

Alpha Phi Alpha Fraternity, Inc. Protocol & Etiquette Manual



An Experiment in Brotherhood

By Brother Derrick Fordjour



ACKNOWLEDGEMENTS

Developed by

Dr. John H. Carter, Georgia District Protocol & Etiquette Chairman

Georgia District Protocol & Etiquette Committee

Charles Flack (Eta Lambda)
Mario D. Hairston (Eta Lambda)
Darryl Hicks (Eta Lambda)
Sherman M. Lofton, Jr. (Omicron Phi Lambda)
Herman A. Lum (Eta Lambda)
Elliot Mizell (Gamma Sigma Lambda)
Oz Roberts (Delta Iota Lambda)
Gregory Reddrick, Jr. (Nu Mu)
Marques J. Wilkes (Omicron Mu Lambda)

National Protocol & Etiquette Review Committee

John H. Carter, Chair Opel Jones, Eastern Region Anthony Hytche, Midwestern Region Christopher McCray, Southern Region Thomas A. Brown, Southwest Region Raymond Scott, Western Region

Feedback Provided by the Following Brothers

Willard C Hall, Jr., Executive Director
Everett B. Ward, Southern Regional Vice President
Joseph E. Heyward, Administrative to the General President
Robert Willis, Special Assistant to the General President
Russell Flye, National Chairman of Rituals & Ceremonies
Ellis Albright, Past Georgia District Director
Cecil Flournoy, Tennessee District Director
Christopher McCray, Chairman Southern Regional Protocol Committee
Eugene Ashley, Psi Lambda
Calvin Austin, Kappa Phi Lambda
Shed Dawson, Jr., Beta Phi Lambda
Sam Maddox, Beta Phi Lambda
Huel D. Perkins, Beta Iota Lambda

Alpha Phi Alpha Fraternity, Inc.

Darryl R. Matthews, Sr., General President
Willard C Hall, Jr., Executive Director
Larry J. Henderson, Chairman National Protocol Committee
Everett B. Ward, Southern Regional Vice President
Brother Leland Ivy, Assistant Regional Vice President
Christopher McCray, Chairman Southern Regional Protocol Committee
Sherman Lofton, Georgia District Director
Douglas Kyle, Assistant Georgia District Director

Presented, January 27, 2006 to the Georgia District Convention, Macon, GA
Presented, April 7, 2006 to the Southern Region Convention, Memphis, TN
Transmitted to the Executive Director for Presentation to the Board of Directors, January 30, 2008



TABLE OF CONTENTS

TABLE OF	CONTENTS3		
SECTION I	. EXECUTIVE SUMMARY5		
SECTION I	I. WHAT IT MEANS TO BE A BROTHER OF ALPHA PHI ALPHA FRATERNITY, INC. 6		
SECTION I	II. GENERAL ALPHA PHI ALPHA FRATERNITY, INC. PROTOCOL7		
SECTION	VIII.1. Alpha Attire	8	
1.1	Definition		8
1.2	Do's of Alpha Attire		8
1.3	Don'ts of Alpha Attire		8
SECTION	III.2. THE WEARING OF FRATERNITY PINS/BADGES (#)	8	
2.1	General Rules for Wearing of Fraternity Pins/Badges		8
2.2	Official Badge		9
2.2	Life Membership Pin		
2.3	Official Twenty-five (25) Year and Fifty (50) Year Pins		
2.4	Vendor Pins		10
SECTION	III.3. THE WEARING OF SHIRTS, HATS AND OTHER LOGO WEAR AND JEWELRY (PARAPHERNALIA) (#)		
3.1	General Rules for Wearing of Shirts, Hats and other Logo Wear and Jewelry (Paraphernalia)		
3.2	Fraternity Shirts, Jerseys, and Sweaters		
3.3	Hats		
3.4	Logo Wear (other) and Other Jewelry		
3.5	Wearing of Paraphernalia in Public Places		
3.6	Disposition of Paraphernalia		11
SECTION	III.4. THE USE OF OFFICIAL ALPHA EMBLEMS AND INSIGNIA (#)		
4.1	Official Colors		
4.2	Official Flower		
4.3	The Fraternity Shield		
4.4	The Fraternity Design		
4.5	The Symbols of Alpha Phi Alpha and Chapter Designation		
4.6	Registered and Trademarked Fraternal Symbols		
4.7	Chapter Banner		
4.8	Ritual		
4.9	Jewels		14
	III.5. THE USE OF FRATERNITY HYMNS, SONGS AND STEP SHOWS (#)		
5.1	The Official National Fraternity Hymn of Alpha Phi Alpha Fraternity, Inc		
5.2	The Official Alpha Phi Alpha Sweetheart Song of Alpha Phi Alpha Fraternity, Inc.		
5.3	The Official Alpha Phi Alpha Toast Song of Alpha Phi Alpha Fraternity, Inc.		
5.4	Other Alpha Songs and Chants		
5.5	The Official National Fraternity Prayer of Alpha Phi Alpha Fraternity, Inc.		
5.6	Step Shows		13
	III.6. CONDUCTING OFFICIAL ALPHA CEREMONIES AND MEETINGS		16
6.1 6.2	General		
6.3			
6.4	Official Ceremonies and Events		
6.5	Courtesies to Elected Officers of Alpha Phi Alpha Fraternity, Inc		
	Representation		
6.6 6.7	1		
6.8	Receptions		
6.9	Holding Room or Assembly Room		
6.10	The Dais or Head Table		
6.11	The Dais or Head TableFormal One Tier Seating		
0.11	1 ormai One Tier Seating	•••••	20



6.12	Formal Two Tier Seating	
6.13	Formal Theatre Style Seating	
6.14	Hospitality and Social Amenities	
6.15	Press Release for Official Public and Private Functions	
6.16	Attire for Official Public and Private Functions	
6.17	Convention Guidelines for Brotherly Conduct	
SECTIO	N III.7. ALCOHOL AND THE USE OF DRUGS (#)	
7.1	General	
SECTIO	N III.8. PUBLIC/MEDIA APPEARANCES (TELEVISION, RADIO, MOVIES, ETC.) AND PRESS RELEASES (#)	22
8.1	Representation	
8.2	Public/Media Appearances	
8.3	Press Releases	
8.4	Public Service Announcements (PSA)	
SECTION :	III.9 GREETING PROTOCOL	
9.1	General	
9.2	Official Challenge	
9.3	Official Greetings	
9.4	Alpha Officers Introduction	
9.5	Titles Used with Correspondence and Invitations	
SECTION 1	IV. ENFORCEMENT23	
REFEREN	CES24	
	IENTS	
	MENT A ~ A SAMPLE LETTER TO FAMILY ON DISPOSITION OF PARAPHERNALIA	
	MENT B ~ REGISTERED AND TRADEMARKED FRATERNAL SYMBOLS	
	MENT C ~ THE OFFICIAL NATIONAL FRATERNITY HYMN	
	MENT D ~ THE OFFICIAL SWEETHEART SONG	
	MENT E ~ THE OFFICIAL TOAST SONG	
	MENT F ~ LEGACY SONG AND CHANTS	
	MENT G ~ THE OFFICIAL FRATERNITY PRAYER	
	MENT H ~ CHAPTER (FRATERNITY) MEETINGS OFFICIAL PROTOCOL AND PROCEDURES	
	MENT I ~ CHARTERING CEREMONY OFFICIAL PROTOCOL AND PROCEDURES	
	MENT K ~ CHAPTER ANNIVERSARIES OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)	
	MENT L ~ MISS BLACK AND GOLD PAGEANT OFFICIAL PROTOCOL AND PROCEDURES	
	MENT $M \sim FOUNDERS$ Day Observance Official Protocol and Procedures (Under Development)	
	MENT N ~ OMEGA SERVICE OFFICIAL PROTOCOL	
	MENT O~ MEMBERSHIP INTAKE OFFICIAL PROTOCOL	
	MENT P ~ PUBLIC PROGRAM OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)	
	MENT Q \sim Brotherhood Acknowledgments Official Protocol and Procedures (Under Develope	
	MENT R \sim Formal One Tier Seating and Formal Two Tier Seating	
	MENT S \sim Public/Media Appearance Approval Form	
	MENT T ~ OFFICIAL CHAPTER BANNER ORDER FORM	
ATTACHN	MENT U \sim Sample Convention Guidelines	56
ATTACHN	MENT $V \sim S$ AMPLE PROTOCOL & ETIQUETTE CERTIFICATE OF COMPLETION	58
INDEX	59	
IIIKKAN	AI PHA MAN	



There Goes an Alpha Man

THERE GOES A MAN OF HIGH IMPULSE: OF PRINCELY MIEN AND GRACE. THERE GOES A MAN OF HUMBLE FAITH; A CREDIT TO HIS RACE. THERE GOES A MAN OF CONSCIENCE VAST WITH WILL TO REACH HIS GOAL. THERE GOES A MAN OF LORDLY RANK: OF HEROES' STOCK AND SOUL. THERE GOES A MAN OF NOBLE CASTE WHOM HARDSHIP CANNOT BREAK THERE GOES A MAN IN MERIT CLAD WHOM DUTY WON'T FORSAKE. THERE GOES A MAN IN CULTURED VERSE WHO HOLDS A SPORTSMAN'S CREED. THERE GOES A MAN TOO VIGILANT TO BOW TO LUST OR GREED THERE GOES A MAN WHOSE LIFE IS SPENT IN SERVICE NOT IN SCORN. THERE GOES A MAN WHOSE MAJESTY SHINES LIKE A MAY TIME MORN. THERE GOES A MAN WHO IS A FRIEND TO LOVE AND DUTY TRUTH. THERE GOES A MAN TO HELP UPLIFT THE LIVES OF WHOLESOME YOUTH. THERE GOES A MAN WITH INDUSTRY AND FAITH AT HIS COMMAND. THERE GOES THE BEST MAN IN AND OUT FOR HE IS AN ALPHA MAN.

By Peter Clarke

SECTION I. Executive Summary

In this ever-changing world of hip-hop, informality and anything goes, it is important that men of culture understand and adhere to basic rules of protocol and etiquette. Alpha Men do not simply follow the style; they establish the trend! If Alphas are to transcend all, they must be first of all. In being first, Alphas must be sure to represent basic principles of refinement and culture through understanding and implementation of basic rules of etiquette and protocol.

Merriam-Webster's Online Dictionary defines protocol as a code prescribing strict adherence to correct etiquette and precedence. This protocol manual is developed in an effort to provide a common set of procedures for Alpha Phi Alpha Men. The manual includes official policy and procedures regarding what it means to be an Alpha Man and General Alpha Protocol. This manual is not designed to provide punitive actions for non-adherence in all instances. Please see <u>Section IV. Enforcement.</u>

National Pan-Hellenic Council Protocol, and General Etiquette to include all aspects of business etiquette related to the general workplace, meetings, verbal communication, telephone etiquette, cell phone etiquette, writing business letters, electronic mail and Internet behavior, dress and appearance, and table manner and included in the "Addendum to the Alpha Phi Alpha Fraternity, Inc. Protocol Manual" (under development). Other specific Alpha application is added to each business etiquette category.

On March 5, 2004, the Georgia District Director, Brother Ellis Albright, commissioned this manual. On November 15, 2005, the Southern Regional Vice- President, Brother Everett Ward, asked that the document be converted to a Southern Region Document after seeing the second draft. Bro. Willard Hall, Jr., Executive Director of Alpha Phi Alpha Fraternity, Inc. requested that the document become a National document after reviewing the fourth draft. The current National Strategic Plan calls for presenting the document to the National Board of Directors for approval. Therefore, a National Protocol and Etiquette Committee with representation from all regions was convened on September 18, 2007.



This initial document was developed by a steering committee of graduate and college Brothers. The committee was chaired by Bro. John H. Carter (Eta Lambda) and included, Charles Flack (Eta Lambda), Mario D. Hairston (Eta Lambda), Darryl Hicks (Eta Lambda), Sherman M. Lofton, Jr. (Omicron Phi Lambda), Herman A. Lum (Eta Lambda), Elliot Mizell (Gamma Sigma Lambda), Oz Roberts (Delta Iota Lambda); Gregory Reddrick, Jr. (Nu Mu) and Marques J. Wilkes (Omicron Mu Lambda). Editing and formatting was provided by Bro. Sherman Lofton, Jr. (Omicron Phi Lambda). While several chapters were provided the opportunity to provide comments, the following chapters actually responded: Nu Mu Chapter and Gamma Sigma Lambda Chapter. Our sincere thanks to Bro. Derrick Fordjour for providing permission to utilize a copy of his limited edition print, "An Experiment in Brotherhood," on our front cover.

Each chapter should establish a protocol committee and elect a Protocol Chairman. All chapter members should be trained on this manual. A sample certificate is included in <u>Attachment V</u>. This manual will be updated annually by the National Protocol Committee

SECTION II. What it Means to be a Brother of Alpha Phi Alpha Fraternity, Inc.

The seven men who had the foresight to initiate the African-American Greek Revolution in America were men of distinction and class. Beginning as a social and literary club, the Alpha Phi Alpha founders were desirous of founding an organization of sophisticated, cultured and erudite men.

Therefore, from its beginning, men selected to become members of Alpha Phi Alpha Fraternity, Inc. were destined to be men of culture, higher caliber, and character. In his 1982 publication, "An Alpha Man in Action, Guidelines for Wholesome Living," Brother Moses General Miles wrote, "Each Alpha is a Good man, an Honest man, a Worthy man, and a Knowledgeable man... Just remember when better men are made, Alpha will make them." In order to be first of all and servants of all, Alphas must transcend all. The characteristics of an Alpha Phi Alpha Fraternity, Inc. Man can be summed up in sevens words: versatile, scholarly, ambitious, gentlemanly, tenacious, obedient and deferent.

VERSATILITY requires each Alpha Man to move with ease from one task to another and adopt himself quickly to any given situation. This versatility is displayed daily. Rudyard Kipling's infamous poem, "If", assures all Alpha Men that they must "walk with kings, nor lose the common touch."

The **SCHOLASTIC** performance of an Alpha Man is expected to exceed the norm. All Alpha Men are **AMBITIOUS** men, and the Fraternity's past history will more than adequately attest to this statement. High ideals and lofty accomplishments have never been lacking among the Brothers in this Fraternity. The ideals of an Alpha Man should be such now as to warrant intensive study in their particular field of concentration in college or the world of work.

Alpha Phi Alpha prides itself in the selection of men of **GENTLEMANLY** demeanor. Alpha Phi Alpha Fraternity, Inc. Men must carry themselves in a gentlemanly manner at all times...their association with the opposite sex will as Lord Chesterfield says, "always be honorable." Alpha Men are always chivalrous and are the first to open doors for females, remove their hats indoors and respect and protect women at all cost. The conversation of an Alpha Man is always polished and worthy of imitation and emulation. Likewise, their range of topics is vast, and their quotations, if any, are well documented and authenticated. An important aspect of a gentleman is his dress. This matter of dress can be adequately summed up in one sentence: "Alpha Men are impeccably dressed at all times." Alpha Men always understand that a clean shirt, shined shoes, neat hair-trim, and clean fingernails have never proven to be offensive to anyone.

Alpha Men are also TENACIOUS. Without the will to succeed, any minor obstacle coming along one's path could divert one from his goal. Alpha Phi Alpha Fraternity, Inc. Men understand that tenacity will be required at all things attempted. "Success begins with a fellow's will –it's all in the state of mind."

Alpha Phi Alpha Fraternity, Inc. Men are also **OBEDIENT**. They understand that there are certain aspects of life and society that are meant to round out the complete capacities of manhood. Therefore, all Alpha Men swear to uphold the laws of those within.

Alpha Men are also **DEFERENT.** He subordinates his desires and wishes to those that are more seasoned members of society in order to learn from their years of skill, wisdom and knowledge. He also subordinates his will to that of the will of his God. The Lord is the "Light of his life" and he attempts to live in a manner that will reflect the true illumination of His spirit.





describing an Alpha Man, it is safe to conclude that he is versatile, scholarly, ambitious, gentlemanly, tenacious, obedient, deferent... and more. As is stated in Ephesians 4, once a man becomes a member of Alpha Phi Alpha Fraternity, Inc., "he no longer walks as other men walk." He is a versatile, intelligent, true gentleman, who is the master of his fate and the captain of his soul as is stated by William Ernest Henley in the poem, Invictus." He also understands the true meaning of "Manly Deeds," which is defined below:

- 1. To stand for character, integrity, justice, righteous; well representing the principles of Alpha before an observant society who desires and cries out for such men.
- 2. To maintain the standard of Alpha as the originator of the fraternal 'ideal' for all college educated African-American men, for the benefit of all mankind.
- 3. To protect the rights and civil privileges of all mankind, through voting and active participation in the political process at all governmental levels.
- 4. To be willing to stand and fight to protect the liberties and rights of all people of society as granted by God.
- To provide for the needs of the oppressed, unrepresented, disenfranchised, socially ostracized and economically marginalized.
- 6. To esteem the institution of marriage between one man and one woman as the cornerstone institution of society and an ideal basis for family, regardless if an individual person chooses not to enter into this institution or select to live a life of life-long singleness.
- 7. To always protect our women, mothers, daughters, young girls and babies, from hurt, harm or danger, to be chivalrous and gentlemanly in all our dealings with them, and to positively portray them and hold them high before society.
- 8. To guard young boys in their early years, and to develop them as young men so that they will become honorable leaders, good fathers, and productive men, and to uplift all men of society.
- 9. To live a principled life so that all men and women when they see an Alpha man they know that they have seen a true man.
- 10. To walk as a humble but strong man-servants of all submitting our abilities, gifts, talents, and resources to serve Alpha and all of mankind.

Our illustrious 30th General President, Adrian L. Wallace, sums up the essence of an Alpha Man in the following poem:

THE ESSENCE OF AN ALPHA MAN

When you can achieve and not make achievements your goal, When you can accept praise but remain mindful of your failings too, When you can strive to make the dream a reality by deeds and not hollow words, When you can give of yourself freely and cheerfully and not grudgingly nor of necessity, When servants of All is a privilege and not a task, When "Transcending All" means "First of All", transcending self, and realizing that I First help my Brother to transcend, if I am to transcend. When you can do not only a good thing but also the right thing. When you can extend a helping hand to friend or foe alike and expect nothing in return, And never remind them of the deed, When you can cherish and respect the past but neither live in it nor rest upon it. When you can dare to choose the road less traveled, and lead the pack and not run with the herd. When our courage of character will not allow us to remain silent in the face of injustice to anyone. When the love of our mothers and the strength of our fathers holds us and guides us to our true calling. When you can light candles rather than curse the darkness. When you can view obstacles as challenges. When your only weapon against lies shall be an uncompromising truth.

> Adrian L Wallace Past 30th General President

SECTION III. General Alpha Phi Alpha l

Alpha Phi Alpha prides itself in the selectic carry themselves in a gentlemanly manner at is simple and obvious. Alpha Phi Alpha Francisco

Alpha Phi Alpha Men

This is the essence of an Alpha Man.

. Alpha Phi Alpha Fraternity, Inc. Men must the general rules of protocol to Men of Alpha at their dress and their conduct in public. They

fully realize that their every action not only represents them but the entire Brotherhood, as a whole. Therefore, every brother seriously considers his role of holding the Name of Alpha high, in all of his interactions. Any paraphernalia that is purchased is worn in



accordance with fraternal policy and is in good taste. All programs are well planned, start on time and conform to fraternal policy and protocol. The following are the general rules of protocol for Alpha Phi Alpha Fraternity, Inc.

SECTION III.1. Alpha Attire

1.1 Definition

- i. Alpha Phi Alpha Fraternity, Inc. Men must carry themselves in a gentlemanly manner at all times.
- ii. "Alpha Attire" shall be defined as:
 - a. A dark suit
 - b. A long sleeved dress shirt
 - c. A conservative tie, preferably black, gold or combination, thereof.
 - d. Dark socks,
 - Black dress shoes

or

- f. A conservative black tuxedo
- g. Black bow tie or formal string tie
- h. White tuxedo shirt
- i. Black socks
- i. Black shoes.
- iii. A brother not properly attired should not participate in a function calling for Alpha Attire. This include functions such as Omega Services, appearance on public programs, official pictures, etc.

1.2 Do's of Alpha Attire

- i. It goes without saying that the attire for any official Alpha Phi Alpha public or private function is "Alpha Attire." This also applies to fraternity meetings. (#)
- ii. All Alpha Men should own a dark suit (black or dark blue), long sleeved shirt and conservative tie.
- iii. All Alpha Men should strive to include a conservative black tuxedo, black bow tie or formal string tie and white tuxedo shirt in their wardrobe as no Alpha Man would attend a formal function without being appropriately attired. When the invitation says, "Black Tie Optional," Alpha Men will wear black tie!
- iv. Alpha Men always wear dark socks with a suit coat, blazer or sports coat
- v. When seated, Alpha Men never cross their feet at the ankles. When appropriate, an Alpha Man's legs should be crossed at the knee to knee, not ankle to knee. The sole of an Alpha Man's shoes should never be exposed, when legs are cross, because in many cultures, this is a show of contempt and disrespect.
- vi. Alpha Men always wear suits and ties to church, weddings, funerals, and official functions.
- vii. Alpha attire is always worn when a brother is present on the dais of an official function. Brothers without proper attire should not be allowed on the platform. (#)
- viii. All official fraternity chapter pictures should be taken in "Alpha Attire." A brother without appropriate dress should be excluded from the picture.
- ix. Chapter pictures on website and yearbooks should always show brothers dressed in "Alpha Attire." However, brothers may be featured in tasteful paraphernalia when performing service projects.

1.3 Don'ts of Alpha Attire

- i. Alpha Men never wear a tie without a suit coat, blazer or sports coat
- ii. Alpha Men never attend any official Alpha Phi Alpha Fraternity, Inc. function without a Coat and tie to include fraternity meetings, conventions, etc. (#)
- iii. Alpha Men never substitute their "Line Jacket" for a blazer or sports coat.
- iv. Alpha Men never wear short-sleeved shirts with a tie, suspenders with a belt, clip-on ties, clip-on suspenders or long chains around their necks with various symbols attached.
- iv. Alpha Men never wear "do rags" in pubic or their pants below their waist exposing their underwear. (#)
- v. Alpha Men never wear tennis shoes with a suit.

SECTION III.2. The Wearing of Fraternity Pins/Badges (#)

- 2.1 General Rules for Wearing of Fraternity Pins/Badges
 - i. The Official Badge is defined as the official fraternity pin of Alpha Phi Alpha Fraternity, Inc. See III.2.2 below
 - ii. Official Fraternity pins shall be defined as the <u>Life Member Pin</u>, the <u>Twenty-Five Year Pin</u> and the <u>Fifty Year Pin</u>.
 - iii. With the exception of the Official Badge, all official Fraternity pins should be worn on the left lapel of a suit jacket, blazer or sports coat. The left lapel should contain only one pin at a time. A pin should never be worn on the right lapel. The wearing of the Official Badge is outlined below.



- iv. The Official Badge and all Official pins should only be worn with a suit, blazer or sports coat, long-sleeved dress shirt and a tie.
- v. The Official Badge and all Official Fraternity Pins cannot be converted to any type of jewelry, i.e. rings, cuff links, lapel pins, etc.
- vi. The Official Badge shall never be worn by a non-Alpha.
- vii. The Twenty Five Year and the Fifty Year Pins should never be worn by a Brother who does not have sufficient years for service.
- viii. The Life Member Pin should never be worn by a Brother who is not a life member.
- ix. Only limited jewelry and no article of clothing are approved by the fraternity to incorporate the "Fraternity Shield". Any vendor found to be incorporating the "Fraternity Shield" in a clothing article or jewelry should be reported to the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. NOTE: Only the Life Membership, 25-year and 50-year pins, the Signet Ring (Style #1146) and the Alpha Phi Alpha Official Ring (Style #4044B) are approved by the Alpha Phi Alpha Fraternity, Inc. to incorporate the official shield of the fraternity
- x. The Official Badge and all Official Fraternity Pins can only be obtained by a designated representative of the local chapter or the National Organization, upon presentation of proper credentials.
- xi. While the Official Badge and all Official Fraternity Pins may be placed on the body of a deceased brother for viewing, it should be removed prior to final burial. NOTE: The Ritual Committee is in the process of developing an Omega Pin that can remain with the brother.
- Xii. The disposition of the Official Badge and all Official Fraternity Pins should be in accordance with <u>Disposition of Paraphernalia</u> as described below

iv.

2.2 Official Badge

- The official badge (often referred to as the Fraternity Pin) is the official pin of Alpha Phi Alpha Fraternity, Inc.
- ii. The official badge is ONLY worn over the heart of a Brother. It is never worn on the lapel of a suit jacket, blazer or sports coat.
- iii. When wearing the official badge, Brothers must be



above the left inside pocket of the dress shirt. If there is no pocket on the shirt, the badge is attached to the shirt as illustrated. If a vest is worn over the dress shirt, the badge can be attached to this garment on the left side over the heart

over the heart.

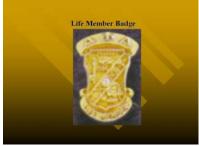
2.2 Life Membership Pin

- i. The Life Membership Pin is the official pin for Life Members of Alpha Phi Alpha Fraternity, Inc.
- The pin is worn on the left lapel of a suit jacket, blazer or sports coat.
- iii. The left lapel should contain only one pin at a time. A pin should never be worn on the right lapel.
- iv. The pin should only be worn with a suit, blazer or sports coat, long-sleeved dress shirt and a tie.



attired in a suit, blazer or sports coat, long-sleeved dress shirt and a tie. If either of these should be removed, then the official badge should be removed as well.

The official badge is attached just





Offi



The Twenty-five Pin is awarded to a Brother who has twenty-five years of service to Alpha Phi Alpha Fraternity, Inc. The fifty-Year Pin is awarded to a Brother who has fifty year of service.

- ii. These pins are worn, one at a time, on the left lapel of a suit jacket, blazer or sports coat.
- iii. The left lapel should contain only one pin at a time. A pin should never be worn on the right lapel.
- iv. The pin should only be worn with a suit, blazer or sports coat, long-sleeved dress shirt and a tie.

2.4 Vendor Pins

iii.

- Brothers will find a variety of vendor pins on the market. These pins should only be purchased from vendors certified by the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. Brothers should always ask vendors to display their official Alpha vendor license prior to any purchase. A listing of those certified vendors are also available at www.AlphaPhiAlpha.net. Vendors found selling Alpha paraphernalia without proper license should be referred to the National Headquarters.
- ii. Brothers should inspect each pin prior to purchase to assure that it is graphically correct and in good taste. Only limited jewelry is approved by the fraternity to
- incorporate the "Fraternity Shield". Any vendor found to be incorporating the "Fraternity Shield" in a clothing article or jewelry should be reported to the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. NOTE: Only the Life Membership, 25-year and 50-year pins, the Signet Ring (Style #1146) and the Alpha Phi Alpha Official Ring (Style #4044B) are approved by the Alpha Phi Alpha Fraternity, Inc. to incorporate the official shield of the fraternity. These pins are worn on the left lapel of a suit jacket, blazer or sports coat.
- These pins should never be worn by a non-Alpha. iv
- The disposition of any vendor pin should be in accordance with Disposition of Paraphernalia as described

SECTION III.3. The Wearing of Shirts, Hats and other Logo Wear and Jewelry (Paraphernalia) (#)

- 3 1 General Rules for Wearing of Shirts, Hats and other Logo Wear and Jewelry (Paraphernalia)
 - Brothers will find a variety of paraphernalia on the market. This paraphernalia should only be purchased from vendors certified by the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. Brothers should always ask vendors to display their official Alpha vendor license prior to any purchase. A listing of those certified vendors are also available at www.AlphaPhiAlpha.net. Vendors found selling Alpha paraphernalia without proper license should be referred to the National Headquarters.
 - Brothers should inspect each item prior to purchase to assure that it is graphically correct and in good taste. ii.
 - Brothers should inspect each item prior to purchase to assure that it properly presents the official colors of iii. the fraternity, which is 'old gold and black' (i.e. not yellow and black, or yellow and brown). See SECTION III.4.
 - No clothing is approved by the fraternity to incorporate the "Fraternity Shield". Any vendor found to be iv. incorporating the "Fraternity Shield" in a clothing article or jewelry should be reported to the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. NOTE: Only the Life Membership, 25-year and 50-year pins, the Signet Ring (Style #1146) and the Alpha Phi Alpha Official Ring (Style #4044B) are approved by the Alpha Phi Alpha Fraternity, Inc. to incorporate the official shield of the fraternity...
 - Alpha paraphernalia should never be worn or carried by a non-Alpha.
 - Alpha paraphernalia should not be worn if it is weathered, torn, or in disrepair. vi.
 - Alpha paraphernalia is always worn in a respectful manner, i.e. hats are never worn backward; shirts are vii. never too long and big; pants are never baggy and exposing underwear, etc.
 - viii. Brothers should always wear paraphernalia in a tasteful manner, i.e. if you are wearing an Alpha hat, think twice before also including an Alpha shirt or jacket.
 - The disposition of all Alpha paraphernalia should be in accordance with Disposition of Paraphernalia as ix. described below.
- 3.2 Fraternity Shirts, Jerseys, and Sweaters
 - While brothers may include slogans and themes to their shirts, jerseys, line jackets, and sweaters, the following exceptions must be noted:
 - a. Shirts should not be too long and baggy

#Non-decretory 10

10/22/089



- b. Chapter letters shall not be outlined or completely embossed in red or college school colors. Such a practice can be interpreted as meaning "bloody" and can be misinterpreted in cases of legal
- Language shall be in good taste.
- No fraternal secrets shall be included in any slogan or theme.
- Please note that it is appropriate to include the school name and/or crest on such and in appropriate

3.3 Hats

- i. Brothers should remove their hats when entering any building, upon the singing of the Fraternity Hymn, the National Anthem, the Negro National Anthem (Lift Every Voice and Sing), and when a prayer is being recited.
- Alpha brothers never wear their hats backward. ii
- 3.4 Logo Wear (other) and Other Jewelry
 - Logo wear includes any materials with the official symbols of Alpha Phi Alpha Fraternity, Inc. i. emblazoned, i.e. cups, pins, cuff links, glasses, plates, etc.
 - The "Fraternity Shield" should never be placed on Alpha logo wear and other jewelry. Any vendor found to ii. be incorporating the "Fraternity Shield" in a clothing article or jewelry should be reported to the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc. NOTE: Only the Life Membership, 25-year and 50-year pins, the Signet Ring (Style #1146) and the Alpha Phi Alpha Official Ring (Style #4044B) are approved by the Alpha Phi Alpha Fraternity, Inc. to incorporate the official shield of the fraternity.
- 3.5 Wearing of Paraphernalia in Public Places
 - i. Alpha men never wear Alpha paraphernalia in a club or another public place of drinking or debauchery.
 - Alpha Men always wear their Alpha hats directly forward. Alpha Men always look forward, not backwards or to the side. If you're making a fashion statement, wear another hat.
 - iii. Alpha men don't wear "ÅΦÅ" on their bottoms, on sweatpants or place the symbols somewhere that will easily get dirty, i.e. door mats, underwear, stadium seats, on the soles of socks or shoes, etc. It should also not be placed on items such as golf towels, handkerchiefs, etc. (#)
 - Chapters are prohibited from having their chapter letters in "Red" on chapter jackets, sweaters or websites. iv. Such a practice can be interpreted as meaning "bloody" and can be misinterpreted in cases of legal action.
 - Alpha paraphernalia should never be mixed with other paraphernalia, i.e. other fraternity logos, school v.
 - The general rule is, "Don't wear Alpha paraphernalia in a manner that would offend or would not uphold vi. the Name of Alpha."

3.6 Disposition of Paraphernalia

- Section 10.3-Property of the General Organization, Constitution and By-Laws of Alpha Phi Alpha Fraternity, Inc. states: "All property of the General Organization transmitted to the custody of the Chapter (or Brother) for its use, as provided herein, shall remain the property of the General Organization subject to recall or removal in the event of the Chapter's suspension or deactivation. The Chapter's officers shall have the absolute responsibility and obligation to maintain the custody and control over the General Organization's property when so requested by the General Organization or any Committee having authority to require same pursuant to this Constitution."
- ii. Each Brother is personally responsible for protecting the privacy of Alpha Phi Alpha Paraphernalia:
 - Once initiated, each Brother should discuss the disposition of their Alpha paraphernalia with their loved ones in the event of their demise.
 - Part of any Brother's estate planning should be the designation of an Alpha Brother to receive his paraphernalia or instructions for his loved ones to contact the local chapter for disposition.
- Brothers should be vigilant in the disposal of unusable paraphernalia. v
 - a. Once paraphernalia is no longer usable, the material should be destroyed by burning.
 - Official fraternity pins (e.g., Official Badge, Life Member Pin, Twenty-Five Year Pin, and Fifty-Year Pin) should be given to another brother, the local chapter or the National Organization to prevent it from getting into the hands of a non-member or even worst ... end up being traded on an on-line auction site such as E-Bay.
- vii. The local Chapter or Chapter Advisor shall be responsible for retrieving paraphernalia after a Brother enters Omega Chapter:



- Thirty days (30) after a Brother enters Omega Chapter, the local chapter or chapter advisor should send a letter to the family inquiring about the disposition of paraphernalia. It is hoped that the Chapter President, Chapter Advisor and/or the Chapter Chaplin would have had some prior conversations with the family immediately prior to and after the Omega Service. A sample letter is included in Attachment A.
- If there is no response from the family in thirty days (30), the local chapter president/chapter advisor should contact the family, verbally.
- **NOTE:** The family should not be harassed in any way. If the family is not responsive or hostile, simply drop the issue.
- Once used paraphernalia is received, it should be added to the chapter's archives, sent to the Corporate Headquarters or disposed of by burning.
- The exception to this rule is the <u>Official Badge</u>, <u>Life Member Pin</u>, <u>Twenty-Five Year Pin</u>, and <u>Fifty-Year Pin</u>. These items must be returned to Corporate Headquarters or given to a member of Alpha Phi Alpha Fraternity, Inc. The disposition of these official insignias should be included on the Notice of Initiation into the Omega Chapter. Please see <u>Attachment A</u>.

SECTION III.4. The Use of Official Alpha Emblems and Insignia (#)

4.1 Official Colors

- i. The official colors of Alpha Phi Alpha Fraternity, Inc. are BLACK and OLD GOLD.
- ii. The official paint code numbers for Alpha are as follows: Gold (metallic) PM5872; Old Gold PMS131; and Black 000000.

4.2 Official Flower

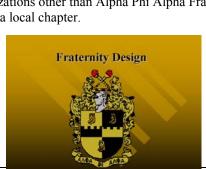
- The official flower of Alpha Phi Alpha Fraternity, Inc. is the Yellow Rose.
- ii. When ordering flowers for Alpha functions, funeral sprays, Fraternity Queens and Sweethearts, etc, the yellow rose should be included in the bouquet.
- iii. Where cost is a consideration, other yellow flowers may be substituted or combined with the yellow rose.
- In no case should any Alpha flower arrangements include black flowers.

4.3 The Fraternity Shield

- i. The "Fraternity Shield" is the official emblem of the Fraternity.
- ii. A complete description of the design is contained in the Ritual and should never be shared with a non-member.
- iii. The "Fraternity Shield" should never be worn on rings, sweetheart pins and other small jewelry, sweaters, fraternity house equipment, etc.
- iv. Only the Life Membership, 25-year and 50-year pins, the Signet Ring (Style #1146) and the Alpha Phi Alpha Official Ring (Style #4044B) are approved by the Alpha Phi Alpha Fraternity, Inc. to incorporate the official shield of the fraternity. Any pin or paraphernalia other than those mentioned above should not be worn by a brother, and should be disposed of.
- v. Any vendor found to be incorporating the "Fraternity Shield" in a pin or other paraphernalia should be reported to the Corporate Headquarters of Alpha Phi Alpha Fraternity, Inc.
- vi. The "Fraternity Shield" may be used on official fraternity programs, stationary, flyers, etc.
- vii. The "Fraternity Shield" should never be used on personal stationary, personal business cards, etc.
- viii. The "Fraternity Shield" should never be used by organizations other than Alpha Phi Alpha Fraternity, Inc. This includes non-profit or corporate entities owned by a local chapter.

4.4 The Fraternity Design

- i. The "Fraternity Design" is the official coat-of-arms of the Fraternity. It is sometime referred as "the Coat of Arms" and "the Crest."
- A complete description of the design is contained in the Ritual and should never be shared with a nonmember.



Official Flower
Yellow Rose
Never Black Flower

Fraternity Shield

- fil. The "Fraternity Design" may be worn on types, sweetheart pins and other small fewery, sweaters, fraternity house equipment, etc.
- iv. The "Fraternity Design" may be used on personal stationary, personal business cards, etc.
- v. The mantling should never be shown in green or other colors.
- 4.5 The Symbols of Alpha Phi Alpha and Chapter Designation
 - i. The Name of Alpha Phi Alpha and the Greek letters " $A\Phi A$ " are <u>registered and trademarked</u> symbols of the national organization.
 - ii. Only duly initiated brothers of Alpha Phi Alpha Fraternity are authorized to wear the symbols of Alpha Phi Alpha Fraternity, Inc.
 - 1. These symbols cannot be added to any object that will be worn by a non-Alpha
 - 2. These symbols cannot be combined with other paraphernalia that may be worn by non-Alpha, e.g. intramural competition tee shirts. Where it is appropriate to represent Alpha Phi Alpha in these cases, the Chapter should consider utilizing the word "Alpha", "Alpha South", "Alpha East", etc.
 - iii. When utilized with the Name, Alpha Phi Alpha, the chapter designation (i.e. Iota Chapter of Alpha Phi Alpha Fraternity, Inc.) belongs to Alpha Phi Alpha Fraternity, Inc. and not the local chapter.
 - iv. An official chapter of Alpha Phi Alpha Fraternity, Inc. shall not utilize any prefix in front of or behind their designation that will defame the Name of Alpha Phi Alpha. Prefixes such as "Bloody", Gangster", "Merciless", "Notorious", "Big Bad", etc., shall not be added to the description of any chapter designation. Such a practice can be misinterpreted in cases of legal action
 - v. The chapter designation shall never be displayed in "red" or in local school colors on articles of clothing, in print or on the web. Such a practice can be interpreted as meaning "bloody" and can be misinterpreted in cases of legal action.
 - vi. The symbols of Alpha Phi Alpha Fraternity, Inc. shall not be displayed on the body of a brother through physical branding, tattoos, etc.

4.6 Registered and Trademarked Fraternal Symbols

- i. All fraternal symbols, including the Name Alpha Phi Alpha, the letters "AΦA", "06", and "The Sphinx" are registered and trademarked symbols of the national organization.
- ii. Anyone wishing to use these symbols for any purpose must receive express written permission from the Corporate Headquarters. Authorized chapters and financially active brothers of Alpha Phi Alpha Fraternity, Inc. are automatically granted permission to utilize these symbols for non-commercial use.
- iii. Any chapter wishing to create personal or chapter commercial marketing ventures must have the Corporate office to issue a formal contract. Failure to have such a contract issued by Corporate Headquarters could put the chapter in violation of federal and state laws. All symbols of Alpha Phi Alpha Fraternity, Inc., including but not limited to the Centennial Logo are protected by federal trademark law. Brothers are authorized to wear fraternity letters and symbols, but are not authorized to sell or trade them. Unauthorized use of the Fraternity's symbols will violate numerous state and federal statutes. For example, any unauthorized use violates 15 U.S.C. § 1114(a) for trademark infringement; 15 U.S.C. § 1125(a) for false designation of origin and false representation; 15 U.S.C. § 1125(a) for trademark dilution; common law and statutory injury to business reputation; common law trademark infringement; common law unfair competition; and unjust enrichment. Federal law also allows the Fraternity to recover its cost and attorneys' fees for any resulting lawsuit to enforce it rights. In addition to federal and state trademark violation, unauthorized uses may also violate the federal Copyright Act. This Act provides for monetary damages that may be measured either by (1) any actual damages suffered by the Fraternity plus any profits the unauthorized user have made as a result of the infringement, or (2) statutory damages. 17 U.S.C. § 504. Statutory damages can be as high as \$150,000 per work infringed. In addition, the Fraternity may be entitled to recover its full costs, including attorneys' fees, for prosecuting a civil action against unauthorized users under the Act.17 U.S.C. § 505. Unauthorized users should also be aware that willful copyright infringement done for commercial advantage or private financial gain is considered a criminal act pursuant to 18 U.S.C. § 2319 and 17 U.S.C. § 506. Anyone violating these rights will be prosecuted. Remember, be it a cap, a bottle of wine, or appearance in a movie, remember it is easier to get permission than forgiveness. Please report any suspected unauthorized use to the National Office of Alpha Phi Alpha Fraternity, Inc. or to: generalcounsel@apa1906.net.
- iv. Any reproduction of these symbols must include the registered marks "TM" or "®".
- v. A copy of the registered and trademarked fraternal symbols is included in <u>Attachment B</u>.

4.7 Chapter Banner



- ii. The Chapter Banner will include 1) the name of the fraternity, Alpha Phi Alpha Fraternity, Inc., 2) the Fraternity Shield, 3) the Year of the Fraternity's Founding, 1906, 4) Seven Stars, 5. the Chapter Designation, i.e. Iota, 6) Name of the Institution, i.e. Morris Brown College (College only), 7) City and State, and 8) Month, Date and Year of Founding
- iii. The Chapter Banner should be displayed on all official Chapter Functions.



i. The Ritual of Alpha Phi Alpha Fraternity, Inc. includes the official

secrets of the fraternity.

- ii. The Ritual should be maintained as outlined within the Ritual.
- iii. Brothers should not quote any parts of portions of the Ritual in public.

4.9 Jewels

- i. The founders of Alpha Phi Alpha Fraternity, Inc. are referred to as "Jewels".
- ii. Chapter founders and not to be referred to as Jewels. They are "Founders."

SECTION III.5. The Use of Fraternity Hymns, Songs and Step Shows (#)

5.1 The Official National Fraternity Hymn of Alpha Phi Alpha Fraternity, Inc.

- i. The official national fraternity hymn should be sang majestically with eyes open and heads raised
- ii. Brothers will always stand when singing the hymn (unless physically challenged). Brothers will also stand if an instrumental version of the hymn is played, even if it is on a video or CD.
- iii. Brothers will always remove their hats or any hat-like garments when singing this hymn.
- iv. Brothers should stand in a circle with their left arm folded over their right arm. Each Brother will join hands by intertwining their small fingers. Please note that no one other than a Brother is allowed inside the inner circle of Alpha Phi Alpha Fraternity, Inc.
- v. There is no swaying when singing the hymn.
- vi. While a brother may be designated to direct the hymn, he should not attempt to add content, style, flare, or modify it from its original refrain.
- vii. In cases where there is a small group of Brothers in attendance, Brothers may form a semi-circle and face the audience when singing the hymn.
- viii. This song is sung at the end of all official fraternity meetings and ceremonies. This song is succeeded by the Fraternity Prayer (see Official Fraternity Prayer below).
- ix. When singing the hymn, NO member of Alpha Phi Alpha Fraternity, Inc. shall be excluded from the circle.
- x. When the Alpha Phi Alpha Fraternity, Inc. hymn is sung in the presence of a Brother, he should not exclude himself from the circle.
- xi. Brothers may substitute the Alpha Phi Alpha Fraternity, Inc. Hymn for the Sweetheart song. However, when this is done, brothers should form a semi-circle as no one other than a Brother is allowed inside the inner circle of Alpha Phi Alpha Fraternity, Inc.
- xii. Should a Brother come to the circle after the Hymn has begun, he should wait for a suitable moment to join the circle (during the chorus between verses) thus minimizing any disruption. Should a large number of Brothers come to the circle, they should form an outer second circle around the first circle.
- xiii. Brothers are reminded that the words to the chorus are "We cherish thy precepts, thy banner shall be raised." not "We'll."
- xiv. When singing the hymn, NO one should attempt to add content, style, flare, or modify it from its original refrain.
- xv. An official copy of the National Fraternity Hymn is in Attachment C.

5.2 The Official Alpha Phi Alpha Sweetheart Song of Alpha Phi Alpha Fraternity, Inc.

- i. This song is sung in honor of an Alpha Phi Alpha Fraternity, Inc. Queen or Sweetheart.
- ii. The Queen(s) or Sweetheart(s) should stand or sit in the circle of Brothers only when this song is sung.
- iii. Brothers may substitute the Alpha Phi Alpha Fraternity, Inc. Hymn for the Sweetheart song. However, when this is done, brothers should form a semi-circle as no one other than a Brother is allowed inside the inner circle of Alpha Phi Alpha Fraternity, Inc. This should be rare since the words of the Alpha Hymn are not geared toward the sweetheart but to the brotherhood. Brothers should learn the Sweetheart song!
- iv. This song may be utilized to salute a bride of a Brother on her wedding day. In this case, the bride sits in the center and the Brothers will form a circle to sing this designated song. Brothers may substitute the

#Non-decretory 14 10/22/089







Alpha Phi Alpha Fraternity, Inc. Hymn for the Sweetheart song. However, when this is done, brothers should form a semi-circle as no one other than a Brother is allowed inside the inner circle of Alpha Phi Alpha Fraternity, Inc

- A copy of the Official Alpha Phi Alpha Sweetheart Song is included in Attachment D v.
- To hear the music to the Official Alpha Phi Alpha Sweetheart Song, please click below: vi.

SweetheartSongMusicOnly.wav

- 5.3 The Official Alpha Phi Alpha Toast Song of Alpha Phi Alpha Fraternity, Inc.
 - This song is sung to provide a toast to another Brother(s).
 - ii. This song may be performed at any time.
 - iii. This song is appropriate to salute a Brother on his wedding day.
 - A copy of the Official Alpha Phi Alpha Toast Song is in Attachment E. iv.
- Other Alpha Songs and Chants 5.4
 - Alpha songs and chants are a long tradition of Alpha Phi Alpha Fraternity, Inc.
 - All such songs should be in good taste and consistent with the decorum of an Alpha Man. ii.
 - Alpha Phi Alpha Fraternity, Inc. songs and chants should never utilize profanity, defame another Fraternity iii. or Sorority, or cast dispersion on any group or individual and should conform to the National Pan-Hellenic Council Step Show Policy http://www.nphchq.org/resources.htm .
 - A sample list of Legacy Songs and Chants is in Attachment F. iv.
- 5.5 The Official National Fraternity Prayer of Alpha Phi Alpha Fraternity, Inc.
 - This is the official prayer of the fraternity. i.
 - ii. When recited, Brothers are to remove any hats or hat-like garments, bow their heads and close their eyes.
 - iii. The official prayer should be recited at the end of the singing of the Official National Fraternity Hymn of Alpha Phi Alpha Fraternity, Inc.
 - In cases where time will not permit the singing of the Official Fraternity Hymn in official meetings, the iv. fraternity prayer may be recited.
 - A copy of the Official National Fraternity Prayer is in Attachment G. V.

5.6 Step Shows

- Alpha Phi Alpha Fraternity, Inc. fully supports the following National Pan-Hellenic Council's position on Step Shows http://www.nphchq.org/resources.htm:
 - "Although step shows enhance the college experience, they should not involve the degradation and/or belittlement of any other Greek-letter organizations, including fraternities and sororities affiliated with the NPHC, National Association of Latino Fraternal Organizations, National Interfraternity Conference, and the National Pan-Hellenic Conference."
 - Further, step shows which take the form of dancing, singing, and/or skits should not be performed using lewd, indecent, or obscene behavior. Although freedom of expression is valued by this organization, performances of such reproach are not only inconsistent with the negative stereotyping which often overshadows the positive philanthropic and global projects undertaken by NPHC organizations."
- Alpha Phi Alpha Men will always show respect to others when performing, as it is clear that in order to ii. disrespect others, you must lower yourself to their level.
- All Alpha sponsored step shows will start on time, out of respect for those guests attending. iii.
- In selecting uniforms for all Alpha Step Shows, teams will only select dress that is representative of good iv. taste and decorum.
- Alpha Phi Alpha Chapters are not authorized to participate in televised, video or movie step shows without V. expressed written permission from the General Organization of Alpha Phi Alpha Fraternity, Inc. (See Section III.8)
- vi. It is not appropriate for Alpha Brothers to step at non-step show gathering such as public clubs, wedding receptions, etc. NOTE: This does not refer to "party stepping or "party strolling." However, in cases where brothers are "party stepping or party strolling," care should be taken to assure that brothers are not being disrespectful or disrupting the flow of activities for others. Stepping, "party stepping" and "party strolling" is never appropriate at a formal event.
- vii. At no time should Alumni Brothers enter a competition against College Brothers. Alumni Brothers are responsible for assisting in the development of College Brothers, and thus should never compete against them.

#Non-decretory 15 10/22/089



SECTION III.6. Conducting Official Alpha Ceremonies and Meetings

6 1 General

- Ceremonies are a critical part of what we are as Alpha Phi Alpha Fraternity, Inc. It is through such that we are made into Alpha and transitioned into the Omega Chapter. It is imperative that such ceremonies are conducted with the greatest degree of professionalism, decorum and adherence to the standard policies and procedures of Alpha Phi Alpha Fraternity, Inc.
- Types of Ceremonies and Meeting 62
 - There are two types of ceremonies and meetings: public and private.
 - ii. A public ceremony or meeting is one in which the general public is invited to participate. In those cases, local and community leaders as well as members of the Pan-Hellenic Community may be invited to participate. Protocol regarding Pan-Hellenic leaders can be found at http://www.nphchq.org/resources.htm
 - A public ceremony or meeting can be made private by a majority vote of the Brotherhood conducting the iii.
 - iv. A private ceremony or meeting is one in which only members of Alpha Phi Alpha Fraternity, Inc. are invited to attend. Except for an Executive Committee meeting of a National, Regional, District or Chapter organization, no member of Alpha, with appropriate credentials and password, may be barred admittance from such meeting. A private ceremony cannot be designated public. (#)
 - In public meetings, when an active General President or Past General President (s) of Alpha Phi Alpha Fraternity, Inc. enters the room or meeting or is introduced for the "first time", all brothers should stand in respect. Standing is only required for the highest-ranking elected Alpha Officer (General President; Past-General President; Regional Vice President; Assistant Regional Vice President; elected National Officers) present at an official function. NOTE: This applies to the District Directors when functions are held in his District and the Chief Pharaoh during Intake. (#)
 - Events designated as private cannot be designated public. (#) vi.

Official Ceremonies and Events 6.3

- The Official Ceremonies and Events of Alpha Phi Alpha Fraternity, Inc. shall include but not be limited to:
 - Chapter Meeting (Private Program ~ See Attachment H for Official Protocol. The Procedures are found in the Alpha University Chapter and Officer Development Guide)
 - <u>Chartering Ceremonies</u> (Public Program ~ See Attachment I for Official Protocol. The Procedures are found in the Alpha University Chapter and Officer Development Guide)
 - <u>Installation of Officers</u> (Public Program ~ See Attachment J for Official Protocol and Procedures)
 - Chapter Anniversaries (Public Program ~ See Attachment K for Official Protocol and Procedures)
 - Miss Black and Gold Pageants (Public Program ~ See Attachment L for Official Protocol. Procedures my be found in the Alpha Phi Alpha Fraternity, Inc. Awards and Achievement Handbook at www.alphaphialpha.net)
 - Founders Day Observance (Private Program ~ See Attachment M for Official Protocol and Procedures)
 - Omega Service (Public Program ~ See Attachment N for Official Protocol. The Official Procedures outline are included in the Ritual)
 - Membership Intake (Private Program ~ See Attachment O for Official Protocol. The Official Procedures is found in the Standing Order, Dated August 1999)
 - <u>Public Programs</u> (Public Program ~ See Attachment P for Official Protocol and Procedures.)
 - Brotherhood Acknowledgements (Private Program ~ See Attachment Q for Official Protocol and Procedures)
- It goes without saying that the attire for any official Alpha Phi Alpha public or private function is "Alpha Attire." Alpha Attire shall be defined as a suit, long sleeved shirt and tie. (#)
- Courtesies to Elected Officers of Alpha Phi Alpha Fraternity, Inc. 6.4
 - The highest-ranking elected Alpha Officer (General President; Past-General President; Regional Vice President; Assistant Regional Vice President; elected National Officers) present at an official function should at all times be granted the respect, courtesies and amenities befitting the office. NOTE: This applies to the District Directors when functions are held in his District and the Chief Pharaoh during Intake. In cases where the spouse of the elected Alpha Officer is present, she should be recognized, as well.
 - ii. The highest-ranking elected Alpha Officer at an official function should always be staffed as he moves about an official function. Staffing is defined as a brother(s) who is assigned to escort the Alpha Officer as he proceeds throughout the official function



- The staffer should precede the Alpha Officer into each official event, gain the attention of the Chair of the iii. function or the Sergeant-At-Arms and announce that the Alpha Officer is about to enter. In no cases should an Alpha Officer suddenly appear in an official function without the Chair or Sergeant-At-Arms being notified. In cases where the staffer informs the Sergeant-At-Arms, the Sergeant-At-Arms should immediately notify the Chair of the meeting.
- When visiting a particular location where an Alpha Chapter (s) is located, the Alpha Officer should notify iv. the appropriate Chapter President (s) of the date and time of his visit. This will include any official visit, i.e. speeches, discipline hearing, program participation, etc.
- Due recognition and respect should be shown to Alpha Officers in the following sequence: v
 - General President
 - Past General President (s) (In descending numerical order)
 - The Five Regional Vice-Presidents (in Regional Alpha Order)
 - The Five Assistant Regional Vice President (s) (in Regional Alpha Order) d.
 - The Immediate Past Regional Vice-President (s) e.
 - f. The Comptroller
 - The General Treasurer
 - The General Counsel
 - The Executive Director i.
 - National Standing Committee Chairs (in Alpha Order) i.
 - The District Director k.
 - The Past District Director 1.
 - The Area Director
 - The Chapter President
 - The Past Chapter President (s)
 - Past National, Regional, District, Area and Chapter Elected Officers
- vi. Rules regarding National Pan-Hellenic Members attendance at public events can be found at http://www.nphchq.org/resources.htm.
- All assembled should always rise and receive the highest ranking officially elected Alpha Officer or a Past vii. General President when he first enters a room during an official function (provided he is the highest ranking officer at the function or the function is in his territory, i.e. District Director during District Conferences.)
 - The Officer has the right to ask the brothers to "KEEP YOUR SEATS" in cases where he does not wish for them to stand.
 - The Officer should always issue the 'KEEP YOUR SEATS" command when he enters a room in the middle of a meal; a formal presentation or speech or other occasions where the standing of brothers would interrupt the flow of the meeting. (#)
- 6.5 Listing of Officers in Official Programs and on Web Sites
 - Due recognition and respect should be shown to Alpha Officers on Official Programs and Official Web i. Sties in the following sequence:
 - General Organization
 - General Officers
 - 1 General President
 - Immediate Past General President
 - General Treasurer
 - General Comptroller
 - General Counsel
 - 6. Director of Conventions
 - 7. Historian
 - Chief Parliamentarian
 - ii. Presidential Assistants
 - Senior Special Assistant to the General President
 - Special Assistant to the General President
 - Administrative Assistant to the General President
 - Assistants to the General President
 - Protocol Chief
 - iii. Regional Vice Presidents

#Non-decretory 17 10/22/089



- Eastern Vice President
- 2. Midwestern Vice President
- 3. Southern Vice President
- 4. Southwestern Vice President
- 5. Western Vice President
- iv. Regional Assistant Vice Presidents
 - 1. Eastern Assistant Vice President
 - 2. Midwestern Assistant Vice President
 - 3. Southern Assistant Vice President
 - 4. Southwestern Assistant Vice President
 - Western Assistant Vice President
- v. National Foundation
 - 1. Building Foundation
 - 2. Education Foundation
- vi. National Chairmen & Coordinators
 - 1. In Alphabetical Order
- vii. Corporate Headquarters Management Team
 - 1. Executive Director
 - 2. Director of Communications
 - 3. Director of Educational Activities (Education Foundation)
 - 4. Director of Membership Services
 - 5. Accounting Information Specialist
 - 6. Communications Coordinator/Specialist
 - 7. Membership Coordinator (Eastern & Western Regions)
 - 8. Membership Coordinator (Southern Region)
 - 9. Membership Coordinator (Midwestern & Southwestern Regions)
- b. Regional Organization
 - i. Regional Officers
 - 1. Regional Vice President
 - 2. Assistant Regional Vice President
 - 3. Immediate Past Regional Vice President
 - 4. Regional Secretary
 - 5. Regional Treasurer
 - 6. Regional Comptroller
 - 7. Regional General Counsel
 - 8. Regional Historian
 - 9. Regional Parliamentarian
 - 10. Regional Chaplin
 - 11. Regional Associate Editor to the SphinxTM
 - ii. Regional Vice President Assistants
 - 1. Regional Executive Director
 - 2. Regional Chairman of Protocol
 - iii. District Directors
 - 1. Listed in Alphabetical Order
 - iv. Assistant District Directors
 - 1. Listed in Alphabetical Order
 - vi. Committee Chairs
 - 1. In Alphabetical Order
- . District Organization
 - i. District Officers
 - 1. District Director
 - 2. Assistant District Director
 - 3. Immediate Past District Director
 - 4. District Secretary
 - 5. District Treasurer
 - 6. District Comptroller



- District General Counsel
- 8. District Historian
- 9. District Parliamentarian
- 10. District Chaplin
- 11. District Associate Editor to the SphinxTM
- ii. District Assistants
 - 1. District Executive Director
 - 2. District Chairman of Protocol
- iii. Area Directors
 - 1. Listed in Alphabetical Order
- iv. Assistant Area Directors
 - 1. Listed in Alphabetical Order
- vi. Committee Chairs
 - 1. In Alphabetical Order
- d. Chapter Organization
 - i. Chapter Officers
 - 1. President
 - 2. Immediate President
 - 3. Vice President
 - 4. Treasurer
 - 5. Financial Secretary
 - 6. Associate Editor to the SphinxTM
 - 7. Chaplin
 - 8. Historian
 - 9. Director of Educational Activities
 - 10. Chairman of Membership Intake
 - 11. Parliamentarian
 - 12. Protocol Chairman
 - vi. Committee Chairs
 - 1. In Alphabetical Order

6.6 Representation

- The General President is the official spokesperson and representative of Alpha Phi Alpha Fraternity, Inc.
 (#)
- ii. Upon the initial entrance or introduction of the General President at an official fraternal function, a public meeting, or any other public function, members should rise in recognition of the Office. (#)
- iii. Every effort should be made to ensure that all courtesies are extended to include complimentary registration or admittance (where appropriate), housing, and all necessary transportation as deemed appropriate.
- iv. The Past General Presidents should be afforded the same courtiers as the current sitting General President.
- v. The Regional Vice-President (RVP) and the Assistant Regional Vice President (ARVP) are the official representatives of their respective Region. During Regional functions, the RVP and ARVP should be extended the same courtesies; recognition and services accorded the General President.
- vi. The District Director (DD) and the Assistant District Director (ADD) are the official representatives of their respective District. During District functions, the DD and ADD should be extended the same courtesies; recognition and services accorded the General President.

6.7 Receptions

- i. The local Chapter(s) or host Region, to mark the visit of the General President, should host a Welcome Reception.
- ii. Local, County and State dignitaries (*i.e.*, Mayor, Councilman, Governor or Legislators) should be invited to participate in the reception.
- iii. Local dignitaries should be encouraged to make appropriate presentations (e.g., key to the city, proclamations, etc.) to the General President during the visit.

6.8 Receiving Line

- i. The formal receiving line is rarely used at most functions.
- ii. In most instances, a reception has been accepted as a more effective and congenial way to enable Officers and visiting VIPs to interact and meet Brothers and their guests.



- It's important to remember that the success or tone of both public and private events may be dependent on iii. advanced planning of the receiving line, holding area, and dais protocol.
- iv. If the event calls for a formal receiving line, attention should be paid to the formation of the line to assure a good and uninterrupted flow of traffic, not blocking exits and walkways.
- The line should reflect the following order: v.
 - a. Local/Host Chapter President, host District Director, host Assistant District Director, host Regional Vice-President, and host Assistant Regional Vice-President, who would introduce guests to the General President (in turn, introductions are made henceforth):
 - General President and spouse, if applicable
 - **Special Guests**
 - Regional Vice-President(s)
 - Assistant Regional Vice-President(s)
 - District Director(s)
 - Assistant District Director(s)
 - Local Chapter President(s)
 - Other special Fraternal Officials or Dignitaries (VIPs)

6.9 Holding Room or Assembly Room

- The holding room should be an enclosed space/room in close proximity to the main meeting room.
- Dignitaries should be informed of the location of the room in the formal invitation. ii.
- A Brother should be assigned to await guests in the main lobby of the facility and escort Dignitaries to the iii. holding room.
- Chairs are positioned with table/chair cards bearing the names of the members of the dais in the order in iv. which they are to be seated on the dais.
- Water, coffee, tea and appropriate beverages should be placed in the room. v.
- Cortèges and boutonnières should be pinned on guest in this location. vi.
- The host/hostess leads the processional. vii.

6.10 The Dais or Head Table

- No Brother should be allowed on the dais or head table who is not properly attired in "Alpha Attire."
- ii. The line-up for the dais should permit each person to proceed in an orderly progression to his or her assigned seat, which should be clearly marked and inclusive of the seat reserved for the General President or the highest-ranking Fraternity Officer present.
- iii. If the dais is two-tiered, the membership of the lower dais enters first.
- All assembled should rise at the entry of the dais and remain standing until the last person enters and the iv dais is seated
- Processionals for the dais are according to ascending rank. If a chair must be skipped for higher-ranking v. Officers who must enter near the end of the processional, it is okay to do so.
- After all persons on the dais have reached their assigned seats, the Presiding Officer in charge of the vi. ceremonies should invite all persons assembled to rise to receive the General President or the highest ranking Fraternity Officer present
- After the General President or the highest-ranking Fraternity Officer present is seated, the program begins. vii.
- If known sufficiently in advance that a dais guest will arrive late, it is recommended that a seat be assigned viii. to that person at the end of the tier, with the exception of the General President.
- Reserved seating should be provided, near the front of the dais for spouses or special guests of dais ix. participants.

Formal One Tier Seating 6.11

- The position of the Presiding Officer or the Master/Mistress of Ceremony is to the right of the lectern, as i this person faces the assemblage.
- ii. The guest of honor should be seated to the immediate right of the Presiding Officer.
- The next person to the right should be the General President (and spouse if applicable) or the highestiii. ranking Fraternity Officer present.
- The highest-ranking host elected official is positioned to the left of the podium. iv.
- Other dais guests should be seated to the right or left of the persons noted above, balanced in descending V. order of rank.
- Please see diagram in Attachment R. vi.

#Non-decretory 20 10/22/089



6.12 Formal Two Tier Seating

6.13

- i. The designated Presiding Officers and honored guests should be at the upper dais level, while designated persons such as program participants and other guests are seated at the lower dais level.
- ii. Consideration should be given to the physical restriction of the participants of the dais or the physical aspects of the room and the visibility of the dais in deciding tier assignment.
- iii. The use of clearly scripted place cards is critical and should be utilized.
- iv. Please see diagram in Attachment R.

Formal Theatre Style Seating

- i. The front row on the left-hand side of the room should be reserved for the General President or the highest-ranking Fraternity Officer present.
- ii. The front row on the right hand side should be reserved for the other elected and appointed Officers in descending order.
- iii. If possible, individuals should be seated in rank order.

6.14 Hospitality and Social Amenities

- i. The General President should be provided transportation upon arrival and departure, if invited by a local Chapter to participate in a particular event.
- ii. Hotel accommodations should be provided for the General President by the host/local Chapter. A suite or comparable accommodations should be comfortable, private, and secure, and sufficient to permit the hosting of a meeting or entertaining VIPs or other special guests.
- iii. A brother should be assigned to staff the General President throughout his visit.
- iv. The host/local Chapter should provide amenities such as light refreshments, beverages, and fruit basket for the President's suite.
- v. Other efforts and activities, where feasible, should be made, to provide for the general relaxation and entertainment of the President.
- vi. Additionally, time should be set aside, and space arranged, to allow the President to interact with all members, especially colleges in the area, as they are surely the lifelines of all our fraternity

6.15 Press Release for Official Public and Private Functions

- i. The host Chapter, or Region should plan full press and media coverage activities to include a press release of the event(s) for maximum coverage during visits by the General President or other National/Regional Officers.
- ii. Information essential for press coverage (*e.g.*, biographical sketches, etc.) for the General President may be found on the National website at www.AlphaPhiAlpha.net.
- iii. All official press releases must be approved by the Executive Director. See **SECTION III.8**.

6.16 Attire for Official Public and Private Functions

- It goes without saying that the attire for any official Alpha Phi Alpha public or private function is "<u>Alpha Attire</u>." (#)
- ii. Alpha Attire shall be defined as a suit, long sleeved shirt and tie.
- iii. Brothers not appropriately attired should not be allowed to participate on the podium of an official function.

 (#)

6.17 Convention Guidelines for Brotherly Conduct

- iv. Each convention (National/Regional/District) shall adopt a set of Convention Guidelines at the beginning of each business session.
- v. A sample of Convention Guidelines is included in <u>Attachment U</u>.

SECTION III.7. Alcohol and the Use of Drugs (#)

7.1 General

- i. Alpha Phi Alpha Fraternity, Inc. fully supports the following National Pan-Hellenic Council's (NPHC) position on Substance Abuse http://www.nphchq.org/resources.htm:
 - a. "The NPHC is concerned about the governing problem of substance abuse through the consumption of alcohol and the use of drugs, especially on college campuses. This is due to the alarming number of disastrous incidents in which alcohol and drugs play a part and the adverse health conditions caused by and relating to substance abuse."
 - b. "The NPHC position is that the sale or consumption of alcohol or drugs at any NPHC council sponsored event on campus or at any student's residence or other facility is strictly prohibited."

- Alpha Phi Alpha Men will always show respect to themselves, to others, whether wearing paraphernalia or ii.
- Alpha Men NEVER abuse alcohol. iii.
- Alpha Men NEVER use illegal drugs. iv.
- As per the Risk Management Handbook, "It is important, especially among College Chapters, that Brothers have a clear understanding of the Legal drinking age in the State where he lives. In addition, each chapter should become acquainted with the State "Dram Shop" laws. Under that law, fraternities and sororities may be held liable for the behavior of persons served liquor during fraternal social functions. In simple language, "Dram Shop" laws provide that if a person receives liquor from a fraternity and as a result injures someone or damages property, the Fraternity is legally liable for that person's action. In those states which have raised the legal drinking age to 21 years, it is illegal to serve liquor or alcoholic beverages to anyone under that age whether they pay for it or not"
- As per the Risk Management Handbook, "Any proven use, possession or sale of illegal drugs is cause for vi. dismissal."

SECTION III.8. Public/Media Appearances (television, radio, movies, etc.) and Press Releases (#)

Representation 8.1

- The General President of Alpha Phi Alpha (or his designee) is the official representative of the fraternity
- ii. No chapter or brothers should represent Alpha Phi Alpha Fraternity in any media (television, radio, movie, etc.) without the expressed written permission of the General Organization. This includes interviews, personal appearances, step shows, etc.
- No chapter or brothers shall participate in a TV shows, movie or video unless it cleared by the General iii. Organization. No one should audition, serve as an extra or participate in a show where the wearing of the Insignia of Alpha Phi Alpha Fraternity or representation in the name of the fraternity is a requirement without expressed written consent from the General Organization.
- iv. No brother or chapter should authorize the use of any symbol of Alpha Phi Alpha Fraternity, Inc. in any public/media appearance without the expressed written permission of the General Organization.
- All Alpha Men (college and alumni) must understand that while in the public eye they will no longer be v. known as John Doe. Instead they may be labeled as "John the Alpha".

8.2 Public/Media Appearances

- If given permission to participate in a media event, the brothers or chapters must display the aims of manly deeds, scholarship and love for all mankind.
- Brothers should make every effort to be as knowledgeable as possible on the subject matter that will be ii. discussed. Nothing can destroy credibility faster than inaccurate information.
- Brothers should be aware of the program's target audience. The target audience of BET's College Hill is iii. completely different from that of ABC's 20/20. ... knowing that difference can help ensure that your message is communicated effectively.
- Brothers and Chapters should obtain approval for public/media appearances from the National iv. Organization utilizing the form in Attachment U.

8.3 Press Releases

- i. A news release or press release is a written or recorded communication directed at members of the news media for the purpose of announcing something claimed as having news value. Typically, it is mailed or faxed to assignment editors at newspapers, magazines, radio stations, television stations, and/or television networks. Commercial newswire services are also used to distribute news releases. Sometimes news releases are sent for the purpose of announcing news conferences.
- ii. Brothers and Chapters should obtain approval for all press releases from the National Organization utilizing the form in Attachment U.

8.4 Public Service Announcements (PSA)

- A PSA is an announcement on television or radio serving the public interest and run by the media at no ĺ. charge. For example, a utility company might do a series of PSA's on the subject of saving energy in the home. Each one would feature the company's name.
- ii. In utilizing the official symbols of Alpha Phi Alpha Fraternity, Inc. chapters should be careful to follow the guidelines outlined in SECTION III.4.
- ii. Brothers and Chapters should obtain approval for public service announcements from the National Organization utilizing the form in Attachment U.



SECTION III.9 Greeting Protocol

9.1 General

i. Although Alpha Phi Alpha Fraternity, Incorporated firmly believes in egalitarianism, Alpha Officers are the closest thing that we have to royalty, so a certain amount of deference is offered to them that is not offered to other Brothers who do not hold an elected or appointed position. The highest-ranking elected Alpha Officer (General President; Past-General President; Regional Vice President; Assistant Regional Vice President; elected National Officers) present at an official function should at all times be granted the respect, courtesies and amenities befitting the office. NOTE: This applies to the District Directors when functions are held in his District and the Chief Pharaoh during Intake. Brothers stand and applaud out of respect for the office when an Alpha Officer enters a room of those who have assembled to conduct the business of the Fraternity. It should also be noted that Brothers should also remain standing until the Alpha Officer is seated or until he directs them to be seated.

9.2 Official Challenge

- In greeting a suspected member of Alpha Phi Alpha not known to another Brother, the Official Challenges as outlined in the Ritual of Alpha Phi Alpha Fraternity, Inc. is the **ONLY** means of challenge.
- ii. Brothers are not required to (nor should they) respond to other locally developed challenges. (#)

9.3 Official Greetings

- i. In a formal setting, (e.g. a Fraternity Meeting, Convention, etc.), a Brother should **always** address another Brother using the title "Brother" and his last name.
- ii. In an informal setting (e.g. a shopping mall or the likes), a Brother does not have to address another Brother using a formal title. It is also appropriate for a Brother to refer to another Brother as "frat", in an informal setting.
- iii. In cases where an Alpha Officer is present, the Brother acknowledging this Brother should always use the title "Brother" followed by the Alpha Officer's title (i.e. Brother General President; Brother Vice-President; Brother District Director).
- iv. In doing formal programs, a brother will a formal title should be address as 9.4 Alpha Officers Introduction
- v. When introducing an Alpha Officer who is present at any function, they should be introduced using the title "Brother" followed by the Alpha Officer's current or former (in some cases) position:
 - a. Brother John Doe, the (state Region) Regional Vice-President (Assistant Vice-President).
 - b. Brother John Doe, the (state District) District Director (Assistant District Director).
- iv. An exception is the current or a former General President. In that case, he should be introduced using some combination of the number of his General Presidency of Alpha Phi Alpha Fraternity, Incorporated, the title "Brother" and his first (middle initial) and last name in one of the listed formats. i.e. The 32nd General President of Alpha Phi Alpha Fraternity, Inc., Brother Darryl R. Matthews, Sr. or Brother Darryl R. Matthews, Sr., the 32nd General President of Alpha Phi Alpha Fraternity, Inc. It is not necessary to ask brothers to stand
- 9.5 Titles Used with Correspondence, Invitations and formal programs
 - i. Correspondence addressed to a Brother should utilize the title of "Brother" followed by the official position on the next line. Brother Dr. John Jones. The word brother should proceed the title and the brother's name. This will apply to reverends, doctors, military officers, etc.
 - ii. Correspondence addressed to a Brother and his spouse should include the titles of "Brother and Mrs
 - iii. In doing formal programs, the word "Brothers" should precede the formal title of the brother, i.e. Brother Dr. John Jones. This will apply to ministers, doctors, military officers, etc.

SECTION IV. ENFORCEMENT

Merriam-Webster's Online Dictionary defines protocol as a code prescribing strict adherence to correct etiquette and precedence. This protocol manual is developed in an effort to provide a common set of procedures for Alpha Phi Alpha Men. The manual includes official policy and procedures regarding what it means to be an Alpha Man and General Alpha Protocol. This manual is not designed to provide punitive actions for non-adherence in all instances.

Protocol and etiquette is your actions that express your respect of another person and/or organization. Etiquette is a lofty and valued attitude and is a source of harmony and solidarity. If an organization is to preserve and protect its brand, there must be strict definition of the rules of protocol and etiquette.



According to Wikipedia on-line dictionary, the notion of *etiquette is of* French origin and arising from practices at the court of Louis XIV. For some etiquette and protocol is occasionally disparaged as old-fashioned or elite, a code concerned only with "which fork to use". Some people consider etiquette to be an unnecessary restriction of freedom of personal expression; others consider such free spirits to be unmannerly and rude. For instance, wearing pajamas to a wedding in a cathedral may be an expression of the guest's freedom, but may also cause the bride and groom to suspect that the guest in pajamas is expressing amusement or disparagement towards them and their wedding.

Etiquette may be enforced in pragmatic ways: "No shoes, no shirt, no service" is a notice commonly displayed outside stores and cafés in the warmer parts of North America. Others feel that a single, basic code shared by all makes life simpler and more pleasant by removing many chances for misunderstandings. This protocol and etiquette manual is designed to provide Men of Alpha Phi Alpha Fraternity, Inc. with the proper manner in which Men of Alpha should behave and act. In those cases, where polices in this document are not decretory, such will be noted by a (#) sign. However, enforcement of the policies and procedures in the manual will not necessarily be punitive. Enforcement may simply mean a simply phrase like, "Alphas don't do that." Where there are requirements to obtain approval of certain processes and procedures, the process has been outlined under that particular section of the manual, i.e., approval of certain public relations activities. The policies and procedures in this manual are also not designed to be retroactive, in most cases, i.e. it is not designed to have tattoos removed. However, it is hoped that the policies and procedures will make it clear that such action is not condoned by the National Organization of Alpha Phi Alpha Fraternity, Inc. thus absorbing the organization of any potential liability associated with such actions.

References

- 1. Anderson, Darron. "E-Mail: A new Form of Communication." The Sphinx, Summer 2003 Volume 88 Number 2, Page20-22.
- 2. Baldrige, Letitia. *The Amy Vanderbilt Complete Book of Etiquette: A Guide to Contemporary Living*. Garden City, New York: Doubleday & Company, Inc., 1978.
- 3. "Basic Table Etiquette." Career Center, 2005. Ball State University. October 20, 2005. http://www.bsu.edu/students/careers/students/interviewing/dining/
- 4. Briody, Dan. "The Ten Commandments of cell phone etiquette." Wireless World, 2005. InfoWorld. October 20, 2005. http://www.infoworld.com/articles/op/xml/00/05/26/000526opwireless.html
- 5. "Business Etiquette & Protocol." Manners International, 2005. The Ryan Group, Inc. October 20, 2005. http://www.mannersinternational.com/etiquette_tips_business.asp
- 6. Carter, Susan Gibson. Bridal Consultant Carter & Carter, LLC. Personal Interview. November 18, 2005.
- 7. "Cell Phone Etiquette Guide." The Let's Talk.com, 2005. LetsTalk.com Inc., October 20, 2005. http://www.letstalk.com/promo/unclecell/unclecell2.htm
- 8. "Constitution and By-Laws." Alpha Phi Alpha Fraternity, Inc. 2005.
- 9. Crawford, Bruce, "The Alpha University Chapter and Officer Development." Alpha University, Alpha Phi Alpha Fraternity, Inc. Baltimore, MD, 2001
- 10. Croker, Lawrence P. "42nd Edition, The Army Officer's Guide."
- 11. "Dress Speak For Men Sometimes Your Clothing Says More Than You Do." Presentation Skills, 2005. Executive Communications Group. October 30, 2005, http://ecglink.com/library/ps/dress-men.html
- 12. "Dress to Impress: Secrets of Proper Attire." The Career Center, 2005. Florida State University, October 30, 2005. http://www.career.fsu.edu/ccis/guides/attire.html
- 13. Flournoy, Cecil. Deputy Tennessee District Director Alpha Phi Alpha Fraternity, Inc. Personal Interview. October 22, 2005.
- 14. Gamonal, Paula. "Effectiveness for Mobile Executives." Etiquette On The Road, 2003. Ravenworks Information Center. October 20, 2005. http://www.ravenwerks.com/practices/travel.htm
- 15. Gamonal, Paula. "*More Than Just Eating With the Right Fork.*" Business Etiquette, 2003, Ravenworks Information Center. October 20, 2005. http://www.ravenwerks.com/practices/etiquette.htm
- Johnson, Michelle Bryant. Certified Protocol Consultant The Protocol Advisory Group. Personal Interview. November 26, 2005.
- 17. Merriam-Webster Online Dictionary. 2005. Merriam-Webster, Inc. October 15, 2005. http://www.m-w.com/dictionary/protocol
- 18. Miles, Moses General . An Alpha Man in Action ~ Guidelines for Wholesome Living. 1982
- 19. Molloy, John T. New Dress for Success Book. New York, New York: Warner Books, 2002.
- 20. "Protocol Manual." Oklahoma Department of Corrections Procedures. 2002, National Board of Corrections. October 20, 2005, http://www.nicic.org/Library/015675



- 21. Payne. Neil. "Business Letter Etiquette." The Sideroad, 2005. Blue Boulder Internet Publishing. October 20, 2005. http://www.sideroad.com/Business Etiquette/business-letter-etiquette.html
- 22. Roberts, Colin. "Etiquette and Protocol." Toastmaster, Compere & Master of Ceremonies. 2005. Toastmasters UK. October 20, 2005. http://www.toastmaster-uk.bigstep.com/catalog.html
- 23. Willis, Robert L. Past Georgia District Director and Past Southern Region Vice-President Alpha Phi Alpha Fraternity, Inc. Personal Interview. October 31, 2005.
- 24. Wesley, Charles H. The History of Aloha Phi Alpha ~ A Development in College Life. Eighteenth Printing, Foundation Publishers. 2000.



Attachments



Attachment A ~ A Sample Letter to Family on Disposition of Paraphernalia

January 1, 2006

Mrs. Mary L. Doe 234 Any Street Anytown, Georgia 00000

Dear Mrs. Doe:

The Brothers of the Lambda Lambda Chapter would like to again express our condolences on the transition of our dear brother, James M. Doe, to the Omega Chapter of Alpha Phi Alpha Fraternity, Inc. on December 1, 2005. Please know that his memory will dwell with us forever. Please do not hesitate to call me or any brother of the Lambda Lambda Chapter should you need assistance in any way.

I am sure that Brother Doe shared with you the manner in which his Alpha Phi Alpha Fraternity, Inc. paraphernalia should be disposed. The National Office of Alpha Phi Alpha retains the rights to all fraternal symbols to include fraternity pins and Alpha logo ware. However, financial brothers are automatically granted permission to utilize registered trademarks of the organization. Therefore, we ask that you provide this paraphernalia to an Alpha family member or friend, if you have not done so already. Otherwise, you may send the material to me as President of the local chapter.

Please complete the attached Paraphernalia Disposition Form and return it in the enclosed self-addressed stamped envelope. This form will be included with the Notice of Initiation into the Omega Chapter that must be forwarded to the National Office. A notice of Brother Doe's transition will appear in the next issue of the Sphinx[®] Magazine.

If you there are questions, please call.

Fraternally,

Brother William S. Sphinx Chapter President

Attachment: Alpha Phi Alpha Fraternity, Inc. Notice of Initiation Into the Omega Chapter Form



Attachment A ~ A Sample Letter to Family on Disposition of Paraphernalia (Cont'd)

Y___N ___



Alpha Phi Alpha Fraternity, Inc

Notice of Initiation into the Omega Chapter



Y N

Name of Brother

	AOA DAW			Chapter of Initi	ation into Alpha	W.	E AOA PAO
	First Name	MI	Last Name				
Date of Imitation into Alpha				Date Initiated Into Omega Chapter			
Please	attach a brief bio for	publicatio	on in the Sphinx Magazi	ine [®]			
Please	certify the disposition	of the pa	raphernalia*:				
Offic	cial Paraphern	alia wa	as Disposed of in Given to another	Presented to	ng manner: (1 Mailed to	Please check a	
			Alpha Brother	Local Chapter	National Office		NA
1.	Fraternity Pin		Alpha Brother Y N	•	National Office Y N		NA
1. 2.	Fraternity Pin Life Member Pin		•	YN			NA

Y___N ___ Y___N ___

Signature ~ Chapter President

Date

Please forward this form to:

Date

ALPHA PHI ALPHA FRATERNITY, INC. ®

Corporate Headquarters 2313 Saint Paul Street Baltimore, Maryland 21218-5211 www.alphaphialpha.net

Phone: 410.554.0040 • Fax: 410.554.0054

Other Alpha Logo Ware (Shirts, Hats, Cups, etc)

Signature ~ Family Member

^{*}All fraternal symbols, including the Name Alpha Phi Alpha, the letters $A\Phi A$, "06", and "The Sphinx" are registered and trademarked symbols of the national organization. Anyone wishing to use these symbols for any purpose must receive express written permission from the Corporate Headquarters. Authorized chapters and financial brothers of Alpha Phi Alpha Fraternity, Inc. are automatically granted permission to utilize these symbols.



Attachment B \sim Registered and Trademarked Fraternal Symbols



#Non-decretory **29** 10/22/089



Attachment C ~ The Official National Fraternity Hymn

Words by A. L. Simpson - Music by John J. Erby (See Page 211 of "The History of Alpha Phi Alpha ~ A Development in College Life ~18th Printing for score)

Verse 1

In our dear, A Phi A, fraternal spirit binds All the noble, the true and courageous. Manly deeds, scholarship, and love for all Mankind, are the aims of our dear Fraternity.

Chorus

Alpha Phi Alpha; the pride of our hearts and loved by us dearly art thou. We cherish thy precepts, thy banner shall be raised. To thy glory, thy honor, and renown.

Verse 2 (Solo Only)

We hold ever aloft, noble ideals and aims, carrying out earth's and heaven's grand command. Our true hearts ever strive, success' goal to gain. That our Fraternity's praises may be sung.

Chorus (All)

Alpha Phi Alpha; the pride of our hearts and loved by us dearly art thou. We cherish thy precepts, thy banner shall be raised. To thy glory, thy honor, and renown.

Verse 3

College days swiftly pass, imbued with mem'ries fond. And the recollection slowly fades away. Our renowned A Phi A and dear fraternal bond. May they ever abide and with us stay.

Chorus (All)

Alpha Phi Alpha; the pride of our hearts and loved by us dearly art thou. We cherish thy precepts, thy banner shall be raised. To thy glory, thy honor, and renown.





Attachment D ~ The Official Sweetheart Song

Alpha Phi Alpha Fraternity, Inc.

To hear this Song, please click below:

Sweetheart Song

You're the Sweetheart of Alpha Phi Alpha We love you more each day You're dear to all who wear the pin From you we will never stray

We love you, yes, we love you
For more than words can say
So we'll raise our voices loud and strong
To the darling dream girl
Sweetheart of A Phi A

You're so lovely so like an angel You wear the black and gold Your charm, your grace, the ecstasy Are like sweet days of old

(SOLO) Now dear Swear heart of Alpha Phi Alpha
We end our song to you
We'll dream of you the whole night long
A girl so rare so true

(ALL) We love you, yes, we love you

For ever and a day
So we'll raise our voices loud and strong

To the darling dream girl Sweetheart of A Phi A

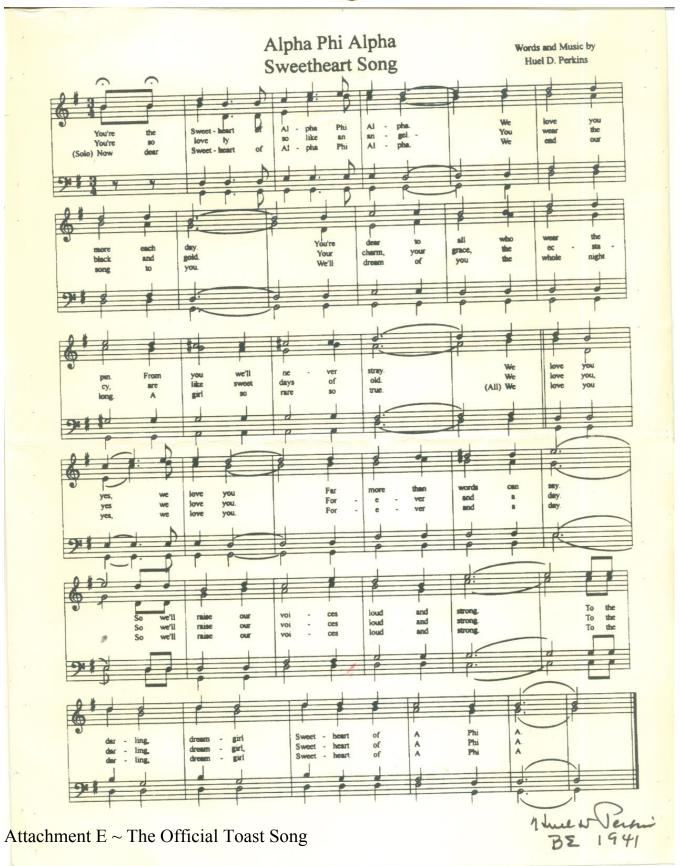


To Hear The Music Click Bel

SweetheartOfAPA~ 1.wma









Alpha Toast Song

Like rare old wines
you'll never die.
We sing thy praise as years
go by.
And these are words we'll
always say
A SONG, A TOAST, FOR A PHI



Though we may part when school is done, We'll cherish mem'ries days of fun.
Again, we'll meet and we will say.
A SONG, A TOAST, FOR A PHI A.

So drink dear friend a toast we'll give,
To A Phi A, long may she live.
The memories live though we're away
A SONG, A TOAST, FOR A PHI A.



Attachment $F \sim Legacy Song$ and Chants

ALPHA TRAIN

(Traveling)

Alpha train is slowly coming To keep on pushing. If you hurry you might get on it; Got to keep on pushing. Got my ticket right in my hand; Got to keep on pushing. Soon we'll be in Alpha land; Got to keep on pushing. This train we're waiting for is black and gold. We're in love with dear old Alpha. No time for turning back - - A Phi A.

The Bells of Alpha

(The Bells of St. Mary) Boom, Boom, Boom

The Bell of Dear Alpha, Boom-Boom, for us they are calling

The call of Dear Alpha, to Dear A Phi A,

Boom-Boom-Boom-Boom

We're answering Dear Alpha, Boom-Boom; we're answering your call

So let those bells ring loud and clear for A Phi A.

Solo

We love Thee, Boom-Boom, Dear Alpha, Boom-Boom, and we just want you to know that the Alphas are ready to answer your call, Boom-Boom-Boom-Boom-Boom.

We'll gladly give our lives, Boom-Boom—our very lives for your call,

All-So let those bells ring loud and clear for A Phi A

Down in My Heart

Right Side Left Side Down in my heart (Down in my feet) I do believe (Down in my soul) in that Alpha Phi Alpha Fraternity, (Fraternity) And when I die (And when I die) I'll die a man (I'll die a man) and I'll be headed into that Alpha land (that Alpha Land) The House of Alpha so high, (so high you can't get over it,) so low (so low you can't get under it),

so wide you can't get 'round it, you must come in the door, The House of Alpha

Give Me That Old Alpha Spirit

Give me that good, old Alpha spirit Give me that good, old Alpha spirit, Give me that good, old Alpha spirit, It's good enough for me. It was good for all the Brothers, it was good for all the Brothers, It was good for all the Brothers, It's good enough for me. (Repeat as many times as desired)



Attachment F ~ Legacy Song and Chants (Cont'd)

Have You Heard of the City

Have you heard of a city where the streets are black and gold,
And the Name of the city is A Phi A, A Phi A
Have you heard of a city where the streets are Ice, Ice cold,
And the Name of the city is A Phi A, A Phi A
Have you heard of a city where scholarship is number one,
And the Name of the city is A Phi A, A Phi A
Have you heard of a city where the Brotherhood is second to none?
And the Name of the city is A Phi A, A Phi A

I've Got a Feeling

I've got a feeling
I've got a feeling brothers
I've got a feeling, that somebody's trying to slip into the frat
And we ain't gonna have no stuff like that

I've Done Got Over

Verse 1

Well there ain't no milk and honey, crossing those burning sands It takes a lot of time and a burning behind to make it into Alpha land

Chorus
And I done got over
I done got over
Ya, I done got over, over into Alpha Land

Sho Be Do Do Verse 2

My mother told me, son you better understand. Before you come home for the Christmas Vacation, You better be an Alpha Man

I've Done Got Over (cont'd)

Verse 3

Two old ladies, playing in the sand, One old lady told the other old lady, I wish you were an Alpha Man

Verse 4

In the beginning, there were just two! Eve was a Delta, and Adam was a Que! But there's just one thing they did not understand, Is that the man up above was an Alphaman!

Verse 5

I got it in the shower
I got in the stands
Since I crossed those burning sand I got it ever hour

IN THE EVENING BY THE FRAT HOUSE

In the evening by the frat house, you can hear those Alphas singing.

In the evening by the frat house, you can hear their voices ringing.

To a girl in admiration, to a sweetheart they know is true.

Hear those Alphas singing in the moonlight.



Attachment F ~ Legacy Song and Chants (Cont'd)

The Sands or Hot Um Golly, Golly Um, Golly, Golly The Sands are hot The Sands are hot

Um, Golly, Golly, Um, Golly, Golly.

Sons of A Phi A

Good old Alpha spirit.
Listen, can't you hear it?
We are sons of A Phi A.
Precepts that we cherish,
They will never perish
From the hearts of A Phi A.
Alpha, Alpha, we'll always cherish thee!
Tell the world about it.
There's no need to doubt it.
We are sons of A Phi A!!!

CHANTS

A-Phi Till I Die

A LPHA PHI, ALPHA PHI, TO THE DAY I DIE AND AFTER THAT, AND AFTER THAT , I LOVE MY FRAT, I LOVE MY FRAT, A Φ A

To hear this Chant, please click below:



A-PhiTillIDie.wav



Attachment G ~ The Official Fraternity Prayer

Oh Lord, May the true spirit of fraternity, rule our hearts, guide our thoughts and control our lives so that we may become through thee, servants of all.





Attachment H ~ Chapter (Fraternity) Meetings Official Protocol and Procedures

PURPOSE OFFICIAL CHAPTER MEETING

Effective chapter meetings are essential to having a productive chapter. An effective chapter meeting is dependent upon how well members utilize parliamentary procedure. Regular use of parliamentary procedures within the chapter helps members in other organized settings – work related situations, community-based groups, professional organizations, or politics.

The official chapter meeting of Alpha Phi Alpha Fraternity, Inc. is designed to officially conduct the business of Alpha in any college or alumni chapter.

This meeting is always a private meeting. The Chapter President and Sergeant-At-Arms must assure that the "House is Secure" before conducting any business. <u>NO</u> non-Alphas can be present in the room while the business of Alpha is being conducted to include wait staff and invited guest.

GROUP RESPONSIBLE FOR UPDATING OFFICIAL CHAPTER MEETING PROCEDURES

The Chief Learning Officer of the Alpha University is responsible for monitoring and updating these procedures.

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR OFFICIAL CHAPTER MEETING

Robert Rules of Order

An agenda; make a copy for each member

GENERAL PROTOCOL FOR OFFICIAL CHAPTER MEETING

Type of Ceremony ~ Private

Attire ~ Alpha Attire

Suggestions for having a smooth, coordinated ceremony.

- 1. Establish regular meeting date, time, and place
- 2. Conduct Executive Committee meeting prior to regular meeting
- 3. Have an agenda; make a copy for each member
- 4. Be punctual
- 5. Set an establish length for meeting (1 to 1-1/2 hour).
- 6. Use parliamentary procedure
- 7. Be sure to have quorum before starting the meeting
- 8. Make committee chairs aware of expected reports
- 9. Requests that committee reports be submitted in written form
- 10. Respect the rights of all members
- 11 Be fair
- 12. Have appropriate documents available: constitutions and by-laws; university guidelines for student organizations; etc.
- 13. End meetings on time

CEREMONY FOR OFFICIAL CHAPTER MEETING (Please refer to the Alpha University Chapter and Officer Development Guide (http://www.alphaphialpha.net/Page.php?id=134).



PURPOSE CHARTERING CEREMONY

The Chartering Ceremony of Alpha Phi Alpha Fraternity, Inc. is designed to officially establish a college or alumni chapter. To be chartered, the National Organization must issue an official charter and the chapter must have seven members or more.

The ceremony has a setting of a banquet. Invited guests should include dignitaries and officials of the community, all local college and alumni Alpha Phi Alpha Fraternity, Inc. chapters, all other Greek Letter Organizations, top campus or city officials, special dignitaries of political, civic, and other such persuasions.

The participants of the program and top dignitaries are seated at the Head Table. No Brother who is a Charter Member is seated at this table. The Charter Members and their Guest are to be seated at the banquet tables.

GROUP RESPONSIBLE FOR UPDATING CHARTERING CEREMONY PROCEDURES

The National Standards and Extension Committee of Alpha Phi Alpha Fraternity, Inc. is responsible for monitoring and updating these procedures.

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR CHARTERING CEREMONY

The following items should be obtained from the General Organization. Please contact your National Region Representative

- 1. Chartering Chapter Candle Board
- 2. Alpha Phi Alpha Candelabrum
- 3. Office Chapter Charter

NOTE: ALL ITEMS EXCEPT CHARTER, ARE TO BE CLEANED AND PROPERLY STORED IN CASE AND RETURNED IMMEDIATELY TO GENERAL ORGANIZATION BY PREPAID MAIL THE NEXT WORKING DAY AFTER THE CEREMONY.

The following items should be supplied by the local chapter being chartered.

- 1. Cassette Tape Recorder or Turntable with dinner music. This is optional if live music is to be played.
- 2. Seven Candle Candelabrums. Can be borrowed from a local church.
- 3. Candle lighter-Combination Bell Extinguisher and Sliding Taper Lighter. Can be borrowed from a local church.
- 4. Candles:
 - a. Three (3) large gold candles (1" diameter)
 - b. Seven (7) gold candles (3/4" diameter)
 - c. A gold candle (3/4" diameter) for each Charter Member is required.
- 5. Frame for Charter. (10 ½" x 15" minimum inside diameter.)

#Non-decretory 39 10/22/089



6. Chartering Ceremony ~Make at least three copies of the ceremony for the Chartering Committee to review.

The following Alpha Phi Alpha Officials will be required:

- 1. Charter Officer -Regional Vice-President
- 2. General Organization -Highest Ranking Officer, designee if required:
- 3. Regional Representative -Assistant Regional Vice-President, designee if required:
- 4. State Representative -District Director, designee if required

The following logistics and placement are required:

- 1. A auditorium, conference facility or hotel ballroom
- 2. Placement of tables for ceremony and Head Table Seating. Diagram 1
- 3. Placement of Charter Items used in Ceremony. Diagram 2
- 4. Names for head Table Seating and Movement of Brothers and Personnel Representatives. Diagram 3

GENERAL PROTOCOL FOR CHARTERING CEREMONY

- 1. Type of Ceremony ~ Public
- 2. Attire ~ Alpha Attire
- 3. Suggestions for having a smooth, coordinated ceremony.
 - a. Make at least three copies of the ceremony for the Chartering Committee to review. Read the entire ceremony before filling in the spaces required.
 - b. PAY CLOSE ATTENTION TO ALL INSTRUCTIONS UNDERLINED. PAGE AND DIAGRAM REFERENCES ARE ENCLOSED IN PARENTHESES.
 - c. After filling in the spaces required, make a copy for the Chartering Officer. Highlight these parts so that reading them may be less taxing.
 - d. Place the guest names on the seating arrangement. (Diagram 3)
 - e. Send invitations to guest, dignitaries, and officials immediately. Be sure to provide complete information to place, time, dress, and expenses. Follow up with a telephone call, two days after mailing invitations.
 - f. Start gathering materials immediately. (Page 1)
 - g. Make a checklist of all people, materials, and duties required to complete the ceremony.
 - h. Have a specific time frame for the photographer. Get a contract.
 - i. Practice the complete program at least two (2) times with a set up similar to final set up.
 - j. COME EARLY TO SET UP CHARTERING FACILITY. WALK THROUGH **CEREMONY AT THIS TIME.** Inform all invited personnel of their responsibilities; i.e., Regional Vice President, General Organization Representative, Assistant Regional Vice President, District Director, Area Director, etc. BE ON TIME!
 - k. Provide name placed cards for Head Table seating. (Diagram 3)
 - 1. Brothers are line up according to height. EACH GROUP MUST MEMORIZE THE JEWEL THEY REPRESENT.



Attachment I ~ Chartering Ceremony Official Protocol and Procedures (Cont'd) CEREMONY FOR CHARTERING CEREMONY

THE CHARTERING CEREMONY

The Seven Candle Candelabrum (See in Exhibit A) is lighted before the guest are seated for the banquet. During the banquet, the Alpha Hymn or suitable dinner music is played. At the appropriate time the Chartering Officer will rise and say-

Chartering Officer: "THOSE WHO ARE OF US BUT WITHOUT US GATHER TOGETHER NOW." Charter Members quietly rise from banquet tables and assemble in the rear according to height. Representatives rise from Head Table and assemble at designated position (A Diagram 3). Music stops.

Charter Officer: "HEA	AR YE, ALL BROTHERS OF ALPH	IA EVERYWHERE, WE ASK TH	IAT YOU
PAUSE WITH YOUR	HUMBLE SERVANT THE	DIRECTOR WHO HAS I	BEEN
CHARGED WITH TI	HE RESPONSIBILITY OF LETTIN	IG A CHARTER OF THE ALPH	A PHI
ALPHA FRATERNIT	TY, INC., IN THE CITY OF	, COUNTY OF	,
STATE OF	AND THE SOUTHERN REGI	ON.	,

I HAVE THE LIGHT OF ALPHA. THIS LIGHT REPRESENTS OUR GENERAL ORGANIZATION. FROM THE SEVEN JEWELS ITS FLAMES WAS LIGHTED."

Representative of General Organization lights Candle lighter from the Seven Candle Candelabrum and lights tallest candle, located in center position of the Alpha Phi alpha Candle lighter. Extinguishers Candle lighter, replaces at center table and returns to position (A Diagram 3).

Chartering Office: "FROM ITS LIGHT WAS THE SOUTHERN REGION LIGHTED."

Representatives of the District lights Candle lighter from the Regional Candle and then lights the last candle. Extinguishes Candle lighter, replaces at center table and returns to position (A Diagram 3). All representatives return to Head Table.

Chartering Officer: "SILENCE, SILENCE, SILENCE," Said several times, diminishing volume to a whisper.

Chartering Officer: "COME, MEN WHO WALK IN SILENCE, LEARN TO LISTEN; THEY HEAR LOVE FOR ALL MANKIND, LEADERSHIP, SCHOLARSHIP, SERVICE."

1st group of Brothers come forward. The Lead Brother, (number 1 of group 1, goes to designated position (B) in front of the Center Table while the remaining Brothers space themselves evenly behind the Center Table, (Diagram 3)

The Lead Brother lights Candlelighter from the District Candle and lights the number of candles for each Brother in his group going from front to rear. Extinguishes candlelighter and returns to position, (B Diagram 3)

LEAD BROTHER OF GROUP NUMBER 1: "JEWEL!"



GROUP NUMBER 1: "HENRY ARTHUR CALLIS!"

CHARTERING OFFICER: "COME"

2ND group of Brothers come forward. The Lead Brother, (number 1 of group) goes to designated position (B) in front of the Center Table and receives Candlelighter from his Brother of group number 1. The Lead Brother group number 1 departs to his position (c). at the secondary table. The remaining brothers of group number 2 space themselves evenly behind the Center Table. (Diagram 3).

The Lead Brother lights Candlelighter from the District Candle and lights the number of candles for each

Brother in his group going from front to rear. Extinguishes Candlelighter and returns to position (B Diagram 3).

LEAD BROTHER OF GROUP NUMBER 2: "JEWEL!"

GROUP NUMBER 2: "CHARLES HENRY CHAPMAN!"

Brothers behind table depart following Brother number 2 to designated positions at secondary tables. Brother number 1 remains at position (B).

The above procedure is repeated 5 more times:

GROUP NUMBER 3: "EUGENE KINCKLE JONES!"

GROUP NUMBER 4: "GEORGE BIDDLE KELLY!"

GROUP NUMBER 5: "NATHANIEL ALLISON MURRAY!"

GROUP NUMBER 6: "ROBERT HAROLD OGLE!"

GROUP NUMBER 7: "VERTNER WOODSON TANDY!"

The Lead Brother of group number 7 replaces Candlelighter and follows the group to his designated position at secondary table.

BROTHERS TURN AND FACE HEAD TABLE AND SING ONE VERSE AND CHORUS OF THE ALPHA HYMN.

Brothers remain standing facing the Head Table.

Chartering Officer: :IT IS DONE	. THE SPIRIT AND THE LIGHT	OF ALPHA IS HERE. THE
CIRCLE IS COMPLETED, TH	E SEVEN JEWELS WHO FIRST	BROUGHT THE LIGHT OF
ALPHA TO THE WORLD HAV	E NOW BROUGHT THEIR SPII	RITS AND PRECEPTS TO THIS
		LEADERSHIP; SERVICE. WE GIVE
OF OURSELVES FOR THE LO	OVE OF ALL MANKIND. BY TH	E POWERS INVESTED IN ME I
LET THE CHARTER BE NAM	ED	TO BE A LIGHT IN
	IT IS WELL THAT HIS BE	DONE. THERE IS MUCH WORK
FOR YOU; A CHARGE TO KE	EP AND EXPECTATION TO HO	LD. WE CAST A LONG SHADOW
BUT WE WALK IN THE HEAT	T OF THE DAY. YOU ARE OBLI	GATED NOW TO WITNESS WITH
US."		



Chartering Officer: "PLEASE RAISE YOUR RIGHT HAND IN THE AFFIRMATIVE, AND REPEAT THIS OATH AFTER ME." "WE THE BROTHERS OF **CHAPTER - DO SOLEMNLY** SWEAR, THAT WE SHALL, HOLD HIGH THE NAME OF ALPHA -OBEY ALL RULES AND REGULATIONS -THIS OF THE DISTRICT OF THE SOUTHERN REGION - AND THE GENERAL FRATERNITY - SO HELP US GOD" Brothers will turn and sit at secondary tables. Chartering Officer: "WHY ALPHA PHI ALPHA?" Chartering Officer will give a short talk on the question. MAXIMUM TIME TEN MINUTES. Chartering Officer: At the end of the talk, the Chartering Officer shall recite an appropriate poem or passage. Chartering Officer: 'OF THIS BROTHER GROUP, I CALL THE PRESIDENT." PRESIDENT: "BROTHER , I AM, YOUR SERVANT, BROTHER REGIONAL VICE PRESIDENT." The President shall acknowledge his name. Chartering Office: "COME FORWARD." Brother approaches. Chartering Officer: "WILL YOU ACCEPT THIS CHARTER ON BEHALF OF YOUR CHARTERING **BROTHERS?**" PRESIDENT: "YES, I DO." Chartering Officer: "THIS CITY, I LET THIS CHARTER. MAY GOD BLESS ITS PURPOSE. YOU MAY ADDRESS YOUR GUEST MR. PRESIDENT." PRESIDENT: The President introduces guest at Head Table. The president makes a five to seven minute talk on the "role of his Chapter in this community; what is to be expected, etc." At the end of his presentation, the President shall say, "WITH ME ARE MY BROTHERS AND THEIR FAMILIES. I TAKE PLEASURE IN PRESENTING EACH."

Present Brother, wife, children, etc.

Awards may be presented at this time. Brothers may be called for assistance. At the end the President shall say, "MR CHARTERING OFFICER, OUR WORK BEGUN. WE ACCEPT THE CHALLENGE. GOD BE WITH US ALL."

All return to their seats



RETIRING THE JEWELS

Chartering Officer: "AS WE RETIRE THESE JEWELS, LET US REMEMBER THAT IT IS FOR US TO CONTINUE THE SERVICE TO ALL MANKIND WHICH THEY DREAMED ABOUT SO THAT ALPHA PHI ALPHA WILL BE DEEPLY INTERWOVEN IN THE HISTORY OF OUR GREAT **COUNTRY.**"

Brother designated to snuff the Seven Candle Candelabrum rises, goes to the front of the Center Table, retrieves Candelighter and stands to the left of the Candelabrum.

(Position D Diagram 3)

Chartering Officer: "CHARLES H. CHAPMAN - 1934."

Brother snuffs candle on far left side.

Chartering Officer: "ROBERT H. OGLE – 1936."

Brother snuffs candle on far right side.

Chartering Officer: "VERTNER W. TANDY – 1949."

Brother snuffs second candle on left.

Chartering Officer: "EUGENE K. JONES - 1954."

Brother snuffs third candle on right.

Chartering Officer: "NATHANIEL A. MURRAY – 1959."

Brother snuffs third candle on left.

Chartering Officer: "GEORGE B. KELLEY – 1962."

Brother snuffs third candle on right.

Chartering Officer: "HENRY A. CALLIS – 1974."

Brother snuffs last candle, replaces Candlelighter, returns to seat.

Chartering Officer: IT IS FITTING THAT WE GIVE THESE BROTHERS THE RECOGNITION WHICH IS DUE THEM FOR THEIR DEDICATED ENDEAVORS AND CONTINUED SACRIFICES FOR OUR CAUSE AND IDEALS FOR WHICH IT STILL LIVES, FOR IT LIVES BECAUSE: TO US FROM FALLING HANDS THEY THREW THE TORCH; LET IT BE OURS TO HOLD IT HIGH!"

CHARTERING COMMITTEE CHAIRMAN:

Rises and goes to rostrum. Recognize people who have assisted in the preparation of the ceremony. Recognizing members of other Greek Persuasions. Thank guest for coming. Returns to seat. Two minutes.

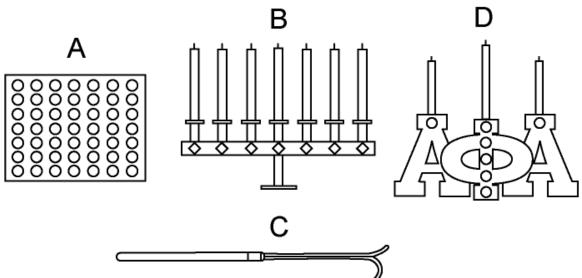
Chartering Officer: "THE ALPHA HYMN. VISITING BROTHERS PLEASE JOIN OUR BROTHERS AT EACH END LEAVING THE CENTER OPEN."

Charter Brothers rise, push chairs under table, and face Center Table. Visiting Brothers are to join at both ends of semicircle, keeping center visible.



Attachment I ~ Chartering Ceremony Official Protocol and Procedures - Exhibit A

CHARTERING CEREMONY (Set up Illustration)



- A. <u>CHARTERING CHAPTER CANDLE BOARD</u>
 One candle per Brother being Chartered (required). Light from front to rear
- B. <u>SEVEN CANDLE CANDELABRUM (borrowed from local church)</u>
- C. CANDLELIGHTER (borrowed from local church)
- D. ALPHA PHI ALPHA CANDELABRUM

Candle 1 - Center Position for General Organization

Candle 2 - Right Position for Region

Candle 3 - Left Position for State



Attachment J ~ Installation of Officers Official Protocol and Procedures

PURPOSE INSTALLATION OF OFFICERS CEREMONY

The Installation of Officers Ceremony of Alpha Phi Alpha Fraternity, Inc. is designed to officially install duly elected officers of a college or alumni chapter. This ceremony should occur in September of each year.

This ceremony can be held as a public program or at a private chapter meeting. If it is designed as a public program, invited guests should include dignitaries and officials of the community, all local college and alumni Alpha Phi Alpha Fraternity, Inc. chapters, all other Greek Letter Organizations, top campus or city officials, special dignitaries of political, civic, and other such persuasions.

GROUP RESPONSIBLE FOR UPDATING Chartering Ceremony PROCEDURES

The Chief Learning Officer of the Alpha University is responsible for monitoring and updating these procedures.

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR Chartering Ceremony

Candles for each officer and Matches/Lighter

GENERAL PROTOCOL FOR Chartering Ceremony

Type of Ceremony ~ Public

Attire ~ Alpha Attire

Suggestions for having a smooth, coordinated ceremony.

- 1. Make at least three copies of the ceremony for the Installation Committee to review. Read the entire ceremony before filling in the spaces required.
- 2. PAY CLOSE ATTENTION TO ALL INSTRUCTIONS
- 3. After filling in the spaces required, make a copy for the Installation Officer. Highlight these parts so that reading them may be less taxing.
- 4. If conducted as a public program
- 5. Place the guest names on the seating arrangement.
- 6. Send invitations to guest, dignitaries, and officials immediately. Be sure to provide complete information to place, time, dress, and expenses. Follow up with a telephone call, two days after mailing invitations.
- 7. Start gathering materials needed immediately
- 8. Make a checklist of all people, materials, and duties required to complete the ceremony.
- 9. Have a specific time frame for the photographer. Get a contract.
- 10. Practice the complete program at least two (2) times with a set up similar to final set up.
- 11. COME EARLY TO SET UP INSTALLATION FACILITY. WALK THROUGH CEREMONY AT THIS TIME. Inform all invited personnel of their responsibilities; i.e., Regional Vice President, General Organization Representative, Assistant Regional Vice President, District Director, Area Director, etc. BE ON TIME!
- 12. Provide name placed cards for Head Table seating.

CEREMONY FOR INSTALLATION OF OFFICERS (Please refer to the Alpha University Chapter and Officer Development Guide (http://www.alphaphialpha.net/Page.php?id=134).



Attachment K ~ Chapter Anniversaries Official Protocol and Procedures (Under Development)

PURPOSE CHAPTER ANNIVERSARIES OFFICIAL PROTOCOL AND PROCEDURES

GROUP RESPONSIBLE FOR UPDATING CHAPTER ANNIVERSARIES PROCEDURES

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR CHAPTER ANNIVERSARIES

GENERAL PROTOCOL FOR CHAPTER ANNIVERSARIES

- 1. Type of Ceremony ~ Public
- 2. Attire ~ Alpha Attire

CEREMONY FOR CHAPTER ANNIVERSARIES



Attachment L ~ Miss Black and Gold Pageant Official Protocol and Procedures

PURPOSE MISS BLACK AND GOLD PAGEANT

The Miss Black and Gold Pageant is an event whose primary purpose is to highlight and foster the inextricable connection between success and etiquette amongst young women. This pageant spotlights the young women's poise, self-confidence, communication skills, intelligence, and beauty. In all, the Miss Black and Gold Pageant encompasses true womanhood, success, and confidence. Academic excellence and scholarship are greatly stressed in the competition with fraternity providing the contestants with scholarship to assist with the financial obligations associated with post secondary studies.

This pageant is always a public affair. During this public event, Alpha Men are required to show the greatest degree of decorum and respect, especially during the swimsuit competition. This is an opportunity for Alpha Men to demonstrate to parents and other invited guests that we are indeed Men of class and distinction.

GROUP RESPONSIBLE FOR UPDATING MISS BLACK AND GOLD PAGEANT PROCEDURES

The National Awards Chairman of Alpha Phi Alpha Fraternity, Inc. is responsible for monitoring and updating these procedures.

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR MISS BLACK AND GOLD PAGEANT

- 1. Miss Black and Gold Official Applicant's Agreement
- 2. Miss Black and Gold Pageant Evaluation Form
- 3. Accommodations: At the District, Regional and National Competition levels, each sponsoring Alpha organization is responsible for providing economical and practical travel to the convention per standard reimbursement policy and double room for two (2) nights.
- 4. Expense Allowance: There will be a \$50.00 expense allowance for meal and miscellaneous expenses during the competition. This allowance will be added to the scholarship check the candidate may win. The sponsoring Alpha organization will provide this additional expense.
- 5. Gifts: Any gift that is provided such as the tiara, sash, and scepter belongs to the recipient and is hers to keep. All sponsoring organizations should plan to bring some type of gift, i.e. flowers, to present to their candidate in case she does not win the overall prize. This lets her know that she is still a winner in the eyes of the sponsoring Alpha organization.
- 6. Pageant Rules
- 7. Release Statement: To be signed by each contestant.
- 8. Scholarship: Awards will be presented to each contestant prior to departure from the convention site. The checks are not prepared until after the pageant.



Attachment L ~ Miss Black and Gold Pageant Official Protocol and Procedures (Cont'd)

GENERAL PROTOCOL FOR MISS BLACK AND GOLD PAGEANT

Type of Ceremony ~ Public

Attire ~ Alpha Attire

Suggestions for having a smooth, coordinated ceremony:

- 1. Start gathering materials needed immediately
- 2. Make a checklist of all people, materials, and duties required to complete the pageant.
- 3. Have a specific time frame for the photographer. Get a contract.
- 4. Practice the complete pageant at least two (2) times with a set up similar to final set up.
- 5. COME EARLY TO SET UP FACILITY. WALK THROUGH PAGEANT AT THIS TIME.
- 6. Inform all invited personnel of their responsibilities; i.e., Regional Vice President, General Organization Representative, Assistant Regional Vice President, District Director, Area Director, etc.
- 7. START ON TIME!

CEREMONY FOR MISS BLACK AND GOLD CEREMONY (Please refer to Alpha Phi Alpha Fraternity, Inc. Awards and Achievement Handbook (http://www.alphaphialpha.net/Page.php?id=134).

Attachment M ~ Founders Day Observance Official Protocol and Procedures (Under Development)

PURPOSE FOUNDERS DAY OBSERVANCE OFFICIAL PROTOCOL AND PROCEDURES

GROUP RESPONSIBLE FOR UPDATING FOUNDER'S DAY OBSERVANCE PROCEDURES

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR FOUNDERS DAY OBSERVANCE

GENERAL PROTOCOL FOR FOUNDERS DAY OBSERVANCE

Type of Ceremony ~ Public Attire ~ Alpha Attire

CEREMONY FOR FOUNDERS DAY OBSERVANCE



Attachment N ~ Omega Service Official Protocol

PURPOSE OMEGA SERVICE OFFICIAL PROTOCOL AND PROCEDURES

The OMEGA service of the Alpha Phi Alpha Fraternity is the ceremony in which all deceased Alpha brothers are transferred into Omega Chapter. Omega Chapter is the chapter reserved for deceased brothers and this is consistent with the view that "Once an Alpha always an Alpha." The ceremony is traditionally a PUBLIC ceremony. Any member of the Alpha Phi Alpha Fraternity is welcome to attend, as well as the deceased brother's family, friends and members of the general public. The ceremony may be made "Private" based on the wishes of the family of the deceased brother. The decision of the deceased brother's family MUST be honored by the brothers of Alpha Phi Alpha.

Since this ceremony is open to the public and it is held in honor of a deceased brother, all brothers MUST be clad in Alpha Attire. The ceremony must be conducted with the dignity and respect accorded to such funeral rites, whether it is "Public" or "Private." If the deceased brother is an "active" brother, the Chaplain of his chapter, where possible, should conduct the service. In any event, an Alpha Phi Alpha brother must conduct the service. There are two forms of the ceremony, a short form and a long form and the form used will depend upon the amount of time allocated by the deceased brother's family. The ceremony may be conducted prior to, during or after the obsequies for the deceased brother but must not at any time, be conducted without the express approval of the deceased brother's family. On occasion, chapters receive requests from inactive deceased brothers' families and or friends for Omega Services to be conducted. Every effort should be made to comply with such a request and the Chaplain of the chapter closest to the deceased brother's location should be notified. All brothers in the area should make every effort to support such a request made on behalf of a deceased brother.

Finally, it must be noted that an Omega Service is an official Fraternity function and as such, must be conducted in a manner appropriate to such. The General Office must be notified of the brother's initiation into the Omega Chapter via Attachment U.

GROUP RESPONSIBLE FOR UPDATING OMEGA SERVICE PROCEDURES

National Ritual Committee

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR OMEGA SERVICE

A copy of the Ceremonial Handbook of Alpha Phi Alpha Fraternity, Inc. A religious institution as prescribed by the family of the deceased brother

GENERAL PROTOCOL FOR OMEGA SERVICE

Type of Ceremony ~ Public Attire ~ Alpha Attire

CEREMONY FOR OMEGA SERVICE

Ceremonial Handbook of Alpha Phi Alpha Fraternity, Inc.



Attachment O ~ Membership Intake Official Protocol

PURPOSE MEMBERSHIP INTAKE OFFICIAL PROTOCOL AND PROCEDURES

The National Standing Orders of Alpha Phi Alpha Fraternity, Inc. (August 1, 1999) sets forth the order, procedures and techniques governing the National Membership Intake Process of Alpha Phi Alpha Fraternity, Inc. The first line of responsibility for preparing and initiating new members into the Fraternity rests with the National Director of Membership and the Pharaoh's Council.

The Membership Intake Process is defined as the procedure designed to bring prospective members into the Fraternity. The National Standing Orders of Alpha Phi Alpha Fraternity, Inc. (August 1, 1999) is designed to insure that uniformity is maintained in this process. Implemented as outlined, this manual should provide all members the opportunity to enter the ranks of Alpha Phi Alpha Fraternity, Inc. with the same degree of understanding and commitment to the ideals and principles of the organization. It is also designed to bring back some of the legal traditions and mystics of the Intake Process, under controlled conditions.

There shall be limited distribution of The National Standing Orders of Alpha Phi Alpha Fraternity, Inc. (August 1, 1999). Copies should only be distribution to those individuals within the organization who are primarily involved in the Intake process, i.e. the Chief Pharaoh, the District Director, etc.

GROUP RESPONSIBLE FOR UPDATING MEMBERSHIP INTAKE PROCEDURES

The National Standards and Extension Committee is responsible for updating this procedures

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR MEMBERSHIP INTAKE

Please see the National Standing Orders of Alpha Phi Alpha Fraternity, Inc. (August 1, 1999)

GENERAL PROTOCOL FOR MEMBERSHIP INTAKE

Type of Ceremony ~ Private

- 1. Attire ~ Alpha Attire
- 2. Suggestions for having a smooth, coordinated ceremony:
 - a. The Chief Pharaoh must insure that he has the latest issue of The National Standing Orders of Alpha Phi Alpha Fraternity, Inc.(August 1, 1999)
 - b. The manual should be implemented as outlined
 - c. Brothers must present their credentials before entering any membership activities, e.g. Pass Card and Risk Management Card.
 - d. Alpha Attire is required for attendance at all activities, unless otherwise specified in the manual

CEREMONY FOR MEMBERSHIP INTAKE

Please see the National Standing Orders of Alpha Phi Alpha Fraternity, Inc. (August 1, 1999)



Attachment P ~ Public Program Official Protocol and Procedures (Under Development)

PURPOSE PUBLIC PROGRAMS OFFICIAL PROTOCOL AND PROCEDURES

GROUP RESPONSIBLE FOR UPDATING PUBLIC PROGRAMS PROCEDURES

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR MEMBERSHIP INTAKE

GENERAL PROTOCOL FOR PUBLIC PROGRAMS

Type of Ceremony ~ Public Attire ~ Alpha Attire

CEREMONY FOR PUBLIC PROGRAMS

Attachment Q ~ Brotherhood Acknowledgments Official Protocol and Procedures (Under Development)

PURPOSE BROTHERHOOD ANNIVERSARIES OFFICIAL PROTOCOL AND PROCEDURES

GROUP RESPONSIBLE FOR UPDATING BROTHERHOOD ANNIVERSARIES PROCEDURES

MATERIALS/PERSONNEL/LOGISTICS NEEDED FOR BROTHERHOOD ANNIVERSARIES

GENERAL PROTOCOL FOR BROTHERHOOD ANNIVERSARIES

Type of Ceremony ~ Private

Attire ~ Alpha Attire

CEREMONY FOR BROTHERHOOD ANNIVERSARIES



Attachment R ~ Formal One Tier Seating and Formal Two Tier Seating

Formal One Tier Seating

OFFICER IN DESCENDING ORDER OF RANK

OFFICER IN DESCENDING ORDER OF RANK

3 ND HONORED GUEST (Past General President or Highest Ranking Past Alpha Officer, if not presiding or speaking)	SPEAKER/ HONORED GUEST	PRESIDING OFFICER	PODIUM	2 ND HONORED GUEST (Highest Ranking Alpha Officer and Spouse, if appropriate)	
--	------------------------------	----------------------	--------	--	--

Formal Two Tier Seating Top Tier

OFFICER IN DESCENDING ORDER OF RANK — OFFICER IN DESCENDING ORDER OF RANK						
HONORED GUEST (Past General President or Highest Ranking Past Alpha Officer, if not presiding or speaking)	SPEAKER/ HONORED GUEST	PRESIDING OFFICER	PODIUM	2 ND HONORED GUEST (Highest Ranking Alpha Officer and Spouse, if appropriate)		•

Bottom Tier

PROGRAM PARTICIPANTS AND THEN OTHER GUEST IN DESCENDING ORDER PARTICIPATION

,		
,		



$Attachment \ S \sim Public/Media \ Appearance \ Approval \ Form$



(Please submit this form to Executive Director, Alpha Phi Alpha Fraternity, Inc., 2313 St. Paul Street, Baltimore, MD 21218, Fax (410) 554-0054 two weeks prior to anticipated approval)

R NAME	,	
NAME		CHAPTERFAX NUMBER
L WITTE TUDDICESS	Program I	Information
Television		
Television network:	Name of show:	
Date and time show will air:		
is snow likely to all ill syndic	ation?	
Radio	0.1	
Station call letters:	Name of show:	
City: Date and	time show will air:	
Is show likely to air in syndic	ation?	
Film		
Production Company:		
Name of movie:		
Genre of film (Documentary,	Fiction, Biography, etc):	
now will fillil be distributed?		
Film Festival Theater	_ ~ _	
If distributed in theaters, whe		
Nationwide Regional		
Role:		
Press Release/PSA/AD		
Please attach copy:		
I understand that my appearance consti	tutes a representation of the Alpha	Phi Alpha Fraternity Inc. My words and actions are not only a portrayal of
my reputation, but also the reputation	of the General Organization. In the	his light, I commit to displaying the aims of manly deeds, scholarship and
love for all mankind. I shall in no war inner workings of the Organization.	y misrepresent the Organization, a	ny of its chapter, nor myself. I shall not divulge any fraternal secrets or the
	~ For Off	ficial Use ~
Approved		Rejected
Date		Date
Duic		Duto
Executive Director		Executive Director



Attachment T ~ Official Chapter Banner Order Form

2006 CHAPTER BANNER ORDER FORM

Directions:

- Member should fill out form completely.
- 2. Make check or money order payable to Alpha Phi Alpha Fraternity, Incorporated.
- Mail payments to PO Box 630792, Baltimore, MD 21263-0792 or fax to (410) 554-0054 for credit card payments.
- Keep a copy for your records.

	Please do not forget to in A receipt will be sent upo		ınd handlin	ng fees.
	NG/SHIPPING INF	-		
DILLII		OKWATION	•	
	Chapter Name:			Key Number :
Chapter I	Founding Year:	_ Institution Nar	me (college	e chapters only):
	Address:			
(City, State Zip:			
Но	ome Telephone:			Email Address:
	C/O:			
Quantity	Description	Unit Price	Total	
	ChapterBanner	\$185.00		
		Subtotal		
		Shipping	\$15.00	BANNER DESCRIPTION
		Balance Due		Dimensions: 4x12 w/ 2 inch fringe along 12" bottom
				Material: Nylon Print Type: Silk Screen
				Printing Format: Alpha Phi Alpha Fraternity, Inc. 19 "SHIELD" 06
(\	CREDIT CARD PU /ISA, AMEX AND MASTER		ED)	Line 1: CHAPTER NAME Line 2: INSTITUTION NAME (college chapters only) Line 3: CHAPTER SEAT
1	ГҮРЕ:			LINE 4: FOUNDING DATE
NUM	MBER:			
EXP. D	DATE:			
SIGNAT	ΓURE:			
	DATE:			

#Non-decretory 55

FOR OFFICE USE ONLY

TRANSACTION DATE: PROCESSED BY:

DATE PROCESSED:

REMITTANCE NO:



Attachment U ~ Sample Convention Guidelines

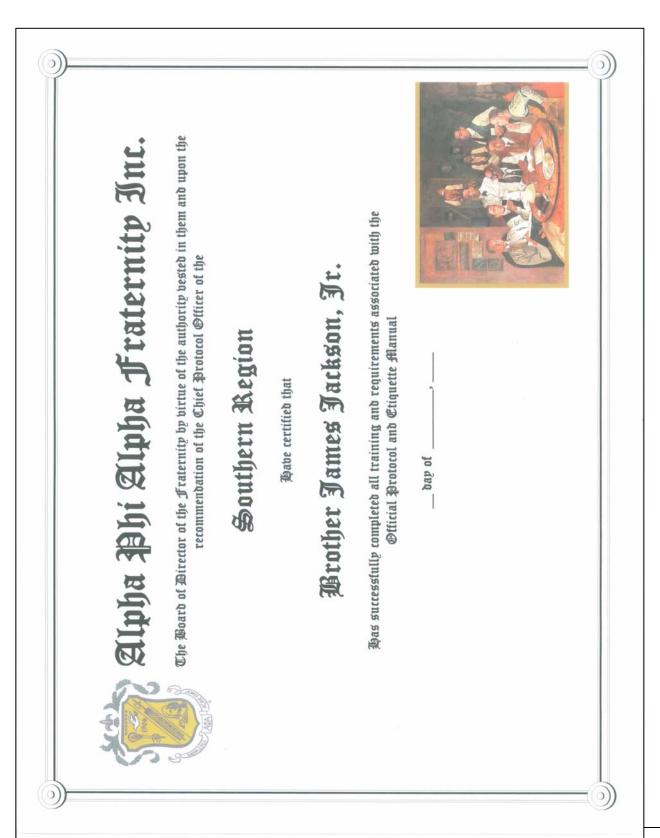
- The printed program presented by the _____ shall be the Official Program of the Convention once adopted by the delegates.
- Brothers registering for the Convention must present a current Pass Card, Life Membership Plate or Special Pass Card signed by the appropriate convention officer.
- Delegates shall present their credentials to the Committee on Rules and Credentials to be certified. The credentials required are, the Convention Badge, Current Pass Card, Life Membership Plate, or Special Pass Card.
- All chapter financial obligations to the General Office/Region/District must be paid, and the completion of a Balanced Scorecard and Chapter Directory must be verified prior to certification of any of the Chapters' Delegates.
- Delegates shall be seated in the section of the assembly hall "designated for delegates" by the Chief Sergeant-at-Arms and shall be identified by a Convention Badge bearing their name and the "DELEGATE over-print certification stamp" applied by the Committee on Rules and Credentials.
- There shall be an easily identifiable space between the seating areas for delegates and other brothers in general attendance.
- Other Brothers shall be seated in other specified sections of the assembly hall.
- All registered Brothers shall have the same rights and privileges of Delegates, except the right to vote on agenda items and in the election.
- At the opening of each business session, the Committee on Rules and Credentials shall give a status report to the assembly on all certified delegates at the convention.
- A record of eligible voters certified by the Rules and Credentials Committee shall constitute the Official Voting strength of the Convention.
- In a scheduled assembly, the necessity of "a quorum" shall apply to the sessions' conduct of business and organic legislation.
- One-fourth of the registered delegates shall constitute "a quorum", as provided in the Constitution and By-laws of Alpha Phi Alpha Fraternity, Inc.
- Past General Presidents, General Officers and Committee Chairmen who are not seated on the dais shall be seated on the first and/or second rows of the section designated for delegates.
- The Parliamentarian shall be seated on the dais next to the presiding officer, who will normally be seated to the right of the podium.
- There shall be at least two (2) Sergeants-at-Arms at the entrance to the assembly hall to facilitate admission and to maintain order.
- Entrance and exit to the assembly shall be through the main door(s) designated by the Sergeant-at-Arms.
- No Brother may be admitted to a Convention Business Session without Alpha Attire (Coat and tie) and a Convention Badge.
- There shall be no verbal reports of Officers or Committee/Commission Chairmen except the General President, and essential "working committees" of the convention, who may provide preliminary updates on their areas.
- Officers and Committee/Commission Chairmen shall be allowed no more than five (5) minutes for emphasis, summaries and recommendations of their reports.
- The convention shall not entertain for discussion, at the time of its presentation, any matter which in the course of convention procedures can be considered by an existing or established Committee/Commission.



- A Brother recognized by the Presiding Officer shall give his Name, Chapter, City and State before being allowed to address the assembly.
- Nominating speeches are limited to three (3) minutes. Seconding speeches shall be limited to two (2) minutes. There shall be only one (1) nominating speech and two (2) seconding speeches.
- Campaigning, including distribution or posting of candidates' literature or speech making, is restricted from the designated polling area for voting as posted on the day of the election.
- During elections, delegates must present their Convention Badge and one other form of ID, if an identity question arises.
- The General President shall be an "Ex-Officio" member of all committees.
- Roberts Rules of Order (newly revised) shall govern the Convention, except that in the matter of debate each speaker shall be limited to not more than two (2) minutes. Additional time may be granted at the discretion of the General President or Presiding Officer.
- Smoking is not permitted in the General Business sessions.
- Brothers shall turn off all cell phones and electronic devices during business sessions.



Attachment V ~ Sample Protocol & Etiquette Certificate of Completion





INDEX

ALCOHOL AND	D THE USE OF DRUGS (#) (SECTION III.7.)
<u>7.1</u>	<u>General</u>
ALPHA ATTIR	
<u>1.1</u>	<u>Definition</u>
<u>1.2</u>	Do's of Alpha Attire
<u>1.3</u>	Don'ts of Alpha Attire
	NTS
	NT A ~ A SAMPLE LETTER TO FAMILY ON DISPOSITION OF PARAPHERNALIA
	NT B~ REGISTERED AND TRADEMARKED FRATERNAL SYMBOLS
	NT C~THE OFFICIAL NATIONAL FRATERNITY HYMN
	NT D ~ THE OFFICIAL SWEETHEART SONG
	NT E ~ THE OFFICIAL TOAST SONG
	NT F ~ LEGACY SONG AND CHANTS.
	NT $G \sim$ The Official Fraternity Prayer.
	NT H ~ CHAPTER (FRATERNITY) MEETINGS OFFICIAL PROTOCOL AND PROCEDURES
	NT I ~ CHAPTER (TRATERNITY) MEETINGS OFFICIAL TROTOCOL AND TROCEDURES
	NT K ~ CHAPTER ANNIVERSARIES OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)
	NT L ~ MISS BLACK AND GOLD PAGEANT OFFICIAL PROTOCOL AND PROCEDURES.
ATTACHME	NT M ~ FOUNDERS DAY OBSERVANCE OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)
	NT N ~ OMEGA SERVICE OFFICIAL PROTOCOL
	NT O ~ MEMBERSHIP INTAKE OFFICIAL PROTOCOL
	NT P~PUBLIC PROGRAM OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)
	NT Q~BROTHERHOOD ACKNOWLEDGMENTS OFFICIAL PROTOCOL AND PROCEDURES (UNDER DEVELOPMENT)
	NT R ~ FORMAL ONE TIER SEATING AND FORMAL TWO TIER SEATING
	NT S ~ PUBLIC/MEDIA APPEARANCE APPROVAL FORM
	ENT T ~ OFFICIAL CHAPTER BANNER ORDER FORM
<u>ATTACHME</u>	NT U~SAMPLE CONVENTION GUIDELINES
ATTACHME	NT V ~ SAMPLE PROTOCOL & ETIQUETTE CERTIFICATE OF COMPLETION
BANNER (CI	HAPTER)
BROTHER (WHAT IT MEANS TO BE) (SECTION II.)
CEREMONIES A	AND MEETINGS (CONDUCTING OFFICIAL ALPHA) (SECTION III.6.)
<u>6.1</u>	<u>General</u>
<u>6.2</u>	Types of Ceremonies and Meeting
<u>6.3</u>	Official Ceremonies and Events.
<u>6.4</u>	Courtesies to Elected Officers of Alpha Phi Alpha Fraternity, Inc.
<u>6.5</u>	Listing of Officers in Official Programs and on Web Sites
<u>6.6</u>	Representation
6.7	Receptions.
$\frac{6.8}{6.8}$	Receiving Line
6.9	Holding Room or Assembly Room
<u>6.10</u>	The Dais or Head Table
6.11	Formal One Tier Seating
$\frac{6.11}{6.12}$	Formal Two Tier Seating.
<u>6.12</u> 6.13	Formal Theatre Style Seating.
<u>6.13</u>	Hospitality and Social Amenities
$\frac{0.14}{6.15}$	Press Release for Official Public and Private Functions.
<u>6.16</u>	Attire for Official Public and Private Functions.
6.17	Convention Guidelines for Brotherly Conduct
	ficial)
CHAPTER B	ANNER
COAT OF ARM	S (THE FRATERNITY DESIGN)



	<u>icial)</u> Error! Bookmark not defined.
	LCOHOL (USE OF) (#) (SECTION III.7.)
EMBLEMS ANI	D INSIGNIA. (THE USE OF OFFICIAL ALPHA) (#) (SECTION III.4)
<u>4.1</u>	Official Colors.
4.2	Official Flower
4.3	The Fraternity Shield
4.4 4.4	
	The Fraternity Design.
<u>4.5</u>	The Symbols of Alpha Phi Alpha and Chapter Designation
<u>4.6</u>	Registered and Trademarked Fraternal Symbols
<u>4.7</u>	<u>Chapter Banner</u>
<u>4.8</u>	<u>Ritual</u>
<u>4.9</u>	<u>Jewels</u>
ENFORCEM	IENT (SECTION IV.)
EXECUTIV	E SUMMARY (SECTION I.)
	AR PINS
FLOWER (OFF	
	DESIGN (COAT OF ARMS)
	mn of Alpha Phi Alpha Fraternity, Inc
	PINS/BADGES (THE WEARING OF) (#) (SECTION III.2.)
<u>2.1</u>	General Rules for Wearing of Fraternity Pins/Badges
<u>2.2</u>	Official Badge
2.2 2.3	Life Membership Pin
2.3	Official Twenty-five (25) Year and Fifty (50) Year Pins
$\overline{2.4}$	Vendor Pins
	ayer of Alpha Phi Alpha Fraternity, Inc. (The Official National Fraternity)
	ALPHA PHI ALPHA FRATERNITY, INC. PROTOCOL (SECTION III.)
	PROTOCOL (SECTION III.9)
<u>9.1</u>	<u>General</u>
<u>9.2</u>	Official Challenge
<u>9.3</u>	Official Greetings
<u>9.4</u>	Alpha Officers Introduction
<u>9.5</u>	Titles Used with Correspondence and Invitations
HYMNS, SON	GS AND STEP SHOWS (#) (SECTION III.5.) (THE USE OF FRATERNITY)
<u>5.1</u>	The Official National Fraternity Hymn of Alpha Phi Alpha Fraternity, Inc.
5.2	The Official Alpha Phi Alpha Sweetheart Song of Alpha Phi Alpha Fraternity, Inc.
<u>5.3</u>	The Official Alpha Phi Alpha Toast Song of Alpha Phi Alpha Fraternity, Inc.
5.1	Other Alpha Songs and Chants.
<u>5.4</u> 5.5	The Official National Fraternity Prayer of Alpha Phi Alpha Fraternity, Inc.
<u>5.6</u>	Step Shows
	DEMBLEMS. (THE USE OF OFFICIAL ALPHA) (#) (SECTION III.4)
<u>Jewels</u>	
<u>Life Members</u>	hip Pin
MEDIA/ PUBL	IC APPEARANCES (TELEVISION, RADIO, MOVIES, ETC.) AND PRESS RELEASES (#) (SECTION III.8.)
<u>8.1</u>	<u>Representation</u>
8.2	Public/Media Appearances
<u>8.3</u>	Press Releases.
8.4	Public Service Announcements (PSA).
	ND CEREMONIES (CONDUCTING OFFICIAL ALPHA) (SECTION III.6.)
	
	<u>duction</u>
Official Badge	
•	LIA (WEARING OF SHIRTS, HATS AND OTHER LOGO WEAR AND JEWELRY) (#) (SECTION III.3.)
<u>3.1</u>	General Rules for Wearing of Shirts, Hats and other Logo Wear and Jewelry (Paraphernalia)
<u>3.2</u>	<u>Fraternity Shirts, Jerseys, and Sweaters</u>
3.2 3.3 3.4 3.5	<u>Hats</u>
3.4	Logo Wear (other) and Other Jewelry
3.5	Wearing of Paraphernalia in Public Places



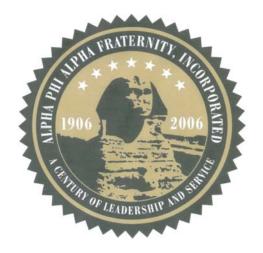
<u>3.6</u>	Disposition of Paraphernalia
Paraphernal	ia (Disposition of)
PINS/BADGES	S (THE WEARING OF) (#) (SECTION III.2.)
<u>2.1</u>	General Rules for Wearing of Fraternity Pins/Badges
<u>2.2</u>	Official Badge
<u>2.2</u>	Life Membership Pin
<u>2.3</u>	Official Twenty-five (25) Year and Fifty (50) Year Pins
2.2 2.3 2.4	<u>Vendor Pins</u>
Prayer of Alp	pha Phi Alpha Fraternity, Inc. (The Official National Fraternity)
PUBLIC/MED	DIA APPEARANCES (TELEVISION, RADIO, MOVIES, ETC.) AND PRESS RELEASES (#) (SECTION III.8.)
<u>8.1</u>	<u>Representation</u>
<u>8.2</u>	Public/Media Appearances
<u>8.3</u>	Press Releases.
<u>8.4</u>	Public Service Announcements (PSA)
REFERENC	<u>CES</u>
Registered an	nd Trademarked Fraternal Symbols
Representati	<u>on</u>
<u>Ritual</u>	
Step Shows	
Shield (The	<u>Fraternity)</u>
Sweetheart S	Song of Alpha Phi Alpha Fraternity, Inc. (The Official Alpha Phi Alpha)
	he Fraternity
TABLE OF	CONTENTS
Toast Song o	f Alpha Phi Alpha Fraternity, Inc
Trademarked	l/Registered Fraternal Symbols
TWENTY-FIV	E (25) YEAR AND FIFTY (50) YEAR PINS
Vendor Pins	
WEARING OF	SHIRTS, HATS AND OTHER LOGO WEAR AND JEWELRY (PARAPHERNALIA) (#) (SECTION III.3.)
3.1	General Rules for Wearing of Shirts, Hats and other Logo Wear and Jewelry (Paraphernalia)
3.2	Fraternity Shirts, Jerseys, and Sweaters
3.3	Hats
3.4	Logo Wear (other) and Other Jewelry
3.5	Wearing of Paraphernalia in Public Places
3.6	Disposition of Paraphernalia

#Non-decretory 61 10/22/089



To be an Alpha Man

by Fred H. Woodruff



To be an Alphaman means more than just to wear a pin,

I requires intrinsic qualities that are developed deep within,

It calls for lasting brotherhood, a word sometimes used in vain,

It means an honest devotion, not anticipation of personal gain.

Fraternity speaks of brotherly love, that's something to achieve, It's more than just a grip of hands, it's an ideal to conceive.

You're proud to be an Alpha, and share her praises won, Before you inflate yourself with pride, ask yourself honestly, how much have I done?

To realize the wealth of personal satisfaction from knowing you've given your all, To have helped her cause unflatteringly, when rally to her call. To combine all these qualities, and root them deep within, The product would be an Alpha man, deserving of his pin.

So take an honest inventory of your character within, And for every virtue you find missing, try and weave it in. For a man without these virtues isn't worth a grain of sand. It plain to see, it's more than just a pin that makes an Alpha man.