

Sigma Alpha Rho Fraternity International

Chapter Manual

1st Edition - 1961
Edited and compiled by
Brother Jerry C. Schaefer
Exalted Mortal Ruler

2nd Edition - 1968
Under Direction of
Brother Jerry Segal
Supreme Exchequer

3rd Edition - 1972
Revised by
Brother Stuart Seltzer
Tau Xi Chapter

Re-issued by
Supreme Board of Chancellors-2002

INTRODUCTION

This manual for chapters has been published to fill a great need for proper coordination on the chapter level. It is intended as a course of for each and every Brother. A Brother of Sigma Alpha Rho should thoroughly acquaint himself with its contents. You will then understand more fully the precepts of Sigma Alpha Rho, the functions and duties of each chapter officer and committee, as well as the privileges and obligations of your membership in the world's largest independent Jewish high school fraternity.

This manual, if followed, will help to insure the successful operation and smooth running of your chapter. It covers almost every aspect of chapter activity and responsibility. Whether your interest is on the topic of how to run a successful event or how to plan a well-rounded program of activities, suggestions for fund raising, ideas to add interest to your meetings, or how to get pledges, you'll find the answers to these and many other profound questions in this manual.

Will reading this manual means that your chapter is going to win the 'Abbie? Try and find out!

Running a Chapter Meeting:

Introduction:

This manual takes off from where the pledge manual written the "Sigma Alpha Rho Pledge Manual". Hopefully now, you understand the meaning of what it takes to be a true brother in Sigma Alpha Rho, so now we will attempt to take you step-by-step into the world of running an 'Abbie winning chapter. Running a successful chapter meeting is one of the most important aspects of the fraternity has to offer and can also be one of the most fun.

Many chapters in Sigma Alpha Rho experience difficulty running chapter meetings. They find that much of their time is wasted in hesitancy, disorganization, and useless discussion. Consequently, their meetings drag interminably and there is little time left for other activities. This is where this manual can come in, if the officers and members of each chapter will only follow these rules in the conduct of business. It is proposed in this article to run through the order of a meeting, adding pertinent comments and suggestions where they appear necessary.

Preliminary: The date, time, and place should be decided upon at a previous meeting. If this is not possible, it is the Kappa Sigma's (phone squad's) duty, and ultimately the Sigma Rho's responsibility, to arrange for a place of meeting and notify all members well in advance by phone.

Officers' Preparation:

Preparation for meeting: If a meeting is to be conducted smoothly, it must be prepared for. Now, what are the duties of the various chapter officers in preparing for a meeting? There are tons of ways to prepare for such a meeting. All Sigma Rho's, Exalted Ruler and even SER's all have tons of ways to prepare, but they all do the same thing. **THEY COME PREPARED!**

Sigma Rho:

1. Check with Kappa Sigma (or whoever phone squad is). Have all Brothers been notified? Has a mass chapter E-mail gone out? **(Your chapter meeting date and time should already been known, since you never leave a meeting without the next being set up.)**
2. Know roughly what business will be discussed, so that you can intelligently guide, not lead the chapter discussion. Prepare a written agenda following the order of the meeting. This agenda will specifically list active committees under committee reports and their present task the committee chairman will be discussing. Every standing committee must have a current assignment. **(If needed have each committee member of your chapter, E-mail his report a day before the meeting. This will give you, the Sigma Rho a chance to make sure that that committee is coming to the meeting prepared. If you are not sure what the committee should bring, contact a SBC Member or PSER, because we all will help!)**
3. Make sure you and your Mu Rho are on the same page. Make sure you both share the same goals and then check with Mu Rho to make sure that he called each committee insuring that the committee did its proper job for the week.
4. E-mail your chapter once a week; let them know what is going on in Sigma Alpha Rho. Let them know of the ICR's going on, the Events going on, and how good the chapter is doing

Mu Rho:

1. Check with each regular standing committee insuring that each committee did its job. If a committee is having trouble, first ask if there is a problem - can you help that brother in charge or brothers in the committee in any way? Second, you should give some good ideas to that committee if the committee is having problems. Write down everything for documentation (day, committee, time, and content of what committee chairman reported). Remember: If you are having problem getting that committee person to do the job, ask yourself these questions: *How can you persuade that brother to get the job done right? How can I motivate and help this brother do the best job possible?* If the brother continues to show that he is not working on the committee, perhaps the committee is not right for him. **It is always important to not have someone stay on a committee if they are unable to get the job done**
2. Check with each special committee insuring that it did its job during the week. Follow the procedures in step number one.
3. Make sure that you speak with the Sigma Rho on an ongoing basis, at least 1-3 times a week, letting him know if there are any problems or just give him an update.

Kappa Mu:

1. A book supplied by the chapter must be kept in order with every transaction documented and a running total kept.
2. Have your report ready in concise form. Remember, Brothers do not want to hear the whole year's finances discussed in detail each week. Unless your chapter has just completed a project on which you may be asked to give a complete report, all that is necessary is the following information:

Balance in bank (if your chapter has a bank account)
Cash on hand
Money owed - to whom and for what (must have receipts)
Balance
Dues/Fines owed - by whom

Kappa Beta:

1. Have last meeting's minutes accurately in order. (**Keep all chapter minutes in a chapter minute book**)
2. Bring minute's book, additional paper and pen to record this week's minutes.
3. Prepare listing of all tabled motions from the previous meeting for the Old Business section of the new meeting.
4. If your chapter has a constitution of its own, remember to bring it to each meeting. If your chapter does not have one, make sure you have your SAR Handbook at each meeting.
5. If interested in Robert's Rules of Order, contact your SBC for a copy of it.

Kappa Sigma:

1. Notify all members well in advance of date, time, and place of meeting. This may just be a reminder call. (**Never leave a meeting without one being set up!**)

Order of the Meeting

The order of the meeting should be carried out as it was during the final pledge meeting in which the meeting resembled the chapter meeting. A few minor notes to be added: Invocation should be rotated to another brother each week except in cases where an alumnus, council board member, or supreme board member is present. At this situation, usually, the highest officer is given the opportunity to present the invocation. All chapters start off the Invocation with the Shamah to show religious connotation to the meeting.

During the reading and approval of the minutes, a formal motion of acceptance is not necessary. The presiding officer need only ask, "*Are there any additions or corrections to the minutes? If not, I will rule them approved.*" He can then rule them approved after corrections are made if there are corrections.

It is especially important that the Sigma Rho present any and all correspondence he has received since the last meeting. He may present chapter flyers and newspapers to show his chapter. During committee reports, it is a good idea to let the treasurer speak first on the chapter's finances. Then, each committee chairman should stand up and address the body when he gives his report. First, it helps him to become a better speaker. More importantly, if he did not do his job, he puts himself on the spot. This could motivate that Brother to do a better job next time and every time after that. If a chapter does this correctly, there may not even be a first time.

Lastly, for announcements of visiting brothers, always give the privilege to the highest officer first and then go down the line.

Organization of a Chapter

Definition: By an active chapter, we are referring to one made up of high school students who hold regular meetings and sponsor specific functions during the year. A chapter must have its annual international obligations in order and all its members duly registered with the international organization to be considered active.

Forming a New Chapter

We are sure in every Sigma Alpha Rho chapter there are Brothers who have friends and/or relatives in other communities who are Sigma Alpha Rho material. Approach them directly on the idea or allow the International Organizer or its area's Council Board to know their names, phone numbers, and addresses. Perhaps you can tell them about SAR and what our great fraternity has to offer to Jewish youth. See if your contact can interest some of his friends in starting a chapter in his community. The Supreme Board will take it from there.

Concerning Chapter Officers:

Qualifications for Election to Office

Many Brothers ask around election time, "Do you think he is capable of handling the job?" You cannot actually tell until he has been elected, but his past record in the fraternity should be a hint or an indication of whether or not he shall excel in this position. Allow us to list below some qualifications a Brother should have to fill any office. Chances are a good job will be done if he fits into this list.

Before listing in some detail the duties of each chapter officer, it may be well to stress again the fact that in accepting an office in your chapter you become an official representative of your chapter and of Sigma Alpha Rho. What the public thinks of Sigma Alpha Rho will depend in large measure upon your conduct, character, and scholastic success. It is the prime duty of every officer, and for that matter, every Brother to conduct himself both in school and out of school in such manner as to bring credit to himself, his chapter, and his fraternity.

Duties of Chapter Officers

Sigma Rho:

1. Preside at all chapter meetings.
2. Keep in contact with the Exalted Ruler of your council informing him as to the activities of your chapter.
3. Remain in touch with your Chapter Advisor.
4. Stay in contact with chapters in your area and possibly arrange to hold joint socials or athletic functions every so weekend.
5. Appoint, with the consultation of the Mu Rho, all committees necessary for efficient chapter programs. Give everyone the opportunity to work on a committee.
6. Check with the Mu Rho as to the work done by the standing committees of your chapter. Make sure the Mu Rho is checking the progress and assisting, if necessary, the committees.
7. Represent the chapter at school, public, and fraternity functions.
8. Guide the discussion in the meetings. Motivate your chapter.
9. Prepare the meeting agenda of items to be brought up with the Executive Officers at the Executive Committee. If the Sigma Rho is unable to meet with the Executive Officers, it is his duty to create a viable agenda for the upcoming meeting.
10. Demand strict chapter customs (cheers etc...) and parliamentary procedure.
11. Answer all e-mails and complete all forms mailed to you by the Supreme Board of Chancellors and International Committeemen. E-mails/Forms include monthly activity forms, award forms, Purple and White forms, etc. Send chapter pictures to the editor of the Purple and White with a description of your chapter's events and programs from the year.

12. Announce all upcoming chapter(s) events at the chapter meeting during the Sigma Rho Report. Bring chapter flyers and newspapers you may have received to the meeting to distribute to the brothers to look at.
13. Make it a point to direct the Kappa Mu to pay all taxes on time. This consists of both international and council monies.
14. Be responsible for the collection of induction fees.
15. Brothers frequently wish to ask questions during the meeting in the form of Point of Information to other brothers running committees. It is the Sigma Rho's responsibility to guide these questions, so to keep order, the Sigma Rho's response to a situation such as this is, and "I will direct the question to a certain Brother if I cannot answer the question myself." Any other information you require on parliamentary procedure should be looked up in the handbook if necessary.

Mu Rho:

1. Preside at all meetings in the absence of the Sigma Rho.
2. Assist the Sigma Rho in his duties. Help motivate the chapter
3. Act as chairman of the executive committee. As chairman of the executive committee session, you are responsible for calling meetings of the executive board for the chapter as well as presiding at these meetings. The executive committee consists of the four officers of the executive board, (Sigma Rho, Mu Rho, Kappa Mu, and Kappa Beta), the Kappa Alpha, Kappa Sigma, Mu Lambda, and the most recent past Sigma Rho if still an active Brother. The executive committee meets to discuss the agenda of the chapter's events and committees before the chapter meeting begins.
4. As Mu Rho, you are considered an ex-officio member of all committees and an official member of the Alpha committee (Audit). As ex-officio member, the Mu Rho must call up each committee to find out the progress and to offer assistance if necessary either in ideas or actual footwork.

Kappa Mu:

1. Maintain a bank account for the chapter's funds. This may either be a checking or savings account. Some chapters may not be able to have a bank account at first, but must strive to obtain the account.
2. Collect dues and induction fees.
3. Forward early in the year your annual chapter dues to the Supreme Exchequer and the Grand Exchequer if your chapter is a member of a district council. Check with these treasurers to see if there is some kind of special deal if you pay very early.
4. **Do not mail cash in any way!!!!**
5. Present a brief financial report at each meeting and a full financial report at the end of your term in office.
6. Keep accurate records in a book.
7. Make sure that your Sigma Rho approves all money to be paid out before you do so.

Kappa Beta:

1. Keep accurate and concise minutes of the meeting. Keep an accurate record in a hardbound book to insure future generations of the chapter the history of your times in the chapter.
2. After each election, forward the names of the new executive committee members to the Supreme Exalted Ruler and Master of the Rolls.

Kappa Alpha:

1. The duties of the Kappa Alpha are subordinate to those of the Kappa Mu.
2. You are chairman of the Alpha committee, which is responsible for audit of the Kappa Mu's books every three (3) months.

Kappa Sigma:

1. Your job as phone squad is that of arranging for a meeting place each week as well as that of notifying all members of the meeting place, date, and time.

Mu Lambda:

1. Your job is that of representing the chapter at large at all meetings of the executive committee as well as at regular district council meetings

Preparation of Chapter Minutes

Perhaps the matter of "Minutes" needs some discussion. Below is what the minutes for a meeting should contain for the minutes book.

Many newly elected Kappa Betas find the taking of minutes a disagreeable and difficult task. They find it burdensome to decide exactly what should go into the minutes and what should not be placed in. It is suggested that correct minutes should contain at least the following important information:

1. Those Brothers in attendance and not in attendance with full names should be listed.
2. The meeting number, who presided, the time the meeting started, the date, and the place should be listed. Mention any and all visiting Brothers.
3. Who rendered the invocation must be named in full.
4. A statement that the minutes of the last meeting was approved or corrected with the corrections listed and then approved.
5. Place in brief notes listing items covered in the Sigma Rho's report to the chapter.
6. The minutes should reflect a brief statement of each committee report.
7. Motions that were presented during Old Business, the exact wording of each motion, and a statement as to the result of the vote should be included.
8. Reports from visiting Brothers in order of highest fraternity office naming the Brother and a summary of what he stated.
9. List all New Business. Motions should be written exactly as stated listing maker, seconded, and the result of the vote. If there is an amendment and it did not pass, rewrite that the original motion would be then voted upon.
10. Under Adjournment, record maker and seconded of the motion, and note the time the meeting was adjourned.
11. Endorsement block.....Fraternally Yours,
Brother (signature)
Kappa Beta

Meetings should be recorded in the order in which things take place. They should generally follow the Order of the Meeting. The Active Chapter and the Supreme Board of Chancellors:

Links of a Chain:

As outlined and stated time and time again, the active chapter is the basic unit of the fraternity, the links of a chain. The four delegates elect the Supreme Board of Chancellors from each active chapter at our annual Convention and sometimes at our annual Mid-year Convention. Elections take place at the International Executive Council (IEC) meetings. The wishes of the majority of active chapters determine the policies of the Supreme Board of Chancellors. Each chapter should ensure that it is represented at each Convention and Mid-year IEC, so that the chapter views may be understood. Prior to the IEC meeting, the chapter should discuss the issues they wish to raise or feel are going to be raised at the IEC meeting and instruct its delegates how they are to vote on these issues. Most chapters, however, due to the fact that many new issues are raised at each IEC, give their delegates the power to make their own decisions at the IEC.

Finances:

If the fraternity is to function properly and serve the individual chapters to the greatest degree, it must be properly financed. Each chapter of the fraternity should take a personal interest to see that their financial obligations (**taxes & scholarship contributions**) are sent in on time. If it were not for taxes and scholarship contributions, how else would the fraternity produce its Roster Books, Gleaming Eyes, as well as produce Brother of the Month certificates, Induction certificates, Roster Cards, and Fraternity Identification cards? How would the fraternity run leadership weekends, provide awards at Midyears and Conventions, present scholarships to its members, and run special fraternity events such as the Christmas Eve Billiards or Bowling Parties, and special sports tournaments if it were not for the financial obligations and duties of the chapters?

At each Convention, the Pastner Award is sent around the room where the Brothers take whatever money is in their pocket and donate it to the Rathblott Scholarship Fund in which many scholarships are given out during the following year. Chapters also announce in the front of the room how much their chapter will pledge to donate that year. The Supreme Exchequer of the fraternity will during the course of the year goes to each chapter and collects its pledge. There is no limit on how much one chapter can donate. A chapter can donate far beyond its pledge.

Annual Financial Obligations: *(An Example)*

- | | |
|----------------|---|
| 1. Chapter Tax | \$25 |
| 2. Brother Tax | \$1.25 per Brother per month (12 months total) |

- Note: If a Brother becomes inactive during the year, the chapter is still responsible for paying the taxes on the months that Brother was active.
 - Note: Chapters are not taxed for Brothers who are newly inducted during that year. This also means that newly inducted chapters are not responsible for taxes within the first fraternal year it is inducted in.
3. Induction Fees (new members) \$35.

Other Chapter Obligations

1. Register complete list of new members after each induction.
2. Forward complete list of new officers after each election.
3. Twice a year, send a complete list of active chapter members and pledge list with names, phone numbers, and addresses to the Master of the Rolls.
4. Forward news items for the Gleaming Eye periodically.
5. Send news announcements to local newspapers to credit your chapter and your Brothers.
6. Cooperate with all officers of the Supreme Board, all international committeemen, and Council Board members – fill requests as asked.
7. Send in the Monthly Activity Forms as required.
8. Provide Purple and White advertisement forms to all Brothers who desire to sell ads.
9. Have at least two Brothers fill out the Award Forms – Keep track of each and every activity your chapter performs with the number of brothers/pledges present with names, times, dates, description of activity, etc.

Why Parliamentary Procedure?

Now look, why all this nonsense about parliamentary procedure, main motions, quorum, etc.? Why can't we just get together and say what we think in plain English and get it over with? Why do we have to bother with this Brother Sigma Rho and Fellow Brothers stuff for?

This is probably the typical reaction of a new fraternity member to his first taste of parliamentary procedure. And to a great extent, he is probably right. Certainly we, as an organization of high school youth, don't need to be as stuffy and formal as the United Nations Assembly. But even a high school fraternity chapter, full of youthful exuberance and ingenious as its members are, will find that if it wants to get any work done at all, it will have to get some order and some pattern into its meetings. And that is the whole essence of this game called parliamentary procedure; let's talk one at a time! But if we agree to do that, then someone has got to say whose turn it is to speak, so we need a chairman. And there's no sense in Joe talking about having a party next week, and then Gary wanting to know where we can have the football game for our Inter-Fraternity game this weekend. We can only settle one matter at a time, so Gary's speech is out of order and so it goes. No matter how we try to avoid it, we gradually find that if we are going to exist and function as an organization, we must have rules of order and parliamentary procedure. If you don't believe that, try it at your next meeting. Don't have any presiding officer and let everyone talk about what he wants, when he wants. We're willing to bet that within half an hour, someone will say something similar to, "For crying out loud, let's quiet down and talk one at a time or we'll be here all night!"

Concerning Committees:

Standing Committees: These are appointed by the Sigma Rho and overseen by the Mu Rho. Each is concerned with a specific phase of fraternal activity, which affects the chapter over a long period of time. Being permanent, they have full opportunity to give deep study to the problems under their care so as to plan projects in their committee's field. At this point, we will discuss the standing committees in detail and contribute some ideas to them.

Executive Committee - consists of Sigma Rho, Mu Rho, Kappa Mu, Kappa Beta, Kappa Sigma, Kappa Alpha, and most recent past Sigma Rho if still an active Brother. This committee sets the agenda for the chapter before each meeting.

Sigma Committee - this is the social committee setting up parties, arranging transportation for chapter activities, as well as to other chapter activities, going to the movies, etc.

Alpha Committee - consists of Mu Rho, Kappa Alpha, and Mu Lambda. The Kappa Alpha is chairman of this committee, which audits the books every three (3) months.

Rho Committee - headed by the Rho Chairman, this committee is in charge of pledging high school men by teaching them the fraternity customs, history, awards, brotherhood, and any other information pertinent to the chapter. This committee shall use the program designed by the Sigma Alpha Rho Pledge Manual, which is the only approved program by the Supreme Board. The future of the chapter depends on this committee.

Inter-Chapter Relations Committee - ICR or road trip, as this committee is known, sees to it that the brothers of its chapter associates themselves with Brothers of other chapters via socials or athletic events with one another.

Jewish Affairs Committee - takes care of the religious aspects of the chapter, whether it be going to synagogue, having a Passover seder where each Brother brings dish of food, participating in a local Purim carnival, having a booth at the Israel Independence Day Parade, helping out at Super Sunday with raising money for Israel, acting as ushers and attending high holiday services, sponsoring an Oneg Shabbat, etc. The actual part that religion plays in a chapter is not at all times too evident. True, we have our opening prayer, or a recital of a passage of the Bible, but outside of this physical sign, we must have some deeper, more spiritual force, which serves as a drive behind the chapter. The preamble of our international constitution states, "We the Brothers of the Sigma Alpha Rho Fraternity, in order to form a more perfect fraternity, to establish brotherhood, sociability, honor, and clean living amongst the Jewish youth of our generation and our prosperity; to stimulate an awareness of the Jews' enviable heritage; to encourage the Jew's inherent right to live peacefully and honorably amongst his fellow men, do ordain and establish this constitution for the Sigma Alpha Rho Fraternity, International." Our fraternity was founded, based on Jewish principles, and thus Jewish affairs play an important part in the rise and fame of Sigma Alpha Rho. Obtain letters from your Temple stating the type of work you have done for them, the date, the number of Brothers participating, as well as the number of hours they worked. These letters will be helpful for your chapter applying for awards as well as sending copies to local newspapers for recognition. They can also be placed in chapter archives.

Athletic Committee - Sigma Alpha Rho chapters have well-rounded athletic programs to carry them through the fraternal year. For the most part, football, basketball, hockey is the main sports, but chapters can have had sports leagues in soccer, roller hockey, softball etc. Councils have run special programs giving points to chapters for different sports events culminating into a council award for athletics. Chapters have also participated in swimming, billiards, table tennis, tennis, and bowling. **There is no limit to what a chapter can do.** With a strong athletic program, the chapter becomes stronger due to the united spirit need for these activities.

Cultural Affairs Committee - This committee goes hand in hand with the Jewish Affairs Committee where one could see Purim or a Passover Seder as culture, but this committee goes much deeper. It can range from having that fun "Convention Magic Show" to anything in the world. It could be going to concerts, ballets, or operas. Again, there is no limit.

Community Service Committee - This is one of the foremost committees in the fraternity. Anti-fraternity agitation has been the greatest enemy to Sigma Alpha Rho and other organizations such as this one. We have survived in spite of it. Our survival and triumph has been due entirely to our fabulous record of community service. We have found that to combat misguided and antiquated ideas about so called useless teenage secret organizations, we had to find some activity which would better our public relations in the community. Thus, community service was instituted in SAR. We urge each chapter to utilize this committee to the greatest degree possible and then to write about it in the chapter publications as well as to local newspapers. At the 1942 Convention, SAR started its "Ambulance Fund," which saw the fraternity donate two U. S. Medical Corps ambulances. They were presented to the army at ceremonies in Philadelphia in April and in Washington in November, 1943. In 1953, the Philadelphia District Council raised nearly \$6000 for the Society for Crippled Children. That same year, the Metropolitan District Council distributed 5000 collection canisters for the New York City Cancer Committee. The Zeta Theta Chapter of Wilkes-Barre, PA, helped build a new community center with a \$1000 contribution. SAR held its Charity Ball in Atlantic City, NJ for three consecutive years with all proceeds going to the Betty Bacharach Home for Crippled Children. This institution dedicated a room in Sigma Alpha Rho's name. In 1956, the Alpha Theta chapter of Forest Hills, NY held a TAP dance. TAP stands for Teens against Polio. The amount of work that can be done in this field is truly unlimited. One could collect cans for the homeless, cook for the underprivileged, walk in a walk-a-thon, participate in a telethon, etc. Some of the activities given as examples are large events, but it does not have to be of this great magnitude. We are sure that with a little thought, you will be able to think of many more phases of community activity. Obtain letters of appreciation for all services you do in order to include them with the award forms. The feeling of pride and sense of accomplishment as well as the good you do is hard to describe, and the gratefulness of the charities and the recipients of their work are well worth your time and effort.

Newspaper - Printing a chapter newspaper should be a must for every chapter. The spirit of Brothers getting together in a united effort, as well as seeing the results of their work is one of the great rewards of being a Brother in Sigma Alpha Rho. Newspapers in SAR have always been the greatest form of communication between Brothers. Only through printing newspapers can the rest of your fraternity Brothers know what your chapter is doing, what new projects you have undertaken, or how your last athletic or community service project proceeded. A well-rounded chapter newspaper should include the following: the cover, dedication, credits, Sigma Rho's report, and editor's report, publicity for future affairs, chapter roster list, and reports on events your chapter partook in. However, these items only comprise a small part of your newspaper. Articles should be written by every active Brother on a topic he is capable of writing about. General sections such as politics, social problems, and sports are possible entries. Brothers should express their creativity in the newspapers. Original literary works should be encouraged. We caution each chapter to avoid the use of profanity. Although it is your constitutional right, if the wrong person was to obtain your paper, all of SAR would suffer. Our name is linked to each chapter, and each community is precious so that we may continue to spread our ideals. If the community has a stronger argument against SAR for foul language, everyone suffers. A newspaper that does not have profanity can be shown to parents for parent's affairs. In addition, SAR does not encourage copying outside material into the newspaper. This does little to advance the cause of the newspaper, which is to inform the Brothers of your chapter's activities and communicate the ideas of the chapter Brothers. In addition, the paper should be a chapter effort, not the effort of one or two men in the chapter. Newspapers should be mailed out to all Supreme Board members, council board members, and Sigma Rho's. A good chapter prints 5-6 newspapers a year with about 10 full packed pages of information.

Flyers - Many chapters, in addition to publishing chapter newspapers on a regular basis, publish flyers which are anywhere from 1-6 pages long and which are published between the issues of the newspapers. They may consist of certain activities that took place after the newspaper was distributed or may be specific flyers such as a Jewish Affairs flyer, concerning an approaching holiday. Frequently, chapters announce upcoming events that they run in the flyer as well as having a Sigma Rho's report and an Editor's report. All chapters can print flyers due to the fact that the cost of these is so low.

Rathblott Scholarship - Probably the finest statement, which can be said about SAR, is that we have the Irving Rathblott Memorial Scholarship Fund. You can read the story about this great Brother in the Purple and White yearbook. At every meeting, chapters collect donations in a Rathblott Can. Also, many chapters have their brothers' fines go into this can. At Convention, the money is counted up and presented to the fund. Also at Convention, Brothers who have applied to the Judicial Tribunal for scholarships are rewarded by collections in this fund, and is based on fraternal involvement, scholastic achievement, and financial need. Some chapters help to collect money by going around the neighborhood door to door. Others stand outside neighborhood restaurants, with the permission of the restaurant, collecting money for this great charity that helps to put our Brothers through college.

Scholastic Achievement - the chairman of this committee shall endeavor to promote better grades of all members of the chapter. This can be accomplished in many ways. Through the formation of a tutoring program, Brothers who are having difficulty in a specific subject or subjects can obtain tutoring from Brothers who excel in that particular subject. Many Brothers do not even desire to be involved in this committee, but once they understand the certain advantages imbued in this committee; they are more than willing to take part in it. Face the fact, everyone goes to school and some are better than others in some subjects. In today's world, for the most part, you need to go to college to make something of yourself. SAR provides the opportunity to do well in school so one can attain this goal. The Leonard Goldberg Memorial Award is offered by the international fraternity for the chapter with the highest combined scholastic average of its members. This award is based on the weighted cumulative average of the chapter for the year, as well as on their program of tutoring, articles in chapter newspapers, and vocational planning projects.

Alumni Relations Committee - this committee is responsible for the maintaining of chapter alumni rolls and with keeping in touch with the alumni of the chapter. Many chapters have active alumni groups, which meet on a regular basis. For example, the Theta Epsilon/Theta Iota chapters have a reunion every year. Others have maintained their contact with alumni through specific programs. For example, Epsilon has invited its alumni to election meetings each year. And each year, many alumni show up. Other chapters send out Alumni Newsletters to update their alumni on chapter status. Still others invite their alumni every so often to meetings and banquets that they run. It is true that there is an active alumni association, but it is every chapter's duty to send in the names, addresses, and phone numbers of Brothers who have graduated or other alumni they meet who may not already be on the alumni rolls.

Publicity Committee - the chairman of this committee is responsible for publicizing the activities of the chapter and its committees. If an event is coming up, the chairman contacts the local newspapers by mail, phone, fax, or modem describing the event, date, time, and place. It is important to note that it is the responsibility of every committee to conduct publicity. This committee, in essence, is a part of all committees.

Parental Relations Committee - It has been said, that to a great extent, Sigma Alpha Rho owes its growth and greatness to the parents of our members. Without the support and consent of our parents, the activities of our members would be limited quite a bit. With their support and sanction, our members are free to partake in the full array of activities, which Sigma Alpha Rho endorses. There are many fine examples of bettering our public relations with parents. The Alpha Pi chapter of Queens, NY, used to organize, as did the Philadelphia District Council Board, father and son breakfasts, bowling, and baseball games. The Theta Theta chapter elects a mom and pops of the year and gives the winning parent(s) a jeweled fraternity pin. All chapters have parent's affairs before the pledges get inducted. This is a meeting informing the parents of what SAR is about. Some chapters hold awards banquets where parents are invited to take part in the ceremonies and see their sons get awards. Other chapters send birthday, anniversary, and holiday cards to their parents.

Political Committee - Although many see this as unimportant, this committee can be a major asset. Politics is life whether you want to see it or not. What better way of promoting your chapter than to get an alumnus or parent elected to an office in perhaps the school board, local council, etc.? In fact, you have the largest political party in your school if you choose to have one of your Brothers run for student government. Really, what other group is as organized as yours?

Archives Committee - Many organizations have made the mistake of not keeping a record of their past history and growth. Sigma Alpha Rho and its chapters are not among these. The chapter archives chairman is entrusted with the job of keeping a perpetual record of the chapter's history. This is done through old minute's books, photographs, old newspapers and flyers, gavels, chapter banners, awards, etc. Usually the archives committee gives the archives of the year to an alumnus known as Keeper of the Archives.

Special Committees - On occasion, problems arise which require further study and more information than is presently available. When a motion is referred to a committee, the Sigma Rho appoints a Brother to find out the information required and report back. Other special committees include those that run major events such as dances, amusement parks, banquets, etc.

Awards:

The Fraternity gives out many awards that deal with these committees. Below is a listing of all of the fraternity awards that Brothers and chapters can win:

William Braude Memorial Award for Best Rho Program

Israel Margolis Memorial Award for Most Rathblott Contributions

Howard B. Pastor Memorial Award for Inter-Chapter Relations

Thomas Roberts Memorial Award for Mid-year Inter-Chapter Relations

Bernard Defren Memorial Award for Best Newspapers

Max Bogdanoff Memorial Award for Best Flyers

Saul Medoff Memorial Award for Jewish Affairs

David L. Rifkin Memorial Award for Cultural Affairs

War Memorial Award for Community Service (named after SAR's War Memorial in Fairmont Park, Philadelphia - see the Purple and White Yearbook)

Leonard Goldberg Memorial Award for Scholastic Achievement

Herbert Heft Memorial Award for Athletics

Edward Ross Abramson Memorial Award "Abbie" for Best Chapter

Harold J. Pastner Award for Most Improved Chapter

Jack Shapiro Memorial Award for General Chapter Improvement

Other awards given out include the following:

Merrill Breyer Memorial Award for Best Events

Jerry N. Krader Memorial Award for Brother of the Year

Jack R. Wallner Memorial Award for Alumnus of the Year

Oscar Spivack Memorial Award for Best Supreme Board Member

Nelson T. Hoffman Memorial Award given to the Incoming Supreme Exalted Ruler

Robert and Anna Weissman Memorial Award given to the parents of the Incoming Supreme Exalted Ruler

Leon S. Rosenthal Memorial Award given to a Brother that inducts a new chapter

Scholarships:

Then there are scholarships that the Judicial Tribunal of the fraternity awards. Some include the Irving Rathblott Memorial Scholarship Fund, Manuel Rockower Memorial Scholarship Fund (only given to Brothers of the Philadelphia District Council), David L. Rifkin Memorial Scholarship Fund, Past Supreme Exalted Rulers Scholarships, Jerry Krader Memorial Scholarship, and the Theta Epsilon/Theta Iota Scholarship (money donated by alumni of those two chapters) and the Harold "Whitey" Weissman.

Major Events

Many chapters frankly do not know how to run events properly. This manual addresses that concern and explains what to do. First, if your chapter plans to run an event, in order to get other chapters to go to your event, you really need to know Brothers in other chapters and the girls that go with them to the events. The only way to do this is to go to other chapter events you. Also, if you are running an event, it is usually open to the public. Depending on the event, one does not have to be in SAR to attend. In fact, if you are running a per capita event (one that costs per ticket such as a Sixers Game), you can invite people who are not even Jewish, as long as they will not cause any problem with the chapters present. Your task here is to propagate the good name of SAR. One misconception is that running an event is to make money. This is the farthest from the truth. It is great if your chapter makes money, but the most important aspect of the event is whether your guests have fun. The way we like to see an event, as being successful is if a lot of people attend, you can break even in costs, and everyone has a good time. If this happens then they will want to come back to another event by your chapter. This furthers the good name of your chapter and SAR to Brothers and non-brothers alike.

Let us look at it in the way of your chapter just making money. If your guests did not have a good time, then they will not be too willing to attend another of your chapter's events. In addition, they may not have too high of an opinion of SAR and even you. If a lot of people do not attend, it can still be fun, but if many attend, nine times out of ten, they will have a great time. Why? The answer lies in the attitude. With many people in attendance, your guests have a better chance of knowing more people, and therefore, may have a better time. Also, with more people, your guests can be more rowdy. This is great for a Sixers, Flyers, Phillies, or Wings Game. It is also outstanding for a fun experience on the bus. For event ideas see: <http://www.sarfraternity.org/eventideas.htm>

Should Every Chapter Run an Event?

No!!! Not every chapter should run an event. Some are not capable. Others just prefer to attend events. It is rare that a new chapter can run an event and be successful at it. One such occasion took place in 1994 with the Sigma chapter running a free social at a Brother's home. This enabled them to run a Globetrotters Game later that year and to further run another social, this time costing a few dollars. What happened? They acquired the reputation. Also, the Brothers went to Convention and Mid-year where they had the opportunity to meet many Brothers throughout the fraternity. They also had the privilege of organizing the first major affair of the year for free.

Dance:

Probably the biggest undertaking of any chapter is that of running a chapter dance. The number of hours spent in planning a chapter dance and the financial responsibilities of such a project make this chapter activity and committee one of the most important. For this reason, a chapter dance outline is listed below. If followed, this outline will help to insure that all items pertaining to a chapter dance are handled with excellent precision and the end result being a successful affair.

This is to serve as a guide.

1. Committee is appointed by Sigma Rho.
2. Committee meets and plans the following with chapter approval:
 - a. Choose a date. Once that date is chosen, the committee must contact the Keeper of the Calendar from the Supreme Board to verify that the sought date is available. To reserve the date on the official SAR calendar, the committee must send the required fee for that year. This guarantees that no other chapter can reserve that time-slot for that chapter's event on that particular date. The discretion of time-slots is up to the Supreme Board. If this is an annual function, have it on the usual date. See what other events are happening around the date you are considering for your dance. You don't want to put it between two events that are expensive which would cause people not to attend because they would not have the money for all the events.
 - b. Get a Disk jockey or band. Make sure that you have a decent variety of music that will attract the crowd you are inviting. Make sure the D. J. has other types of music available in case you see that people are not dancing. Also, book a hall which is appropriate for the affair.
 - c. Pick dance name. If it traditional, use the same name, such as Harvest Hop, Springtime Jubilee...for a formal affair, Annual Formal, Winter Formal, or Princess Ball; for a sport dance, names such as Pigskin Prom, Spring Swing, Cupid's Caper, or Winter Whirl are appropriate. Try to get a theme to the dance. A Halloween dance has costumes as its theme. A 1950's dance has leather jackets and t-shirts as its theme.
 - d. Have posters/flyers made and distributed in key youth spots. Try to use a computer for flyers. Put them up in such locations as the Jewish Community Center, local basketball courts, weight rooms, or at tennis courts. Do not forget that the best method is word of mouth. You may wish to bring flyers to other chapter events to distribute or visit another chapter to talk about the event. Visiting a chapter demonstrates that you want them to attend and you will go out of your way to attend their meeting in order to get them there.
 - e. Place announcements in local newspapers, both courtesy write-ups and paid advertisements as well as announcements on the local radio stations, or cable channels.
 - f. Have tickets printed and distributed with all information concerning date, place, time, price, and dress on them. If you are not using tickets, make sure you have some type of recognizable hand stamper to know who paid and who did not when they enter. You do not want to force your guests to stay in the dance if they want to go out for fresh air. A hand stamper takes care of this problem.
 - g. If an ad journal or calendar is planned, have ad blanks printed with the date of the dance on it, list the prices for 2 pages, full page, 1/2 page, 3/4 page, 1/4 page, 1/8 page, and patron (listing of name for a small fee). You may give a complimentary ad to the hall or Disk Jockey to obtain sound relations and a better price.
 - h. Send letters/flyers to parents, alumni, all types of board members, other chapters, sorority chapters, etc. inviting them to the dance. You may donate complimentary tickets to some of the board members. You may even tell a Sigma Rho that he and/or two of his friends can attend for free or for a discounted price if he can guarantee a

certain number from his chapter or area. You do not offer this deal to everyone - only to Brothers who have influence in their area.

- i. Have the dance programs/ad calendars/ad journals printed for presentation as couples enter the dance. Some dances may not have people coming as couples. Make sure you have enough of these present.
- j. Arrange for decorations appropriate for the name of the dance.
- k. A few days before the dance, check with the hall, band or D. J., and other entertainment as a matter of good public relations. You may have hired a photographer or rented a school bus for chapters that are too far away to secure rides.
- l. At some point during the dance, have the Sigma Rho or Dance Chairman Take the microphone and welcome everyone to the affair.
- m. Arrange to give prizes - maybe even door prizes. If you decide to have a 50/50 raffle or some type of raffle, announce the winner approximately a half hour before the end of the dance. For a costume party, you may even have best costume prize. For a Princess Ball, you may vote on who the prettiest girl is to become the Princess.
- n. Draw up a list of various jobs to be done at the dance and schedule different Brothers to take shifts for these jobs.
- o. Pledges should escort the people attending the dance to their tables, if tables are present. If they are, tables should be reserved for alumni, parents, and board members.
- p. Make sure that the chapter banner is hung up in a prominent place in the hall.
- q. After the affair, the hall, entertainment, security, and band/D. J. should be paid the balance of their fee.
- r. Prepare a write-up for the local newspapers immediately following the dance. Name the place, entertainers, prizewinners, and the committee. **DON'T PUT THIS OFF!!!**
- s. A full report of the dance should be read at the next chapter meeting with criticisms recorded for future correction.

Banquet:

Whether you are planning a Father and Son Breakfast, a Parents' Day Affair Luncheon, or a Chapter Awards Dinner, the following rules of procedure still apply:

1. Committee is appointed by the Sigma Rho.
2. A restaurant is found at least a month and a half in advance
3. Price, date, time, guests, speaker or speakers are determined. Members of the committee are appointed to arrange various aspects of the affair. If awards are to be distributed, intersperse them between these major steps listed below. Some chapters have gigantic plaques that they engrave annually. Others give out trophies.
4. A banquet program as follows is drawn up with responsibilities allotted and a written agenda prepared for disbursement:
 - a. Chairman welcomes everyone
 - b. Invocation
 - c. Dinner
 - d. Short talk by Sigma Rho and maybe Mu Rho with a report on chapter activities
 - e. Awards would be given out from this step until the last step.
 - f. Introduction of guest speaker - always state who the person is with title and past accomplishments
 - g. Guest Speaker(s)
 - h. Talk by Board Member(s) of activities on an international level
 - i. Thank guest speaker(s)
 - j. Close with "Brothers All"
5. Make sure you take plenty of pictures for archives and for the Brothers to take with them for their personal memories.
6. Make sure that the local press receives an account of the affair. A picture of the head table may be of some interest to go along with this. Fax them the information, write to them, and/or call them about it.
7. Assign a Brother to write about this event for your chapter newspaper.
8. An evaluation of the affair at the next chapter meeting is appropriate. A letter of thanks should be sent out to the guest speaker(s) including board members.

To organize a banquet is a real challenge to chapters. The above outline should be helpful, but don't let a few hog the floor. Spread out your duties and more duties will be done effectively.

- Note: A pledge or brother parent's affair does not have to be a major event such as this. All that is needed is one guest speaker, donuts or bagels, and coffee.

****Important**** for this or any event, it is important to get an RSVP from those invited. Sometimes payment in advance is a good idea. You need to have some money to work with to pay deposits. Most importantly, you must speak in person with your guest speakers before the event itself to let them know what you have in mind.

Amusement Park:

This is fairly easy to run if you do it the correct way. Many of the aspects of the dance are similar to this.

1. Figure out a date to have it and a rain date just in case. Make sure that the date is not close to other expensive events. This event may become quite expensive.
2. Call around to different school bus companies getting prices. Call them back to have them match one of the cheaper prices. Book the bus for approximately 10 hours. Within those hours, you have to include driving time and pick up points. Some bus companies also charge by the distance - Be careful!!!
3. Get a reasonable amount of tickets in advance from the amusement park. Some parks give special deals besides the group rate if you get the tickets soon enough. The park may try to get you to pay more money by offering a safari or a catered lunch for a few dollars more. Don't be fooled by this! Most of your guests do not want to be pinned down by certain times for lunch, dinner, etc. Many won't want to go through a safari. If you do choose to have everyone meet for lunch, let them spend their own money, don't charge more for the ticket and do not offer the meal to them. Just ask as many people as possible to meet at a central location - particularly a restaurant in the park - at a certain time. Also, sign contracts with the park if necessary.
4. You may have to borrow money to buy the tickets from your chapter's parents. It takes money to make money. Any money you make, you can put back into the chapter by printing newspapers and flyers and mailing them out or buying chapter awards, banner, gavel, minute's book, etc. The good part of borrowing from your parents is that you will work zealously selling the tickets so your parents do not lose money. Do not scalp the tickets if you have too many. The park will buy back the tickets from you. Make sure you have this option before you purchase the tickets. Also, do not give out the tickets to people who buy them before the day of the event. Hold onto the tickets and give them out when you arrive at the park as your guests get off the bus. It is not good to require Brothers to sell a certain amount of tickets. You can encourage them, but some may be better at it than others.
5. Make flyers to send to fraternity and sorority chapters. Tell your friends about it. They do not have to be Jewish to attend this event. Send flyers to board members. Put flyers up in youth locations such as at tennis courts, basketball courts, weight rooms, etc.
6. Do not overcharge the tickets. The lower the price, the more people will attend. Figure out a reasonable rate for bus and ticket. Only offer the bus and ticket rate together unless there are special circumstances with certain people. Perhaps offer an early price and then a late price such as \$22 up to a certain date and \$25 after or \$22 up to the day before and \$25 at the bus. Make sure you have lists of people who already paid to know who can get on the bus and who still owes money.
7. Remember to announce that your guests must be back at the bus at a certain time. Make it twenty to thirty minutes before you really have to go. There may always be straddles and you do not want to have to pay for an extra hour for the bus. Get a head count before and after so you don't leave anyone behind.

8. Collect a tip from everyone on the way home for the bus driver. The driver had to put up with all of you, pay the driver a good tip. If he enjoyed your company and you liked him, make sure you get his name for the next time you run a trip, you can request him if you use the same bus company. It may be a good idea to use the same bus company if they are reliable and cheap. You therefore build a relationship with that company and it may always give you the cheapest possible rate.
9. Do not allow people to get up and down while the bus is in motion. Do not allow them to scream. Do not allow them to throw things out the window or even to yell out the window. All of these inappropriate actions have caused trouble in the past between the chapter running the event and the bus company. Very Important - Make sure no one brings alcohol or fireworks onto the bus!

*** If you are running a Dance, Sports Night, Movie Night, Hayride, etc., it may be a good idea to have another chapter from a different area run the bus in cooperation with your chapter. Have one of your Brothers also go on the bus to take a head count so you can properly divide up the profit.

*** If you run a Hayride, concentrate first in getting the girls to go and then the guys will automatically want to go. The opposite is usually true for a sports event such as a Phillies or Yankees Game where you concentrate on getting the guys to go and the girls will follow.

Sports Event:

This is also a very easy event to run whether it is Baseball, Basketball, Indoor Box Lacrosse, etc.

1. Get group rate tickets. When you get the tickets, make sure the stadium electronically announces your group's name. This is good for public relations. Also, sign contracts if necessary.
2. Book the bus in the same way that you booked it for the amusement park, but for fewer hours.
3. Advertise in the same way as you did with the amusement park.
4. Collect a tip for the bus driver and get the bus driver's name if he or she was good. Don't allow people to be too rowdy on the bus by standing up, throwing things out the window, etc.
5. Make sure you get a head count, so you don't leave anyone behind.

*** On all flyers for all events, list times leaving and returning.

*** Remember that distance chapters can still run events, but must not rely on the chapters to attend because of the traveling. These chapters must make sure that they get enough support from their friends at school.

Scavenger Hunt:

If a chapter runs a Scavenger Hunt, make sure there are enough drivers. Each participant pays a certain amount of money, and the chapter keeps half while the winners in the car divide up the other half of the money. The chapter running the event must have obtainable objects to get with a point system that adds up so you know who won. Do not have the drivers travel to far off places. Advertise as usual with flyers and word of mouth. Announce to everyone at the start that they must be back with their collections by a certain time. Do not allow anyone to steal anything.

Camping in the Woods, Ski Trip, and Skirmish:

If one runs a camping in the woods, ski trip, or skirmish, follow the same rules as the other events. Just remember that everything requires proper planning to generate success.

Ad Calendar or Ad Book:

In this day and age with computers, producing an ad calendar is no longer difficult. Brothers can print up the ads and calendar on their own computers, deliver it to a printer, buy paper, and it won't cost too much. Do not order too many copies. You may sell the calendars at Mid-year or Convention for a few dollars.

1. Have Brothers willing to call up other chapters to sell them ads.
2. Have Brothers willing to walk around to local businesses to sell ads to them (Large businesses and franchises usually don't buy ads).
3. Go to a number of printers to get prices.
4. Buy the correct sized paper and bring it to the printer.
5. Have the calendar and/or ads ready for print. Make sure pictures, if included, are half-toned properly. If the printer is setting up the pages by computer himself, make sure that you see a proof before it is printed. Use extra space within calendar itself to promote SAR events like mid- year by stating, "Register for Midyear" or the Billiards Party by saying, "Buy Billiards Tickets." Use this idea with other known events.
6. Give complimentary ad books/calendars to those who bought ads, all chapter brothers, Supreme Board, and Council Board.
7. Sell calendars cheaply. You already made money with the ads, so your goal is to have as many people receive the calendar as possible.
8. Make sure plenty of information is available about your chapter by advertisement or story in the publication produced.

Fund Raisers:

Fund raisers could be garage sales, flea market sales, car washes, snow shoveling, etc. One car wash run years ago was a topless car wash where girls in bikinis holding a sign stating topless car wash were out on the main road pointing to a side street. When the cars arrived, the guys of the chapter were topless. Many of the drivers loved the sort of joke it became and waited in line for blocks to get their car washed. Fund raisers can be added to the committee list. You always need to make money somehow. They can be major chapter events. One such event is a Super Bowl Sunday Hoagie Sale in which Brothers of the chapter go out to sell hoagies a week earlier.

Plan of Action in the Event of Anti-Fraternity Agitation in your Community:

One of the most pressing problems that we of the fraternity world have been faced with in recent years has been the strong anti-fraternity feeling that has been stirred up by many so-called "righteous reformers." This attitude is like a cancer eating away at our very existence. You are all familiar with their old story, "Membership in such organizations is undemocratic, also detrimental to the welfare of the community and harmful to the character of the individuals involved." It is an old story, much fancier than fact, but the fact remains that we are being harmed by such remarks because some people believe what is being said against us. Some high schools have forbidden their students from showing up in fraternity letters. Other youth groups espouse that fraternity's drink, take drugs, and party all the time. None of this is true in Sigma Alpha Rho. Alcohol and Drugs are forbidden by our constitution. Many youth groups say this because they need to use something against our organization to promote their own. Additionally, many outsiders think that we haze and do harm to pledges, which is also untrue. The object of this bulletin, then, is to try to answer these, our critics, in the only way possible, and that is TO PROVE THAT WE DO BELONG IN THE LIFE OF OUR COMMUNITIES!

One of the biggest obstacles in the past has been the lack of knowledge concerning what we do, who to contact, etc., when trouble arose in a community, and it has caused many problems to good chapters. The way to combat this agitation is to be prepared for it. The most effective method of nipping criticism in the bud is to stop it before it starts. This may be done by various means involving civic, charitable, religious, and athletic endeavors in your home community. Civic endeavors might include community service we have been talking about. Charitable organizations are endlessly and nearly always looking for volunteer workers. For example, SAR has walked for the March of Dimes, collected money for cancer, and tuberculosis, etc. For religion, the more the synagogues see you do, the more they will stand behind you. Similarly, the more athletics you do, others will hear about it and talk about the good aspects of SAR. Finally, chapters must express their activities to the local newspapers and get recognition for their accomplishments. This will prove that SAR Fraternity is about community service, charity, religion and athletics.

The main point of this is to get out and LET PEOPLE KNOW WHAT YOU ARE DOING. Why keep it a secret? You are not trying to prove what a good Brother you are to your fellow Brothers. They already know that. It is the people in the community you need to impress. This is why we have a community service award in each council and from the Supreme Board. "Easier said than done," you say? Not really! The newspapers are only too happy to get news pertaining to groups that are aiding the community. Put yourself in the public's eye. Don't let them forget your existence. SAR has special news release forms that you can obtain to use.

Another point to remember is this - your parents should be standing behind you and your ideals, which should include your fraternity's ideals. If your parents are behind you and your fraternity, then there is very little chance of you ever having to worry about anti-fraternity trouble. An irate and indignant parent can swing a tremendous amount of weight in the community, the P.T.A., and even on the local school board.

A very good argument to use is this: It is the right of every citizen in a democracy to choose his friends and organizations, of his own free will, according to his particular likes and dislikes, without having his thoughts and ideas dictated to him by any individual or Group of individuals.

One more point, KEEP YOUR FRATERNITY OUT OF THE SCHOOLS. School officials often claim that fraternities draw upon their membership from the student bodies, but, like any other group, SAR has qualifications for membership such as religion, sex, and age. For us, it is great to wear SAR jerseys, jackets, etc. and, it is important to put up flyers about your upcoming fraternity events, but it is only acceptable if the school lets you. If it does not, there are community service steps to take that can alleviate this problem in the near future.

In the event that anti-fraternity agitation does arise, an attempt should first be made to handle the situation locally. Organize a meeting with the parents, alumni, etc. to deal with the situation. Let the Supreme Board know of what is going on. Stress to the agitators that the members of the chapter are of the community with their parents' consent and are not in any particular school. The members may be attending local schools, but the qualification is not that they attend that school, but rather, that this is a youth group just like any other. If all else fails let the Supreme Board handle it. They have the knowledge and the experience in dealing with these types of situations.

Optional Program Calendar for the Fraternal Year:

Introduction:

It is advised that your chapter executive board prepare during the summer a monthly calendar of fraternity activities for the coming fraternal year. There are two main advantages to this program.

1. The chapter is aware of future events and therefore can plan in advance for them.
2. The chapter is aware of slack periods in their schedule and therefore activities can be stimulated for these periods.

The Sigma Rho will be greatly aided in his committee appointments. Less duplication of committee members and more opportunity for all should be the end result.

Below, you will see an optional calendar, which is merely used, as suggestions. Described below. This calendar will address all of these categories and will potentially lead from one to the other catapulting the chapter into an Abbie potential. Then, we will talk about how a chapter can get pledges with a script designed to do so. We will also talk about problems and how to resolve them after the calendar.

It is important that we mention that some chapters are more athletic than others and may spend more time in athletics than other chapters in the same category. There is nothing wrong with this. As we have discussed before, not every chapter should run a major event.

September -

1. Send chapter list to Master of the Rolls
2. Send list containing names, addresses, and phone numbers of chapter officers to entire Supreme Board and council board officers
3. Rho committee starts pitch and pledge class
4. Have first major event or begin to plan it
5. Meet once a week in meeting - follow through all year
6. Attend opening fraternal events
7. Have a weekly chapter events
8. Attend services for high holidays
9. Produce Newspaper
10. Participate in Fraternity Sports League
11. Plan ICR Trip with chapters you met at Convention including out of state chapters

October-

1. Have first or second major event - If the event was already run, capitalize on it by promoting it to the local newspapers
2. Attend other chapter events
3. Participate in sports league
4. Attend event for Halloween
5. Continue working on pledge class
6. Work on committees - especially athletics and community service
7. Have chapter events
8. Attend any holiday events
9. Travel for ICR preferably with chapter from out of state
10. Travel for ICR within the state and council
11. Have social with sorority
12. Publish second newspaper

November -

1. Send out flyer
2. Plan for Chanukah and New Year's Eve Party
3. Continue pledge class
4. Finish first sports league and start second
5. Go to other chapter events/ pay for Mid-year
6. Continue working for committees
7. Produce third newspaper
8. Plan, publicize and run major event
9. Plan a gift giving for Chanukah party
10. Collect canned goods for homeless for Thanksgiving
11. Travel through ICR

December -

1. Start getting people excited about and paying for Mid-year
2. Attend December 24th SAR party
3. Induct first pledge class
4. Talk to new Brothers about bid names and compile a list
5. Continue working on committees - have fourth edition newspapers ready for December 24th party
6. Attend other chapter events
7. Have social with sorority and other girls in the area
8. Run Chanukah party (Invite other chapters)
9. Run New Year's Eve party

January -

1. Get Brothers and girls psyched for Mid-year
2. Attend other chapter events - follow through all year
3. Produce fifth newspaper
4. Run Super Bowl Hoagie Sale as fund raiser
5. Have ICR event
6. Keep meeting and having socials, athletics, and work on all committees
7. Rho committee should start next pitch and pledge class
8. Send out flyers
9. Have Super Bowl Party
10. Run community service event

February -

1. Go to Mid-year
2. Talk to other chapters at Mid-year, setting up ICR's
3. Continue having chapter socials
4. Continue chapter committees
5. Make sure sixth edition newspapers and chapter jerseys are ready for Mid-year
6. Plan for Purim Carnival - to have a booth
7. Continue training pledges
8. Have pledges attend Mid-year
9. Have sports event
10. Run Major Event

March -

1. Have ICR's with other chapters
2. Prepare flyer and mail it out
3. Continue having chapter socials
4. Continue attending other chapter events
5. Begin to plan for Passover Seder
6. Induct pledges or get them ready for induction in April
7. Produce seventh edition newspaper
8. Have community service event
9. Have social event with girls chapter met at Mid-year
10. Run Major Event

April -

1. Plan a specific fund raiser and community service
2. Continue participating with other chapter events
3. Continue chapter socials/athletics
4. Look over the year up to this point, address an area that has been neglected and do something different that you have not done before - perhaps a Parents Affair for the Brothers
5. Collect bid names from new Brothers for third pledge class
6. Rho committee should start next pitch and pledge class
7. Have eighth edition newspaper ready to mail out
8. Run Major Event
9. Run Passover Seder

May -

1. Have major event
2. Continue participating with other chapter events
3. Continue chapter athletics/socials
4. Continue pledge class
5. Work on committees
6. Plan awards dinner
7. Psyche up Brothers and girls for Convention
8. Produce ninth newspaper
9. Send out flyer
10. Brothers should sell ads for Purple and White Yearbook if not done already
11. Run community service event
12. Brothers should begin to pay for Convention if not done already

June -

1. Have awards dinner
2. Continue participating with other chapter events
3. Continue athletics/socials - finish sports leagues
4. Induct pledge classes - get bid names for next year
5. Finish up year's work on committees
6. Register more Brothers and girls for Convention if not already registered
7. Have tenth newspapers ready to be mailed
8. Have elections
9. Attend Closing Weekend
10. Run major event

Chapters during the summer frequently have Brothers who go away. For this reason, mandatory attendance at meetings is lifted for these few months. The chapter should try to attend other events and have its own socials to the best of its ability. This keeps the Brothers together and unified.

July -

1. Have socials
2. Attend other chapter events
3. Maintain fraternity contacts
4. Do a community service or fund raiser if plausible
5. Register Brothers and girls for Convention if not already registered
6. Work on newspaper for Convention
7. Continue collecting bid names for next year's pledge class

August -

1. Attend Convention
2. Start planning for next year
3. Work on bid names for September pledge class
4. Continue socials
5. Finish newspaper for distribution at Convention

PITCH CALLS:

Not covered by the pledge program is the pitch calls section. First, all Brothers are responsible for getting new guys to pledge the chapter, not just the Rho committee. Some chapters have sent successful letters in the past, but more recently, the best approach has been pitch calls, if the Brothers do not know guys in school whom they can convince to come to a meeting. If at all possible, Brothers should try to contact bids at school so they do not have to go through as many pitch calls, but pitch calls are necessary nevertheless.

Objective: The only objective of a pitch call is to persuade a Jewish male of high school age, here on called a respondent, to come to a meeting to see what SAR is all about.

New Chapters

New chapters must not be taken lightly. These chapters are very delicate in their stage of development and constantly need supervision by an alumnus or board member. Eventually, these chapters will be able to go on their own, but can not be expected to do extremely well, unless their training before and after pledging is superb.

New chapters continually feel isolated because they are new and often young. Older chapters should intentionally go out of their way to make these newer chapters feel at home and not isolated!

