



## CHAPTER OPERATIONS AND ASSOCIATE MEMBER EDUCATION DURING COVID-19 CAMPUS CLOSURES

### EXPECTATIONS AND BEST PRACTICES

Given the current COVID-19 situation across the country we have received several questions from undergraduate and alumni members, as well as campus partners, about how local chapters should proceed with their associate member process. We want to ensure the health and wellness of all our members and ask that chapters follow all campus directives and instructions, including refraining from meeting in-person if the campus has suspended classes or moved to virtual/remote learning. Please review the rest of this message for guidance on how to manage general chapter operations and the associate member process through the rest of the term.

#### GENERAL SUGGESTIONS

- Alert International Headquarters (IHQ) professional staff that your campus has instituted a short term or long term virtual classes, closure or prohibition on events or gatherings, by emailing Drew Kerwood at [drew@phisigmakappa.org](mailto:drew@phisigmakappa.org).
- Seek clarification from campus professionals on what events chapters are/are not allowed to have through the rest of the term.

#### ASSOCIATE MEMBER EDUCATION; *BROTHERHOOD IN PHI SIGMA KAPPA*

- Create options for alternative meeting plans, such as paper meetings or webinars.
  - The chapter can also explore completing these associate member education sessions virtually, through technology such as FaceTime or Google Hangouts, and collecting Pledge to Brotherhood drafts in the Solidarity session online.
- If held in person, keep them short to avoid exposure time (if in-person meetings are allowed by campuses).
- Create excused absences and encourage non-attendance for any member who is feeling ill (if in-person meetings are allowed by campuses).
- Identify any components of the *Brotherhood in Phi Sigma Kappa* program that still need to be completed.
- If the chapter needs to condense the *Brotherhood in Phi Sigma Kappa* program timeline due to campus closures, the following components are expected to be completed:
  - Ritual of Association
  - Expectations *in Phi Sigma Kappa* and Founding of *Phi Sigma Kappa* sessions
  - Solidarity *in Phi Sigma Kappa* session
  - Ritual for the Initiation of New Members
  - Ritual *in Phi Sigma Kappa* session (this can be held directly after Ritual for the Initiation of New Members)
- We ask that if you adjust your program, please update your associate member education plan on your Officer Portal calendar.

#### CHAPTER/EXECUTIVE BOARD MEETINGS

- Follow campus guidelines and adhere to their guidance
- Utilize online tools to host chapter meetings
  - Zoom offers free video conferences for up to 100 people (limited to 40 minutes with

- free version)
  - Google Hangouts for up to 10 people
  - GoToMeeting
- Use collaborative online tools such as Google Docs and keep track of tasks using ASANA or Basecamp

#### COMMITTEE CHAIRMAN MEETINGS

- Chapter Vice Presidents (or whichever officer oversees the committee chairmen) should consider meeting virtually once a week with essential chairmen (recruitment, brotherhood, scholarship, etc.)
- Committee chairmen should also host biweekly meetings via Zoom or Google Hangouts to ensure momentum is not lost
- Chairmen and committee members can keep track of tasks using platforms like ASANA or Basecamp

#### RITUAL FOR THE INITIATION OF NEW MEMBERS

- It is recommended that the chapter postpone initiation until your campus gives approval to meet in large groups
- Chapters who wish to report initiated members are allowed to do so. It would be expected that the chapter initiation those associate members at the earliest available opportunity

#### EXECUTIVE BOARD ELECTIONS

- If the chapter elects its officers on an academic year cycle (May – April), consider postponing elections until the fall term to get on the calendar year cycle (November – September)
- Chapters who choose to host elections should utilize platforms like Google Forms to cast their votes
- Executive Board candidates should record speeches that chapter members can watch, in lieu of in-person speeches. Chapter members should prepare questions ahead of time that candidates can address in their speech

#### PHILANTHROPIC/SOCIAL EVENTS

- It is highly recommended that chapters postpone/cancel all philanthropy and social events until your campus gives approval to host events

#### HOUSING

- All members should follow recommendations of the campus regarding housing status
- All alumni boards and housing corporations that manage chapter facilities should seek any additional precautionary measures recommended by the campus
- Reference these resources from Holmes Murphy regarding [vacancy](#) and [income/expenses](#)

#### RECRUITMENT

- Refer to your campus' guidelines on how conduct your recruitment efforts
- Keep potential associate members engaged by setting up FaceTime calls or organize Google Hangouts with other potential associate members

#### TEMPORARY CAMPUS CLOSURE SUGGESTIONS

If your campus extends Spring Break or closes the campus for a short-term period:

- Pause your associate member education meetings and resume when able.
- Adjust your *Brotherhood in Phi Sigma Kappa* program schedule as needed (see tips above).
- Encourage associate members to complete GreekLifeEdu and Final Examination online, as normal.

### LONG-TERM CAMPUS CLOSURE SUGGESTIONS

If your campus moves to distance/online learning for the rest of the term:

- Adjust and condense your *Brotherhood in Phi Sigma Kappa* program, as needed.
- Identify ways to complete educational sessions through online or virtual meetings and maintain effective communication with associate members.

### ADDITIONAL THOUGHTS

- Make sure all initiated and associate members have a place to stay during campus closures or are able to get home.
- Encourage members to move all meetings to virtual/online meetings to help prevent spread of COVID-19.
- If you have additional questions or concerns, please reach out to Drew Kerwood ([drew@phisigmakappa.org](mailto:drew@phisigmakappa.org)).