

FROM FRIENDS TO FRATERS

STARTING A CHAPTER OF TAU DELTA PHI

TAU DELTA PHI FRATERNITY
EXCEPTIONAL DIRECTION, DYNAMIC PURPOSE.

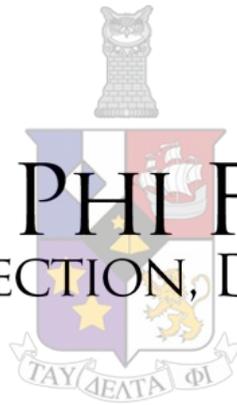




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Introduction

In Tau Delta Phi's long history spanning into the 21st century, the Fraternity has seen tremendous changes in the fraternity world. These changes have caused Tau Delta Phi to reevaluate the way it does business, the way we conduct our Colony Development Program, and the way we expect our chapters to operate once they have become fully chartered chapters.

The ways Tau Delta Phi ensures this success are outlined within this manual, but the principles behind what we do are based on some very simple beliefs that our Fraternity leadership considers as central to achieving our goals:

- Frequent visitations by National Office staff makes for a successful chapter
- Local alumni must participate in all aspects of Fraternity involvement
- Good relationship with the campus community yields chapter success

Tau Delta Phi realizes the necessity for strong fraternal values to educate and influence the future leaders of our local, regional and national community. Tau Delta Phi has committed itself to being part of the solution, and is emboldened to share its values among men who commit to embody them. Tau Delta Phi commits itself to supporting fully the development and maintenance of our chapters, our brothers both alumni and undergraduate, and the communities in which they exist. It is on this basis that Tau Delta Phi wishes to establish and develop new chapters. These chapters are college-centered and provide social learning communities that are conducive as a basis for retention and graduation. We wish to help our members understand and facilitate building the university community so that they may become the next generation of leaders.



Quick Facts

National Fraternity

- Tau Delta Phi was founded in 1910 as a high school fraternity named Phi Sigma Beta.
- Tau Delta Phi become a collegiate fraternity at City College of New York, New York College of Dentistry, and New York University in 1914, and was incorporated in 1916.
- Tau Delta Phi became a member of the North American Inter-Fraternity Conference in 1922.
- The Fraternity is governed by its Grand Chapter, which meets in the National Convention every two years. The Grand Chapter is made up of delegates from the undergraduate chapters, chartered alumni associations, and the Executive Council.
- In-between Conventions, the Executive Council comprised of the Board of Directors and elected Grand Officers governs the Fraternity.
- The Fraternity has two publications available for its members: *The Pyramid – The Magazine of Tau Delta Phi* and *The Polaris: The Administrative Guide of Tau Delta Phi Fraternity*.
- Tau Delta Phi was one of the first ethnic fraternities to become non-sectarian.

Member Services

- Tau Delta Phi has an Education Foundation that is a 501(C)3 charitable organization founded in 1945. It offers scholarships to the membership and to various non-members, and also supports the educational goals of the Fraternity.
- Tau Delta Phi owns a housing Management Company, which is controlled by the National Fraternity and oversees the individual chapter housing corporations.
- Tau Delta Phi is committed to servicing every chapter; each chapter receives a visit by the Grand Consul once per academic year. In addition, each chapter receives a visit by a National Office staff member once per year. This policy applies to every colony upon the completion of their program
- Tau Delta Phi covers its National Officers, Chapters/Colonies, Fraternity owned residences, and host institutions with a \$2,000,000 aggregate liability insurance policy.



Quick Facts

Conferences

- The Pyramid Leadership Institute is held annually at one of the campuses where Tau Delta Phi has an active chapter and is sponsored by the Executive Council. Subjects discussed can include: hazing prevention, alcohol awareness, educational responsibility, time management, and recruitment.
- The Fraternity holds a Grand Chapter meeting annually, where all brothers are invited to discuss the operations and outcomes for the Fraternity.
- Tau Delta Phi sponsors scholarships for members to attend regional leadership conferences, such as the Northeast Greek Leadership Association (NGLA) Conference.

Host Institution Offerings

- \$2,000,000 aggregate liability insurance coverage protects our host institutions.
- National Officers meet with Greek Life staff on campus routinely and as requested.
- Tau Delta Phi believes that a good chapter is only predicated by an outstanding Greek system. Therefore, Tau Delta Phi will perform educational sessions for the benefit of the entire Greek community on subjects such as hazing, Fraternity/Sorority Ritual & Pride, recruitment, alcohol responsibility, and risk management if the host institution should want us to facilitate them.

Expansion

- Tau Delta Phi has dedicated expansion teams that run National expansion initiatives. The Executive Director and Chapter Consultant include themselves in all expansion programs.
- A team visits each colony three times a semester (minimum), and runs the Colony Program for each new member class until the Colony is chartered (the expansion team also runs every initiation until the chartering).
- The expansion team interviews area alumni for alumni advisor positions, and maintains constant contact with the campus community.



History

Maxwell Goldman, Gustave Scheib and several other teenage high school friends decided to form a fraternity. Phi Sigma Beta was thus formed on June 22, 1910 at the Greenwich Village Community Center in New York City. These young men were seemingly unaware of the impact of their actions, as well as the odyssey that was to follow. The following year Maxime Klaye and Samuel Klaye (biological brothers) were initiated. Growing up in the "teens," they became imbued with the spirit and mode of dress of the time, the "Hi" boy. This spirit contributed to the name being changed to Sigma Phi. At this time, members were students attending either the High School of Commerce or DeWitts Clinton High School.

The group continued to expand. They initiated Alexander B. Siegel, Leo Epstein and Benjamin Gray. Naturally, when the entire group was about to graduate from high school, their thoughts turned to college. Alexander Siegel went to the City College of New York (CCNY), while Maxime Klaye, Samuel Klaye, Benjamin Gray, and Maxwell Goldman attended New York University. Gustave Scheib and Leo Epstein headed for the New York College of



Dentistry. The first college men, Milton J. Goodfriend and Maximilian Coyne, freshman at CCNY, were initiated in July of 1914. Thus, from these founders, the base of the Fraternity was formed. In the summer of 1914, the new name, Tau Delta Phi, and the original Fraternity Ritual were adopted.

One fall day at CCNY, three young freshmen placed pledge buttons on their lapels and boldly walked up to the Lincoln Corridor and took possession of a bench. Thus Alpha came to CCNY. The two men at the New York College of Dentistry also

proclaimed themselves as TauDelts of Beta Chapter. Meanwhile, four men at New York University showed their mettle and determination by placing pledge buttons on their lapels and congregating in a corner of a corridor each day. In this spirit, Gamma Chapter was launched on its long voyage. The pledge buttons were soon replaced with the Tau Delta Phi badge.

After a short time, the pledge pins were replaced by the Tau Delta Phi badge, and progress began. The boundless spirit and the idealistic dreams of these founding fathers energized the birth and development of the fraternity. They truly harbored that spirit of friendship that impelled them to live together and for one another, and the determination to perpetuate their own friendship and ideals in a lasting fraternity. Their dreams have been



translated into reality during the passing years. Yet, had the ideals animating them been less strong, the fraternity could never have survived the trials and tribulations which were faced and overcome during the early years.

“The ideals of friendship as put into practice by fraternities at that time were known to many of us. When we examined the relationship that existed between us, we realized that we were in effect a fraternity, bound together by bonds of friendship and the desire to help one another in every way possible. Inasmuch as we were a fraternity in fact, we decided to become a fraternity in name.”

Maxwell Goldman, Tau Delta Phi Founder, *The Pyramid* 1960

Stone by stone the Pyramid grew—new men were pledged and initiated: at Alpha, Ben Berg, Jack Tang, Ben Pollack Harold Weinberg, Sid Goodfriend, Al Cornhall, Murray Feinberg, Leo Lehrman, George Cohen, George Feigin; at Gamma, Morris Goldstein, Al Baris. Mac Nides, Marcy Blinken, Herman Baskin. A floor in a brownstone house on 137th Street, near City College, was rented.

This first House was shared by Alpha and Gamma. During these

early years of its existence, there was little distinction between the chapters of the fraternity, as such. All affairs were planned and participated in by all of the fraters. Expansion proceeded in due course: In 1916, Delta at Columbia University was added to the chapter roll; in 1917, Epsilon at Boston University; in 1918, Zeta at Harvard; in 1919, Eta at Massachusetts Institute of Technology. Scholastic awards were instituted; the Convention Key was originated; the ritual was perfected; fraternity government, changing from time to time, finally tended to crystallize.

Today our Pyramid stands as strong as ever, poised for growth. Since the 100th Anniversary in 2010, the Fraternity has adopted an educational program call the Enlightened Gentleman’s Program and developed an annual leadership conference for all undergraduate members, the Pyramid Leadership Institute. Supported by the Grand Chapter, the Executive Council has begun an aggressive internal and external growth plan and hired staff to work with volunteers on each expansion project. The National Office has re-opened and operates with a paid Executive Director and a Chapter Consultant. Working with the Executive Council, the National Office provides the daily operational needs for the chapters and developing colonies, and works to provide proactive programming for its undergraduate and alumni members. Well into the second century, we can certainly say It’s Great to be a Tau Delt!



Mission & Core Values

Our Creed

We the Brothers of Tau Delta Phi believe that... “Tau Delta Phi is a way of life. It is a way of life deeply concerned with the growth and development of the individual. It is a way of life which seeks to develop personality, promote mutual understanding, and provide a college home. It is a way of life which encourages better scholarship, broadens outside interests, and builds social poise. It is a way of life which promotes moral and social culture and establishes confidence and friendly relations in matters of common interest. It is a way of life which recognizes the need for mutual assistance in the honorable labors and aspirations of life. It is a way of life which is pledged to cultivation of the intellect, unsullied friendship, and unfaltering fidelity.”

~ Frater Michael M. Rudner, Tau Gamma'1951

Our Vision

Tau Delta Phi Fraternity develops a brotherhood of exemplary leaders whose character and reputation earn respect and uncommon admiration.

Our Mission

Tau Delta Phi's ritual is the guiding light which leads our men toward success.

Tau Delta Phi Fraternity is a commitment that encourages academic excellence, fosters good moral decisions, and enhances the ideals of brotherhood through the holistic development of its undergraduate and alumni members. Our relationship with our campus partners and society affords us the opportunity to discover men of character and develop the standard of tomorrow's leaders.

Our Public Motto

“He Shall Not Want, As Long As I Breathe, For He is My Brother”



Insignia & Traditions

Tau Delta Phi has several proud traditions and insignia that have been established over our almost 100 years of existence.



The **Coat-of-Arms** is the physical representation of the ideas and ideals of the Fraternity. Permission to use this is granted to all members of the Fraternity, and can be represented on jewelry and stationary.



The **Great Seal of the Fraternity** is used only by the Executive Council and Grand Chapter. It is placed on all official Fraternity documents and on all legal paperwork. It is never used as a decoration. Only the Grand Consul or Grand Scribe may affix the Great Seal onto official paperwork. For the purpose of the Ritual, the chapter may have a portrait of the Seal hanging in the chapter residence.



The **Fraternity Flag** is permitted to be used by all chapters and by the General Fraternity. The flag is divided diagonally so that the top triangle is white (with blue lettering) and the bottom triangle is blue (with white lettering).



The **Banner** of each chapter is made out of felt. The banner has a blue background with the coat of arms in the center, Tau Delta Phi written in old English lettering above it and the chapter designation in the lower right hand corner.



The **Convention Key** is the highest award given to any Frater in Tau Delta Phi. The Convention Key was designed by Simon A. Levinson, Alpha'18, for the purpose of making a watch charm for himself. Shortly after the creation of the key, an Alpha Frater, Joseph Aronstram, was to leave New York and return to his home in Michigan. A banquet was arranged in Aronstram's honor, and the committee forming the banquet wanted to present him with a suitable gift.

Levinson recommended the watch charm he had created. Shortly after, the National Fraternity agreed that the Convention Key should be used as the highest award that any Frater may receive in the Fraternity. It is bestowed for meritorious service and self-sacrifice to Tau Delta Phi.



Insignia & Traditions

The **Recognition Pin** is worn on the left collar and only brothers may wear the pin. It is evidence, besides the badge, of Fraternity membership.



The **Badge of Tau Delta Phi Fraternity** is evidence of membership for an individual. It should only be used for the purposes specified in the Tau Delta Phi Bylaws. It must be worn when appropriately dressed in either a dress shirt or sweater. It may not be worn on t-shirts, jerseys, etc. It is always worn on the shirt (never on the suit jacket) over the position of the heart. The badge is adorned with sixteen pearls and four blue sapphires.



The **Pledge Pin**, also known as the Alpha Pin, is only to be worn by pledge members of Tau Delta Phi Fraternity. The pin should be worn on the left collar of the shirt (or on the left hand collar area of the shirt if there is no collar). It should only be used during the new member education period, and should not be used after initiation.



The **Parents Pin** is worn on the left hand collar of the shirt. It may also be worn over the heart. It is presented to parents of initiated fraters.



The **Fraternity flower** is the White Chrysanthemum. It is worn on special occasions such as at a Pyramid Ball. It is worn on the left hand lapel of the suit. Further, chrysanthemums are given to the pinned sweetheart during the pinning ceremony.

The Grand Consul's symbol consists of the crest of the coat-of-arms containing the Greek letter LAMBDA with a star in the upper point, woven into the rook, the Motto, Tau Delta Phi in Greek appears below the crest. Right to wear or use this symbol is granted to all Grand Consuls (Past and Present) of the Fraternity.

The Grand Officers' Insignia crest of coat-of-arms, and the motto of the crest appearing beneath base of crest. Right to wear and use this insignia is granted to all Grand Officers (Past and Present) of the Fraternity.

A **Pyramid Ball** is the name for a formal or semi-formal that the individual chapter or the National Fraternity holds for its brothers.

Insignia & Traditions

Tau Delt is the nickname for a brother of Tau Delta Phi Fraternity.

Frater is the name for a brother of Tau Delta Phi.

Chapter Designations are created as follows: The Greek Alphabet, alpha through omega was used for the first set of chapters. After that, the first letter of the Fraternity's name (Tau) was combined with a Greek letter to form the designation. Currently, we are on the second letter of the Fraternity's name (Delta) which is also combined with a Greek letter to give the chapter designation. When a chapter becomes inactive, its designation remains in place to be given to another group of men to start the chapter up again at that school.

The **Consul's Chair** is a chair, created and decorated by the chapter that ONLY the Consul, all past consuls, Graduate Chapter Consuls, and the Grand Consul may sit in. Its purpose is to show respect for the leadership of the Fraternity. Various chapters/colonies decorate their chair in different ways.

The **Membership Certificate** is a part of the new initiate's initiation package. It is a certificate that identifies the candidate as having been granted membership in the Tau Delta Phi Fraternity. It is signed by the Grand Consul and Grand Scribe, and the Great Seal is affixed onto it.

The **Metal Shingle** is the membership card of the Fraternity. It's metal composition is demonstrative of the Tau Delta Phi bond of brotherhood which exists forever. It is signed by the Grand Consul as evidence of the man's membership in the Fraternity.

Good & Welfare is the period of the meeting where members may speak candidly to their brothers in hopes of presenting and solving problems of a personal nature that arise in the chapter, and is conducted by the Custos. Each member stands during Good & Welfare and begins his speech with "Honorable Custos, Fellow Fraters, for the Good and Welfare of Tau Delta Phi ..." and then makes whatever statements he feels are necessary to the chapter. At the end of the member's speech, the member must, no matter the situation, state, "It is Great to be a Tau Delt." This is so that we recognize that ALL problems may be solved within the confines of our brotherhood, no matter how troublesome.

Founders' Day is celebrated on July 16th each year. It is traditional for Chapters to hang the flag of Tau Delta Phi outside the Fraternity residence for the day, and to schedule some form of event in honor of the founders for that day.



Governance & Structure

Executive Council, Grand Chapter, and National Office Staff

The Executive Council

- The Executive Council is the Board of Directors of the entire fraternity. The Executive Council is made up of the Grand Officers and Members of the Board. Grand Officers have specific policy duties and the obligation to support specific operational works of the Fraternity. The Members of the Board are to assist the Grand Officers and Headquarters staff in carrying out their duties.

The Grand Officers are elected to two year terms at National Conventions and the Members of the Board are elected yearly (at conventions and by the Executive Council in non-convention years). The Executive Council manages the Fraternity in between the meetings of the Grand Chapter, and therefore has the power to alter bylaws or repeal them, grant charters, revoke charters, and pass resolutions for fraternity guidance.

The Grand Chapter

- While the Executive Council controls the Fraternity in between conventions, the Grand Chapter controls the Fraternity while it is in session. The Grand Chapter meets in even numbered years at National Convention and in odd numbered years only if called into special session by the Grand Consul and Executive Council. The Grand Chapter is the highest legislative authority in the Fraternity, and has the ability to amend or repeal all bylaws and the constitution, alter the rituals of the organization, elect officers, charter chapters and revoke charters. Its goal is to provide direction to the newly elected Executive Council on running the Fraternity for the next two years.

The voting structure of the Grand Chapter is as follows: Each undergraduate chapter has two delegates who each have an independent vote; each Executive Council member has a vote; each living Past Grand Consul has a vote; each chartered alumni chapter has two delegates who each have an independent vote; each undergraduate colony has two delegates but no votes; each alumni association that does not have a charter has no votes. Every brother of Tau Delta Phi is permitted to attend Grand Chapter meetings, permitted to speak on any topic before the Grand Chapter, and permitted to make or second motions regardless of voting status.

The National Office

- The National Office supports the daily operations of the Fraternity. With a professional staff consisting of an Executive Director and a Chapter Consultant, the National office represents the outcomes developed by the Grand Chapter and Executive Council. Chapters and colonies have regular contact with the staff, and to access leadership development resources for chapter operations. The



Executive Director and Consultant also make regular visits to our chapters and colonies to provide in-person support and advocacy, and provide trainings for members at all levels.

Tau Delta Phi Foundation

- Since 1945, the Tau Delta Phi Foundation has been incorporated and working to promote the needs of the Fraters of Tau Delta Phi. The Foundation is a charitable 501(c)3 corporation incorporated in the State of New Jersey. Its original incarnation was as a service fund to aid members and the widows of members returning from World War II. Shortly thereafter, the foundation became involved in Fraternity Housing when that used to be a charitable activity. Today, the foundation is totally and wholly responsible for promoting the educational needs of the Fraternity through grants and educational scholarships for educational based services.

Tau Delta Phi Management Company

- The Tau Delta Phi Management Company is a for-profit corporation in which 100% of the shares are owned by Tau Delta Phi Fraternity, Inc. The purpose of the Management Company is to offer management contracts to the house corporations of Tau Delta Phi and to chapters in need of aid. All House Corporations of Tau Delta Phi are required to sign a service agreement with the Management Company. Each board member is appointed by the Grand Consul and confirmed by the Executive Council. The Management Company offers the following services to each House Corporation:
 - Budget Creation
 - Funds Management
 - Tax/Accounting Services
 - Educational Sessions
- The purpose of the management company is to provide services to chapter houses and to ensure that each chapter house corporation remains congruent with National Policy to protect the chapter members the house corporation serves.



Dues & Fees

Tau Delta Phi is proud to offer on-going leadership development for its members and access to paid professional staff to help increase the capacity for personal and professional development within our members. Our Fraternity relies on several funding sources, including undergraduate chapter assessment fees, to cover a variety of Fraternity operations.

Interests groups are responsible for collecting initiation fees for members, and colonies are additionally responsible for the Undergraduate Chapter Assessment upon receiving colonization status.

Fee	Amount	Paid When	By Whom	Covers
Initiation	\$300.00 (\$50 deposit, \$250 upon initiation)	At Initiation	New Member	Insurance, Paraphernalia, <i>Polaris</i> , Operating Expenses
Chartering Fee	\$1500.00	Chartering	Chapter	Operating expenses, Charter, Ritual Books
Annual Membership Fees (AMFs)	\$65.00 per man	Each Semester	Each Member	Operating Expenses, Philanthropy and Service Expenses
Insurance Dues	\$80.00 per man	Each Semester	Each Member	Insurance
Undergraduate Chapter Assessment	\$500.00	Each Semester	Chapter	Insurance, Fraternity Resources, Operating Expenses
Graduate Chapter Dues	Determined By Chapter	Each Year	Each Member	Operating Expenses
Honorary Membership	\$235.00	At Initiation	Chapter or National Fraternity	Paraphernalia, <i>Polaris</i>



Values Based Expansion Initiative

In order to maintain congruence among all of our chapters as they enter our Pyramid, all interest groups and colonies will demonstrate outcomes regarding the following objectives for all members. The following five objectives are consistent with the development of a Tau Delt man and should be used as the basis for continuous development during colonization program through collegiate membership and for alumni involvement.

Personal Membership Development

Chapter Development

National Development

Ritual Development

Community Development

All current interest groups and colonies will begin their organization develop through the implementation of the Enlightened Gentlemen's Program (EGP), which emphasizes personal and professional development inclusive of the five objectives above through five progressive phases unto graduation. As new brothers learn how to start and run a chapter of Tau Delta Phi, they are also learning how to be strong leaders both within their colony and on their college campus.



Starting a Chapter: An Overview

From Friend to Founder is split into three stages: Tau, Delta, and Phi. These three stages facilitate a developmental approach to the chartering process as group dynamics and continuous recruitment begin to make the colony cohesive as they move towards chartering. Through this process, we create brotherhood and a fraternity.

A fraternity is a brotherhood. A college fraternity is such an organization with its membership chosen solely from university students. Tau Delta Phi Fraternity is a national academically oriented social fraternity — the national designation accruing to it by virtue of its having many chartered chapters at colleges and universities throughout the United States and Canada. Fraternity life compliments the academic education of its brothers through life in a chapter, which is a melting pot of backgrounds, environment, and personalities.

From these experiences evolves an individual well able to establish his place in society and in his chosen business or profession. The qualities and abilities that are stressed and recognized in undergraduate days are essential throughout life. Fraternities have made positive contributions to the development and growth of its brothers — learning to live in a group; tolerance, understanding, and respect for the dignity of other human beings; and the desire to assume responsibility in each stage of his life. In undergraduate days, stress is also laid on proper scholarship, social relationships, leadership and extra-curricular activities on campus and within the chapter.

Tau Delta Phi is an organization bonded together through loyalty and dedication. Our Fraternity is a national fraternity which adheres to and follows the guidelines of the North American Inter-fraternity Conference, of which it is a member in good standing. Our members are not only a part of their own chapter and the Tau Delta Phi Grand Chapter but of the Greek community as a whole. Tau Delta Phi is a social fraternity; this means that as a member, you will be exposed to an array of diversity. As a member of Tau Delta Phi, you will meet people from other cultures and backgrounds, forming lasting friendships that will last a lifetime. You will do this by interacting socially through intramurals, social events, joint service projects, programs, workshops and retreats. You can establish your legacy by becoming a founding member of Tau Delta Phi and becoming part of something larger than yourself!



Tau Stage: Interest Group

Interest Group Status

We allow a new chapter of Tau Delta Phi to form after careful consideration of the men involved and the environment at the host institution. In order to become a chapter of Tau Delta Phi there are three steps. First a group of men must form an interest group. Then they must move through the first two phases of the Enlightened Gentleman's Program to achieve Colony status, in which they become fraters of Tau Delta Phi. Finally, the fraters of the colony seek to achieve Chapter Status in which they move through our chartering program and present their chartering request before the Grand Chapter or Executive Council.

Moreover, in order to complete each step, certain requirements must be met. The requirements for each of the three steps are detailed briefly on the following pages. This is not an exhaustive discussion of all requirements to become an active chapter; however, it includes the most important elements. The first step is to form an interest group. The requirements after expressing interest are below:

1. The group of intent must reach the number of members predetermined by the Executive Council.
2. The group of intent must begin holding weekly meetings and have established short and long-term goals for itself.
3. All members of the interest group must be academically eligible according to the academic continuance policy of the college or university where the interest group is located.
4. The interest group must express written intent to become a colony of Tau Delta Phi. An example of a letter or e-mail follows on the following pages.

Once these requirements are met, the Executive Council will vote to begin the colonization process. If approved, Tau Delta Phi (if it has not already) will contact the university administration to facilitate a conversation about recognition and what the requirements are. Tau Delta Phi will work with the interest group as they move through the Colony Education program to work towards recognition. Tau Delta Phi does not believe in supporting underground or rogue groups as they are antithetical to our philosophy of college-centered chapters. However, Tau Delta Phi does believe in the legal rights to intimate association and freedom of association and it will seek to protect these rights when they have egregiously been violated against our approved interest groups.

Therefore, once the Executive Council has approved the interest group and the university has been notified, Tau Delta Phi will begin its colony education program through the



implementation of the first two stages of the EGP. The colony education program lasts between 12 and 24 months and teaches the basic leadership and management skills that will be required to successfully run a chapter of Tau Delta Phi. After the first ten weeks, the members of the interest group become fraters of Tau Delta Phi. Once they are fraters, brothers of Tau Delta Phi, they will move through our remaining two stages of the chartering program. The details and outline of this program are also contained within the following pages.



Tau Stage: Interest Group Petition for Colony Status

The interest group status petition should look like the following example:

Grand Consul
Tau Delta Phi Fraternity, Inc. National Office
256 West 38th St, Fl 10
New York, NY 10018

Dear Grand Consul:

The men whose names are enclosed with this letter, all of whom are students at [Insert College or University], hereby make known our interest and intent of eventually becoming an active chapter of Tau Delta Phi. At this time, we are requesting interest group status from Tau Delta Phi to begin the Colony Education program.

We would like to become fraters of Tau Delta Phi and we are ready to accept the challenge of founding a chapter

We are basing our request on our belief that the evidence and documentation included with this letter shows that we have met the membership requirements and as outlined in the Expansion Manual of Tau Delta Phi. In addition, we also feel that our values are consistent with those of Tau Delta Phi and that fits the needs of our group and, likewise, we will be a great addition to the Tau Delta Phi legacy.

Sincerely,

John Doe
Colony Consul

Delta Stage: Chartering Requirements

Overview

The colony program begins as the chapter goes through the Delta Ceremony. The Tau Delta Phi colony is begun and the group begins their chartering requirements. During this period the group concentrates primarily on recruiting more members to be a part of starting a new chapter of Tau Delta Phi. The Interest Group will organize itself as a chapter would. Establishment of the officer and committee structure will help with the organization of the group. The Interest Group is expected to adhere to all policies of Tau Delta Phi, as they are clear representatives of the future of the organization. The group should be in appropriately continual contact with the college/university officials charged with advising fraternities, and should develop a relationship with the governing bodies of student organizations and campus fraternities.

The colonization of a group is an exciting event. The group celebrates their advancement and pledges to become officially united with Tau Delta Phi. Initiated brothers from the Executive Council, the surrounding area or other chapters, perform the Initiation Ceremony. After this ritual, the members of the group are considered fraters of Tau Delta Phi, and the group as a whole is considered a colony. As a colony, the gentlemen have the right to wear certain insignia identifying them as fraters of Tau Delta Phi. **NOTE:** The Executive Council must approve any paraphernalia associated with Tau Delta Phi.

The colony will be eligible for chartering 12 months but no more than 24 months from the beginning of the colony process. This time frame does not include the interest group formation time.

Any documentation should provide pertinent information and should include the following information as necessary:

- a. Pictures
- b. Planning documents
- c. Signed documentation from collaborating parties (such as email from co-sponsors or local community service organization)
- d. Assessment/Evaluation of programming efforts



Personal Membership Development

1. The chartering packet will include summaries of the colony education modules:
 - a. Brotherhood
 - i. The Colony will provide a summary of a group discussion about the concept of brotherhood for the chartering packet
 - ii. The Colony will provide a summary of at least one Brothers-Only event, documented with pictures
 - b. Alumni Development
 - i. The Colony will have hosted an appropriate Alumni event, to which local Alumni were invited. The instrument of documentation shall be a letter from an alumnus frater of Tau Delta Phi, who attended the event.
 - ii. The Colony shall have planned and executed at least one event for either rising Juniors or graduating Seniors that connects Tau Delta Phi professional networking with undergraduate graduation goals, such as resume building, interview skills, networking skills, etc. Documentation in the form of pictures and a summary of the event shall be included in the chartering packet
 - c. Academic Excellence
 - i. The Colony shall design a Scholarship Program for the membership that shall include the nationally mandated study hour program. The program must be approved by the Executive Council prior to petition for chartering
 - d. Community Service
 - i. The Colony shall demonstrate their community service efforts by completing the Milton J. Goodfriend Service log for two semesters, and by submitting letters of participation from cooperating agencies that demonstrate 100% participation of the members of the colony in service learning initiatives
 - e. Recruitment and Retention
 - i. The Colony will demonstrate their understanding of Dynamic Recruitment through a display of the names list they have created, a listing of the small group activities they've planned, and inclusion of the Values Based bidding process they've implemented
 - ii. The Colony will submit proof that they have been adhering to the Enlightened Gentlemen's Program

Chapter Development

1. The Colony must meet two out of the following three minimum size requirements:
 - a. Have at least 20 members
 - b. Exceed the host institution's minimum standard for recognition
 - c. Exceed the average chapter size amongst IFC fraternities on campus
2. Average colony GPA equal to or greater than a 2.75 GPA with no members on academic probation.
 - a. The Colony shall submit their unofficial transcripts to the National Fraternity for verification of the GPA for the semester immediately preceding the charting request
 - b. First semester freshman should be granted approval by their campus' Greek Life Advisor
3. Financially stable as defined by the following requirements:
 - a. No outstanding initiation fees, AMF's, or other assessments owed to the National Fraternity
 - b. A budget for the academic year shall be included in the chartering packet that was created by the Colony Quaestor
 - c. A bank account must have been opened by the Colony, with the requisite EIN number obtained from the Grand Quaestor
 - d. An established House Corporation that has five Alumni Board members (from amongst the Colony or National Fraternity alumni) who shall have a savings fund that includes a minimum of \$200 toward a fraternity house which shall be managed by the Tau Delta Phi Management Company shall have been created and established prior to the petition of chartering
 - e. The payment of the chartering fee of \$1500 to the Grand Quaestor must have already taken place prior to petitioning
 - f. An unencumbered bank balance (after all the above has been paid and taken care of) that includes, at minimum, a total of \$15 per active member (i.e. if there are 15 petitioners for charter, the minimum bank balance, after everything is paid, must not be less than \$225)
4. A record of good leadership, defined as:
 - a. The presentation of colony officer training and transition binders
 - b. The Colony will show its Chapter Evaluation results and recommendations for changes to be made after chartering
5. The colony will submit its constitution and bylaws to the National Fraternity for approval. These must be approved by the Executive Council or Grand Chapter prior to petitioning for charter
6. The Colony will submit a copy of their history and gain approval from the Grand Historian, Grand Editor, and Grand Scribe prior to petitioning for chartering



National Development

1. Compliance with the Alumni Advisory Board model of the Fraternity evidenced by an active Alumni Board with names and contact information (approved by the Grand Consul as per the provisions of the National Bylaws).
2. The Colony will submit a letter stating its adoption of the Risk Management Policy and will provide a training on risk management based on FIPG guidelines to other fraternity chapters at its campus or other chapters/colonies in the area
3. The Colony members must submit a letter that declares their understanding and compliance with the Tau Delta Phi Constitution, By-Laws, and the Dues and Assessment Structure of the Fraternity

Ritual Development

1. Colony members will do a presentation on ritual to neighboring colonies and chapters who will come to listen to the presentation. The program will be followed by an inter-chapter dinner given by the host colony. At least one National Officer and 5 undergraduate representatives from at least two other chapters/colonies must sign that they were in attendance
2. The Colony will write a letter to the Executive Council explaining their understanding of the basic themes in the Fraternity's three rituals, and the ways in which they are in agreement, as a Colony, with the rituals, values, and traditions of the Fraternity.

Community Development

1. The colony must be within the process of seeking the recognition of the college or university at the time of chartering
2. The Colony must demonstrate that it has completed the following requirements:
 - a. Philanthropy activities that support the national philanthropy Active Minds in both the Fall and Spring Semester that equal one of the following:
 - i. 3 hours per active member per semester
 - ii. \$20 raised per member, per semester
 - iii. 1 successful story in the campus or local newspaper about the group's activity per semester.
 - b. Campus programming that equals the following:
 - i. At least 2 on-campus programs over the year that provide for professional development of the student body
 - ii. At least 1 on or off campus program that is service oriented, but related to a charity other than our philanthropy
 - iii. At least 1 on or off campus fundraiser per semester at which the chapter raised at least \$20 per active member
 - iv. At least 1 on-campus program that celebrates or recognizes diversity issues

*Tau Delta Phi Fraternity reserves the right to alter this program or its length at need or will.



Phi Stage: Colony to Chapter

Once the requirements for chartering are met and a petition has been submitted to the Executive Council and approved, the Colony will be contacted with the results of the decision regarding chartering. If granted, they will be able to attend the Tau Delta Phi Grand Chapter as a fully chartered chapter of Tau Delta Phi.

This step is a monumental benchmark in the group's experience. It is important to recognize the excitement that goes along with achieving chapter status and celebrate it, but more important to treat it as a very early step of the lifelong journey in Tau Delta Phi's practice of lifelong membership.

After the chartering of the chapter, the group enjoys all rights and privileges of membership in Tau Delta Phi. The chapter will be assigned a Greek letter chapter designation (such as Tau Chapter of Tau Delta Phi). Further, the Chapter will receive the right to perform our rituals (our esoteric law) of Tau Delta Phi and invite, on their own accord, members into the Pyramid of Tau Delta Phi. The chapter also assumes all responsibilities associated with being a chapter of our fraternity. They will continue to be serviced by the Executive Council. The chapter should continue to work to better themselves in every aspect of fraternity life. Furthermore, as a chartered chapter of Tau Delta Phi, the chapter members would have to continuously meet the Minimum Chapter Standards as outlined by Tau Delta Phi.

The Phi Stage, while monumental, is one of the most challenge stages since it requires the new chapter to develop goals that focus on chapter development and tradition-making that is not related to chartering. The Fraternity will continue to support the development of our emerging chapters to ensure that newly chartered groups are able to stand alone and initiate new men into their chapter.



Educational Responsibility

Our Philosophy

We believe that our members own their education; their education is not our property. However, we believe that it is our responsibility to help them invest in it. While our members are enrolled in college and it is our responsibility, in partnership with the college, to help guide and mentor to contribute in their social development within their educational process. Our members are in college foremost to grow as an individual, explore outside their world, and gain understanding of its conceptual boundaries. It is based upon this philosophy that we see our Fraternity as a basis for persistence towards graduation.

Our Fraternity is not an autonomous social group, but is a functional component of the college. Our Fraternity is a social learning community. We seek to philosophically and academically challenge our members to help them reach to their full potential as the next generation of community leaders. Not only do we hold the expectation that our members will utilize the resources of our Fraternity, but they will act within our college-centered chapter philosophy. We expect that our members will utilize the services available to them within the campus community. This translates to our members becoming engaged in the campus community and the academic learning culture. We ensure that our members are active in the calendar of the college experience through co-sponsorship and advocacy of cultural and academic opportunities or through use of the career center, health and wellness services, and the various academic support services. It is through our support of a college-centered chapter that we have high academic standards.

Our Program:

Through our educational responsibility bylaw, we charge each chapter to maintain a minimum 2.5 GPA which is consistent with NIC standards. We also charge our scholarship chairman to create a Study Hour Program for all members below a 2.5 cumulative GPA.

Each chapter is also required to procure unofficial transcripts for each member for each semester so that our Director of Membership Development may review and consult those members who do not show sufficient academic progress during the academic year. It is through our unique college-centered philosophy and accountability measures that we ensure our member's persistence towards graduation.



Risk Management

Tau Delta Phi believes in the autonomy and the capacity of its chapters act as a mature, responsible organization that represents and promotes the values of Tau Delta Phi. Furthermore, we expect that our individual members act as gentlemen Fraters. It is with these expectations that we feel that our chapters can utilize effective principles of servant leadership which is consistent with self-governance. This self-governance, however; may not always be adhered to properly which is why Tau Delta Phi must manage the risks associated with poor self-governance. Tau Delta Phi charges each chapter to develop a risk management document which is consistent with our liability insurer Holmes, Murphy & Associates.

Risk Management Policy

Risk management is the process of measuring, or assessing risk and developing strategies to manage it. Every chapter or colony must create a risk management policy to be approved by the Executive Council every academic year. Every chapter must have a risk management chairperson who is in charge of upholding such policy.

Section 180. Be it so resolved, that all chapters and colonies are required to adopt the national fraternity's risk management policy. They may add other policies to the fraternity's risk management policy as they see fit that are congruent with the policy.

Be it further resolved, that any member of the chapter's/colony's Executive Board or Board of Alumni Advisors who is aware of any situation taking place within the chapter/colony which poses a potential danger to the chapter/colony, a danger to the individual members of the chapter/colony, a risk management concern to the general fraternity, or what can be construed as a possible, future legal action against the Fraternity (examples include, but are not limited to: an injury at a chapter house, a chapter/colony coming under disciplinary sanctions by a campus, members involved in a fight on or off campus or on or off fraternity property, a revelation of the fraternity's ritual, a violation of national policy, a violation of the national fraternity's risk management policy, or any other violation of state or federal law), has a duty to report the incident of which he is aware to the Executive Director within 24 hours of witnessing or being notified of the incident.

Failure by any member of the chapter or colony Executive Board or Board of Alumni Advisors to report an incident shall result in the appointment of an ad-hoc committee by the Executive Council to further investigate and decide upon the dereliction of duty of said member for failing to report the incident.



Policies

Hazing

Section 168. WHEREAS, Tau Delta Phi has a mission to assist members in becoming responsible, mature members of society;
WHEREAS, Tau Delta Phi supports the principle that each person should be free of abuse or mistreatment;
WHEREAS, members, by their actions as individuals and as a group, affect their Chapters and the fraternity system in general;
WHEREAS, hazing activities are in violation of federal, state or local statutes;
WHEREAS, hazing activities are contrary to the regulations or policies of the educational institution;
WHEREAS, hazing activities are inconsistent with the philosophy of Tau Delta Phi Rituals;
THEREFORE, be it resolved, by the Executive Council, that the following policy is adopted:

No chapter or member shall conduct or encourage hazing activities.

AND, BE IT FURTHER RESOLVED, that this Resolution be distributed among the brothers and new members by the Chapter/Colony leadership. The Leadership of the Chapter/ Colony will additionally ensure that each member has read, and understood the Policy. And, for this resolution to be distributed, by the Chapter/Colony leadership, to the local Tau Delta Phi volunteers, including chapter advisors, members of alumni board of advisors, and house corporation members.

Alcohol and Drug Use

Tau Delta Phi and its chapters are concerned about the increasing consumption and abuse of alcoholic beverages and drugs on college campuses. While this trend within higher education has not affected Tau Delta Phi directly yet, Tau Delta Phi feels that proper risk management and guidelines must be implemented, enforced, and properly practiced to further prevent this trend from affecting Tau Delta Phi and its commitment to character education. Tau Delta Phi believes that a fraternity without morally sound principles and practices is not a constructive influence on college people. Tau Delta Phi has implemented the guidelines based upon the risk reduction alcohol education model.

Diversity

Tau Delta Phi has been a non-discriminatory, non-sectarian fraternity since 1932. Be it resolved that Tau Delta Phi supports the "Resolution on Diversity and Inclusiveness" endorsed in 2002 by the North-American Interfraternity Conference House of Delegates. Be it further resolved, that Tau Delta Phi Fraternity will not allow its chapters or colonies to discriminate on any federally or state protected basis, except those permitted by the exemption to the Title IX Educational Code, and on the basis of "Questionable Moral Character."



