

President's Manual

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To the New Chapter President

Congratulations on your election to THE key leadership position in your chapter. It is the highest honor and responsibility you can achieve in an undergraduate chapter. Moving forward, you are more than just “one of the guys” in the chapter. You have just become the chapter’s public voice, guide, and administrator.

Much of the success (or failure) of the chapter lies in your hands. The chapter will look to you for motivation, direction, leadership, and inspiration.

As President, your primary responsibility is to keep the chapter focused and committed to the fraternity’s mission. The Fraternity’s purpose and values exists in many of the fraternity’s documents, including its Mission Statement, Vision, Code of Conduct, etc.

With the proper organizational skills, the work can and should be delegated among all your officers. The difference between a truly successful chapter and a mediocre chapter that spends its time spinning its wheels is clear, concise organization.

Read through this material carefully and create a chapter action plan. Share the information in this manual with each applicable officer along with your own ideas about the direction the office and chapter should take. The most important thing to remember is that you are not alone.

A. Who To Turn To

Before diving head first into the responsibilities of your position, it is important to take a step back and see the full range of resources available to you. The resources exist, but it is up to YOU to establish the contact.

- **Past Presidents:** Possibly the most accessible resource. Not only do they tend to be easiest to find, but they have spent much of their time dealing with the chapter’s most current challenges
- **Chapter Advisors:** The single most important contact you may have. While undergraduates typically only see a few years in the evolution of a chapter, the advisor often has a much broader perspective, and sometime in the past has likely has seen the chapter’s current issues
- **Alumni:** Again, there is a good chance many of the current challenges and problems have been dealt with at some point in the past by your predecessors. Not only do they have vast amounts of fraternity knowledge, but they now have also acquired business sense in their careers that could be useful to you in administrating the chapter’s business
- **The University:** The Fraternity/Sorority Advisor or other student affairs professional is THE best source for information about the fraternity/sorority community. Having a good relationship with the fraternity/sorority life staff and the Office of Student Life is critical to the success of the chapter.

B. Rights of a Chapter President

Along with the responsibilities you have accepted, you will also feel pressure at times to give

up any free time and privacy you once enjoyed. From now on, you are going to have to manage your time in a different fashion, or have it completely consumed by members of the chapter who want to talk about their problems, their ideas and not your objectives. If the weight of the entire chapter starts coming down on you, it is important to step back to remind yourself and your chapter that you still have basic rights as a member that they must respect.

Chapter President's Bill of Rights

1. The right to privacy.
2. The right to represent the chapter in public.
3. The right to make mistakes.
4. The right to not be everyone's parent.
5. The right to expect responsibility among members and officers.
6. The right to be yourself.
7. The right to say no to borrowers.
8. The right to have your own problems.
9. The right to expect recognition and respect.
10. The right to enjoy one's membership.

Refer back to this list as often as you need to remind yourself that first and foremost, you are a college student. It doesn't help you nor the fraternity if you drop out of school because you give all your time to the fraternity.

You may even want to post a copy of the Chapter President's Bill of Rights on your door to remind others.

C. Time Management

Look at your study schedule. It may be necessary to select a location away from the chapter to prioritize your studying. Now more than ever, it will be important for you to treat school as a job. Poor performance in the classroom reflects badly upon both you as an individual and the chapter as a whole. The chapter should work to support academic performance; the individual should learn to budget his time and set priorities.

Try to spend 8 a.m. to 5 p.m. going to class and doing homework so you will have evenings and weekends for Fraternity work and personal free time.

Divide up every hour of the day. Set aside a few hours a week in your academic planner (get one if you haven't yet) as officer hours for people to come and talk Fraternity business. This is not to suggest that you should never deal with Fraternity business outside of these hours, but it should concentrate the business or problems other people want to bring to your attention.

Transition

The first weeks of your term can be the most beneficial if you are able to lead your Executive Board through a smooth, educational transition. The best time to do this is at the closing weeks of the previous administration's term.

No doubt you will have some officers come in with big plans and starry eyes. While we don't want to discourage dreamers with big plans, they do need to be oriented to the daily grind of their job. If we don't, these big plans can be crushed by reality, and your chapter is left with burned-out officers who aren't as productive as they could be.

A. Meet with Outgoing Officers

The most difficult part of this meeting will be getting everyone together. Most likely, some of the former officers will be suffering from burn-out, and will be reluctant to attend. It may be time to pull out your best “for the love of the Fraternity” speech, so do whatever it takes to get them there.

Start out with about a half hour joint session with open discussion on the state of the chapter. There’s a good chance that there will be discrepancies between the perceptions of the new officers and the more experienced officers. This is to be expected as the old officers have better insight into the overall health of your chapter. As the new president, you should chair the meeting, and your new secretary should take minutes to be used later at the new retreat.

After everyone has had a chance to say his piece, break off into individual meetings between each new officer and his predecessor.

Each outgoing officer should bring:

- All organized files, manuals, and officer notes and turn them over to counterpart with full explanation of each
- A list of any unfinished projects he had been working on. This includes a summary of the project, current status of project milestones, and any action needed as next steps
- A list of his biggest challenges in that office

This is the time when the reality of office will set in for many. This may sound a little depressing, but this is the atmosphere that we are looking for. In this setting the old officer can explain the more tedious side of each job as well as the best way to stay on top of things so that you can work on special projects that truly interest you.

Your meeting with the former president should take longer than the rest. Not only will there be more files and records to go over, but you will also need to go over your new role as chapter spokesman. The three main groups you will be a spokesman to are:

- The university community (the Greek life office, other fraternities and sororities, student organizations, other constituents of the campus community)
- The fraternity’s national leadership
- The chapter’s alumni

B. More e-Paperwork!

By this time you should have had your secretary e-mail the national secretary secretary@pialphaphi.com with the names, addresses, phone numbers, e-mail addresses, and instant message addresses, of all your chapter’s new officers.

Updating your contact information with the national leadership is critical, because if you don’t, you will miss out on any important national announcements.

Chapter contact information is listed here:

http://www.pialphaphi.com/?page_id=8

If your chapter’s contact information is out-of-date, please contact the national secretary at secretary@pialphaphi.com.

Chapter President’s @pialphaphi.com e-mail address

As you may have noticed when you look at the Chapter Contact page, each chapter has an official @pialphaphi.com e-mail address. The outgoing President should hand over access to the chapter presidents' @pialphaphi.com e-mail address. If you there is some difficulty getting access, please contact the national secretary secretary@pialphaphi.com and he can request that the account password be reset for you.

Logging into the chapter e-mail account:

You may access your new e-mail account at: <http://mail.pialphaphi.com>
Enter your chapter's user ID and password. The e-mail account is run by gmail, so if you have a gmail account it should look very familiar. You may want to go over some of the older e-mails to get caught up with important recent issues of the chapter.

The fraternity uses google calendar to organize and communicate the events and other meeting information. As Chapter President, it is highly beneficial to subscribe to this calendar. To access the google calendar, log into your gmail account, click on the "Calendar" link in the upper left corner of your screen. Search for "Pi Alpha Phi Master Calendar". Subscribe (if not already subscribed)

C. Meet the Alumni

Hopefully you have already had extended contact with your local Alumni Association (if your chapter has one), but this will be your first formal meeting as Chapter President. Ideally, this meeting will take place after your meeting with the outgoing officers and before the new officer retreat. This way you will have a better idea about the chapter's current status and direction, and allow the alumni a chance to give you their input before you set your final goals. This may not, however, be possible as your Alumni Board is composed of volunteers who have busy schedules outside of the Fraternity.

Again, your meeting should evaluate the chapter's current status as well as discussing future plans. This meeting should deal with larger long-term projects like establishing a scholarship fund. Keep the meeting light and fun, keep in mind that the alumni officers are doing this on their free time. There will be many chances later to focus on the nuts and bolts of the various projects. How many of your officers you bring to this meeting is a judgment you will have to make. Besides yourself, your vice-president, alumni relations chair and treasurer should be present.

D. New Officer Retreat

At this point, the transition is nearly complete. You have retired the past Executive Board to the chapter's Hall of Fame, you have met with the alumni, and now it's time to get down to work. That's right, it's time to set the direction, goals and plan of action for your administration.

1. What is an Officer's Retreat?

The type of retreat we explain here is an opportunity for the new offices of a chapter to make a strategic withdrawal for the purpose of reflection, evaluation, planning and re-dedication.

2. Why Retreat?

The success of each chapter administration depends primarily upon three basic characteristics:

- a. Ability to work together as a team.
- b. Ability to effectively evaluate existing policies and programs. This involves recognizing problems and weaknesses as well as strong points.
- c. Ability to formulate new ideas, policies, and programs which either strengthen existing ones

or replace and eliminate ineffective, or obsolete programs, and traditions.

A retreat can offer a unique opportunity for the individual development of each of these three characteristics of leadership. This withdrawal from the hustle and bustle and distractions of campus, can provide an objective evaluation of all chapter operation, and the formulation of goals and plans resulting in a new inspiration and determination on the part of the chapter leaders.

3. When and Where?

New chapter officers should hold a retreat shortly after elections but prior to the date they will officially assume office. Retreats are ordinarily scheduled for a weekend at locations away from campus.

4. Who Should Go?

The new president has the most input on this decision. He should include the key officers and committee chairmen of the new administration and it is wise to invite the Chapter Advisor or some other alumni as well as the retiring president. The new president is responsible for organizing and directing the retreat.

5. Before the Retreat: Preparation

Arrangements must be made for the location, facilities, etc. In addition to this, all invitees should be informed of the time, place, materials to bring (notebooks, past files, etc.) and the schedule of events. A copy of the sheet containing this information is useful to those attending.

6. The Retreat Itself

During the retreat each area of operations should be discussed and evaluated, new ideas should be introduced and exchanged, finally specific goals, policies, and plans for the year should be recorded for future reference.

7. After Retreat – Follow Up

The success or failure of a retreat is seen most clearly by what happens during the days and months that follow. The chapter leaders should examine their accomplishments monthly and compare them with the plans and goals established at the retreat.

E. On Being a Leader

“Leader, if you want my loyalty and best efforts as a group member, you must take into account fact that:

1. I need a Sense of Belonging.
 - a. A feeling that no one objects to my presence.
 - b. A feeling that I am sincerely welcome.
 - c. A feeling that I am honestly needed for my total self, not just for my hands, my money, my time, etc.
2. I need to have a share in Planning the Chapter Goals. (My need will be satisfied only when I feel that my ideas have had a fair hearing.)
3. I need to feel that the Goals Are Within Reach and that they make sense to me.
4. I need to feel that what I’m doing contributes to the community, that its value extends beyond the chapter itself at some time.
5. I need to share in Making The Rules Of The Chapter, the rules by which together we shall live and work toward our goals.
6. I need to See that Progress is being made toward the goals We have set.
7. I need to have Responsibilities That Challenge, that are within range of my abilities, and that contribute

toward reaching our goals.

8. I need to know in some clear detail just what is Expected Of Me, so that I can work confidently.

9. I need to be kept informed.

10. I need to have confidence in my leader—confidence based upon Assurance of Consistent Fair Treatment, Of Recognition When It Is Due, And Trust That Loyalty Will Bring Increased Security.

In brief, the situation in which I find myself must make sense to me regardless of how much sense it makes to the leader.

A good leader is one whom incites good performance out of the organization when the going gets tough! He is not always the most popular or loved person in the group, but he should have the respect and confidence of the members, based on his actions as leader!

F. Primary Offices

Though the Executive Board is vital for the insured success of the chapter, it takes individual officers to comprise it. Each must be sincere about his responsibilities and know what they entail.

There are a few general responsibilities of which officer and member needs to be aware:

1. Be certain your program includes:
 - a. Being fully informed
 - b. Evaluating all situations and possibilities
 - c. Making plans
 - d. Specifying goals
 - e. Following up
2. Failures and causes of disagreement
 - a. Lack of consideration
 - b. Trying to rush acceptance
 - c. Arguing
 - d. Threatening a person

G. President

The chief “organizer” of any association is the President. He must be familiar with all the “ins and outs” of the chapter and be able to express his thoughts to all his Brothers. To be able to make intelligent and fair decisions the President needs to have himself organized as to his responsibilities, and the type of administration he will run. To start his administration off right, the President will need to analyze:

1. What past presidents have done
 - a. Where they have succeeded?
 - b. Where they have failed?
2. The Chapter’s needs
 - a. What have we done well?
 - b. What have we done poorly?
 - c. What priorities do we have?
 - d. What are the best ways of solving these?
3. His personal goals and objectives
 - a. What type of leader will I be?
 1. Autocratic
 2. Laissez-Faire (Group Decisions)

Basic Elements of Organization

Regardless of what office you may hold, certain basic elements are essential in utilizing that position to its fullest capacity.

A. Describe What Needs to Be Done

1. Present it to the Executive Board.
2. Present it to the Chapter.
3. Let the members do the leading!

To succeed, you must first be organized. Most failures do not occur because of a lack of people or resources but because of a lack of organization.

B. Guidelines To Positive Organization

1. Step One – Determination of Goals and Priorities

- a. From your experience, identify the major concerns/issues/problems in your chapter, and number these on the basis of importance and priority.
- b. What are your goals and objectives, or what do you hope to accomplish?

2. Step Two – Analysis and Clarification

1. Why should the problem be solved?
2. Who will be in favor of change? How will they show it?
3. Who will oppose any change? How will they show it?
4. What additional resources will be needed to take action?
5. What are the time and financial factors effecting any action?
6. Do you need to redefine the problem?
7. Do you fully understand the goal?
8. Is the goal realistic? Practical? Timely?
9. Do you have the skills and resources within you to do it alone, or should you cooperate with others in achieving the goal?
10. Is it something you believe in and really want to do?

3. Step Three – Review the Alternatives

- a. List the possible action, strategies and the consequences (desirable and undesirable) of each.
- b. From the list of alternatives, determine your tentative plan of action
- c. Evaluate your plan of action by answering these questions:
 1. Are you/your group committed to the proposed action strategy?
 2. Is the plan realistic? Practical? Timely?
 3. Will the action strategy provide a means to meet the goal?
 4. How will you determine when the goals have been met?

4. Step Four – Communication and Involvement

- a. What other individuals or groups need to be involved in the action plan and what is the best way to involve them.
- b. Do the goals and/or action strategy need to be redefined and modified? How?

5. Step Five – Action

1. List the steps in the action plan, the individual or group responsibilities, and the timetable for its completion.
2. Do these assigned responsibilities make the best use of resources and abilities?

3. How and when will progress and problems be assessed?

6. Step Six – Reflection and Follow-Up

What were the positive and negative results?

1. What new concerns/issues/problems were identified?
2. What next steps should be taken?
3. What learning's about problems and strategies may be drawn from your experience? Step six will have greater significance in the form of an End Of Term Evaluation Report, which is filed for future reference. These procedures should be followed not only for the chapter, but also for each officer, committee and individual Brother.

EFFICIENCY – It is better to do something correctly than to procrastinate and do it in a lackluster manner! The alternative is poor results or redoing the project.

C. Goals

1. Some Examples of Chapter Goals:

- a. Establish a creative atmosphere in the chapter for thinking and new ideas
- b. Stimulate greater involvement of the members.
- c. Increase the size of the chapter.
- d. Have more diverse activities along member interest lines.

2. Some Examples of Officer Goals:

- a. Improve collection procedure of dues and house bills.
- b. Elimination of wasteful spending.
- c. Reduce the amount of accounts receivable over thirty days.
- d. Keep current on accounts payable.

3. Means of Achieving

- a. Make myself more available for collection of payments.
- b. Dues and house bills will be due the tenth of each month; otherwise, a fine will be assessed.
- c. Stricter control of the budget.
- d. Enforce the constitutional provision which states that person owing \$(x) for thirty days or more is automatically suspended.
- e. Maintain an "Unpaid Accounts" file.

4. Some Examples of Committee Goals (Recruitment):

- a. Create a new approach.
- b. Stress spirit and enthusiasm.
- c. Build a "we can and we will" attitude.
- d. Pledge 10% more men this year.

5. Means of Achieving:

- a. Place members on committees: responsibilities clearly defined.
- b. Set up an organized, efficient pre-rush planning.
- c. Determine goals and means for accomplishment.

A high degree of **consensus** is needed as to the group's goals. A high degree of **involvement** is necessary in order to maintain group cohesiveness. **Cohesiveness** is needed in order to bring about progressive changes in the fraternity. Specific activities must be planned in order to achieve the group's goals.

Periodically these programs must be evaluated with the purpose of improving and developing the programs further. If constructive goals are established and achieved, the Fraternity membership will be

contributing more to the member's education than it has in the past.

Put purpose and people first, problems and excuses second. As leaders, you must know your people; what they do well, what they enjoy doing, what their weaknesses and strengths are, and what they want and need to get from their membership.

D. Setting Up Your Calendar

Once your goals and objectives for the year or term have been defined, you can determine what activities you'll be doing for that period. Having your activities defined, you should set up a time schedule for each activity.

Be certain activities are coordinated with others so that you get the most from one activity; a social can also fulfill a philanthropic obligation. Be sure to include in your planning:

1. Time for getting acquainted
2. Beginning work on the plan
3. By what time you must be finished with the preparations
4. The program itself: an evening, a weekend, a week, etc.
5. Evaluation and recommendations for future programs.

In planning the calendar, be certain to keep in mind when activities are occurring which are most important. Set Priorities On Activities. In setting up your activities, plan for a year-round involvement schedule; not overburdening a certain period with activities.

Don't plan an activity if it has continually been unsuccessful.

Ask if we have combined as many objectives into one activity as possible, thus eliminating activity after activity for its own sake. Remember that the membership makes an activity a success. Involve members completely in the decision-making, planning, setting up, and the action itself. Members will support these activities much more than those involving only a few.

E. Budgeting

The most important facet of the chapter operation is the ability to form and follow a realistic budget. This responsibility lies primarily with Treasurer. However, committees should also formulate and submit their own budgets to the Treasurer for approval. Following this practice:

1. Involves others in decision-making.
2. Gives each committee an opportunity to justify their program and proposed expenditures.
3. Gives each individual a better understanding of the over-all budget.
4. Results in those persons supporting what they helped to create.

Running Successful Chapter Meetings

It's that time of the week. Brothers become moody and irritable, people snapping at each other, and general tension all around the house. These are the unmistakable signs of an upcoming chapter meeting. If your chapter suffers from these symptoms, it probably means your meetings have been long-winded, unorganized, and out of control. There is hope for even the most unruly meetings. Just follow the organizational steps below, and sell them to the chapter on the grounds that these steps will help speed things up.

A. Executive Council Meetings

An organized meeting of your officers each week prior to the chapter meeting is an absolute necessity to avoid chaos. Similar to a senate sub-committee, it is the job of your Executive Board to take idea and legislation and mold them into a workable form before your chapter meeting. This should yield a more organized discussion on the floor. To do this, it is important that all new business be submitted in writing before your Executive Board meeting.

The process is simple. Discuss all pieces of business that are to be dealt with at your next chapter meeting. Discuss the pros and cons of each, and work out any problems with the wording. This way when a piece of business comes to a vote at chapter, your Executive Officers will have complete information, and they can present a unified recommendation to the chapter

B. Post Your Agenda and Minutes

In addition to having your officers better informed, the entire chapter should have a good idea of what to expect and the next meeting. A good way to educate your Brothers is a chapter online bulletin board. You should post the minutes from the last meeting, highlighting any unfinished business to be discussed, and an agenda of speakers and business for this week's meetings.

C. A Little Atmosphere

If past presidents have had trouble maintaining order at your meetings, it could be a result of the atmosphere in your meeting place. It is up to you to set a Proper Meeting Place.

1. A head table facing chapter members for officers.
2. Each member should have one chair to sit in facing the head table.
3. No eating, smoking, drinking alcohol, chewing, etc.

The idea is to reduce any distractions Brothers might find or bring into the room and keep their attention focused on the front of the room. At first these rules may seem a little restrictive, but it is your job to run a quick, efficient meeting, not to cater to everyone's comfort.

A final note: everyone should dress properly. This doesn't have to mean coat and tie (although this would be nice), but there should be some minimum standard. In one aspect the Fraternity is a business, and this is the normal business meeting of your chapter. Treat the business with the respect it deserves.

D. Parliamentary Procedure

You finally have the room set up properly, and you have minimized distractions to the best of your ability. Unfortunately, all of this preparation won't mean a thing if you don't keep order at your meeting. The following summary of parliamentary law should help.

1. Why parliamentary law?

Parliamentary law is simple in principle. It is based largely on common sense and courtesy. It seems technical since it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a table of common terms has been included in the back of this section and should be referred to as often necessary in consideration the fundamental rules.

2. The purpose of parliamentary law.

- a. To enable an assembly to transact business with speed and efficiency
- b. To protect the rights of each individual.
- c. To preserve a spirit of harmony within the group.

3. To achieve these purposes, always consider the five basic principles of parliamentary procedure.

- a. Only one subject may claim the attention of the assembly at one time.
- b. Each proposition presented for consideration is entitled to full and free debate.
- c. Every member has rights equal to every other member.
- d. The will of the majority must be carried out, and the rights of the minority must be preserved.
- e. The personality and desires of each member should be merged into the larger unit of organization.

4. The agenda or order of business.

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, the following is the order:

- a. Call to order: "Will the meeting please come to order."
- b. Reading and approval of the minutes:
"Are there any corrections to the minutes?"
"There being no corrections, the minutes will stand approved as read."
- c. Reports of officers and standing committees:
Officers, boards, or standing committees should be called upon to report in the order in which they are mentioned in the constitution or by-laws of the chapter.
- d. Reports of special committees:
- e. Unfinished (Old) business:
"We come now to unfinished business. Is there any unfinished business to come before the meeting?"
- f. New business: "Is there any new business to come before the meeting?"
- g. Program
- h. Adjournment:

Unqualified Form: Proposer moves for adjournment; motion is seconded; the chair calls for a vote; action depends on a majority vote. This motion cannot be discussed.

Qualified Form: Proposer moves for adjournment with a definite time or adjournment to meet again at a specified time; motion is seconded; the chair calls for discussion; a vote is taken; action depends upon majority vote.

5. What is a motion? How are motions classified?

A motion is a proposal that the group take certain action.

a. Main Motions –

Motions of this group have for their object the bringing of questions or propositions, before the assembly for consideration. Only one main motion can be considered at a given time by the assembly, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

b. Subsidiary Motions –

Motions of this group have for their object the modification or disposition of the main motion being considered. Their existence as motions depend entirely upon the principle motion to which they are subordinate. Since they relate to the question before the chapter, it is "in order" to prepare them when a main motion is still before the assembly and to vote upon them before voting upon the main motion.

c. Privileged Motions –

Motions of this group have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the house.

d. Incidental Motions –

Motions of this group have few general characteristics in common, but for convenience have been grouped into one class. The name "incidental" has been chosen because they arise only incidentally out of the business of the assembly.

6. How should a motion progress?

a. A member rises and addresses the presiding officer.

The presiding officer should be addressed by title, as Mr. President. If the specific title is not known, it is always correct to use the term, Mr. Chairman.

b. The member is recognized by the presiding officer.

The chair recognizes a member by his name, or by a nod. Having thus received formal recognition from the chair, a member is said to "have the floor and is the only member entitled to present or discuss a motion.

c. The member proposes a motion.

A motion is always introduced in the form, "I move that..." followed by a statement of the proposal. This is the only correct phraseology. Aside from very brief explanatory remarks; it is not permissible to discuss the merits of a motion prior to, or immediately following, the formal proposal of the motion. All discussion must wait until the chair has stated the motion to the assembly and has called for discussion.

d. Another member seconds the motion.

Another member, without rising addressing the chair, may say, "I second the motion." Seconding the motion is merely an indication that the member seconding it wishes the matter to come before the assembly for consideration. If no one seconds the motion, the chair may ask, "Is there a second to the motion?" If there is none, the chair may declare, "The motion is lost for want of a second."

e. The presiding officer states the motion to the assembly.

When a motion has been properly proposed and seconded, the chair repeats the motion to the assembly, or "states the motion." After it has been formally stated to the assembly, it may be spoken of as a "question" or a "measure".

f. The assembly discusses or debates the motion.

After the motion has been formally stated by the chair, any member has a right to discuss it. Members must obtain the floor in the same manner as when presenting a motion. Normally, the first person that asks recognition is entitled to speak, but when several members wish to speak or present motions at same time, certain guiding principles should determine the decision of the chair:

- The chair should always show preference to the proposer of the motion.

- A member who has not spoken before has claim over one who has already discussed the question, or who proposed another motion.

- If the chair knows the opinions of the various members regarding the measure before the house, he should alternate between those favoring the measure, and those opposing it.

- The chair should recognize a member who seldom speaks in preference to one who frequently claims the attention of the assembly.

Discussion must be confined to the question that is "Before The House"

g. The presiding officer takes the vote on the motion.

When all members who desire to discuss the question have done so, the chair "puts the motion to a vote." Before taking the vote, the chair may inquire, "Is there any further discussion?" If no one arises, the chair presumes discussion is closed. The chair will proceed to take the vote by announcing, "All in favor of the motion (state the motion) say 'Aye'." Following response from the assembly, the chair then says, "Those opposed say 'No'." If the chair cannot determine from the volume of voices, which way the majority has voted, the officer says, "The chair is in doubt. Those in favor of the motion please rise." After counting, the chair says: "Be seated. Those opposed, rise. Be seated." Another alternative is to simply call for a show of hands. Certain motions may be voted on my ballot.

h. The presiding officer announces the result of the vote.

The chair formally announces the result of the vote, saying: "The motion is carried; therefore (State the intent of the motion)." If a majority voted in the negative, "the motion is lost." As soon as the vote has been announced by the chair, another motion is in order.

7. How may a motion be amended?

The purpose of the motion To Amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.

a. Methods of amending:

- By addition or insertion. – to add something to the motion which it did not contain.

- By elimination or by striking out – to subtract or eliminate something from a motion that was originally a part of it.
- By substitution – This method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion To Amend is that an amendment “may be hostile, but it must be germane.” The term “hostile” means “opposed to the spirit and aim of the motion to which it is applied.

“Germane” means having a direct bearing upon the subject matter of the motion; that is, relevant, or relating to it. An amendment may be opposed to the actual intent of the original motion, and in fact, nullify it, but if it relates to the same subject matter, it is germane.

8. How to handle amendments

a. Types of amendments

- Amendments of the First Rank – An amendment to a motion.
- Amendment of the Second Rank – An amendment to the amendment. (The amendment to the amendment must modify and relate directly to the amendment and not to the main motion, otherwise it is out of order.)

b. No amendment beyond that of second rank is possible

It is never in order to propose more than one amendment of each rank at a time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted on before the other is proposed. It is possible, to have a motion, one amendment to the motion (amendment of the first rank), and one amendment to the amendment (amendment of the second rank) before the assembly at once. Until the amendment of the first rank has been voted upon, no other amendment of the first rank can be proposed.

c. Order of voting

Amendments are voted on in reverse order; that is, the one of second rank is disposed of first.

- Discussion is held and the vote is taken upon the amendment to the amendment (amendment of the second rank).
- Discussion is called for and the vote is taken upon the amendment to the motion (amendment of the first rank).
- When the vote on this has been taken, discussion upon the original or main motion as amended is opened and when completed, a vote is taken upon it.

Knowing Your Officers

As chapter president you are ultimately responsible for all chapter operations. This doesn't mean you should be doing everyone's job for them, but you do need to know enough about each job to make sure that it's being done correctly. The following section is a quick reference for you to use, but you should by no means limit your knowledge on each topic to what is below. Read through the other officer sections in this binder, and more importantly, talk to your officers to learn more about what they do.

A. Treasurer

As mentioned earlier, you are now running a business, and you must keep track of the chapter's financial position. This means weekly meetings with your treasurer, and a monthly audit by an outside source (preferably an alumni officer or faculty advisor).

1. Things to Look For:

- Check individual accounts of each Brother, and don't allow them to get over sixty days past due. There is no reason to believe that a Brother who can't pay one month's bills will magically be able to pay three months at one time. No matter how valuable that member is to the chapter, your budget isn't big enough to handle accounts receivable. If you feel he is that valuable to your chapter, then divide up his debt among all the Brothers.

b. Check your account balance. The Fraternity's financial operation can be likened to a lake with both a stream flowing into it and a stream flowing out of it: Income Stream-----Bank Lake-----Expense Stream

c. At relatively little cost, your bank automatically keeps a duplicate set of records for you if:

- Every single penny of income is deposited in the bank by the last banking day of the month.
- Every single disbursement, no matter how small, is disbursed by check.

d. If every penny of income, no matter what the source (i.e., housebills, assessments, contributions, etc.), coming into the chapter funds from "Income Stream" is deposited in the bank, it can easily be seen that:

Income = Bank Deposits

e. Also, if every single bill paying out by the chapter in "Expense Stream" is paid by check, then:

Expenses = Checks Written

f. It follows that:

Income = Bank Deposits

Expenses = Checks Written

Cash Available = Bank Balance

This makes your job of checking your treasurer's work a whole lot easier because the bank records should duplicate the chapter records. Finally, your treasurer should have a receipt copy for every penny of income and a check stub for every expense. One final note on the treasury – each check should have two signatures. This will give you more control over chapter funds, and it will force people to plan events in advance if they need a house check.

B. Recruitment Chairman

By this point in your fraternity experience, you know how important recruitment is to the survival of the chapter. As president, you must discuss the recruitment goal set at Quo Vadis or some similar planning session with your recruitment chairman.

After you have given him his goals and objectives, have him develop a recruitment program designed to meet those objectives. Go over every detail, particularly in the recruitment budget to check for cost effectiveness. After approving the plan and budget, present it to your Executive Council for any further revisions.

After this is complete, you need to meet periodically with your recruitment chairman to check on his progress towards the recruitment goals.

C. New Member Chairman

Recent surveys of young men joining fraternities show that attitudes are changing. Men going through recruitment are not just looking for a beer drinking, back slapping, forgetabout- it-when-I-graduate fraternity experience any more. Today young men are looking for an educational, fraternal experience that help make them better men that are more marketable in the job industry.

Therefore, as a Fraternity, we have had to change our philosophy from "How can we break this guy's spirit?" to "How can we prepare this man to be a great Brother and a future leader in our chapter?"

From here on in it's easy. You just need to ask yourself, "Does this activity progress the associate in a positive manner towards brotherhood?" If you can answer, "Yes," keep it; and if your answer is, "No," get rid of it.

D. Social Chairman

One of your greatest liabilities comes from the chapter's social events. Make your social chairman submit an alcohol policy to you that states how your chapter will comply with state laws and university regulations.

It is also no secret that the social budget is easy to lose control of. To control this budget, have the social chairman show you his receipts after each party, and check them against the budgeted amount. This five minute-a-week preventive measure now could save you from some serious financial woes in the future.

You may have several more officers that weren't specifically mentioned here from House Managers to Alumni Relations Chairman. Each of these officers will also need personal attention from you time to time. As a general rule, pull out their goals and objectives they created at the new officer retreat, and meet with them periodically to check on progress towards those final goals.

Crisis Management

It is an unfortunate reality that from time to time a serious injury, loss of life, major property loss or criminal activity will occur in a chapter. Events of this nature grievously impact not only the chapter, but also the community; school and the families of members and those connected with them, as well as the general fraternity and the fraternity system. It is appropriate that each of you, as officials, is aware of proper procedures and guidelines to follow in such an event.

Procedures outlined here should be followed in the event of serious injury, suicide, accidental death, major property loss, felonious crime or other event, which, in your judgment, requires them.

Before beginning the steps below, you should make sure anyone needing medical attention has been cared for, and the chapter house has been closed to non-members. Make sure no one says a word to any non-members. You are the spokesman of the chapter so assert your authority.

A. Notify National Fraternity Leadership

Contact one of the following, in the order listed, and report the incident and available facts. Give names and telephone numbers of local brothers and others whom the Fraternity will likely want to contact because of their knowledge of involvement in the incident or the management of its consequence.

- 1. National President** – president@pialphaphi.com
- 2. Director of Risk Management** – riskmanagement@pialphaphi.com

B. Notify School Officials

In the following capacities, according to your judgment of the nature and seriousness of the event, reporting the essential facts and if the event indicates a possible need for disciplinary action, that the Fraternity will take immediate action to control and/or discipline the chapter or individuals involved, independently and in cooperation with the school.

- 1. Greek Advisor**
- 2. Dean of Students/Student Affairs**
- 3. Public Relations**
- 4. Office of the President**

C. Notify Parents

Directly or in cooperation with public or school officials who may assume that responsibility. This **should not** be handled by undergraduates. State your name, capacity, the general nature of the event and its results, your telephone number and the names and telephone numbers of others whom the family will want to contact. Extend your sympathy and that of the Fraternity.

Particularly when an event may be carried in the media, chapter members/pledges/associate members should notify their families. Suggest that they avoid speculation and opinion regarding the event, causes and fault. Also, in such cases, it is strongly urged that no one from the media be allowed into the chapter house and all comments, interviews, etc. should be handled by one experienced spokesman.

D. Notify Law Enforcement Officials

Crimes must be reported. It is not brotherly to cover them up. Report crimes to police and campus law enforcement officers. If such official contacts you first, cooperate. Advise undergraduates of their duty to

cooperate. Stick to the facts known to you/them.

E. Notify Your Insurance Carrier

Every property loss or potential liability must be reported to your insurance carrier immediately, through your agent or the company's local office.

F. Hire an Investigator, Maybe

If there is some doubt as to whether your insurance company is going to handle the case, or in any case where there are facts which should be promptly investigated and documented, consider hiring an investigator. This is an expense which will ultimately be done by the chapter.

G. Alternate Housing/Eating Facilities

Where chapter facilities for housing and eating are lost or impaired, arrange for alternate facilities, possibly with other fraternities or school dorm. This is a cost to be borne by the chapter, so do not incur costs unless you know that funds are available to pay. Maintain a roster where all displaced persons are located.

H. Itemize Property Losses

This is best done when memories are fresh. In some communities, it is common for the insured party to hire its own adjuster to determine the amount of the loss and deal with your insurance carrier.

I. Maintain Contact

With National Fraternity Leadership and follow any special instructions emanating from the leadership.

J. Dealing with Media

People are fast learning how intensive media personnel can be. Therefore, it is recommended that only one spokesman be allowed to brief any media, and that strictly facts should be given and only at a time when all is known. A good rule of thumb is, "No comment."