



NEW MEMBER manual

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PRE-PLEDGE CEREMONY MEETING

- I. Welcome & Introduction – 5 Minutes
- II. Fees & Payments – 10 Minutes
- III. New Member Education Program & Calendar – 10 Minutes
- IV. Completion of Biographical Data Forms – 15 Minutes
- V. Pledge Ceremony Discussion – 5 Minutes
- VI. Questions? – 10 Minutes



START OF new member education

WEEK 1 - FRATERNITY OBLIGATIONS

- I. New Member Introductions – 5 Minutes
- II. Pledge Ceremony Overview – 10 Minutes
- III. Review the Motto, Mission, Vision, Purpose, and Values – 5 Minutes
 - **Open Motto:** Causa Latet Vis Est Notissima (The cause is hidden, the results well known.)
 - **Tagline/Motto:** To Better the Man
 - **Mission:** To be the co-curricular organization of choice
 - **Vision:** To Better the World through Better Men
 - **Purpose:** to Better the Man, through the creation and perpetuation of brotherhood founded upon the values of character: Silence, Charity, Purity, Honor, Patriotism.
 - **Values:** Silence, Charity, Purity, Honor, Patriotism

IV. Review Commitment/Obligation/Accountability/Standards of Membership – 15 Minutes

CODE OF CONDUCT

- I will maintain a commitment to excellence in all of my endeavors.
- I will respect the dignity of all persons, and therefore, I will not physically, psychologically, or sexually abuse any human being.
- I will be a financially responsible individual to both my chapter and the Fraternity.
- I will not abuse, nor support the abuse of, alcohol or controlled substances.
- I will not use, nor support the use of, illegal drugs.
- I will achieve academic excellence while accepting nothing but my best performance, as in all endeavors.
- I will hold myself and my brothers accountable for our actions, and understand that I always represent the Fraternity.
- I will pursue the values of Silence, Charity, Purity, Honor, and Patriotism; I will work to support these values in my actions and deeds.
- I am my brother's keeper.
- I will not condone the discrimination of any individual based on ethnicity, race, religion, sexual orientation, physical ability, national origin, age, family status, or cultural background.

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

V. Characteristics of a Gentleman – 10 Minutes

VI. Quiz – 5 Minutes

VII. Questions – 5 Minutes

VIII. "For He's an Alpha Sig" – 5 Minutes

LYRICS

For he's an Alpha Sig. He's a man you ought to know.

For he's an Alpha Sig. He's not too fast and not too slow.

He's a gentlemen and scholar. With a heart beneath his vest.

He looks like all the others but he's better than the rest.

For he's an Alpha Sig. He's a man you ought to, a man you want to, a man you're sure to know.



WEEK 2 – PERSONAL RESPONSIBILITY & RESOURCES

I. Practice Reciting the Brotherhood Creed – 5 Minutes

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

II. Open Discussion about Threats – 10 Minutes

III. Risk Management – 25 Minutes

IV. Scholarship – 10 Minutes

V. Mentorship – 5 Minutes

VI. “For He’s an Alpha Sig” – 5 Minutes

LYRICS

For he’s an Alpha Sig. He’s a man you ought to know.

For he’s an Alpha Sig. He’s not too fast and not too slow.

He’s a gentlemen and scholar. With a heart beneath his vest.

He looks like all the others but he’s better than the rest.

For he’s an Alpha Sig. He’s a man you ought to, a man you want to, a man you’re sure to know.

VII. Quiz – 5 Minutes

VIII. Questions? – 5 Minutes



WEEK 3 – HISTORY, BENEFITS OF MEMBERSHIP & SOCIAL SKILLS

I. Practice Reciting the Brotherhood Creed – 5 Minutes

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

II. Alpha Sigma Phi History – 15 Minutes

III. Recruitment – 20 Minutes

IV. Benefits of Membership – 5 Minutes

V. Social Skills – 10 Minutes

VI. “Sweetheart” Song – 5 Minutes

LYRICS

Who says sweetheart to you? Who calls you all his own?
Who stands lonesome and blue, talking of love to the moon up above?
Tell me whose eyes gazing in yours, Make all your dreams come true?
Who has the right to kiss you goodnight? Tell me whose Alpha Sig girl are you?

VII. Quiz – 5 Minutes

VIII. Questions? – 5 Minutes



WEEK 4 – HISTORY, CAMPUS CULTURE, CAMPUS INVOLVEMENT & PHILANTHROPIC PARTNERS

I. Practice Reciting the Brotherhood Creed – 5 Minutes

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

II. Alpha Sigma Phi History – 15 Minutes

III. Campus Culture – 10 Minutes

IV. Involvement – 10 Minutes

V. Philanthropic Partners – 10 Minutes

VI. “Sweetheart” Song – 5 Minutes

LYRICS

Who says sweetheart to you? Who calls you all his own? Who stands lonesome and blue, talking of love to the moon up above? Tell me whose eyes gazing in yours, Make all your dreams come true? Who has the right to kiss you goodnight? Tell me whose Alpha Sig girl are you?

VII. Quiz – 5 Minutes

VIII. Questions? – 5 Minutes



WEEK 5 – HISTORY, OFFICER STRUCTURE & GOVERNANCE STRUCTURE

I. Practice Reciting the Brotherhood Creed – 5 Minutes

BROTHERHOOD CREED

- To faithfully observe the ethics of Alpha Sigma Phi, assisting and encouraging my brothers
- To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor
- To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life
- To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance
- To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi

II. Local History – 15 Minutes

III. Officer Structure – 20 Minutes

IV. Membership for a Lifetime – 10 Minutes

V. Affiliate Groups / Governing Structure – 5 Minutes

VI. “The Loyalty Song” – 5 Minutes

LYRICS

Now everyone knows Alpha Sigma Phi,
That they are best just cannot be denied;
They have that style, that smile, that friendly way,
No matter where you'll go, you'll recognize them and you'll say
Now they're the “Greeks” I'd like to know;
They've got that Alpha Sig “Fight,” “Zip,” and “Go;”
And just to see them smile is quite a treat,
Can't be beat, Alpha Sigma Phi!

VII. Quiz – 5 Minutes

VIII. Questions? – 5 Minutes



WEEK 1 - QUIZ

1. What do the sabers represent in the Pledge Ceremony?

2. Please list two obligations made during the Pledge Ceremony.
 - 1.
 - 2.
3. Where is the Pledge Pin worn?

4. "To Better the Man, through the creation and perpetuation of brotherhood, founded upon the values of chapter" is the precept represented by...
 - a. The Top Point of the Pledge Pin
 - b. The Fourth Point of the Pledge Pin
 - c. The Sixth Point of the Pledge Pin
 - d. The Seventh Point of the Pledge Pin

5. Please list the five values of Alpha Sigma Phi.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
6. What is the Fraternity's Open Motto?

7. What is the Fraternity's Mission?

8. What is the Fraternity's Purpose?

9. What is the Fraternity's Vision?

10. Name two principles listed in the Code of Conduct.
 - 1.
 - 2.

WEEK 2 – QUIZ

1. What poses a threat to your personal responsibilities you have to the Fraternity?

2. List two obligations from the Brotherhood Creed.
 - 1.
 - 2.

3. Which of the following must be true for a chapter to hold an event with alcohol?
 - a. Alcohol as BYOB or supplied by a third party vendor
 - b. Cannot be purchased with chapter funds nor on behalf of the chapter
 - c. Must comply with all state laws, including the legal drinking age
 - d. Cannot be a recruitment or ritual function
 - e. ALL OF THE ABOVE

4. Define hazing.

5. The chapter/provisional chapter may host an event with alcohol if...
 - a. A 3rd Party Vendor provides and serves the alcohol
 - b. The event is BYOB (Bring Your Own Beverage)
 - c. The chapter/provisional chapter purchases all the alcohol to be served
 - d. Both A and B

6. Alcohol cannot be present at the following types of events...
 - a. Initiation Ceremony
 - b. Big Brother/Little Brother Events
 - c. Recruitment Events
 - d. All of the Above

7. The Fraternity does not prohibit the following...
 - a. Mandatory attendance at ritual events
 - b. Paddling new members
 - c. Scavenger hunts
 - d. New Member Dress Codes

8. What are the riskiest nights for your chapter/colony? How can you manage that risk?

9. Name one tip for academic success.

10. What are the lyrics to For He's An Alpha Sig?

WEEK 3 – QUIZ

1. When and where was Alpha Sigma Phi founded?

2. List the three original founders.
 - 1.
 - 2.
 - 3.
3. What was Delta Beta Xi?

4. The _____ Chapter of Alpha Sigma Phi was the sole existing chapter of Alpha Sigma Phi from 1864 to 1907.

5. Who are the individuals primarily credited with reviving the Alpha Chapter at Yale University?

6. What is the name of the Fraternity's magazine?

7. In addition to reviving The Tomahawk, Waterbury also brought back what public ritual in the early 1900s?

8. What is the tool used by the chapter/provisional chapter to track PNM contact information?

9. What are three ideas of things that you can do to be more socially excellent before the next meeting?
 - 1.
 - 2.
 - 3.
10. What benefits of membership have you experienced in the first three weeks of the new member program?

WEEK 4 – QUIZ

1. Who is Ralph F. Burns?

2. How long did Ralph F. Burns serve the Fraternity as Executive Secretary?

3. Name one organization Alpha Sigma Phi merged with after World War II.

4. Who is the current President and CEO of the Fraternity?

5. List the sororities on your campus.

6. List the fraternities on your campus.

7. Which of the following is not community service?
 - a. Building with Homes for Our Troops
 - b. Attending a Campus Cleanup Event
 - c. Adopt a Highway
 - d. Playing in a Mud Volleyball Tournament

8. Which of the following is not philanthropy?
 - a. Collecting Cans for a Local Food Bank
 - b. Selling Umbrellas to Raise Money for RAINN
 - c. Having a Team in Dance Marathon
 - d. Visiting a Retirement/Assisted Living Community

9. Please match the value to the appropriate philanthropic partner.

Silence	Local Humane Society
Charity	RAINN
Purity	Aware Awake Alive
Honor	Homes for Our Troops
Patriotism	Big Brothers Big Sisters

10. What are the lyrics to the Sweetheart Song?

WEEK 5 – QUIZ

1. Who is the chapter/provisional chapter's Roster #1?
2. What is the local chapter's chartering date?
3. The Fraternity's highest body, which meets bi-annually to enact legislation and proposed changes to the International Organization, is known as?
4. What is the role of the Grand Council?
5. Please list the officer positions that make up the Prudential Board.
6. List the Affiliate Groups of alumni volunteers connected to every Undergraduate Chapter.
7. What is the role of the Alpha Sigma Phi Foundation?
8. The Prudential Board is responsible for all of the following aspects of the Chapter, except...
 - a. Management and Supervision
 - b. Conduct
 - c. Finances
 - d. Operations
9. The Sergeant-at-Arms chairs which Board?
 - a. The Prudential Board
 - b. The Cabinet
 - c. The Judiciary Board
 - d. The Standards Board
10. Please write the Brotherhood Creed.

WEEK 6 – QUIZ

PLEDGE CEREMONY

1. What do the sabers represent in the Pledge Ceremony?
2. Please list two obligations made during the Pledge Ceremony.
3. Where is the Pledge Pin worn?
4. **To Better the Man, through the creation and perpetuation of brotherhood, founded upon the values of chapter” is the precept represented by...**
 - a. The Top Point of the Pledge Pin
 - b. The Fourth Point of the Pledge Pin
 - c. The Sixth Point of the Pledge Pin
 - d. The Seventh Point of the Pledge Pin

GUIDING PRINCIPLES

5. Please list the five values of Alpha Sigma Phi.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
6. What is the Fraternity's Open Motto?
7. What is the Fraternity's Mission?
8. What is the Fraternity's Purpose?
9. What is the Fraternity's Vision?

10. Please write the Brotherhood Creed.

11. Please write the Code of Conduct.

RISK MANAGEMENT

12. Which of the following must be true for a chapter to hold an event with alcohol?

- a. Alcohol as BYOB or supplied by a third party vendor
- b. Cannot be purchased with chapter funds nor on behalf of the chapter
- c. Must comply with all state laws, including the legal drinking age
- d. Cannot be a recruitment or ritual function
- e. ALL OF THE ABOVE

13. Define hazing.

14. The chapter/provisional chapter may host an event with alcohol if...

- a. A 3rd Party Vendor provides and serves the alcohol
- b. The event is BYOB (Bring Your Own Beverage)
- c. The chapter/provisional chapter purchases all the alcohol to be served
- d. Both A and B

15. Alcohol cannot be present at the following types of events...

- a. Initiation Ceremony
- b. Big Brother/Little Brother Events
- c. Recruitment Events
- d. All of the Above

16. The Fraternity does not prohibit the following...

- a. Mandatory attendance at ritual events
- b. Paddling new members
- c. Scavenger hunts
- d. New Member Dress Codes

FRATERNITY HISTORY

17. When and where was Alpha Sigma Phi founded?

18. List the three original founders.

19. What was Delta Beta Xi?

20. The _____ Chapter of Alpha Sigma Phi was the sole existing chapter of Alpha Sigma Phi from 1864 to 1907.

21. Who are the individuals primarily credited with reviving the Alpha Chapter at Yale University?

22. What is the name of the Fraternity's magazine?

23. Who is Ralph F. Burns?

24. How long did Ralph F. Burns serve the Fraternity?

25. Name one organization Alpha Sigma Phi merged with after World War II.

26. Who is the current President and CEO of the Fraternity?

LOCAL CHAPTER/PROVISIONAL CHAPTER HISTORY & INFORMATION

27. List the sororities on your campus.
28. List the fraternities on your campus.
29. Who is the chapter/provisional chapter's Roster #1?
30. What is the local chapter's chartering date?

SERVICE & PHILANTHROPY

31. Which of the following is not community service?
- a. Building with Homes for Our Troops
 - b. Attending a Campus Cleanup Event
 - c. Adopt a Highway
 - d. Playing in a Mud Volleyball Tournament
32. Which of the following is not philanthropy?
- a. Collecting Cans for a Local Food Bank
 - b. Selling Umbrellas to Raise Money for RAINN
 - c. Having a Team in Dance Marathon
 - d. Visiting a Retirement/Assisted Living Community
33. Please match the value to the appropriate philanthropic partner.
- | | |
|------------|--------------------------|
| Silence | Local Humane Society |
| Charity | RAINN |
| Purity | Aware Awake Alive |
| Honor | Homes for Our Troops |
| Patriotism | Big Brothers Big Sisters |

OFFICER & GOVERNANCE STRUCTURE

- 34. The Fraternity's highest body, which meets bi-annually to enact legislation and proposed changes to the International Organization, is known as?**
- 35. What is the role of the Grand Council?**
- 36. Please list the officer positions that make up the Prudential Board.**
- 37. List the Affiliate Groups of alumni volunteers connected to every Undergraduate Chapter.**
- 38. What is the role of the Alpha Sigma Phi Foundation?**
- 39. The Prudential Board is responsible for all of the following aspects of the Chapter, except...**
- a. Management and Supervision
 - b. Conduct
 - c. Finances
 - d. Operations
- 40. The Sergeant-at-Arms chairs which Board?**
- a. The Prudential Board
 - b. The Cabinet
 - c. The Judiciary Board
 - d. The Standards Board



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BROTHERHOOD CREED & code of conduct

CODE OF CONDUCT

I will maintain a commitment to excellence in all of my endeavors.

I will respect the dignity of all persons, and therefore, I will not physically, psychologically, or sexually abuse any human being.

I will be a financially responsible individual to both my chapter and the Fraternity.

I will not abuse, nor support the abuse of, alcohol or controlled substances.

I will not use, nor support the use of, illegal drugs.

I will achieve academic excellence while accepting nothing but my best performance, as in all endeavors.

I will hold myself and my brothers accountable for our actions, and understand that I always represent the Fraternity.

I will pursue the values of Silence, Charity, Purity, Honor, and Patriotism; I will work to support these values in my actions and deeds.

I am my brother's keeper.

I will not condone the discrimination of any individual based on ethnicity, race, religion, sexual orientation, physical ability, national origin, age, family status, or cultural background.

BROTHERHOOD CREED

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To adhere to the constitutional authority within the chapter and Fraternity, governing my actions with a high sense of honor

To retain in my confidence the private business of this Fraternity, impressing upon my heart and mind that initiation into Alpha Sigma Phi binds me to her as a brother all through life

To develop a deep loyalty to my Alma Mater, maintaining the highest standards of scholastic purpose and performance

To devote myself to the principles of charity and patriotism, promoting the unity of spirit and purpose, which prevail in Alpha Sigma Phi



FRATERNITY SONG

lyrics

THE SWEETHEART SONG

Who says sweetheart to you? Who calls you all his own? Who stands lonesome and blue, talking of love to the moon up above? Tell me whose eyes gazing in yours, Make all your dreams come true? Who has the right to kiss you goodnight? Tell me whose Alpha Sig girl are you?

FOR HE'S AN ALPHA SIG

For he's an Alpha Sig. He's a man you ought to know.
For he's an Alpha Sig. He's not too fast and not too slow.
He's a gentlemen and scholar. With a heart beneath his vest.
He looks like all the others but he's better than the rest.
For he's an Alpha Sig. He's a man you ought to, a man you want to, a man you're sure to know.

THE LOYALTY SONG

Now everyone knows Alpha Sigma Phi,
That they are best just cannot be denied;
They have that style, that smile, that friendly way,
No matter where you'll go, you'll recognize them and you'll say
Now they're the "Greeks" I'd like to know;
They've got that Alpha Sig "Fight," "Zip," and "Go;"
And just to see them smile is quite a treat,
Can't be beat, Alpha Sigma Phi!



RISK MANAGEMENT & amnesty policies

RISK MANAGEMENT POLICY

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

HAZING

No chapter, provisional chapter, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIGG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

AMNESTY POLICY

Chapters and provisional chapters that properly report alleged violations of our Risk Management Policy, including completing a detailed incident report on Portal, within 24 hours of the alleged incident will be granted amnesty from insurance surcharges. Consideration will also be given when deciding sanctions and restrictions with the benefit being given to chapters/provisional chapters that properly report alleged incidents within 24 hours and are self-governing.

INSURANCE SURCHARGES

- Chapters or provisional chapters found in violation of our Risk Management policy will receive a 10% surcharge on the current year's insurance bill which will be payable in full by June 15.
- Chapters or provisional chapters found in violation of our Risk Management policy will receive an additional 25% surcharge (35% total) if any of the following occur:
 - Consumption of hard alcohol or liquor by any member or guest at any Alpha Sigma Phi event (official or unofficial) unless a third-party vendor is used.
 - Possession or usage of any illegal drug by any member or guest at any Alpha Sigma Phi event (official or unofficial) or on property owned or leased by Alpha Sigma Phi or that would be considered to be an Alpha Sigma Phi "house".
 - Hazing
- Sexual assault or any action that is viewed as demeaning in language and/or behavior.
- A fraternity event is defined as, "Any situation sponsored or endorsed by the chapter or colony; or any event which a reasonable observer would associate with the fraternity."

MANDATORY SANCTIONS

- Chapters or provisional chapters that are found responsible for violating risk management policies will be placed on Administrative Probation at a minimum. A second offense in a two-year period will result in the chapter or provisional chapter being placed on Administrative Suspension at a minimum. A third offense in a two-year period will result in the Charter Review process commencing.
- If any of the four behaviors referenced above occur, the following additional sanctions will happen to the chapter and members:
 - Individual members involved will be disciplined with a minimum sanction of suspension for 180 days from all local and national activities to a maximum sanction of expulsion.
 - Individual members involved will also be billed a \$1000 fine to be payable to Alpha Sigma Phi Headquarters within 60 days of the incident. Once received, that fine will be placed in the chapter's endowment for educational purposes.
 - Chapter or provisional chapter will be restricted from having any social event with alcohol (official or unofficial) for a minimum of 90 days; all new members will be initiated within 48 hours.
- Chapters and provisional chapters will have the ability to appeal to the President & CEO once sanctions have been issued.





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