

# **Not For College Days Alone**

Purple Legionnaire & Board of Chapter Advisors Manual



**PHI GAMMA DELTA**  
BUILDING COURAGEOUS LEADERS

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# PHI GAMMA DELTA

## BUILDING COURAGEOUS LEADERS

Dear Chapter Advisor:

Congratulations! You have accepted the responsibility of becoming an advisor for a chapter in Phi Gamma Delta. You have put yourself in a position to have a tremendous impact on the lives of some good, young men.

One of the most challenging and rewarding jobs in the Fraternity is your job as a Purple Legionnaire or as a member of the Board of Chapter Advisors. The men in the chapter will now look to you for guidance and should know that your time, energy, and advice are valuable assets to them. Therefore, they have a responsibility to the Fraternity and to you. Continuity for the chapter rests with you. Maintaining continuity is one of our greatest challenges and where you can be a great help.

The contents of this manual are the product of the devoted service provided to our chapters by advisors over the years. To you and your predecessors go the deep appreciation of the Fraternity and the good wishes for your valuable services to continue through the coming years. Phi Gamma Delta is greater because of you, and you are greater because of Phi Gamma Delta.

If the Headquarters staff may assist you in any of your endeavors with the chapter or colony that you advise, please know that we are available.

Fraternally,

Rob Caudill  
Executive Director

Perge!

# Goals of PGD

The purpose of Phi Gamma Delta is to develop its brothers into outstanding young men. This is accomplished through their participation in an organization of the highest standards. By directing the energies of all brothers devoted to Phi Gamma Delta and by positively influencing the lives of our brothers and others, we can be successful in our purpose.

The Fraternity will instill in our brothers the values of Phi Gamma Delta. A system of personal values is the most durable benefit we can provide to our brothers. Values provide the foundation for the development of our members. Emphasis on Ritual, which is a system of values, will help our brothers understand their missions in life.

Every organization must have standards of operation to ensure that the future of the organization is sound. Standards provide guidelines, as well as stability, in a constantly changing environment. Phi Gamma Delta developed the Standards of Excellence to assist chapters in providing programs that address the short and long-term goals of the chapter. With these standards, and your guidance, our members will develop leadership and efficiency.

Graduate brothers comprise over 90 percent of the membership of Phi Gamma Delta. In addition to their undergraduate fraternity experience, they also have maturity and professional experience which can be helpful to an undergraduate chapter or the International Fraternity. Since Phi Gamma Delta's purpose is the development of our undergraduate members, and one of our greatest challenges is the lack of continuity inherent in an undergraduate chapter, graduate brothers have a critical role to play in Phi Gamma Delta's success.

## PHI GAMMA DELTA



# Goals of Graduate Support

The fraternity chapter is primarily in the business of developing its brothers. While the development is done by the individual, there is much that can be done to provide the environment necessary for the healthy growth of our brothers.

Most young men in college need the types of support and encouragement that their home environment previously provided. This is the type of need that a fraternity is well qualified to meet. When functioning properly, such a group can satisfy simultaneously the dual needs of the student to belong and yet to retain a substantial measure of personal autonomy.

The mere existence of a fraternity chapter, however, does not guarantee the realization of any of the values mentioned above. Such a group can do its members more harm than good if it is poorly organized or if its operating machinery is not in good working order. Development of the conditions within a chapter necessary to promote the growth of the members as individuals is never an accident. Rather, these conditions can result only from purposeful and continual effort on the part of many people. Most of this effort must come from the members themselves, but it can and should be supplemented by various interested parties.

Among these parties are the Purple Legionnaire and the Board of Chapter Advisors, whose roles, though difficult to define, are nevertheless of great potential importance to the welfare of the chapter. The following sections represent a meaningful and constructive definition of these roles as they relate to the continuing and ever-changing life of our fraternity.

The primary objective of graduate support is to provide consistent leadership for all undergraduate chapters. Every year, there is a change in our undergraduate officers. Every three to four years, the chapter membership changes. School administrative personnel and Greek advisors alternate their relationships with the Greek system, and there is often a great turn-over in school advisor positions. Graduate support fills this void.

# Purple Legionnaires

## What are the duties of a Purple Legionnaire?

The Purple Legionnaire (PL) serves as the primary advisor to an undergraduate chapter in Phi Gamma Delta. His role is to provide advice, guidance and support to the chapter and its officers on all aspects of chapter operations in accordance with the Fraternity's Laws and policies. He also serves as a liaison between the undergraduate chapter, its house corporation (if applicable) and its graduate base.

The following four performance indicators serve as the basis for the Purple Legionnaire's role:

Serve as primary graduate advisor to the undergraduate chapter and its officers on chapter operations; the Fraternity's minimum expectations; adherence to the Fraternity's Laws and policies and the college's/ university's policies; and implementation of the New Model.

Be knowledgeable of the Fraternity's strategy, Laws/policies and Ritual; college/university expectations and policies; and resources available to promote them to the chapter.

Work collaboratively with other advisors and graduate volunteers, including but not limited to: Section Leader (SL), Board of Chapter Advisors (BCA), faculty advisor, Fraternity & Sorority Life Advisor (FSL advisor) and house corporation (HC) (if applicable).

Be present and active in role.

Although the entire chapter organization is structured to run without an advisor, at any given time every chapter needs assistance in one or more areas of operation. Here the role of the Purple Legionnaire becomes invaluable as he helps the chapter define weaknesses and implement plans to overcome them. The PL's role becomes especially meaningful when real difficulties are encountered, and it is here that the role of the PL becomes truly dynamic.

The advisor's success is directly dependent upon his ability to sense the changing needs of the chapter both promptly and accurately. If he is to accomplish this, he must get to know the individual members of the group very well. The process of getting acquainted is, of course, equally important because it provides the members with the opportunity to become relaxed and at ease with the Purple Legionnaire and to gain a personal sense of the role he is to play.

The **key performance indicators** found in the appendix of this manual should guide the PL and his involvement with the undergraduate chapter.

# Helpful Hints for the Purple Legionnaire

## The Advisor should:

- Attend as many chapter meetings, cabinet officer meeting, chapter functions and Greek functions as possible.
- Take the time to get to know the undergraduate brothers. This rapport will pay dividends for the next three years and beyond.
- See that proper communication exists between the cabinet and the chapter membership regarding chapter meetings and other chapter functions.
- Check on the financial condition of the chapter: accounts receivable, accounts payable, dues, billings, etc.
- See that committees meet regularly, document their work, and that follow-up action is taken by the appropriate officers.
- See that initiations are reported promptly.
- See that submission of the chapter newsletter, magazine updates and history to International Headquarters is on time.
- Review with officers the Chapter Bylaws and Chapter House Rules.
- Follow up regularly on reports and forms to be sent to the International Headquarters.
- Possess a working knowledge of the Constitution, Bylaws and all policies of the Fraternity.
- Have an understanding and appreciation of the Fraternity's Ritual.
- Keep administrative files of his own with the following:
  - Copies of correspondence with the chapter, graduates, Section Leader, Headquarters, college/university, parents, city, etc.
  - Copies of forms or reports submitted to the Headquarters and the university
  - Copies of Field Secretary reports.

The most important demands for the Purple Legionnaire are his time, talent and experience. A PL should expect to spend from four to twenty hours each month with his chapter. Most of this time will be devoted to the business of the chapter rather than to its social events. A general guide for monthly reminders is found in the appendix.

# Board of Chapter Advisors

Every chapter needs the assistance and advice of graduates in addition to the Purple Legionnaire. The BCA's responsibility is to:

- Assist the chapter in setting its goals
- Developing an action plan to achieve goals
- Following-up to see that the action plan is being accomplished
- Monitoring the continuation of the action plan.

The BCA, Purple Legionnaire, and chapter officers will determine areas where the chapter is deficient and help establish the goals and action plans to correct the deficiency.

Each member of the Board of Chapter Advisors should be assigned to one primary area of chapter operations, including:

- **Purple Legionnaire (Chair)** or BCA Chair advises on chapter operations, risk reduction\*, and member accountability\*
- **Financial Advisor** advises on budgeting, fiscal management, and social events\*
- **Foundation of Courage Advisor** advises on retention, recruitment\*, brotherhood, and scholarship\*
- **Graduate Relations Advisor** advises on graduate relations and career development
- **Built to Lead Advisor** advises on member development, service/philanthropy\*, DEIB\*, and ritual\*

*\*Denotes focus areas which allows for more opportunities for BCA members*

For chapters who have more members of the BCA than the above recommendation, positions can be individualized and split out to have a specific advisor for each area of operation. Each member of the BCA should attend the important committee meetings under his area of advisement. For example, preceding and during recruitment, the recruitment committee should have the benefit of the advisor assigned to this important committee. Other examples: (1) at the beginning of each term, the assigned advisor should assure that the scholarship committee has its academic support program ready to implement; (2) during the spring or summer, the financial advisor should see that the Chapter Treasurer is preparing the budget for the next year.

# Recruiting Graduates to Serve on a BCA

Every organization needs a system to keep the quality of its membership strong and the number of members consistent. The Board of Chapter Advisors is no different. In order for the BCA to maintain an adequate membership, three areas need to be addressed within the BCA and with new BCA members.

- The Purple Legionnaire and/or BCA Chairman must be outgoing enough to commit the time to organizing and holding the BCA together. His drive and enthusiasm should carry over to the other members of the BCA. He must organize the BCA structure and facilitate the meetings.
- The commitment needed to serve on the BCA must be communicated to the prospective BCA members. The time commitment and the one-on-one relationship need to be addressed, as well as the condition of the chapter. Prospective members need to know how they can become assets to the group.
- The undergraduate chapter, as well, needs to know how the chapter will benefit from the BCA's guidance. When the undergraduates have confidence in the BCA, they will welcome the graduates with open arms.

Once these three areas have been thoroughly covered, the PL/BCA Chairman should appoint a graduate brother to work with the Section Leader on recruiting other graduates to the board. He may use the following methods to contact new members.

- Contact the Fraternity Headquarters concerning the recruitment effort is essential. Lists of graduates are available upon request. The Fraternity will assist in contacting the graduates for service on the BCA. Headquarters is interested in your success.
- Personal contact should be made with graduates by those recruiting for the BCA. Contemporaries, as well as representatives from different class years, should be contacted.
- The Purple Legionnaire, Section Leader, and members of the House Corporation should be contacted to assist in the recruiting effort.
- Contact with brothers from chapters other than your own can yield positive results. Brothers from other chapters can add a fresh way of looking at the chapter. Make sure to contact brothers from other chapters.
- As soon as possible, the time and place for the first meeting should be established and communicated to those who have been recruited.

At the first/next meeting, a short but thorough explanation of the role of the BCA should be given, as well as a report of the condition of the chapter.

# Running a BCA Meeting

The structure of a BCA meeting is very important in ensuring the long-term success of the BCA program.

## I. Planning

Every BCA should take care to properly prepare for each meeting.

The Purple Legionnaire/BCA Chairman should touch base with the Chapter President to remind him of the meeting. At this time, they should establish an agenda for the meeting. All committee chairmen on the agenda should be notified, as well as other cabinet members.

## II. Meeting Set-up

The meeting should take place at a convenient time for the graduate brothers. It should also coincide with a convenient time for the undergraduates (i.e., not during finals). It should take place in the chapter house or at a location easily accessible and known to the graduates.

Hold the meeting in an open area so that the undergraduate members can see that Phi Gamma Delta is "Not for College Days Alone." A conference style set-up usually works well.

The meeting needs to be informative for all graduate brothers in attendance. Try to save topics that require discussion with individual members for after the meeting. Use the meeting time to report progress, discuss obstacles and plan strategies for upcoming events. Make sure the time is used to keep all members interested.

The length of the meeting should be between 1 and 1 1/2 hours. Remember, most graduates have worked a full day, and after an hour or so, everyone's attention span can wane.

You are leading by example. If the undergraduates sense a serious, business-like atmosphere in your meeting, they will in turn take this atmosphere back to the rest of the chapter.

### **III. Agenda**

The outline should be somewhat like that of a regular business meeting. A sample agenda can be found in the appendix of this document.

Stick to the agenda! It serves as an excellent road map and can assist in keeping meetings focused and to the point. Your time is important. By sticking to the agenda, you help to save some of it.

At the end of each BCA meeting, it is important that a summary of the meeting minutes is taken. Assign each BCA member specific follow-up instructions with committee chairmen or cabinet members. This follow-up should become the “old business” at your next meeting.

After all the members understand their responsibilities, decide on a convenient time for the next meeting. Assign one member to contact the others a few days before the date of the next meeting.

### **IV. Basic Areas of Chapter Operations**

The basic areas of chapter operations are outlined in the appendix of this manual. Some specific areas the BCA will want to address are listed. By approaching these areas proactively and developing goals and objectives with specific action plans, the chapter will be able to manage itself to avoid problems and experience a positive fraternity environment. As an advisor, you will want to address these areas of chapter operations.

### **V. Comments**

Serving on a BCA should be rewarding, and it should allow the graduate brothers to get together periodically to touch base with the chapter. Each BCA member needs to keep an objective perspective on the chapter. Congratulate the brothers on their strengths and guide them through the deficiencies.

The presence of graduate brothers in any Phi Gamma Delta chapter is a key ingredient to the success of that chapter. Phi Gamma Delta thanks you for your continued service.

# Working With Undergraduate Brothers

## Chapter Involvement

Earlier reference was made to the advisors as teachers. This aspect is indeed important, although it is most difficult to say exactly how one should go about it. What teaching the advisors do is usually on a very informal basis.

In their conversations with members, the advisors are constantly presented with opportunities to turn members' thinking into new channels and to challenge them to think constructively about the problems that confront them. The objective, of course, is to think with the members and not to tell them the answers. This is often easier said than done. As with other kinds of teaching, there is no substitute for practice.

In their desire to teach, the advisors should not overlook the power of a good example. They are constantly under observation in their work with the chapter, and they must be able to demonstrate at least fair success at practicing what they preach. For instance, they probably will not make much progress in encouraging members to live up to their commitments to one another unless they are meticulous about fulfilling their own promises to the group.

Although it is not possible to gain a meaningful measure of the impact that advisors may have upon their chapter through the example they set, it is undoubtedly one of their most powerful tools.



# Student Involvement

## Advising Today's Students

They are 18 to 23, eager, antagonistic, energetic and competitive, and you have the pleasure of working with them as a chapter advisor!

From generation to generation, this age group is one of the most studied groups in history. They are more experienced, more competitive and wealthier than any group that has preceded them. However, they enter a society of increasing social problems, which can contribute to a cynical outlook.

This group may pose significant challenges for any graduate involved in advising. How can you, as an advisor, motivate these men when they challenge authority? Here are a few tips.

- Explain “why” something needs to occur – never tell. Outline the benefits to the individual so he can see the reasons to do something. People commit to things that benefit them personally and directly.
- Do not criticize, condemn or complain. Use positive reinforcement and encouragement.
- Be sincere. If brothers realize that you are there to help them, they will work with you.
- Be personable. Take an interest in their personal lives. For a few, you may be the first father figure that they have had.
- Encourage and coach. Positive reinforcement goes a long way. Encourage the brothers to achieve. By pointing out positive aspects, you will help develop confidence and promote self-esteem.

Helping develop self-confidence is one of the most important things that you can do in working with undergraduates. As an advisor to college men, you are helping shape our future! They are a good group of men and can be a delight to work with on an ongoing basis. If you want to stay young at heart, work with our undergraduate brothers.

# Appendix

## Graduate Advisor Resources

## Purple Legionnaire Key Performance Indicators

## Purple Legionnaire Calendar

## Purple Legionnaire Evaluation

## Officer Nuts and Bolts

## Officers Calendar



PHI GAMMA DELTA

**2023-24**

**Officers Calendar**

Phi Gamma Delta International Headquarters  
1201 Red Mile Rd, Lexington, KY 40504  
859-255-1848 | www.phigam.org  
phigam@phigam.org

- Phi Gamma Delta
- PhiGAMHQ
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Visit [www.phigam.org/OfficersCalendar](http://www.phigam.org/OfficersCalendar) to review a more detailed version Officers Calendar. (This includes resource links, Fraternity recognized holidays and special days/weeks/months.)

# **Sample BCA Meeting Agenda**

**A. Review of previous minutes**

**B. Review of last Field Secretary report (if available)**

**C. BCA member reports**

**\* Updates on advisement and projects**

**D. Purple Legionnaire's/BCA Chairman's report**

**E. Chapter President's report**

**F. Questions for chairman/committees**

**G. Old business**

**H. New business**

**I. Next meeting time**

**J. Adjourn**



PHI GAMMA DELTA  
BUILDING COURAGEOUS LEADERS