Chapter Standards

The Spirit of Excellence
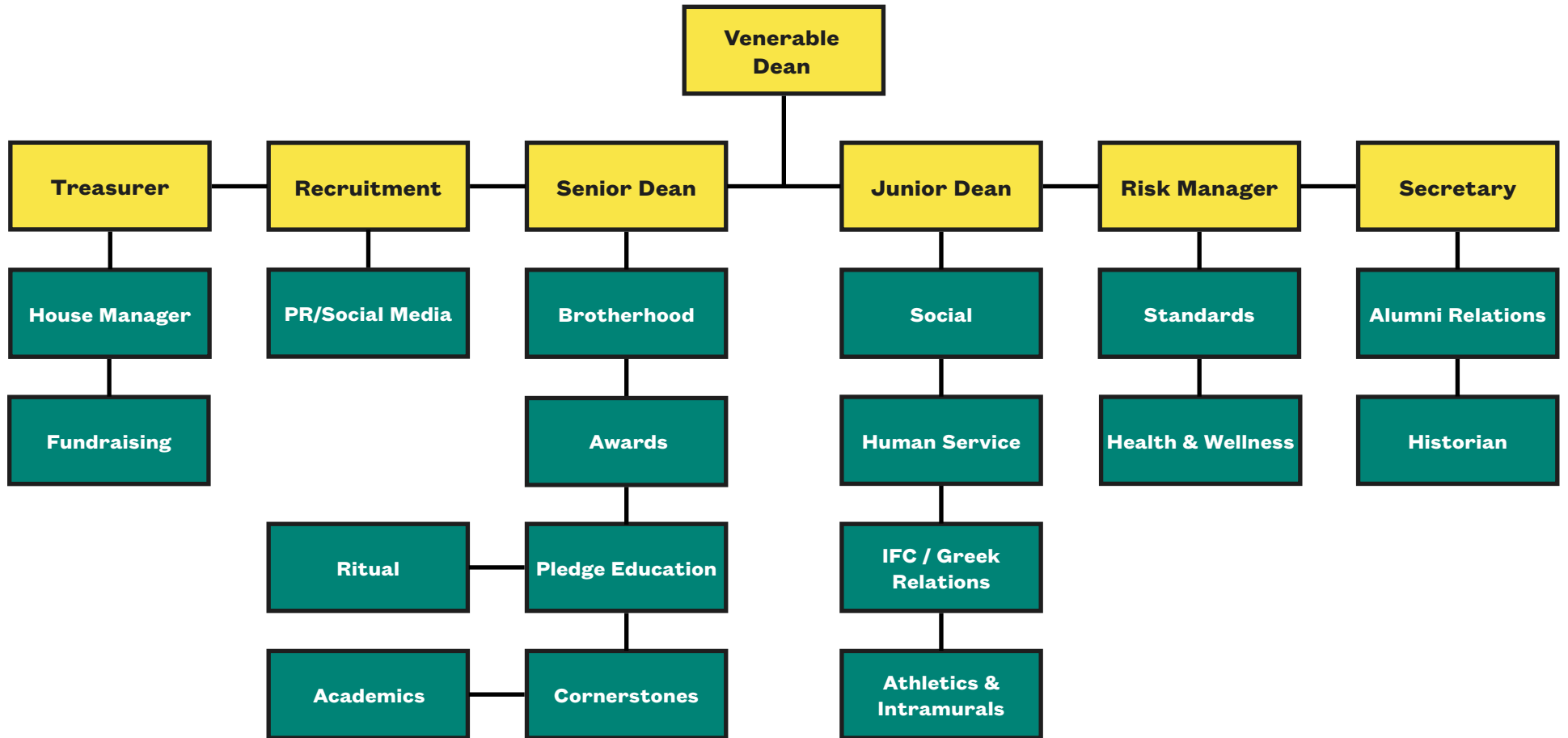
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Gold Book Series - 2019 Edition
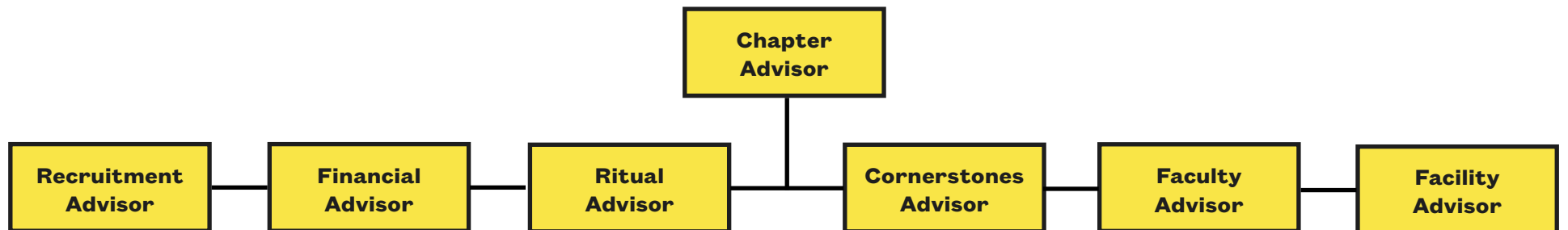
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Acacia Chapter Organization Chart

CHAPTER COUNCIL

- Venerable Dean
- Treasurer
  - House Manager
    - Fundraising
- Recruitment
  - PR/Social Media
- Senior Dean
  - Brotherhood
    - Awards
      - Pledge Education
        - Ritual
        - Cornerstones
          - Academics
- Junior Dean
  - Social
    - Human Service
      - IFC / Greek Relations
        - Athletics & Intramurals
- Risk Manager
  - Standards
    - Health & Wellness
- Secretary
  - Alumni Relations
    - Historian

ALUMNI ADVISORY TEAM

- Chapter Advisor
- Recruitment Advisor
- Financial Advisor
- Ritual Advisor
- Cornerstones Advisor
- Faculty Advisor
- Facility Advisor

Acacia Fraternity Gold Book
A Message from the Headquarters

Brothers,

Welcome to the Chapter Standards Gold Book! This is a special Gold Book in that it is not for any specific officer, but rather for the chapter as a whole. The Chapter Standards, known as the 'The Spirit of Excellence,' are a set of standards based on actual chapter operations. Everything in this book has been done by a chapter and was found to better our fraternity's record.

These standards, initially conceived by the 1984 Conclave, have evolved over the past three decades based on chapter operations. **With that in mind, we ask that you treat this as a living document and put forth suggestions for additional items that are not covered elsewhere. Send your suggestions to communications@acacia.org.**

You will see that the standards are divided into three categories: Good, Better, and Best. Chapters that want to know they are doing everything that is "required" of them should strive to complete all of the standards listed in Good Operations. We have found that the higher functioning chapters in our brotherhood tend to complete many of the items in Better Operations and it contains many enhancements to items in Good Operations, as well as additional items to plan for. Finally, there is the Best Operations category that is composed of the highest form of previous goals as well as items from chapters that excel in that category.

No chapter is expected to complete every item from all categories - and that is by design! These standards are collectively known as 'The Spirit of Excellence' for good reason. 'Excellence' not only in the sense that meeting these goals makes one's chapter objectively excellent, but also in the sense that the true *Spirit of Excellence* lies in continuously striving to improve; to seeking the truth!

So Live,

Acacia Fraternity Headquarters

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"The biological law of 'survival of the fittest' holds good with social organizations as well as with other institutions and organizations. Only those survive the test of the ages which prove their usefulness to the human race. No organization, religious or state, social or industrial, with other principles than those which promote the best interests of all concerned can every ho to continue its existence through the centuries to come."

-- William J. Marshall
Founding Father

So were the words of our beloved founding father in 1907. For over 80 years now Acacia has been committed to the "Spirit of Excellence." It is with this in mind that we continually push ourselves towards that "Spirit of Excellence." We as Acacians are charged with the responsibility to carry on this traditional spirit – to add something even better to our fraternity's record. We must constantly strive to new heights.

For "it is the belief of Acacia Fraternity that excellence is the only acceptable standard of performance. Each Acacian and chapter must commit to fulfilling the responsibility to excel in all areas of fraternal life; Scholarship, Leadership, Membership Recruitment and Development, Operations, Ritual Performance, and Human Service.

These standards of excellence are offered to chapters as a basis for goal-setting and self-evaluation, for only through the unrelenting and vigorous insistence on the highest standards of performance can out fraternity grow into the 'Spirit of Excellence'."

-- Preamble of the Acacia
Chapter Standards Program
Adopted by the 43rd Conclave
August 18, 1984

The Five W's

Who?

The Acacia Chapter Standards Program is designed for the use of all members, alumni, and chapter officers. The standards can be implemented in two different group sizes, small and large.

A small group would range from two to twelve members and would usually be characterized as the Executive Council, House Corporation, Alumni Board, or other small interest groups which affect the chapter.

A large group would range from thirteen or more members and would basically make up the whole chapter. The best way to implement the standards program in a large group is to subdivide it into working groups of five to seven members.

What?

The Acacia Chapter Standards Program is a document designed for our chapters to continue our commitment towards chapter excellence. Its purpose is to help a chapter diagnose its functions and fulfill that "potential" that each chapter has. The program seeks not only to list set standards, but also to provide each chapter with the realization of its "potential". Individual chapters thusly will have the opportunity to establish new goals. We believe these goals can best be monitored and accomplished through periodical evaluation and reassessment at chapter retreats.

Where?

For better results, we recommend participants be seated comfortably for writing and discussion. A private setting free from distractions or disturbances is best. Executive or chapter retreats are recommended for best results. This will ensure a more conscious effort by the brotherhood. Members will be better able to reflect back to the chapter and its environment.

When?

The Acacia Chapter Standards shall be a continual program spanning many years. The program can be conducted at almost any time of the year. It could be held during a slack period in the fraternity. Before scheduling, check the school and chapter calendars for conflicts. Some suggested times for programming retreats include:

      1) Two weeks prior to recruitment
      2) Immediately following a break or vacation
      3) After holding elections

Why?

The Acacia Chapter Standards Program is intended to help chapters examine their experiences in Acacia. The standards furnish an objective measuring instrument for assessing the chapter efficiency. We believe the program, if used in a positive manner, to be highly effective and efficient. These standards will assist the chapters to measure strength and help diagnose weaknesses where improvement can be set.

Introduction

The Acacia Chapter Standards Program is designed to assist individual members, chapters and alumni. In order for a chapter to progress, it must first evaluate its performance and set its sights on new goals. These standards can provide an opportunity for short and long-range planning. The exercise of can best help members and the chapter as a whole in a three-step process. They are through:

1. Self Evaluation
2. Group Evaluation
3. Group Discussion

The Chapter Standards Program will provide much valuable information for the chapter. The exercise is set up to allow participants to evaluate the twenty-one standards. Information gathered from this program can be used to develop a program that covers areas needing special attention.

The goals and benefits of the Chapter Standards Program are:

1. To determine goals that provide direction for the future.
2. To provide an opportunity to get important topics out in the open for mature discussion.
3. To help review individual responsibilities and leadership to the chapter.
4. To help individuals clarify personal and chapter goals.
5. To renew a feeling of dedication and a commitment to the fraternity.
6. To measure the chapter's efficiency in striving for maintaining chapter excellence.
7. To better the chapter's fraternity record.

1. Academics

Good Operations

    a.   Pledge and active GPA above all Men's and all Fraternity averages. (Please include University academic records)

    b.   Active program in place to help members adjust to the academic environment of the host institution. (Please list activities in the program)

    c.   Minimum GPA set for initiation into the Fraternity and strictly adhered to if academic calendar allows. (Please include minimum GPA for initiation)

    d.   Minimum GPA set and adhered for all chapter officers. **What is the minimum GPA for officers?**

    e.   Use of grade release forms to determine scholastic status which are forwarded to the Headquarters at the end of each term. (Yes/No)

    f.   Have an academic plan (please include)

Better Operations

    g.   Pledge and active GPA in top 25% for all-Fraternity averages. (Please include University academic records)

    h.   Active program to recruit academically outstanding students. (Please include minimum GPA for new members/recruits, if any.)

    i.   Updated Academic Plan, approved by the chapter every academic year.

    j.   Alumni Advisor or Faculty Advisor involved in creation and updating of Academic Plan

Best Operations

    k.   Pledge and active GPA in top 10% for all-Fraternity averages. (Please include University academic records)

    l.   Awards/Scholarship system in place to acknowledge academic excellence. (Please lists specific awards)

    m.   Participation in all Acacia Fraternity Foundation scholarship programs. (Please list participants and what programs)

    n.   Academic Plan enforced/followed 100%

2. Alumni Programming and Advisory Board

Good Operations

a. Chapter Advisor elected by chapter and functioning, meeting standards set by the Laws of Acacia. (Please give name, years of service, and background)

b. A functioning House Corporation Board (Please list how often they meet and the names of members)

c. Alumni Activity Program with a minimum of one alumni function per year. (Please submit your program with a list of the events and when are they held)

d. Chapter officer elected/appointed or duties part of another officer position to run Alumni Relations Program.

e. An Alumni Advisory Board that meets at least semesterly to assist in development of chapter programming. (Please list names and how often the board meets as well as what it does.)

Better Operations

f. Undergraduate representation on House Corporation Board or Alumni Board. **How?**

g. Financial Advisor in place and functioning, meeting standards set by the International Council. (Please give name above)

h. Chapter Advisor and/or Financial Advisor review and approve chapter budget annually.

i. Additional Alumni advisors for specific areas where remedial help is required. (List names and what areas of responsibility they have, if any, above)

j. Written Alumni Relations program with goals. (Please submit a copy of your goals and program)

k. Alumni Activity Program with a minimum of two alumni functions per year. (Please submit program and list dates of events)

l. An Alumni Advisory Board that meets at least quarterly to assist in development of chapter programming. (Please list names above and how often the board meets as well as what it does.)

m. Standing Alumni Relations Committee in place

2. Alumni Programming and Advisory Board

Best Operations

n.   Chapter recognition of outstanding alumni service. (What are your awards? When are they given? How often?)

o.   Members are directed to myAcacia for address/contact information changes and chapter notifies Headquarters of updated contact information received for all recent graduates, Chapter Acacians and alumni.
        How often:

p.   Chapter Advisor and House Corporation Board officers communicate regularly with the University/College Advisor to Fraternities. (Please list when and how often.)

q.   An Alumni Advisory Board that meets at least monthly to assist in development of chapter programming. (Please list names and how often the board meets as well as what it does.)

3. Chapter Publications

Good Operations

a. At least one chapter newsletter to alumni per year, print or electronic. (Provide copies of newsletter.)
    i. Name and frequency that publication(s) are sent out.

Better Operations

c. A budget is set aside for publications, if necessary
d. Secretary (or other officer) is elected/appointed and responsible for publications
    i. By what process is the individual selected

    ii. What qualifications are required to hold this position?

e. At least two chapter newsletter to alumni per year (at least one per semester), print or electronic. (Provide copies of newsletter.)

Best Operations

f. Articles are included in the newsletter that are on or about alumni/alumni events.
g. At least quarterly chapter newsletter to alumni per year (at least one per semester), print or electronic. (Provide copies of newsletter.)

4. Athletic Achievement

Good Operations

    a.   Junior Dean (or other Chapter Council member) responsible for intramurals

    b.   Sign-up sheets, notes information provided to members for team participation and support. Chairman does follow thorough follow up? (When and how often?)

Better Operations

    c.   Chapter elects dedicated Intramural Chairman (What are the requirements for this position?)

    d.   Non-participants support teams? Regular attendance at scheduled games?

    e.   Participation in non-traditional intramural events. Please list.

    f.   Intramural Chair (or Chapter Council officer) participates in meetings with University to promote intramurals.

Best Operations

    g.   Sports banquets (if applicable) attended by members. (Describe)

    h.   Participation in Club or Varsity Sports? (Please list sporting events and participants.)

    i.   75% of members actively involved or supporting intramurals or sporting events.

    j.   Teams advance in various sports? Awards received? Greek division winners? All Campus? (Provide copies of place certification/trophy picture/newspaper)

5. Campus Leadership & Involvement

Good Operations

a.   Campus leadership positions held by at least 10% of chapter. (Committee chairmen, Student Senate, etc.) (Please list)

b.   Membership and active participation on the Student government. (Please list positions)

c.   At least 50% of chapter membership involved in campus organizations and/or activities, (other than intramurals), including campus leadership positions listed above. (Please list)

d.   Positive campus chapter image vs. purely social image. (Yes/No, Explain)

e.   Active chapter membership and participation in local Inter-fraternity Council. (Please list involvement.)

Better Operations

f.   Campus leadership positions held by at least 15% of chapter. (Committee chairmen, Student Senate, etc.) (Please submit list)

g.   At least 75% of chapter membership involved in campus organizations and/or activities, (other than intramurals), including campus leadership positions listed above. (Please submit list)

h.   Pledge program requires involvement in outside campus organizations. (Please submit policy, if any)

i.   Member of chapter is an "official" member of student government. **Which positions:**

5. Campus Leadership & Involvement

Best Operations

j. Campus leadership positions held by at least 25% of chapter. (Committee chairmen, Student Senate, etc.) (Please submit list.)

k. At least 100% of chapter membership involved in campus organizations and/or activities, (other than intramurals), including campus leadership positions listed above. (Please submit list.)

l. Chapter member(s) hold IFC Positions.

m. Chapter members are involved Student Orientation/New Student Activities.

6. Campus Programming & Membership Education

Good Operations

    a.   Encourage chapter participation in all campus-sponsored educational programs. (How do you promote, how often, and who is in charge.)

    b.   Chapter participation in all IFC or Greek-sponsored educational programs. (How often and names of events.)

    c.   Chapter programs consistent with all Fraternity and host institution missions and policies.

    d.   Alcohol Awareness and anti-hazing program in place for all members. (e.g. Chapter completes International Council required programming for primary prevention, GreekLifeEdu - Please submit details of program if anything beyond GreekLifeEdu)

    e.   Semesterly Cornerstones discussions during chapter meetings.

Better Operations

    f.   Cornerstones programs and activities that enhance cultural awareness. (List programs and activities.)

    g.   Program for Cornerstones membership development activities set each term including goals for each program. (Please submit list of programs and what the objective of each program was.)

    h.   Monthly Cornerstones discussions during chapter meetings.

6. Campus Programming & Membership Education

Best Operations

    i.   Cornerstones etiquette training program in place for all members. (Describe)

    j.   Cornerstones career and Placement guidance programming in place. (Describe)

    k.   Chapter sponsors a mentorship program. (Describe)

    l.   Weekly Cornerstones discussions during chapter meetings.

7. Communication Technology

Good Operations

    a.   Chapter utilizes a functioning website. Linked to the International site? Do you utilize OmegaFi for your public website? (List the chapter's website address.)
        i.   Website updated periodically? (How often?)
        ii.   Site easily navigated? What stands out on your site above all the others? Are potential new members are able to easily find information on recruitment?
    b.   The Chapter has accounts for Facebook, Twitter, and Instagram (Explain others. What are the accounts (required for verification)?

    c.   Member of the chapter responsible for maintaining social media accounts. (What are the requirements for this position. Elected or appointed?)

Better Operations

    d.   Alumni contacted regularly via website/e-mail/social media? (Describe methods. How often?)

    e.   Website/social media used for posting chapter events, news, status. (What is posted and when)

Best Operations

    f.   Link to myAcacia (or widget) is on website and alumni are encouraged to update their information.
    g.   Chapter posts on social media at least once weekly and tags Acacia Fraternity HQ / uses #MenOfAction hashtag.

8. Dining Operations

Good Operations

    a.   Proper decorum and respectable conduct at meals. (Explain requirements)

    b.   Appropriate dress for dinner. (Explain requirements)

    c.   Fire safety and prevention, especially in kitchen areas?
           (Explain precautions taken.)

    d.   Pride in maintenance of dining areas at all times? (Explain.)

    e.   Respectful treatment of kitchen crews and employees?

    f.   Formal dinner (formal dress with whole chapter) at least once a month.

    g.   Cleanliness and maintenance of kitchen, storage areas and dining areas?
           Good sanitation and health standards? (Explain briefly.)

    h.   Well balanced meal program? (Submit menus.)

    i.   Adequate budget for kitchen operations? (Submit kitchen budget including
           salaries, food expenditures, etc.)

Better Operations

    j.   Supervision and controls over purchasing of food and supplies by Chapter
           Council or contract with a 3rd party vendor? (Explain.)

    k.   Do you have sit-down chapter dinners at least twice per week? (Can also be
           a set time when most members eat with food provided during a 1-2 hour
           window)

    l.   Utilization of the dinner hour for internal communications?
           Singing? Grace? Announcements? (Explain.)

Best Operations

    m.   Periodic programming during dinner? (Submit examples of programs and
           speakers used over the past two years.)

9. Financial Operations

Good Operations

    a.   Chapter budget developed by Chapter Council, reviewed by Chapter Advisor and/or Financial Advisor and formally adopted by Chapter annually.

    b.   Adequate bookkeeping system and monthly reporting to chapter, Chapter Advisor, Financial Advisor and House Corporation. The chapter uses Vault for finances (unless exempted by the Council).

    c.   Compliance with reports to IRS and other appropriate agencies.

    d.   Accounts Payable current. **Please include the current amount of any outstanding bills:**

    e.   Strict enforcement of financial obligations as prescribed by the International Fraternity and local bylaws.

    f.   Prompt payment of initiation, pledge, per capita dues, and other fees. **Please give amount currently owed to Headquarters:**

    g.   All members living in chapter house on signed contracts.
(Please submit copy of contract)

Better Operations

    h.   Chapter Treasurer has relevant training in the area of bookkeeping/accounting.

    i.   Reserve fund established and adhered to with at least 10% of chapter operations budget (not including housing costs - Please list amount of fund).

Best Operations

    j.   Accounts Receivable current, not exceeding 10% of budget. (Please include the current list of receivables from actives and pledges.)

    k.   Reserve fund established and adhered to with at least 25% of chapter operations budget (not including housing costs). **Please list amount of fund:**

    l.   Chapter budget for next academic year verified by Chapter Advisor/Financial Advisor and forwarded to chapter 60 days prior to start of semester. (Yes/No? Provide a copy of your most recent budget.)

10. Good of the Fraternity

Good Operations

    a.   Compliance with all policies and programs of Acacia.
             (Please submit an explanation.)

    b.   Representation at Acacia Leadership Academies, Conclaves and the Venerable Dean Summit. (How many delegates were sent to each?)

    c.   Exemplary behavior when attending Academies, seminars, retreats, Conclaves.

    d.   Adequate preparation before and cooperation during the Chapter Coaching visit. (e.g. Did members attend the educational sessions?)

    e.   Chapter accounts with Headquarters in good standing.
             (Please provide amount owed to Headquarters.)

    f.   Prompt reporting to Headquarters of pledges, initiations, chapter elections, undergraduate roster, monthly financial report, and other reports as specifically requested. (How long does it take to forward this information?)

    g.   Prompt response to correspondence from the International Headquarters.

    h.   Review of Chapter Bylaws biennially.
             (Provide a copy of your most recent chapter bylaws.)

    i.   Material submitted for publication in TRIAD at least once a term.

Better Operations

    j.   Follow up on Chapter Coach recommendations. (What things did you implement? Please list. Have they worked and how? Please submit additional sheet including what the recommendations were.)

    k.   Review of Chapter Bylaws annually.
             (Provide a copy of your most recent chapter bylaws.)

Best Operations

    l.   Regularly interacts respectfully with other Chapters of Acacia outside of International events.

    m.   Observance of Founder's Day. (Please Describe.)

    n.   Chapter represents Acacia in Interfraternal Programs (such as UIFI, Capital Hill Visits, AFLV, PRIME, etc. – Please describe.)

11. House Management

Good Operations

a. Enforcement of residency requirements as stipulated in the Laws of Acacia. (What is policy?)

      i. 1-709. ACTIVE MUST LIVE IN CHAPTER HOUSE. Every active member unless excused by his chapter for good and sufficient reasons, shall live at his chapter house as long as he remains a student in the university or college at which his chapter is chartered.

b. High standards of cleanliness and upkeep of chapter house to include public and private areas, individual rooms and showers and restrooms.

c. Election or appointment of House Manager to oversee house cleaning and maintenance programs.

d. Regular communication between the House Corporation and House Manager, including regular reporting to and attendance at House Corporation meetings. (Please list when and how often.)

e. Adequate housing insurance, including liability coverage.

f. Compliance with local Fire and Building Codes.

g. House rules clearly specified in written form and strictly enforced. (Please submit list)

Better Operations

h. Appointment of Fire Marshall (or duties assigned to a specific officer) to supervise fire safety and prevention program.

i. Fire Safety and Prevention Program
      i. Regular fire drills.
      ii. Heavy penalty for discharging fire extinguishers or setting off alarms. (Yes/No and extent of penalty)
      iii. Semesterly safety check by Fire Department.
      iv. Evacuation plan.
      v. Smoke detectors and fire extinguishers installed and checked regularly.

11. House Management

j.   Good chapter house cleaning program, including daily house duties and regularly scheduled work sessions. (Please give specifics.)

k.   Extended work sessions involving entire chapter at least once a term. (Please list how often and what it involves.)

l.   Plans and program for short-term and long-term refurbishing of facility. (List possible projects.)

m.   Procedure in place and adhered to, to assure proper security when chapter is not in session. (Who is responsible?)

Best Operations

n.   Proper maintenance and repair program included in daily cleaning program. (Please include who is responsible and how often.)

o.   Lodging occupancy within 5% of capacity of chapter house allowed by fire and OSHA guidelines.
(Please provide occupancy percentage for past two (2) years.)

12. Human Service

Good Operations

a.   Participation in one or more International Human Service Programs. (Please list involvement in "Seven Days of Service," Acacia Claus, or Shriners Hospitals for Children.)

b.   Encouragement of individual Volunteer Service Program with each member involved at some point during the year. (Please submit member service hours)

c.   System in place that tracks Human Service hours volunteered, and philanthropy dollars donated.

d.   Chapter Human Service hours or philanthropy dollar amount raised is above IFC averages.

Better Operations

e.   Utilizes CrowdChange for fundraising/philanthropy efforts

f.   Participation in two or more International Human Service Programs. (Please list involvement in "Seven Days of Service," Acacia Claus, and/or Shriners Hospitals for Children.)

g.   Participates in IFC/University sponsored service/philanthropy event(s) (Please describe and list events.)

h.   Chapter Human Service hours or philanthropy dollar amount raised is above campus student group averages.

12. Human Service

Best Operations

    i.   Participation in all International Human Service Programs. (Please list involvement in "Seven Days of Service," Acacia Claus, and Shriners Hospitals for Children.)

    j.   At least one major project per year and/or a continuous program with descriptive written copy submitted by Human Service Chairman to International Headquarters annually. (Please list.)

    k.   Chapter Human Service or philanthropy dollar amount raised in top 10% of IFC.

    l.   Chapter members are members or officers of IFC/University service/ philanthropy events (such as THON/Dance Marathon, The Big Event, etc.)

13. Membership Recruitment

Good Operations

a.   Recruitment Chair utilizes ChapterBuilder for recruitment. (Logging daily activities and all points of contact from first interaction to bid acceptance/ rejection)

b.   Training in recruitment is part of both pledge and chapter education programs. (Give details of training program.)

c.   Recruitment committee in place to assist Recruitment Chairman. (List positions on committee and their responsibilities.)

d.   Attention given to individual one-on-one recruitment. (Please describe one-on-one activities and how they are encouraged.)

e.   Summer recruitment program utilized. (List details of summer program, i.e., dates, recruitment functions, etc. – if NOT allowed, please provide university policy)

f.   Tracking of academic class distribution of membership and striving for balanced distribution, by class, of membership, while not limiting itself to the number of first-year students recruited. (Please provide breakdown of house by class.)

g.   All recruitment functions follow the dry recruitment policies (no alcohol present/involved). (Please list past functions and include a copy of the budget.)

13. Membership Recruitment

h.   Adherence to all University and IFC policies and regulations. (Yes/No)

i.   At least 80% pledge/initiation ratio. (List number of pledges and initiates and ratio for past two years.)

j.   Chapter size equal or greater than the campus average or minimum of 40-whichever is higher. (Please give University statistics and your size.)

k.   Written goals set for each recruitment period. (List goals.)

l.   Chapter strives to recruit non-first-year students.

m.   Chapter's new member class size is the IFC Average.
        What is the IFC Average class size:

n.   Chapter has a Recruitment Advisor.
        Provide name:

13. Membership Recruitment

Better Operations

    o.   Recruitment committee and Chapter Council utilize ChapterBuilder for recruitment. (Logging daily activities and all points of contact from first interaction to bid acceptance/rejection)

    p.   Written goals set for each recruitment period and evaluated at end of effort. (List previous goals and results of past recruitment periods.)

    q.   Chapter size in top 25% of IFC Chapters on campus (Please give University statistics and your size.)

    r.   At least 85% pledge/initiation ratio. (List number of pledges and initiates and ratio for past two years.)

    s.   Written policy for providing reason to accept or reject legacies in place and adhered to. (Please describe policy)

    t.   Written program for contact of all alumni recommendations and program to insure prompt, courteous response to alumni. (Please submit program)

    u.   Voting percentages and procedures for pledging and initiation set by the chapter in its bylaws. (Please list procedures.)

    v.   Chapter's new member class size is 10% above the IFC Average (Provide IFC Average class size)

    w.   Recruitment Chair/committee has biweekly calls or conversations with Recruitment Advisor.

13. Membership Recruitment

Best Operations

x. Entire chapter utilizes ChapterBuilder for recruitment. (Logging daily activities and all points of contact from first interaction to bid acceptance/ rejection)

y. Written goals set for each recruitment period and achieved at end of effort. (List previous goals and results of past recruitment periods.)

z. Chapter size in top 10% of IFC Chapters on campus (Please give University statistics and your size.)

aa. Chapter growth increases by 47% from previous academic year. (The 47th Challenge)

bb. At least 90% pledge/initiation ratio. (List number of pledges and initiates and ratio for past two years.)

cc. Chapter-wide participation in recruitment efforts. (Please describe).

dd. Chapter's new member class is 25% above the IFC Average (Provide IFC Average class size)

ee. Recruitment Advisor is actively engaged and involved in ChapterBuilder and holding chapter accountable to goals.

14. Officer Organization

Good Operations

a. The following officers in place and functioning: (Please submit copy of local Officer Manuals. If your chapter officers are different, please submit form with each officer listed.)
   i. Venerable Dean - President
   ii. Senior Dean - Vice President & Pledge Educator
   iii. Junior Dean - Social Chairman
   iv. Secretary
   v. Treasurer
   vi. Recruitment Chairman
   vii. Risk Management Chairman
b. At least, the following committees in place and functioning:
   (Please submit committee reports)
   i. Committee on Initiation – effective use of Ritual
   ii. Committee on Chapter Education - responsible for cultural and educational programming for entire chapter.
   iii. Committee on Membership Recruitment - Chaired by Recruitment Chairman
   iv. Committee on Alumni Affairs
   v. Committee on Human Service - responsible for philanthropic events.
   vi. Committee on Campus Involvement - responsible for outside organization involvement for chapter members.
c. Weekly meeting of Executive Committee. Chapter Advisor in attendance at least monthly. (Yes/No)
d. Orderly transition of officers. **Explain procedure:**

e. Chapter meetings conducted effectively in accordance with Robert's Rules of Order.
f. Advance notice posted for all Chapter Meetings.
g. Chapter Executive officer terms are one calendar year in length (January – December). When do you hold elections?

14. Officer Organization

Better Operations

h.   Chapter Council Retreat (with Chapter Advisor present) held each academic year where goals and objectives are set.
Please submit goals set during past two retreats:

i.   Chapter monthly master calendar set at least one month in advance and posted and properly displayed

j.   Development and orderly, regular maintenance and updating of chapter officer manuals.

k.   Program to insure adequate training for specific offices for future chapter leaders in place.

l.   Chapter meetings conducted by following a written agenda with officer reports included.

m.   Chapter Council meeting takes place at least one calendar day before chapter

Best Operations

n.   Chapter Council Retreat (with Chapter Advisor present) held each semester where goals and objectives are set.
Please list goals set during past two retreats.

o.   Programs and goals of every elected and appointed chapter officer are written, posted conspicuously, and well communicated to the entire chapter.

p.   Follow-up accountability and evaluation of all goals and written programs.

q.   Chapter has additional committees for specific needs of the chapter.
Please provide name of committee(s) and purpose(s):

15. Pledge Education Program

Good Operations

    a.   Strict adherence to all International Fraternity laws and policies prohibiting any form of HAZING. **(Explain below)**

    b.   Chapter utilizes the Cornerstones Pledge Manual provided by Acacia Fraternity Headquarters.

    c.   Annual chapter review of all pledge programming activities to insure up to date and effective membership development. **(Please submit list of all activities & calendar.)**

          i.   Written copy of pledge program and activities sent to International Fraternity each term. (Please submit a week-by-week synopsis of program including **ALL** activities and a complete calendar. **Must send program to HQ even if no changes have occurred!**)

    d.   Encouragement of programs that stress total integration of pledges/new members. **(Please specify types of programs.)**

    e.   Inclusion of Alcohol Awareness, Anti-Hazing, and Gender Violence program (i.e. GreekLifeEdu) in pledge education program. (Please list activities.)

    f.   The International Examination, as provided by HQ, is given as required by the Laws of Acacia? (Please attach sample of your exam.)

Better Operations

    g.   Local pledge manual or supplement to Pythagoras, and Cornerstones Pledge Manual, including syllabus, to be developed, approved by AHQ, and distributed to all incoming pledges. (Please include a copy of local manual.)

    h.   Requirement that all pledges participate in non-fraternal campus activities. (Please include list of pledge class involvement.)

    i.   Comprehensive post-initiation programming to include post-initiation review and discussion of all initiation and pledgeship programs. (Please list when and by whom.)

    j.   Pledge class participation in chapter philanthropy project. (Please list past projects.)

15. Pledge Education Program

Best Operations

k. Development of a positive and effective comprehensive Peer mentoring program. (Please supply format)

l. Inclusion of personal development workshops and activities (Cornerstones activities) in pledge programming activities, i.e., study skills, time management, career planning and development, etiquette, etc. (Please list workshops that pledges are required to attend and how alumni are involved.)

m. Alumni mentoring program in place. (Please describe.)

16. Ritual Exemplification

Good Operations

    a.   Pledge Induction and all degrees of Initiation Ritual conducted at each initiation in strict adherence to written Acacia Ritual.

    b.   Alumni Induction Ceremony held every semester unless there are no graduating brothers. (Briefly explain when and where ritual is held.)

    c.   All Rituals (5) accounted for. (Please give numbers.)

    d.   Complete ownership of all Ritual equipment and regalia is properly maintained/cleaned.

    e.   Proper and thorough preparation and rehearsal for all degrees of the Ritual.

    f.   All pre-initiation activities in harmony with pledge education and initiation degrees. (Please list activities.)

    g.   Formal Chapter meeting with Ritual opening and closing at least once a month.

Better Operations

    h.   Officer Installation Ritual used to install all new officers. (Please include brief summary of when, where and how Installation is performed)

    i.   All degrees of initiation held in a Masonic Lodge.

Best Operations

    j.   Complete memorization of Ritual where appropriate.

    k.   Pledge Induction and all degrees of initiation held in Masonic Lodge.

    l.   Formal Chapter meeting with Ritual opening and closing every meeting.

17. College/University Relations

Good Operations

a.   Awareness of local chapter identity with the institution in all acts, words and deeds. **(Please explain.)**

b.   Maintenance of positive relationship with the College/University Administrators.

c.   Compliance with all College/University policies that govern its students and fraternities.

d.   Regular meeting with the College/University Advisor to Fraternities, at least once per semester.

e.   Prompt reporting and submission of any reports and/or fees due to the College/University.

Better Operations

f.   Regular meeting with the College/University Advisor to Fraternities, at least once per month.

g.   Active participation in campus events such as Greek Week, Homecoming, etc. (Please list level of participation.)

h.   One or more active faculty advisors selected by chapter.

i.   Representation at College/University (non-educational) sponsored activities for the fraternity system and entire campus. (Please list activities)

j.   Participation in New Student/Student Orientation Activities

Best Operations

k.   Complete Regular communications of House Corporation officers and Chapter Advisor with the College/University Fraternity Advisor.

l.   Encouragement of initiating Honorary Members from the University and/or community that will bring credit to our organization.

18. Community Relations

Good Operations

    a.   Respect by the chapter for its neighbors' rights to quiet and peaceful enjoyment of their property.

    b.   Strict adherence to community standards and legal responsibilities.

    c.   Individual members' knowledge and awareness of civic responsibilities.

    d.   Please list any infractions or warnings the chapter has received for official or unofficial activities (Please list date and identify the issuing party – eg. Student conduct office, police, city, etc.).

Better Operations

    e.   Regular Maintenance of positive relations and communication with neighbors and the community.

    f.   Community service attitude and awareness demonstrated by chapter involvement.

Best Operations

    g.   Chapter involvement with leaders of the community and its officials where and when appropriate. (Please explain.)

19. Internal Harmony

Good Operations

    a.   Chapter Retreat held annually.

    b.   Special programming at chapter retreat for building positive relationships.

    c.   Transparent and responsible financial management (ex. Do you explain the dues and where the money is going?)

    d.   Appointment of Chapter Officer to develop and implement Brotherhood/ Internal Harmony programming.

    e.   "Pass the Gavel" (or similar HQ approved activity) done once a semester.

Better Operations

    f.   Fraternal Goals set once a semester, ideally at semester chapter retreat.

    g.   Chapter Retreat held semesterly.

    h.   Creative activities scheduled regularly to build morale, spirit, and self-confidence as well as to help discourage development of factions/cliques within the chapter

    i.   Chapter has "Brother of the Week" award for positive contributions to the chapter, his studies, or other behavior that members should model. (Please list any other awards the chapter does of this type.)

    j.   "Pass the Gavel" (or similar HQ approved activity) done once a month.

Best Operations

    k.   "Pass the Gavel" (or similar HQ approved activity) done every meeting.

20. Social Development Programming

Good Operations

a.   Social responsibility by members (gentlemanly and responsible behavior)
b.   Social responsibility by chapter (represent Acacia in a manner aligned with our values)
c.   Discipline for social misconduct, misbehavior, alcohol or drug abuse
d.   Compliance with state and local laws, as well as College/University policies concerning alcohol and drugs
e.   Avoidance of tasteless, insensitive, socially demeaning and offensive parties, themes and advertising (and other forms of paraphernalia)
f.   Non-alcoholic beverages and food at all social functions
g.   Positive social environment in the chapter house and at all activities
h.   Creative and distinctive social program
i.   Healthy balance in social programming with respect to scholastics and service
j.   Good judgment in budgeting for social program

Better Operations

k.   Development of quality singing/serenade program that includes ALL members of the chapter (you may NOT have a singing/serenade program that only consists of pledges/new members)
l.   Chapter formal held annually

21. Risk Management

A. Fire Safety

    i.   Position of Fire Marshal (or other officer) in place and functioning effectively. **(List duties)**

    ii.   Chapter house passes fire inspection by university officials or local authorities on, at least, an annual basis.

    iii.   Pre-arranged emergency plan in place with fire drills twice per year. **(Submit plan)**

    iv.   Portable heating devices prohibited by chapter bylaws. **(Include bylaws)**

    v.   Strict fines and judicial review enforced for unauthorized use of fire safety equipment. **(Include copy of rules or bylaws.)**

B. Kitchen Safety

    i.   Kitchen passes inspection by local authorities on annual basis as prescribed by university/city ordinance. **(Include certification)**

    ii.   Proper food preparation and high standards of cleanliness maintained. **(Explain)**

    iii.   Cook or Cooking Company on contract, if applicable. **(Include copy of the contract)**

C. Hazing

    i.   Chapter in compliance with International Fraternity policies on hazing. **(Explain)**

    ii.   No alcohol is to be present during pre-initiation or initiation activities. Is this policy being adhered to? **(Explain)**

    iii.   Written policy in place to ensure Pledges/New Member activities do not interfere with the academics of students or otherwise affect their health and wellness negatively. **(Please submit policy)**

21. Risk Management

D. Alcohol and Drug Use

i.   Any possession, use and/or consumption of alcoholic beverages, during chapter activities are in compliance with state, local and university laws and policies and the Laws of Acacia. Explain your policy.

ii.   No chapter funds or funds pooled by members and guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.) are to be used to purchase alcohol. All bulk distribution of alcohol, including kegs, party balls, etc., is strictly prohibited. Explain your policy.

iii.   No open events (must have a guest list – NOT a roster). Explain what procedures you use when holding an event.

iv.   Strict discipline applied for members or pledges who violate the alcohol and drug policy. (Please submit your alcohol and drug policy.)

E. Miscellaneous

i.   Little Sisters or auxiliary women's groups are banned according to Acacia Fraternity's 1990 Resolution and the NIC Standards. Your chapter does not formally or informally recognize little sisters or have a Sweetheart Program.

ii.   Additional educational material on Gender Violence (Sexual Violence) in place? Explain program and how many in attendance?

iii.   Does the chapter comply with the Health and Safety Standards as outlined? (No alcohol in common areas, except during events? No alcohol in private quarters during events? No alcohol above 15% ABV allowed in the facility, except when distributed by a third-party vendor?) (Yes/No – provide explanation if no)

21. Risk Management

Miscellaneous (cont.)

    iv.   Do you hold a workshop or seminar on Risk Management for the officers/chapter? Explain.

    v.   Do you hold a mock event to run through all policies and procedures around hosting an event with alcohol?

    vi.   Chapter must have a crisis management procedure in place, this should be or at least include all the steps included in the Acacia Incident Action Plan. Explain in detail what the chapter would do in case of an emergency.

Malcolm Application

ONLY TO BE COMPLETED IN CONCLAVE YEARS

This piece of the Chapter Standards is only to be completed in anticipation of Conclave Awards. The previous standards will be used to assess the categorical winners, but for the top three chapter awards, it will be neccesary to submit an additional written portion by June 15th of Conclave years. Please submit a seperate document containing your answers to communications@acacia.org.

Please answer the following questions in no more than 3 pages / 750 words:

a. Congruence of chapter's identity with International Fraternity in all acts, words and deeds.

b. What makes your chapter exceptional that you could not describe in this form?

Questions/Concerns

If you have any questions about the specific content in this document, please contact: communications@acacia.org

If you are experiencing any technical difficulties with this document, please contact: communications@acacia.org

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