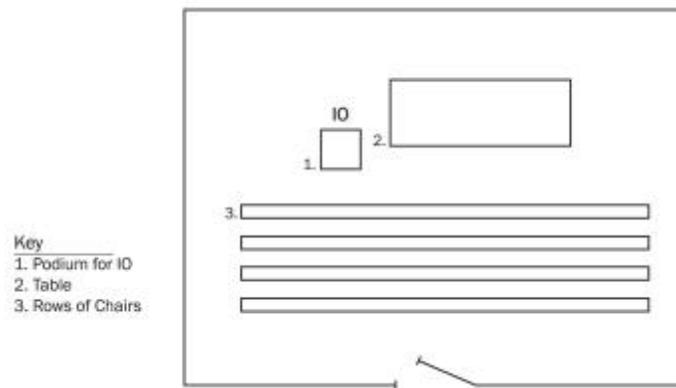


Instructions – Provisional Chapter Installation Ceremony



EQUIPMENT

- Badge Replica with Chapter Designation
- Coat of Arms with Chapter Designation
- Draping (Black) for the Table
- Founding Father Pins (Optional)
- Fraternity Flag with Chapter Designation
- Gavel with Chapter Designation
- President Badge with Presentation Box
- Programs
- Roster Book

ROBES

None are used for this ceremony.

SPECIAL INSTRUCTIONS

- The Provisional Chapter Installation Ceremony should occur when a new or reinstated provisional chapter of the Fraternity has met the benchmarks established by Fraternity Headquarters.
- The Ceremony shall be presented by a Grand Councilor, Fraternity Headquarters Staff member, or designee of Fraternity Headquarters.
- The table used for the ceremony should be draped in black fabric.
- A reception with light refreshments may be planned to follow the Provisional Chapter Installation Ceremony. This is an open ceremony, parents, administrators, significant others, and the Fraternity and Sorority community are welcome.
- The Installing Officer (IO) should welcome any guests and encourage them to sit in pre-arranged chairs.
- Founding Father pins are available from Fraternity Headquarters and should be ordered at least two weeks in advance.

Provisional Chapter Installation Ceremony

When appropriate, Fraternity music may be utilized as all incoming new members, brothers, and guests are seated. When the appropriate time arrives, and all new members, brothers and guests are present, the Installing Officer (traditionally a member of the Grand Council, Fraternity Headquarters Staff Member, or designee of Fraternity Headquarters) moves to the podium and begins speaking:

IO: Today is indeed an auspicious day. Just as our founders Louis Manigault, Stephen Ormsby Rhea, and Horace Spangler Weiser did at Yale University on December 6, 1845, we are gathered to formalize the intentions of this fine group of young men to establish (or re-establish) a provisional chapter of Alpha Sigma Phi Fraternity here at (**name of institution**.)

IO: Will all the members of the (**name of institution**) interest group please rise and raise your right hand.

Will you, as gentlemen, collectively work together to complete the requirements to become a chartered chapter of Alpha Sigma Phi Fraternity?

IO should wait for affirmative answer and then proceed:

IO: As Alpha Sigma Phi was founded upon high literary principles, will you work diligently toward successful completion of your respective academic goals?

IO should wait for affirmative answer and then proceed:

IO: Will you, as men of good character, conduct yourselves at all times as not to bring discredit upon your Alma Mater, Alpha Sigma Phi Fraternity, or yourself?

IO should wait for affirmative answer and then proceed:

IO: As members of this provisional chapter, will you function as a true brotherhood as you work together toward the goal of becoming a chartered chapter of Alpha Sigma Phi, embarking upon your journey to become *Better Men*?

IO should wait for affirmative answer and then proceed:

IO: Will you continue to seek out men on this campus who share our Values and would benefit from membership in Alpha Sigma Phi and invite them to join this brotherhood?

IO should wait for affirmative answer, direct the new members to lower their hands, and then proceed:

IO: Please lower your hand and be seated.

I am pleased, on behalf of Alpha Sigma Phi Fraternity and all her members, to note that you have met the requirements and wish to become a recognized provisional chapter of Alpha Sigma Phi.

Please conduct yourselves, in a single file line, to sign the Organizing Documents for the (**Chapter Designation**) Provisional Chapter of Alpha Sigma Phi Fraternity; again, signifying your commitment to the Constitution and Bylaws of this Fraternity but also as a testament of your commitment to perpetuate the growth of Alpha Sigma Phi at (**name of institution**).

IO should wait for each member of the Provisional Chapter to sign the Organizing Documents and return to their seat, and then proceed:

I congratulate you upon the step you have taken which, if persisted in, will make you each a member of a brotherhood of gentlemen, wherein Silence, Charity, Purity, Honor, and Patriotism abound – a brotherhood which holds in high repute a good name in man or woman; wherein education is fostered and pursued; and wherein culture is valued for the use it can render in the spirit of service for mankind.

IO: By the power vested in me by the Grand Council of Alpha Sigma Phi Fraternity and in the name of our Founders, I hereby **officially** recognize this group of outstanding young men as the (**Chapter Designation**) Provisional Chapter of Alpha Sigma Phi Fraternity, with all the rights, privileges, and obligations contained therein.

IO: Will the President of the (**name of institution**) Provisional Chapter please come forward?

As a symbol of your new status within the Fraternity, I am pleased to present the Provisional Chapter with insignia and equipment that notes its place within our Fraternity

*The IO should hold up the **Badge Replica** for all to see before handing the replica to the President.*

IO: The Badge of Alpha Sigma Phi is a symbol to the outside world of each man's membership in our proud Fraternity. Our badge is the same for each member – never jeweled or altered in any way. Each member of Alpha Sigma Phi has worn this exact badge since our second founding in 1907. It is the only fraternity badge that is rectangular with right-angled corners. Under the badge is a plate containing the chapter's name and year of founding.

*The IO should hold up the **Coat of Arms Replica** for all to see before handing the replica to the President.*

IO: The Coat of Arms contains representations of many of the Fraternity's teaching, principles and ideals and should serve as a constant reminder to our brothers of our purpose as an organization. It was designed as a symbol of the values that we embody and the virtues we strive to possess. It reminds brothers of their oaths and bears our open motto: Causa Latet Vis Est Notissima which means, the Cause is Hidden, The Results Well Known. As with the Badge, the Coat of Arms has a plaque containing the chapter's designation and year of founding.

*The IO should present the **Chapter Flag** to the President and together hold the flag for all to see.*

IO: Our flag is composed of our colors, Cardinal and Stone, and bears three stars and our Greek letters representing Alpha, Sigma and Phi. This flag is to be displayed proudly and with honor as it symbolizes that Alpha Sigma Phi now (once again) calls (**college or university**) home.

*The IO should hold the **Gavel** for all to see before presenting the gavel to the President.*

IO: As the brother charged with leading our Provisional Chapter, it will be necessary for you to maintain order, so I present to you a

gavel specifically engraved for the (**chapter designation**) Provisional Chapter. The band is engraved with the words Alpha Sigma Phi Fraternity, (**chapter designation**), founded (**founding year**). And so, it is the responsibility of the Chapter President to ensure its safekeeping and to pass it to his successor during the Officer Installation Ceremony.

The IO should remove the President's membership badge and replace it with the President's Badge.

IO: President (**insert last name of President**), I have final item to present, the President's Badge for your chapter. The President's Badge is an exact replica of the original Badge of the Fraternity designed in 1845 by our Founder, Louis Manigault. The replica of our original badge is worn by the chapter president, instead of his own badge, while in office and is passed on within the chapter from President to President during the Officer Installation Ceremony. This badge is the property of the chapter. As with the Membership Badge that each Brother received at the Initiation Ceremony, the President's Badge is to be worn on the left side, over the heart on vest, shirt or sweater; never on a suit coat lapel or jacket. On the back, it is inscribed with your chapter's designation and the year your chapter was founded.

The President should return to his seat.

IO: Your journey is just beginning; before you are limitless possibilities. Very few men have the opportunity to be founding fathers, let alone establish a chapter for an organization founded at Yale in 1845. Brothers, you will be legends. You will be talked about for years to come as the men who started it all. In the coming months and years, leave your legacy, cement the place of Alpha Sigma Phi on-campus, never forget the importance of creating and perpetuating brotherhood as you foster lifelong friendships and above all else, Better the Man.

End of the Provisional Chapter Installation Ceremony

If there is a reception, the IO should direct those in attendance to the location of the reception.