2020

PHI BETA SIGMA FRATERNITY, INC.

A GUIDE FOR COLLEGE & UNIVERSITY OFFICIALS

www.phibetasigma1914.org

TABLE OF CONTENT

Message from the President pg3

About Phi Beta Sigma Fraternity, Inc. pg4

Phi Beta Sigma's Community Initiatives, Partnerships and Programs pg5

Training, Development and Support pg6

Fraternity Structure pg7

Organizational Flow pg9

Membership Criteria pg10

Sigma's MIP at a glance pg11

Sigma's Risk Management Policy pg14

2018 Regional Conference Schedule pg49

2017 Fraternity Highlights pg50

Notable Members pg52

Phi Beta Sigma's Branding Standards pg55

MESSAGE FROM THE PRESIDENT



Dear Campus Partner-

It is an honor and a privilege to address you as the 35th International President of Phi Beta Sigma Fraternity, Incorporated! This is an exciting time to be a Sigma, as our Fraternity moves into a new era, as "A Brotherhood of Conscious Men Actively Serving Our Communities." We are excited about the possibilities of having an even greater impact on your campus as the Men of Sigma march on!

We prepared this booklet to provide you a glance into the world of Phi Beta Sigma, our cause and our initiatives. Indeed, we are a brotherhood of conscious men; Conscious Husbands, Conscious Fathers, Conscious Servants, Conscious Leaders, called to improve the lives of the people we touch.

Our collegiate Brothers play a major role in achieving our mission, as they are the lifeblood and future of our Fraternity and communities. I am asking for your assistance to raise the consciousness of our undergraduate members. We want to collaborate with you to provide our Brothers, your students, with holistic developmental experience, so we can make good on our promise to be a "Conscious Brotherhood," thus, making our world a better place.

We are looking to improve the life experiences of our collegiate members, with the idea that they will stay involved in the work of Sigma beyond their undergraduate years and remain loyal alumni to their institutions. We believe the result will be a continuous support system and advocates for the next generation of Sigma Men specificall , and students in general. While some challenges of college life are shared by multiple generations, we recognize some of our young Brothers may face additional burdens in this fast-paced, ever changing world. We want to advance the idea of being "My Brother's Keeper" by taking a more active role in supporting and mentoring our collegians; they are our organization's most valuable resource.

We invite you to join or Conscious Movement! We would like to strengthen our partnership in order to adequately challenge and support our collegiate Brothers. Please reach out to us through the appropriate points of contact. Our goal is to work together to ensure our Brothers deliver on the promise of being productive citizens on your campuses and communities. We can accomplish this vision by collaborating with Conscious Leaders like you!

Fraternally Yours,

Honorable Micheal E. Cristal
International President

ABOUT PHI BETA SIGMA FRATERNITY, INC.

A BRIEF HISTORY OF PHI BETA SIGMA FRATERNITY, INC.

Phi Beta Sigma Fraternity was founded at Howard University in Washington, D.C., January 9, 1914, by three young African-American male students. The Founders, Honorable A. Langston Taylor, Honorable Leonard F. Morse, and Honorable Charles I. Brown, wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service.

The Founders deeply wished to create an organization that viewed itself as "a part of" the general community rather than "apart from" the general community. They believed that each potential member should be judged by his own merits, rather than his family background or affluence without regard to race, nationality, skin tone or texture of hair. They desired for their fraternity to exist as part of an even greater brotherhood which would be devoted to the "inclusive we" rather than the "exclusive we". From its inception, the Founders also conceived Phi Beta Sigma as a mechanism to deliver services to the general community. Rather than gaining skills to be utilized exclusively for themselves and their immediate families, they held a deep conviction that they should return their newly acquired skills to the communities from which they had come. This deep conviction was mirrored in the Fraternity's motto, "Culture For Service and Service For Humanity".

Today, Phi Beta Sigma has blossomed into an international organization of leaders. No longer a single entity, members of the Fraternity have been instrumental in the establishment of the Phi Beta Sigma National Foundation, the Phi Beta Sigma Federal Credit Union and The Sigma Beta Club Foundation. Zeta Phi Beta Sorority, founded in 1920 with the assistance of Phi Beta Sigma, is the sister organization of the Fraternity.

MISSION STATEMENT

The brothers of Phi Beta Sigma are the Fraternity's most valuable resource and strength. They are the primary means by which the Phi Beta Sigma objectives will be achieved. In order to accomplish the Fraternity's objectives, it is essential that systems are instituted that effectively embody "Culture For Service and Service For Humanity" and promote brotherhood, scholarship and service.

To optimize Phi Beta Sigma's effectiveness, the Fraternity will:

- Strengthen and serve proactively the brotherhood, as a supportive resource that positively impacts the Fraternity's growth and financial solvenc .
- Reaffirm and maintain a st ong commitment to brotherhood, scholarship and service.
- Ensure that the Fraternity programs are focused and committed to serving humanity.
- Create an environment that respects the dignity and worth of each brother.
- Exhibit integrity and ethical behavior in conducting the Fraternity's business, serving as a model for all Greek-letter organizations.
- Maintain and improve the Fraternity's technological literacy, in order to better service its members and the community at large.
- Foster and nurture our constitutional bond with Zeta Phi Beta Sorority, Inc.
- Encourage a closer and mutually beneficial working elationship with fellow Greek-letter organizations, other community service organizations, businesses and government.
- Select leaders who are committed and have demonstrated their ability to lead.

PHI BETA SIGMA'S COMMUNITY INITIATIVES, PARTNERSHIPS AND PROGRAMS

http://www.phibetasigma1914.org/index.php/programs/

Phi Beta Sigma has four international programs: Bigger and Better Business, Social Action, Education and Sigma Beta Clubs. The programs embrace the following objectives:

- To support Sigma's vision of ensuring programs are focused and committed to serving our communities and serving young males through mentoring and scholarships.
- To ensure symmetry among all of our organizational and community initiatives.
- To develop a sense of pride and commitment in the community toward healthy living that will reduce the incidences of health conditions that adversely affect men of color.

Each Program is led by an international director, who works with regional and chapter directors to implement each initiative.

BIGGER AND BETTER BUSINESS

Bigger and Better Business became the first national program of Phi Beta Sigma Fraternity. It was first introduced to the fraternity at the Tenth Anniversary Conclave held in Philadelphia, Pennsylvania in December 1924. When Bigger and Better Business was adopted as a national program, special emphasis was placed on work with negro businesses. The main purpose at the time was to encourage negro business to improve their business acumen, efficiency and service to the public in order to favorably compete with other businesses.

SOCIAL ACTION

Formulated in 1934, the Social Action program was conceived by Bro. Elmo M. Anderson to focus on improving the general well-being of minority groups. The mission of the International Social Action Program is to encourage social, political and philanthropic leadership that strengthens our respective communities and our membership.

EDUCATION

The basis of the Education program lies in the traditional emphasis that the Fraternity places on education. During the 1945 Conclave in St. Louis, Missouri, the Fraternity underwent a constitution restructuring which led to the birth of education as an international program. The program focuses on programming and services to alumni and collegiate in the Fraternity. Programs such as scholarships, lectures, college fairs, mentoring and tutoring enhance this program on local, regional and national levels.

SIGMA BETA CLUB

In the early 1950s, Phi Beta Sigma Fraternity became the first Greek organization to establish a youth auxiliary group. Under the direction of Bro. Dr. Parlett L. Moore, while serving as National Education Director, the Sigma Beta Club was founded. Brother Moore was concerned with changing needs in our communities and recognized the important role that Sigma men could play in the lives of our youth.

TRAINING, DEVELOPMENT AND SUPPORT

In addition to the three international programs, Phi Beta Sigma has five entities, one designed to support young boys and three that focuses on developing our collegiate and alumni members.

INTERNATIONAL COLLEGIATE LEADERSHIP TEAM

The International Collegiate Leadership Team is comprised of the International Director of Collegiate Affairs (who is an alumni Brother), and the three collegiate Brothers: the International Second Vice President, and two Collegiate Members-at-Large. This team works with their regional counterparts to consider current issues affecting our collegiate members. They recommend programs and initiatives to facilitate a positive fraternity experience for our undergraduate members.

SIGMA LEADERSHIP ACADEMY (SLA)

The Sigma Leadership Academy (SLA) is the training and developmental entity of Phi Beta Sigma. The SLA creates educational opportunities to enhance Brothers' personal, professional and leadership competencies. This is accomplished through in-person workshops, passive education and web-based learning.

COLLEGIATE ADVISORS UNIVERSITY (CAU)

The Collegiate Advisors University provides training to Phi Beta Sigma's alumni Brothers who serve as chapter advisors. All alumni advisors must be complete the CAU curriculum to function in a chapter advisory capacity. Contact the State Director for your respective area to confirm the status of a chapter advisor. *http://www.phibetasigma1914.org/index.php/connect/regions/*

PHI BETA SIGMA FEDERAL CREDIT UNION (PBSFCU)

The Phi Beta Sigma Federal Credit Union (PBSFCU) is a full-service financial services provider, serving Sigmas, Zetas and their families internationally. While it is similar to a bank in terms of the services it provides, it is philosophically different in operation. Each dollar invested by members goes toward giving another member a reasonable loan rate. And in turn, investing members receive better rates and lower fees than they would otherwise get at typical banks and financial institutions. We call our customers 'members' because, in actuality, they all own a part of the credit union.

FRATERNITY STRUCTURE

The structure of Phi Beta Sigma is composed of the Conclave, the General Board, the regions, local chapters and our publication, the Crescent.

THE CONCLAVE

The Conclave is Phi Beta Sigma's legislative body. It acts upon the rules laid out in the Fraternity's International Constitution, votes on procedures, including constitutional revisions, member and chapter misconduct, approves new initiatives, and votes on elected officers. The Conclave meets every two years on odd years.

GENERAL BOARD

The General Board acts on behalf of the Concave in between meetings. The General Board is comprised of the ten of cers elected by the Conclave, the Immediate Past International President, the seven Regional Directors, each elected by their respective regions, the presidents of the three af nity groups within the Fraternity, and the appointed of cers, which vary at the discretion of the International President. They have the authority to adopt programs and initiatives, as well as form partnerships and develop membership/chapter standards. For a the most up-to-date General Board roster, please visit *http://www.phibetasigma1914.org/index.php/leadership/genboard/*.

REGIONS

Phi Beta Sigma is divided into seven regions: Eastern, Southeastern, Southern, Southwestern, Great Lakes, Gulf Coast and Western. Each region elects their own Regional Director and regional board. Each Regional Director is empowered to run his region as he sees t, based on the unique needs of the membership in the area.

Eastern
- Africa, Europe, Virgin Islands

Great Lakes Region
- Canada

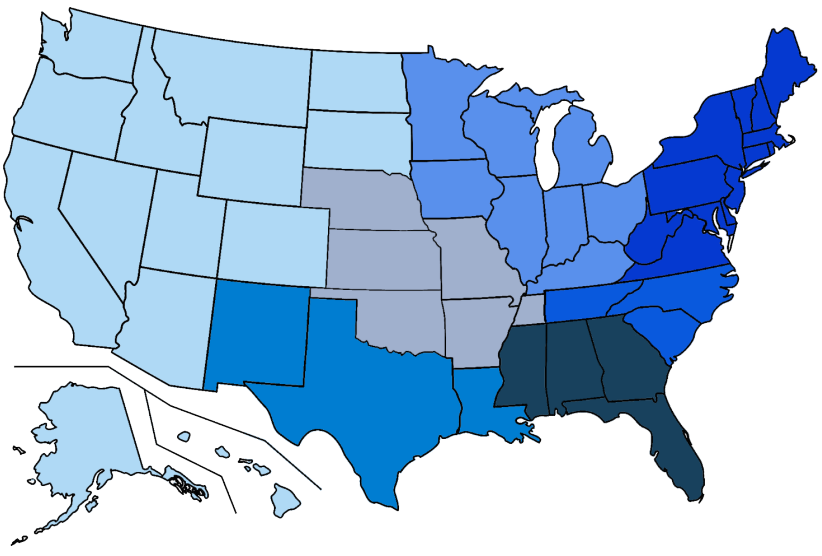
Gulf Coast Region

Southeastern Region

Southern Region
- Bahamas

Southwestern Region

Western Region
- Asia, Middle East



CHAPTERS

Chapters are the basic unit of operations of Phi Beta Sigma. The Fraternity has five types of chapters: collegiate, also referred to as undergraduate chapter; alumni, also referred to as graduate chapter; the Alain LeRoy Locke Honors Chapter, designed to recognize collegiate members who have demonstrated exemplary academic progress and fraternity/campus/community involvement for more information, please visit *http://www.phibetasigma1914.org/index.php/connect/regions/*; the Distinguished Service Chapter (DSC), which honors alumni Brothers for their outstanding service to Sigma and their communities; and the Omega Chapter, which is reserved for deceased members.

NOTE: *All collegiate chapters must be sponsored by an alumni chapter. Though there are some chapters that function as citywide/metro/multiple campus chapters, this is no longer standard practice for the Fraternity. If you have a chapter that claims to be citywide/metro/multiple campus, please contact the regional leadership to con irm their status as such.*

THE CRESCENT MAGAZINE

The Crescent Magazine is Phi Beta Sigma's international publication. It was first established in 1921 The magazine highlights Brothers, chapters, and relevant content impacting our members.

INTERNATIONAL HEADQUARTERS (IHQ) STAFF

The International Headquarters Staff handles the day-to-day administrative operations of the Fraternity. They are responsible for processing dues, payments, membership services, including sending membership materials to chapters, maintaining records, managing the Fraternity's database, assisting with the planning of conferences and conventions. The staff is comprised of ten, fulltime paid employees, dedicated to enhancing our members' Fraternity experience.



Visit www.phibetasigma1914.org to sign up and received regular updates from the Fraternity.

ORGANIZATIONAL FLOW

Phi Beta Sigma recognizes the challenges of navigating a unfamiliar organization. In order to help our campus partners connect with the appropriate Fraternity resource and get accurate and timely information, we outlined the key stakeholders within Sigma who will be your best point of contact on specific matters.

CONTACTING THE REGIONAL LEADERSHIP

The majority of the inquiries our campus partners have are usually resolved at the regional level. Our Regional Directors have a team of Brothers who volunteer their time to support the functions of the fraternity locally, and this includes advising our collegiate chapters. The typical chain of command for most inquiries is as follows:

- Alumni Advisors – they work directly with the collegiate chapters;
- State Directors – they manage the operations of their respective states;
- Regional Director – they are the final authority for egional business and ensures chapters and members are aligned with all relevant laws, policies and procedures.

We recommend working primarily with the Alumni Advisor on most low-level matters (submitting paperwork, programming, general chapter concerns, con rming chapter membership). Please reach out to the State Director if you are experiencing difficulties contacting the lumni Advisor. In the event the Alumni Advisor and the State Director are unresponsive, please contact the Regional Director. In the unlikely event you experience dif culties reaching all three levels, please contact our IHQ for assistance.

In higher level matters, including those that may result in disciplinary actions, please contact a ll three levels (Alumni Advisor, State Director and Regional Director).

Please visit *http://www.phibetasigma1914.org/index.php/connect/regions/* to locate the Phi Beta Sigma Region your school sits in.

CONTACTING IHQ

As previously stated, you should contact our international headquarters in the event the Alumni Advisor, State Director and Regional Director are all unresponsive. Typically, contact our IHQ if you need help acquiring the regional leadership contact information, want to verify active status of a member or chapter at your institution, or report high level violations that may result in a disciplinary action.

Remember, most of your questions should be answered at the regional level.

CONTACT INFORMATION

International Headquarters:
145 Kennedy Street, NW
Washington, D.C. 20011
(202) 726-5434
info@phibetasigma1914.org
www.phibetasigma1914.org

Bro. Daryl Anderson
International Executive Director
ied@phibetasigma1914.org

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Director of Membership and Training
membershiptraining@phibetasigma1914.org

REGIONAL DIRECTORS

Eastern Region
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Great Lakes Region
Bro. David Turner
director27@pbsgreatlakes.org

Gulf Coast Region
Bro. Howard Redmond
gulfcoastregionaldirector@gmail.com

Southeastern Region
Bro. Dr. Lawrence Rouse
rouse1914se@gmail.com

Southern Region
Bro. Roy Edmonds
regional.director@pbssouthern.org

Southwestern Region
Bro. Michael Murry
director22@pbssouthwestern.org

Western Region
Bro. Mark Armstrong
director@pbswest.org

MEMBERSHIP CRITERIA

The following is the minimum criteria for men seeking membership in Phi Beta Sigma:

- Natural born male.
- Enrolled at an accredited four-year college or university in pursuit of a baccalaureate degree.
- At the time of his application must have a minimum 2.5 GPA on a 4.0 scale. There are NO exceptions. Chapters may set a higher standard, but not lower.
- Must pay membership fees upfront.

Candidates seeking membership must join through the collegiate chapter that covers the school they attend; men at a school with an active chapter cannot seek membership at a different school.

- In the event the school has no chapter because one was never chartered or due to the chapter going inactive, students may join as associate members of an alumni chapter.
- In the event a chapter has been suspended or the charter resolved, men must pursue membership through the alumni chapter after they graduate.



MEMBERSHIP INTAKE PROCESS (MIP)
AT-A-GLANCE

UPDATED: 3/29/2016

Quick facts that you need to know about Phi Beta Sigma Fraternity's MIP.

1. Phi Beta Sigma's MIP at the collegiate level is to be executed within a 45 day timeframe. (Alumni chapters have up to 60 days to complete the intake process.)
2. MIP for collegiate chapters MUST be conducted within the window of opportunity designated by the Fraternity each fall and spring. Special requests outside of this time frame may happen for extenuating circumstances, and ONLY with the approval of the Regional Director.
3. Chapters must complete a PBS7c form to secure permission IN WRITING from their respective Regional Director.
4. ONLY financial and MIP certified Brothers are allowed to participate in MIP.
5. Our intake process is administered through an intake team, which may be comprised of collegians and alumni members.
6. Brothers who are cleared to participate in MIP may only interact with the candidates during educational modules. For collegiate chapters, they may also interact during (academic) study sessions. These are intended for candidates and Brothers to study school work (not MIP information), and MUST be approved (in writing) by the Regional Director.
7. The following forms must be completed:
   - **PBS 1:** PBS Internal Processing Form
   - **PBS 2:** Membership Application Form
   - **PBS 3:** Collegiate Membership Approval Form
   - **PBS 4:** Graduate Membership Approval Form
   - **PBS 5:** Academic Verification Form
   - **PBS 5A-1:** Candidate Anti-Hazing Form
   - **PBS 6:** Candidate Evaluation Form
   - **PBS 6A:** Candidate Evaluation Summary Form
   - **PBS 7C:** Chapter Request to Conduct Intake and Intake Schedule
8. The following are the components of MIP:
   - Informational meeting (To notify aspiring men interested in membership of the chapter's intent to conduct an intake process)
   - Interviews (Candidates are notified of their acceptance or rejection)
   - Six modules (five educational sessions and the final exam)
   - Initiation
9. Candidates for membership are to learn Fraternity information, adhere to Fraternity regulations and expectations of new members, and plan a service project. *(NOTE: The service project is to be executed AFTER the candidates' initiation. Implementing the service project is not a requirement to successfully complete MIP.)*

BELOW IS A BASIC OVERVIEW OF THE FIVE EDUCATIONAL MODULES:

MODULE 1: FRATERNITY LANDSCAPE

- Definition and explanation of Phi Beta Sigma's Risk Management Policy
- Role of Phi Beta Sigma Men in the Intake Process
- Financial Obligations of being in a fraternity
- Importance of Business Attire in Greek Life & Professional Career
- Exchange of Information amongst the Membership Intake Group
- Collegiate: Stress the importance of Study Hours and Academics
- Overview of the Membership Intake Process
- Time Management Workshop
- Distribution of Lists (National Headquarters, National Officers, Regional Officers, State Officers, Chapter Officers)

MODUE 2: FRATERNITY HISTORY

- Review and discuss the Twelve Inch Rule.
- Planning an Effective Program
- M.I.P. Feedback Discussion
- Historical Overview of Greek Letter Organizations
- Philosophy & History of Phi Beta Sigma
- History of Local Chapter

MODULE 3: NATIONAL PROGRAMS

- Review of Module 2, Assessment I, & Discussion of Assessment Results
- Fraternity's Organizational Structure
- Roles & Responsibilities of the International Officers
- National Programs and Projects/Current Programmatic Thrust
- Discussion of Project Plan
- Assignments
- Progress Evaluation

MODULE 4: SERVICE PROJECT & ROLE OF A SIGMA MAN

- Presentation of Service Project Proposal
- Lecture on "The Role of Sigma Man and His Fraternity"
  - Responsibilities of Sigmas
  - Chapter Responsibilities to Regional and National
- Assessment 2
- Lift Every Voice and Sing
- We Are the Men of Sigma
- Membership and Candidates Roundtable Discussion (Discussion of Important Issues – Community or Campus)
- Information Review
- Assignments
  - Learn the Greek Alphabet
  - Learn the Symbolism of Sigma
  - Learn the words to the Fraternity Hymn ("Our Cause Speeds On")
  - Discuss the background of the Current International President
- One on One Assessment
- Evaluation of Candidate Progress

MODULE 5: FRATERNITY GOVERNANCE

- Progress Report on Service Project Proposal
- Assessment 3
- Workshop on the Roles and Responsibilities of Chapter Officers
- Lecture on Parliamentary Procedure
- Discussion of National and Regional Reporting
  - PIAA System
  - Chapter Annual Report
- Review Assignments from Previous Session
- Assignments
  - Candidates will complete the Membership Intake Program Evaluation Form by the next meeting.
    - National
    - Regional
    - State (if applicable)
    - Local
  - Read the Constitutions of Phi Beta Sigma Fraternity, Inc.
  - Each candidate is to submit the names of at least three possible members for the next intake group (each list should be different)

MODULE 6: FINAL ASSESSMENT

- Collect Final Assignments
- Administer Final Assessment III

10. Current collegiate fees are $755.00, which includes a non-refundable application fee. Chapters may assess chapter dues. If a candidate for membership withdraws from the process, he is entitled to a refund of his membership fees ($555.00). If he decides to go through intake during a different semester, he will need to pay the $200.00 non-refundable application fee again. The candidate and chapter must document the reasons why the candidate was released from the process.

11. Adjustments to the intake schedule must be approved in writing by the regional director. The MIP timeline may **NOT** be extended beyond the 45 days.

For further assistance, please contact the local chapter or regional leadership, which can be found at **http://www.phibetasigma1914.org/contact-us/university-info/** or call Phi Beta Sigma Fraternity, Inc. headquarters at **(202) 726-5434** or email **info@phibetasigma1914.org**.

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RISK MANAGEMENT GUIDELINES

UPDATED: 11/15/2017

TABLE OF CONTENTS

PAGE 3	Intro – Membership Terms – RM Expectations
PAGE 4	Education – Chapter Operations
PAGE 5	Websites and Social media
PAGE 6	Policy – Alcohol & Drugs
PAGE 7	Hazing
PAGE 8	Hazing definitions and types
PAGE 9	Hazing Laws
PAGE 10	Sigma position on Hazing Constructive and destructive
PAGE 12	Sigma position on Hazing acknowledgement signature by MIP Candidate
PAGE 13	MIP Timeline and sample
Page 17	Investigation Process
Page 18	Position on Coming out Shows
Page 18	Position on Sexual Abuse and Harassment
Page 19	Chapter Housing
Page 22	Chapter Social Events
Page 24	Chapter Social Events Cont'd -Guidelines for 3rd Part Caterers
Page 25	Chapter Social Events Cont'd – Theme Parties
Page 26	Chapter Social Events Cont'd – Off campus / Unofficial events
Page 27	Chapter Social Events Cont'd – Alumni Events
Page 27	Chapter Social Events Cont'd – Special Events Policy, Form and planning; athletic waiver
Page 30	Our General Liability (Risk Management) Insurance
Page 34	Lawsuits and GL/RM Claim procedures
Page 35	Report Claims to
Page 36	Claim Reporting Form
Page 36	Crisis Management

INTRODUCTION

Everything we do in life contains some element of risk. Each time we leave our home and even in the home there is an element of risk. From the mundane such as a minor scrape or cut to the tragic events of a serious accident, there are decisions we make to alleviate potential mishaps. Life in Phi Beta Sigma is no different. Each chapter faces risk with every activity from membership intake events to social, professional and community service events. This document has been prepared to help chapters decrease their overall level of riskiness as they host events throughout each term. In no way will this resource cover every potential event, but by reviewing and implementing these ideas, a chapter will be well served. This document will cover topics such as general chapter operations, special event planning, event review, and crisis management.

MEMBERSHIP TERMS & CONDITIONS

Phi Beta Sigma Fraternity, Incorporated was founded on three essential principles of Brotherhood, Scholarship and Service. Through these founding elements, the Fraternity strives to instill each in our members to build a better man, for a better world. Listed below are the terms and conditions to membership in Phi Beta Sigma which every member will agree to follow and by which every member must abide. In addition, every chapter of Phi Beta Sigma is to uphold and adopt these terms and conditions in accordance with their fiduciary responsibility to Phi Beta Sigma Fraternity, Incorporated.

RISK MANAGEMENT – AN EXPECTATION OF MEMBERSHIP

Chapter risk management is conducting chapter life in a manner which exhibits care and concern for the safety and well-being of members, guests, and the community in which the chapter exist Members must take personal responsibility for their actions to help ensure the safety of others. The intent of risk management education is not to prevent the chapter from having fun, but it is to help the chapter reduce risks while having fun. Risk management tools help you stop problems before they occur - to be proactive instead of reactive.

Risk is something that has to be managed or controlled; it cannot be eliminated. You have accepted the important responsibility of being an officer of your chapter. As an officer, you must help your chapter understand how important it is for every member to be concerned with risk management. Everyone must use good common sense and take steps to manage the risks that are inherent in chapter operations.

I agree to:

1. Be in full compliance with the Constitution and Bylaws of Phi Beta Sigma Fraternity, Incorporated, the bylaws of my affiliated chapter, the rules and regulations of my institution, the policies and guidelines of Phi Beta Sigma, the minimum standards of Phi Beta Sigma, and any and all state, city, or county statutes or ordinances.

2. Be responsible for my own actions and not to engage in any conduct that could harm individuals in my local chapter, the Fraternity, or the general public.

3. Fully participate in all regularly scheduled meetings, ritual meetings, recruitment activities, and all required chapter functions as my membership status permits.

4. Keep in confidence the business and rituals of Phi Beta Sigma Fraternity.

5. Personally act, and ensure my chapter acts, in direct accordance, at all times, with the Risk Management Guidelines & Alcohol Guidelines of Phi Beta Sigma.

6. Treat myself and others with respect and refrain from engaging in any form of disrespectful behavior or hazing whatsoever including the act of knowing about hazing and doing nothing to prevent it from occurring.

7. Fully adhere to and do everything in my power to ensure that my chapter adheres to Phi Beta Sigma's strict statement against hazing found in the Risk Management Guidelines.

KEY NOTE: *It is further understood that if I, any chapter or any duly initiated member fails to maintain financial status with the International Headquarters of Phi Beta Sigma Fraternity, Incorporated then insurance protections, legal representation, etc. will not be afforded to said person. This person or persons will be classified as INACTIVE and actions from these individuals are not endorsed by the international organization.*

EDUCATION

Each chapter shall annually instruct its students and alumni in the Risk Management Policy of Phi Beta Sigma Fraternity, Inc. In addition, all students and key volunteers shall receive a copy of the Risk Management Policy annually and a copy of the policy shall be available on the fraternity website.

GENERAL CHAPTER OPERATIONS

Each chapter can implement a few standard operating procedures that will help reduce their risk. By following these simple steps, the chapter will already be in better shape for the future. Here are some guidelines that will help the chapter get started with risk reduction.

1. Ensure that risk management policies found in the Board of Directors Statement of Policy are reviewed by each chapter member each term and acknowledgements are signed by each brother and collected by the chapter president. A sample acknowledgement can be found at www.phibetasigma1914.org
2. Review chapter Bylaws, at least annually to ensure there are no conflicts with higher level documents.
3. Establish a compliance committee. Information about a compliance committee can be found later in this document.
4. Create professional programming about alcohol/hazing/sexual harassment. Have a professor, student health representative, Greek life staff member, student activities office, or a Phi Beta Sigma member volunteer to present a session.
5. Avoid drinking while wearing letters.
6. Avoid tagging photos online with use of words “Phi Beta Sigma” or use of our Greek letters.
7. When in doubt concerning risk management policies, contact the International Headquarters.
8. If using a bartender, this person must be a third party, independent person with liability insurance.
9. If alcohol is present, utilize an independent third party such as security or bartender to check IDs.
10. For insurance liability reasons, chapters are advised against having or running an organized designated driver program. Recommended options include public transportation, walking in groups, or staying at the location where drinking takes place.
11. Consider setting public website pages to private viewing only (MySpace, Facebook, etc.).
12. All Membership Intake activities must be alcohol free. This includes any “unofficial” after event social activities.

WEBSITE DEVELOPMENT GUIDELINES & SOCIAL MEDIA POLICY

The International Office of Phi Beta Sigma Fraternity, Incorporated offers website guidelines to help chapters create and maintain their own sites. Information published on the Internet is not confidential and anyone may access it. All materials should be designed in good taste and ensure that your website represents your chapter and the fraternity in the most professional light possible. If you have any questions or comments about these guidelines, you can call or email the International Headquarters.

The website guidelines were developed to help each chapter ensure that its image is consistent with the values and ideals of Phi Beta Sigma Fraternity, Inc. By following these guidelines, each chapter will help ensure that a positive, clear, consistent image of Phi Beta Sigma Fraternity, Inc. is present throughout the Internet community. Ensuring that website content is appropriate to represent Phi Beta Sigma is the responsibility of the individual chapter. A chapter website provides an excellent opportunity to keep brothers updated on chapter activities and to inform potential members and others about Phi Beta Sigma Fraternity, Inc. and your chapter. You could include:

- General information about Phi Beta Sigma Fraternity, Incorporated
- Listing of chapter events
- History of your chapter
- Link to the International Website (provide website content has been verified by International Director of Technology)
- Scholarship winners from the chapter
- Photos of chapter events: service projects, campus involvement, other events showing the chapter living up to the values of Phi Beta Sigma
- Ability for guests to e-mail someone in the chapter directly
- Contact information for members of the chapter
- Links to your host institution

If you have questions about the appropriateness of certain material, consult the Regional Director.

When posting content to your website, be aware that any of the following may result in the suspension of your chapter and/or intake activities:

- Posting copyrighted material from other sources or trademarks owned by third parties without authorization from the copyright or trademark owner.
- Posting any content which includes inaccurate, inappropriate, vulgar, offensive or sexually explicit material, products or services.
- Using descriptive monikers (bloody chapter, death chapter, evil chapter, etc.) on your webpage, Facebook, MySpace, or any other social media.
- Using or linking to YouTube videos showing any of the previously mentioned items.

Legal liability for fraternity activities such as social events and parties must be carefully considered and risk managed. The International Headquarters, local chapters, and individual brothers may be held legally and financially responsible for personal injuries or property damage arising from fraternity sponsored social events and parties. To avoid and prevent this liability, the General Board of Phi Beta Sigma Fraternity, Incorporated has implemented guidelines to identify and reduce the risks involved in planning and conducting social events and parties. It is imperative that these guidelines be observed and followed. Following these guidelines will result in a safe and secure atmosphere in which to conduct fraternity social activities.

NOTE: *Step shows are considered social events as are Miss Phi Beta Sigma Pageants.*

[Remember we are members of a **PROFESSIONAL GREEK BROTHERHOOD** that live by high ideals; if your chapter or members do not subscribe to that of our founders, they need not stay in the organization.]

John M. Turner, Esq., International General Counsel

RISK MANAGEMENT POLICY

The Risk Management Policy of Phi Beta Sigma Fraternity, Incorporated includes the following provisions 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 Bring Your Own Beverage (BYOB) or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with neither chapter funds nor the purchase of the same for members or guests are 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 forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the 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, attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

8. All recruitment or membership intake activities associated with any chapter will be non- alcoholic. No recruitment or membership intake 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”, “Beirut”, “flip cup”, “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/big sister night” and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. 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."

As a certified member of Phi Beta Sigma, you are privileged to recruit and train new members of our great brotherhood and aid in providing them with a positive fraternal experience. However, with this privilege comes great responsibility. Certified members have to be able to provide guidance, attend chapter meetings, executive board meetings, and council meetings. In addition, members have a duty to report hazing.

CONCEPTUALIZING AND DEFINING: "HAZING"

What is hazing? To begin, because hazing is such a broad term covering a variety of situations it is easily noted that an assortment of definitions exist. However, for that same reason it is important that one look to a definition that covers a variety of situations on a variety of levels. With that being said, several organizations such as Mothers against School Hazing (2005), also known as MASH, have effectively developed a definition that attempts to cover all areas of hazing. According to MASH (2005),

"…Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade or disgrace any person regardless of location, intent or consent of participants…any action or situation which intentionally or unintentionally endangers student for admission into or affiliation with any student organization."

Although this definition does an excellent job at defining the acts that constitute hazing, the problem lies in the fact that many believe that initiation and hazing are two separate activities.

TYPES OF HAZING

Since a variety of hazing rituals have been recorded, it is essential that such acts be categorized based on the severity of the incident. According to research, three categories exist to identify and define the different levels of hazing. The three categories are Subtle Hazing, Harassment Hazing, and Bodily Harm Hazing. However, to fully understand what each of these categories represent we must look at each of them individually.

Subtle hazing is any activity or attitude directed toward a student or an act which ridicules, humiliates, and/or embarrasses.

When an individual is forced to endure subtle hazing, he or she is enduring the least debilitating form of hazing. However, the emotional effects on the victim can be very costly. Some examples of subtle hazing may include and are not limited to, ostracizing an individual from the group, calling an individual names and depriving an individual certain privileges. Although this may seem insignificant, forcing an individual to endure these behaviors or situations does, in fact, constitute hazing.

Harassment hazing is anything that causes mental anguish or physical discomfort to a student…any activity or activity directed toward a prospective member or activity which confuses, frustrates or causes undue stress.

In harassment hazing the victim may be forced to endure verbal abuse, they may have to wear ridiculous clothing or perform stunts or skits of a lewd and crude nature. All of these acts may result in emotional distress for the victim. This form of harassment can be very debilitating.

Bodily Harm Hazing is the most offensive of the three categories. Bodily harm hazing is defined as any form of physical punishment, or any action that may cause bodily harm.

When an individual is forced to take part in a hazing ritual that uses this form of harassment he or she may be subjected to such rituals as, being hit/punched/kicked with or without an object. Of the three categories of hazing this category is the most severe. Many of the rituals found in this category constitute criminal acts which will hold up in court if the evidence is available.

The three categories of hazing leave no room for someone to say that they are at all acceptable. No matter what category one examines, the definition clearly shows that one individual is subordinate to another. And, whether it is a male or female who initiates these rituals the reality of the situation is that these rituals are wrong and hazing knows no gender.

Oftentimes, the hazer will have an aggressive disposition, struggles with power relationships and uses violence as an outlet (Nestor, 2000). In addition, , the hazer often lacks self-esteem, lacks true meaning in his own life, and seeks retaliation on someone else for his own displaced emotions of hazing incidents that he may have had to endure (Nestor, 2000).

According to research, the problem of hazing is getting worse. Whether hazing occurs because of character traits or the surrounding cultures, hazing has been able to reach grotesque levels.

HAZING LAWS

Over forty states have “anti-hazing” laws. Most of those laws make hazing a criminal offense (the others define and ban hazing but make the violation of the statute subject to civil or administrative remedies). Thirteen states have laws that eliminate consent as a defense in hazing cases. It must be pointed out that the existence or absence of a state law on hazing does not necessarily preclude criminal and civil remedies for a hazing victim. It is against the law in every state to harass a person; to assault a person; to cause a death either intentionally or through gross behavior or indifference. It is a civil violation in every state to fail to warn someone of foreseeable or known dangers. However, hazing is not federally regulated, and is only addressed through state statutes. Since each state can establish their own policies regarding hazing it would make reporting difficult in terms of language and definition. Legal action taken as a result of hazing and the public’s increasingly low regard for fraternities are not caused by the incidents alone, tragic as they may be, but from the hypocrisy that exists when organizations that purport to have high standards exhibit behavior that contradicts their expressed reasons for existence. It is important to understand that laws dealing with hazing are state-created. Each state is different in the application of law and civil responsibilities.

Phi Beta Sigma prohibits hazing. As a national organization we define hazing in the most inclusive terms. All institutions of higher learning have similar restrictions. Fraternities as a condition of recognition agree to abide by the institution policies and anti-hazing regulations. Phi Beta Sigma potential members are required to sign non-hazing declarations. Therefore there can be no consent by the potential victim to be hazed.

FRATERNITY STATEMENT OF POSITION ON HAZING: LIST OF ACTIVITIES

Experience has proven that member education is one of the most important programming areas for a fraternity. In evaluating the long-term success and stability of any chapter, those chapters that exert the necessary time and energy into the development of a constructive, non- hazing, member education program encounter the most prosperity. These groups initiate collegiates who understand their fraternal responsibilities as active members, and have the tools to immediately contribute to the success of the chapter.

Chapters should be straightforward about the purpose of the member period and defining what are acceptable and unacceptable behaviors. The following list identifies some constructive programming ideas collected from a variety of successful Phi Beta Sigma chapters, as well as some destructive member activities that have been a source of problems for chapters.

Constructive Member Activities

- Holding study sessions
- Scheduling member class goal setting retreat
- Educating each member on the responsibilities of each chapter officer and the operations of the chapter
- Expecting high scholastic performance
- Conducting meetings exclusively for members
- Preparing a member class publication and directory
- Appointing or electing officers and chairmen of the member class by the member class
- Expecting basic knowledge of Phi Beta Sigma; its ideals and principles
- Educating members on proper social and personal development
- Involving members in campus activities and other recognized student organizations
- Participating in intramural events and leagues

Destructive Member Activities

- Forcing consumption of food or alcohol
- Requiring members to line up or walk in a particular way
- Expecting members to perform any sort of calisthenics or form of physical training
- Forcing members to wear any type of clothing which is embarrassing
- Expecting members to use separate entrances to a house or housing facility
- Requiring members to carry items such as rocks, coins, paddles, books, food, etc
- Preventing or restricting class attendance or sleep
- Mandating any sort of personal servitude
- Requiring the practice of observing periods of silence
- Forcing strenuous physical activities
- Mandating the application of any sort of substance to members' bodies
- Marking or branding of members' physical bodies

Some activities are easily categorized as hazing. Others may not be so easily classified. If you're not sure, consider the following questions:

- Is the activity an educational experience?
- Does the activity promote or confirm the values of the Phi Beta Sigma Fraternity?
- Will the activity increase respect for Phi Beta Sigma by non-affiliated individuals?
- Do members and initiated members participate together or equally in the activity?
- Would you be willing to allow parents to witness the activity?
- Would you be able to defend the activity in a court of law?
- Does the activity have value in and of itself?

***NOTE:** *A good rule to follow when deciding whether or not an activity is hazing is: If you have to ask if what you're doing is hazing, it probably is.*

(The following is to be read during the first meeting of each new member class and signed by those indicated below)

Congratulations on having been selected to become a member and prospective brother in the _____ Chapter of Phi Beta Sigma Fraternity at _____ . Our fraternity has a long and successful tradition, and we look forward to your participation as a future brother, not only during your collegiate days, but through the fellowship you find here throughout your life.

Our fraternity recognizes and strictly follows the Phi Beta Sigma Standards for Membership Intake which includes a standard of "absolutely no hazing". You may have experienced hazing in high school, either as a new member of an athletic team, a school band or a school social group. You may have seen hazing glorified in movies. Hazing can take many forms. The most serious is direct physical abuse, such as a member being paddled, to a milder form, such as push-ups, to subtler approaches, such as drinking games with the brothers. We at _____ Chapter want you to know that hazing is not acceptable conduct for any of our members to inflict upon any of our potential members and those potential members should not submit to any form of hazing as a condition of membership. Please understand that you should refuse to participate in any hazing activity and, more importantly, to refuse to permit hazing being inflicted upon you. The fraternity requests and expects you to refuse to participate in hazing. A list of activities which are generally considered to be hazing is attached hereto. In order to prevent any confusion, we are also attaching a list of activities which are not considered to be hazing, but could involve your input or participation.

If anyone approaches you and asks you to participate in an activity which you think is hazing:

You should refuse to participate in hazing; and know that such refusal will not place your membership in Phi Beta Sigma at risk; and you shall decline to participate in hazing and immediately report it to an officer. If an officer is not available, then report it to International Headquarters (IHQ).

Some activities are obvious, such as attempted physical abuse, whereas other activities may be more subtle and may require an interpretation. Either way, you should be assured that no adverse action will be taken against you by the attempted "hazer" or by the Chapter in regard to your membership. In fact, we will not allow the attempted "hazer" to have any influence over you or your status or to have any input regarding your transition from membership status to brotherhood, such as a vote. The purpose in giving you this information is not because any of our members have stated that they intend to haze members.

However, when there are several personalities in a Chapter, there is a remote possibility that some individual may, on the spur of the moment, ignore the Chapter's prohibition on hazing, and attempt a hazing activity with a member. We want you to understand your rights and not be intimidated.

Furthermore, you have a personal responsibility not to condone any sort of hazing. Phi Beta Sigma has already permanently prevented previously eligible candidates for membership from becoming members, because they consented to hazing and submitted themselves to be hazed.

	TIMELINE	PAPERWORK	LOCAL RESPONSIBLE PARTY	ORG. RESPONSIBLE PARTY
1	14-28 Days Prior to Proposed Day of Informational.	Submit PBS 7C: Request for Membership Intake	Intake Chairman	Regional Director Must approve or deny request
2* (Timeline Starts here)	**Informational Meeting** (Start of Intake Process)	PBS 5A-1: Candidate Anti-hazing Form	Intake Chairman	
3	**APPLICATION OVERVIEW:** Applications are distributed at the close of Informational Meeting to those who have indicated that they want to pursue membership. **COLLECTION OF APPLICATION & FEE(S):** Applications & Fees shall be collected at the time of the Interview with all accompanying documents.	PBS 2: Membership Application Form PBS 1:Submit Application Fees to Intake Chairman	Intake Chairman	
4	**Interviews**	PBS 6: Candidate Evaluation Form PBS 6A: Candidate Evaluation Summary Form	Intake Chairman	
5	**Approval or Denial:** After Interviews *Acceptance is subject to Academic Verification.	Email or Letter sent for acceptance or denial. *Please see MIP guide for form letter.	Intake Chairman	
6	**Grade Approval:** After Intake Chairman confirmation of Application Fee	PBS 3 or PBS 4 PBS 5: Academic Verification Form or Secure Transcripts for candidates	Intake Chairman Chapter Advisor University Official	
7	**Collect Remaining Fees**	PBS 1: PBS Internal Processing Form	Intake Chairman	
8	**Applications Sent**	3 Copies of all materials made and distributed as follows: **MATERIALS FOR REGIONAL DIRECTOR** Original MEMBERSHIP PAPERWORK, PAYMENT via MONEY ORDER OR OFFICIAL CHECK **MATERIALS FOR CHAPTER:** MEMBERSHIP PAPERWORK, COPY OF PAYMENT TRANSMITTAL OR MONEY ORDER OR OFFICIAL CHECK; THIS IS SUBMITTED TO CHAPTER SECRETARY FOR FILING INTAKE TEAM MAINTAINS COPIES OF ALL PAPERWORK *All information **MUST** be sent certified mail	Intake Chairman	Regional Director must review and submit paperwork immediately and provide final approval to chapter and IHQ.
9	**Educational Sessions:** 6 Total=5 for Educational courses , 1 for Test		Intake Chairman	
10	**Ritual**		Intake Chairman	IHQ should have shipped pins/cards for ceremony.

LENGTH OF EDUCATIONAL PROCESS:

- Collegiate Chapters: Up to 45 Days after the paperwork has been submitted and approved. Educational classes must conform to the requirements of the university in which the chapter resides.
- Alumni Chapters: Up to 60 Days after the paperwork has been submitted and approved.

MEMBERSHIP INTAKE TIMELINE EXAMPLE - USING JANUARY 9, 2016 AS DATE OF INFORMATIONAL

	Action	+/- X Days	Date
PRE-INFORMATIONAL	• Ensure that chapter is in good standings with IHQ & Region		Mon 10 Dec 2012
	• Select members & chairman of MIP Committee • Confirm availability of venues for MIP activities (Informational, Interviews, Educational Sessions 1-6, and Initiation Ceremony) • Select venues with professional atmosphere, privacy, and amenities which may be required for these specific events		Tue 11 Dec 2012
	• Submit Chapter Request to Conduct Intake and Proposed Intake Schedule Form (PBS-7C) to Regional Director for approval (including members of the Intake Committee, dates & locations of all events) • [COLLEGIATES: Alumni Advisor signature required] • Maintain at least one copy for Chapter Files		Wed 12 Dec 2012
	• Confirm receipt of your chapter's PBS-7C form with the Regional Director		Mon 24 Dec 2012
	• Regional Director MUST approve PBS-7C in order for MIP to proceed		Wed 26 Dec 2012
	• Determine parts for Informational		Wed 02 Jan 2013
	• Print out multiple copies of Application for Membership (PBS-2), Hold Harmless Agreement (PBS-5A, for candidates & PBS-5B, for Brothers), and have a current fee schedule available.		Tue 08 Jan 2013
	• Informational • Attendees fill out Candidate Anti-Hazing Form (PBS-5A) • Application Overview at Information Meeting (PBS 2: Membership Application Form) • MIP Committee fill Member Anti-Hazing Form (PBS-5B)		Wed 09 Jan 2013
ADMINISTRATIVE PERIOD	• Application packet due back to chapter, with Application Fee		Wed 16 Jan 2013
	NOTIFICATION OF INTERVIEWS • Send invitations to interview via mail and email • Inform candidates that (pending interviews) payment of all new member fees will be due in a week)		Thu 17 Jan 2013
	• Interviews (PBS-6 & PBS-6A for each candidate) • [COLLEGIATES: PBS-5 Form (Student request to release grades) to be signed by applicant]		Fri 18 Jan 2013
	• Interviews (if needed, PBS-6 & PBS-6A for each candidate) • [COLLEGIATES: PBS-5 Form (Student request to release grades) to be signed by applicant]		Sat 19 Jan 2013
	• Interviews (if needed, PBS-6 & PBS-6A for each candidate) • [COLLEGIATES: PBS-5 Form (Student request to release grades) to be signed by applicant]		Sun 20 Jan 2013
	• Send acceptance/denial letters via mail and email • [COLLEGIATES: Collegiate Membership Approval (PBS-3) completed by University] • [ALUMNI: Complete Alumni Membership Approval (PBS-4)] • Submit PBS-1 document with application fees to Regional Director		Sun 20 Jan 2013
	• Collect New Member Fees from candidates		Wed 23 Jan 2013
	• Submit PBS-1 document with New Member Fees to Regional Director • Make 3 copies of all paperwork {Completed IHQ Internal Processing Form (PBS-1), Application (PBS-2), Collegiate Membership Approval Form (PBS-3) or Alumni Membership Approval Form (PBS-4), Candidate Anti-Hazing Form (PBS-5A) for each candidate, Member Anti-Hazing Form (PBS-5B) for each MIP Committee member, Candidate Evaluation Form (PBS-6) and Candidate Evaluation Summary Form (PBS-6A) for each candidate, 3-letters of recommendation for each candidate, transcripts and/or copy of diploma} • Submit originals to Regional Director (with copies of IHQ transmittal for application and new member fees) • Advisor • Send copy to Intake • Send copy to Chapter files (with copies of IHQ transmittal for application and new member fees)		Wed 23 Jan 2013

MEMBERSHIP INTAKE TIMELINE EXAMPLE (CON'T)

	Action	+/- X Days	Date
COLLEGIATE	• Session #1 (IF THIS IS THE START DATE YOU PLACE ON THE PBS-7 FORM, DO NOT START SESSIONS PRIOR TO THIS DATE)	4	Tue 29 Jan 2013
	• Session #2 • Assessment #1	-1	Mon 04 Feb 2013
	• Session #3 • Assessment #2		Mon 11 Feb 2013
	• Session #4 • Assessment #3		Mon 18 Feb 2013
	• Session #5 • MIP Service Project Proposal Due		Mon 25 Feb 2013
	• Session #6 • Final Exam	-1	Sun 10 Mar 2013
	• Initiation Ceremony	1	Tue 12 Mar 2013
	Allotted time for Collegiate Education Sessions	42	Days
ALUMNI	• Session #1 (IF THIS IS THE START DATE YOU PLACE ON THE PBS-7 FORM, DO NOT START SESSIONS PRIOR TO THIS DATE)	4	Tue 29 Jan 2013
	• Session #2 • Assessment #1		Tue 12 Feb 2013
	• Session #3 • Assessment #2		Tue 26 Feb 2013
	• Session #4 • Assessment #3		Tue 12 Mar 2013
	• Session #5 • MIP Service Project Proposal Due		Tue 19 Mar 2013
	• Session #6 • Final Exam	-1	Mon 25 Mar 2013
	• Initiation Ceremony	-3	Tue 26 Mar 2013
	Allotted time for Collegiate Education Sessions	56	Days

***Note:** *Do not make persons in violation of the constitution – associate membership MUST meet specific criteria –*

There must not be a suspended chapter on campus where applicants attend;

There must not be an active chapter either

University must be acceptable to Greeks from our organization

Once made they cannot hold office in Alumni chapters

They can only remain as associate for 5 years or until graduation

INVESTIGATION PROCESS

- If an incident arises from the intake process, the chapter advisor or president should notify the Regional Director or IHQ via hotline immediately.
- Any brother who witnesses a hazing incident or MIP violation is obligated to immediately report the incident to the chapter advisor, State Director, Regional Director or IHQ via hotline.
- Within 24 hours of the report of the incident, the Regional Director will notify—in writing—the International President, International First Vice President, International Executive Director, International GENERAL Counsel, Regional Legal Counsel, State Director, and Int'l Risk Manager.
- If the report concerns a collegiate chapter, the Regional Director will notify the university contact person of the incident. He is expected to frequently update the university official of the investigation process, and fully cooperate with the University investigation process.
- The Regional Director or the IHQ will work with the Sr. Risk Management team to assign the 1st available Regional Investigator for all alleged hazing incidents involving injury or physical hazing for a timely investigation of the incident. The investigator will report findings to the IED, IRM, and RD. The RD will work with investigator, alumni and collegiate chapter and university in scheduling phone and on site investigations. Also, The Regional Director will notify all parties of the investigation procedure, schedule and keep all parties apprised of current status.
- Unless otherwise directed by the International Office, the International Legal Counsel is the primary media contact for the investigative matters.
- All interview and media requests regarding the investigation or incident should be forwarded to the Legal Counsel. The International Office will notify our insurance broker/carrier of any potential exposure.
- Within 24 hours of completion, the investigator or investigation team should provide a report—in writing—to the Regional Director, IED, General Counsel and IRM. The report should include a recommendation of action from the team based on UNIFORM SYSTEM OF SANCTIONS.
- The Regional Director will communicate his final decision (with sanctions) via certified mail to 1) the chapter officers, 2) university official (if collegiate), 3) regional chapters and Regional Board, and 4) the International Executive Director.
- The fraternity reserves the right to have the IED conduct onsite investigations.
- The chapter and individual have the right to appeal the decision with the Conclave Grievance Committee. This appellate process should be outlined in the certified letter.
- Members and their parent's home owners insurance or bank accounts will be held liable for any injuries sustained by MIP candidate(s) and resultant lawsuits or legal costs the fraternity incurs.

COMING OUT SHOW POLICY

(These are not permitted by our intake procedure except as mandated by host college or university)

Chapters should primarily be aware that 'coming out', or 'probate' shows are not a part of Phi Beta Sigma's official intake program. Chapters are to remember that coming-out shows are a time of celebration to introduce new members of our wondrous band to the public; and it is a recruiting opportunity for future members. If their performance is low quality, then they potentially attract low quality interest for the organization in the future.

Chapters are required to follow the rules below regarding a coming out show. Failure to do so will result in the immediate suspension of the chapter for the rest of the academic school year. This suspension will include all functions on campus, and in the local community.

- Chapters must have completed the intake process without any reported violations during the process
- No profanity is to be used during the show
- No actions that portray and glorify pledging or hazing. This includes, but is not limited to: walking in line, greetings, paddles/chains/bricks, related cadence recitations (e.g. Greek alphabet or history), etc.
- No sexual content or actions that may be perceived as sexual in nature
- No verbal or physical disrespect of men or women
- No verbal or physical disrespect of other Greek organizations
- Advisor(s) must be present at all "Coming-out-Shows"
- Advisor(s) is to review ACTUAL show and its content prior to performance
- Advisor(s) will plan for adequate campus security prior to performance
- Advisor(s) will ensure that the "Coming-out-Shows" are covered by the International Fraternity Insurance
- Advisor(s) will ensure that the event form for insurance coverage is processed 30 days prior to the "Coming-out-Shows"
- Advisor(s) will ensure the State Director and the University Greek Life office are informed of the date and time of "Coming-out Shows" via email
- All "Coming-out-Shows" will be held on campus between the hours of 8:00 AM and 10:00 PM

Chapters are encouraged to set the example and not participate in activities that bring dishonor to the name of the Fraternity, and the chapter. A copy of this letter will also be sent to the office of Greek affairs of each university and college.

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 which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

CHAPTER HOUSING

The International Organization of Phi Beta Sigma does not endorse or maintain housing for collegiate or alumni members of the fraternity. Dwellings, which house two or more members of the fraternity, should not be construed as a facility maintained, insured or endorsed by the international organization. As such it is the responsibility of the individuals living in such a dwelling to obtain the necessary insurance (both property and liability) to cover events and or incidents that might result from visitation of non-residents whether that be for a social, professional, or personal reasons.

Although the fraternity does not endorse nor accept liability for incidents that occur in or are the result of having a chapter house; the following are some recommendations that will enable you to minimize risk.

A SAFE HOUSE IS YOUR GOAL: AREAS OF CONCERN

The responsibility of maintaining a safe and positive learning environment is a concern. Your goal must be to make sure that all who live in chapter houses are protected.

Two major areas of concern have been shown to cause liability and property loss problems: fire safety and house maintenance.
In both areas, a responsible risk management program can lessen the probability of causing damage to the chapter house.

How we manage risks will determine our ability to obtain liability and property insurance. Insurance provides a basic tool we use to limit or control exposure to loss. It does not take the place of anything else, nor does it excuse anyone for exhibiting a lack of common sense. Insurance is only designed to control the losses of corporation, chapter officers and members in the event of a genuine accident.

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 devices of any kind within the confines and premises of the chapter house are expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Managing our risk requires all alumnae/alumni and chapter members to set high standards for the safety of our houses. In no area of house operations is this more important than in the area of fire safety. An analysis of 260 fraternity and sorority house fires conducted by the National Fire Association determined the leading causes of these fires to be as follows:

- 24.9% Careless smoking and match disposal
- 22.7% Electrical system misuse and over fusing
- 19.6% Defective heating devices, chimneys
- 9.6% Arson or other suspiciously caused fires
- 6.2% Spontaneous ignition
- 5.8% Kitchen and cooking hazards
- 0.8% Lightning
- 0.8% Ignition from building next door
- 4.2% Miscellaneous

This list clearly demonstrates that the great majority of chapter house fires are preventable. The number of fires (260) shows it can happen to you. Basic fire safety suggestions for a fire safety risk management program are as follows:

1. ESTABLISH A "NO SMOKING" POLICY
   Ban smoking in bed and establish other non- smoking areas. Provide plenty of ashtrays in designated smoking areas.

2. DO NOT OVERLOAD CIRCUITS
   Prohibit the use of extension cords or multi-outlet devices. Use power strips, preferably with surge protectors in their place when necessary. Do not permit members to install their own custom wiring.

3. INSTALL ALARM SYSTEMS
   Consult with local fire officials to determine the number and preferred location of smoke and heat detectors in sleeping rooms and common areas. All smoke and heat detectors should be hard wired instead of battery operated. Also consider installing an alarm system wired to a central location.

4. PROVIDE AND MAINTAIN FIRE EXTINGUISHERS
   Extinguishers should be well marked and readily available throughout the house. Establish penalties for tampering with a fire extinguisher. Make sure extinguishers are checked and serviced regularly.

5. HOLD REGULAR FIRE DRILLS
   Plan, design, and post your emergency evacuation plans inside each bedroom door. Quarterly fire drills are recommended, with evacuation leaders and a post-evacuation roll call procedure established. Have emergency telephone numbers posted at all house phones.

6. KEEP THE CHAPTER HOUSE CLEAN
   Avoid keeping flammable materials in the house. Extra clutter, such as paper, boxes and clothing, provide fuel for a fire. Trash removal is especially important.

7. COMPLY WITH FIRE CODES AND REGULATIONS
   Local fire department officials and insurance investigators will be willing to provide regular inspections and answer your questions, usually without cost.

8. INSTALL A SPRINKLER SYSTEM
   While this can be a great expense, it will save lives in the event of a fire.

9. DO NOT ALLOW THE USE OF CANDLES IN THE HOUSE OR IN INDIVIDUAL ROOMS EXCEPT UNDER CONTROLLED CIRCUMSTANCES SUCH AS INITIATION
   The number of fires caused by candles in residence hall rooms and chapter houses has steadily increased. Cases involve burning candles igniting curtains or other flammable materials and candles being allowed to burn while the occupant(s) of the room are elsewhere.

HOUSE MAINTENANCE SUGGESTIONS

A successful risk management program requires a cooperative effort of both alumni and chapter members to lessen the likelihood of accidents and hazards that potentially exist in the chapter house. Listed below are some basic suggestions that any chapter and corporation can follow to develop their own local house maintenance risk management policy:

1. SCHEDULE REGULAR INSPECTIONS
   Thoroughly inspect the chapter house every three months, with the chapter president, house manager and a specified alumni corporation board member doing the inspection together and completing a written checklist.

2. PAY ATTENTION TO HIGH TRAFFIC AREAS
   Particular maintenance attention should be directed toward doorways, railings, stairways, carpet, floors, and windows. Outside, regular inspection of fire escapes should be scheduled to check their operation and to make sure they are clear of obstacles.

3. DEVELOP A WRITTEN MAINTENANCE PROGRAM
   Have a written schedule to replace or change furnace filters, light bulbs, exit lights, etc. when needed.

4. KEEP HALLS AND STAIRWAYS CLEARED
   All halls, stairways, and exits should be kept clear and well lighted at all times.

5. SERVICE HEATING AND AIR CONDITIONING EQUIPMENT
   Schedule annual service and inspection of these and other major mechanical systems.

6. SERVICE KITCHEN EQUIPMENT
   Schedule regular cleaning, service, and inspections of all kitchen equipment, paying particular attention to stoves, deep fryers, exhaust hood filters, and fire extinguishing systems.

7. RESTRICT ACCESS TO DANGEROUS AREAS
   As appropriate, limit or prohibit access to certain areas of the house such as roofs, furnace rooms, fuse boxes, and related areas.

HOUSE SECURITY

Chapter leaders must become more aware of the need to limit access to the chapter house. Unfortunately, cases of arson and vandalism are not unknown to fraternities. Some house security suggestions are listed below.

1. A LOCKED HOUSE—A HOUSE WITH SECURE ENTRANCES--IS MUCH SAFER
   The minor inconvenience of maintaining a locked house is justified by the safety benefits to the members and physical structure. Give all members a key, card, or combination. If a combination is used change it at least once a month and use numbers or letters that cannot be quickly deduced by someone who is not a member. Example: Do not use the year that the national organization was founded or the day/month/year that the chapter was installed.

2. INSTALL DEADBOLTS ON ALL DOORS AND LOCK WINDOWS
   Consider installing a timer that automatically sets deadbolts from midnight to 7:00 a.m. Lock all ground access windows during the same hours.

3. LET PEOPLE KNOCK
   No one enters your family home without knocking. Keep it that way at your chapter house. The only exception should be during social events with door monitors greeting guests.

4. DESIGNATE “KEY ALUMNI”
   Allow access by alumni, such as your advisor and corporation officers, who require access to the house.

5. HAVE “KEY ALUMNI” CHECK HOUSE DURING BREAKS
   Whenever the house closes for holidays and term breaks, establish a schedule of “Key Alumni” who will regularly check house security and make sure all mechanical systems are functioning.

6. INSTALL OUTDOOR LIGHTING
   Floodlights in front and security lights in back are the best way to deter chapter house vandalism and arson.

7. GREET UNESCORTED STRANGERS
   Don’t let strangers roam the house. Confront them, student or not, and ask if you can help them.

CHAPTER SOCIAL EVENTS

I. HOSTING A SUCCESSFUL FUNCTION WITHIN RISK MANAGEMENT GUIDELINES

A. The following suggestions will help you plan and host an event within the Phi Beta Sigma risk management policies and guidelines. Keep in mind that all chapter activities must be in accordance with all federal, state, local and university/college laws and regulations.

II. PLAN AND ORGANIZE THE FUNCTION WELL IN ADVANCE

A. Establish starting and ending times for functions. Be sure to follow the established time constraints for all functions.

B. Prepare the guest list well in advance. [Those not on a guest list MUST produce a current university ID from sponsoring university or the local university they attend. Out of town guest must also produce a school ID; even other members of Phi Beta Sigma unless active alumni members with current membership sticker.]

C. Appoint all brothers who will be responsible for set up, clean up and monitoring well in advance.

D. Make sure that you have submitted the Event Information Insurance request; [IHQ will forward copies of requests to the respective Regional Director]

III. DO NOT ALLOW COMMON SOURCE CONTAINERS

A. No kegs, pony kegs, party balls or alcoholic punches of any kind, even if supplied by individuals.

B. Do not allow open access to individual cans, bottles or mixed drinks of alcohol.

IV. DO NOT SELL ALCOHOL UNDER ANY CIRCUMSTANCES

A. Charging admission for a cup, or the band, or for entrance at an event at which alcohol is being consumed will be used by a plaintiff as evidence that alcohol was sold.

V. THE FUNCTION MUST BE CLOSED

A. If your function is not truly closed, to protect your members and our organization, YOU MUST PURCHASE EVENT INSURANCE IN THE AMOUNT OF AT LEAST 1 MILLION DOLLARS AND NAME THE NATIONAL OFFICE AS ADDITIONAL INSURED; FAILURE TO DO SO WILL RESULT IN SUSPENSION OF CHAPTER MEMBERS AND THE CHAPTER.

B. Limit the number of guests.

C. Prepare the guest list well in advance of the function and do not permit a person to enter the function if he/she is not on the list.

D. Use written invitations.

E. Do not permit those who leave to re-enter the social event.

VI. CHECK I.D. AT THE DOOR

A. Identify those of legal age with a wrist band or by stamping hands with ink.

B. Hire bonded security guards or off-duty police officers to assist you at the point of entry.
NOTE: *There must be one (1) off duty policeman or insured armed security guard per every 75 people or event attendees; the only exception is where local law enforcement may require a lower ratio of attendees to officers.*

VII. THE FUNCTION MUST BE MONITORED

A. Appoint a team of members who agree to patrol the function.

B. Hire bonded security guards or off-duty police officers to assist you with crowd control.

VIII. PROVIDE FOOD AND ALTERNATIVE BEVERAGES

A. Avoid salty foods. Serve foods high in protein such as cheese and vegetables.

B. Keep non-alcoholic alternatives such as juice and soft drinks separate from mixers.

IX. IF DESPITE YOUR PLEAS, A PERSON BECOMES INTOXICATED

A. Do not allow any intoxicated person(s) to be alone.

B. Do not hesitate to call for medical assistance.

C. Provide a professional taxi service for members and guests.

X. SET A THEME OR ACTIVITY

A. Themes and activities should be in good taste and should not be related to alcohol. Food and decorations may relate to a theme or activity.

B. Do not permit, tolerate, encourage or participate in drinking games.

XI. MAKE SURE THE FUNCTION IS HELD AT A SAFE PLACE

A. Are there any fire hazards or unsafe conditions which may cause problems?

B. Are the exits and fire extinguishers easily accessible in the event of any emergency?

C. Is the parking lot accessible for an ambulance, police vehicle or fire truck?

D. How quickly could you get help (medical, fire, police)?

XII. DO NOT HOST A FUNCTION AT A BAR

A. Any establishment that makes more than half its revenue from the sale of alcohol is considered a bar.

XIII. DO NOT HOST OR ATTEND A FUNCTION WHERE ALCOHOL IS PROVIDED BY ANY OF THE CO-HOSTS

A. Chapter funds may not be used to defray the cost of or to pay for alcohol.

B. Ask for a certificate of general liability insurance and ensure that the caterer carries sufficient amounts of insurance; generally accepted limit is $1 million.

C. Obtain an endorsement from the caterer naming the chapter, the International Headquarters of Phi Beta Sigma Fraternity, Inc., as additional insured.

D. A third party vendor or caterer does not assume all liability for an event. Continue to use risk management practices in conjunction with the vendor. A LICENSED, PROFESSIONAL CATERER MAY BE HIRED TO SERVE ALCOHOL.

GUIDELINES FOR THE USE OF THIRD PARTY CATERER

The following guidelines are to assist chapters in planning an event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility.

1. The caterer must be properly licensed by the state and local authorities. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur.
2. The caterer must be insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, a part of his insurance coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage."
3. The local chapter and the National Fraternity of Phi Beta Sigma Fraternity, Inc. must be named as additional insured on the vendor's certificate of insurance.
4. The caterer must agree, in writing, to cash sales only to be collected by the caterer during the function.
5. The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
    a. Check ID upon entry.
    b. Not serving to minors.
    c. Not serving to individuals who appear intoxicated.
    d. Maintaining control of all alcohol containers.
    e. Collecting all alcohol remaining at the end of the function.
    f. Removing all remaining alcohol after the function.

Third party vendors may not encourage the consumption of alcohol through drink specials or other promotion, nor should third party vendors serve shots of hard liquor.

The chapter may not purchase or provide alcohol, including any payment to lower the per drink price. The vendor should agree to sell alcohol at a reasonable per drink rate. Set up charges are appropriate as long as the chapter is not charged for alcohol. Continue to use all risk management practices and procedures.

THEME PARTIES

At many chapters over the years these events have provided memorable experiences for brothers and guests. Unfortunately, theme party activities have also generated injuries, alcohol misuse, and financial and behavioral excesses.

In today's society we must be sensitive to all people, races, religions, nationalities, gender and groups. If the theme of a social event reflects, in any negative way upon others or if it could be so construed, discard the theme and find another. Be particularly careful that your favors, shirts, slogans, and actions are not or could not be construed as sexist, racist, or bigoted. As an international fraternity, we cannot tolerate insensitivity to others, regardless of the intent of the action or the number of persons it affects. Failure to be sensitive to others almost always results in sanctions and probation.

ELIMINATING THE OPPORTUNITIES FOR INJURY

1. Some chapters build or erect structures for an event. Chapters are strongly advised not to build ponds or pools. There have been a number of serious injuries from people diving into ponds or pools. Even if there is no means of diving into a pond, the temptation is strong for people to throw others into it.

2. Chapters are strongly advised not to build towers, slides, rope bridges, or other structures. Anything chapter members build upon which people will sit, climb, swing, or walk presents the potential for injury. Leave construction to those who are licensed to do that type of work.

3. Fire safety– Refrain from using bamboo, straw, or torches to decorate. These decorations cam create fire hazards.

4. Transportation -- If a number of people are to be moved to a location away from the chapter house/campus, the safest means is a hired bus and driver. Do not transport people in the bed of a pickup truck or the back of a rental truck.

ELIMINATING PUBLIC RELATIONS PROBLEMS

1. Theft of props or property-- Some chapters have prepared for a theme party by telling members to obtain decorations by theft. This includes flowers, signs, plants, and Christmas trees. It has happened. It is illegal.

2. Delivering invitations-- Some chapters deliver invitations to dates at their campus residences. They should not enter the house or dorm, and this activity should be conducted with proper sensitivity to others.

3. Noise -- This is a potential problem at any social event which includes music. Many cities are now implementing and enforcing noise ordinances. Most police will respond promptly to noise complaints. The chapter should contact neighbors prior to the party and ask that if noise becomes a problem, they contact the chapter president or other designated persons. Give neighbors the names and telephone numbers of all officers.

4. Clean up-- The chapter should have a plan for limiting litter and for prompt clean up after the party.

OFF CAMPUS AND "UNOFFICIAL" CHAPTER SOCIAL EVENTS

Some members incorrectly believe social events held off campus or away from campus are not subject to risk management guidelines. Likewise, they believe that there is little or no risk exposure from "unofficial" events held at the residence of a member, friend or other location.

An off campus or "unofficial" event may be subject to risk management and standards guidelines if any of the following conditions exist:

1. The chapter pays for any part of the event or participates in the planning or organization of the event. This could include purchasing beverages, food, entertainment, and the room or hall rental, clean up or anything else associated with the event.

2. A chapter officer, officers, or social chairman plans the event

3. The chapter advertises the event by producing flyers, posters, or maps of the location of the event, general "invitations," or by distributing handouts or posting notices. This may" also include announcements at chapter meetings of the chapter or other fraternities or sororities or telephone invitations.

4. A large percentage of the members of the chapter are present.

5. The event takes the place of a normally scheduled event. (For example: a social planned for 9:00 PM is not attended because everyone is at a member's apartment or campus.)

Chapters may be disciplined for incidents of any kind that violate the spirit as well as the letter of Phi Beta Sigma Fraternity, Inc. risk management policies. If you have any questions concerning the status of a social event, please contact the International Headquarters, Greek Advisor on your campus, or Regional Director.

Any, some, or all of these factors can serve as a basis for naming the chapter or National Fraternity as a defendant in a lawsuit.Some chapters have done an excellent job in planning and controlling theme parties by considering the following:

1. Planning and control should be used in planning the party.
2. The fraternity's Position Statement as it relates to alcohol should be followed.
3. Is the expense, both in money and in preparation time, excessive? Could some of that money be saved or some of the time and energy be used in more productive activities?

SPECIAL EVENTS

In addition to regular social functions, many chapters often conduct or sponsor Special Events involving large numbers of people. These might be fundraising projects for a charity, or alumni events such as Homecoming.

Precautions should be taken for:

1. Traffic control
2. Crowd control
3. Safety of the facility being used, including fire safety
4. Safety of any activities or games, in which attendees might participate

Also, if an event is held away from a campus chapter house, any contracts signed with the property owner should be reviewed by the Regional Legal Counsel for the chapter. The Executive Director is knowledgeable of hotel arrangement and contracts. Please feel free to contact him prior to signing of contract.

ALUMNI EVENTS

Your chapter will be able to host more successful alumni events if they are planned in association with your alumni objectives. Be sure the officers are familiar with the policies and procedures of this manual when planning the event. This will help to eliminate any confusion. Additionally, you will want to ensure that the appropriate alumni members will help to explain and enforce these guidelines with other alumni members.

The alumni brothers who attend your function or other event will most likely be above the legal drinking age. Nonetheless, all of the procedures regarding consumption of alcohol and concern for your guests still apply.

If you become concerned about an alumnus who has had too much to drink, seek the help of other alumni in seeing that this brother does not injure himself or other guests.

SPECIAL EVENTS POLICY

In general, Special Events sponsored by Chapters and Districts are covered under the general liability policy.

If any event other than a regular business meeting is held, the Special Events Checklist, *(see Appendix of this manual)*, must be completed and submitted to the International Headquarters at least (30) thirty days prior to the event date. **These events require the written acknowledgement of receipt of the Special Event Checklist by the International Headquarters. Acknowledgement will be in the form of receipt of a Certificate of Insurance listing the chapter name, event name and event date by the chapter representatives before the event is held.** The International Headquarters will determine if the event poses too great of a risk to the Fraternity to be covered under the current policy. If the potential liability exposure of the event is deemed to be extreme, the chapter will be asked to purchase a separate liability policy for the event or pay a surcharge for coverage under the Phi Beta Sigma Fraternity insurance program.

***SPECIAL NOTE:** *Whenever chapters or members are transporting special event attendees, personal vehicles should not be used as they are not covered. Chapters should be encouraged to engage a licensed third party transportation vendor who will provide professional drivers. The transportation company assumes liability during the ride and removes the responsibility and risk from Phi Beta Sigma Fraternity.*

SAFE TRANSPORTATION: RECOMMENDATION FOR CHAPTER FUNCTIONS

Liability exposure continues to be one the biggest challenges facing fraternal organizations. In fact, the exposure threatens the continued existence of many organizations. Phi Beta Sigma Fraternity recognizes this and is attempting to provide the broadest general liability coverage available to us; however, we cannot do it without the support of the entire organization. It is important that sound risk management practices endorsed at the International level are implemented and strictly followed at the chapter level.

The safe use of automobiles is critical to the well-being of all Phi Beta Sigma Fraternity members.

Effective immediately, we request each local chapter and/or colony implement a policy eliminating the use of:

1. Members' vehicles for transportation of members and guests from fraternity functions in programs such as the designated driver.

2. Leased or rented vehicles operated by members to transport members and guest from fraternity functions.

We understand that each of the above referenced precautions is done with the best intentions, however, for numerous reasons they have not produced the intended results. The only acceptable and safe alternative is using professional transportation services.

Outlined below is one of many examples of how a good intention can turn into a tragedy:
A local chapter of a national fraternity in Oregon held an off-premise social event. In an effort to provide a safe and fun environment, the chapter rented a 15 passenger van to transport members and guests to and from the location of the event. During one of the return trips, the sober member who was driving the van lost control and struck a telephone pole. As a result, one passenger was fatally injured and one was seriously injured. Litigation soon followed and, ultimately, a substantial settlement was paid out on the claim.

From the description of the measures taken above, it would appear that everything was done correctly. What went wrong?

A. The driver of the vehicle was unfamiliar with the van. Think about the times you jumped into a friend or family member's vehicle and searched for the lights switch, the air conditioning controls or how to dim the lights.

B. The driver was not a professional driver; while he might have been sober, his passengers were not. Dealing with the distraction of passengers can be difficult, even for professional drivers.

C. The General Liability Hired and Non-owned Auto Coverage afforded under the international fraternity's liability policy was immediately put into play due to the rental company and driver's insurance having insufficient limits to pay the entire amount of damages.

Because of situations such as this, we are requesting only professional drivers and transportation be utilized. This is just one example. Unfortunately, we could fill page after page with similar tragedies. We recommend the following requirements for any selected vendor employed to provide transportation to members and guest:

D. Commercial Auto Insurance that provides coverage for transporting people and property for a fee.

E. Commercial Auto Insurance that provides, at a minimum, primary coverage of $1,000,000.00 combined single limit for bodily injury and property damage.

F. A professional driver who has a valid commercial vehicle operator's license in the state in which the driver is located.

The standards set forth should be addressed in both a formal collegiate and alumni chapter business meeting. By working together to consistently meet these standards, we will be providing safe transportation that all previous measures had failed to accomplish and, together, we will be reducing the exposure to our brothers, chapters and the International Fraternity. This is an ultimate win-win situation we all want to achieve.

GENERAL LIABILITY INSURANCE

INTRODUCTION

In recent years the protection of the financial and human assets of Phi Beta Sigma Fraternity, Inc. became a top priority. No matter how careful we might be, the high level of activity which is a part of collegiate fraternity life, creates opportunities for injury or other loss. These often result in claims or lawsuits against the fraternity.

Phi Beta Sigma must protect itself against the risk of loss through two primary courses of action:

1. Purchasing insurance to provide restitution when a loss occurs; and
2. Eliminating the opportunities for injury and loss through a thorough risk management (loss control) program.

This manual has been developed to help each chapter accomplish this second objective.

Phi Beta Sigma chapters are expected to follow the guidelines set forth in this manual. Some

chapters or brothers may feel that they can decide for themselves to assume a risk created by a certain activity. However, in doing this they also create a risk for their involved alumni and collegiate brothers, their chapter, and the entire Fraternity. The values of Phi Beta Sigma, as well as the realities of our litigious society, require that we exercise the highest standards of care in all our activities. Through the risk management policies and positions outlined in this manual, the International Fraternity provides a program which will help chapters plan safe events, ensure a safe environment, reduce exposure to loss, and to control the cost of loss. The International Fraternity utilized the technical expertise of its insurance brokers and their staff of qualified risk management specialists to assist in the design and implementation of this program and to formulate techniques in treating risks arising from the day to day operations of chapters.

THE GENERAL LIABILITY INSURANCE PROGRAM

The purpose of this section is to give you an understanding of insurance coverage provided and information to properly report all actual and potential liability and property claims with which you may become involved.

The final responsibility for the success of the insurance program rests with your Fraternity and your chapter. It is always important to remember that your first line of defense in liability matters is loss prevention, next is loss control, and the insurance contract is the final line of defense. The collegiate and alumni members' willingness to understand and assume the responsibility of sound risk management practices is a cornerstone of our program.

In the event that an incident or claim does arise, Phi Beta Sigma Fraternity and Holmes Murphy will oversee the effective handling of all incident and claim investigation. Included within this manual you will find an incident reporting form that must be completed and submitted at the time of any incident that results in bodily injury or property damage.

Holmes Murphy strives to provide risk management resources to compliment the loss prevention and control efforts of its clients.
Please visit ***www.Holmes Murphyfraternity.com*** to review the Holmes Murphy web site. You will find a number of risk management resources that can assist you in your daily fraternal lives, information on your insurance protection, as well as online
forms for; purchasing property coverage, liability and property claim reporting and making requests for additional insured protection.

The following description is a summary only and is not intended to serve as a substitute for the actual insurance contract.

The coverage is for bodily injury, property damage and personal injury. This protects the local collegiate and alumni chapter, its officers and members and the International Fraternity, including appointed volunteers, from claims arising out of bodily injury and property damage occurring out of chapter operations. It also protects against claims arising out of libel, slander, false arrest, invasion of privacy, eviction from the premises, and consumption of food and beverages and incidental malpractice.

It must be understood that our coverage is for general public liability. It is not accident insurance covering members and membership selection candidate for injuries sustained on the chapter premises and/or in chapter activities. Liability insurance is not a substitute for medical insurance. Further, it is not Workers' Compensation insurance which may be required for Fraternity employees.

I. WHO IS COVERED?

A. The insurance coverage will pay claims up to $1,000,000 per occurrence for the following organizations and/or people:

B. The local collegiate or alumni chapter **when it obeys the laws of the institution, city, county, state and country in which it operates and the policies of Phi Beta Sigma Fraternity** Collegiate and Alumni chapter officers, executive committee, committee chairman and members while performing the duties of chapter membership.

C. The chapter alumni advisor and alumni advisory committee members while performing the duties as alumni advisor or as alumni advisory committee member.

D. The International Fraternity, its officers, staff members, and appointed volunteers while performing the services of their salaried or volunteer positions.

II. WHO IS NOT COVERED BY THIS POLICY?

A. Any individual member, alumnus, trustee or advisor who is performing tasks outside of his responsibility (i.e. spontaneous social function planned by an individual member, chapter advisor consuming alcohol with collegiates, hazing of members, etc...)

B. Any member who's illegal or intentional actions result in death or injury to an individual or property damage.

C. Members' parents or family members and guests of chapter members.

D. College/University administration (see Adding Additional Insurers below).

III. ADDING ADDITIONAL INSURED

A. Additional Insured's may be added to this policy. Such insured's may be your landlord, college, university and/or proprietor from whom the chapter may be renting property for a special event.

   a. Please submit the Additional Insured Request Form on page 22 to
   Phi Beta Sigma Fraternity, Inc.- International Headquarters
   Attn: Finance Department
   145 Kennedy Street NW
   Washington, DC 20011
   at least thirty (30) days prior to the date it is needed.

B. Upon review and approval of the Additional Insured request by Phi Beta Sigma Fraternity and the insurance carrier, a certificate of insurance will be issued by Holmes Murphy, with the original forwarded to the Additional Insured and a copy to the International Headquarters.

Proper function planning is critical to completing any Special Event in a safe manner! Please utilize the Special Event Checklist to assist with your event planning.

IV. WHAT DOESN'T OUR COVERAGE INCLUDE?

A. Violations of Risk Management Policy

i. There is no Duty to Defend, nor any insurance coverage provided by this policy for any Insured , who supervises or directs others to participate observe and/or participate in the excluded act, and the Insured entity to which they belong for a claim arising out of or resulting from any violation of the International Fraternity's Risk Management Policy.
[Open parties are not covered nor are open parties without adequate security]

ii. "Violation" will be determined in the sole discretion of the executive board of the International Fraternity that some breach of the Risk Management Policy has occurred.

iii. "Risk Management Policy" is the written rules, regulations, or policies regarding risk management in effect at the time of the occurrence established by the International Fraternity.

B. Any claim of bodily injury and/or property damage from an incident resulting when:

1. An illegal act was performed.
2. An intentional act was performed.
3. A contract made by the chapter is broken.
4. There is any discharge, release or escape of smoke, vapors, soot, fume, acids, toxic chemicals, etc...upon land, the atmosphere or any water course or body of water.
5. An employee is hurt on the job. Workers' Compensation coverage must be purchased.
6. Any claim of property damage to property owned by, rented by, used by, or cared for by the chapter. For example, the chapter rents a portable generator for an outdoor function, and while it is in the care, custody and control of the chapter, it is damaged and the lesser holds the chapter responsible and liable. No coverage is available under the Phi Beta Sigma Fraternity liability insurance contract. The only exception would be a premise rented for 7 or less days in which the $250,000 Damage to Premises You Rent limit would apply.

V. LEGAL AND ILLEGAL ACTIVITY

A. Simply stated, no insurance policy in the world provides coverage for violations of the law. Phi Beta Sigma Fraternity's insurance program is no exception to this rule. The key points to understand are:

1. Compliance with federal, state, local and institutional (college or university) laws and regulations is required.

2. Compliance with all regulations and policies of Phi Beta Sigma Fraternity is required.

B. Those individuals who choose to violate these rules may void the protection for themselves under the Phi Beta Sigma Fraternity insurance program. Every effort has been made to avoid their actions from jeopardizing the other members, other entities, or other named insured protected by the Phi Beta Sigma Fraternity program. The following brief examples are intended to provide illustration and do not represent legal advice.

1. With the broad awareness of its membership, the chapter serves alcohol to a minor in violation of the law at a chapter sponsored function. In the event of an injury, claim or lawsuit, those persons found to be in violation of the law and/or Phi Beta Sigma Fraternity policy (in this case the entire chapter) most likely would be without insurance protection. The other named insured would be protected. (i.e. International Fraternity, Alumni and Volunteer Corporation)

2. Two of the members of a 65-man chapter cause injury to someone in connection with a hazing incident. This activity was unauthorized and done secretly without the knowledge of the chapter, and strictly against chapter policy. In the event of an injury, claim or lawsuit, those persons (in this case, the two members) found to be in violation of the law and Phi Beta Sigma Fraternity policy could be without insurance protection. The chapter, Alumni and Volunteer Corporation and other named insured would be protected.

Great effort has been made to insure that coverage will be provided to those individuals and entities exposed to claims. Its intent is to provide coverage for claims that arise from ordinary negligence. Chapters and chapter officers are protected from the unauthorized actions of individuals. Chapter advisors are protected from the unauthorized actions of their individual chapter members and the chapter as a whole, as are the chapter foundations and all other appointed alumni volunteers involved with the Fraternity.

All questions regarding insurance interpretation and coverage should be directed to:

HOLMES MURPHY

Terri Simmerman, Sr. Client Manager

10707 Pacific Street Suite 200
Omaha, NE 68114

Phone 1-800-736-4327 ext. 4193
Fax 1-800-328-0522
tsimmerman@holmesmurphy.com

LAWSUITS AND GENERAL LIABILITY CLAIMS

There will be occasions when lawsuits may be served on a member of your Fraternity. As there is only a limited time to answer a lawsuit, the following procedure applies:

A. Treat any potential or actual claim or lawsuit as a high priority item.

B. Utilizing the enclosed incident reporting form, note all relevant information.

C. Forward the suit and incident report by United States Postal Service Express to—
Executive Director- Phi Beta Sigma Fraternity, Inc. see below for address.

General Liability claims can be numerous and usually arise out of activities of a chapter which cause bodily injury, property damage or personal injury to an individual. They will more than likely involve damage or injury to someone other than an employee or an officer of the Fraternity.

While on the scene, if possible, get names, addresses and phone numbers of all parties involved, as well as any witnesses to the accident. Immediately complete the attached incident reporting form and submit.

WHAT SHOULD BE REPORTED?

Report bodily injury of anyone other than an employee and any property damage for which there is the possibility a claim may be made against Phi Beta Sigma Fraternity. Complete the enclosed incident reporting form which will provide the needed information regarding the claim. If you question whether to report a potential claim, report it!

It is imperative all losses or incidents be reported immediately to Phi Beta Sigma Fraternity (see phone numbers and address on below). The Executive Director of Phi Beta Sigma Fraternity is responsible for providing the initial report of the claim to Holmes Murphy (see phone numbers and address on below). Once the claim report is sent to Holmes Murphy you will likely be contacted directlyby them or an insurance company representative to discuss the incident. If you are unable to obtain all necessary details when first notified of any incident, still report any known facts.

Success or failure of Phi Beta Sigma Fraternity insurance program and our ability to obtain reasonably priced insurance is contingent upon accurate and timely reporting. It is incumbent upon you as a member of Phi Beta Sigma Fraternity to report all known facts regarding bodily injury, property damage, or personal injury arising out of Phi Beta Sigma Fraternity activities
in a timely manner.

INCIDENT/CLAIM REPORTING

HOLMES MURPHY
ATTN: **Rob Meraz**
Manager of Claim Advocacy and Loss Control

10707 Pacific Street, Suite 200
Omaha, NE 68114
Phone 800-736-4327 Ext. 4189
Fax (800) 736-4327 (402) 492-8421
rmeraz@holmesmurphy.com

Alternate: **Mick McGill**
Vice President - Client Advocacy
Phone 800-736-4327 Ext. 4199
mmcgill@Holmes Murphy.com

PHI BETA SIGMA FRATERNITY, INC.

c/o International Executive Director
145 Kennedy Street NW
Washington, DC 20011

Phone: (202) 726-5424 Ext. 220
Fax: (202)882-1681
Email: IED@phibetasigma1914.org

INCIDENT/CLAIM REPORTING FORM

When an incident arises at the chapter causing bodily injury or property damage to any person, the following information must be obtained immediately. This report is being prepared for submission to a Phi Beta Sigma Fraternity General Counsel so please be thorough. Do not withhold reporting an incident to obtain all required information. Because timeliness is of the essence, report it immediately and send a copy within 24 hours to

PHI BETA SIGMA FRATERNITY, INC.

c/o Int'l Executive Director
145 Kennedy Street NW
Washington, DC 20011
Email: IED@phibetasigma1914.org

If the bodily injury is of a serious nature, a telephone call should also be made.

Chapter Name:_____ Date of Incident:_____

Address:_____ Injured Party:_____

City, State, Zip:_____ IP Address:_____

Phone #: (_____) _____ - _____ IP City, State, Zip:_____

Chapter President:_____ IP Phone #: (_____) _____ - _____

Chapter Advisor:_____

CA Address:_____ CA Phone#: (_____) _____ - _____

Witness 1:_____ W1 Phone #: (_____) _____ - _____
Witness 2:_____ W2 Phone #: (_____) _____ - _____
Witness 3:_____ W3 Phone #: (_____) _____ - _____

Did Incident Happen Off Premises? (Leased or Rented) Yes or No

If yes, Owner's Name_____ Owner's Phone #: (_____) _____ - _____

Owner's Address: _____
_____

Police Investigation? Yes or No Name of Agency & Case #:_____

Description of Injury & Where Was Injured Party Taken:_____
_____
_____

Description of What Happened (What, When, Where, How): _____
_____
_____

Form Completed by (Name, Title, Phone #, E-mail): _____
_____
_____

If you need more room, please attach another sheet.

CRISIS MANAGEMENT

Crisis management is much more than just dealing with a crisis, it is stopping or avoiding a crisis as well. It is also about crisis prevention, planning for a crisis, and damage control after a crisis.

A fraternity emergency situation may be prompted by any of the following occurrences:

- An accident resulting in severe or fatal injuries, sexual assaults or domestic disputes, or a member attempting or committing suicide
- Fire or explosion in the fraternity chapter facility
- Substantial damage to the chapter facility caused by storms, floods, tornadoes, or earthquakes
- Deliberate damage to the chapter facility from malicious mischief, sabotage, or riots
- Chapter member, members, or the entire chapter being accused of violating local, state, federal, or university/college laws, rules, and regulations

There may be other types of emergencies, which are not identified specifically above. When an event like this occurs, it can do irreparable damage to the future of the chapter if not handled correctly. The guidelines listed below will help the chapter deal with the crisis in the most effective and efficient way and put the chapter on the track towards normal operations. Please contact your National Headquarters for crisis management information specific to the organization. **Below is the Crisis Management Plan as Outlined by the FIPG Manual *(www.fipg.org)***

Procedures to be followed by the Chapter President in the event of an emergency or tragedy:

1. WHO IS IN CHARGE DURING AN EMERGENCY?

Be certain that each person in your chapter knows that you as president are in command of every emergency situation involving serious injury or death. In your absence, have a ranking order of officers established and be sure they know where to find this written procedure. You should already have arranged with your chapter advisor and housing corporation president as to how they are to be notified. Be sure also that your house mother/father/director is aware of these procedures.

2. IF A TRAGEDY OCCURS

If a tragedy has occurred within your chapter, close the house/VENUE at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter.

3. EMERGENCY PHONE CALLS TO MAKE

You need to make several phone calls immediately.

1st: *(If on campus)* The school's security emergency number and/or the local emergency number. If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department. Do not hesitate to call the campus police regardless of the situation.

- School's Security Emergency Number
- Local Emergency Number: 911
- Fire Department
- Campus Police

2nd: Call the campus Greek Advisor, Dean, or campus contact. This person will discuss the situation with you and in all serious cases will be at the house or chapter meeting place in a matter of minutes. Always call, day or night, if you are in doubt as to whether a situation is serious or not.

- Greek Advisor
- Dean of Students
- Other University Contact

3rd: Call your national fraternity's administrative office. Call your chapter advisor. Call your corporation president. Call your risk management advisor.

- National Headquarters Office
- Chapter Advisor
- Corporation President
- Risk Management Advisor

4th: Contact your liability insurance carrier directly (only when directed by the National HQ; HQ files all claims/incident notices, even those for information only.)

- Holmes Murphy (402) 498-0464
- www.holmesmurphy.com/our-specialties/fraternities-and-sororities/

4. INFORMING MEMBERS AND MAKING PUBLIC STATEMENTS

Assemble your members in a group. Depending on the situation, out-of-house members may need to be called in. It is important that all members remain calm during the crisis. Explain to them that there is an emergency situation and that the house/ venue is closed. Remind them to **cooperate in halting outgoing phone calls, emails, texts, twitter, facebook, Instagram, etc. until the situation is under control. Do not discuss the situation until the Greek advisor, chapter advisor, or national or regional officer arrives or is in contact with President. Instruct your members to make no statements to anyone other than fraternity/sorority officials or law enforcement as required to assist in a criminal proceeding before speaking with a fraternity official (International President, Legal Counsel, and International Executive Director). As the president, you do NOT make any statements to the media; refer all comments or questions to IHQ.**

5. WHEN A MEMBER IS INJURED, BECOMES SERIOUSLY ILL, OR DIES

Do not notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical condition. In the event of a death, the appropriate school or fraternity official should notify parents.

If the situation is a death outside the house, do not announce it until a fraternity staff member or official has arrived to help. Be very careful about this information. If the member or associate member was living in the house, do not move any of the deceased student's personal possessions. Since most members share a room, perhaps you will want to move the roommate somewhere else temporarily. You should call the family to offer sympathy on behalf of the chapter. Ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure that all borrowed items are returned to the student's room, and if possible, lock it. When the parents do arrive, you may want to have empty boxes available and offer help. This is an emotional trauma for parents so they may not want to be with any of their child's friends.

It is, of course, proper to send sympathy cards and notes, flowers, etc. If a funeral is not too distant, it would mean a great deal to parents for some of the members to attend. Check your ceremony manual for the memorial ritual, and offer it to the parents in advance of final arrangements.

6. IF A MEMBER ATTEMPTS SUICIDE.

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. All of this, no doubt, seems grim and harsh. Everyone hopes that no chapter president will ever have to use these procedures. But sadly, that hope is not realistic. Tragedies do occur. Usually, they are unpredicted. You can ease the situation for all by being prepared to follow these procedures and guidelines.

EMERGENCY PHONE NUMBERS

Agency/Contact Name and Contact Information

- EMERGENCY 911
- Local EMT
- Local Fire Department
- Local Police
- Campus Police
- Campus EMT
- Fraternity/Sorority Advisor
- Chapter Advisor
- Risk Management Advisor
- Corporation Board President
- Alumni Association President
- National Headquarters
- Chapter President
- Chapter Secretary

When contacting the International Headquarters, the following information will be needed:

1. Name, telephone number and location of the chapter.
2. Name, address and telephone number of person reporting the incident.
3. Name, address and telephone number of injured persons (if known).
4. Exact time, date and location of injury or damage.
5. Description of the incident.
6. Names of any witnesses and contact info
7. Who else has been notified.

Please note that whenever a name is given, it is very helpful to obtain the full legal name, home address and telephone number for purposes of insurance.

Copy this list and make it available to all chapter officers and members. Keep additional copies in the Chapter's SOP Manual.

CREDITS AND ACKNOWLEDGEMENTS

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1. Hon. Jonathan A. Mason, Sr., 34th International President
2. Phi Beta Sigma Fraternity, Inc. General Board.
3. Hon. Daryl A. Anderson, Sr. Immediate Past Executive Director of the International Headquarters
4. The support staff of the International Headquarters.
5. Holmes Murphy North America
6. Bro. Michael Cristal, International 1st Vice President
7. Hon. John Turner, Esq., International General Counsel
8. Hon. Martin Currie, BCSP; International Risk Manager
9. Hon. Ron Carter
10. Bro. Steven Russ, MIP 2013
11. Bro. Luzerne V. McCallister, II, MIP 2013
12. Bro. TJ McCray, MIP 2013
13. Bro. Christopher Fleming, Communications Manager

NOTES

2020 REGIONAL CONFERENCE SCHEDULE

EASTERN REGION
April 1-5, 2020, Richmond, VA

GREAT LAKES REGION
March 19-22, 2020, Cincinnati, OH

GULF COAST REGION
April 16-19, 2020, Houston, TX

SOUTHEASTERN REGION
March 27-29, 2020, Raleigh, NC

SOUTHERN REGION
April 16-19, 2020, Birmingham, AL

SOUTHWESTERN REGION
March 12-15, 2020, St. Louis, MO

WESTERN REGION
April 23-26, 2020, Las Vegas, NV

2019 FRATERNITY HIGHLIGHTS

Phi Beta Sigma Fraternity is celebrating a banner year as we come to the closing of 2019. The organization's current number of active members is 13,257, which is an 8% increase from the same time in 2018. There is a total of 600 active chapters from a list of 859.

The Fraternity celebrated several achievements during the year 2019. Below are a few accomplishments:

SIGMA NATIONAL DAY OF GIVING

Our National Day of Giving raised funds to support our programs through our Impact ONE campaign. Impact One is a collaborative effort between the PBS National Foundation, Phi Beta Sigma Fraternity and the international headquarters team, was a monumental success. In one day, Brothers, family members and friends donated more than $535,000.

CONCLAVE 2019 – "THE PRIDE AND THE POWER"

Held in Las Vegas, Nevada in July, the international conference achieved the distinction as the largest attended conference in the history of Phi Beta Sigma Fraternity.

SIGMAS ON THE HILL

The Fraternity brought together 13 of the fraternity's top academic collegiate brothers to experience the legislative process of the government. For three days the collegiate members representing the most promising futures were chaperoned by international leaders and afforded the opportunity to engage with their respective Congressional leaders, participate in law-making workshops, tour historic sites in the nation's capital, and the Fraternity international headquarters building.

SERVICE HOURS

Chapters rendered more than 360,000 service hours in their various communities.

SCHOLARSHIPS

The Fraternity awarded more than one million dollars in scholarships.

MENTORSHIP

Brothers mentored more than 2,500 young men through our Sigma Beta Clubs.

EXPANSION EFFORTS

We grew the brand of Sigma by adding 10 new chapters, which includes two international entities.

Chapter Name	Location	Region	Charter Date
Gamma Rho Eta	McKendree University	Great Lakes	February 23, 2019
Gamma Rho Epsilon	UMass, Dartmouth	Eastern	February 23, 2019
Sigma Eta Sigma	McDonough, Georgia	Southern	May 6, 2019
Sigma Delta Sigma	Woodstock, Georgia	Southern	May 6, 2019
Sigma Zeta Sigma	Tacoma, Washington	Western	May 6, 2019
Sigma Omicron Sigma	Toronto, Canada	Great Lakes	May 6, 2019
Sigma Theta Sigma	Houston, Texas	Gulf Coast	June 11, 2019
Sigma Mu Sigma	Accra, Ghana	Eastern	October 29, 2019
Gamma Rho Zeta	Stetson University	Southern	October 29, 2019
Gamma Rho Theta	Stevenson University	Eastern	October 29, 2019

We have chartered 16 international chapters, of which 11 are active.



NOTABLE MEMBERS



BRO. DR. BENJAMIN NNAMDI AZIKIWE
Mu Chapter, Lincoln University

First President of Nigeria; leading figu e of modern Nigerian nationalism



BRO. HARRY BELAFONTE
Honorary

singer, songwriter, actor, and social activist



BRO. LOU BROCK
Rho Chapter, Southern University

MLB player and Baseball Hall of Fame Class of 1985



BRO. DR. GEORGE WASHINGTON CARVER
Gamma Sigma Chapter, Tuskegee, Alabama

World-famous scientist, botanist, educator and inventor whose studies and teaching revolutionized agriculture in the Southern US; most famous for research into and promotion of peanuts and sweet potatoes



BRO. WILLIAM JEFFERSON (BILL) CLINTON
Honorary

42nd President of the United States



BRO. VICTOR GLOVER
Omicron Pi Chapter, Cal Poly San Luis Obispo

NASA astronaut of the class of 2013, and a Commander in the U.S. Navy.



BRO. RYAN HOWARD
Rho Chi Chapter, Missouri State University *(formerly Southwest Missouri State University)*

MLB player, 2008 World series Champion, and fastest player to reach 100 home runs in Major League Baseball history.



BRO. TERRENCE HOWARD
Honorary

Actor



BRO. JOHN LEWIS
Lambda Sigma Chapter, Atlanta

US Congressman (D-Georgia's 5th district); civil rights activist; chairman of the Student Nonviolent Coordinating Committee



BRO. DR. ALAIN LEROY LOCKE
Alpha Chapter, Howard University

First Black Rhodes Scholar; writer, philosopher, educator and patron of the arts; unofficially called the "father of the Harlem Renaissance"



BRO. DR. BENJAMIN CHAVIS MUHAMMAD
Honorary

Organizer, Million Man March and former President of the NAACP



BRO. CLARENCE MUSE, ESQ.
Phi Beta Sigma Chapter, Los Angeles, CA

Actor, screenwriter, director, composer, and lawyer



BRO. DEMETRIUS NEWTON, SR., ESQ.
Alpha Alpha Chapter, Wilberforce University

Elected in 1986 as the first African-American Speaker Pro-Tem of the Alabama House of Representatives; civil rights attorney and politician



BRO. DR. HUEY P. NEWTON
Beta Tau Chapter, Merritt College *(Beta Tau is the former Oakland Citywide Chapter)*

Co-founder, Black Panther Party



BRO. KWAME NKRUMAH
Mu Chapter Chapter, Lincoln University

First president of the Republic of Ghana; instrumental in the Gold Coast's independence from the United Kingdom



BRO. DR. ROD PAIGE
Alpha Beta Chapter, Jackson State University

7th United States Secretary of Education, and the first African-American to serve in this role.



BRO. MARCUS PATTON
Nu Delta Chapter, UCLA

NFL player (Buffalo Bills, Washington Redskins, Kansas City Chiefs)



BRO. A. PHILIP RANDOLPH
Iota Sigma Chapter, Richmond, Virginia

Founder, Brotherhood of Sleeping Car Porters, primary organizer of the 1963 March on Washington for Jobs and Freedom in Washington, D.C.



BRO. WILLIS REED
Xi Chapter, Grambling State University
NBA player, two-time NBA Champion, and Basketball Hall of Fame Class of 1982



BRO. JERRY RICE
Delta Phi Chapter, Mississippi Valley State University
NFL player and Pro Football Hall of Fame Class of 2010



BRO. RICHARD SHERMAN
Beta Tau Chapter, Stanford University
NFL player; Super Bowl champion XLVIII



BRO. EMMITT SMITH
Zeta Kappa Chapter, University of Florida
NFL player and Pro Football Hall of Fame Class of 2010



BRO. WILLIAM TOLBERT
Beta Upsilon Sigma Chapter, Monrovia, Liberia
Past President of Liberia



BRO. FRANK TRIGG
Xi Delta Chapter, University of Oklahoma
Mixed martial artist



BRO. HAROLD WASHINGTON
Upsilon Sigma Chapter, Chicago, Illinois
First African-American Mayor of Chicago; US Congressman (D-Illinois's 1st district); member of the Illinois Senate and Illinois House of Representatives



BRO. HOSEA WILLIAMS
Zeta Chapter, Morris Brown College
Civil rights activist



BRO. EDWARD WILSON
Nu Upsilon, University of Southern California
First African-American Mayor of Signal Hill, California

PHI BETA SIGMA'S BRANDING STANDARDS

http://www.phibetasigma1914.org/resources/branding/

FRATERNITY POLICY ON BRAND IDENTITY AND GRAPHIC STANDARDS

PURPOSE:

The Phi Beta Sigma Fraternity, Inc. brand is an important asset to our Fraternity. Consistency in branding and imagery builds brand equity, which in turn supports a strong foundation for organizational growth. Effective branding creates and supports instant recognition and value for each of our chapters and the fraternity at large. Brand equity provides us with a value base from which we can more effectively work together to achieve our goals as one recognized organization.

POLICY STATEMENT:

In order to provide greater support for our brand and for every Brother in Sigma, Phi Beta Sigma Fraternity, Inc. (the Fraternity) has created the following policy:

FRATERNITY NAME AND LOGO

Any Brother or chapter authorized to communicate on behalf of the Fraternity will use the official Fraternity name and logo, as determined and communicated by the Fraternity.

Fraternity communications may not alter, modify or interpret the brand or how the brand is used. Any exception to this rule will require the prior consent and written authorization from the Executive Director or Director of Communications.

Filings, registrations and all legal questions pertaining to brand management have been centralized under the responsibility of our Fraternity's Corporate Headquarters and the Fraternity's General Legal Counsel. Inconsistent or unauthorized usage will dilute the value and legal protection of the trade names and trademarks and are subject to action by the Fraternity.

The right to create logos, icons, or visually identifiable images th t will represent the Fraternity is given directly to the Fraternity and any subsequent creations must be approved by the Fraternity.

FRATERNITY WEBSITES

Fraternity websites include, but are not limited to, office -, regional-, state-, and/or chapter-sponsored websites that are created for the purpose of communicating, promoting and/or advancing the ideals, activities, programs and/or growth of the Fraternity.

Each Fraternity website must adhere to the brand identity standards set forth in this policy and the Fraternity Internet Policy.

Each Fraternity website must conform to Fraternity brand identity standards in organizational references. No Fraternity website may utilize descriptive references (such as 'death chapter' and similar types of references) other than the official chapter name

Ultimately, all Fraternity-hosted URLs and\or new Fraternity websites will become the property of and owned by the Fraternity.

NEW PRODUCTS AND TRADEMARKS

Any new product or service brands must be proposed to the Fraternity's Director of Communications for approval well in advance of the creation of any new materials such as brochures, videos, CD's, etc. It is very important that proper time and consideration is given to the product and brand approval process. Last minute requests will not automatically be granted. If approved, product or service brand names must be trademarked. Trademark requests should be made through the Fraternity's General Counsel. Trademarks must be owned by the Fraternity and used consistently throughout the Fraternity.

The Fraternity leadership appreciates each member's commitment to the Brand Policy and expects everyone throughout the Fraternity to follow Policy. Any questions regarding our Brand Policy should be directed to the Corporate Headquarters.

CO-BRANDING WITH ZETA PHI BETA SORORITY, INC.

Co-branding with our sisters of Zeta Phi Beta Sorority (the Sorority) must be done appropriately. Please refrain from utilizing Zeta Phi Beta Sigma. When co- branding please use the Fraternity's and Sorority's full names.

Consistency establishes trust. It is vital that Phi Beta Sigma Fraternity's logos be used in a consistent manner by all chapters and organizations. Our logos must not be altered in any way.

For official logo file contact Phi Beta Sigma Fraternity, Inc. International Headquarters.

OFFICIAL SYMBOLS

The following are the official symbols o Phi Beta Sigma your are most likely to see our members discuss or display:

- Colors: Royal Blue and Pure White.
- Motto: Culture for Service and Service for Humanity.
- Flower: The white carnation.
- Principles: Brotherhood, Scholarship and Service.
- The coat-of-arms (commonly referred to as the shield): the following elements are on our coat-of-arms: rays, a dove, books, a handclasp, an axe, stars, our founding year and the Greek letters that make up the Fraternity's name.
- The Fraternity Hymn: This is the fraternity song we sing to commemorate meaningful occasions, such as closing meetings/conferences, at graduations, weddings, or closing our deceased Brothers' ritual (the Omega Ceremony).

UNOFFICIAL SYMBOLS

The following are unofficial symbols th t are commonly accepted by brothers across the world. Please note you may see regional- or chapter-specific symbols used by the chapter on your campus We encourage you to engage in a conversation with our collegians about the origin and meaning of the symbol in question to their chapter. Please contact IHQ if you need further assistance.

- The hand sign: There are two variations of the hand sign. Both consist of the thumb, middle and ring finger forming pa t of a fist with the index and pinky fingers standing st aight. Depending on the state, you may see some Brothers stick the thumb out.
- GOMAB: This is a popular phrase created used by Brothers and created by Brothers.
- Blue Phi!, You Know!: This is Phi Beta Sigma's call and response.