

Final Exam Study Guide

The Exam will be broken down into the following sections:

1. Recruitment
2. Fraternity History/ The Founding
3. Pi Kappa Phi Today
4. Risk Management
5. Push America
6. Administration
7. Our Chapter (Alpha Rho)
8. Parliamentary Procedure
9. Membership Requirements
10. Miscellaneous

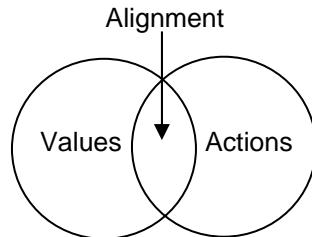
You must score a 75% on the exam to pass. If you do not pass the exam on the first attempt you will be able to take it a second time, anytime between the first attempt and Initiation. The passing grade for the second attempt is also a 75%. Failure to pass on the second attempt will prevent you from being initiated until the spring (May '08) initiation (assuming all other conditions for membership are met).

You will have as long as you need to complete the exam, which will be given during the second meeting of the semester.



RECRUITMENT

Alignment is the Intersection of Values and Actions.



Attributes of a “Cult-like Culture”

1. **Fervently held ideology (core values)**
2. **Indoctrination into the organization’s culture**
3. **Tightness of relationships**
4. **Elitist belief of organization’s purpose**

Every member should have read and should understand *The 5 Steps of Recruitment* prior to the exam.

5 Steps of Recruitment are:

1. **Meet Him.**
2. **Make him a friend.**
3. **Introduce him to your friends (Your Brothers).**
4. **Educate him about Pi Kappa Phi & Alpha Rho.**
5. **Invite him to Join Pi Kappa Phi.**

“EMGAM” stands – **Every Member Gets A Member**

The three types of Rushees are:

1. **Type I** – Prospective members come to you. Usually freshmen or new transfer students. Usually come in groups or might have older brothers, fathers or friends who joined fraternities. They come to college ready to pursue a bid and may seek several bids in order to have several fraternities to choose from. These men sell themselves and are often very active brothers following initiation.
2. **Type II** – More challenging to recruit than Type I’s, but are more numerous. These are men who will rush, but are not entirely sure they want to join a fraternity. With Type II’s, you must sell Greek life first, Pi Kappa Phi second. Type II men want facts about how Pi Kappa Phi is going to help him.
3. **Type III** – Type III’s are the most difficult to rush. You have to search. They generally have reservations about fraternities because of grade, hazing and/or time concerns. They are often older recruits and must be brought out of hiding but are also often the most-valuable members you can recruit. They add great depth and maturity to the membership at large. They often keep a low profile during the 1st semester or year.



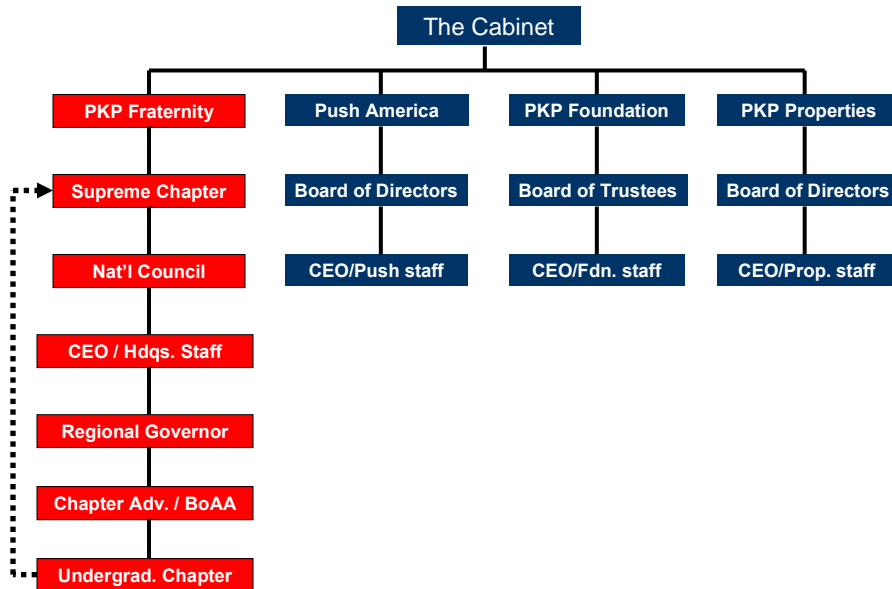
FRATERNITY HISTORY / THE FOUNDING OF PI KAPPA PHI

- Modern-day, American Fraternities developed from **College of William & Mary – Flat Hat Club (FHC)** and **Please Don't Ask (PDA) Society**
- **Thomas Jefferson**, 3rd US President and author of Decl. of Independence, was member of Flat Hats (possibly founder)
- The first “modern-day” fraternity was **Phi Beta Kappa**, formed in **1776 at the College of William and Mary**. **John Heath** is considered the founder of Phi Beta Kappa. The letters of Phi Beta Kappa, **ΦBK**, mean "Love of learning is the guide of life."
- Phi Beta Kappa had the 1st characteristics of modern day fraternity – **Greek letters, a secret grip, a motto, ritual of initiation, member badge, and a constitution.**
- Pi Kappa Phi began as “**Nu Phi**”, meaning **non-fraternity**, to compete in the election for positions in Chrestomathics, the campus literary society (equiv. to student govt.)
- After losing the election to the campus fraternities, the loyal Nu Phi's agreed to hold a meeting on **December 10, 1904**, at **Simon Fogerty's home at 90 Broad Street** in Charleston to found a new fraternity. Seven Nu Phi's were at the meeting: **Kroeg, Fogarty, Mixson, A. Pelzer Wagener, Thomas F. Mosimann, Theodore Barnwell Kelly and James Fogarty**, Simon's younger brother.
- Pi Kappa Phi was founded on **December 10, 1904** at the **College of Charleston** in South Carolina. The seven men at the first meeting were: Harry Mixson, Simon Fogerty, Andrew Kroeg, Jr., The first three listed, Harry Mixson, Simon Fogerty, Andrew Kroeg, Jr. are considered the primary three founders.
- The three men considered the actual founders of PKP are **Andrew Alexander Kroeg, Jr., Simon Fogerty Jr., and L. Harry Mixson**
- Minutes from 1st meeting written in **dark green ink.**
- Secret symbol calling Nu Phi meetings was **outline of a hand.**
- The motto of Pi Kappa Phi is “**Nothing Shall Tear Us Asunder**”



PI KAPPA PHI TODAY

Greater Fraternity Structure



The three entities of the **Greater Fraternity**, separate from Pi Kappa Phi Fraternity, are:

1. **Push America** – National outreach project which provides service to the disabled and promotes volunteerism.
2. **Pi Kappa Phi Foundation** – the fraternity's educational endowment fund which provides leadership programming and scholarships to collegiate members. Funded primarily by alumni donations.
3. **Pi Kappa Phi Properties** – The National Housing Corp. which assists qualified chapters to acquire housing as resources permit.

The CEO of Pi Kappa Phi is **Mark Timmes, Alpha Epsilon, University of Florida**.

The National Office of Pi Kappa Phi Fraternity is located in **Charlotte, North Carolina**

The three **National Conferences** of Pi Kappa Phi are:

1. **Supreme Chapter** – Fraternity convention of alumni and collegiate members held every other summer. Decisions of this body are of the highest authority.
2. **Pi Kapp College** – The fraternity's preeminent national collegiate leadership school held in summer, every other year.
3. **Mid-Year Leadership Conference** - A national leadership school which focuses on officer training and orientation held in different regionally-based cities over 4 weekends every January

The National magazine of Pi Kappa Phi is called the **Star & Lamp**.



Logos and Symbols:



Associate Pin



Star Shield



Brother Pin



Flag



Crest



Seal

RISK MANAGEMENT

FRMT, Ltd. is a Bermuda-based captive insurance company which provides liability insurance to its member fraternities.

F.I.P.G. is an association of national fraternities formed to assist in the management of insurance concerns and risks inherent in the Greek system. Pi Kappa Phi belongs to this association, which purchases their insurance through a provider known as FIGP, Inc. FIGP, Inc. has a Risk Management Policy that we must follow in order to maintain this coverage. The FIGP Risk Management Policy covers:

1. **Hazing**
2. **Education**
3. **Fire, Health and Safety**
4. **Sexual Abuse and Harassment**
5. **Alcohol and Drugs**

The guidelines within the Risk Management Policy that you would have to follow for social events in order to be in compliance with FIGP are:

1. **Don't break the law**
2. **No Chapter Purchase/bulk quantity**
3. **No open parties**
4. **Don't serve to minors**
5. **No illegal drugs in the fraternity**
6. **No co-sponsoring with distributors**
7. **All or nothing rule (no co-financing of events with other chapters/organizations)**
8. **"Dry" rush/recruitment**
9. **No drinking games**
10. **"Dry" pledging program**



PUSH AMERICA

Thomas Sayre was the artist and architect that provided Pi Kappa Phi with the framework to develop Push America in 1977.

The three areas of service that Push America focuses on are **(1) Awareness, (2) Fund Raising and (3) Volunteerism.**

Push America assists persons w/ disabilities through **Cycling** events and **Construction** Programs.

CYCLING

The three cycling events of Push America are:

1. **Journey of Hope** - Annual coast-to-coast bicycle trek to raise money for Push America and to raise awareness for persons with disabilities. There are generally two teams that either follow a northern or southern route.

Two Brothers of the Alpha Rho Chapter, **Rich Harbert, AP 212** (1991) and **Chris Little, AP 376** (1996) rode the **Journey of Hope.**

2. **Gear-Up Florida** – A Push America cycling event which begins in Miami and ends in Tallahassee. The trek covers 700 miles and offers interactive programming in 12 cities, raising money and awareness for persons with disabilities.
3. **Regional Rides** - Cycling events created to bring together Pi Kappa Phis and members of their local communities to raise funds and awareness on behalf of people with disabilities. Many chapters of Pi Kappa Phi organize Regional Rides all across the country to raise thousands of dollars and spread a message of acceptance and understanding for people with disabilities in their community.

CONSTRUCTION

1. **Push Camp** – National service project of Push America, whereby undergraduates spend a high-quality alternative spring break renovating camps and amenities for persons w/ disabilities
2. **Give-A-Push Weekends** – National service project of Push America which provides funding and manpower to build and renovate structures such as accessible fishing piers, boardwalks, pavilions and playground facilities
3. **Build America** – A summer program created to across the country to make camps more accessible for people with disabilities. With the same concept of other Push America construction programs, Build America constructs and renovates nature trails, fishing piers, high-ropes courses, accessible playgrounds and many other projects.

Each summer, a team of 25 Pi Kappa Phis will arrive at camp and start accessible construction. The team will build all day and take part in camp activities with people with disabilities once the workday has been completed.

4. **ACCESSAbility** - members of Pi Kappa Phi support their local communities through the construction of wheelchair ramps for families and individuals that would not otherwise be able to afford it. Local members give their time and man-power and Push America provides funding for the materials



ADMINISTRATION

The primary responsibilities of the seven positions of the Executive Council are:

- 1. Archon**
 - a. Official head and chief executive of the chapter
 - b. Presides at all chapter meetings
 - c. Supervises the work of the chapter officers
 - d. Supervises scholarship and committees
 - e. Chief Public Relations spokesman
 - f. Presents complaints to Standards Board on behalf of the chapter
- 2. Vice Archon**
 - a. Second principal officer of the chapter
 - b. Responsible for member recruitment and oversees Recruitment Committee
 - c. Responsible for compliance with IFC regulations and representation at IFC meetings
- 3. Treasurer**
 - a. Prepares and follows chapter approved budget
 - b. Maintains uniform and acceptable accounting system
 - c. Prepares the Treasurer's section of the Green Report
 - d. Collects and disburses all chapter monies
 - e. Oversees the Budget and Finance Committee
- 4. Secretary**
 - a. Keeps all minutes of all chapter meetings
 - b. Reports pre-initiates and initiates to National Office with Pre-I cards and I cards
 - c. Submits reports to National Office
 - d. Responsible for all chapter correspondence
 - e. Controls the filing and preservation of chapter records
- 5. Warden**
 - a. Director of Member Education
 - b. Keeps order and attends the door during all chapter meetings
 - c. Distributes and collects ballots
 - d. Organizes the Big Brother Program
 - e. Oversees the Scholarship Committee
- 6. Historian**
 - a. Oversees the Alumni Relations Committee
 - b. Director of all chapter publications
 - c. Keeps an accurate account of the history of the chapter
 - d. Maintains the chapter library and a chapter scrapbook
 - e. Maintains Member Record cards
 - f. Prepares Homecoming activities
 - g. Liaison w/ Alumni Newsletter Program
 - h. Share up-to-date alumni records with Alumni Chapter
- 7. Chaplain**
 - a. Oversees the Ritual Committee
 - b. Responsible for all debriefing and interpretation of ritual
 - c. Responsible for all ritual ceremonies and equipment
 - d. Conducts and coordinates all religious services of the chapter
 - e. Educates chapter on Chapter Code of Conduct
 - f. Responsible for the observance of Founder's Day



The Green Report is the **official roster** of the chapter – submitted to the National Headquarters **twice a year (once each semester)**.

The Gold Book is the official book containing subordinate rituals, Supreme Laws, and the Pi Kappa Phi Constitution.

Member insurance is **\$250/man per year**. Active member national dues is **\$60/man per semester**.

Insurance is billed according to the **Spring Green Report**.

OUR CHAPTER (ALPHA RHO)

- The Alpha Rho chapter of PKP originally began as the **Delta Epsilon fraternity** advised by WVU head football coach **Clarence “Doc” Spears** (1921-24). The original goal under Spears was to seek a charter into Delta Kappa Epsilon Fraternity but changed course and pursued Pi Kappa Phi after Coach Spears moved to Minnesota to coach the University of Minnesota football team.
- AP 1 is **Charles Leet**.
- Original charter from Pi Kappa Phi for Alpha Rho Chapter at WVU issued on **May 16, 1930**.
- Alpha Rho was closed prior to (and because of) **World War II** and was rechartered on **May 15, 1978**.
- Alpha Rho belongs to **Allegheny Region**. Other schools in our Region are **Slippery Rock, Univ.** (Epsilon Psi) and **Penn State University** (Alpha Mu).
- The Alpha Rho Chapter has lived at four addresses in Morgantown over the last 20 years: **591 N. Spruce St., 571 N. Spruce St., 692 N. High St.** (now the TKE House), and our present address, **650 N. Spruce St.**
- Local reorganizations occurred in **1984, 1989, and 2007**
- The alumni newsletter of the Alpha Rho Chapter is called the **Alpha Rhose**.

The three alumni organizations of Alpha Rho are:

1. **AC (Alumni Chapter)** – responsible for alumni relations, alumni events, alumni fund-raising.
2. **BoAA (Board of Alumni Advisors)** – provides advising and oversight for the undergrad. chapter
3. **HC (Housing Corporation)** – responsible for all housing issues – rent, maintenance, leases, etc.



Pi Kappa Phi has a volunteer structure that includes Regional Governor's, Chapter Advisors, and Boards of Alumni Advisors. The following men fill each of these volunteer positions for Alpha Rho.

- The Regional Governor for the Alpha Rho Chapter is **Dan Reynolds**.
- The Leadership Consultant for Alpha Rho Chapter is **Kyle Robinson**.
- The Board of Alumni Advisors:
 - Chapter Advisor (Chair) – **Eric Dyson**
 - Academic Advisor - **Dr. David Stewart, Assoc. VP for Student Affairs**
 - Recruitment Advisor – **Tom Begley**
 - Finance Advisor - **Tim Povenski**

PARLIAMENTARY PROCEDURE - ROBERTS RULES OF ORDER

Parliamentary Procedure is based on...

- **the will of the majority.**
- **the right of the minority to be heard.**
- **protection of the rights of absentees.**
- **courtesy and justice for all.**
- **consideration of one subject at a time.**

Each chapter meeting will follow an agenda as shown below:

- **Call to Order**
- **Roll Call**
- **Prayer**
- **Reading and Approval of the Minutes**
- **Unfinished Business**
- **Committee Reports**
- **Officer Reports**
- **New Business / Announcements**
- **Pass the Gavel**
- **Closing Prayer**
- **Adjournment**

Robert's Rules of Order - Summary for Fair and Orderly Meetings

Robert's Rules of Order provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved.

Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly.

HOW?

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; and attract attention by saying; **Brother Archon**. Raising your hand means nothing, and standing while another has the floor is out of order! **You must be recognized by the Chair before speaking!**



How decisions are made

Debate on any given topic cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once! All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes can occur!

The Rules

Motions generally follow the four steps below:

1. **Present a motion**
2. **Second a motion**
3. **Debate motion**
4. **Vote on motion**

Type of Motions

- **Main Motion** - Brings new business before the assembly
- **Call to question** - A motion to close debate immediately and vote now on the pending motion. Applies only to the motion on the floor. Not debatable; requires 2/3 vote.
- **Table a motion** - Misused 99.99% of the time. Only used to set aside the pending motion to take up something more urgent, with the full expectation of returning to the motion. NOT intended to kill a motion and cannot be used for that purpose.
- **Take from the Table** - Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Point of Order** - When a member thinks that the rules of the assembly are being violated, he can make a Point of Order, thereby calling upon the chair for a ruling and an enforcement of the regular rules.
- **Point of Information** - Generally applies to information related to process desired from the speaker: "I should like to ask the (speaker) a question."
- **Divide the Question** - Divides a motion into two or more separate motions
- **Amend** - Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion** - Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee** - State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment)
- **Extend Debate** - Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Postpone to a Certain Time** - State the time the motion or agenda item will be resumed
- **Postpone Indefinitely** - Kills the question/resolution for this session
- **Suspend the Rules** - Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified



MEMBERSHIP REQUIREMENTS

Minimum requirements for undergraduate membership include:

1. **GPA requirement.** For associates, a 2.5 term GPA during the pledge semester. All actives must maintain a 2.5 cum. GPA during their active terms.
2. Financial responsibilities – **All dues paid in total each semester.**
3. **Membership in another student organization** outside of PKP
4. **Attendance** at national/regional PKP-affiliated events (one per year) and all chapter meetings
5. **Residency** in the fraternity house for at least one year (some exceptions may apply)



MISCELLANEOUS

The Greek alphabet, The Student’s Creed and *The Rose* must be memorized

Greek alphabet

| Greek Letter | Greek Name |
|--------------|------------|
| Α | Alpha |
| Β | Beta |
| Γ | Gamma |
| Δ | Delta |
| Ε | Epsilon |
| Ζ | Zeta |
| Η | Eta |
| Θ | Theta |
| Ι | Iota |
| Κ | Kappa |
| Λ | Lambda |
| Μ | Mu |

| Greek Letter | Greek Name |
|--------------|------------|
| Ν | Nu |
| Ξ | Xi |
| Ο | Omicron |
| Π | Pi |
| Ρ | Rho |
| Σ | Sigma |
| Τ | Tau |
| Υ | Upsilon |
| Φ | Phi |
| Χ | Chi |
| Ψ | Psi |
| Ω | Omega |

The *Student’s Creed of Pi Kappa Phi*:

I Believe that the ideal chapter is made up of men...

Who are bound together in a common loyalty which transcends any personal selfishness.

Who realize that membership means personal responsibility in bearing their share of the financial burden of the chapter and the national organization.

Who bring credit to the fraternity by striving to attain the highest possible standards of scholarship.

Who safeguard the reputation of their chapter by keeping careful watch over their personal conduct.

Who uphold faithfully the traditions and activities of their college.

Who prepare themselves diligently to shoulder their full responsibility as citizens.

I Believe that my chapter can become an ideal chapter, and I shall do my share to make it so.

The Rose (song):

As I sat alone with my dreams,
 A beautiful land I could see,
 And a vision so bright,
 Came to me through the night,
 With my dream girl I seem’d to be.
 Oh, her eyes are the stars of heaven
 That shine as a lamp so bright.
 Her lips are the Rose’s petals
 Which open their folds to the light,
 Her hair is the gold of sunset
 As it fades in the western sky.
 No flower that grows is like the Rose,
 She’s the flower of Pi Kappa Phi.