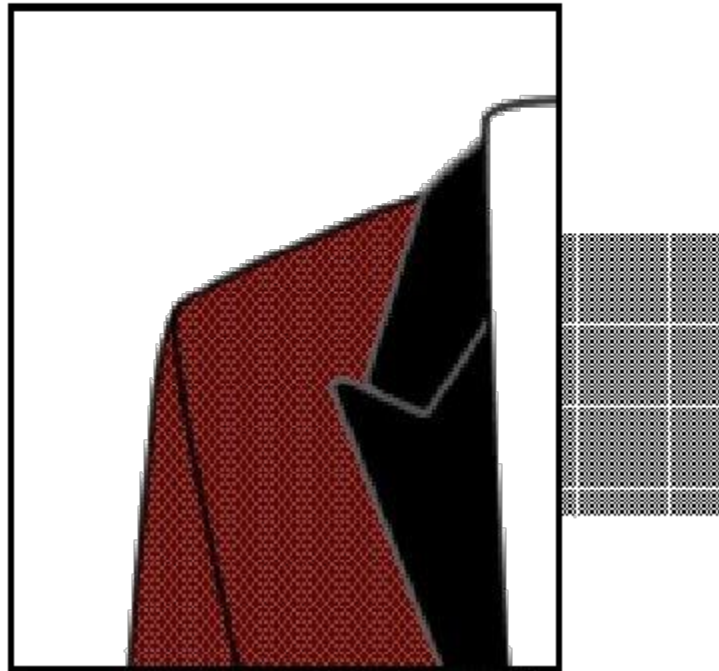
## **Reward & Recognize**

Giving sufficient rewards and recognitions to those who have helped you is extremely important. Following-up with thank you notes, cards, letters, and special awards will constantly remind those who have volunteered their time, energy, and money was appreciated. The basic concern of fundraising is not money, it's people!

## **List of organizations that can help your chapter raise money**

- Advantage <http://www.advantageconsulting.com/>
- American Association of Fundraising Counsel <http://www.aafrc.org/>
- Association of Fundraising Professionals <http://www.afpnet.org/>
- Bentz Whaley Flessner <http://www.bwf.com/>
- Directory of Higher Education Consultants <http://www.universitybusiness.com/>
- Donordigital.com <http://www.donordigital.com/>
- Helping.org <http://www.helping.org/>
- Mal Warwick & Associates, Inc. <http://www.malwarwick.com/>
- Fundraising on the Web  
<http://www.nonprofit.about.com/careers/nonprofit/cs/webfundraising>
- Philanthropy News Network Online <http://www.pnnonline.org/>
- Resources for Fundraising Online  
<http://www.nonprofits.org/npofaq/misc/990804olfr.html>

# The Social Chairman



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## Duties & Responsibilities

"If a man insisted always on being serious, and never allowed himself a bit of fun and relaxation, he would go mad or become unstable without knowing it." -Herodotus

## Description

The Social chair is responsible for the planning and execution of fraternity social events.

### *Responsibilities*

- Ensure with the Risk Management Team that ALL events are in complete compliance with the National Risk Management Policy.
- Reporting all calendared social events to all active, alumni members and College/University administration when necessary.
- Maintain appropriate themes for all social events
- Participate on the entity Risk Management Team comprised of the President, Standards Officer, and Social Chair.
- Be educated on the specifics of the Risk Management policy and procedures and its intent.

### **Being an Effective Social Chairman**

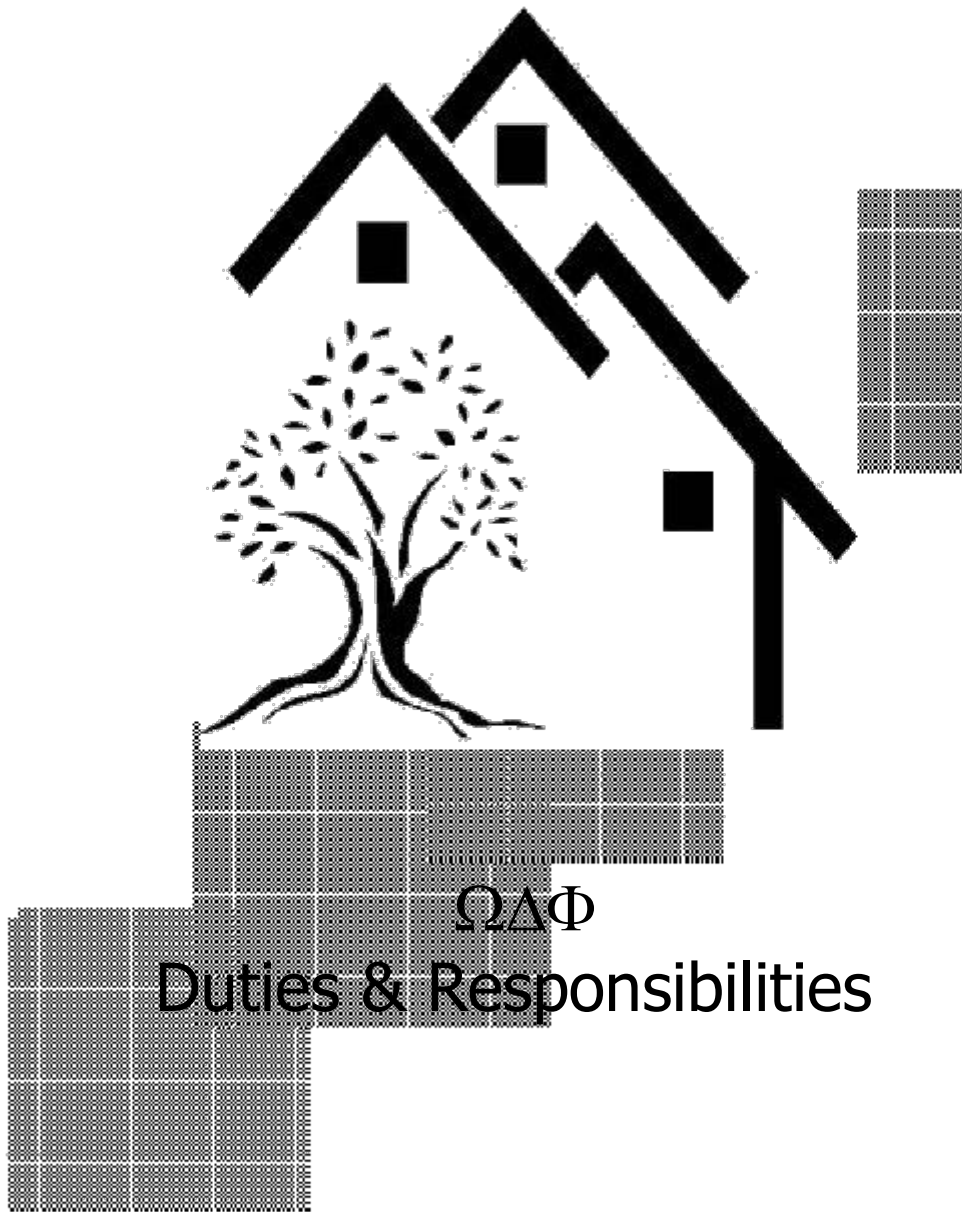
These guidelines may be used when planning, organizing and executing any social event your entity conducts. Through your responsible efforts and the use of these guidelines you can provide your guests with a safe and enjoyable environment for social activities.

- Budget appropriately to ensure that the social event will be within the means of the entity.
- Make sure you have gone through all levels of proper registration on your campus, with Regional and National Leadership and in your community.
- Center your event around a theme. Be creative so that everyone will enjoy participating.
- Set definite beginning and ending times for your function.
- If you are planning a function, especially one held outside, notify your neighbors at least a week in advance. Provide your neighbors with your telephone number so that they can contact you if necessary. Be polite and work together with the neighborhood to reduce conflicts.
- Whenever possible, use the safest form of transportation to and from the event. Use Taxi, shuttle, designated drivers or rent buses and vans to ensure the safety of brothers and guests.
- Always use and have available a guest list to your events. Maintain these lists and save in a folder for at least 2 years from the date of the event.
- Ensure all exits and entrances are clear of obstructions. At least two monitors should be present at all times to prevent uninvited people from entering.
- Make sure you have adequate waste disposal containers to prevent accidents and unnecessary litter. Always clean up both the inside and outside of the property immediately following the event.
- If problems arise during the event, do not take matters into your own hands. Call the business's security, campus security or the local police department.

- Review the University, National Fraternity, State, Local and Federal regulations with members of the chapter on issues such as alcohol and other illegal substances. Failure to observe these regulations could result not only in legal actions, but it could also result in entity good standing.
- Review Crisis management procedures.

\*If questions arise consult your Advisor, Regional and/or National Leadership, the Greek Affairs office.

# The Community Service Chairman



ΩΔΦ

## Duties & Responsibilities

There is a natural law, a Divine law that obliges you and me to relieve the suffering, the distressed and the destitute. -Conrad Hilton

## Description

The community service chairman shall be the coordinator of all service activities.

## *Responsibilities*

- Developing/Coordinating projects that directly serve the community.
  - o Service projects that build members' self-esteem.
  - o Add to members' experience and broaden their horizons.
  - o Foster an atmosphere of brotherhood.
- Developing long term service projects.
- Developing a variety of service projects that allows most members to be able to attend often and in a timely manner.
- Keep a service record of all service projects with member attendance.
- Motivates members of the Fraternity to get involved in Community Service/Philanthropic activities, whether or not the Fraternity sponsors them.
- Cooperates with other Greek/non-Greek campus organizations in planning and carrying out community-service projects.
- Consistently promotes service to chapter members.

## **Being an Effective Service Chairman**

Community service and philanthropy are the cornerstone for many fraternities and we are no exception. Hands-on service and fundraising is the best means by which we meet our goals. Fraternities and sororities are increasingly raising money and spending time in their communities for worthwhile local, regional, and national charitable causes.

Coordination of a philanthropy or community service project is not as easy as simply picking a date and a place for the event. The Community Service Chair has an opportunity to be a strong leader within the chapter as these programs and activities are a key part to every member's involvement. Events can focus on raising money, be purely service oriented, or some combination of the two. There is no limit to the possibilities of what the entity can do for a cause if it is willing to be creative and work hard. For information about specific service projects in your area, consult the Student Activities/Affairs office at the university.

Take some time during a chapter or prospective member meeting to hold a discussion about service. This can be a very personal topic for many members. To encourage dialogue, the chairman may ask the following questions for large group discussion:

- How does community service support the Sacraments of O.D.Phi?
- In what ways are you benefiting your local community?
- How are you strengthening the campus community?
- What are the organizational benefits of serving others?
- What are the personal benefits of serving others?

## **Five Critical Elements of Service**

As you decide on the group of people the chapter will help or issue they want to address, they should critically think through the Five Critical Elements of Service.

1. **Community Voice** - Community voice is essential if we are to build bridges, make change, and solve problems. Make sure that the voice and needs of the community are included in the development of the community service program.
2. **Orientation and Training** - Orientation and training are important first steps for any community service experience. Information should be provided for volunteers about the community, the issue, and the agency or community group.
3. **Meaningful Action** - Meaningful action means that the service being done is necessary and valuable to the community itself. Meaningful action makes people feel like what they did made a difference in a measurable way and that their time was utilized well. Without this, people will not want to continue their service no matter how well we do with the other four elements.
4. **Reflection** - Reflection is a crucial component of the community service learning experience. Reflection should happen immediately after the experience to discuss it - reactions, stories, feelings, and facts about the issues that may dispel any stereotypes or an individual's alienation from service. Reflection should place the experience into a broader context.
5. **Evaluation** - Evaluation measures the impact of the experience and the effectiveness of the service in the community. Members should evaluate their learning experience and agencies should evaluate the effectiveness of the members' service. Evaluation gives direction for improvement, growth and change.

## **Tips for Planning a Meaningful Project**

### **Identify Objectives**

Determine what is important for your chapter. The brothers are much more likely to participate and be enthusiastic about projects they feel as if they had a role in shaping. Be realistic about your chapter's abilities and desires. Begin with a desired result in mind.

### **Determine chapter interests**

It is important to ask your members what they want to do so that they are part of the process and feel ownership of the service program. Brothers are much more likely to participate in a service project and do so with much more enthusiasm if it is something they enjoy doing. What are their specific interests? Do they like playing sports with children, tutoring, or mentoring, or something else?

### **Identify community needs**

Look for existing agencies or projects that are already in place instead of inventing new projects or causes – the university volunteer office can be very helpful in this regard.

Contact local aid agencies to determine the communities' needs and how the chapter can best address them.

## **Create program structure**

A well-structured program offers many brothers the chance to get involved and voice their opinion. The Committee can be invaluable in spreading the load and broadening interest in the project by giving people measurable tasks that they can accomplish and in so doing feel good about themselves and their contributions to the chapter and community. Who is responsible for the planning, implementation and evaluation for the project? Clearly defined roles and open communication become increasingly important as more people get involved and the project becomes bigger.

## **Pick a project**

Based on the survey of chapter goals, interests, and schedule, select an activity and date.

## **Set goals**

Be sure to set goals that are *S.M.A.R.T.*

<b>Specific</b>	Our chapter will mentor students at the local Middle School.
<b>Measurable</b>	Our chapter will have 20 brothers mentor 20 students in the Fall of 2005.
<b>Attainable</b>	Do not promise 100% participation. Instead, under-promise and over-deliver.
<b>Realistic</b>	Agree to a level of involvement and participation that is reasonable for the chapter.
<b>Timely</b>	Set deadlines and dates to check progress. Our project will be on October 6, 2005.

## **Publicize**

Work with the Director of Administration to let others know about your work. Use campus newsletters, newspapers, and yearbooks. Send press releases to local papers. Inform your Greek Adviser and IFC.

## **Evaluate**

Assess your progress. Do this not just at the end of the project but also at various checkpoints along the way. Ask chapter members to evaluate the project based on its goal, its place within chapter operations and the actual impact it has on the community. The project should help BUILD MEN.

## **What are the elements of a successful service program?**

- The program should include projects that provide service to the campus, community, nation, and entity.
- There should be a balance between continuing programs.
- “Traditional” projects should be combined with new ideas.
- Large scale projects should be combined with small ones, in order to avoid overburdening the entity’s resources.
- Be enthusiastic!

When considering these factors, keep in mind that the program must relate to the needs, interests and abilities of the members.

## **General Community Service Volunteer Guidelines**

You may want to adapt the following guidelines to suit your service project and distribute them to the chapter.

- Please be punctual. Late volunteers delay the entire team. If you’re not at the meeting place on time and you miss the team, you have missed the project.
- If you’re taking public transportation, stay with members of the chapter on the same bus.
- If you need to travel by car, carpool with other members to the project if possible. Make sure every driver can provide proof of insurance and every passenger has a seat belt.
- When you arrive at the project, park your car with other cars, take your keys and lock your car. Don’t carry unnecessary valuables on your person, and don’t leave them inside the car.
- Do not stop en route from one destination to another.
- Make an effort to introduce yourself to the project leader, to invited guests/prospective members, and any agency representatives.
- If you are participating in a project requiring specific skills (i.e., construction) which you do not possess, ask the project leader and/or agency personnel for training or ask to be placed in an assignment more suited to your skill level. Do not participate in a project which you feel puts you in a risky or dangerous situation.
- When you’re at the project site, stay in designated common areas.
- Let the Community Service/Philanthropy Chairman know of any problems as they arise.
- If an accident or problem occurs at your project, call 911 immediately.
- Follow all rules - even if you don’t agree with them. You’ll set a good example for the people with whom you’re working with.
- When you leave the project, leave with the other volunteers. Unless there are compelling circumstances, all volunteers should stay until the end of the project.

## Philanthropy Fundraising Ideas

Think of successful fund-raising events that you know from your chapter, campus, community, church, or other organizations. Sometimes the best way to generate a good idea is to simply modify an already existing one. In general, there are four types of fundraisers including

1. Selling something
2. Providing a service
3. Conducting an event
4. Seeking donations.

Many of the most successful philanthropic events combine elements from each of these types. The following are just some ideas your chapter may want to consider for a philanthropy event:

- Pancake breakfast
- ☞ 5-K run
- Bowl-a-thon
- Sports tournament
  - ☐ 3-on-3 coed basketball
  - ☐ Soccer
  - ☐ Powder Puff Football
  - ☐ Strike Night (bowling)
- Dance-a-thon
- Rock-a-thon (24 hour rocking chair marathon)
- Casino/Monte Carlo Night
- Walk-a-thon
- Cues and Blues - pool tournament
- Rose Raffle - Valentines Day event
- Lip sync contest
- Haunted Halloween House
- Fraternity Football Classic
- Flower sale on Valentines Day ☐ Talent show
- Organize a letter writing campaign
- Have a community garage sale
- Help raise funds for a local non-profit

# Rush Chairman



ΩΔΦ

## Duties & Responsibilities

"Life is to be fortified by many friendships. To love and to be loved is the greatest happiness of existence." -Sydney Smith

## Description

The Rush Chairman shall be the coordinator of all recruitment activities.

### *Responsibilities*

- Coordinating RUSH as a year around recruitment activity within the entity.
  - o Coordinates all members to encourage potential members to attend open fraternity functions and events.
  - o Educates the membership as to proper rush procedure
- Keeping records of all potential members and notifying them of said functions when appropriate.
- Creating and coordinating a "beginning of semester" implementation plan for recruiting prospective members.
- Coordinating with Public Relations Chairman to ensure proper and timely advertising of recruitment and public events.
- Coordinating a rush clinic to outline a specific strategy, as well as determine goals and direction of the chapter for the recruitment process.
- To lead the chapter in all recruitment activities.
- To chair all rush meetings regarding prospective membership selection.

### **Being an effective Rush Chairman**

There are basic preparations that all chapters should complete before and during any major rush effort.

1. *An All- Recruitment Workshop* - Should be completed before every major rush effort. A basic outline of what to cover is mentioned later in this publication. During this session, major elements of your rush will be covered so each member can become an effective part of the recruitment team.
2. *Rush Schedule* - Plan all your events well in advance and put together a rush calendar that can be distributed, not only to your members, but to your rush prospects.
3. *Publicity* - Get all of your campus mailing invitations, advertisements and rush literature done well in advance. As a part of your publicity, you may want to use a consistent theme or a particular graphic throughout the effort.
4. *The Recruitment "Rush" Presentation* - A PowerPoint presentation should be delivered.
  - a. Nametags.
  - b. Fact Sheets on the Chapter
  - c. Brochures, Pamphlets and other Rush Literature.
  - d. Note cards for jotting down quick notes to rush guests. Scrap paper for brothers to leave notes on specific rush guests. i.e. Copies of the rush calendar for all participants.

*5. Circulate and Rotate* - Every member has a role in the rush process, especially at *rush* functions.

- Greeters - Two or three men should be stationed at the front door for every function to greet men as they arrive. They provide the first impression of your chapter, as well as help get the prospect headed in the right direction, making sure they check in at the guest table and pick up their nametag.
- Flow of the Party - If you bring a prospect to the party, you are not necessarily expected to stay with him the entire evening. You may quickly discover he gets along better with another member of your chapter who has more similar interests.
- Floaters - If you find yourself without a rush guest, you should float in between conversations to help them move along, relieve greeters and/or people at the guestbook.

### ***Building Recruitment Confidence in Your Members***

As with any craft, practice will help perfect your ability to meet and talk with new people. Members need to display confidence in their abilities and talents and truly believe in their chapter to be able to rush effectively.

A good recruiter is a confident member. Confidence comes from experience. You will become a confident recruiter when you overcome the fear of awkward silence. To become a good recruiter, you must enjoy meeting people and talking about a variety of different subjects.

### ***What to Talk About?***

If you've ever played any type of sport, I'm sure you've heard your coach utter those magic words, "You play like you practice." The last place you should learn to develop your conversational skills is with a rush prospect. You can practice with other members, girlfriends or complete strangers. The purpose is to learn the art of conversation. The conversations you will have with rush prospects will exist on two different levels, which you should be conscious of, selecting the right topics to fit the situation. Those three levels are:

1. Small Talk
  - Sports
  - Current Events
  - Current Classes
2. Inquiring Talk
  - His Interests (books, movies, hobbies, activities, etc.)
  - Your Interests
  - O.D.Phi (Nationally and Locally)
  - History of Your Chapter (distinctions, honors)
  - Why I Joined This Fraternity and Why I Would Join Again?

- What Value There is to Fraternity Membership?
- What I've learned as a Fraternity Member?

*\*Additional information on "Recruitment" may be found in the "Guide to Effectiveness."*

# The Public Relations Chairman



ΩΔΦ

Duties & Responsibilities

"The public is the only critic whose opinion is worth anything at all." -Mark Twain

## Description

The Public Relations Officer shall handle all publishing and shall be responsible for promoting the fraternity.

### *Responsibilities*

- Creating flyers, pamphlets and literature, for all public events.
- Writing and sending newsletters to all actives, alumni, honorary members, advisors, parents, and any other interested party.
- Coordinating or attending special events that can help promote the fraternity on or off campus.
- Coaching other officers and others on media relations, along with the president attending special events and interviews.
- Coordinating in conjunction with the Fundraising Chairman, sponsorships for banquets and special events.
- Ensure volunteers and/or organizations that have assisted Omega Delta Phi are given proper appreciation.
- Sending press releases of fraternity events to all media outlets.

### **Being an Effective Public Relations Chair**

Greeks are constantly under fire. Many groups simply have a negative perception of the Greek system, especially men's fraternities. Those outside the Greek system have based their opinions on the actions of a few fraternities, and the media's portrayal of Greeks. These sources, coupled with misconceptions presented by movies such as Animal House, TV talk shows and editorials have scarred the Greek system. It is your responsibility to assist in regaining the prestige fraternities once held in society.

We cannot sit back and hope that our good actions are noticed -- we need to present them to our public and ensure the message is heard, understood and accepted.

### **THE PUBLIC RELATIONS PROCESS**

#### **Identify the public**

Public Relations begin with perception. The public has a perception of your chapter and the Greek System that, whether right or wrong, needs to be addressed as if it is right. DO NOT ASSUME YOU KNOW THE IMPRESSION OF A TARGET PUBLIC. You will be surprised to discover the positives and negatives and where they come from. The public can be broken down as follows:

#### **The Campus Community**

- Faculty
- Administration
- Non-Greek students

- Prospective members
- Men's and Women's fraternities on campus
- The NALFO, Interfraternity and Panhellenic Councils
- Student government and other student organizations
- The campus press

**The O.D.Phi Public:**

- Active members
- Prospective members
- Regional and National Leadership
- Volunteers
- Other entities
- Alumni

**Friends of O.D.Phi:**

- Parents of members and prospective members ·
- Business contacts

**The General Community:**

- Civic leaders ·
- Neighbors
- The media ·
- High school students/parents

**Match their concerns to your behavior**

The next step is evaluating your chapter and your Greek system. Do the concerns of your public appear in the activities and operations of your chapter? After comparing their concerns and your actions -- determine which areas need change or elimination.

**Put your best foot forward**

The first step of any PR campaign starts inside your chapter. Good public relations cannot camouflage poor house operations. You will need to improve your level of operations and conduct yourselves in such a way that is acceptable to your public. This includes ensuring the absence of hazing, responsible use of alcohol, not condoning activities and programs that degrade or mistreat women, zero tolerance of drug use/sale by members, contributing to your campus community, and being seen as a positive influence in the classroom and in other campus organizations.

**Organize a proactive PR campaign**

It is important to be proactive in your PR. This means that PR has a constant emphasis within your entity; it is not used as a response to bad press or criticism.

## **Maintenance of a good chapter image**

Implement a strong public relations emphasis in your prospective member program, your officer responsibilities and your house activities. Keep in close contact with your advisors and the public, keep them informed as to your progress and current events. It is one thing to bring your chapter to an acceptable level, it is quite another thing to strive to be the best you can be and foster constant improvement.

## **Keep in contact with Regional and National Leadership**

When your chapter does community service projects, or any activity that puts the chapter in a positive light, make sure the leadership knows about it. The leadership would like to tell other chapters about your success in publications such as "7 Visions." If something bad does happen, it is necessary that you contact the leadership immediately. The leadership can help guide you through the situation, avoiding unnecessary "bad press." An unprepared response may only make things worse.

## **Public Service Announcements**

PSAs are used for radio and television media to gain publicity and recognition for public service events. They are not used for other types of publicity; they must have a service oriented message. These spots are free and they are selected purely on the interest of the event as described in your press release and public service announcement.

A PSA is written to be heard, rather than read, by the intended audience. It should be written in a conversational tone. The announcer must sound as if he is talking to the audience -- not reading to them.

In order for your public service announcement to be selected, it should be received by the station no later than 4 weeks prior to the release date. The standard length of a PSA can be 10, 20, 30 or 60 seconds. It is best to call the station and ask for its preference. Also ask for the name of whom to address the announcement. It is better to use the person's name on the envelope than his or her position or title. This holds true for all correspondence.

For televised PSAs, you may have the option of providing a video or slides. Be sure to take advantage of this opportunity. Also, screen the content of such and make sure there is nothing negative in its content -- especially alcohol or alcohol advertising.

The announcement can be in two forms; audio or written. An audiotape should be timed within the chosen length, sounding smooth and professional.

**Radio Copy (omit video portion) / Television**

Public Service Announcement

CONTACT: Name, title

Organization

Address

Phone

Email Address

PROJECT TITLE:

SECONDS:

ANNOUNCER:

RELEASE DATE:

ENDING DATE:

**VIDEO:**

IN THIS SECTION YOU WILL NEED TO DESCRIBE THE VIDEO PORTION IN REFERENCE TO THE AUDIO.

FOR EXAMPLE:

0-10 SECONDS: SLIDE ONE,  
CLOSEUP OF ENTITY RESIDENCE

10-20 SECONDS: SLIDE TWO,  
CLOSEUP OF HOMELESS SHELTER

20-30 SECONDS: SLIDE THREE,  
PHONE NUMBER AND REMINDER.

THIS SECTION SHOULD BE TYPED IN ALL CAPS AND SINGLE-SPACED.

IF USING VIDEO, BE SURE TO DESCRIBE WHAT IS HAPPENING VISUALLY.

*\* Don't forget to remind the listener who is providing the announcement at the end.*

**AUDIO:**

THIS SECTION WILL BE WRITTEN AND TIMED TO THE VIDEO PORTION FOR THE ANNOUNCER. BE SURE TO ACCOUNT FOR A CHANGING SLIDE OR CHANGING SCENE.

THIS SECTION SHOULD ALSO BE TYPED ALL CAPS AND SINGLE-SPACED.

**Press/News Releases**

A press release is the provision of information to a selected media like newspaper, magazine, radio or television. The information generally satisfies public curiosity, announces a public service or presents facts from a given situation. With this in mind, there are two types of press releases: advance and follow-up.

Advance releases, as the name implies, are released in advance of an event. They basically announce the event and/or serve as reminders in support of other advertising efforts.

On the other hand, follow-up releases present news that has happened. For our purposes, they will be beneficial in reporting the results of a philanthropic effort, a chapter accomplishment or in reporting a positive trend in the Greek system.

The release should be brief and should be geared to answer who, what, where, when, why and occasionally, how. In preparing your press release, remember the following:

1. Keep releases direct and factual. Supplemental news can be provided on a separate fact sheet included in the release.

2. The information included should be appropriate to the medium to which it is sent. Do not bother editors with material you know they cannot use. It is best to contact the service editor for any questions pertaining to any guidelines.
3. The contact person from your chapter should provide his name, title, organization, address, and phone number in case the editor has any questions.
4. A release line should also be included at the top of the page indicating the date for release. If the release is distributed in advance, the release should read, "Hold for release..."
5. The standard format for most press releases calls for the use of 8-1/2" x 11" paper, double-spaced copy, wide margins, and copy on only one side of the paper.
6. Releases, which run more than one page in length, should carry a page number at the center top of each page beginning with the second. Also, each page should end with a complete sentence in case the pages are separated. To indicate that the material is continued on another page, "MORE" is generally typed at the center at the bottom of the page. Usually "###" is typed in the center at the bottom of the last page of a release to indicate the end of the copy.
7. When photographs are included with a release, they should always include the caption line glued to the bottom of the border with rubber cement. The name, address, and telephone number of the contact should appear on the back of the photo. In most cases the photo should be black and white for the best reproduction.

## **Press Release Template**



FOR IMMEDIATE RELEASE: (Place Date Here)

**CONTACT:**

Contact Person

Company Name

Voice Phone Number

FAX Number

Email Address

Website URL

<HEADLINE> (Example: Omega Delta Phi 3<sup>rd</sup> Annual Charity Golf Tournament)

CITY, STATE (Example: AUSTIN, TX) – This is the opening paragraph, and it should be really brief but explain all important points. This paragraph should be anywhere from 3 to 5 sentences. It should include the event that’s going on, the date, time and important people. Preferred type fonts - Arial, Times New Roman, or Verdana.

The next paragraph goes into more detail. For example, this section could explain the importance of the event and why it’s taking place. This is a good place to mention that the program and its participants depend on grants and other outside funding. In general, remember that most important information should be placed at the beginning of the article - information at the end is less likely to be read.

Another section could talk about the need for your particular program(s). This is where you’ll go in detail about how it got started and what services you offer. Once again, you should keep paragraphs at about 3 to 5 sentences in length.

The very last paragraph is called the “boilerplate.” It is usually no more than 2 to 3 sentences. Example: The purpose of this brotherhood, a service/social Fraternity, dedicated to the needs and the concerns of our communities is and shall be to promote and maintain our traditional values of UNITY, HONESTY, INTEGRITY and LEADERSHIP. This brotherhood was founded in order to provide, to any man, a diverse fraternal experience which coincides with a higher education.

###

(This mark lets the reader know that it is the end of the article. Try to keep it at 1 page. If you have more than 1 page, then replace “###” with “-more-”)

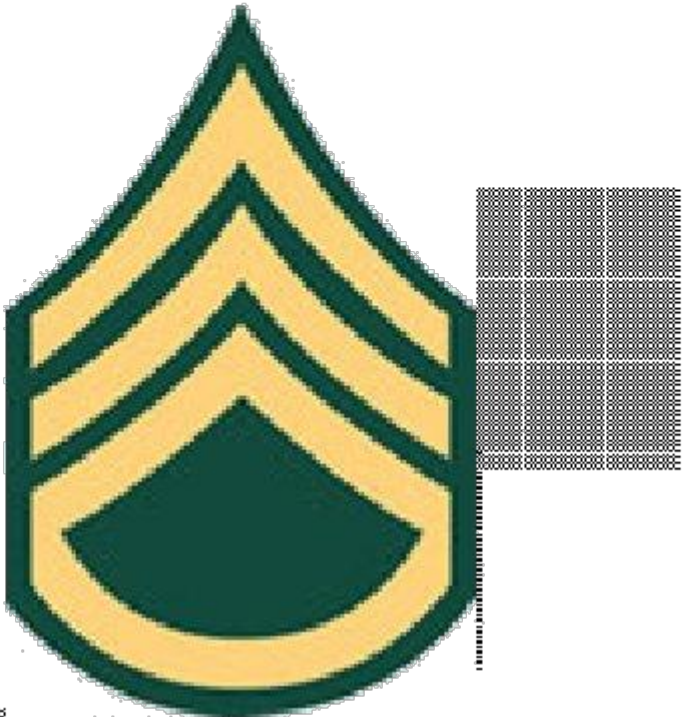
## **Fliers**

Fliers can take many forms and serve many purposes. They are generally used in recruitment, philanthropy promotion, and special event promotion. Fliers can generally be used to address groups within the campus community -- especially students. They can take different forms ranging from your basic 8 1/2" x 11" black on white to 1/2 or 1/4 sheet handouts, posters, and banners.

The basic guidelines for these are similar. Basically, any material which represents the Fraternity needs to be positive and portray the ideals and objectives of the fraternity. Don't use foul language or sexually suggestive material and avoid being insensitive to other groups.

Be sure to get proper permission for posting fliers. Ensure the proper permission is obtained to post flier on your campus. After an event, the chapter should remove any remaining fliers. A flier that stays up for weeks after its intended use can cause a negative impact.

# Sergeant at Arms



ΩΔΦ

## Duties & Responsibilities

Hold yourself responsible for a higher standard than anybody else expects of you, never excuse yourself. -Henry Ward Beecher

## Description

The Sergeant of Arms shall preserve order within the entity. He advises entity leaders and educates members on issues pertaining to risk reduction.

### *Responsibilities:*

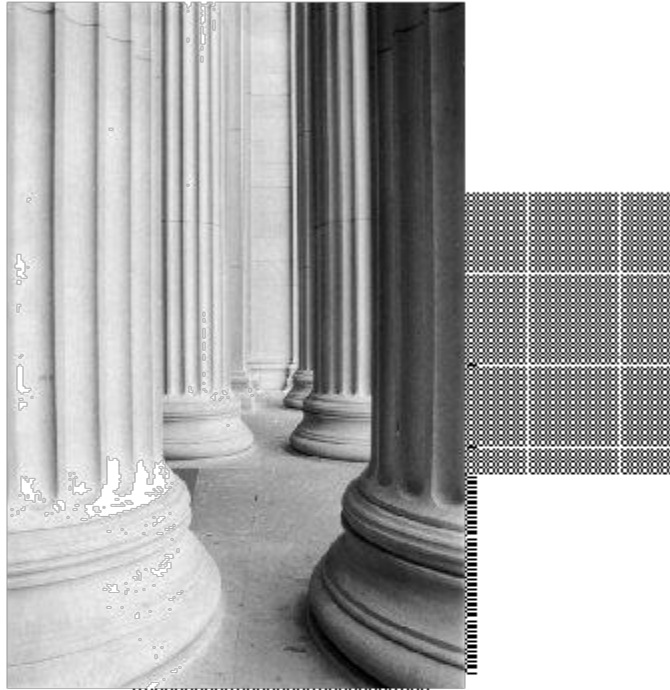
- Act as doorkeeper at meetings, maintaining order as needed or directed by the President.
- When necessary, be the active enforcer of the fraternity to discipline.
- Prepare the location of the general house meeting.
- Ensure the location of the house meeting is left clean and no items are left behind.

## **Being an Effective Sergeant of Arms**

### **Your Role as Leader**

Because you are in charge of maintaining order, it is critical that you always act in a respectable and responsible manner. You should be viewed as a role model for the other chapter members. No one is going to follow the rules if its own Sergeant at Arms can't abide by them. You are a leader of the chapter and you should commit yourself to acting as such.

# Historian



ΩΔΦ

## Duties & Responsibilities

"A generation which ignores history has no past and no future." -Robert Anson Heinlein

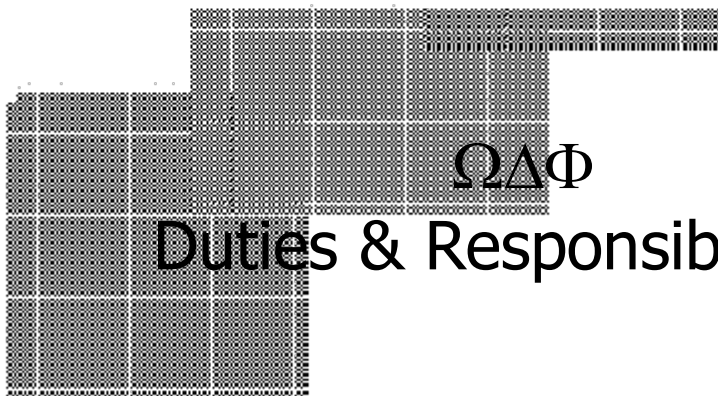
## Description

The Historian shall maintain a history of the fraternity through audio and visual tangibles, and shall be responsible for all items used to preserve that history.

## *Responsibilities*

- Maintaining the accuracy and integrity of fraternity historical records.
  - o Organizes and archives all pictures, posters, articles, etc.
- Collecting memorabilia of interest to the fraternity.
- Interviewing significant persons in the fraternity
  - o Transcribing the interview to help recreate significant events in the fraternity's history.
- Take photos of all events and record chapter history and produce a photo album for each term.
  - o Ensure past term scrapbooks/photo album are protected and maintained.
- Provide information for Omega Delta Phi Fraternity National Magazine, "7 Visions" about chapter activities.

# Athletic Chairman



ΩΔΦ

## Duties & Responsibilities

"The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime." -Babe Ruth

## Description

The fundraising chairman shall be the coordinator of all fundraising activities.

## *Responsibilities*

- Ensuring that members are physically and mentally ready to play at a competitive level with other teams.
  - o Coordinates practices.
  - o Acts as coach or appoints a coach for a particular team/sport.
- Ensuring the proper spirit of sportsmanship is adhered to at all fraternity functions and events.
- Communicating on and off campus athletic activities.
- Ensuring all fees for athletic competitions are paid in full.
- Ensuring all brothers are properly dressed in fraternity jerseys provided by the entity.
  
- Coordinating with the Public Relations Chairman, seeks sponsorship for O.D.Phi teams.
  
- Keeping an inventory of all athletic equipment and ensuring all equipment is available
- Brings written team rosters and sign up sheets to all events, complete with brothers' phone numbers and alternate players in addition to the starting players.
- Recognizing valuable players and sportsmen within the entity.

## **Being an Effective Athletic Chairman**

### **Intramurals**

The intramural program at the university is perhaps one of the most enjoyable and visible aspects of fraternity life. Although the program is open to all students, fraternity participation and competition is very strong on campus. The fraternities involved in intramurals compete against each other in friendly rivalries, in sports such as sand volleyball, flag football, softball, basketball, tennis and golf. Excitement and enthusiasm are a big part of the intramural events.

Intramural events also teach the importance of team work. Because of the intense competition, fraternity members learn how success comes from team work and dedication, both on the field and off.

### **Team Captains**

The Chairman may appoint captains for various teams or, alternatively, have each team elect them.

Most likely, the Athletic/Intramural Chairman will not be able to attend every function and/or may not have the skills to participate on every team. Therefore, it is important

that each Team Captain be aware of the Chairman's overall responsibilities at athletic contests and fulfills those duties in his absence. This includes ensuring team members know the schedule, obtaining equipment, and officially representing the chapter at any competition.

## **Spectators**

Ideally, everyone in the chapter will attend Intramural events even if they are not participating. Sometimes this may not be possible – whether due to the nature of the venue or people's schedules.

If the Chairman is not participating, it is his responsibility to ensure the members behave in an appropriate manner and engage in supportive, but not negative conduct. Channel the group's enthusiasm in a positive manner and diffuse any potential sources of conflict with opposing fans. If the Chairman is participating, he must make sure another member; preferably someone on the Executive Committee assumes this responsibility.

## **Selecting Intramural Teams**

The ideal is for all members of the chapter to participate, but should it become necessary, the Athletic Chairman and team captain will have to determine the composition of all rosters. This should be done through open tryouts if there is more interest than any sport's roster can accommodate. (Some schools may also allow the chapter to register more than one team – offer this as an option to the chapter whenever possible).

Given the challenging schedule of college, rosters should be extensive and any alternates should also practice with the team. Brothers should not feel excluded and if a team does require tryouts, the evaluation should be based on skill. Once the team is selected, the Chairman must let the Team Captain manage issues such as playing time, substitutions, etc. It is important to utilize the talents of all members – men in the new class may be very talented in a particular sport. You should become aware of this during the recruitment process and encourage their participation. There should always be enough brothers available as alternates so that forfeiting competition due to lack of participation is never an occurrence.

## **Scheduling & Announcements**

The chairman is responsible for obtaining the full event schedule from the IFC and/or Department of Intramural Athletics. He must keep the chapter informed of any changes to the schedule, postponements, etc. The schedule should be provided to the chapter at the beginning of the semester, posted on the chapter website, and reviewed with each team captain. At every chapter meeting, your report should include the week's upcoming schedule. This announcement should indicate any concerns about participation, venue changes from the master schedule, and where the chapter is in the

standings for those events and overall. Sending an e-mail or text message update once per week can be very useful. If there is a cancellation, need to reschedule, or team members will be unable to participate. A way must also be organized to ensure adequate representation.

## **Publicizing Results**

You must make sure that the Director of Administration and the Historian have all the information that they need regarding Intramural team and individual accomplishments. Work with them to ensure that appropriate coverage is also in all campus publications. Write a synopsis of each season that highlights outstanding contributors, games, plays, etc. and include in the chapter history.

## **Staying Organized**

The Athletic Chairman should keep all schedules, name lists, rulebooks, registration and financial information in one binder for quick reference. Maintaining an "Intramural Board" is also helpful to make sure all chapter members are aware of upcoming Activities. The board may take the form of a dry erase board, a cork board, or even a web-based "board". Important information such as the team's name, the opponent, the time, the location, and any other comments about practice, equipment, etc. should be listed on the board. The board may also list upcoming events and provide sign up Sheets so time at chapter meetings is not spent on identifying team members. Also the chairman may wish to create a "Player's Information Sheet" with contact information, school ID number, Social Security numbers, health concerns, previous participation, Class schedules, and skill levels to make his job easier.

## **Safety**

Participation in physical activity is easier if the chapter has access to safe, convenient recreation and fitness facilities as well as proper functioning equipment. On campus facilities and sponsored competitions are ideal since the University will provide a standard level of maintenance.

The Athletic Chairman should also work with the Association to maintain a standard of safety for areas in the house or on the property such as weight room, basketball court, volleyball court, etc. where physical activities may occur. In any situation, common sense should always prevail as to the level of safety provided and concern for the individual should be paramount over competition and winning.

## **Physical Development Activities**

Though coordination of intramural activities is a large part of the Athletic/Chairman's position, he also needs to incorporate and encourage physical participation within the chapter. A few successful ideas from other fraternity chapters to do so include the following:

- Prospective Members versus Active members
 

Organize some type of athletic contest between New and Active Members after recruitment week or during a chapter retreat. The Athletic Chairman is responsible for helping maintain an environment where competition is friendly and healthy, where camaraderie among brothers is just as important as the competition itself.
- Big/Little Brother Contests
 

Coordinate teams of Big and Little Brothers to compete against each other in a physical challenge or working out in consecutive days before spring break, etc. The winning pair could receive tickets to a University athletic contest or a subscription to *Men's Health* magazine.
- Alumni Activities
 

Coordinate athletic activities with the Director of Alumni Relations and/or the Association to sponsor a Golf tournament, tennis matches, Softball, or Flag Football games. Offering alumni the opportunity to bond with current members through friendly competition has proven to be a successful formula for many chapters.
- Partner/Challenge a Sorority
 

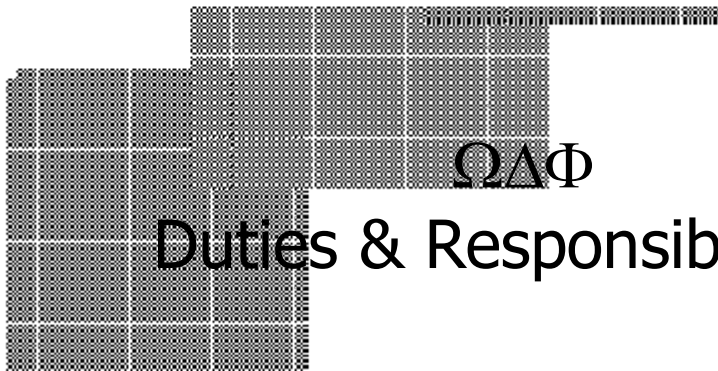
In an extension of New Year's resolutions, partner with a sorority for a workout program and have members compete against the sorority members to work out regularly.
- Dance
 

Whether jitterbug, swing, two-step, ten-step, Cotton Eyed-Joe, Salsa, ballroom, hip-hop, or contemporary – is a legitimate and satisfying way to pursue both social and physical development. Chapter members can enjoy the fruits of healthy interaction with others while improving their coordination, balance, dexterity, stamina and their self confidence. Plus, it's fun. You might consider planning a 6-week series with a sorority and inviting in an expert instructor to lead.
- Health tips
 

The Chairman could offer a physical health tip of the week about the benefits of exercise and physical fitness verbally at meetings or in email minutes.

The Athletic Chairman could contact a local gym and see if there reduced rates for joining many members of the chapter at once. Perhaps the brother with the highest grade point average from the year gets a year membership for free with funds from the chapter scholarship budget.

# Chaplain



## Duties & Responsibilities

"Have the courage to say no. Have the courage to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity."

-W. Clement Stone

## Description

The Chaplain shall be the coordinator of all rituals and traditional activities.

### *Responsibilities:*

- Be guardian of all Fraternity paraphernalia, properly displaying them whenever customary and ensuring their care.
- Plays a key role in ensuring the sacraments of the Fraternity are being represented by all individuals of the active house.
- The chaplain is responsible for educating the chapter members about the spiritual and moral values of the Fraternity.
- Coordinating reflection discussions after service projects/events to maximize an individual's growth.
- Lead the Fraternity Prayer
- Visit members when they are in the hospital and assist them in their needs.
- Ensure communication
  - o To members who have lost loved ones.
  - o To the family of deceased members.

### **Being an Effective Chaplain**

Fostering individual spiritual growth is a component of what being a complete person is. The Chaplain aims to accomplish in educating and maintaining morals throughout his house. While there are certainly brothers of different faiths within the Fraternity, we strive to maintain and recruit members of good moral fiber. There is no doubt that members within each entity can benefit from discussing the role that faith and spirituality can play in his life and in society.