



GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC.

A GUIDE FOR COLLEGE & UNIVERSITY ADMINISTRATIONS

www.groove-phi-groove.com

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MESSAGE FROM THE PRESIDENT

Dear Esteemed Members of the University Community,

It is both an honor and a privilege to extend our warmest greetings on behalf of our organization. Together, we embody a commitment to academic excellence, impactful service, leadership development, and the creation of meaningful partnerships that enhance the collegiate experience for our members and the wider university community.

Groove Phi Groove recognizes that academic excellence is the cornerstone of the collegiate experience. We are dedicated to supporting our members in their pursuit of knowledge and understanding, fostering an environment where scholarship and intellectual curiosity thrive. We believe that through rigorous academic engagement, we can empower one another to achieve our fullest potential and contribute effectively to society.



In addition to our commitment to academics, impactful service remains at the heart of our mission. We strive to make a difference in our communities through various outreach initiatives, volunteering efforts, and mentorship programs. Our fellowship encourages a spirit of selflessness and civic responsibility, reminding us that true leadership is demonstrated through acts of service that uplift and inspire.

Leadership development is another key pillar of our organization. We cultivate emerging leaders within our ranks, equipping them with the skills, confidence, and vision needed to navigate challenges and seize opportunities. Through workshops, seminars, and experiential learning, we prepare our members to be the innovative thinkers and change makers of tomorrow.

Furthermore, we value the power of partnership. By collaborating with other organizations, student groups, and faculty, we create synergies that enrich the university experience for all. We recognize that by working together, we can achieve far greater outcomes than we could on our own, ultimately enhancing the fabric of our campus community.

As we continue our journey, let us remain steadfast in our dedication to these ideals. Together, we will not only elevate the standards of our fellowship but also contribute significantly to the university's legacy of excellence, service, and leadership. Thank you for your unwavering support and commitment to our shared mission. Here's to the future of Groove Phi Groove—may we continue to grow, inspire, and lead with integrity and purpose.

With Respect and Enthusiasm,
Ahmad S. McDougles, MPA
International President, and CEO
GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC.®

ABOUT GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC.

Founded on October 12, 1962, at Morgan State College (now University) by 14 visionary young men, Groove Phi Groove Social Fellowship, Inc. emerged as a response to the challenges and resilience of the civil rights era. The founders sought to create a brotherhood of intelligent leaders dedicated to addressing social and economic issues in disadvantaged communities, while embracing ancestral pride and cultural authenticity.

The name "Groove" symbolized balance—handling responsibilities such as academics, family, and community service while celebrating successes through fellowship and social engagement. This philosophy fostered a well-rounded collegiate experience, emphasizing accountability and positive contributions to campus and community life.

From its humble beginnings, Groove Phi Groove has grown into an international brotherhood with over 60,000 members across 150 chapters worldwide, spanning the U.S., Africa, and Europe. Service remains central to the Fellowship's mission, reflected in programs like the Groove Leadership Academy and its two 501(c)3 organizations: Groove Fund Inc., which provides scholarships and mentoring, and the Groove Community Foundation Inc., supporting youth engagement activities.

Through thousands of community service hours and meaningful initiatives, Groove Phi Groove continues its legacy of leadership, service, and empowerment worldwide.



GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC.

Motto

Born out of a vision for leadership and service, Groove Phi Groove Social Fellowship, Inc. is committed to developing leaders who address social and economic issues in underserved communities. Rooted in the values of integrity, accountability, and cultural pride, our Fellowship emphasizes balance—empowering members to excel academically, serve their communities, and foster meaningful connections. Guided by the motto, "Through Loyalty & Integrity, We Shall Achieve Greatness!" we inspire members to lead with purpose and impact.

To achieve our mission, Groove Phi Groove:

- Strengthens brotherhood as a resource for personal and organizational growth.
- Promotes service initiatives, including youth mentorship and scholarships, through programs like the Groove Leadership Academy.
- Fosters global impact with over 150 chapters and 60,000 members across the U.S., Africa, and Europe.
- Maintains organizational integrity, ensuring programs embody service, leadership, and cultural empowerment.
- Supports chapters through the Groove Fund Inc. and Groove Community Foundation Inc., facilitating impactful community projects.
- Encourages cultural pride and historical awareness through campus and community programming.
- Creates an environment where members celebrate each other's achievements and milestones.
- Partners with communities, universities, and organizations to achieve shared goals.
- Prioritizes balance between academics, community service, and personal growth to develop well-rounded leaders.

Through service, leadership, and fellowship, Groove Phi Groove remains a model of positive change and empowerment worldwide.

ORGANIZATION STRUCTURE

The structure of Groove Phi Groove is governed by the Conclave, the Executive Board, The Directorate Staff, the Regions, and local chapters.

THE CONCLAVE

The Conclave serves as Groove Phi Groove's legislative body, responsible for organizing, constituting, and supervising chapters; forming new regions; managing ceremonial practices; and adjudicating referred questions. It operates under section 501(c)(7) of the Internal Revenue Code and performs all necessary actions to efficiently manage the Fellowship. The Conclave meets yearly. A quorum requires a majority of Board members, one-third of active Directorate members, and delegates from one-third of active chapters. Chapter representation is mandatory for the Conclave's opening.

THE EXECUTIVE BOARD

The Board oversees the Fellowship between Conclave meetings, hearing appeals, making recommendations, approving agendas, and circulating constitutional amendments. It is comprised of one graduate member from each active region, one undergraduate member from the six regions with the most undergraduate chapters, one International Founder, one Lifetime member, the immediate past International President, and the current International President. Regional Board members are elected by active chapters in their respective regions, while the International Founders and Lifetime members select their representatives at the Conclave. All elections follow Conclave delegate voting procedures.



THE DIRECTORATE STAFF

The Directorate conducts Fellowship business between Conclave sessions, implements policies from the Conclave and Board, and assists the International President in managing operations. It consists of all elected and appointed officers, including the International President, Vice Presidents, Regional Directors, and other key roles. Elections and appointments follow procedures outlined in the Bylaws.

REGIONS

Groove Phi Groove is organized into nine regions: **Mid-Atlantic, South Atlantic, North Atlantic, Atlantic, South Central, New England, Great Lakes, Far West, and International**. Each region elects its own Regional Director and regional board. Regional Directors are entrusted with the autonomy to manage their regions according to the specific needs of their members.

CHAPTERS

Chapters are the basic unit of operations of **GROOVE PHI GROOVE**. The fellowship has 4 types of chapters; **Undergraduate** which is reserved for chapters associated with collegiate institutions, **Graduate** which is reserved for alumni brothers in an concentrated area, **Alumni** which is reserved for alumni brothers of a specific collegiate institution, and the **Black Opal** chapter reserved for deceased members.



Groove Phi Groove

PERPETUAL STRATEGIC PLAN



PERPETUAL STRATEGIC PLAN

MISSION

Our founders established the Fellowship to promote academic awareness, ethical standards, and unity among men in undergraduate and graduate college programs, creating intelligent and effective leadership and studying and helping to alleviate society's social and economic problems to improve the world.

VISION

Groove Phi Groove Social Fellowship Incorporated at universities/ Institutions will enhance the following:

Academic Success & Career Preparation: Advance the academic standing of Groove Phi Groove S.F.I., advance chapter values of scholarship, and promote individual member academic success and career formulation as predominant components of membership recruitment and retention.

Community Relations: Strengthen relationships within the collegiate community, between Groove Phi Groove S.F.I. and the collegiate community, and between Groove Phi Groove S.F.I. and the community at large to make Groove Phi Groove S.F.I., more united across chapters, connected to the rest of campus, and engaged in the community at large.

Social Responsibility: Further initiatives that foster social responsibility, placing members as role models in Title IX, alcohol and other drugs, and mental health education, and generate acknowledgment on campus and more broadly, for their accomplishment in these themes.

VALUES

Groove Phi Groove Social Fellowship Inc. holds itself to eight core values within three major areas: developing connections, demonstrating excellence, and making an impact.

Building Relationships

Community - connecting across chapters within the community and beyond

Brotherhood & Sisterhood - championing each other as true and lifelong friends

Demonstrating Excellence

Leadership - taking the initiative in trustworthy decision-making

Integrity - Disciplining ourselves to the highest ethical standards, operating on our obligations and values

Making an Impact

Personal Growth - preparing members to be future leaders

Scholarship - promoting academic success



OVERVIEW OF STRATEGIC PRIORITIES & GOALS

STRATEGIC PRIORITIES, GOALS & OBJECTIVES

The section below provides the framework of in-depth strategic priorities and goals, in addition to explicit objectives to be achieved, under the leadership of the International Office, Regional Directors, Academic Coordinators, and Executive Representatives

Strategic Priorities	1. Academic Success & Career Preparations	2. Community Relations	3. Social Responsibilities
Strategic Goal Areas	G.P.A. Mentorship Programming Partnerships	Unity Diversity & Inclusion Philanthropy & Service Alumni Relations Marketing	Active Leadership New Member Education Standards

Strategic Priority I: Academic Success & Career Preparation

Groove Phi Groove S.F.I. will improve the academic standing of the F.S.L. community, advance chapter values of scholarship, and promote individual member academic success and career preparation as central components of membership recruitment and retention.

Goal 1: G.P.A. Increase the minimum G.P.A. required for membership.

Objective: Increase the minimum G.P.A. requirement for joining a chapter from 2.5 to 2.7 by the start of the Spring recruitment cycle.

Objective: Further explore increasing the minimum G.P.A. beyond 2.7 in future semesters to continue elevating the community's academic standards.

Objective: Verbalize a long-term commitment to safeguarding the chapter by recruiting students with a solid academic foundation before joining while providing a procedure whereby students may petition for eligibility in previous educational hardship.

Objective: Support active members who fall below a 2.7 through initiatives outlined in Goals 2, 3, and 4 and academic policy set out by the International Office of Groove Phi Groove Social Fellowship Incorporated.

Goal 2: Mentorship. Incorporate academic mentorship as a central tenet to new and active member retention and success.

Objective: Institute a mentorship model to structure further "Grad- Undergrad" relationships that promote academic peer encouragement for new members and leadership development and engagement for more senior members. This structure will include the development of training resources and other materials to prepare "Grad" to function as influential mentors.

Objective: Explore the viability and benefits of developing a Groove tutoring program under the supervision of the academic coordinator, his sub-committee, and the recruitment chair. Such a program would leverage the community's academic strengths to support overall academic success for all members.

Goal 3: Programming. Develop and implement academic programming that celebrates high academic achievement within the community, promotes general members' academic success, and supports members experiencing academic challenges.

Objective: Continue to offer and expand the new Greek Activities Council scholarship award profile each year.

Objective: Create and sustain region and chapter total study hours regularly throughout the academic year to be facilitated by the academic coordinator, his sub-committee, and the recruitment chair and offered to all members.

Goal 4: Partnerships. Establish long-term strategic partnerships with university offices to promote academic and career development for members.

Objective: Collaborate with faculty, Academic Services, Career Services, and other departments to enhance existing and develop new initiatives, including those outlined above and programs specific to Groove Phi Groove S.F.I. members that enhance their career development and preparation.



Strategic Priority II: Community

Strengthen relationships within the Greek Life community between Groove Phi Groove S.F.I. and Miles College, Between Groove Phi Groove S.F.I. and the community at large to make Groove Phi Groove S.F.I. more united across chapters, connected to the rest of campus, and engage the community at large.

Goal 5: Unity. Enhance connections among chapters through efforts that promote Greek Life unity. Objective: Achieve the successful establishment of and community-wide support for Groove Phi Groove.

Objective: Advance self-governance and council effectiveness through continued leadership by the Greek Council, who will be partners in programming, accountability, advocacy, and goal setting and achievement for Groove Phi Groove S.F.I.

Objective: Create "Groove Connection" comprehensive programs, traditions, and chapter collaborations.

Objective: Establish a weekly Unity Day, which generates participation from the Greek Council Community.

Objective: Establish structures that support information sharing across chapters regarding events ,philanthropy, and other news.

Goal 6: Diversity & Inclusion. Engage in efforts that promote diversity and inclusion and position our organization to be regarded as a welcoming community committed to these values.

Objective: Expand recruitment efforts to a broader student population by partnering with other organizations and educating all of campus on the mission and vision of Groove Phi Groove S.F.I. To align Groove Phi Groove S.F.I. with the Greek Council and the Center for Leadership Service, marketing opportunities for involvement in new ways to appeal to the community at large.

Objective: Evaluate recruitment statistics (i.e., race/ethnicity data) before, during, and after each recruitment cycle to understand how reflective new member recruitment pools, new member classes, and the University/

Institution community are of the overall University/Institution.

Objective: Collaborate with non-Greek affiliated student organizations on programs to demonstrate the community's support for other organizations' events and initiatives.

Objective: Partner with campus departments to offer diversity training and other leadership development opportunities such as Intergroup Dialogue on a sustained basis and expanded involvement in progress like mental health and leadership development

Goal 7: Philanthropy & Service. Build on the inherent philanthropic strengths of the University/ Institution community to expand Groove Phi Groove S.F.I.'s impact.

Objective: Establish a University/Institution's philanthropic cause and a dedicated charitable organization. This cause and organization will be community-based, align with University/Institution values, be selected by Groove Phi Groove and the Greek council, and remain connected to dedicated University programs that generate funds for the cause annually.

Objective: Raise \$100,000 (in total from all chapters/councils for all University/ Institution philanthropic events) annually. This progress will be tracked regularly throughout the year and visibly updated on campus and online. Groove Phi Groove S.F.I. will devote an equal focus to educating the campus about the causes connected to each philanthropy.

Objective: Continue and expand the twice-annual Groove Day of Service. Groove Day services will promote more substantial participation through integration with the universities/ Institutions. It integrates the Standards Program, advertisement to students, and rotating service sites each semester. This integration will benefit multiple community-based area organizations to complement the traditional work with the neighboring High school.



Goal 8: Alumni Relations. Invest in programs and initiatives that support relationship-building and giving back to the University among current and future University/ Institution alums.

Objective: In partnership with University Advancement, create and sustain an Alumni Chapter to obtain boosters and create events to receive donations for university endowments. Proceeds will benefit the University/ Institution's Foundation. This event will promote a philanthropic connection to the University/ Institution.

Objective: Track and regularly report all chapter efforts to engage alums through Standards. Reports should communicate these efforts to graduate advisors.

Goal 9: Marketing. Develop and implement long-term, long-lasting marketing initiatives that promote the benefits and contributions of Groove Phi Groove S.F.I. membership.

Objective: Design and maintain a strengths-based marketing campaign highlighting Groove Phi Groove S.F.I. community achievements and data demonstrating community success. Marketing methods will include a quarterly Sword & Spear newsletter and expanded social media engagement outside traditional recruitment marketing cycles. Content will consist of philanthropic contributions (total dollars raised by all, funds raised by each chapter, funds raised per member, funds raised for top causes, service hours), Groove Phi Groove S.F.I. membership balanced with involvement in other campus/career opportunities, and academic success (average G.P.A., Dean's List and President's List, Greek Scholar of the Month, study abroad participation data, retention, and graduation rates, and job placement data).

Objective: Improve Groove Phi Groove S.F.I. Web presence by auditing existing web content related to universities/ Institutions, identifying and making improvements to this content, and establishing/updating chapter websites for each organization.

Strategic Priority III: Social Responsibility

Groove Phi Groove S.F.I. Further initiatives that foster social responsibility, placing members as role models in Title IX, hazing, alcohol and other drugs, and mental health education, and generate acknowledgment on campus and, more broadly, for their accomplishment in these themes.

Goal 10: Active Leadership. Investigate, advocate for, and partner with the University toward establishing and improving efforts that promote student leadership on health and safety issues and student intervention in situations of concern.

Objective: Explore ways of creating awareness for the Good Samaritan and a medical amnesty policy.

Objective: Partner with University departments to promote more vital member awareness of on-campus resources for supporting students or reporting concerns. This objective would include increasing understanding with a new online anonymous hazing report form and other reporting tools, as well as members knowing when they need to report something.

Objective: Become role models in bystander intervention on issues related to mental health, Title IX, alcohol and other drugs, and hazing. This objective includes enhancing risk awareness, knowing how to help effectively, developing and improving chapter risk management protocols, and demonstrating a values commitment to leadership on these issues through participation in relevant campus events and initiatives.

Goal 11: New Member Education. Reduce potential risks associated with new member education by proactively modifying the process to support further member success by understanding needs, best practices, and innovative approaches.

Objective: Explore the costs and benefits of shortening the new member education process to fewer than six weeks for all chapters to ensure that all new members' orientation process for membership through a process that is no longer than necessary. Research indicates that shorter cycles reduce risks related to negative impacts on academic performance.

Groove Phi Groove S.F.I. will make a data-informed decision on this issue by Spring 2025 and revisit it as necessary.



Objective: Evaluate traditions connected with the new member process and other cultural norms that transpire during further member education and make decisions on improving the unique member experience with new rules or by updating existing traditions. To guide this process, utilize existing positive practices among Greek Council Chapters' national trends.

Objective: More regularly obtain new member feedback on the new member education process, including their perceptions, needs, and concerns related to potential risks, academic success, learning throughout the process, and social connections. Develop opportunities for more regular and earlier check-ins and relationship-building between new members, chapter leadership, and staff.

Objective: Ensure successes within the Groove Chapter are shared across campus and outside universities/ Institutions.

Goal 12: Standards. Expand the Groove Phi Groove S.F.I. Standards Program is known as evidence-based and student supported and is broadly recognized for its positive impact on chapters.

Objective: Fully integrate the program's components into the Groove chapters' culture. As a result, chapters and members are familiar with and see the value of Standards, maintain compliance with the program at progressively higher levels, and chapter conduct echoes community values of social responsibility and excellence. Furthermore, Standards are both a risk management tool and a way to celebrate chapter and community successes. The International Office and Regional Director will explore opportunities to develop chapter-specific systems and Standards Boards, where needed, for upholding individual member accountability. Standards will be a transparent and appropriate tool for positive culture change. Chapter performance will be publicly visible and able to be understood by various stakeholders.

Objective: Streamline mandated member training requirements (hazing prevention, Title IX, bystander, alcohol and other drugs, online versus in person, and others) so that educational goals are met while ensuring time commitments are sustainable.

Objective: Utilize continued student feedback on Standards to evaluate and revise the program.



Groove Phi Groove
**UNDERGRADUATE LEADERSHIP
DEVELOPMENT AND ORIENTATION
PROGRAM PROCEDURES MANUAL**

Key guidelines to know about the Leadership Development and Orientation Program

1. The orientation period shall not exceed six weeks. Activities are limited to three hours per day and must occur on campus (except for city undergraduate chapters).
2. The orientation emphasizes Commitment, Dedication, Learning, and Growth, fostering teamwork, academic achievement, and ethical conduct. Hazing is strictly prohibited.
3. Chapters must obtain written approval from the Regional Director, Executive Board, and International President before starting the orientation program. Unauthorized programs are strictly prohibited.
4. Only financial brothers in good standing and those certified for Leadership Development & Orientation Programs may oversee or participate in the process.
5. Required forms include:
 - Membership Application Form
 - Swanxman Fee Payment Form
 - Chapter Orientation Program Application
 - International Statement NO Hazing Form
 - Membership Certificate Request Form (for initiation ceremony materials).
6. GPA and classification requirements must be verified with official transcripts. Institutional policies take precedence if stricter than Fellowship guidelines.
7. Before initiating the program, chapter members and Graduate Advisors must meet to review expectations, ethical standards, and proper conduct. Candidates

BELOW IS A BASIC OVERVIEW OF THE LEADERSHIP DEVELOPMENT & ORIENTATION PROGRAM

Week 1: Orientation and History

- Overview of Groove Phi Groove's history and mission.
- Candidates plan their first community service project
- Introduction of verbal presentation schedules and written assignments.
- Resume-writing workshop and job interview preparation.
- Supplemental learning sessions (subject-specific presentations)



Week 2: Leadership and Team

- Training on hosting interest meetings and recruiting new members.
- Introduction to Robert's Rules of Order and effective meeting management.
- Develop chapter history projects.
- Plan the second community service project.

Week 3: Articulating Groove

- Training on presenting Groove Phi Groove to university officials and community groups.
- Develop campus activities for the next semester.
- Plan the third community service project.
- Supplemental learning sessions.
- Conduct pre-induction candidate interviews.

Week 4: Fellowship and Bonding

- Continue step, stroll, and campus presentation practice.
- Execute the second community service project.
- Begin internal Fellowship projects as decided by the chapter.
- Review candidates' progress and assess readiness for initiation.

Week 5: Preparation for Induction

- Team-building and bonding activities.
- Execute the third community service project.
- Submit written assignments and final papers (4-5 pages).
- Conduct the internal Fellowship project.

Week 6: Initiation and Ceremony

- Conduct the Membership Initiation Ceremony in accordance with International guidelines.
- Confirm candidates' results from the International Initiation Examination.
- Submit final paperwork to the Regional Office, including the Membership Certificate Request Form.

Post-Initiation (Debriefing Period)

After induction, chapters engage in post-initiation activities to further develop leadership skills:

Week 7: Leadership and Administrative Training

- Focus on preparing candidates for leadership roles within the organization, including constitution and bylaws training and campus presentations.

Week 8: Brotherhood and Campus Integration

- Emphasizes fellowship-building activities and the introduction of newly inducted members to the campus through presentation shows.



Groove Phi Groove

A GUIDE FOR RETENTION & ENGAGEMENT

WHY DO MEMBERS QUIT?

The vision of this administration seeks to improve the organizational and collegiate experiences of our undergraduate members; those experiences must lead to a life of continuous work in Groove and service to others beyond the undergraduate years. In our 62 years of existence, we have remained vested in active community involvement and fostering connections with young people (and collegiate students) by providing opportunities to engage in productive activities that build character and perspective. We will make significant strides to include our younger fellowmen in developing our programmatic initiatives.

We have a great deal of knowledge and wisdom in our elders. I challenge our elders to utilize their shared experiences to teach, mold and guide our younger members. We must ensure their success by optimizing their potential. We have a great deal of experience and competence in our organization, and I ask that each of our Fellowmen bring their set of specialized skills to bear for the benefit of Groove and the broader community.

Reason #1: Skewed Expectations

Many members of fraternities felt like the organization sold them one experience through marketing and recruitment, but what they experienced was very different.

The "recruitment" experience often looks like "spit brothers," "instant best friends." And then the chapter experience feels like "mandatory attendance," "fines," and "house duties."

Evidence-Based Approach

Questions to ask while recruiting:

In what ways is Groove Phi Groove Social Fellowship Incorporated communicating or setting unclear or false expectations about the fellowship? Specifically, consider the time obligations, cost, participation, expectations, and other expectancies of a high-performing member, not just minimum expectations you might have.

How can your organization more accurately and clearly outline expectations for prospective members about the experience of membership? Thank about your marketing efforts, the information and experience shared during



"recruitment", actual handouts or written information, membership agreements you ask new members to sign, etc.

Reason #2: Lack of Connectedness

Groove Phi Groove S.F.I., like any other organization, comprises smaller "friend groups." Friend groups are not a bad thing. They are natural and normal building blocks of larger organizations. When friend groups become harmful, they become "cliques," but most friend groups are entirely healthy.

However, at least one fellow man in the organization doesn't have or may belong to a friend group.

Think about that person (or those people) right now. That is who is most likely to quit sometime soon.

People quit fraternities and sororities, and in fact, people quit college because too often they don't have a "best friend" or a "friend group."

Now think of your senior members. You might realize that most of their friend group has graduated or disengaged from the chapter. What this means is they are likely to disengage sometime soon too.

By the way, the best method to build meaningful "friend group" connections are not events. Relationships take time, effort, and intentionality to be built. Brotherhood is not created overnight.

Evidence-Based Approach

List all of your current members who lack deep connection to an active friend group. After you've listed their name, please write down how to personally reach out to them to deepen your relationship with them and help them connect with another friend group.

Draw a map of the "friend group" that make up your chapter. Consider the themes that help members gather together and feel closer to one another.

Reason #3: Discord (Drama)

The third reason participation is minimal is due to "Drama." "Discord" is our fancy term for it, but what is suggested is the standard, old-fashioned, good old fraternity drama.

One person said this, and the other person said that. One group wants more social, and the other wants a more ritualistic aspect. One member thought they'd win a position; another did. One group of members feels threatened by another group.

But a chapter with well-aligned outlooks of membership and healthy connections seldom feels any real pain from the natural and normal "drama" that will unavoidably happen.

Evidence-Based Approach

What is the current likelihood that drama/discord in your chapter will lead to members quitting?

Reason #4: External Factors

External factors such as the return on investment of membership, perceived value of the experiences, and competing interests make up the last reason why members leave their fraternity and sorority. These factors are most seen in Generation Z members (born around/after 1995-2000), where a higher value is placed on purposeful financial investments and developmental experiences.

Fraternities and Sororities are seen as a premium experience. It is often one of the more expensive extracurricular options on campus. Members need to be sure that the financial investment is returning skills and relationships that last beyond the undergraduate experience.

We've all heard that member who wants to leave because of "finances". That often means, "this isn't worth it to me." When the financial investment stops being "worth it" to our members, they are more likely to leave their membership. This is especially important during the new member period when members are in that "try before you buy" mentality.



We're not the only student organization on campus. When handfuls of others offer leadership, scholarship, service, and fellowship at a lower price tag, members leave to "competing" organizations when the time and financial investment appear to have a higher return on investment.

The organization that communicates the return on investment alongside the value provided to the holistic development of an individual member rarely feels

Evidence-Based Approach

What value does your Groove Phi Groove S.F.I. provide? Write out five promises your organization makes (and delivers upon) in return for an investments in membership. Describe the benefits a member receives in as much details as possible.

HOW DO WE KEEP OUR MEMBERS (AND KEEP THEM ENGAGED)?

Groove Phi Groove Social Fellowship Inc. teaches a six-step process for retaining membership and keeping the membership engaged.

1. **ALIGN EXPECTATIONS.** Alter your marketing and recruitment strategies to provide prospects with clear and accurate membership expectations early and often. Reinforce these expectations consistently throughout the membership experience. These expectations should be clear, simple to understand, and, if met, should be celebrated.
2. **PEOPLE.** Every Fellowman needs to be connected through significant personal relationships with other individuals or groups within the organization. This can shift and change over time, and Fellowmen should make specific efforts to uncloze, innermost, significant friendships steadily.
3. **PURPOSE.** Being a member of Groove Phi Groove S.F.I. are more than "cliques." Most Fellowmen join to "be part of something bigger than themselves." When Fellowmen feel like the group has lost its objective and become single-minded, they will often start to drift away (because they aren't interested in paying for their friends). Ensure your chapter is "on a mission" to achieve its purpose, and constantly interconnect this with your Fellowmen.

4. **MATTERING.** Every Fellowman wants to know that they matter. Fellowmen care that they make a difference in the lives of other Fellowmen and that they matter in the life of the chapter. Help Fellowmen link their presence and input to the organization's overall success and consistently shower members with an appreciation for participating in their essential role.
5. **LEARNING & GROWING.** Fellowmen must constantly have ways to learn and grow from the fraternal experience. If Groove Phi Groove has stopped challenging them, if it has stopped profoundly adding to their life, they will start to disengage or leave. Fraternities are too often designed only for the needs of first and second-year students. Groove Phi Groove S.F.I was to help all members continue learning and growing from their experiences.
6. **REPEAT.** An autocratic, improved system for retention and engagement should be a top priority for the chapters and their Fellowmen. Every chapter should have an individual "in charge" of member retention and engagement. Every chapter should have a plan to monitor and address the retention and engagement of its members every semester.

ENGAGEMENT

Tactic #1: Semester Engagement

Every semester, the academic coordinator will evaluate all members of the chapter. The answers to this semester's assessment will help the academic coordinator gain insight, assist the chapter monitor individual retention and engagement, and build an overall tactical plan to ensure all members are experiencing value from the membership experience.

1. What is your favorite part about being a Groove?
2. What is your least favorite thing about being a Groove?
3. How many very close friends would you say you have in the organization?
4. What do you expect of yourself as a member?
5. What do you expect of the organization this semester?

You can operate this assessment via a Google Form, one-on-one conferences with chapter presidents and fellowmen, or during regional meetings. The Academic Coordinator will assemble as a leadership team after the assessment to analyze the themes that come into sight and how you can help re-engage members back to the organization.



Tactic #2: Retention

The Academic Coordinator, graduate advisors, and chapter presidents will assemble a retention committee with the rationale of identifying "at-risk" Fellowmen and creating individual plans to retain those Fellowmen. This committee should be led by a chapter leader who oversees standards and health and safety.

1. Pick 3-5-chapter members, not in leadership positions who are solid relationship builders and are participating in the organization. Do not request volunteers; select a group and make it anonymous.
2. Regional Director will meet with the committee at least once per month. During meetings, discuss what Fellowmen seem disengaged or are at risk of leaving. Consider Fellowmen who:
 - *Have not been attending events or are showing up to only required events and are not engaging with others.*
 - *Fellowmen with challenging/demanding majors*
 - *Ran for leadership positions and did not receive them*
 - *Are late on their membership payments*
 - *Have recently had a standards meeting*
3. Choose a committee member to bond with the "at-risk" Fellowmen. Reach out to the Fellowmen and start with building the relationship. The committee member's objective is to seek to comprehend what is causing the Fellowmen to disengage, not to punish or accuse the Fellowmen.
4. Create a retention plan of action for pinpointed Fellowmen. As a committee, assess and suggest the perceived reasons for disengagement and what can be done to re-engage the Fellowmen.

Example: IF the Fellowmen lack connections, THEN have committee members invite them to social events and connect them to multiple new friendship groups.
5. Repeat steps 2-5 monthly, selecting a new committee when elections occur.

Tactic #3: Graduate & Undergraduate

The Graduate -Undergraduate structure in Groove Phi Groove Social Fellowship Incorporated is an essential means that fellowmen could leverage for higher retention and engagement levels.

Often, a Graduate- Undergraduate relationship is undefined and nonchalant, and the rationale is somewhat unclear. Too often, the "job" of a Graduate Fellowmen is to buy gifts and be kind to their assigned younger Fellowmen. That's fine, but it misses a significant opportunity.

What if the job depiction of a Graduate- Undergraduate Fellowmen was more clearly delineated and focused on two simple things: keeping your "Undergraduate" engaged with the chapter and helping them find success as a college student?

The 6 Jobs of a "Graduate Member"

Agree. Immediately after identifying the undergraduate, Graduate Fellowman meet with your Undergraduate Fellowman to review the outlooks of membership and agree upon the terms of your Grad/Undergrad relationship.

Connect. Help your Undergrad get linked and stay linked in with a friend group (Not necessarily your own group - think of groups that are good at welcoming others into their circle and start there.

Assess. Ask your undergrad the semester engagement assessment questions each semester and advocate their wishes with the chapter's leadership.

Plan. Help your Undergrad identify their role/chapter position contributions to the chapter each year in writing and fill them with gratitude every they contribute to the chapter in that way (or in other ways).

Succeed. Write a semester academic and overall collegiate achievement plan with your undergrad. Ascertain the selections they need to make daily weekly, and monthly to success in their academic and extracurricular activities. Hold them accountable for making those choices.

Love. Connect with your undergrad in tangible ways. Care about their whole life, not just their chapter involvement. Shower them with love and appreciation for choosing to be your brother.



Groove Phi Groove **ACADEMIC POLICY**

Academic Policy

Executive Summary

Groove Phi Groove Social Fellowship Inc. members focus on cultivating personal and professional development and value academic achievement. This academic plan aims to assist members of Groove Phi Groove in achieving academic success. In alignment with the Ramapo College of New Jersey, Groove Phi Groove S.F.I. mandates Chapter Minimum Standards that require chapters and members to maintain a 2.5-semester average G.P.A.

Academic Probation

Academic Probation occurs when a chapter member falls under the minimum cumulative G.P.A. of 2.5 on a scale of 4.0 and is subject to academic Probation. Academic Probation necessitates a loss of the following privileges:

- Ability to conduct an orientation program
- Ability to hold a formal leadership position as an Executive Board member, director, or coordinator.
Note: If a member currently holds a formal leadership position, the regional director will remove them, and an emergency election/appointment shall take place at the first Chapter Meeting of the semester
- Social privileges mean a member shall not attend any formal or informal social function except for community service events.
- Any member of an undergraduate chapter failing to maintain an academic average for the quarter or semester of at least 2.5 shall be subject to a withdrawal of individual privileges until the requirement is met.

[As dictated by Article V, Section 8 of Groove Phi Groove Social Fellowship Incorporated's International Constitution and Bylaws]

Positive Reinforcement

Academic excellence deserves to be celebrated by others, as galvanizing can often be a significant driving force to success. To uphold the value of academic success, \$50.00 shall be allocated each semester within the chapter's budget for positive rewards for those who accomplish academic success. The following enticements shall be awarded to those members who accomplish the following in the previous semester based on the semester G.P.A.



- **Highest Semester G.P.A.:** The individual will have dinner with the International President and the Regional Director at a restaurant of their choice within the current semester.
- **Most Improved Semester G.P.A.:** The individual will receive a \$50.00 discount on their next year's dues.
- **Dean's List:** The individual will be an attendee Dean's List Dinner paid for by the chapter.

Note: Incentives do not have to be awarded in monetary rewards. They can be dinners, gift cards, free t-shirts, etc. Each chapter should approve incentives that are appropriate for its chapter.

Points System

To further reinforce the chapter's dedication to academic success, the following points system shall be overseen by the Academic Coordinator. Members must accrue the required points monthly and maintain an average higher than the minimum required G.P.A. to avoid sanctions. If a member fails to accrue the required points, the following corrective action shall be implemented:

- If the student is already on **Academic Probation**, the member shall be placed on **Academic Suspension**, which includes the loss of the following privileges:
 - Unable to attend events **except** those required to keep the member in good standing, weekly chapter meetings, community service, academic study events, chapter non-social required events, and institution required events
 - Loss of ability to vote on all chapter matters.
- If the student is **not** on Academic Probation, the member shall lose the privilege to attend all social events, formal and informal, **except** for community service gatherings.

A member shall regain all privileges upon making up the points not completed from the previous month.

Note: Fellowmen cannot accrue points for the current month until the previous month's points are accrued.

Points System

Members who meet the requirement, including those on Academic Probation, shall be placed in a raffle. One member shall be drawn randomly and receive a prize each month. Typical prizes include a \$15 gift card or a coupon for a free dinner. The following tables outline the monthly points requirement based on a member's current cumulative G.P.A. and the requirements for how a member accrues or losses points during a given month.

Cumulative G.P.A.	Monthly Point Requirement
Greater than 3.69	8 Points
3.50 - 3.69	10 Points
3.0 - 3.49	12 Points
2.7 - 2.99	14 Points
2.5 - 2.69	16 Points
Less than 2.5	18 Points

* New Members will be required to meet the exact requirements as someone who falls in the 2.99-2.7

Note: If a member has above a 3.0 GPA, they can attend study sessions as a supervisor.



Point Awarded	Requirement
3	You are receiving an A on an assignment worth a minimum of 10% of the final grade.
2	You are receiving a B on an assignment worth a minimum of 10% of the final grade.
2	Attend an Academic related speaker/presentation hosted by a chapter or institution
1	Receiving help from tutors employed by the institution.
1	2 hours of studying at a study session planned by the Academic Coordinator
-2	You are receiving a C on an assignment worth a minimum of 10% of the final grade.
-3	You are receiving a D on an assignment worth a minimum of 10% of the final grade.
-4	You are receiving an F on an assignment worth a minimum of 10% of the final grade.

Note: Study sessions (study tables) shall be a quiet environment for attendees to study. If an attendee is being disruptive or not studying, they will be asked to leave and not receive any points for that study session. The academic coordinator must use a check-in/check-out documentation system.

Academic Subcommittee

It is suggested that the Academic Coordinator coordinate a subcommittee to balance the workload of this academic program. The Academic Coordinator will oversee appointing 1 COMMITTEE MEMBER FOR EVERY 15 MEMBERS. Brothers on the subcommittee must have a current cumulative G.P.A. of 3.0 or better. The duties of the subcommittee are as follows:

- Meet with members who are on Probation to set goals and an academic improvement plan.
- Meet biweekly with academic probation members to receive updates and provide feedback on their progress in executing their academic improvement plan.
- Meet with the Academics Coordinator biweekly to update members on Probation and their progress in executing their academic improvement plans.
- Collect information related to the academic program (grades, verification forms, etc.).

Academic Study Hours Verification

I hereby certify that _____ he has completed ____ hours of academic studdying.

Name of brother _____

Academic work attempted _____

Date (mm/dd/yyyy) _____

Name and Title of person verifying activity _____

For verification purposes: _____

Phone Number _____

Email Address _____

Location: _____

Description of work completed: _____

I, Fellowmen, verify these study hours meet the academic standards of Groove Phi Groove Social Fellowship Incorporated.

Fellowmen Signature: _____

Date: _____

Signature of person verifying activity:
(Signature indicates approval) _____

Date: _____



Groove Phi Groove **RISK MANAGEMENT POLICY AND GUIDELINES**



Foreward

The Risk Management Policy Guidelines were established to provide Fellowman of Groove Phi Groove Social Fellowship, Inc.® with effective policies and procedures to manage potential operational risks and legal exposures to the Fellowship.

Groove Phi Groove Social Fellowship, Inc.® prohibits its members from engaging in any illegal activities whatsoever and is committed to properly reporting such activities to the appropriate authorities.

Any member of Groove Phi Groove Social Fellowship, Inc.®, who engages in illegal activities, will not receive any legal defense from the organization for such acts. We endeavor to be compliant with all local, state, and federal laws.

I. ANTI-HAZING POLICY

All existing and prospective members have the right to be treated with dignity and respect. These rights are enforced by punishing violations of the Fellowship's constitution and bylaws. A cornerstone of the Fellowship's Risk Management policy is the prohibition of hazing.

Hazing has been prohibited in Groove Phi Groove Social Fellowship Inc. since the organization's founding in 1962. In 1995, Groove Phi Groove Social Fellowship Inc. reaffirmed its total opposition to hazing with the publication of a more robust anti-hazing policy and the implementation of new procedures to identify, investigate, and punish members that commit acts of malfeasance.

Hazing will not be tolerated in any form.



Definition of Hazing:

Hazing is defined as an act or series of acts that include, but are not limited to:

- Physical acts, such as hitting, striking, laying hands upon, or threatening to do bodily harm to any individual(s), while acting in one's capacity as a member of Groove Phi Groove Social Fellowship Inc.
- Behavior that is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation, or disgrace.
- A variety of prohibited practices, including but not limited to, "underground hazing," "financial hazing," "pre-pledging," "post-pledging," or "post-initiation pledging."

Educating Members:

Groove Phi Groove Social Fellowship Inc. makes every effort to disclose its Risk Management policy fully, including but not limited to:

- Distributing our risk policy through university officials and graduate advisors, who, in turn, distribute them to students likely to go through the orientation process.
- Training chapters on the Risk Management policies during workshops conducted before each chapter begins its Orientation Process (OP). Undergraduate and graduate members involved in the OP must promise to treat candidates with respect by signing a Commitment Statement that affirms they will not participate in hazing.
- Distributing a letter to all Orientation participants from the respective Regional Director that defines hazing and outlines procedures for reporting hazing incidents. This letter is also read audibly as part of the Orientation itinerary.
- Providing all OP participants with a copy of the Fellowship's Risk Management policy.



Education during the Leadership Development and Orientation Process

- Providing training to graduate advisors and graduate committees who serve as mentors for undergraduate members to ensure the OP is appropriately conducted, without hazing incidents.
- Mandating that candidates submit a letter of intent, that expresses their interest in joining Groove Phi Groove Social Fellowship Inc., Incorporated.
- By submitting the Membership Letter of intent, candidates acknowledge that they will abide by Fellowship's policy.

Hazing Policy Violations

Any individual or chapter violation of Groove Phi Groove Social Fellowship's Risk Management policy will result in suspension, expulsion, or revocation of the chapter's charter. A fine may also be imposed. In addition, hazing activities may result in official discipline by a college/university or the imposition of civil and criminal penalties for individuals and chapters.

Unofficial [Improper] Contact

All candidates—graduate and undergraduate—should understand that they must not consider contact with a suspended, expelled, or non-financial member to be any part of the Fellowship's Membership Orientation Process. Candidates should not participate in any form of membership orientation activities with any suspended, expelled, or non-financial member. In order to assist candidates in determining who may not contact them on behalf of the Fellowship, below are descriptions of the suspension, expulsion, and non-financial members. Candidates will be provided with a list and of all suspended and expelled members irrespective of the specific reasons for the punishment. Furthermore, the chapter president is responsible for informing the candidates of all identified members who have met the requirements to be found in good standing, therefore having met the requisite criteria to contact the candidates or engage the orientation activities.



- **Non-Financial Member**

A member that has not satisfied all annual financial contribution requirements to be deemed a member in good standing.

- **Member Suspension**

Suspension of a member disqualifies the individual from participating in all Fellowship activities, in any capacity, until restored to good standing by the Regional Director, upon approval of the International Executive Board.

- **Member Expulsion**

Expulsion permanently revokes the individual's membership in the Fellowship.

II. GENERAL CHAPTER OPERATIONS

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

- Each chapter can implement a few standard operating procedures to help reduce potential risks. By following these simple steps, the chapter will already be in better shape for the future. Here are some tips that will help the chapter get started with risk reduction.
- Ensure that risk management policies are reviewed by the chapter each term and collect signed acknowledgments; verify that one is received from each brother. Regional Directors disseminate a sample acknowledgment at the beginning of each semester and upon request.
- At least annually, review chapter Bylaws to ensure there are no conflicts with the international office's documents.
- Establish a Compliance Committee. (Information about a Compliance Committee can be found later in this document.)
- Create professional programming around alcohol/hazing/sexual harassment. Have a professor, student health representative, student activities office, or a fellowman volunteer present a session.
- Do Not exhibit public intoxication.



- Do Not tag nor post questionable or inappropriate photos/videos online with "GPHIG" or "Groove Phi Groove" on social media platforms.
- Seek out your Regional Risk Management representative for assistance in conveying the policies.
- When in doubt concerning risk management policies, contact the International Executive Director, Regional Director, and Executive Board Representative.
- If using a bartender for a graduate chapter event, this person must be a third party, independent person with liability insurance.
- If alcohol is present, utilize an independent third party such as security or a bartender to check IDs.
- Under No Circumstance will chapters be permitted to serve alcohol or advertise alcohol for events that market to individuals under the age of 21.
- BYOB Guideline: the amount one legal age person can reasonably consume and can maintain within their control during the event. Reasonable consumption can be determined by time elapsed, weight, gender, age, medication in their system, physical condition, and type of alcohol. Ensure compliance with local and state laws pertaining to operating a motor vehicle and serving alcohol.
- 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 place where drinking takes place.
- In the context of risk management, and orientation program may be defined as an event designed for candidates, hosted by candidates, or otherwise included in the candidate class calendar.
- All recruitment activities must be alcohol-free. This includes the event itself and any "unofficial" post-event social activity.



III. GROOVE LEADERSHIP ACADEMY/JUNIOR GROOVE MENTORSHIP PROGRAM GUIDELINES

Protect the health and safety of your mentee and seek advice from school faculty or program staff whenever in doubt about the appropriateness of an event or activity and inform school or program staff of any persons, situations, or activities that could affect the health and safety of the child. Also, please adhere to the following suggestions to mitigate the risk for your mentorship program:

- Do not use or possess alcohol, tobacco, or drugs when with your mentee.
- Require all mentors be subject to a criminal background check, any fellowman with child abuse or neglect offenses displayed on their record are strictly prohibited from participating in the program.
- Do not possess firearms or weapons present while with your mentee.
- Always wear seat belts while in the car.
- Have adequate personal liability and automobile insurance coverage.
- Ensure your mentee has all the necessary protective items and is well supervised on outings.
- Do not leave your mentee alone or with strangers.

If you have become aware that your mentee's safety or the safety of another is in jeopardy through disclosure (e.g., child abuse, sexual abuse), report your concern to the mentor coordinator or teacher immediately. Let your mentee know that you are required to do so. This requirement should always be discussed at the beginning of the relationship to inform the mentee of your obligation to report safety concerns.

If you witness inappropriate behavior/conduct or receive a report of the same, contact the International President, immediately via email at president@gphig.org



IV. COMPLIANCE COMMITTEE

Many chapters have found success in instituting a risk management Compliance Committee in the chapter because of the high priority for Groove Phi Groove in the area of risk management. Unfortunately, most risk management violations occur with the best of intentions in mind (to "build unity" or "teach important lessons"); these noble ideas many times lead to unintended consequences, including hazing violations, harassment issues, or other fellowship/university/legal violations. The Compliance Committee will be responsible for ensuring that all chapter activities, whether official or unofficial, are within the guidelines for ensuring no risk management or other violations occur.

The Regional Compliance Committees will review all required and optional activities. They will assist the chapter members and chapter executive board in reviewing risk management guidelines at least twice per year (once per semester for undergraduate students). Members of the Regional Compliance Committee are discouraged from simultaneously serving as an executive board officer of the chapter in questions, due to the potential for conflicts of interest. The regional director appoints the committee members with the approval of the regional membership; each term will be one year, with unlimited appointments possible. The following provides an overview of the purpose, positions, duties, and job functions of the compliance committee:

- Review and evaluate all activities of the chapters to ensure compliance with all of the guidelines as set forth in the Risk Management Policy, etc.
- To assist in planning, executing, and a post-event review of all aspects of chapter operations, including professional events, social events, community service events, and orientation programming.
- Not only to look at ongoing events, but also one-time only events.



Composition of Committee

The rules, duties, and selection of the Compliance Committee should be in line with the international bylaws and the duties outlined in this document. It is recommended that this committee become a standing committee of the Region and have regular meetings.

Suggested Duties

- Review the chapter's calendar of events.
- Conduct a secondary review of each event within the calendar.
- Review the orientation class calendar of events to look for possible risk management issues.
- Review activities of the orientation program.
- Represent the committee and work with officers at events to ensure that compliance occurs during events.
- In situations where the Compliance Committee has advised against a program, it is strongly encouraged to report the potential violation to a member of the Regional Executive Team or an officer in the International Office.
- Act as representatives of the Region, should the International Executive Board need information, or are conducting an investigation.
- Participate in the post-event review with the event organizer to understand lessons learned from a risk management perspective.



Essential Job Functions

- Elect from their appointed membership a chairman and a vice-chairman, who shall act as the liaisons between the chapter and the committee.
- Review all recruitment and pledge plans prior to implementation for compliance with all fraternity rules and regulations.
- Be intimately familiar with the Groove Phi Groove Social Fellowship Incorporated Risk Management Policy and all other governing documents (including the International Constitution and Bylaws, the chapter's Bylaws, and Administrative Handbook) as the governing documents pertaining to the management of risk. Members should have a physical copy of all documents with them at committee meetings to reference.
- Determine standing, locally appropriate, guidelines for all 'spontaneous' events the chapter will hold. Communicate (the committee chair or the vice-chair) at least quarterly with the chapter presidents on items of note or more frequently if needed; will respond to all email and phone calls with 24 hours during the academic year.
- The committee should be composed in such a way that equal representation is attained from the broadest cross-section of the Region, but the aggregate number of members should not exceed 7. The Regional Director will determine the Chair of the committee. The committee will advise regional director, and regional membership on any matters they deem appropriate, and will prepare a semi-annual "Regional Risk Management Report" for submission to the Region, regional director, and the regional executive board representative.

QUALIFICATIONS / KNOWLEDGE / SKILLS / ABILITIES / REQUIREMENTS:

Chairman/Vice-Chairman:

Must be a graduate member in good standing for at least 2 years prior to appointment.

Member:

Must be a member in good standing for at least 1 year prior to appointment. Have a strong familiarity with all fellowship risk management and governing documents.

Recommended as not being a current officer of a chapter.

Pledge to serving at least one year and attending all meetings of the committee.



V. Policy on Discrimination, Harassment, and Sexual Harassment

DISCRIMINATION

Groove Phi Groove Social Fellowship Incorporated shall not discriminate based on race, color, religion (creed), sex, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, community service events and other events and collaborations, selection of volunteers and vendors, and provision of services. Groove Phi Groove Social Fellowship Incorporated remains committed to providing an inclusive and welcoming environment for all members of our Fellowship, volunteers, subcontractors, vendors, and collaborators.

In our new member interviewing, vetting, and selection process, fellowmen must maintain the standards in our administrative manual and International Constitution and Bylaws. Those standards are uniform and guard against discriminatory and improper practices with respect to the selection of new candidates. Members are unequivocally prohibited from discriminating against applicants based on race, color, religion (creed), age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

HARASSMENT

Groove Phi Groove Social Fellowship Incorporated is committed to providing an environment free from harassment. Any unwanted and offensive behavior may be deemed harassment, and harassment can occur between members of the opposite sex or the same sex. Harassment can be characterized as verbal or non-verbal, explicit, or implicit, negative interactions or commentary based on an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristics will not be tolerated. All members, including Founders, Directorate, Lifetime Members, and General Members, must abide by this policy. No person will be adversely affected by Groove Phi Groove S.F.I. as a result of bringing complaints of harassment.



SEXUAL HARASSMENT

Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) the request for engagement in such conduct is made either explicitly or implicitly and is tied to condition joining, becoming a vendor, or collaborating with the Fellowship; (2) the request for such conduct by an individual is used as a basis for election decisions, workshops, acceptance of vendors or collaborators; (3) the request for such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment or substantially interferes with the Fellowship's performance. Groove Phi Groove Social Fellowship Incorporated prohibits inappropriate conduct that is sexual during the Conclave, Regional, Chapter meetings or Groove sponsored events including the following: comments, jokes, degrading language, sexual harassment is prohibited whether it's between members of the opposite sex or members in the same sex.

REPORTING DISCRIMINATION & HARASSMENT

Any Fellowmen who witness harassment, as described in this policy, must immediately report the matter to the Regional Director through verbal and written means. If that contact is unavailable, or if the Fellowmen is not comfortable informing this contact, the fellowmen should immediately inform the next appropriate member within the Directorate chain of command. Once the matter has been reported, it will be promptly investigated. Any corrective action will be taken when deemed appropriate—all complaints of discrimination and harassment that violate this policy will be handled confidentially and discreetly. Timely reporting is encouraged to prevent the re-occurrence of or otherwise address the behavior that violates this policy or law. Delays in reporting a complaint can limit the type of effectiveness of a response by the Regional Director. The procedure for reporting discriminatory or harassing behaviors incidents is not intended to prevent the right of any fellowmen to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.



RETALIATION

Retaliation against any person who reports instances of harassment, whether that person is directly or indirectly involved, is a violation of this policy. All reported incidents of retaliation are assumed to be made in good faith and will be investigated promptly by the appropriate Directorate position.

DISCIPLINARY MEASURES FOR HARASSMENT

Any fellowmen engaging in behavior that violates this policy will be subject to disciplinary actions, including the possible expulsion from the Fellowship, as dictated in the National Constitution and Bylaws Article V Section 6. "The penalties for violation of the obligations of the Fellowship by fellowmen include (1) withdrawal of individual privileges, (2) removal from office, and (3) expulsion."

VI. EDUCATE MEMBERS BEFORE A CRISIS

- Teach Risk Management and Crisis Management to the membership.

All Groove Phi Groove risk management policies and procedures should be taught during the orientation education program. Review these policies and procedures with the entire membership at the beginning of each semester. The first concern should be the health and safety of each member, and the chapter in general. All members must know who is in charge and be prepared to follow instructions. A university professor who teaches risk management can be used as an excellent resource for education, as are Groove Phi Groove volunteers or staff.

- Identify the leader before the problem happens.

At the chapter level, the president of the chapter should take charge in any crisis. The president should consult with volunteers, staff, and other members who possess more expertise or insight. The final decision, however, must rest with the president. If the president is absent, the next ranked officer is in charge.



IF SOMETHING HAPPENS

1. The chapter president (or officer next in line if the president is not present) takes charge.
2. Call emergency number(s), usually 9-1-1, so appropriate emergency personnel (police, fire, and ambulance) can respond. Cooperate fully with the needs of any public safety.
3. Restrict access to the area at once. The president must have complete control of the situation and be aware of who is in the area. Permit only your members and appropriate officials to enter.
4. Assign one or more responsible members to guard the entrances calmly.
5. Do not tamper any part of the area involved in the incident, which might be construed as evidence or involved with the incident.
6. Notify your chapter advisor, regional director, executive board representative, and International Headquarters (IHQ) immediately. If the IHQ is closed, please leave a message for Robert Hicks, Chief Membership Officer, at 203.887.2412. Also, send an email to Membership@gphig.org.
7. Assemble your members in a group. All should remain calm. Explain there is an emergency, but that it is under control. Remind members that only the chapter president should communicate with the university personnel. If the media is involved, the appropriate (and only) response should be "no comment at this time." Members are not to speak to anyone (including friends, significant other, parents, the university) about the crisis.
8. Do not discuss details, speculate on events, or otherwise elaborate on the situation. Often, litigation follows a crisis. Statements made could later be used in court.
9. Contact appropriate campus officials.
10. Fully cooperate with appropriate authorities.
11. Complete the "Chapter Incident Report Form" and submit within 24 hours of event if the incident involved bodily injury, property damage, or a general liability claim.



Groove Phi Groove **JUDICIAL POLICY AND PROCEDURES**



JUDICIAL POLICY AND PROCEDURES (created 01.01.2022)

Article I Name

Section 1. The name of the chapter judicial body for Groove Phi Groove Social Fellowship Incorporated shall be known as the Groove Judicial Board.

Article II Purpose

Section 1. The Groove Judicial Board was established to field and investigate reports of members of the organization related conduct inconsistent with established risk management policy and University guidelines and policies, as well as local, state, and federal law. Initiating and conducting appropriate proceedings against fraternities where such cause exists, and to do so fairly, consistently, and competently.

Section 2. The Groove Judicial Board will:

1. Interpret, uphold, and enforce the following:
 - Applicable GROOVE PHI GROOVE SOCIAL FELLOWSHIP INC. Constitution and Bylaws
 - Applicable University policies and guidelines
 - Applicable local, state, and federal laws
2. Issue and render impartial judgment upon individual and group violations of the above policies and laws.
3. Alert national headquarters of any violations of the above listed policies and laws as deemed necessary by both the Chief Judicial Officer and Adviser.
4. Serve as a medium between the Interfraternity Council, member fraternities and the University/ Institution involving the above listed policies and laws.



Article III Structure

Section 1. The Groove Judicial Board shall be comprised of the following:

- One (1) Chief Judicial Officer
- Four (4) Fellowship Judicial Officers
- One (1) Judicial Board Advisor
- Plaintiff (S)
- Defendant (S)
- Fellowmen Representatives

Section 2. The Groove Judicial Board will meet at the discretion of the current Chief Judicial Officer, or upon the request of the Interfraternity Executive Council.

Article IV Duties

Section 1. The duties of the Chief Judicial Officer include:

1. Coordinate and schedule all formal and informal meetings of the Groove Judicial Board within the appropriate timeline located in Article IX.
2. Investigating all alleged violations brought before the Groove Judicial board.
3. Compile witness composites for either evidence or formal hearings.
4. Inform member fraternities of alleged violations in writing within the appropriate timeline located in Article IX.

Coordinate investigation proceedings with the following groups:

- The Council Director of Risk Management
- The Judicial Board adviser and/or University officials
- The other members of the Groove Judicial Board
- Local, state, and federal authorities (if necessary)
- Chapter headquarters (if necessary)
- Compile witness composites for either evidence or formal hearings.



- Participate in all training and special meetings of the Groove Judicial Board.
- Meet weekly with the current Committee and Subcommittee of the Risk Management team.
- Receive and review all cases brought to the Groove Judicial Board.
- Turn any investigation over to proper authorities if a necessity arises.
- As needed, attend and prepare a weekly report to the Regional Director. These reports may be delegated through the Committee and Subcommittee of Risk Management team.

Section 2. The duties of the Fellowship Judicial Officers include:

- Read and be knowledgeable of the procedures of the Groove Judicial Board.
- Render fair and reasonable sanctions.
- Participate in all training and meetings of the Groove Judicial Board.
- Participate in discussion at the conclusion of all Groove.

Article V Office Selections

Section 1. Criteria for Holding Office

- Maintain at least a 2.5 cumulative grade point average.
- Be in good membership standing with their respective chapter.
- Ideally, the candidate has served as a member of their chapter's executive council or the Interfraternity executive council. However, this qualification is not necessary to apply.
- The Chief Judicial Officer will not be serving as their chapter's president or on the GROOVE JUDICIAL BOARD while holding their position.



- The Judicial Board is limited to no more than two members serving from the same fraternity.

Section 2. Office Selection

The Chief Judicial Officer position will be an individual selected at the beginning of the semester by the Chief Judicial Officer Search Committee. The Chief Judicial Officer Search Committee will comprise of the Committee and Subcommittee of the Risk Management team, the Regional Director and the judicial board advisor. The selection process can be found in more detail within Article VI. The Fellowship Judicial Officers will be interviewed by the Chief Judicial Officer and Committee and Subcommittee of Risk Management. The Chief Judicial Officer will then select four (4) individuals that must also be approved by a two-thirds vote of the GROOVE JUDICIAL BOARD Council.

Section 3. Term of Membership

The Chief Judicial Officer will serve a term of an academic year. Two Fellowship Judicial Officers will serve a term of an academic year.

Article VI Search/Election Process

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Section 1: Search Process

The Committee and Subcommittee Director of Risk Management team will create and send out applications for the Chief Judicial Officer position by the first regional meeting every semester. The Committee and Subcommittee of Risk Management team, Regional Director and Groove judicial board advisor will determine dates to hold interviews. The Committee and Subcommittee of Risk Management will announce the elected Chief Judicial Officer by the fourth regional meeting.

Section 2. Fellowship Judicial Officers

The Groove Judicial Board Chief Judicial Officer will create and send out applications for the four (4) Fellowship Judicial Officer positions by the first regional meeting after their election.



- The Chief Judicial Officer, Committee and Subcommittee of Risk Management team, and the judicial board advisor will determine dates to hold interviews.
- The Chief Judicial Officer will announce the elected Justices by the third meeting after the applications are sent out.
- The election process for the justices will not last longer than four (4) formal regional meeting.

Article VII Removal of Officers

Section 1. The Judicial Board has the right to review the membership of all GROOVE JUDICIAL BOARD executive council members.

Section 2. Any GROOVE JUDICIAL BOARD Judicial Board member or Executive council member found in violation of the policies in Article II, section 2, Sub Article A of this document the Chief Judicial Officer will submit a recommendation for removal to the council. If the individual refuses to resign, they can be removed by a two-thirds (2/3) vote of the Groove.

GROOVE JUDICIAL BOARD may remove an Executive council member immediately for the following violations:

Falling under the required 2.5 cumulative GPA.
Three (3) unexcused absences from business and executive council meetings.

Section 3. The judicial board shall review any GROOVE JUDICIAL BOARD executive council or judicial board member found in violation of the applicable governing documents. The case may be escalated into a hearing if deemed necessary by the Chief Judicial Officer.

Article VIII Jurisdiction

Section 1. The Judicial Board has the right to interpret and enforce all policies, guidelines, and laws (stated in Article II Section 2).

Section 2. The Groove Judicial Board shall have secondary jurisdiction to conduct cases that have not been successfully mediated by an Executive Council member, involving the following circumstances (member chapter defined as any member recognized by the Groove Phi Groove Social Fellowship Incorporated):



- Groove Judicial Board vs member chapter of the University Fraternal Life community.
- Member chapter vs member chapter
- Groove Judicial Board vs member of the GROOVE JUDICIAL BOARD Executive board
- GROOVE JUDICIAL BOARD Executive board vs member chapter
- Community member(s) vs member chapter

Section 3. The Groove Judicial Board has the right and responsibility to investigate all alleged violations.

Section 4. The Groove Judicial Board has the right and responsibility to provide recommendation to the Regional Director when imposing sanctions upon member chapters found guilty of a violation.

Section 5. The Groove Judicial Board has the right and responsibility to review compliance with sanctions.

Article IX General Procedures

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Section 1. Logistical Procedures

- All hearings will be held in an appropriate space specified by the current Chief Judicial Officer.
- All records of a hearing will be kept for four (4) years.
- All violations will be immediately reported to the National Headquarters by the Chief Judicial Officer or judicial board Advisor as deemed necessary.
- All hearings will be held at the discretion of the current Chief Judicial Officer.
- All hearings will occur within a period not to exceed 3 weeks of the



violation being filed, unless time frame is deemed insufficient by the Groove Judicial Board (case of semester break, or extended absence of the Fellowman).

- All hearings are closed sessions and are to remain confidential.
- During any hearing, witnesses may be retained and recalled at the request of either the plaintiff or defendant.

Section 2. Handling a Formal Complaint. Complaint is filed with the Director of Risk Management or Chief Judicial Officer within five (5) business days of violation.

- A letter is sent to the accused within 48 hours of reporting alleged violation.
- Accused responds within 48 hours via writing as to what form of hearing they prefer (formal or informal).
- Hearing date and time are set. Accused, Chief Judicial Officer, Fellowship Judicial Officers, Judicial board advisor, and the Committee and Subcommittee of Risk Management team are notified of the date and time of the hearing.
- Witness lists presented to the Accused 24 hours prior to the hearing if necessary.
- Witnesses receive Notice to Appear via writing and phone 48 hours prior to the scheduled hearing. Hearing is held.
- Written notification of sanctions given to the accused within 48 hours of the hearing. Accused returns signed copy of sanction agreement, or requests an appeal, within five (5) days.

Section 3. Handling Non-Documented Accusations

An evidence hearing/informal hearing will be utilized when any member of the organization Regional Director, the Groove Judicial Board or Adviser becomes aware of an alleged violation that is not documented via a Formal Complaint Form.

The purpose of the evidence hearing is to determine whether there is



sufficient evidence to warrant a formal Groove Judicial Board hearing. The following procedure will be followed for all evidence hearings: Evidence hearing consist of all participants of an informal hearing.

If sanctions can be reached and agreed upon, sanctions will be given and no further hearings are necessary. If sufficient evidence is found of blatant violation and clear sanctions are not agreed upon, evidence hearing moves immediately into an informal hearing, or defendant may choose to schedule a formal hearing.

Section 4. Handling an Automatic Violation

In the event of an automatic violation the below listed procedures will be followed:

- A letter is sent to the accused within 48 hours of reporting of alleged violation.
- Hearing date and time are set by the Chief Judicial Officer.
- Hearing is held. Written notification of sanctions given to the accused within 48 hours of hearing. Accused returns signed copy of sanction agreement, or request an appeal, within five (5) days. A process of an automatic violation must be set in place by the Chief Judicial Officer.

Section 5. Handling Appeals

If the accused wishes to appeal a ruling, a formal letter of appeal must be submitted to the Committee and Subcommittee of Risk Management team. The Committee and Subcommittee of Risk Management team will follow the below listed Appeals Structure and notify the appropriate hearing body.

The Appeals Structure is as follows:

- Evidence Hearing appeals to Formal or Informal Hearing
- Informal Hearing appeals to a Formal Hearing
- Formal Hearing appeals to the Groove Judicial Board
- The decision of the Groove Judicial Board may be appealed to the Regional Director



Section 6. Ability to appeal due to:

- Severity of sanction(s)
- Ability to introduce new evidence
- Improper hearing procedures

Article X Hearing Procedures

Section 1. Informal Hearings

The purpose of an informal hearing is to adjudicate and sanction those that have blatantly violated policies (i.e. violations that are not hearsay and/or do not require an investigation)

The following parties must be in attendance:

- The Regional Director
- The Assistant Regional Director
- The Accused Party
- The Committee and Subcommittee of Risk Management
- The Judicial Board Advisor

Representatives from the accused party must include the following:

- Individual(s) being accused
- Chapter President
- Appropriate member(s) of the Chapter Executive Board



The below listed procedure must be followed in conducting an Informal Hearing:

1. Call to Order Chief Judicial Officer
2. Opening Statement Read - Chief Judicial Officer
3. Accusations are Read - Chief Judicial Officer
4. Groove Judicial Board Recommendation(s) are Read - Committee and Subcommittee Director of Risk Management team
5. Testimony - Defendant
 - Limitation to five (5) minutes, not extendable. Questioning - Justices
6. Closing - Defendant
 - Limitation to five (5) minutes, not extendable. Call to Recess - Chief Judicial Officer
7. Closed Deliberation - Justices Reconvene
8. Call to Order - Chief Judicial Officer
9. Presentation of Sanctions - Chief Judicial
10. Officer Explanation of Appeals - Chief Judicial Officer
11. Closing Statement Read - Chief Judicial Officer
12. Motion to adjourn - Chief Judicial Officer



Section 2. Formal Hearings

The purpose of a formal hearing is to introduce evidence and/or witnesses and for the Justices to determine guilt or innocence. The Justice that shares the same affiliation with the accused must resign his position for the duration of the trial. The role of the Chief Judicial Officer during deliberation will be to facilitate the deliberation. The Chief Judicial Officer will not offer his opinion or comment on the findings. The role of the Chief Judicial Officer during deliberation will be to clarify any information by using the meeting minutes. The role of the judicial board Advisor during deliberation is to ensure that the discussion is fair and reasonable and that sanctions are just and consistent. The judicial board Advisor will not offer his/her opinion or comment on the findings. Determination of guilt or innocence and sanctions must be decided upon by consensus.

- Chief Judicial Officer
- The Assistant Regional Director
- The Accused Party
- The Committee and Subcommittee of Risk Management
- The Judicial Board Advisor

Representatives from the accused party must include the following:

- Individual(s) being accused
- Chapter President
- Appropriate member(s) of the Chapter Executive Board

Section 3. Evidence Hearings

The purpose of an evidence hearing is to determine the validity of allegations brought before the defendant. At the conclusion of the hearing, if sufficient evidence is found, the Chief Judicial Officer will recommend fair and reasonable sanctions for review by the accused. If the sanctions are not agreed upon by the accused, an informal hearing begins immediately or a formal hearing will be scheduled immediately.



The following parties must be in attendance:

- Chief Judicial Officer
- Accused party
- The Committee and Subcommittee of Risk Management team
- The judicial board Advisor

Representatives from the accused party must include one or more of the following:

- Individual being accused
- Chapter President
- Appropriate member(s) of the Chapter Executive Board.

The below listed procedures must be followed when conducting evidence hearing:

- Call to Order - Chief Judicial Officer
- Opening Statement Read- Chief Judicial Officer
- Accusations are Read - Chief Judicial Officer
- Groove Judicial Board Recommendation Read - Committee and Subcommittee of Risk Management team
- Witnesses Questioning - Justices
- Cross Examination - Defendant
- Witness Questioning - Defendant
- Cross Examination - Justices
- Closing - Defendant
- Closing Statement - Chief Judicial Officer
- Motion to adjourn - Chief Judicial Officer



Article XI Sanctions

Section 1. Guidelines

- A. Sanctions handed down by the Groove Judicial Board are intended to be educational and act as a deterrent of future violations.
- B. Repeated violations of minor infractions, which suggest a pattern, shall be considered when determining appropriate sanctions.
- C. Sanctions can include any combination of the following guidelines or any other sanctions deemed necessary by the Groove Judicial Board.
- D. Sanctions for major infractions can include those for minor sanctions.
- E. The Groove Judicial Board reserves the right to monitor and recommend on the fulfillment of sanctions.
- F. National/International Headquarters will be notified of all decisions of the Groove Judicial Board, if deemed necessary.
- G. The following will result in an accused chapter being put on immediate social suspension until a Formal Hearing can be conducted:
 - E. The Groove Judicial Board reserves the right to monitor and recommend on the fulfillment of sanctions.
 - F. National/International Headquarters will be notified of all decisions of the Groove Judicial Board, if deemed necessary.

Section 2. Minor Infractions: The following shall serve as guidelines for sanctions for minor infractions:

- A. University Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The mechanics of the restriction should be clearly specified, as well as how long it is in effect (i.e. mixer restriction, date party restriction, alcohol or intramural restriction).



B. Community/University service: A Fellowman may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanction(s). The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. The Regional Director and Groove Judicial Board must approve the type of Community/University Service. Organizations may not count community service time done by individuals assigned community service hours as part of court ordered directives. Completion of service projects will be monitored by the Director of Operations and will be confirmed by the Directors of Risk Management.

C. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc. The deadline for completion is set by the Board and is normally set to end at the conclusion of the current or some future semester. Completion of service projects will be monitored by the Director of Operations and will be confirmed by the Directors of Risk Management.

D. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions. Compliance with the restitution sanction will be monitored by the Director of Operations and will be confirmed by the Directors of Risk Management.

E. Letter of Apology: A letter written to those impacted by the behavior of the organization. The letter indicates that the organization accepts responsibility for the incident and has remorse for their actions.

F. Other Penalties: The Groove Judicial Board may impose other restrictions requirements or sanctions in addition to, or in conjunction with those listed, when deemed appropriate.



Section 3. Severe Infractions: The following shall serve as guidelines for sanctions for major infractions:

A. Expulsion: A recommendation will be made to the Groove Judicial Board who may in turn recommend such action to the Executive Board of Groove Phi Groove Social Fellowship Incorporated.

B. Suspension: This action consists of the removal, for a specified or indefinite period, from the applicable Chapter and automatic loss of voting recognition and all rights and privileges associated with recognition. In addition, it prohibits the individuals or groups participation in all meetings. The Fellowman is NOT guaranteed re-integration to the chapter and fellowship at the end of such period of time but is guaranteed a review of the case and a decision regarding eligibility for readmission. A recommendation may be made to the International Organization to suspend or revoke the privileges and dissolve charter.

C. Deferred Suspension: An official notice that the Fellowman's conduct was in violation of constitution and by-laws and/or the Penal Code of the prevailing jurisdiction, but not sufficiently serious to immediate suspension of the Fellowman's recognition. If the Fellowman is found in violation of constitution, bylaws and university rules which negatively impact the organization the Suspension takes effect immediately without further review. Additional Fellowman conduct sanctions appropriate to the new violation also may be taken. It also possible that more stringent disciplinary action, including restriction from participation in Greek Life events at the institution and Groove events may result if future violations occur during the deferred suspension period.

The length of the deferred suspension sanction is set by the Board and is normally set to end at the conclusion of the current or some future semester.

D. The international headquarters of the organization notified of all actions regarding probation, deferred suspension, or suspension.

E. Organizational Conduct Probation: An official notice that the Fellowman conduct in violation of the International Constitution and Bylaws, University/ Institution 's Rules, Chapter Bylaws, and/or the Penal Code of the prevailing jurisdiction, but not sufficiently serious to warrant suspension of



organizations' recognition. It also possible that more stringent disciplinary action, including restriction from participation in Greek Life events may result if violations occur during the probationary period. The length of the probation is set by the Board and is normally set to end at the conclusion of the current or some future semester. This sanction is generally accompanied by a secondary sanction. Unless restricted by the Board, this status does not restrict an organization's ability to hold social functions. A Fellowman on probation is deemed "not in good standing" with the Organization. A violation of the terms of conduct probation may result in suspension, dismissal, or expulsion from the organization. The International headquarters of the will be notified of this action.

F. Social Probation: Restriction of the organizations ability to host or participate in any social activity outside of chapter meetings, and community service projects. The length of the probation is set by the Board and is normally set to end at the conclusion of the current or some future semester. It also possible that more stringent disciplinary action, including restriction from participation in Greek Life and Groove events may result if violations occur during the probationary period. This sanction may be accompanied by a secondary sanction.

G. Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the Fellowman or the University. It specifies that more severe disciplinary action may result should the organization be involved in future violations. This sanction may be accompanied by a secondary sanction.

Article XII Amendments

Section 1. This policy and procedure may be amended by a two-thirds (2/3) vote of the member chapters of Groove Judicial Board.



Groove Phi Groove **OFFICER TRAINING MANUAL**

NAVIGATING YOUR UNDERGRADUATE AFFAIRS OFFICER ROLE

Position Impact

The mission of Groove Phi Groove Social Fellowship Incorporated is to develop men of principle for a moral life. Undergraduate Affairs Officers (U.A.O.) support that mission by helping local chapters and candidates provide the best possible membership experience for today's membership. They encourage self-governance; help members, officers, and candidates hold themselves and each other accountable to the values and mission of Groove Phi Groove Social Fellowship Incorporated. Promoting lifelong engagement with the membership by recruiting, placing, and training chapter advisors; and generally representing the undergraduate growth to chapters and alums. The three primary Undergraduate Affairs Officers are Vice-President of Operations and Director of Operations.

U.A.O. Qualifications

- Initiated member of Groove Phi Groove Social Fellowship Incorporated
- Fully embraces the mission, vision, and core values of Groove Phi Groove Social Fellowship Incorporated Demonstrates a desire to continue learning how to support the organizational direction
- Demonstrates an ability to convey Groove Phi Groove Social Fellowship Incorporated's proud purpose as an organization to others
- Demonstrates a capability to recruit, train and manage a team
- Demonstrates an ability to challenge the status quo while fostering relationships with all Undergraduates. Demonstrates an ability to produce goals with all Undergraduates collaboratively.
- Demonstrates communication skills on all platforms (interpersonal, large and small group, phone, email) Ability to respond to calls and emails in a prompt time.
- Commitment to serving a three-year term (renewable on an annual basis after that



THE IMPACT OF YOUR ROLE PERSONAL AND ORGANIZATIONAL BENEFITS

Undergraduate Affairs Officer Constituencies

A primary role of an Undergraduate Affairs Officer is to represent the undergraduate membership of Groove Phi Groove Social Fellowship Incorporated. Therefore, it is of the utmost importance to maintain open communication and positive relationships with the following individuals:

- Other Undergraduate Affairs Officers (U.A.O.s), including the chief judicial officer, Vice- President of Operations, Director of Operations Specialist, executive board members.
- Vice- President of Operations and his team, who each provide direct support to 15-20 chapters, including regular engagement, campus visits, and assessment.
- Undergraduate Affairs Officers teams comprise a minimum of three core advisors. The Vice-President of Operations and Director of Operations should host monthly conference calls or meetings with the U.A.O. and advisory teams to provide ongoing training and support, collect critical chapter updates, and discuss upcoming deadlines.
- The chief judicial officer should be a resource during chapter conduct cases and a liaison between the Groove Judicial Board, the Vice-President of Operations, and the membership. U.A.O.s should always focus on collaborating with local advisory teams.
- The Vice-President of Operation should be aware of university administrators,

specifically fraternity and sorority life staff, during conduct, policy violations, and all other matters. The Vice-President of Operations and Assistant Director of Operations should introduce themselves to campus administrators and work collaboratively to provide and receive updates from university staff.

BENEFITS AND RETURN ON PERSONAL INVESTMENT

Groove Phi Groove Social Fellowship Incorporated is a not-for-profit organization, and its resources are always applied with the membership's experience in mind. However, the organization relies heavily on the membership and Fellowmen to advance its purpose.

PRACTICAL LEADERSHIP EXPERIENCE

Responsibility for evaluating organizational culture and cultivating change initiatives. This position will require the ability to serve on focus groups and task forces to identify opportunities for organizational development. Developing and cultivating skills in delegation and providing feedback to your fellowmen within your respective region is a significant duty.

PERSONAL DEVELOPMENT

Development of personal relationships through the mentoring and tutoring process. Service-learning is an intimate part of Groove Phi Groove Social Fellowship Incorporated membership. Programming involves a high level of self-discovery and values training and discussions.

PROFESSIONAL DEVELOPMENT

Networking with alums and community members as an official representative. Professional training focused on developing the tangible, operational volunteer skill set. Opportunity to strengthen project management, communication, and organizational skills



U.A.O. ORIENTATION

Getting Started

1. Review this document with the Vice-President of Operations and Assistant Director of Operations. Ask questions as necessary.
2. Establish a clear communication plan between the Regional Director, Assistant Regional Director, the advisory team, Undergraduate Affair Officer, Vice-President of Operations Director, and Risk Management team.
3. Spend time becoming familiar with the resources available to candidates and fellowmen. You will be a crucial part of this team, so you must know what support and education are available.
4. Become familiar with all policies and standards of Groove Phi Groove Social Fellowship Incorporated. Experienced U.A.O.s and Undergraduate Administrative Office staff, specifically the Vice-President of Operations, are resources to provide training and answer any questions you may have.
5. Introduce yourself to key constituents and plan to meet with them face-to-face within the month as a region or with the Vice-President of Operations, and if applicable, as an Undergraduate Affairs Officer.

Peer Insights

The Regional Director assembled these tips from a survey of experienced U.A.O.s. Please read them carefully.

1. Enjoy the experience! Don't forget to take time to enjoy the relationships you form. These can be as strong or stronger than those you had during college. Establishing collaborative working relationships with your chapters, host academic institutions, advisory teams, and Groove Phi Groove representatives can be the most powerful thing you do. The stronger your working relationships, the more positive influence you can exert.

2. Do not be afraid to make difficult decisions that will produce long-term success. Finding a healthy balance of challenging and supporting your chapters will be integral to the growth of your region. Chapters don't respond well to overbearing chiefs who rarely praise them, but at the same time, all chapters need to be challenged to improve continually.
3. After you have recruited advisors, send them to a North Atlantic Regional Meeting or Leadership Conference or set up a training session with their Vice-President of Operations or the Director of Operations. Set short- and long-term goals you want to accomplish in your region. Possible goals include Convention attendance and awards for the region, promptness in reporting, recruitment numbers, etc.
4. Encourage as many students as possible to attend Groove's hallmark leadership programs. Some of the most dramatic positive changes within our fraternity have come from graduates of these experiences. Leadership programs also enable alums to become involved by sponsoring attendees and acting as facilitators.
5. Evaluate yourself regularly. As with any experience, you will grow and learn new things about yourself. Further, following up will allow you to refocus your energy on the matters.
6. Take time to understand the culture of each advisory team and chapter. It is necessary to understand that relationships are key when influencing change. Chapter challenges should always balance with support, and it is essential to understand the reality of what can be accomplished in a given time frame. Some items are urgent and essential; others are important but not urgent. Prioritize accordingly.



F.A.Q.S

What is my role in the Conclave?

In addition to being required to attend all business sessions of the Conclave and delegate's meeting, the Undergraduate Affairs Officer and Vice-President of Operations are assigned to a legislative committee where they serve as an advisor to the collegiate members. The registration materials provide a complete guide each year, and a plan is available to Undergraduate Affairs Officer through the Conclave package.

How do I get a list of phone numbers for the advisors in my region?

Fellowmen can find contact information on Membership365. UAOs can access a chapter's information, including membership rosters, officers, volunteers, reports, and reports using the website list and regional directory. Many reports can be quickly viewed or downloaded.

What reports are my chapters responsible for during the year?

Chapters must submit various reports throughout the year, generally via our website. Using Membership365, you can identify online reports that have been submitted or are still due. All required documentation for the membership is located on the website. Submitting reports off the deadline may affect a chapter's eligibility for award recognition. The Director of Operations will delegate many important reporting deadlines to all members within his region.

What should my relationship be with my region's Vice-President of Operations?

With their extensive training, the Vice-President of Operations can conduct accurate chapter assessments, lead various educational programs, help train advisors, provide support for advisor recruitment and make recommendations for improving advisor and chapter performance. The Vice-President of Operations does not have the

power to sanction or police chapters. Their role is that of mentors. Vice-Presidents of Operations must work closely with them through regular visits, emails, and phone calls to discuss regional chapters and advisors. Please submit an evaluation form for your Vice-President of Operations after they complete visits to your branches. Ideas and feedback are welcome.

What are the current priorities of Groove Phi Groove Social Fellowship Incorporated?

Brotherhood, Personal Growth, and Organizational Growth. Groove Phi Groove Social Fellowship Incorporated provides details in our Perpetual Strategic Plan, which is provided in this document.

What are the Conclave Delegates, South Atlantic Regional, and Presidents Meetings?

These meetings are educational opportunities that challenge our undergraduates and graduates to make values-based leadership choices. These meetings are offered only to Grooves. These encounters are the best way we know to train our undergraduates to be trustworthy leaders in their chapters. We highly suggest your chapters send students to these experiences. If more information is needed, fellowmen may find more information and registration forms on the Groove Phi Groove website.

How am I protected as an officer of Groove Phi Groove S.F.I.?

The insurance program covers you in all cases other than direct participation in actions that violate federal, state/provincial, and local laws or policies of Groove Phi Groove Social Fellowship Incorporated. In other words, there is no need to worry if you follow the law and Groove Phi Groove Social Fellowship policies.



How do I recruit advisors?

It is recommended you speak to your chapter officers and Director of Operations. The UAO can provide lists of alums living in specific geographic areas, those who support undergraduate growth of Groove Phi Groove Social Fellowship Incorporated, and those who have previously held office. Local alums engaged with the institution and community are already involved and may also have good leads. We have also had considerable success recruiting advisors not members of Groove Phi Groove and can often provide objective insights to the chapter and alums.

How do I train advisors?

The UAO offers many ways to train advisors. The Director of Operations can provide on-site training for advisory teams needing specific direction. In addition, all advisors are strongly encouraged to attend workshops provided by the Regional Director, UAO, Groove Judicial Board, Risk Management Team, etc.

How do I balance the responsibility of policy enforcement with the conceptual chapter of self-governance? Groove Phi Groove Social Fellowship Incorporated believes strongly in a system of chapter self-governance. However, the Vice-President of Operations is responsible for ensuring that the international constitution and policies of Groove Phi Groove Social Fellowship Incorporated are followed. It is always a good idea to consult someone from the Groove Judicial Board, the Risk Management team, and the sub-committee before taking action. Further, consult chapter advisors before moving, as their involvement is critical for long-term change and success. Your relationship with them is one of your most powerful tools for positive change.

To whom do I report?

UAOs typically work with graduate advisors, the Chief Judicial Officer, the risk management team, and the sub-committee dealing with day-to-day activities. The Regional Director is brought in to handle significant issues.



Groove Phi Groove
**INTERNATIONAL
CONSTITUTION
and BYLAWS**



ARTICLE I - NAME

This organization shall be known as Groove Phi Groove Social Fellowship, Inc., hereinafter referred to as "Groove Phi Groove" or "the Fellowship."

ARTICLE II - PURPOSE

The purpose of this organization is to promote academic awareness and good ethical standards, to promote unity and fellowship among college men, to create intelligent and effective leadership, and to study and help alleviate the social and economic problems concerning boys and men in order to improve the stature of mankind.

ARTICLE III - ORGANIZATION

SECTION 1. The governing body of Groove Phi Groove shall be known as the Conclave, to which all chapters shall be subordinate.

SECTION 2. The governing body of the Fellowship during the interim period between Conclave meetings shall be known as the Executive Board of Directors, hereinafter referred to as "the Board."

SECTION 3. The administrative division of the Conclave under the supervision of the Board shall be known as the Directorate.

SECTION 4. Groove Phi Groove shall be composed of chapters of equal rank known as graduate, undergraduate, and mixed.

ARTICLE IV - THE CONCLAVE

SECTION 1. Powers of the Conclave

a. The Conclave shall have the power to organize, constitute, and charter chapters, graduate, undergraduate and mixed, and to have general supervision over the same; to form new regions whenever warranted by the growth of the Fellowship; to make, write, compile, and promulgate the ritualistic work; to hear and make decisions on all questions that are referred to it, on appeal or otherwise, for final adjudication; in general, to do and perform every lawful act and thing necessary or expedient for efficiently conducting said Fellowship and its branches, as authorized under section 501(c)(7) of the Internal Revenue Code, 26 U.S.C. § 501(c)(7); and to have and exercise all powers conferred under the Corporations and Associations Not for Profit Act (Title 15 of the Revised Statutes of 1937, New Jersey S.A. Title 15) of the incorporation laws of New Jersey.

b. The Conclave shall have sole power to dissolve chapters and expel members.



SECTION 2. The Conclave shall meet at least annually.

SECTION 3. The quorum for the Conclave shall be a majority of members of the Board, at least one-third of active Directorate members, and delegates from one-third of the active chapters. The presence of the chapters is required for the opening of the Conclave.

ARTICLE V - THE BOARD

SECTION 1. Powers of the Board

a. The Board shall have the power to hear and act upon all appeals brought before it by its members, chapters, or regions. It shall have the power to make recommendations to the Conclave, to approve the proposed agenda of the Delegates' Meeting, and to submit for circulation proposed amendments to the Constitution and Bylaws.

b. The Board shall have the responsibility of overseeing the operation of the Fellowship during the period between Conclaves.

SECTION 2. All officers of the Board shall be elected as prescribed in the Bylaws.

ARTICLE VI - THE DIRECTORATE

SECTION 1. Powers of the Directorate

The Directorate shall have the powers delegated to it by the Board. The responsibility of the Directorate is to carry on the business of the Fellowship when the Conclave is not in session; to make recommendations to the Board; to recommend the program of the Conclave to the Board for approval; to carry out all policies and regulations set forth by the Conclave and/or the Board; and to give assistance to the National President with respect to the operation of the Fellowship and the Fellowship's business.

SECTION 2. All elected and appointed officers shall constitute the Directorate. The elections and appointments shall follow the procedures prescribed in the Bylaws.

SECTION 3. The officers of the Directorate shall be the National President, First National Vice President, Second National Vice President, National Treasurer, National Secretary, General Counsel, National Membership Director, National Director for Undergraduate Affairs, National Parliamentarian, National Publications Editor, National Director for Information Systems, Financial Investments Officer, and Regional Directors.

The Second National Vice President and the four undergraduate Board members shall be undergraduate members of the Fellowship at the time of their election into office.



SECTION 4. The officers of the Conclave shall be the members of the Board and the Directorate. The election and appointment of all officers shall occur as prescribed in the Bylaws, Article I, Sections 1 and 2.

SECTION 5. A chapter may not have more than two (2) members holding national office concurrently.

ARTICLE VII - MEMBERS OF THE BOARD

SECTION 1. Membership of the Board

a. The Board shall be comprised of one active graduate member from each active region, one active undergraduate member from each of the four regions with the highest number of active undergraduate chapters, one National Founder, one Lifetime member, the immediate past National President, and the current National President.

The graduate regional members of the Board are to be selected by all active chapters within the respective region. The undergraduate regional members of the Board are to be selected by all active chapters in those regions eligible for undergraduate Board members. All elections shall be based on the delegate voting procedures used at the Conclave. The National Founders shall select their Board representative at the Conclave. The Lifetime members shall select their Board representative at the Conclave.

The Board shall be comprised of no more than fifteen (15) members.

b. In the event of a tie vote to select the graduate or undergraduate Board member for a region, the Regional Director shall cast the deciding vote.

In the event of a tie vote to select the representatives for the National Founders and Lifetime members, the Conclave delegates shall cast the deciding vote. If a tie vote still exists, the National President shall cast the deciding vote.

In the event that there are two or more regions with the same number of active undergraduate members that are eligible to select the undergraduate Board member, the regional selection will be based upon the four regions that have paid the most money to the National Office. If a tie still exists, the selection will be based upon the region that has the most active undergraduate members. If a tie still exists, the National President shall cast the deciding vote.

In the event that the immediate past National President is unable to serve on the Board, his immediate predecessor shall serve on the Board until the position is filled.

In the event that any of the Board positions are not filled, those positions shall remain vacant until such time that regions, or other respective groups, select their Board member. Such vacancies shall



not be used to determine a quorum for any purpose.

SECTION 2. The Chairman of the Board, or the acting Chairman, shall vote only in cases of a tie in the voting of the Board members. The National President shall not serve either as Board Chairman or as acting Chairman.

ARTICLE VIII - REGIONS

SECTION 1. Groove Phi Groove shall be divided geographically into regions, the number and boundaries of which shall be determined by the Conclave.

SECTION 2. Each region, except the International Region, shall meet at least annually.

SECTION 3. The Regional Meeting shall elect its Regional Director and Board member, if any.

SECTION 4. The Regional Meeting shall have the power to make recommendations to the Directorate, the Board, or the Conclave and to propose amendments to the Constitution and Bylaws of the Fellowship.

ARTICLE IX - CHAPTERS

SECTION 1. Each chapter shall have the power to select its own members, subject to the rules and regulations of Groove Phi Groove.

SECTION 2. Each chapter shall have the power to hear and to adjust matters of differences between its members; to suspend and restore members; and to recommend to the Directorate and the Board cases for expulsion. Where no settlement of differences is reached within the chapter, an appeal may be made to the Regional Director, the Directorate, and, if necessary, the Board.

SECTION 3. Each chapter shall have the power to make its own bylaws. These bylaws must not conflict with the Constitution or Bylaws of Groove Phi Groove.

ARTICLE X - AMENDING THE CONSTITUTION

This Constitution may be amended by the following procedure:

a. Any chapter or general member wishing to amend the Constitution shall forward the proposed change in writing to the Regional Office for consideration. If favorably acted upon by two-thirds of the delegate votes cast at the Regional Meeting, the proposed change shall be sent to the National Office by the Regional Director within 30 days following the meeting.

b. Changes proposed by the Board or the Directorate shall be forwarded to the Constitution



Committee Chairman at least four (4) months before the Conclave.

c. The proposed change(s) and the recommendation(s) of the Constitution Committee Chairman shall be forwarded to the Board within thirty-five (35) days of the Conclave.

d. The proposed amendment(s) shall be read and discussed at the regular meeting of the Conclave.

e. Following the Conclave at which the amendment(s) shall have been read, the proposed change(s) shall be circulated to chapters no later than six (6) months prior to the next regular meeting of the Conclave.

f. Two-thirds of the total number of votes cast shall be required for adoption.

g. Voting on the proposed constitutional amendment(s) shall be done at the Conclave.

BYLAWS

ARTICLE I - THE CONCLAVE

OFFICERS

SECTION 1. The Board member who represents the Founders and Lifetime members shall be elected at the Conclave Delegates' Meeting immediately preceding the conclusion of the current Board member's term in office. Elections shall be held as prescribed in Article VII of the Constitution. Each Board member who represents a region shall be elected at the Regional Meeting immediately preceding the conclusion of the current Board member's term. Newly elected board members shall assume office at the start of the upcoming fiscal year.

SECTION 2. The National President, First National Vice President, and Second National Vice President shall be elected at the Conclave. The Regional Director shall be elected at the Regional Meeting immediately preceding the conclusion of the current Regional Director's term. All other Directorate officers shall be appointed by the National President, subject to a two-thirds confirmation by the Board. All elected Directorate officers shall assume office at the start of the upcoming fiscal year, while all appointed Directorate officers shall assume office at the time of their appointment.

SECTION 3. The term of office for each member of the Directorate, with the exception of the elected officers of the Directorate, shall be two (2) years beginning with the close of the Conclave in which the election(s) takes place. Such member(s) shall be eligible to succeed themselves in any given office for no more than three (3) consecutive terms, not to exceed a total of eight (8) years. The term of office of the National President and the First National Vice President shall be four (4) years. They shall be eligible to succeed themselves in their respective office for no more than two (2) consecutive



terms of four (4) years each, not to exceed a total of eight (8) years. The term of office of the Second National Vice President shall be two (2) years. He shall be eligible to succeed himself in this office for no more than one (1) additional term of one (1) year, not to exceed a total of three (3) years. The National President-Elect shall be elected at the Conclave and assume office at the beginning of the upcoming fiscal year. No officer shall remain in any office more than eight (8) consecutive years.

SECTION 4. In the case of an unexpired term of the National President, the vacancy shall be filled by the First National Vice President. In the case of an unexpired term of all other officers, the vacancy shall be filled through appointment made by the National President, subject to a two-thirds confirmation by the Board.

SECTION 5. To be a candidate for any office, other than the Board, a graduate fellowman must have been financial for four (4) consecutive years or a Lifetime member immediately preceding his candidacy, and he must have attended at least one (1) of the last two (2) Conclaves.

To be a candidate for the Board, a graduate fellowman must have been financial for three (3) consecutive years or a Lifetime member immediately preceding his candidacy, and he must have attended three (3) of the last five (5) Conclaves.

SECTION 6. To be a candidate for National President or First National Vice President, a fellowman must be a graduate fellowman, must have a four-year degree, must have served at least two (2) years as a Board member or Directorate officer, must have been a financially active member for at least four (4) consecutive years (or a Lifetime member) immediately preceding his candidacy, and must have attended at least one (1) of the last two (2) Conclaves.

SECTION 7. To be a candidate for the office of Second National Vice President, an undergraduate fellowman must have been financial for at least one (1) year immediately preceding his candidacy, must have attended one (1) of the last two (2) Conclaves, and must have served as either President, Vice President, Secretary, Treasurer, or Orientation Coordinator for his chapter.

To be a candidate for the office of undergraduate member of the Board, an undergraduate fellowman must have been financial for at least one (1) year immediately preceding his candidacy, must have attended one (1) of the last two (2) Conclaves, and must have served as either President, Vice President, Secretary, Treasurer, or Orientation Coordinator for his chapter.

An undergraduate fellowman who is a candidate for election to any national office must be present at the Conclave where the election is taking place.

SECTION 8. To be a candidate for Regional Director, a fellowman must be a graduate fellowman, must reside in the region, have served as an officer of his graduate chapter for at least one (1) year, and have attended at least one (1) of the last three (3) Regional Meetings immediately preceding his nomination.



DUTIES AND POWERS OF THE BOARD

SECTION 9. The Board shall meet immediately preceding the opening of the Conclave and at least two (2) other times during the interval between meetings of the Conclave. The Board shall deliberate on all policies and problems of the organization. It shall also be the duty of the Board to hear and act upon all appeals brought before it by members, chapters, regions, or the Directorate; to recommend to the Conclave the establishment of new chapters or the dissolution of chapters; to approve the agenda of the Delegates' Meeting; to exercise, through the National President, supervision over employed personnel; and to supervise the business of the Fellowship, carried on by the Directorate, when the Conclave is not in session. The Board shall make its recommendations to the Conclave through its Chairman or his designee.

If a situation should arise that requires the attention of the Board, it shall be the duty of the Board Chairman to call a special meeting.

DUTIES AND POWERS OF THE DIRECTORATE

SECTION 10. The Directorate, as the administrative body of the Conclave, shall have the powers and duties delegated to it by the Conclave, the Board, and the National President. It shall be the duty of the Directorate to administer the business of the Fellowship when the Conclave and the Board are not in session. The Directorate shall have the power to recommend to the Board the proposed agenda for the Delegates' Meeting; to recommend to the Board all appeals brought before it by members, chapters, or regions; to hear and act upon all appeals brought before it by members, chapters, or regions; to recommend to the Board and the Conclave the establishment or dissolution of chapters; and to carry out all policies and regulations set forth by the Conclave and/or the Board.

It shall be the duty of the Directorate to assist the National President in the operation of the Fellowship.

DUTIES AND POWERS OF THE OFFICERS

SECTION 11. The National President shall preside at all meetings of the Conclave and Directorate. He shall also preside at the meetings of the Executive Committee. The National President shall perform the duties that are usually executed by a chief operating officer. He shall appoint, with the approval of the Board, the chairmen and members of all committees of the Fellowship and fill any vacancies, except as otherwise provided for in these Bylaws. He shall appoint, with the approval of the Board, all delegates to national organizations with which Groove Phi Groove is affiliated. He shall exercise general supervision over the Conclave. The program of the Conclave shall be prepared under his direction. He shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 12. It shall be the duty of the First National Vice President to assist the National President



in the performance of his duties. At the time of his election, the First National Vice President shall possess all of the qualifications required to be National President. It shall be the duty of the First National Vice President to preside during the absence of the National President. He shall serve as an ex-officio member of all committees except the Nominating Committee. In the absence of both the National President and the First National Vice President, the Board shall appoint an interim National President until the Conclave can elect a new National President and First National Vice President to fill the unexpired terms.

SECTION 13. It shall be the duty of the Chairman of the Board to speak on behalf of the Board; to make the presentation of the Board's recommendations to the Conclave; and to conduct the meetings of the Board. The Chairman of the Board shall serve as a member of the Executive Committee and the Finance Committee.

SECTION 14. The Board shall carry out its duties as provided for in Article V of the Constitution and shall make itself available to the regions as a counselor. Each committee shall include among its members at least one member of the Board.

SECTION 15. It shall be the duty of the Second National Vice President to assist the National President in the performance of his duties. The Second National Vice President shall serve as chairman of the Undergraduate Activities Committee and as a member of the Executive Committee and Finance Committee.

SECTION 16. It shall be the duty of the National Secretary to serve as secretary of the Conclave, the Board, and the Directorate. He shall also be the secretary of the Executive Committee and shall serve as a member of the Constitution Committee.

SECTION 17. It shall be the duty of the Assistant National Secretary to give full and complete assistance to the National Secretary in the performance of his duties at the Conclave. He shall serve as a member of the Undergraduate Activities Committee and cooperate with the Second National Vice President on matters of special interest to the undergraduates.

SECTION 18. It shall be the duty of the National Treasurer to account for all monies of the Fellowship, to give proper receipts for same, to pay all authorized expenses of the organization, and to make periodic reports in writing of the financial status of the Fellowship, showing the amounts received, paid out, and remaining on hand. The National Treasurer shall present the annual budget of estimated income and expenditures to the Conclave for approval. He shall serve as chairman of the Finance Committee and shall also be a member of the Executive Committee.

SECTION 19. It shall be the duty of the National Publications Editor to compile and edit the Sword & Spear.

SECTION 20. It shall be the duty of the Regional Director to exercise general supervision over the



chapters in his region. He shall approve candidates for initiation into Groove Phi Groove and preside over Regional Meetings. He shall have responsibility for the establishment and dissolution of chapters in his region, following the action of the Conclave and/or the Board.

\SECTION 21. It shall be the duty of the National Parliamentarian to assist the Fellowship in the interpretation of the Constitution and Bylaws. He shall serve as chairman of the Constitution Committee.

SECTION 22. All fellowmen shall cooperate in every way to serve the best interest of the total membership.

SECTION 23. It shall be the duty of each officer to deliver to his successor all files, supplies, and other materials in his possession within 30 days after the completion of his term.

SECTION 24. Standing Committees

A. Executive Committee

This committee shall consist of the National President, the Chairman of the Board, the First National Vice President, the Second National Vice President, the National Secretary, the Assistant National Secretary, the National Treasurer, and a Founder.

The Executive Committee shall concern itself with all phases of the organization's operation. A special meeting of the committee may be called by the National President.

B. Constitution Committee

This committee shall consist of the National Parliamentarian, who will serve as chairman; the Second National Vice President; the National Secretary; one member of the Board; and up to three (3) other fellowmen representing different regions, appointed by the National President. The Constitution Committee shall examine proposed amendments to the Constitution and Bylaws, carefully examine all proposed amendments from other approved sources, and formulate them for circulation.

C. Finance Committee

This committee shall consist of the National Treasurer, who will serve as chairman; the National Secretary; the Second National Vice President; the Financial Investments Officer; and the Chairman of the Board. It shall develop the proposed annual operating budget of the Fellowship, monitor the approved budget, promote support for any fundraising efforts, and take responsibility for the auditing of all financial records of the Fellowship. The Finance Committee also shall be responsible for originating and administering any investment programs in which the Fellowship is involved.

D. Nominating Committee

This committee shall consist of three (3) members from different regions, appointed by the Board. It shall convene at least five (5) months prior to the National elections for the purpose of identifying qualified members as candidates for each available office and shall circulate the slate of candidates



to chapters no later than four (4) months prior to the election(s). The Nominating Committee shall oversee the election process at the Conclave. A fellowman who is an officer at the national level or a chairman of a standing committee is ineligible for membership on the Nominating Committee.

E. Undergraduate Activities Committee

This committee shall consist of the Second National Vice President, who will serve as chairman; the Assistant National Secretary; and representatives from each active undergraduate chapter. It shall stimulate interest in the Fellowship's programs, study problems pertinent to undergraduate chapters, and encourage high scholastic achievement.

F. History Committee

This committee shall consist of no fewer than three (3) and no more than seven (7) members, all appointed by the National President. The committee shall convene periodically for purposes of documenting and memorializing both the notable events in the history of Groove Phi Groove and biographical information of the Founders, past National Presidents, and other members. The History Committee shall be responsible for ensuring the safety and integrity of any historical writings, artifacts, or memorabilia maintained at the National Headquarters. The chairman of this committee shall be appointed by the National President.

G. Information Technology Committee

This committee shall consist of no fewer than three (3) and no more than seven (7) members, all appointed by the National President. The committee shall convene periodically for purposes of developing recommendations regarding the use of new or evolving technologies to improve the communications infrastructure of Groove Phi Groove and implementing and maintaining, on a national scale, such technologies as may be approved for organizational use. The chairman of this committee shall be appointed by the National President.

H. Events Planning Committee

This committee shall consist of no fewer than three (3) and no more than seven (7) members, all appointed by the National President. The committee shall convene periodically for purposes of planning, coordinating, and executing all national events, including but not limited to Conclaves and undergraduate conventions. The chairman of this committee shall be appointed by the National President.

I. Community Service Committee

This committee shall consist of no fewer than three (3) and no more than seven (7) members, all appointed by the National President. The committee shall convene periodically for purposes of developing, refining, and implementing, at the national level, community service and outreach activities on behalf of the Fellowship. The chairman of this committee shall be appointed by the National President.

J. Membership Committee

This committee shall consist of no fewer than three (3) and no more than seven (7) members, all



appointed by the National President. The committee shall convene periodically for purposes of developing, refining, and implementing, in coordination with regions or chapters as appropriate, strategies to improve and facilitate growth in the graduate and undergraduate membership of Groove Phi Groove. The chairman of this committee shall be appointed by the National President.

SECTION 25. Reports

It shall be the duty of all officers and chairmen of standing committees to submit written reports for each Conclave to the National President no later than ninety (90) days before the Conclave.

SECTION 26. National Headquarters

The Fellowship's Headquarters shall be located in a place designated by the Conclave upon the recommendation of the Board.

SECTION 27. Executive Secretary

There shall be an Executive Secretary responsible for the administration of the Groove Phi Groove National Office. It shall be the function of the Executive Secretary to maintain the Fellowship's

1. ATLANTIC

North Carolina

2. CENTRAL

Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota

3. FAR WESTERN

Alaska, Arizona, California, Hawaii, Nevada, Oregon, and Washington

4. GREAT LAKES

Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, and Wisconsin

5. INTERNATIONAL

All chapters located outside of the United States

6. MID-ATLANTIC

District of Columbia, Maryland, and Virginia

7. MID-WESTERN

Colorado, Idaho, Montana, Utah, and Wyoming

8. NORTH ATLANTIC

Delaware, New Jersey, New York, and Pennsylvania

9. NEW ENGLAND



Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

10. SOUTH ATLANTIC

Alabama, Florida, Georgia, South Carolina, and Tennessee

11. SOUTH CENTRAL

Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas

SECTION 2. Each region, except the International Region, shall be under the supervision of a Regional Director who must live within the confines of the region throughout his term of office. The International Region shall be under the supervision of the Directorate.

SECTION 3. The proposed dates of the Regional Meetings shall be set by the Regional Director in cooperation with the host chapter(s).

SECTION 4. Regional Meetings shall be convened to conduct the business of the region. Procedures and voting shall be consistent with the Conclave.

ARTICLE III - CHAPTERS

SECTION 1. Four (4) or more undergraduate fellowmen actively enrolled in an accredited college or university, who are within the same geographical location, are eligible to form an undergraduate chapter. Each applicant shall have attained a cumulative grade point average consistent with the guidelines prescribed in the National Undergraduate Orientation & Development Programs Manual.

SECTION 2. Four (4) or more graduate fellowmen residing in the same geographical location where no graduate chapter exists are eligible to petition for the establishment of a chapter in that area.

SECTION 3. Chapters in cities outside of the United States shall be established by the Conclave, upon the recommendation of the Directorate and the Board.

SECTION 4. Any group of fifteen (15) or more graduate fellowmen in a chapter may petition for a second chapter in an area in which a graduate chapter already exists, provided that certain conditions are met. The existing graduate chapter must have an active membership of twenty-five (25) or more. The total number seeking membership in the second chapter must not reduce the membership of the original chapter to fewer than ten (10) active fellowmen. Two-thirds of the total active membership of the original chapter must agree in writing to the formation of the second chapter. The reason for the establishment of the second chapter must be fully approved by the Regional Director after careful consideration and consultation with all concerned.



NAMING

SECTION 5. Undergraduate chapters shall be named according to the mascot of the college or university at which the chapter is chartered. A roman numeral shall be assigned to each chapter by the National Office when necessary to differentiate like mascot chapter names. The official name of the chapter will be the mascot name plus the roman numeral.

SECTION 6. Graduate and mixed chapters will take the name of the area in which they are chartered.

DUTIES AND POWERS OF CHAPTERS

SECTION 7. Each chapter shall be required to have representation at each Conclave.

SECTION 8. Chapter officers shall be elected and installed in accordance with their chapter bylaws.

SECTION 9. Each chapter shall file with the Regional Director one copy of the chapter's bylaws. One copy shall also be filed with the National Office. Copies of subsequent chapter bylaw changes shall be forwarded to both the Regional Director and the National Office.

SECTION 10. Each chapter shall hold at least one meeting per month, except during the summer. Failure to hold a meeting for three (3) consecutive months between September and June will inactivate a chapter and make it ineligible for representation at the Conclave.

SECTION 11. Each chapter shall sponsor activities that interpret, implement, and support the Fellowship's programs.

SECTION 12. An annual report of the chapter's program activities and finances shall be submitted to the Regional Director by the end of the calendar year.

SECTION 13. Each chapter shall observe Founders' Day annually.

SECTION 14. Chapter recommendations to the Conclave must be submitted and approved at a Regional Meeting before being presented to the Conclave.

SECTION 15. A chapter taking any action including, but not limited to, issuing a statement, resolution, endorsement, or protest shall do so in the name of the local chapter rather than in the name of the Fellowship.

SECTION 16. Each undergraduate chapter shall be required to maintain an aggregate scholastic average of at least C (1.0 at schools on the 3.0 system and 2.0 in the schools on the 4.0 system) at an accredited college or university. A chapter whose aggregate scholastic average falls below C shall be



subject to withdrawal of chapter privileges until the required average is attained and official evidence is sent to the Regional Director.

SECTION 17. A chapter must maintain a membership of at least four (4) fellowmen in order to keep its status as a chapter. Whenever the number of active members in a chapter is fewer than eight (8) for a period of three (3) consecutive years, the Regional Director may recommend to the Board that the chapter be dissolved. The final decision to dissolve a chapter shall be made by the Conclave. Upon dissolution of a chapter, each financial fellowman shall be transferred to the Conclave as a general member.

JOINT MEETINGS OF CHAPTERS

SECTION 18. Where there are both graduate and undergraduate chapters in the same area, there shall be at least one joint meeting of the chapters during the year. The main purpose of this meeting shall be to enhance fellowship and better understanding. Only business of joint interest, such as programs of civic and social importance, may be discussed and voted upon at this meeting. The meeting shall be presided over alternately by the president of each chapter and attended by the active members of the chapters.

PURCHASE OF REAL PROPERTY BY GRADUATE CHAPTERS

SECTION 19. Any graduate chapter purchasing a house or other real property may incorporate in the chapter's name for the sole purpose of purchasing that property. The purchase, however, must in no way involve or otherwise obligate the Fellowship. A record of such purchase and an annual report of the status and operation of the property shall be filed with the National Office.

CHAPTER OFFICERS AND DUTIES

SECTION 20. Each chapter shall have the following elected officers: President, Vice President, Secretary, and Treasurer. In addition to the above officers, graduate chapters shall have a Graduate Advisor in areas where there is an undergraduate chapter. Each chapter may elect any other officers it deems necessary.

SECTION 21. To be a candidate for Graduate Advisor to an undergraduate chapter, a fellowman must have attended one (1) of the last two (2) Conclaves or one (1) of the last two (2) Regional Meetings prior to his appointment and must have been a member of the graduate chapter for at least one (1) year. The graduate chapter shall appoint a Graduate Advisor in consultation with the Regional Director.

SECTION 22. The Graduate Advisor to an undergraduate chapter shall serve as liaison between the graduate chapter and the undergraduate chapter and between the undergraduate chapter and the college or university. He shall serve as advisor to the undergraduate chapter in the interpretation



and implementation of the Fellowship's programs, Constitution, and Bylaws. He shall also attend meetings and activities of the undergraduate chapter. At colleges or universities that appoint their own faculty advisors, the Graduate Advisor shall work in cooperation with those faculty advisors.

ARTICLE IV - MEMBERSHIP

STATUS CLASSIFICATION

SECTION 1. Membership in the Fellowship may be classified as (1) undergraduate, (2) graduate, (3) general, (4) honorary, and (5) lifetime.

SECTION 2. Any male, regardless of race, creed, color, or national origin, may become a member of the Fellowship provided that he meets the criteria established by the Fellowship.

SECTION 3. An active member is a fellowmen who meets all financial and attendance requirements and other obligations established by the Fellowship. Every active member is a member of the Conclave.

SECTION 4. The Founders, Incorporators, and past National Presidents of the Fellowship shall be considered active members of the Conclave Delegate Meeting for life, without financial obligations to the organization.

SECTION 5. An undergraduate member is a man of high ethical and scholastic standards, who is pursuing coursework leading to a degree at an accredited college or university, and has been initiated as prescribed in Article IV, Sections 12 through 22 ("New Members - Undergraduate") of the Bylaws. The undergraduate member shall maintain a scholastic average of at least C for each grading period.

SECTION 6. A graduate member is a man of high ethical standards who: (1) has earned a degree from an accredited college or university and has some definite contribution to make to the Fellowship, or (2) has been initiated into an undergraduate chapter and, following graduation, has become a member of the graduate chapter by transfer, or (3) has been initiated into a graduate chapter.

SECTION 7. A general member is: (1) a fellowman who lives in an area where there is no graduate chapter and meets the financial obligations of the Conclave; (2) a fellowman who attends a college or university at which no chapter of the Fellowship exists; or (3) an undergraduate fellowman who leaves school before receiving a degree and who, following his withdrawal, affiliates with the Conclave. After two years, the undergraduate fellowman shall become a graduate member unless he returns to school.

SECTION 8. An honorary member is a man to whom honorary membership is extended because of his high ethical standing and noteworthy achievements. He shall have the privilege of participating



in all activities of the Conclave and chapters and shall enjoy speaking but not voting privileges. Honorary members shall neither share in the financial obligations of the chapter or the Conclave, nor be required to meet attendance requirements. Honorary members who become active members relinquish all rights to honorary membership. Names of persons to be considered for honorary membership must be prepared and presented in writing by a chapter to the Regional Director. The Regional Director shall forward to the Board all names for honorary membership consideration.

A two-thirds vote of the Board and the delegates to the Conclave will be required for election.

SECTION 9. A Lifetime member is a fellowman who possesses the qualifications as determined by the Fellowship.

MEMBERSHIP IN OTHER FRATERNITIES OR FELLOWSHIPS

SECTION 10. A member of the Fellowship shall not accept membership in other fellowships or fraternities except those of an honorary or professional nature. Men who are members of the National Panhellenic organization shall not be initiated into or considered for honorary membership by the Fellowship.

SECTION 11. Any member of the Fellowship holding membership in any other fellowship or fraternity must inform the National Office immediately. Such members shall be requested to make known their intentions with respect to the matter. The Board shall assess the situation and make recommendations to the Conclave.

Effective April 5, 1971, sections 10 and 11 of Article IV of these Bylaws prohibiting membership in other fellowships or fraternities shall be enforced and shall apply to all current and new members of the Fellowship.

NEW MEMBERS - UNDERGRADUATE

SECTION 12. All undergraduate chapters shall have a Swanxman Club. The Swanxman Club shall be the official club of the Fellowship. Initiation into the Swanxman Club must include an orientation ceremony. Membership in the Fellowship is transferable from one chapter to another. The establishment of the Swanxman Club must be in accordance with procedures outlined in the Orientation Manual. The emphasis in the Swanxman Club shall be on a broad, general orientation into the Fellowship.

SECTION 13. Application for membership in the Swanxman Club must be made in writing to the undergraduate chapter. The Regional Director must approve all candidates for the Swanxman Club before the start of the orientation process.

SECTION 14. To be considered as a candidate for membership in the Swanxman Club, an undergraduate must be enrolled either at the school at which the campus chapter is chartered or at a



school in the community where a city chapter of undergraduate status is located. The undergraduate also must have completed coursework as outlined in the Administrative Handbook.

SECTION 15. Undergraduate candidates must have attained a cumulative scholastic average of at least C (1.0 in schools on the 3.0 system and 2.0 in schools on the 4.0 system).

SECTION 16. Extension students who are attending school at the time of voting and who have attained the classification of a senior (90 semester hours) are eligible to be voted upon. An extension student is one who is enrolled and pursuing coursework leading to a degree at an accredited college or university but not during the regular college or university session.

SECTION 17. Names of all candidates for the Swanxman Club shall be placed on the ballot, and a secret vote may be taken. In chapters at which there are fewer than ten (10) members, two-thirds of the active membership must be present at the time of voting. A favorable vote shall consist of a majority vote. In an undergraduate chapter of ten (10) members or more, a favorable vote shall consist of two-thirds of the active membership present.

SECTION 18. Undergraduate candidates of campus or city chapters enrolled at colleges or universities at which admission to fellowships and fraternities is governed by school officials shall be accepted as members under the prevailing standards of the college or university.

SECTION 19. All candidates must be approved by the Regional Director prior to acceptance into the Swanxman Club. Approval must be obtained in accordance with procedures outlined in the Administrative Handbook.

SECTION 20. Undergraduates who attend colleges or universities at which no chapter of the Fellowship exists may be initiated into the Fellowship upon the recommendation of a chapter in the area in which the college or university is located. The Regional Director has the responsibility of approving the credentials of the candidate.

An undergraduate fellowmen initiated under this Section becomes and remains an undergraduate general member until he graduates or transfers to a college at which there is a chapter of the Fellowship.

SECTION 21. Membership eligibility in the Swanxman Club shall be valid for one year, without having to repay Swanxman Club fees. This provision does not change the orientation guidelines referred to in the Administrative Handbook.

SECTION 22. Membership in the Swanxman Club may be withdrawn at any time prior to initiation for valid reasons upon a two-thirds vote of the chapter. The withdrawal of Swanxman Club membership shall be subject to the Regional Director's approval.



ORIENTATION AND INITIATION

SECTION 23. Initiation is the ceremony at which candidates acted upon favorably take their vow of allegiance to the Fellowship. Orientation shall take place in accordance with the Administrative Handbook.

SECTION 24. Probation is the period during which actual assigned duties are performed by Swanxmen. The probation period, if any, shall be in accordance with the Administrative Handbook.

SECTION 25. A Swanxman shall be suspended from probation only with the approval of the Regional Director. The Regional Director shall have the power to suspend probation activities for violation of Fellowship rules.

NEW MEMBERS - GRADUATE

SECTION 26. Graduate chapters considering candidates for membership shall take the initial steps to approve the candidate. A fellowmen who desires to serve as the sponsor of a prospective candidate shall present to the chapter secretary an application and three letters of recommendation from active fellowmen. The chapter secretary will read the information on the application aloud at a chapter meeting about which written notice shall have been sent to each member at least seven (7) days prior to the meeting. A ballot will be prepared by the chapter secretary by the time of the next regularly scheduled meeting, at which time voting shall take place.

SECTION 27. Graduate chapters will hold only one meeting a year at which voting upon candidates may take place. A candidate's name may be voted upon only once for a given initiation.

SECTION 28. Names of all candidates shall be placed on one ballot, and a secret vote may be taken. In chapters that have fewer than twenty (20) members, two-thirds of the active membership must be present at the time of voting.

SECTION 29. Candidates for graduate initiation must meet the requirements as outlined in the Administrative Handbook.

SECTION 30. All candidates must be approved by the Regional Director prior to the time of orientation. Approval must be obtained in accordance with the regulations of the Fellowship.

SECTION 31. Initiation for graduate candidates shall take place at the completion of the orientation period.

SECTION 32. Initiation is the ceremony at which a Swanxman takes the final vows of the Fellowship and declares an allegiance from which he cannot later withdraw.

SECTION 33. Orientation and initiation at all chapters shall follow the prescribed rituals.



Regulations regarding the purchase of pins and the procurement of certificates of membership and financial cards, which are contained in the Administrative Handbook, must be followed.

TRANSFERS

SECTION 34. A transfer issued by the National Office is warranted whenever a fellowman changes his membership or place of residence. When a fellowman, graduate or undergraduate, changes his residence to a community in which there is a chapter of equal rank, he may request that his membership be transferred to that chapter.

- a. Immediately upon graduation, a fellowman may transfer to a graduate chapter. If there is no graduate chapter in the area in which the fellowman resides, he may be transferred to the Conclave as a general member.
- b. A graduate fellowman who changes his place of residence to an area where there is no chapter of equal rank may become a general member.
- c. An undergraduate fellowman who withdraws from school may be transferred to general membership. If, after two years, the fellowman has not returned to school, he may become a graduate member.
- d. A fellowman classified as a general member who changes his residence to an area where there is a graduate chapter may be transferred to that chapter.
- e. An undergraduate fellowman who is a part-time student and has been a member of an undergraduate chapter for six (6) years may be transferred to a graduate chapter or become a general member.
- f. A fellowman who was a member of a dissolved chapter shall be transferred to the Conclave when the chapter has been dissolved, and classified as a general member.

SECTION 35. A fellowman must clear through the National Office all financial obligations of transfer. No chapter shall have the power to refuse to accept a fellowman for whom a transfer has been received. Where two graduate chapters exist in a city, transfers from other chapters will be issued to either chapter in accordance with the fellowman's request. Inactive fellowman in an area where there are two graduate chapters may be reinstated in either chapter.

ARTICLE V – PENALTIES

REVOCATION OF PRIVILEGES

SECTION 1. Any member of the Board or the Directorate or any National President who is found



guilty of violating the Constitution, Bylaws, or established procedures, or who is found guilty of constantly neglecting or failing to discharge his duties, may be removed from office by a two-thirds vote of the Board after findings have been presented by a committee appointed by the Board. All such removals must be approved by the Conclave by a two-thirds vote.

SECTION 2. Any chairman of a standing committee who is found guilty of constantly neglecting or failing to discharge duties assigned to him may be removed as chairman of the committee by the National President with the approval of two-thirds of the Board.

WITHDRAWAL OF CHAPTER PRIVILEGES

SECTION 3. Any chapter found guilty of violating any of the Bylaws shall be subject to withdrawal of chapter privileges. Withdrawal of chapter privileges may include, but is not limited to, forfeiture of the right to initiate new members, to be represented at Regional Meetings and Conclaves, or in any way to represent the Fellowship.

SECTION 4. The Regional Director shall have the authority to impose withdrawal of chapter privileges subject to final approval of the Board. The duration of the penalty shall be determined by the Board. The Regional Director shall be authorized to impose up to one hundred twenty (120) days of suspension. All withdrawals of privileges shall be reported in writing to the National President and the Board and may be appealed at any time. The following penalties shall be standard for the Fellowship:

- a. Withdrawal of privileges for chapters found guilty of paddling, hazing, or any other form of brutality shall remain in force for no less than one year, and other sanctions may also be imposed by the Board.
- b. Any undergraduate chapter that loses scholastic standing because of a failure to meet the required minimum aggregate average of C may be subject to withdrawal of chapter privileges until the end of the grading period or until the scholastic requirement is met.

SECTION 5. Chapter taxes and membership dues sent to the National Office after October 31 shall be paid in accordance with the Administrative Handbook. Chapters that fail to submit chapter taxes and membership dues by October 31 shall be subject to withdrawal of chapter privileges until the obligations are met.

WITHDRAWAL OF INDIVIDUAL PRIVILEGES

SECTION 6. The penalties for violation of the obligations to the Fellowship by fellowmen include: (1) withdrawal of individual privileges, (2) removal from office, and (3) expulsion.

SECTION 7. Any members found guilty of violating any of the Bylaws shall be subject to withdrawal



of individual privileges. Withdrawal of individual privileges includes forfeiture of the right to vote at chapter meetings, to hold office, to participate in or attend social affairs of the chapter, or in any way to represent the chapter or the Fellowship until such time as the privileges are restored.

SECTION 8. Any member of an undergraduate chapter failing to maintain a scholastic average for the quarter or semester of at least C shall be subject to withdrawal of individual privileges until such time as the requirement is met.

SECTION 9. Any member of a graduate or undergraduate chapter who, without a legitimate excuse, misses three consecutive meetings, or who fails to live up to his oath of allegiance or follow the general rules and regulations of the Fellowship, shall be subject to withdrawal of individual privileges.

The withdrawal of individual privileges shall be enforced until the cause of the penalty is removed, except in the following instance: Withdrawal of individual privileges of members guilty of paddling, hazing, or any other form of brutality shall remain in force for no fewer than twelve (12) months. Other sanctions may also be imposed by the Board for such conduct.

SECTION 10. A chapter that fails to enforce the withdrawal of individual privileges for violations included in this Article shall be subject to withdrawal of chapter privileges.

SECTION 11. A chapter may impose the penalty of withdrawal of individual privileges upon a member for infractions of Fellowship rules not covered in this Article. A decision to invoke the penalty must be made by a two-thirds vote of the membership at a meeting for which written notice has been given. In the case of an undergraduate chapter, the Graduate Advisor must be present. The member shall be notified in writing of both the action taken by the chapter and conditions of restoration. A copy of the notice shall be sent to the Regional Director and the National Office.

SECTION 12. A fellowman may be expelled from membership in the Fellowship only by action of the Conclave. A two-thirds vote is required.

RESTORATION TO GOOD STANDING

SECTION 13. Chapters or members subject to withdrawal of chapter or individual privileges, respectively, shall be restored to good standing: (1) when the cause of the penalty is removed; (2) when the time specified in the Bylaws has expired; (3) when financial obligations have been met; (4) by a two-thirds vote of the chapter when the penalty was invoked by the chapter as stated in this Article; or (5) when the Board has voted in favor of restoration of chapter or individual privileges after a full appeal and investigation of the circumstances.

ARTICLE VI - FINANCE

SECTION 1. The fiscal year of the Fellowship shall be from September 1 to August 31 of each year.



SECTION 2. All regular Conclave dues and assessments are due and payable to the National Office by September 1 of each year.

SECTION 3. Each chapter shall pay annually to the Fellowship a chapter tax.

SECTION 4. Each chapter and member shall pay taxes and dues in accordance with the Administrative Handbook.

SECTION 5. The Founders, Incorporators, and past National Presidents of the Fellowship shall be active members of the Conclave for life, without financial obligations to the Fellowship.

SECTION 6. Each member affiliated with a chapter shall pay to that chapter regular dues and assessments, if any.

SECTION 7. Any chapter that has an annual income of \$5000 or more shall bond all members who have access to chapter money.

SECTION 8. A charter fee shall be paid by all new chapters according to the Administrative Handbook.

SPECIAL FEES AND FINES

SECTION 9. An initiation fee shall be paid by all Swanxmen candidates in accordance with the Administrative Handbook.

SECTION 10. A duplicate financial card may be obtained from the National Office upon the payment of a fee in accordance with the Administrative Handbook.

SECTION 11. The financial accounts and office expenses of the National Office shall be audited by an independent certified public accountant. Such audit reports shall be presented to the Conclave at least once every four years.

ARTICLE VII - RULES GOVERNING THE CONCLAVE

SECTION 1. All business requiring approval or rejection shall be voted upon by the authorized delegates of the Conclave.

SECTION 2. Delegates to the Conclave shall be duly elected representatives of the chapters, representatives of general and Lifetime members, past National Presidents, and Founders.

SECTION 3. Two fellowmen shall be appointed by the National President to serve as sergeants-at-arms. It shall be the duty of the sergeant-at-arms to organize a committee to efficiently guard



the doors of and entrances to the Conclave and to announce all alarms and visitors.

SECTION 4. Every financial chapter shall be entitled to not fewer than two delegates and two alternates to serve as substitutes if the delegates are absent. Every chapter having a membership of more than ten (10) shall be entitled to one additional delegate and one alternate for every fifteen (15) members or fraction thereof, up to the number of twelve (12) delegates.

SECTION 5. General and Lifetime members, past National Presidents, and Founders present at the Conclave shall, at the beginning of the first session, select one or more persons to represent them as authorized delegates in accordance with this Article.

SECTION 6. The operating expenses of the Conclave shall be assumed by the Fellowship.

REGISTRATION

SECTION 7. Each Conclave shall pay a registration fee.

SECTION 8. Courtesy registration shall be provided by the Fellowship for all Founders, current and past National Presidents, and registration staff members present at the Conclave.

VOTING

SECTION 9. Each delegate shall have one vote.

SECTION 10. Only the votes of the delegates or their alternates present in session shall be counted.

SECTION 11. Each Founder present in session shall have one vote.

SECTION 12. The voting strength of the Conclave shall be the total number of delegates and Founders registered with the Conclave at the time of voting.

SECTION 13. A plurality vote shall be required for all regular business unless otherwise provided for in the Bylaws. (For quorums required to conduct business, see Article IV, Section 3 of the Constitution.)

SECTION 14. Voting on candidates for office shall take place no later than the final day of the Conclave.

SECTION 15. Board, Directorate, Regional Conference, and standing committee recommendations must be presented and voted upon before the close of the Conclave.

ARTICLE VIII - VOTING DURING BOARD AND DIRECTORATE SESSIONS

INTERNATIONAL CONSTITUTION AND BYLAWS

GUIDE FOR COLLEGE & UNIVERSITY OFFICIALS



All business requiring approval shall be decided by a majority vote of two-thirds of the members present during Board and Directorate sessions.

ARTICLE IX - OFFICIAL PUBLICATION

The name of the official publication of Groove Phi Groove shall be the Sword & Spear. It shall be published not less than two (2) times per fiscal year.

ARTICLE X – EMBLEMS, PINS, AND COLORS

SECTION 1. Each member of the Fellowship shall wear a lapel pin at all Conclave delegate meetings and at all formal and semi-formal affairs. The pin shall be worn on the left side over the heart. Members of the Swanxman Club shall wear a shield emblem in accordance with the Administrative Handbook.

SECTION 2. A Fellowman may purchase a lapel pin from the National Office.

SECTION 3. The pin of a Fellowman who has passed away may be interred with the body, retained by the family, or retained by another fellowman.

SECTION 4. The colors of this organization shall be black and white. They shall be used at all public occasions of the Fellowship.

COAT-OF-ARMS (FELLOWSHIP CREST)

SECTION 5. The Fellowship shall have as its official insignia a shield or coat-of-arms (Fellowship crest) as described in the Administrative Handbook. The crest must not be reproduced under any conditions without the permission of the National Office. Reproduction without permission is a legal infringement, and violations are subject to prosecution.

TRADEMARKS

SECTION 6. The shield or coat-of arms and the name of this organization, GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC., have received trademark registration in the United States Patent and Trademark Office. The following word or letter combinations also have received trademark registration in the United States Patent and Trademark Office: “GROOVE PHI GROOVE,” “G PHI G,” “G Φ G,” AND “SWORD AND SPEAR.” The shield and coat-of-arms may not be reproduced without permission from the National Office. The name “Groove Phi Groove Social Fellowship” shall not be used by any group outside of the Fellowship without permission from the National Office and when used should appear as follows: GROOVE PHI GROOVE SOCIAL FELLOWSHIP, INC.



® These same restrictions and requirements apply to any use of the four additional word or letter combinations listed above.

THE OFFICIAL SEAL

SECTION 7. The official seal of the Fellowship shall be used by the National Office only to validate documents and official papers issued by that office. Under no circumstances shall a chapter or a member use the Fellowship seal.

ARTICLE XI – SISTER ORGANIZATION

The men of Groove Phi Groove proudly recognize the women of Swing Phi Swing Social Fellowship, Inc., hereinafter referred to as “Swing Phi Swing,” as our sister organization. Since being founded on April 4, 1969 at Winston-Salem State University, Swing Phi Swing has played an important role in helping to support the overall mission of Groove Phi Groove. Swing Phi Swing has made, and continues to make, a positive difference through community service and academic excellence, with particular emphasis on improving the lives of women of color.

While the men of Groove Phi Groove recognize the women of Swing Phi Swing as our sister organization, the two organizations are separate entities. They are not subject to the same organizational operating policies, procedures, governing structure, or orientation program. In addition, neither organization assumes any liability for or legal obligations to the other organization through their affiliation as brother and sister organizations.

ARTICLE XII - AMENDING THE BYLAWS

SECTION 1. The Bylaws may be amended at a regular meeting of the Conclave by a two-thirds vote of the delegates present, provided that the proposed amendments shall have been circulated to all chapters no later than six (6) months before the Conclave.

SECTION 2. Any chapter or general member wishing to amend or alter the Bylaws of the Fellowship shall forward such proposed changes to the Regional Meeting for consideration. If favorable action is taken at the Regional Meeting, the proposed amendments shall be sent to the Chairman of the Constitution Committee by the Regional Director within thirty (30) days following the Regional Meeting.

Changes proposed by the Board, the Directorate, and standing committees shall be forwarded to the Chairman of the Constitution Committee no later than six (6) months preceding the Conclave.

SECTION 3. All chapters must vote on the proposed amendment/s.



ARTICLE XIII – EFFECTIVE DATE

Amendments to the Bylaws shall take effect on the first day of the fiscal year immediately following adjournment of the Conclave at which they were adopted.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

In all matters not provided for in the Constitution or the Bylaws, the Fellowship shall be governed by Robert's Rules of Order, Revised.