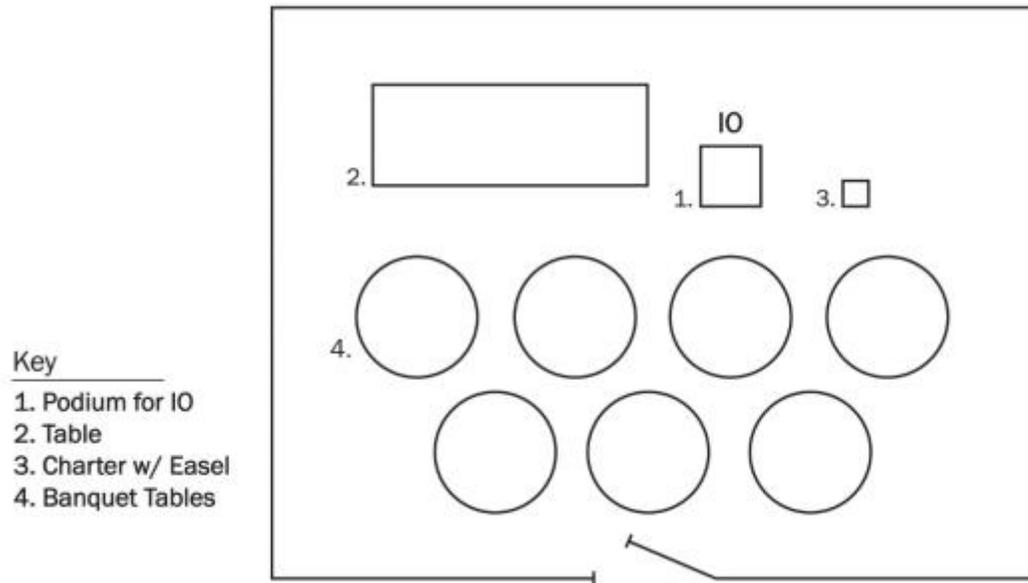


Instructions – Chartering Installation Ceremony



EQUIPMENT

- Charter with Chapter Designation
- Draping (Black) for the Charter Presentation
- Easel; 1 Black
- Fraternity Flag with Chapter Designation
- Podium with Microphone and Fraternity Emblem
- Programs
- Roster Book

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.
- Fraternity Staff will work with a chapter designee to make all of the arrangements and coordinate the presentation of the Charter. The date, time and location should be secured prior to the submission of a Chartering petition.
- 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 to all parents, alumni and University/College guests. 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 Installation 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 Installing Officer moves to the podium and begins speaking:

Installing Officer: Today is indeed an auspicious day. Just as Alpha Sigma Phi's founders Louis Manigault, Stephen Ormsby Rhea, and Horace Spangler Weiser did at Yale University on December 6, 1845, we are gathered to formalize your 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 officer**), and I have the honor of serving as the Installing Officer for this Ceremony.

The Installing Officer will then follow a prepared script which likely includes opening remarks, introduction of distinguished guests and visiting chapters. After opening remarks have been completed, the Installing Officer introduces the Sergeant at Arms to read the Invocation, only if a meal is being served. If no meal is being served, the Installing Officer continues with the program.

Sergeant-at-Arms: Please bow your heads for the 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 day and continue to confer upon us the favor of Thy grace. Amen.

After the meal or while dessert is being served, the Installing Officer should begin the second portion of the program.

Installing Officer: I would now like to introduce (**name and title of University/College Staff**) who will offer congratulations and remarks on behalf of the alma mater.

After the University/College staff member offers his/her remarks, the Installing Officer will return to the podium.

Installing Officer: Thank you (**name of University/College staff**). Many of you arrived on campus, excited about the possibilities of college life and for some, that possibility did not include establishing a fraternity. You have now been exposed to new ideas, new ways of thinking, new friendships and possibilities that you could have never previously imagined. Throughout this time of new opportunities, our alma mater and Alpha Sigma Phi have played a critical role in our development as leaders and men. To honor the alma mater, a toast to (**insert University/College**)

Installing Officer: Our next speaker represents the alumni of Alpha Sigma Phi. Please join me in welcoming Brother (**name, chapter and initiation year**).

After the alumnus concludes his remarks, the Installing Officer will return to the podium.

Installing Officer: Thank you Brother (**last name of alumnus**). Alpha Sigma Phi is the organization that it is today thanks to the dedication and passion of our alumni since the 19th century. Alumni shaped our fraternity. Alumni practiced, refined and honored the same Ritual that you exemplify. Alumni walked the same path that you are walking, established the traditions you enjoy today and demonstrate daily what it means to Better the World Through Better Man. To thank them for the rich heritage they passed down, a toast to the alumni brothers.

Installing Officer: It is my pleasure to be able to introduce the President of the Provisional Chapter to offer a State of the Fraternity address. President (**last name**), we look forward to hearing from you today.

After the President delivers his State of the Fraternity address, the Installing Officer will return to the podium.

Installing Officer: As you contemplate the honor of membership in Alpha Sigma Phi, I hope that you are reminded that membership in this brotherhood comes with a responsibility. A responsibility to exemplify the Values of Silence, Charity, Purity, Honor and Patriotism. A responsibility to perpetuate this brotherhood by inviting new men to join the fraternity. A responsibility to each other to be your brothers' keeper. Please join me in toasting this chapter. We give credit to Alpha Sigma Phi for uniting these

men as they strive to Better the Man. A toast to the (Greek designation) chapter!

This Chartering Ceremony is a time of reflection on 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.

When your name is called, please come forward to sign the Chapter's Roster Book. When finished, please remain up front with me.

The Installing Officer will read aloud the name of each Founding Father, pausing between names. All brothers remain up front for the duration of the program.

Installing Officer: (*speaking to the group on the stage*) I will now 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.

The Fraternity has entrusted you with her ideals and purpose and it is up to you now to continue the traditions of the Society by inviting new members of the same caliber and character as yourselves. The future of the Fraternity and of your Brothers across the country is now in your hands.

You are 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, 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 chapter and Fraternity; one that offers countless opportunities to demonstrate your leadership, high character, and dedication. Get involved, stay involved, and make her 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.

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 you 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.

As a symbol of your status within the Fraternity, I am pleased to present to you, your Charter, which bears the Fraternity's Coat of Arms and represents the brothers' mutual dedication to each other.

The Installing Officer than walks to the Charter and along with the President pulls the black drape off the Charter and proceeds to read the words on the Charter.

IO: Whereas, these men are duly enrolled male students of **(University/College name)**, an institution of learning situated at **(city and state)** have each and all been duly initiated into Alpha Sigma Phi Fraternity and have duly obligated themselves to obey its laws, customs and traditions. Be it known that by virtue of the authority vested in us by the Constitution, Bylaws, Rules and Regulations of said Fraternity, we do hereby make constitute and appoint them and their successors to become **(chapter designation)** Chapter of Alpha Sigma Phi Fraternity and empower it to admit within the Mystic Circle of this Brotherhood such male students of said institution as may be duly elected and initiated, giving to them and their successors legal authority to enjoy all the rights, powers and privileges of said Fraternity so long as they shall observe the laws thereof, and do hereby admit **(chapter designation)** Chapter a duly initiated and installed Chapter of the Fraternity.

Given under our hands and the Seal of this Fraternity, this **(day)** day of **(month)**, **(year)** and the **(fraternity year)** of our Fraternity. Signed by our Grand Senior President and President & Chief Executive Officer and affixed with the golden seal of Alpha Sigma Phi.

In closing, I would like to offer a final toast this evening, a toast to the founders of the **(chapter designation)** chapter. You have to be daring to bring together a group of men who want to be different than the status quo. You have to be willing to take risks, to work hard and to endure the challenges of building an

organization from scratch. You have done just that and as a result, your legacy will endure and you will be legends in this chapter in the decades and centuries that follow. A toast to our Brothers!

Congratulations Brothers!

The Installing Officer or designee should lead the Brothers in For He's an Alpha Sig.

End of the Chartering Ceremony