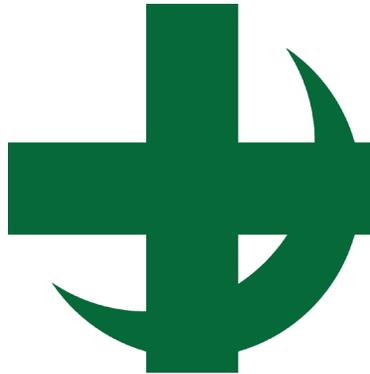


Parents Guide

→ a Lambda Chi Alpha resource





Lambda Chi Alpha needs parents, especially those who want to be involved in a supportive way in their son's undergraduate Fraternity experience. The opportunities available to enhance that experience for your son and his brothers extends from sharing your knowledge about the world after graduation to improving the environment in which he will live for the next few years. Some parents may recall their own undergraduate experience or involvement in a fraternity or sorority. Your memories and reflections can provide excellent information for the undergraduate chapter to consider in developing programs or solving problems. Many parents will have access to life experience, which can be shared in ways which will enrich each brother's understanding of the options and choices which he must consider during these important developmental years. Your guidance and encouragement are valued contributions, which will enrich the Lambda Chi Alpha experience for your son and his chapter. We encourage you to learn about Lambda Chi Alpha and its remarkable history and traditions. Your son has joined one of the leaders of the Greek world, which continues to evolve and to set the standard for innovation and excellence. From leadership skills to character development, and from values clarification to personal development in the ability to apply these values with courage and conviction, Lambda Chi Alpha has created a remarkable and unprecedented opportunity for your son to mature as a brother in our bond. We hope that you will learn about these outstanding programs and initiatives and become an active advocate for the Lambda Chi Alpha experience in your community.

**Ms. Barber, Mother of Brother Jeff Barber (Alpha-Alpha at Butler)
Educational Leadership Consultant, Jay Hedgspeth**

**Lambda Chi Alpha Fraternity
8741 Founders Rd
Indianapolis, IN 46268**

Table of Contents

PURPOSE	3
Intent	3
Structure	3
General Points of Interest and Information	5
APPENDIX	6
Glossary of Terms	7
Sample Bylaws	10
Suggested Form of Sample Letter	12

Purpose

The Lambda Chi Alpha Fraternity Parents Club is intended to promote awareness of Lambda Chi Alpha among parents; encourage parents to become involved with their son's local chapter; and to collaborate with other parents who have similar interests in order to promote a sense of community among the parents, facilitate communication between parents and the chapter, and provide opportunities for parents to contribute their time, talents and/or support to help the chapter achieve its goals..

Note: The Parents Club serves the chapter in a supportive role, only. It does not formulate policy for the chapter, or Lambda Chi Alpha. It is open to all parents of undergraduate students that are active members of Lambda Chi Alpha.

Intent

Many parents of undergraduate members are directly involved, and certainly interested, in the academic and social lives of their children; they have been intimately involved at every step of their son's growth and development. In addition, many undergraduate members would welcome the involvement of their parents and recognize the true sincerity and commitment demonstrated by them.

Lambda Chi Alpha realizes that this is a unique opportunity for support. Due to this, we have put together this short organizational summary and guide for parents groups, chapters, and alumni associations to utilize. Lambda Chi Alpha realizes that parents may provide a valuable resource for programming and support at various levels. We also recognize that Lambda Chi Alpha can be an important outlet for parents to continue to be involved in their son's life throughout his college years.

Structure

WHO:

The Parents Club shall be under the direction of the chapter adviser, or the alumnus/alumni that serve the chapter in this capacity. The chapter adviser shall appoint a leader, or co-leaders, to assist with the administration of the Parents Club. The leader(s) will recruit volunteers, as necessary, to oversee various Parents Club activities. The leader(s) of the Parents Club should also maintain an account for the purposes of depositing and dispersing funds received from donations and fundraisers. A record of all account activity will be provided to the chapter adviser each quarter/semester.

WHEN/WHERE

The Parents Club shall meet at least once each academic year, preferably once per academic term, and should do so at a time when a majority of the members' parents can be present at the chapter's campus/house. Suggested dates for meetings are:

- Homecoming
- Parents / Family Weekend
- Installation of Officers Ceremony
- Associate Member Ceremony
- Other Various Award Ceremonies

WHAT

Meetings should be informal. Minutes will be taken for the purpose of recording the discussion that takes place and the decisions that are made. The minutes, or a synopsis, will be included with the Parents Club newsletter. Suggested topics for discussion are:

- Lambda Chi Alpha Programs (e.g., True Brother, North American Food Drive)
- Chapter Programs
- Opportunities for Parental Involvement
- Calendar of Events

The Parents Club should also work with the chapter adviser to identify opportunities for parents to support the chapter. Suggested activities for the Parents Club are:

- Attending campus events in which members are participating
- Soliciting parent donations to the chapter's local and national philanthropic efforts
- Identifying parents' skills/talents, and matching them to the chapter's needs
- Hosting a welcome time for parents of associate members before, or after, the Associate Member Ceremony.
- Organizing fundraisers to provide financial support for the chapter, such as:
 - Silent Auctions
 - Raffles
 - Cookbooks with members/parents favorite recipes

HOW: WAYS TO BECOME INVOLVED

The following is a list of ways parents can get involved with the undergraduate chapter. The members of the Parents Club should find certain things in this list that they can incorporate into their operations, but are certainly not confined to this list. There are a multitude of ways in which parents can get involved with the chapter:

- Membership Recruitment — On campuses where formal recruitment is held, parents can participate by attending recruitment events with their sons or attend other events where they can interact with other parents of current chapter members and those of other prospective members. When a potential associate member's parent(s) recognizes the true benefits of a fraternity, they can have a major influence on where their son chooses to affiliate. Obtain statements from parents of current or past members to use as "references" and provide these statements to parents of candidates with contact information so they can obtain an accurate view of fraternity life. and have a source to contact to ask questions or seek additional information. Parents can also host a cookout or other social events for recruitment.
- Invite parents of associate members to attend the Associate Member Ceremony. The undergraduate members should be doing this as well, as most invite faculty and administration, but it helps to have parents of active members also give encouragement to attend. This helps them feel included in their son's experience and minimizes their concerns about Greek life.
- Host a Father's Day/Weekend or Parents Weekend in the fall, possibly including a football game or some other sporting event.
- Host a Mother's Day or Parents Weekend in the spring, possibly including a dinner or campus event such as a play, concert or special speaker.
- Invite parents to be involved in programming for the chapter, on topics related to career development or financial management. Parents have the advantage of real-world experience in such areas that, if combined with other experience of all parents, can be very beneficial for the undergraduate members.
- Invite parents to help with chapter house work days or some special projects. Some Parents Clubs have held fundraising events (e.g., auctions, casino nights, cookbook sales, etc.) and later sponsored certain chapter house improvements in the name of that year's club.
- Ask mothers to meet to assemble "care packages" for members during final exams (this has been a very successful activity for several chapters).
- Develop an email distribution list to keep parents informed of happenings in the chapter. This can be accomplished by including parents in all general alumni communications and maintaining a separate list for specific parents' events.
- Conduct a picnic for all families, initiated and associate members, girlfriends or dates, and key alumni (e.g., chapter adviser, alumni officers, faculty adviser, etc.).
- If near a sporting venue, have a "Day at the...(ballpark, races, etc.)."

- Have an event where chapter alumni can meet and greet parents (this might also be tied in with membership recruitment or homecoming festivities).

Note: It is important for chapter members and alumni to be careful in how they promote parents' programs within the chapter since there will always be members whose parents are deceased or in other ways estranged from their sons. When this is the case, it is important that undergraduates feel comfortable to invite other significant adults, such as uncles, aunts, grandparents, or unrelated adult mentors, to "stand in" as parents for them so they are not excluded from involvement in activities. This point cannot be overemphasized — do not avoid the topic.

The Parents Club should release a newsletter at least once each academic year, preferably each quarter/semester, to all parents to inform them of Lambda Chi Alpha and chapter affairs that are of interest to parents. The newsletter shall also serve as an invitation to parents to attend chapter functions that welcome parent participation. The club may also choose to develop an email distribution list to keep parents informed of happenings in the chapter. This can be accomplished by including parents in all general alumni communications and maintaining a separate list for specific parents' events.

General Points of Interest and Information

- Lambda Chi Alpha has associate members, not pledges. Lambda Chi Alpha was the first fraternity to abolish pledges when associate membership replaced pledging in 1972. Since that time, associate members have had full and equal rights in the chapter, including voting privileges and the ability to hold office, attend all meetings and functions, and wear the letters and regalia of Lambda Chi Alpha. Lambda Chi Alpha replaced pledge education with Fraternity Education, which dictates ongoing education for all members throughout their university years. New members are integrated immediately into the chapter. A big brother is assigned to each new member, and he teaches the essentials of chapter operations to the new member. Each week throughout the school year an educational session is held for all members. These educational sessions are either internal (history, ritualism, risk management, goal setting, recruitment skills, etc.) or external (study skills, current topics, alcohol education, date rape prevention, CPR, etc.).
- Lambda Chi Alpha undergraduate chapters are referred to as "Zetas" (or Zeta, singularly). The meaning behind this is ritualistic and secretive, but will help you to build stronger relationships with the undergraduate members if you use the "official lingo."
- Lambda Chi Alpha officers are designated by Greek letters, they are listed —alphabetically, not in order of importance:
 - High Alpha – President
 - High Beta – Vice President (internal affairs)
 - High Delta – Recruitment Chairman
 - High Epsilon – Social Chairman
 - High Gamma – Secretary
 - High Iota – Risk Management/Harm Reduction Chairman
 - High Kappa – Fraternity Educator/New Member Educator
 - High Phi – Ritualist
 - High Pi – Alumni Adviser (*only alumni member with a Greek letter designation*)
 - High Rho – Alumni Relations Chairman
 - High Sigma – Academic Chairman
 - High Tau – Treasurer
 - High Theta – Vice President (external affairs)

Appendix

Glossary of Terms:

Active Member - an undergraduate member of a chapter who is in good standing. An active member may be an associate member or an initiate.

Alumni Advisory Board (AAB) - a group of alumni who advises and guides a chapter and its officers.

Alumni Association (AA) - a group of alumni from a particular chapter or region who meet regularly to enjoy brotherhood, friendships, networking, and fun.

Alumni Conference - an auxiliary to the General Assembly that elects up to 18 alumni delegates to the Assembly.

Alumnus - a member of Lambda Chi Alpha who is no longer enrolled in undergraduate studies. Plural is alumni, meaning more than one alumnus.

Annual Fund - the annual campaign that produces funding to support educational and leadership programs of Lambda Chi Alpha.

Associate Member (AM) - a member who has joined Lambda Chi Alpha but has not been fully initiated. The term “pledge” is not used to refer to a new member of Lambda Chi Alpha.

Associate Member Pin - a pin having Greek letters and triangles worn only by associate members of Lambda Chi Alpha.

Badge - a crescent-shaped pin worn only by initiated members of Lambda Chi Alpha.

Bid - an invitation to membership.

Big Brother - the person who serves as a special guide and counselor for a member of Lambda Chi Alpha.

Big Brother Coordinator - a member of the chapter Fraternity Education Committee who coordinates the activities and program for big brothers.

Bylaws - a document written by each chapter that specifies its local policies. Bylaws are subordinate to the *Constitution and Statutory Code*, which governs all of Lambda Chi Alpha.

Chapter - a group of undergraduate members, officially chartered and recognized by Lambda Chi Alpha, at a given college or university.

Charter - an official document that grants full authority for a chapter to function.

Coat of Arms - the crest of Lambda Chi Alpha that pictorially expresses the Fraternity’s principles; may be worn by associate members and initiates.

Colonization - the establishment of a new colony of Lambda Chi Alpha.

Colony - the status of a new group of undergraduate members at a given college or university prior to meeting the standards for chartering and becoming a chapter of Lambda Chi Alpha.

Conclave - a region of Lambda Chi Alpha in North America, and an annual leadership conference of the Fraternity held within each region, usually during the spring semester.

Constitution - one of the documents which contains the laws, policies, and resolutions of Lambda Chi Alpha, as enacted by the General Assembly. A three-fourths vote of the General Assembly is required for its amendment.

Educational Foundation - Lambda Chi Alpha Educational Foundation is a separate corporate entity that assists the Fraternity by providing scholarships and funding for leadership and educational programs. Lambda Chi Alpha maintains foundations in Canada and the United States.

Educational Leadership Consultant (ELC) - a Lambda Chi Alpha professional staff member who travels to chapters and provides counseling for officer programming and chapter operations.

Executive Committee - the judicial body of the chapter which is responsible for enforcing the laws of Lambda Chi Alpha and performs special administrative duties.

Expansion - the process conducted by the professional staff to identify colleges and universities to cultivate interest in starting new colonies of Lambda Chi Alpha.

Faculty Initiate - a man who is a faculty member at a college or university who becomes an initiated member because of his connection with, and interest in, Lambda Chi Alpha.

Founders Day - the official commemoration of Fraternity by chapters and alumni. The official Founders Day is March 22, but celebrations typically occur at any time during the spring semester.

General Assembly - the legislative body of Lambda Chi Alpha, where undergraduates and alumni determine the laws and policies of the Fraternity; convenes once every two years during the summer.

General Fraternity - the organization consisting of all the active bodies of Lambda Chi Alpha, including chapters, colonies, alumni organizations, Grand High Zeta, Student Advisory Committee, and the professional staff.

Good Standing - the status of a chapter or member who is not presently under a disciplinary status.

Grand High Alpha - the chairman and member of the Lambda Chi Alpha Board of Directors.

Grand High Beta - the vice president and member of the Lambda Chi Alpha Board of Directors.

Grand High Delta - a member of the Lambda Chi Alpha Board of Directors.

Grand High Epsilon - a member of the Lambda Chi Alpha Board of Directors that is selected by the elected members of the Grand High Zeta to serve a two-year term.

Grand High Gamma - the secretary and member of the Lambda Chi Alpha Board of Directors.

Grand High Iota - a member of the Lambda Chi Alpha Board of Directors.

Grand High Kappa - a member of the Lambda Chi Alpha Board of Directors.

Grand High Phi - a member of the Lambda Chi Alpha Board of Directors.

Grand High Pi - the chancellor, the chief judicial officer of the Fraternity, and member of the Lambda Chi Alpha Board of Directors.

Grand High Rho - a member of the Lambda Chi Alpha Board of Directors that is selected by the elected members of the Grand High Zeta to serve a two-year term.

Grand High Sigma - the chairman of the Student Advisory Committee and member of the Lambda Chi Alpha Board of Directors. He serves a one-year term as the undergraduate voting member of the Grand High Zeta.

Grand High Tau - the treasurer and member of the Lambda Chi Alpha Board of Directors.

Grand High Zeta (GHZ) - Lambda Chi Alpha's Board of Directors. Composed of nine officers elected by the General Assembly to serve four-year terms, two selected by the elected Board members to serve two-year terms, and one appointed by the Student Advisory Committee to serve a one-year term. The interpretation of Fraternity laws and policy decisions are executed by the Grand High Zeta between General Assemblies. All members of the Grand High Zeta are alumni volunteers, with the exception of the Grand High Sigma who is an undergraduate.

Greek Adviser - fraternity system adviser, a professional administrator who is hired by the college or university to advise the fraternities on campus.

Hazing - any action taken or situation created intentionally to produce physical discomfort or mental discomfort by embarrassment, harassment, or ridicule. Hazing is strictly forbidden in Lambda Chi Alpha.

High Zeta - the chapter's committee of officers, composed of 11 annually elected undergraduate members and one appointed alumnus.

Honorary Initiate - a man, not enrolled in college, who becomes an initiated member because of his connection with, and interest in, Lambda Chi Alpha.

House Corporation (HC) - the entity of alumni members that manages the operations of a specific Lambda Chi Alpha chapter house.

Initiate - a member who has participated in the Initiation Ritual of Lambda Chi Alpha.

Initiation - the act of being initiated, the ceremony of admission into Lambda Chi Alpha, the Initiation Ritual.

Installation - the establishment and chartering of a new Lambda Chi Alpha chapter.

Interfraternity Council (IFC) - a group of fraternity representatives at a college or university established to promote the Greek system and maintain relationships among all Greek organizations.

International Headquarters (HQ) - the building that houses the Office of Administration and the Mason Library and Museum. Located in Indianapolis, Indiana.

Legacy - a relative of a member of Lambda Chi Alpha.

Leadership Seminar - the biennial conference for chapter members and alumni advisers held during the summer.

North American Food Drive (NAFD) - Lambda Chi Alpha's philanthropic project, typically held on the first Saturday of November.

National Interfraternity Conference (NIC) - the association for 63 international and national men's fraternities that promotes the Greek movement.

National Panhellenic Conference (NPC) - the association for 26 international and national women's fraternities that promotes the Greek movement.

National Pan-Hellenic Conference (NPHC) - the association for nine international and national men and women's fraternities that promotes the historically African-American Greek movement.

Panhellenic - refers to college or alumnae groups representing women's fraternities, established to promote the Greek system and maintain relations among all Greek organizations.

Pan-Hellenic - a group of historically African-American men and women's fraternity representatives at a college or university established to promote the Greek system and maintain relationships among all Greek organizations.

Pledge - a solemn promise or agreement. Also, the name given to non-initiated members of many other fraternities and the term for new members of Lambda Chi Alpha until 1972. "Pledge" is never used in reference to an associate member of Lambda Chi Alpha.

Pre-initiation - a period of heightened Fraternity activities prior to the Initiation Ritual.

Prospective Member - a student considering membership in Lambda Chi Alpha, or a student that a chapter is interested in becoming a member.

Recruitment - the process of replenishing the membership of Lambda Chi Alpha.

Ritual - an official ceremony of Lambda Chi Alpha that is intended to turn ideal behavior into action behavior. One of the documents that contains the laws of Lambda Chi Alpha, as enacted by the General Assembly. A three-fourths vote of the General Assembly is required for its amendment.

Risk Management - the process of minimizing accidents and liable situations.

Sorority - a women's fraternity, from the Latin word "soro," meaning "sister." **Standards for Chapter Excellence** - a program of evaluation, goal setting, and implementation that allows members, officers, and chapters to track improvement in all areas of chapter operations.

Standards for Chapter Excellence - a program of evaluation, goal setting, and implementation that allows members, officers, and chapters to track improvement in all areas of chapter operations.

Statutory Code - one of the documents which contains the laws, policies, and resolutions of Lambda Chi Alpha, as enacted by the General Assembly. A majority vote of the General Assembly is required for its amendment.

Student Advisory Committee (SAC) - a committee of 12 undergraduate members representing each of the conclave areas who advise and assist the Grand High Zeta and professional staff in their duties and decisions.

Theta Kappa Nu Fraternity - Founded on June 9, 1924, this national fraternity merged with Lambda Chi Alpha in 1939.

ZAX Sessions - ritual education or program sessions outside the formal ceremonies that increases the understanding of Lambda Chi Alpha principles and helps turn our ideals into actions.

Zeta - a term used to refer to individual chapters of Lambda Chi Alpha.

Zeta Alpha Chi (ZAX) - the initials of the words of a secret motto of Lambda Chi Alpha, the meaning of which is revealed during the Initiation Ritual.

Sample Bylaws

Parents Club of _____ Zeta

Bylaws

1. Name of Organization

The name of this organization shall be known as the Parents Club of the _____ Zeta of Lambda Chi Alpha Fraternity, hereinafter referred to as “The Parents Club” or “The Club”.

2. Purpose

It shall be the purpose of The Parents Club to actively support the members of _____ Zeta of Lambda Chi Alpha Fraternity through all feasible means (e.g., cordial relations, membership recruitment, collaborative activities, fundraising for special chapter projects, camaraderie, etc.). The Parents Club actively supports the purpose of Lambda Chi Alpha Fraternity and seeks to assist in providing a positive home away from home for its initiated chapter and associate members.

3. Membership

Undergraduate chapter members of Lambda Chi Alpha Fraternity shall designate their parents, or appropriate adult representatives, as members of this organization. Membership of designated person(s) shall continue until the chapter member graduates, leaves school or is disaffiliated from the chapter.

4. Meetings

The Parents Club shall hold an annual/semester meeting at a mutually convenient time for the purpose of electing officers and conducting any other necessary business. Additional meetings may be held as deemed necessary. Notice of all meetings shall be announced to all members at least 48 hours in advance via whatever communication is deemed reasonable by the Secretary.

5. Officers

The Parents Club shall have a chief officer, who shall be known as the President and a communications officer who shall be known as the Secretary/Treasurer. Other officers may be designated by the club at any annual/semester meeting, and the Secretary/Treasurer duties may be split to a Secretary and Treasurer if desired.

6. Quorum

A quorum shall initially be at least two members of the club, and subsequent quorums shall be 10 percent of the total membership.

7. Voting

All votes shall be determined by majority of those members present. No proxies are allowed.

8. Activities

The annual/semester meeting, or other designated meeting(s), shall plan targeted activities and events in keeping with the purpose of The Parents Club. There shall be at least one activity each academic term for the purpose of promoting parent participation and supporting the undergraduate members.

9. Undergraduate Chapter Involvement

The chapter president, or other officer assigned by the chapter president, and the chapter adviser and/or an officer of the chapter's alumni association/corporation board of directors shall attend all The Parents Club meetings in order to coordinate, communicate and facilitate a good working and supportive relationship between The Parents Club and the chapter.

10. Amendments

These Bylaws may be amended by a three-quarters vote at any meeting called for that purpose.

Suggested Form of Sample Letter

(derived from Theta Xi Fraternity "Sample Bylaws" for a Parents Organization/Club)

(Chapter letterhead)

(Date)

_____ Zeta
Lambda Chi Alpha Fraternity
888 Anystreet
Anytown, USA

Dear Mr. and Mrs. _____:

You are cordially invited to visit the _____ Zeta of The Lambda Chi Alpha Fraternity on _____ at (time). Your son, (name), has recently associated with (or "is considering associating with") our Fraternity. Lambda Chi Alpha is a national college social fraternity with more than 255,000 initiated members since its founding in 1909. Our alumni range from past supreme court justices, astronauts, Nobel prize winners, Fortune 500 executives and elected public officials, and we believe our high values will assist your son in excelling to his full potential while at (name of School).

We will be having our formal Associate Member Ceremony honoring your son's affiliation with Lambda Chi Alpha that evening, and we would like for you to attend and meet other parents. (or, we will be having a picnic and.....etc.).

Our chapter also has a Parents Club (or "is organizing a Parents Club). This visit will also provide the opportunity for you to find out more information regarding the club and how you can participate. Our chapter members look forward to the opportunity to meet you (and share our house).

If you are able to attend, please RSVP to: _____ at (Phone number or email address). I look forward to hearing from you soon.

Your son has selected a great fraternity, and we want to welcome you into our greater family and share our history, goals and programs with you!

Sincerely,

XXXXXXXXXX
President, _____ Chapter
Lambda Chi Alpha Fraternity