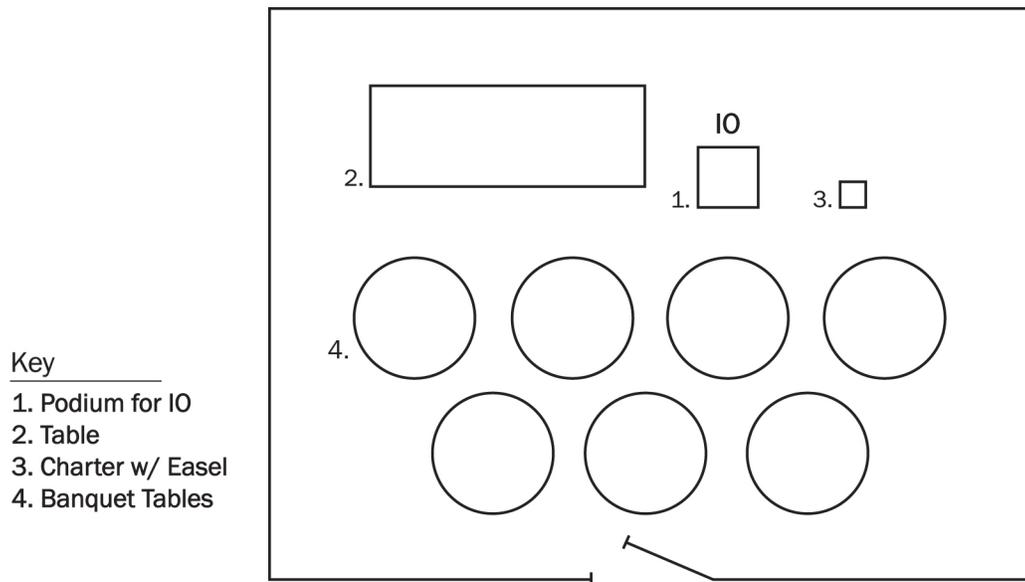


Instructions - Chartering Ceremony



EQUIPMENT

- Badge Replica with Chapter Designation
- Badges (engraved; 1 per member)
- Charter with Chapter Designation
- Coat of Arms with Chapter Designation
- Draping (Black) for the Table and Charter Presentation
- Easel; 1 Black
- Fraternity Flag with Chapter Designation
- Gavel with Chapter Designation
- Pledge Pin Replica with Chapter Designation
- Podium with Microphone and Fraternity Emblem
- President Badge with Presentation Box
- Programs
- Roster Book
- Sabers; 2 with Scabbards
- Shingle (Membership Certificate; 1 per member)

ROBES

None are used for this ceremony.

INSTRUCTIONS

- The newly installed Chapter has the option of hosting a banquet, reception, or brunch, but is not obligated to do so. This Ceremony should be conducted at an appropriate time.

- 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.
- Fraternity Staff will work with a chapter designee (typically the Vice President) to make all of the arrangements and coordinate the presentation of equipment and the Charter. The date, time and location should be secured prior to the submission of a Chartering petition. The Chapter will be asked to select an emcee or co-emcees and to help layout the ceremony's program.
- The Chapter should appoint several greeters to welcome the guests and encourage them to sit in pre-arranged chairs.

SPECIAL CONSIDERATIONS

- The Chapter should design, produce, address and mail invitations within 5 days of the Chartering recommendation being approved. At least two invitations should be sent to Fraternity Headquarters to be kept in the Chapter's file for archival purposes.
- The Chapter should review the Chartering Presentation checklist to assist with the planning of the event.

Chartering Ceremony

When appropriate, Fraternity music may be utilized as all incoming brothers and guests take their seats. When the appropriate time arrives, and all brothers, including distinguished guests are present, the Emcee (Undergraduate Officer), moves to the podium and begins speaking:

Emcee: Ladies, gentlemen and honored guests. 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 our intentions to establish (or re-establish) a chapter of Alpha Sigma Phi Fraternity here at **(name of institution)**. My name is **(name and title of undergraduate officer)**, and I have the honor of serving as the emcee for our Chartering Ceremony.

The emcee will then follow the prepared script which likely includes opening remarks, introduction of distinguished guests, volunteers, and visiting chapters and remarks from either the Grand Chapter Advisor or another chapter volunteer. After opening remarks have been completed the emcee then introduces the Sergeant at Arms to read the Invocation. The emcee should then be seated.

Sergeant-at-Arms: Please bow your head for our invocation. Most high and worshipful Father of us all, bless this brotherhood as we come together to celebrate the founding (or re-founding) of the **(chapter designation)** Chapter. Help us to be worthy of the gifts we have received and will receive, and help us to be better men through our membership in Alpha Sigma Phi. We ask that You would continue to bestow Your grace on our brotherhood for generations to come and that You support our newly established chapter as we strive to embody the best that is within each one of us. Bless the meal set before us this evening and continue to confer upon us the favor of Thy grace. Amen.

The Sergeant-at-Arms should then be seated. After the meal or while dessert is being served, the emcee should begin the second portion of the program. Prior to the introduction of the keynote speaker the chapter may choose to have additional volunteers speak or could invite a Brother or two from the newly chartered chapter to speak on the brotherhood's achievements. The keynote speaker should be the last person to speak prior to the presentation of the equipment and charter. Following the keynote speaker the emcee would reintroduce the Installing Officer.

Either another member of Staff or a member of the Grand Council should assist the Installing Officer with the presentation of the gifts and equipment.

Emcee: I would now like to introduce (**name and title of installing officer**) who will begin the process of presenting individual members and the chapter with the official Fraternity insignia.

A brief introduction of the installing officer should be incorporated at this point.

Please join me in welcoming (**title and name of the installing officer**)

IO: This Chartering Ceremony is a time of reflection about the journey that has brought you to this moment when you officially take your distinguished place in the history of our Fraternity as Founding Fathers of the (**Greek designation**) chapter.

I will ask your Secretary to come forward, along with your Grand Chapter Advisor to help with this portion of our program. When your name is called, please come forward to sign the Chapter's Roster Book, receive your personalized membership certificate and your Badge, both of which will have your official roster number within the (**Greek designation**) chapter.

The Secretary will read aloud the name of each Founding Father, pausing between names. The Grand Chapter Advisor should hand out the Membership Certificate and the installing officer should place the Badge on the member. After every member receives his badge, everyone returns to their seats except for the Installing Officer.

IO: I now have the pleasure of presenting the Chapter with insignia and equipment that notes its place within our Fraternity. At this time I would like to invite the (**chapter designation**) Chapter President, (**insert name**) to the front of the room.

*The staff member should have the **President's Badge** to present to the President.*

IO: Brother (**insert last name of President**), I would like to present to you the President's Badge. 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 Installation of Officers Ceremony. It is the property of the (**chapter designation**) 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 Founding Date of your Chapter (**insert date**).

*The staff member should then remove the President's membership badge and replace it with the **President's Badge**. The IO and staff member should shake the President's hand once the Badge has been fastened.*

IO: President (**insert last name of President**), I have one more item to present to you. As the brother charged with leading your chapter it will be necessary for you to maintain order, so I present to you a gavel specifically engraved for the (**chapter designation**) Chapter. The band is engraved with the words Alpha Sigma Phi Fraternity, (**chapter designation**), founded (**founding date**). And so, it is the responsibility of the Chapter President to assure its safekeeping and to pass it to his successor along with the President's Badge during the Installation of Officers Ceremony.

*The staff member should hand the President the **Gavel**. The President should not sit down.*

IO: I now call upon the H-Officers of the (**chapter designation**) Chapter to please come forward and join the President at the front of the room.

Brothers, you have until now been serving as the officers of our Provisional Chapter at (**insert the college/university name**). Now, you will become officers of the (**Greek designation**) Chapter.

You have been duly elected by your brothers to fulfill the responsibilities of your position for the current term. They have chosen you, considering you fully competent to perform the respective duties delegated to you and has reposed in you full confidence and yielded to you the secrets of our Society.

It is superfluous to say her welfare is largely in your hands. This is a sacred trust and one that should not rest lightly upon you. In committing this to you, it has also been conferred upon you the highest honor a chapter has to give. Let this responsibility be rightly appreciated and let it spur you forward in your efforts for success.

The Prudential Board is chaired by the President and includes seven additional H-officers. May all members of this vital executive board listen carefully to the charge:

The Prudential Board is the operating heart of the chapter. It approves all budgets and major purchases, prepares audits, receives director reports and oversees the day-to-day operations of the chapter. The Prudential Board reviews recruitment and membership education programs. It approves the implementation of new programs and services to members. It reviews the chapter on the whole to determine if indeed its members are serving our goal, To Better the Man and prepares long-range plans for the further development of the chapter.

The Standards Board is chaired by the Sergeant-at-Arms and includes the Marshal and at least one representative from the sophomore, junior and senior class. May all members of this vital board listen carefully to the charge:

The Standards Board, when called upon, is the moral and ethical compass of the chapter, making sure that all of the chapter's members are treated fairly and held accountable for their actions. It reviews all internal matters brought before the Board; urges brothers to improve performance of their responsibilities within the chapter, academically when needed and behaviorally and assesses appropriate educational sanctions as necessary.

Undergraduates brothers seated in the audience, you have chosen these men to lead this chapter. Do you promise to support their efforts on behalf of this chapter by your actions and in the spirit of brotherly love? If so, say I do.

Undergraduates: I do.

IO: Officers, please raise your right hand. Do you promise upon your honor as a man and within the circle of this brotherhood to support the Constitution and Bylaws and rules and regulations of this chapter and the Fraternity; to obey all legal orders given you hereunder; and to transmit to your successor the properties of this chapter entrusted to you together with the duties of your office? If so, say I do.

Officers: I do.

IO: By virtue of the authority vested in me, I pronounce you duly installed officers of the (**Greek designation**) chapter. In just a

few minutes, we will give into your trust the charter of the (**Greek designation**) chapter of Alpha Sigma Phi. May the tenets of Alpha – Sigma – Phi guide your administration.

IO: Before the H-Officers sit down, I am now going to present the (**chapter designation**) Chapter Flag. 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 calls (**college or university name**) home.

*The staff should hand the Prudential Board the **Flag**.*

IO: We learn during our Pledge Ceremony that the sabers resting on the table symbolize the militant loyalty of Alpha Sigma Phi to her ideals and teachings, the spirit of harmony and friendship in which this loyalty is championed, and the courage ever to defend the rights and liberties of each and every brother in Alpha Sigma Phi. As the Marshal and Sergeant-at-Arms of the (**chapter designation**) Chapter, these sabers and all of the Ritual equipment used during our Ceremonies are entrusted to you.

*The staff should hold up the **Sabers** for all in attendance to see. Continue to hold or point to the Sabers until the IO has finished discussing them. Then place the Sabers back onto the table.*

IO: Our symbols were carefully created to remind each of us of the oath we took when we became members of this Fraternity. I would now like to present to you the Badge, Coat of Arms and Pledge Pin Replicas as a reminder of that oath.

*The staff member should hold up the **Pledge Pin Replica** for all to see. Continue to hold or point to the Replica until the IO has finished discussing the Pledge Pin. Then place the Replica back into its holder.*

IO: The Pledge Pin is established on a field of black, indicating the deep and hidden meanings of the Fraternity, which were revealed to you when you became an initiated member of Alpha Sigma Phi Fraternity.

The Pledge Pin contains representations connoting the unity of spirit and purpose that prevail in the brotherhood of Alpha Sigma Phi. The seven points of the pin represent seven

precepts by which all members are governed as a candidate of Alpha Sigma Phi.

*The staff member should hold up the **Badge Replica** for all to see. Continue to hold or point to the Replica until the IO has finished discussing the Badge. Then place the Replica back into its holder.*

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 today's chartering date.

*The staff should hold up the **Coat of Arms Replica** for all in attendance to see. Continue to hold or point to the Replica until the IO has finished discussing the Coat of Arms. Then place the Replica back into its holder.*

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 plate with the chapter's name and today's chartering date.

IO: The items you have been presented are external symbols of your dedication to creating and perpetuating the prestigious brotherhood of Alpha Sigma Phi. These insignia should serve as an everyday reminder to each of you of the teachings, principles, and ideals of our Fraternity.

IO: Gentleman, in due time, I will present to you the Charter of the (**chapter designation**) Chapter. I am pleased, on behalf of Alpha Sigma Phi Fraternity and all of her brothers, to state officially, that you have met all requirements and have been granted a Charter by the Grand Council of Alpha Sigma Phi Fraternity.

We have entrusted you with our ideals and purpose and it is up to you now to continue the traditions of our Society by bringing in new members of the same caliber and character as

yourselves. The future of our Fraternity and of your Brothers across the country is now in your hands.

You are each charged to continue your enthusiastic involvement with the Fraternity all through your life. You are each a Founding Father of (**chapter designation**) and that title carries with it, tremendous respect and responsibility.

Remain engaged by volunteering, visiting, writing, supporting, and donating. The future of (**chapter designation**), and of our entire Fraternity, will be as strong as the alumni who support it. You are now members of an outstanding national organization; one that offers countless opportunities to demonstrate your leadership, high character, and dedication. Get involved, stay involved, and make us proud.

I congratulate each of you on the steps you have taken to reach this moment. You are now a part 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 and in the name of our Founders, I hereby **officially** recognize this group of outstanding young men as the (**name of institution**) Chapter of Alpha Sigma Phi Fraternity, with all the rights, privileges, and obligations contained therein becoming the (**state number according to chapter roll**) chapter to join our ranks.

IO: Now, the moment you have all been waiting for; the presentation of your Charter. As a symbol of your status within the Fraternity, I am pleased to present to you, your Charter, which bears a replica of our Coat of Arms and represents our mutual dedication to each other.

The IO then walks to the Charter and along with the President pulls the black drape off the Charter. The IO should pause for photos and should encourage those also at the front of the room to stand near the Charter for pictures.

IO: On behalf of these men and Alpha Sigma Phi, we thank you for witnessing this historic event. We know that these men are better as a result of your support and guidance. We hope you will continue that support as they begin their journey as a chartered chapter of Alpha Sigma Phi Fraternity.

Emcee: Congratulations Brothers! To commemorate this moment, I would like to invite the (**Greek designation**) Chapter President, Brother (**last name of President**) to the podium to deliver the first (**Greek designation**) presidential address.

President gives his address.

Emcee: Thank you President (**last name**). I would now ask the Sergeant-at-Arms, Brother (**last name**) to come forward to give the Benediction.

The Sergeant-at-Arms comes to the podium to read the Benediction.

Sergeant-at-Arms: Please bow your heads for the Benediction. Most high and worshipful Father of us all, we come to You with hearts full of pride; not pride for ourselves, but pride for our fellow brothers, acknowledging the steps they have taken to reach this moment. We thank You for Your assistance on our journey toward the pinnacle of fame, and humbly ask that You make us worthy of the honors bestowed upon our brothers this evening. We ask that You help us to be ever mindful of our responsibilities and obligation to be gentlemen. Bless our brotherhood this day and help each of us to live each day of our lives with Silence, Charity, Purity, Honor, and Patriotism. Amen.

End of the Chartering Ceremony