



Membership Development Handbook

THE PI KAPPA ALPHA FRATERNITY

PROPERTY OF

CHAPTER

Foreward

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha International Fraternity for the use by any chapter which is interested in establishing or improving its membership development program. It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha International Fraternity, which is a fraternal affiliation of over 200 chapters, over 10,000 active undergraduate members and over 200,000 alumni and several nonprofit corporations, including, but not limited to Pi Kappa Alpha Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire International Fraternity.

This handbook is an educational guideline only which contains suggestions and recommendations developed by various chapters which were able to develop successful membership development programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional and nothing is mandatory. Participation in membership development programming is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the handbook, then the suggestions can be utilized with the understanding that any handbook is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the handbook is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

Roll of the Membership Development Team

The membership development and continuing education of a fraternity is imperative. This is a difficult job that is broken into two parts, the membership educator and the continuing educator. The membership developer is in charge of teaching the brothers on topics that will enhance both their college career and to develop the member into an upstanding citizen. The continuing educator is in charge of the second part of initiation and teaching study skills and leadership techniques to the new members. The Membership Development Team is charged with maintaining the brotherhood manual and setting up a speakers program.

Specific Responsibilities

- Maintaining the Brotherhood Manual
- Having chapter speakers at least once a month
- Writing event summaries for every speaker
- Setting up speakers to speak specifically to each year class
- Maintaining and purchasing books for the membership development library
- Seeking out and awarding the scholarships to members to go to conferences
- Training the new members in ritual education, IFC Rules, International By-Laws and Constitution, Robert's Rules of Order, How to Rush, etc

New Member

New initiates should have speakers focused on post initiation education and should be performed by the continuing educator. These sessions are designed to remind them of:

- Chapter Policies
- How to make an immediate roll for the chapter
- Ritual

Meeting #1

Evaluate the pledge education program

Anti-Hazing Workshop

Rush Workshop

Review the format of chapter meeting

Meeting #2

Review the Ritual, including its use during meetings

Review Obligation

Distribute copies of the OAK

Answer questions

Meeting #3

Review and assign memorization of Obligation

Go over chapter dues structure and financial policies

Conduct and expectation of active members

Judicial Board Operations

Review Ritual

Freshmen

The membership developer should focus on speakers, seminars, and books on:

- Drug and alcohol abuse
- Living Your Ritual
- Other Campus Organizations
- Study skills
- Time management
- Leadership skills
- Making an impact on campus

- The membership developer is responsible for setting up speakers for these topics and supplying books to freshman about these topics.

Ritual Requirements

Memorize the Obligation

Sophomore Year

The sophomore year should focus on:

- Leadership
- Time Management
- Scholarship
- Path for Majors
- Campus Organizations
- Communication Skills

The membership developer is responsible for scheduling speakers to talk to the sophomores on these topics and finding books suitable for these topics.

Sophomores are recommended and scholarships should be made available to attend:

- SEIFC
- OLA
- Convention
- Regional Conference
- UIFI
- IMPACT
- IFC Retreat

Ritual Requirements

- Be assigned and memorize one roll for the Initiation ceremony

Juniors

The Junior year should concentrate on the following topics:

- Requirements for Graduation
- Graduate School Requirements
- Time Management
- Leadership Conferences
- Leading the Way in the chapter
- Communication Skills
- Being a Chapter Officer

The membership developer is responsible for obtaining speakers on these subjects as well as giving books to the Juniors on these topics.

Ritual Requirements

Memorize and be able to play roll of at least two people in the Initiation Ceremony

Seniors

The senior year should focus on:

- Job placement
- Resume Writing
- Dress for Success
- Preparing for “The Real World”
- Joining the Alumni Association
- Friends are Friends Forever

The membership developer is responsible for speakers to speak to the Seniors about these topics.

Ritual Requirements

Memorize Alumnus Charge

Chapter

The chapter should be educated on the following topics every year:

- Rush
- Balancing a checkbook and budgeting
- Appropriate conduct
- Fire, Health, and Safety
- Living Our Ritual
- Scholarship
- Study Skills
- Eating Healthy and Exercising
- Time Management
- Sexual Abuse
- Alcohol and Drug Abuse
- Hazing Prevention

The membership development chair is responsible for having books, speakers, videos, and seminars every year on these subjects.