



## CHAPTER OPERATIONS AND ASSOCIATE MEMBER EDUCATION DURING COVID-19 CAMPUS CLOSURES

### EXPECTATIONS AND BEST PRACTICES

Given the current COVID-19 situation across the country we have received several questions from undergraduate and alumni members, as well as campus partners, about how local chapters should proceed with their associate member process. We want to ensure the health and wellness of all our members and ask that chapters **follow all campus directives and instructions, including refraining from meeting in-person if the campus has suspended classes or moved to virtual/remote learning.** Please review the rest of this message for guidance on how to manage general chapter operations and the associate member process through the rest of the term.

#### GENERAL SUGGESTIONS

- Alert International Headquarters (IHQ) professional staff that your campus has instituted a short term or long term virtual classes, closure or prohibition on events or gatherings, by emailing Drew Kerwood at [drew@phisigmakappa.org](mailto:drew@phisigmakappa.org).
- Seek clarification from campus professionals on what events chapters are/are not allowed to have through the rest of the term.

#### ASSOCIATE MEMBER EDUCATION; BROTHERHOOD IN PHI SIGMA KAPPA

- Create options for alternative meeting plans, such as paper meetings or webinars.
  - The chapter can also explore completing these associate member education sessions virtually, through technology such as FaceTime or Google Hangouts, and collecting Pledge to Brotherhood drafts in the **Solidarity** session online.
- If held in person, keep them short to avoid exposure time (if in-person meetings are allowed by campuses).
- Create excused absences and encourage non-attendance for any member who is feeling ill (if in-person meetings are allowed by campuses).
- Identify any components of the *Brotherhood in Phi Sigma Kappa* program that still need to be completed.
- If the chapter needs to condense the *Brotherhood in Phi Sigma Kappa* program timeline due to campus closures, the following components are expected to be completed:
  - Ritual of Association
  - **Expectations** in *Phi Sigma Kappa* and **Founding** of *Phi Sigma Kappa* sessions
  - **Solidarity** in *Phi Sigma Kappa* session
  - Ritual for the Initiation of New Members
  - **Ritual** in *Phi Sigma Kappa* session (this can be held directly after Ritual for the Initiation of New Members)
- We ask that if you adjust your program, please update your associate member education plan on your Officer Portal calendar.

#### RITUAL FOR THE INITIATION OF NEW MEMBERS

- Chapters should use the following guidelines surrounding planned Rituals for the Initiation of New Members:



- The chapter should do everything in their power to initiate members before end of this term.
- It is okay if this means delaying initiation past the required six-week mark and/or not all associate member meetings are covered.
  - If the chapter decides to delay their initiation, please contact Drew Kerwood at [drew@phisigmakappa.org](mailto:drew@phisigmakappa.org).
- Additionally, these expectations for initiation will still be expected through the term:
  - GreekLifeEdu
    - Even if the *Brotherhood in Phi Sigma Kappa* program goes on hold or is adjusted, associate members should still be able to complete Part 1 and Part 2 of GreekLifeEdu
  - Chapter vote
    - Associate members should still receive a 75% affirmative vote
    - This can be done virtually through Google forms
  - Associate member and initiation fees should still be paid
  - Final Examination can still be completed online, as normal

### EXECUTIVE BOARD ELECTIONS

- Consider using an online ballot-casting system, for example Google Forms, in place of in-person voting.
- Have candidates submit written statements for members to review in place of speeches, as well as members submit questions for candidates ahead of time, allowing candidates to provide written responses for all members to review.

### SOCIAL EVENTS

- If your campus has moved to virtual/remote learning, and/or prohibiting in-person meetings, we expect you to cancel any planned social events to follow campus guidelines.
- Discuss with Executive Board members and chapter members what cancelling the event would look like. Be sure to consider any contracts with food vendors or any venue rentals.

### FOUNDERS' DAY EVENTS

- If your campus has moved to virtual/remote learning, and/or prohibiting in-person meetings, we expect you to cancel any planned social events to follow campus guidelines.
- Discuss with Executive Board members and chapter members what cancelling the event would look like. Be sure to consider any contracts with food vendors or any venue rentals.

### TEMPORARY CAMPUS CLOSURE SUGGESTIONS

If your campus extends Spring Break or closes the campus for a short-term period:

- Pause your associate member education meetings and resume when able.
- Adjust your *Brotherhood in Phi Sigma Kappa* program schedule as needed (see tips above).
- Encourage associate members to complete GreekLifeEdu and Final Examination online, as normal.



### LONG-TERM CAMPUS CLOSURE SUGGESTIONS

If your campus moves to distance/online learning for the rest of the term:

- Adjust and condense your *Brotherhood in Phi Sigma Kappa* program, as needed.
- Identify ways to complete educational sessions through online or virtual meetings and maintain effective communication with associate members.

### ADDITIONAL THOUGHTS

- Make sure all initiated and associate members have a place to stay during campus closures or are able to get home.
- Encourage members to move all meetings to virtual/online meetings to help prevent spread of COVID-19.
- If you have additional questions or concerns, please reach out to Drew Kerwood ([drew@phisigmakappa.org](mailto:drew@phisigmakappa.org)).