



# Week 1 Agenda

## Length of Meeting

120 minutes

## Before Meeting

- Send meeting reminder to Initiates
- Review Week 1 Meeting Presentation Outline
- Add Chapter Officers to SLIDE 13 of the Week 1 Presentation
- Add Committees and Committee Chairs to SLIDE 14 of the Week 1 Meeting Presentation
- Arrive early to set up the room and test computer/projector
- Place a name tag at each Initiate's seat

## During Meeting

- Take attendance
- Phi Sigma Pi's Purpose (p. 8)
- National Policies (pp. 10-11)
- Initiate Bill of Rights (p. 12)
- National Documents (p. 13)
- The Initiation Program (p. 14)
- Chapter Structure (pp. 18-19)
- Parliamentary Procedure (pp. 20-21)
- Initiate Class Nominations and Elections (pp. 22-23)
- Homework
- Quiz 1 Review

## After Meeting

- Send follow-up to Initiates:
  - Homework
- Send invitation to Historian and Committee Chairs for next week's meeting
- Review all materials for next week's meeting
- Print copies of Quiz 1 for all Initiates

## Supplies

- Name Tags
- Pens
- Computer with internet access
- Projector

## Presentation Resources

- Week 1 Meeting Presentation
- Week 1 Meeting Presentation Outline
- Week 1 Meeting Presentation Script (optional)

## Homework

- Read *The Scholar's Province* pp. 24-44
- Study for Quiz 1

# Week 1 Meeting Presentation Outline



- Welcome

- 
- Agenda

Here's what we'll cover today:

- 
- Phi Sigma Pi's Purpose

The purpose of Phi Sigma Pi is tied to the ideals upon which we were founded.

We call these ideals The Tripod.

Scholarship, Leadership and Fellowship are all valued equally as they support our Fraternity's mission to improve humanity through social service.

- 
- Anti-Hazing Policy

All of these policies can be found on page 10 and 11 of *The Scholar's Province* and on the National website at [phisigmapi.org/keypolicies](http://phisigmapi.org/keypolicies).

Phi Sigma Pi neither approves of nor shall be responsible for actions of Members which result in an injury to a person or damage to property.



## Agenda

- Phi Sigma Pi's Purpose
- National Policies
- Initiate Bill of Rights
- National Documents
- The Initiation Program
- Chapter Structure
- Parliamentary Procedure
- Initiate Class Nominations and Elections

## Phi Sigma Pi's Purpose: The Tripod

### Scholarship

The acquisition and dissemination of information and knowledge through scholarship

### Leadership

The application of professional skills and the fostering of leadership qualities by promoting and advancing the welfare of humanity

### Fellowship

The fostering of non-discriminatory, Fraternal fellowship within Phi Sigma Pi's ranks



## Anti-Hazing Policy

Hazing shall be defined as any action or situation that recklessly or intentionally endangers an individual, including their:

- mental health
- emotional health
- physical health
- safety

It is irrelevant whether or not an individual is willing to participate

Includes any activities that are not consistent with regulations and policies of the sheltering institution or behavior that is unbecoming a Member of Phi Sigma Pi.

# Week 1 Meeting Presentation Outline

## Inclusivity Policy

Phi Sigma Pi welcomes all eligible students regardless of:

- race
- color
- religion
- National origin
- ancestry
- age
- sex
- gender identity
- gender expression
- sexual orientation
- disability status

## Alcohol and Illegal Substance Policy

The use of alcoholic beverages is discouraged, but not prohibited, at any Phi Sigma Pi sponsored event, function, or meeting.

Illicit use of controlled substances as defined by state and federal law at any Phi Sigma Pi sponsored event, function or meeting is prohibited.

## Alcohol and Illegal Substance Policy

Alcohol and/or illicit use of controlled substances shall be strictly prohibited at any Collegiate Chapter membership drive event. A membership drive event is considered any event planned for or by the Initiates and/or Prospective Members during the recruitment and Initiation period.

Collegiate Chapters are strictly prohibited from using Collegiate Chapter moneys for the purchase and consumption of alcohol and/or controlled substances at any Phi Sigma Pi function.

## Sexual Assault & Harassment Policy

Sexual assault and harassment is illegal and any Member or Initiate who sexually assaults or harasses another Member, Initiate, or guest of the Fraternity is criminally and personally liable for his/her own actions.

## ○ Inclusivity Policy

Phi Sigma Pi is an inclusive organization, and we do not discriminate against any one for any reason.

## ○ Alcohol and Illegal Substance Policy

All laws pertaining to the use of alcohol must be followed in the event that alcohol is included as part of a Phi Sigma Pi event.

Members who are below the legal drinking age of 21 should refrain from the use of alcohol.

## ○ Alcohol and Illegal Substance Policy

Alcohol will never be part of an event associated with the Recruitment or Initiation processes, and Initiates are prohibited from attending any event where there is alcohol.

If alcohol is present at an event, Chapter moneys may not be used for its purchase.

Proper risk management must be followed for any alcohol event.

## ○ Sexual Assault and Harassment Policy

Every Initiate and Member should have the benefit of a Phi Sigma Pi experience that is free of the risk of sexual assault and harassment.

All individuals are expected to refrain from any behavior that could make others feel uncomfortable, unsafe or unwelcome.

# Week 1 Meeting Presentation Outline

## Initiate Bill of Rights

*The Scholar's Province* (p. 12)

- Initiate Bill of Rights

The Initiate Bill of Rights outlines the rights of every Initiate throughout the Program.

(Review the Initiate Bill of Rights as outlined on page 12 of *The Scholar's Province*

## National Documents

- National Constitution
- National Operating Policies
- National Risk Management Policy

- National Documents

The National Constitution outlines the primary policies and organization of the Fraternity, including expectations of Chapters.

The National Operating Policies contains the official policies related to the day to day running of the Fraternity and dues and due dates.

The National Risk Management Policy provides guidelines for events and aids Chapters in minimizing risk for their Members.

## The Initiation Program

*The Scholar's Province* (p. 14)

- The Initiation Program

Page 14 of *The Scholar's Province* outlines the Initiation Program and all that you can expect to gain from this experience.

As an Initiate of Phi Sigma Pi, you will have the opportunity to learn about the history and values of our Fraternity.

The primary purpose of the Phi Sigma Pi Initiation Program is to prepare you for active membership.

## Chapter Structure

*The Scholar's Province* (pp. 18-19)

- Chapter Structure

Information about Chapter Officers and Committees can be found on pages 18 and 19 of *The Scholar's Province*.

(Allow the Vice President to review the information on page 18.)

# Week 1 Meeting Presentation Outline

## Chapter Officers

President - [NAME]

Vice President - [NAME]

Secretary - [NAME]

Treasurer - [NAME]

Historian - [NAME]

Initiate Advisor - [NAME]

Parliamentarian - [NAME]

## ○ Chapter Officers

(Review the list of Chapter Officers, including position and name.)

(Be sure to highlight any Officers they may interact with directly, for example, communicating with the Treasurer for payment of dues or setting up a payment plan.)

## Chapter Committees

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

[NAME OF COMMITTEE] - [NAME OF COMMITTEE CHAIR]

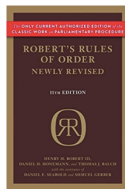
## ○ Chapter Committees

(Review the list of Chapter Committees, including the names of the Committee Chairs. Allow time for any Committee Chair who is present to share a brief description of their Committee and their key projects.)

\*\*Consider having a sign up sheet so that Initiates can list on which they would be most interesting in serving. Initiates can be invited to an upcoming Committee Meeting.

## Parliamentary Procedure

- Based on Robert's Rules of Order Newly Revised
- Ensures that meetings run smoothly
- Includes pro/con debate to give everyone a voice in the discussion



## ○ Parliamentary Procedure

(Allow the Parliamentarian to review this slide.)

Our Chapter and the National Fraternity both use Parliamentary Procedure, or Parli Pro, to ensure that meetings run smoothly and give everyone an opportunity to share their opinion through debate.

Robert's Rules of Order Newly Revised is the text that we use to ensure that we are following the proper procedures.

## A Typical Agenda (CROPTUNA)

- |   |                               |
|---|-------------------------------|
| Call to order   | Temporary Committees' Reports |
| Reading and correction or approval of minutes from last meeting | Unfinished Business           |
| Officer Reports   | New Business                  |
| Permanent Committees' Reports                                   | Adjournment                   |

## ○ A Typical Agenda (CROPTUNA)

(Allow the Parliamentarian to review this slide.)

A typical agenda for a Chapter Meeting can be found on page 20 of The Scholar's Province.

Remembering CROPTUNA can be a good way to remember the order of the agenda, which you will need to know for the National Exam.

# Week 1 Meeting Presentation Outline

## Nominations and Elections OFFICER NOMINATIONS AND ELECTIONS



- Nominations and Elections

The National Office has created a video that demonstrates the process of nominating and electing Officers.

## Initiate Class Nominations and Elections

*The Scholar's Province* (p. 22-23)



- Initiate Class Officers

(Review the list of Initiate Class Officers that will be elected and their primary duties in the Initiate Class.)

(Guide Initiates through the process of nominating and electing Officers as outlined on pages 22 and 23 of *The Scholar's Province*.)

## Homework

Read from *Scholar's Province* pp. 24-27

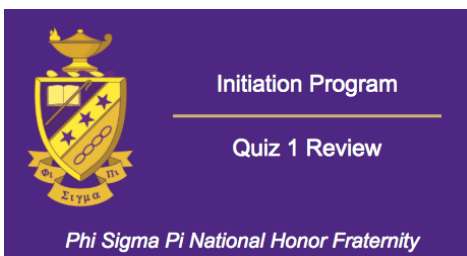
Study for Quiz 1 (from Week One material)

Read from *Scholar's Province: Phi Sigma Pi History* pp. 28-44

- Homework

Read *The Scholar's Province* pp. 24-44

Study for Quiz 1



- Quiz 1 Review

Next week we will have our first quiz to help you prepare for the National Exam.

Let's go through a few questions to test your knowledge of the information we learned today.

# Week 1 Meeting Presentation Outline

## Quiz 1 Review

Hazing is any action or situation that recklessly or intentionally endangers the \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ health or safety of any individual, regardless of the person's willingness to participate

Hazing is any action or situation that recklessly or intentionally endangers the \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ health or safety of any individual, regardless of the person's willingness to participate

**mental, physical, emotional**

---

## Quiz 1 Review

This policy states, "Alcohol and/or illicit use of controlled substances shall be strictly prohibited at...any event planned for or by the Initiates and/or Potential New Members during the Recruitment and Initiation Period."

This policy states, "Alcohol and/or illicit use of controlled substances shall be strictly prohibited at...any event planned for or by the Initiates and/or Potential New Members during the Recruitment and Initiation Period."

**Alcohol and Illegal Substance Policy**

---

## Quiz 1 Review

True/False: Among the rights of an Initiate outlined in the Initiate Bill of Rights is the right to be treated with respect.

True/False: Among the rights of an Initiate outlined in the Initiate Bill of Rights is the right to be treated with respect.

**True**

---

## Quiz 1 Review

Parliamentary procedure ensures that:  
a. meetings run smooth  
b. meetings are purposeful  
c. meetings finish early  
d. meetings are necessary

Parliamentary procedure ensures that:

- a. **meetings run smoothly**
- b. meetings are purposeful
- c. meetings finish early
- d. meetings are necessary

# Week 1 Meeting Presentation Outline

## Quiz 1 Review

\_\_\_\_\_ is used at the annual Grand Chapter Meeting, where Members from each Phi Sigma Pi Chapter can make Fraternity-wide changes.

\_\_\_\_\_ is used at the annual Grand Chapter Meeting, where Members from each Phi Sigma Pi Chapter can make Fraternity-wide changes.

## Robert's Rules of Order

## Quiz 1 Review

The following is a typical agenda used during parliamentary procedure. Put these agenda items in order from first to last.

- \_\_\_ Temporary Committees' Reports
- \_\_\_ Reading and correction or approval of minutes from last meeting
- \_\_\_ New Business
- \_\_\_ Adjournment
- \_\_\_ Officer Reports
- \_\_\_ Call to order
- \_\_\_ Permanent Committees' Reports
- \_\_\_ Unfinished Business

The following is a typical agenda used during parliamentary procedure. Put these agenda items in order from first to last.

- 5 Temporary Committees' Reports
- 2 Reading and correction or approval of minutes from last meeting
- 7 New Business
- 8 Adjournment
- 3 Officer Reports
- 1 Call to order
- 4 Permanent Committees' Reports
- 6 Unfinished Business

## Quiz 1 Review

True/False: Pro/Con debate gives everyone a voice in the discussion.

True/False: Pro/Con debate gives everyone a voice in the discussion.

**True**