



# Initiate Advisor Duties

This document outlines the duties of the Chapter Initiate Advisor according to Phi Sigma Pi's National Constitution. It should be noted, however, that this document is not all-inclusive. Additional duties may be assigned by the Chapter or sheltering institution.

The Initiate Advisor shall:

- A. Be responsible for reviewing and updating the Initiation Program of the Chapter;
- B. Be responsible for maintaining and upholding the integrity of the Initiation Program of the Chapter in relation to the rules of the sheltering institution and any rules established by the Chapter;
- C. Be responsible for the planning and implementation of the Initiation Program approved by the Members of the Chapter at the meeting prior to the first meet night held by the Chapter;
- D. Report Initiation activities and send a complete detailed description of the Initiation Program to the National Office by the specified due dates;
- E. Be responsible for ensuring that all newly Inducted Members be taught the Fraternal grip and word;
- F. Be a voting Member of the Executive Board.

*Phi Sigma Pi National Constitution (Article XI, Section 9)*

**The Initiation Program should be planned in advance to ensure that Members and Potential New Members have a full calendar of activities by the start of Recruitment.**

**During Recruitment, PNMs should be made aware of the following:**

1. The expectations of Initiates and the time that will be required
2. Timing of all Initiate Meetings
3. Dates for Pinning and Induction

**Once Initiates are pinned, they should receive a copy of *The Scholar's Province* and the Initiation Handbook and Manual.**

**As the Initiate Advisor, you are responsible for the safety and well-being of the Initiates, which includes refraining from any behavior that makes Initiates feel unsafe mentally, physically or emotionally.**

**Phi Sigma Pi's Anti-Hazing Policy can be found at [phisigmapi.org/keypolicies](http://phisigmapi.org/keypolicies).**

Check out the Initiate Advisor Resources under "Officers" at [phisigmapi.org/resources](http://phisigmapi.org/resources) for tools to help you excel in your role as the Chapter Initiate Advisor.

- General Officer Duties and Responsibilities
- Initiate Bill of Rights
- Curriculum Guide



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## Requirements of the Initiation Program

The Initiation period begins with the Ritual Pinning Ceremony and ends with the Ritual Induction Ceremony. It may not span more than one academic term.

The National Constitution requires that each Chapter have an Initiation Program that includes:

- A minimum of five Initiate Meetings
- Education of Initiates in accordance with Chapter and National guidelines
- The planning and execution of an event by Initiates that represents Phi Sigma Pi's ideals
- Attendance at a Chapter Meeting
- Assignment of each Initiate to a Collegiate or Alumni Member who will serve as an example and provide guidance
- Education of Initiates on the Fraternity Songs, National and Chapter history, National and Chapter governing documents and *The Scholar's Province*
- Each Initiate receiving feedback at least once on progress through the Initiation Program
- Requirement of all Initiates to achieve at least an 80% on the National Membership Exam

## Best Practices for Initiate Meetings

The success of the Initiation Program in educating Initiates and retaining them to Induction lies heavily on the successful execution of weekly Initiate Meetings.

Here are some ideas for making the most of these important opportunities to connect with Initiates while teaching them about what it takes to be an ideal Member:

### Match Bigs and Littles Early

Matching Initiates with Members who can support them throughout the Initiation Program will lessen the burden for the Initiate Advisor in supporting an entire class of Initiates through the challenges of meeting the requirements.

### Incorporate Chapter Leadership

Making use of Chapter Officers and Committee Chairs is a great way to acquaint Initiates with the information they need to know while getting to know Members. The Historian, for example, may be invited to teach the history of the National Fraternity and the Chapter.

### Encourage Engagement in Chapter

Inviting Initiates to be involved in the business of the Chapter can help them feel more connected. Initiates should not be privy to sensitive matters like discipline, however.