

INITIATING ASSOCIATE MEMBERS

THE INDUCTOR'S ROLE

Part of your role as Inductor is to prepare the associate members for the Ritual for the Initiation of New Members (initiation). There are a few requirements that you will need to make sure they complete before they can be eligible for initiation as well as some elements you need to work with the Sentinel on to ensure associate members are prepared and excited to be initiated into the Grand Chapter.

Requirements for Associate Members to Initiate

1. Complete *Brotherhood in Phi Sigma Kappa* program

Associate members should have attended a majority of meetings and have been active participants in discussions and Brotherhood Circles.

It is at the discretion of the Inductor to gauge how participatory and engaged the associate members were during associate member meetings and activities. It is your obligation to quickly address behavior as soon as you notice it that could distract associate members from engaging in the program, such as side conversations or associate members looking at their phones.

2. Complete GreekLifeEdu parts 1 and 2

Associate members need to complete both parts of the GreekLifeEdu online module. It is imperative that you are checking in with associate members throughout their experience to ensure they are completing the program in a timely manner.

There is a 21-day waiting period between parts 1 and 2, so it's important they complete part 1 of GreekLifeEdu as soon as possible. It is suggested they complete it during their first week of association.

3. Pay initiation fee

The initiation fee needs to be collected by the Inductor or Treasurer before the associate member can be initiated. It is the role of the Treasurer to remit payment to International Headquarters. The best practice would be to collect the initiation fee at least two weeks before initiation, allowing enough time for the Treasurer to deposit any checks.

Payment plans can be established between the associate member and the Treasurer, if need be. However, the full initiation fee will still be due to International Headquarters at the time of initiation. An associate member should *never* be initiated without paying the initiation fee.

4. Complete any requirements of the college or university

First and foremost, the associate member *must* be enrolled at your college or university. Under *no* circumstances should a member be given a bid who is not a current student at the institution.

Some colleges and universities require new/associate members from all fraternities and sororities on campus to complete programs like Fraternity and Sorority Life 101 or participate in training events on topics such as bystander intervention, hazing, alcohol and other drugs, sexual assault, etc. Check with

your fraternity and sorority advisor before the academic year begins to find out about these events and include them in your Associate Member Education Plan to ensure the associate members meet the requirements.

5. Meet minimum GPA requirements

Instructors are to make sure that associate members have met the GPA requirements of the college or university, as well as the Grand Chapter, whichever is higher. Often, initiation is held before final grades for the academic term are released. It is important that you establish grade checks throughout the associate member process to ensure they are maintaining the minimum GPA. Below is the bylaw regarding grade point averages for associate members, per the Phi Sigma Kappa Constitution & Bylaws:

Article II, Section 7

An undergraduate candidate for membership may, as provided in the Rituals, be initiated into the Grand Chapter only upon meeting the following criteria:

- The candidate must have a cumulative grade point average of 2.5 (on a 4.0 scale) or higher; OR
- The candidate's previous semester grade point average must have been a 2.5 (on a 4.0 scale), or higher; OR
- If the candidate is a first-semester college student, the candidate must have had a high school cumulative grade point average of 2.5 (on a 4.0 scale) or higher

6. Approval vote by 75% of the chapter

An associate member may only be initiated after receiving an affirmative vote of at least seventy-five percent of the chapter at a ritual chapter meeting. Ensure that this vote is taken in good faith and that the criteria for initiation are only the above items.

Reporting Initiates on Officer Portal

It is the duty of the Inductor to report the associate members for initiation through Officer Portal.

The first step is to complete the pre-initiation verification process **seven days** prior to the scheduled Ritual for the Initiation of New Members. The pre-initiation verification form will have you verify that the associate members have completed all requirements to be eligible for initiation.

After submitting the pre-initiation verification form, it will be reviewed by International Headquarters professional staff for approval. Once it is approved, the associate members can be initiated. Within 24 hours after initiation, the Inductor will need to report the associate members as initiated and assign the associate members a ritual (pin) number through Officer Portal.

For step-by-step instructions, please reference the "Reporting Initiates" document on Officer Portal.

Ritual for the Initiation of New Members Instructions for Associate Members

While it is the Sentinel's role to conduct the ritual, it is the Inductor's role to ensure the associate members are informed about what is expected of them prior to their scheduled initiation. At the **Solidarity** in Phi Sigma Kappa meeting, the Inductor should share details about initiation such as the dress code and when and where initiation is being held. This should match the date that was on the original Associate Member Education Plan that was distributed at the beginning of the associate member process and submitted on Officer Portal. Also at the **Solidarity** meeting, the associate members should be given a brief overview of what to expect during the ritual and a time frame for how long it will last.

For additional information, please reference the Ritual for the Initiation of New Members section of the chapter's Ritual Book.

Planning Rituals with the Sentinel

At the beginning of the academic year (ideally at an Executive Board meeting or retreat), the Inductor should work with the Sentinel to nail down dates for the Ritual of Association and the Ritual for the Initiation of New Members. The date should occur no later than the sixth week of the *Brotherhood in Phi Sigma Kappa* program and comply with university requirements. For transparency, the associate members should be informed of these dates at the beginning of their associate member process and be submitted as part of the Associate Member Education Plan.

Additionally, you as the Inductor should work with the rest of the Executive Board to ensure that all associate members have completed all requirements for initiation, as outlined above and communicate this information to the Sentinel to properly conduct the rituals.