



# **H a n d b o o k**

**Standards of Achievement  
National Policies  
National Emergency Procedures**

**September 2014**

Dear Sisters,

The Grand Council is pleased to present the 2014 Handbook, which includes the Standards of Achievement, National Policies, and National Emergency Procedures. The standards and policies are tools for Chapters, Colonies and Alumnae Associations to use to ensure that all sisters have a positive and safe Theta Phi Alpha experience. Please be aware that failure to abide by any of the National Policies may result in personal liability to you and/or your parents.

Small changes and additions have been made throughout the Handbook. Some of these changes affect the ways Chapters must do business. Policies revised or adopted by the Grand Council for this printing include Policy on Alcohol, Policy on New Member Education, Policy on Recruitment, Policy on Philanthropy, and Policy on Academic Excellence, Policy on Special Status and the addition of our Theta Phi Alpha Traditions. Please pay special attention to these policies during your policy reviews each semester.

If you have questions, please contact your Conference Director or the National Office.

Yours in the Bonds of Sisterhood,

The Grand Council

*Laura, Amanda, Jennifer, Nicole, Allison, Jennifer and Amy*

September 2014

***We are pleased to work with Theta Phi Alpha's Partners:***

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**THETA PHI ALPHA COLONY STANDARDS  
OF ACHIEVEMENT (PEARLS TO  
LIFETIME COMMITMENT)**

In order to be installed as a Chapter of Theta Phi Alpha, the following requirements must be met:

- 1) Hold a colonization weekend, New Member Ceremony, and submit New Member Information Forms to National Office;
- 2) Establish a permanent school address for Theta Phi Alpha and submit the Establishment of Permanent School Address form to National Office;
- 3) Create Colony Bylaws and submit to National Office;
- 4) Create an annual budget and submit to National Office;
- 5) Set up and implement the colony's financial system through Billhighway;
- 6) Create a Colony Standards Board Program and submit to National Office;
- 7) Create a new membership Recruitment Program and submit to National Office;
- 8) Create an Academic Excellence Program and submit to National Office;
- 9) Plan and execute at least two fundraisers, (1) for the Theta Phi Alpha Foundation and (1) for the colony budget; submit Fundraising Reports to National Office;
- 10) Plan and execute one service project for The House that Theta Phi Alpha Built OR Camp Friendship; submit Philanthropy Report] to National Office;
- 11) New Members actively participate in and complete *My Sister, My Friend* New Member Education Program;
- 12) New Members pass the National New Member Exam with an 85% or higher;
- 13) Attend regular meetings of the Greek Council, College Panhellenic Council, or comparable organization, and participate accordingly in Greek activities;
- 14) Develop officer files as outlined in the Colony Member Manual;
- 15) Comply with all National Policies, University regulations, and laws, and submit the Compliance with National Policies report to National Office;
- 16) Meet the minimum membership requirement set forth by Grand Council, with no more than  $\frac{1}{4}$  of that number being comprised of graduating members;
- 17) New Members maintain at least a 2.5 cumulative GPA;
- 18) Submit payment of all fees to National Office and other institutions in a timely manner;
- 19) Set a date and plan for the Chapter Installation weekend.

Revised by The Grand Council  
September 2014

**THETA PHI ALPHA CHAPTER STANDARDS  
OF ACHIEVEMENT (PEARL RATING)**

To be in good standing with The Fraternity, each academic year, a Chapter is required to:

- 1) Observe college/university regulations, as well as state, local, and federal laws;
- 2) Observe all policies of Theta Phi Alpha;
- 3) Observe the Unanimous Agreements and Resolutions of the National Panhellenic Conference (“NPC”);
- 4) a) Properly follow Theta Phi Alpha Ritual and b) have, in good repair, all Ritual equipment and attire;
- 5) Pay all National fees and obligations in a timely manner;
- 6) Send the designated representatives to National Convention and Leadership

Conference. Specifically, each Chapter is required to adhere to the following standards:

- 7) Maintain a minimum chapter cumulative grade point average equal to the greater of: (a) the all-women's average at its university or college or (b) 2.75 on a 4.00 scale, as evidenced by submitting a Academic Excellence Report for each academic term;
- 8) Maintain a minimum strength of the greater of 25 initiated members or campus average chapter size;
- 9) Attain new members during each academic year the greater of: (a) 25% of the Chapter's undergraduate collegiate membership; (b) 120% of the number of seniors (on campuses with five year programs, the percentage is applied to fourth year students) subject to restrictions of total;
- 10) Initiate 85% of all new members each academic year;
- 11) Submit required reports to National Office achieving at least 85% of the possible cooperation points each academic year.
- 12-13) Demonstrate fiscal responsibility in chapter operations by:
  - 12) Developing and operating within a budget;
  - 13) Having less than 30% of the chapter membership with account balance past due more than 90 days;
- 14) Conduct at least two philanthropic events/projects each academic year for the benefit of Theta Phi Alpha's national philanthropies;
- 15) Sponsor or participate in a program/activity that educates members and/or new members about the responsible use of alcohol;
- 16) Participate in an educational chapter development program, such as Reflections, once a semester.
- 17) Each Chapter must submit the following programs by March 15 each academic year:
  - a) Academic Excellence program;
  - b) Standards Board program;
  - c) Recruitment program.
- 18) Raise a minimum of \$10 per member to benefit The Fraternity and \$10 per member to benefit the Theta Phi Alpha Foundation.
- 19) Conduct a minimum of one alumnae-oriented event or activity per academic year to promote lifelong involvement in Theta Phi Alpha.

Appeals to the Standards of Achievement must be made within 90 days of distribution.

Revised by The Grand Council  
August 2012

**THETA PHI ALPHA  
ALUMNAE ASSOCIATION STANDARDS OF ACHIEVEMENT  
(PEARL RATING)**

**Association Operations**

- 1) \*Operate under bylaws approved by the Fraternity;
- 2) \*Be in Good Financial Standing with the Fraternity;
- 3) \*Conduct at least one (1) formal association meeting & submit meeting minutes;
- 4) \*Elect/appoint association officers;
- 5) \*Submit the Alumnae Association Annual Report;
- 6) Submit all reports as indicated on the Calendar of Due Dates;

**Association Membership**

- 7) \*Submit association membership roster; at least five (5) members residing within the association's geographic region;
- 8) Increase association membership (association dues paying alumnae) from previous year;
- 9) Demonstrate encouragement of association membership to pay National Annual Alumnae Dues to the Fraternity;

**Association Events**

- 10) \*Sponsor a Founders' Day Celebration on or about April 30;
- 11) Host/sponsor at least one (1) of each of the following types of events/activities:
  - Social
  - Sisterhood Bonding/Unity
  - Personal or Leadership Education
  - Spiritual Development
  - Fundraiser
  - Theta Phi Alpha Ritual
  - Theta Phi Alpha Ritual enrichment activity
- 12) Support each of the following financially and/or with personal service:
  - Theta Phi Alpha Foundation
  - A National Theta Phi Alpha Philanthropy
  - A Local Philanthropy or Community Service project

**Association Rituals**

- 13) \*Possess an up to date Ritual Book for Alumnae Associations;
- 14) Possess or have documented access to Ritual Equipment;

**Geographic Area Relations**

- 15) For all alumnae within the association's geographic region:
  - Request contact information from National Office
  - Communicate association & Fraternity events and news
  - Demonstrate effort to update contact with the Fraternity
- 16) Support all colonies/chapters within the association's geographic region (or designated colonies/chapters);
- 17) Support a local NPC Alumnae Panhellenic Association, if one exists;

**Miscellaneous**

- 18) \*In even years, authorize a delegate to attend National Convention;  
In odd years, authorize a delegate to attend Leadership Conference;
- 19) Present a positive image of Theta Phi Alpha by publicizing events and meetings.

\* Standard must be met by May 15 to maintain voting privileges for the fiscal year

**Rating Scale:**

Rosebud Level	Earn 9, 10, or 11 of 19 Pearls
Pearl Level	Earn 12, 13, or 14 of 19 Pearls
Sapphire Level	Earn 15, or 16 of 19 Pearls
Diamond Level	Earn 17, or 18 of 19 Pearls
Perfect Diamond Level	Earn 19 of 19 Pearls

Revised by The Grand Council

July 2012

**THETA PHI ALPHA  
ASSESSMENTS FOR POLICY VIOLATIONS**

The following assessments will apply to violations of the Policy on Events, Policy on Alcohol and Policy on New Member Education. The Grand Council reserves the right to apply an assessment for an investigation or any violation of any other national policy.

Assessments will be billed only if a Chapter, Colony or Alumnae Association is found to be in violation after an investigation has been completed.

First Violation: The Chapter, Colony or Alumnae Association found to be in violation of a policy will:

- pay a fine equal to the minimum of \$500 or the cost to the Fraternity to investigate the incident;
- be required to send an additional representative to the following National Convention (in the case of Alumnae Associations, two representatives will attend), at the Chapter's, Colony's or Alumnae Association's expense;
- additional restrictions may be imposed as considered necessary by the Grand Council.

Second Violation: The Chapter, Colony or Alumnae Association found to be in violation of a policy twice within two years will:

- pay a fine equal to the minimum of \$1000 or the cost to the Fraternity to investigate the incident;
- be required to send two additional representatives to the following National Convention (in the case of Alumnae Associations, three representatives will attend), at the Chapter's, Colony's or Alumnae Association's expense;
- additional restrictions may be imposed as considered necessary by the Grand Council.

Additional Violations: The Chapter, Colony or Alumnae Association found to be in violation of a policy three or more times within two years will:

- pay a fine equal to the minimum of \$2500 or the cost to the Fraternity to investigate the incident;
- be required to send two additional representatives to the following National Convention (in the case of Alumnae Associations, three representatives will attend), at the Chapter's, Colony's or Alumnae Association's expense;
- additional restrictions will be imposed as considered necessary by the Grand Council, including deliberations regarding the suspension of the violating group's charter.

Adopted by The Grand Council  
June 2008

**HOW TO USE THE THETA PHI ALPHA HANDBOOK  
AND NATIONAL CONSTITUTION AND BYLAWS**

Each chapter and association officer should review the above named documents during the period between her election and transition.

Additionally a national policy should be reviewed at two chapter meetings per month and at every new member education meeting.

**THETA PHI ALPHA  
POLICY ON NATIONAL PANHELLENIC CONFERENCE**

Theta Phi Alpha supports all National Panhellenic Conference Unanimous Agreements and Resolutions.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council  
May 2012

**THETA PHI ALPHA  
POLICY ON EVENTS**

**RATIONALE**

Events are defined as any activity, which is hosted, planned, or supported by a Chapter, Colony or Alumnae Association. Events include, but are not limited to, formals, socials, co-sponsored functions (e.g., mixers, exchanges), philanthropies, fundraisers, and recruitment.

*Out of Town Events*

Theta Phi Alpha fully supports the NPC Resolution, which encourages holding all social events in the college community area.

Any sister, new member, or her guest(s), may be held financially responsible if her acts, or the acts of her guest(s), result in injury or damage to any other person(s) or property.

National events are excluded from the distance provision of this policy.

**POLICY**

- 1) No chapter organized social event shall keep undergraduate sisters away from campus overnight. Social events include, but are not limited to: formals, date parties, crush parties and/or graduation parties.
- 2) The renting or use of a hotel room or rooms by the chapter, an undergraduate sister or sisters, or their guests, in conjunction with an event, regardless of the physical location of the event site, is strictly prohibited, except in cases of severe inclement weather during which travel would be dangerous.
- 3) Events that do not involve alcohol, including sisterhood retreats, visits with other Chapters, and attendance at National events, are permitted to take place outside of the college community area.
- 4) Third party transportation shall be utilized for events taking place outside the college community area. No alcohol shall be consumed during travel. In all cases, safe transportation shall be arranged and sound judgment shall be used in the decision regarding such arrangements. Exceptions to this policy may be granted in limited circumstances, provided that a Chapter, sister, new member or alumna requests the exception from either The Grand Council or its designee no less than 30 days prior to the anticipated event. In the event that such exception is granted, all sisters, new members and alumnae participating in the event may be held personally liable for any incidents which may arise from the event. Failure to request such exception may automatically result in personal liability to the sister, new member or alumnae involved and/or her parents.
- 5) Events planned in conjunction with another event (pre- and post-parties) are not consistent with the ideals of The Fraternity and are prohibited. Fraternity insurance coverage for events is limited to a designated date, place and time. In the event that a Chapter, sister, new member or alumna chooses to either host or participate in a pre- or post-event, she may be held personally liable for any incidents which may arise from any such event.

In all cases, common sense should prevail.

Any Chapter, Colony, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters or new members involved, and/or their parents.

Revised by The Grand Council  
July 2010



## **THETA PHI ALPHA POLICY ON ALCOHOL**

### **RATIONALE**

Theta Phi Alpha seeks to promote an environment that respects both individual choice and promotes the health, safety, and welfare of its sisters, new members, and guests. This Policy on Alcohol shall be followed when alcoholic beverages are present. In addition, the use of alcoholic beverages is also regulated by state and local laws and, in many cases, by campus regulations.

The abuse of alcohol is a risk of consumption. Alcohol abuse has contributed to adverse health effects on individuals; vandalism and property damage; violent behavior; physical injuries; emotional difficulties; poor academic performance; and student attrition.

Theta Phi Alpha expects its sisters and new members who choose to consume or to serve alcohol at events to act legally and responsibly, considering the consequences to themselves, the Chapter, and others.

Theta Phi Alpha supports programs leading to a better understanding of the use and abuse of alcohol. All Chapters and Colonies must sponsor or participate in programs annually that educate their members in the responsible use of alcohol.

### **POLICY**

- 1) The possession, use, and/or consumption of alcoholic beverages during an official Fraternity event or in any situation sponsored or endorsed by The Fraternity, and/or a Chapter, Colony or Alumnae Association, or any event which an observer would associate with The Fraternity, must be in compliance with any and all applicable laws and regulations of the state, county/parish, city, and institution of higher education.
- 2) Fraternity funds may not be used for the purchase of alcoholic beverages. Funds are defined as any money of the treasury of any Chapter, Colony, or Alumnae Association, as well as funds of the National Fraternity. The purchase of alcoholic beverages for members or guests may not be undertaken or coordinated by anyone in the name of or on behalf of a Chapter or Colony. The purchase or use of bulk quantities of alcoholic beverages (e.g., keg or party ball) is prohibited. Checks with a blank payee are prohibited.
- 3) Alcoholic beverages are not permitted at open events. Open events are defined as those with unrestricted access by non-members of The Fraternity without specific invitation. Specific invitation means that the Chapter, Colony or Alumnae Association must have a method of insuring restricted access (i.e. a guest list specifying the names of each invited guest).
- 4) No sister, new member, or alumna shall serve or sell alcoholic beverages at any Fraternity event. No sister, new member, alumna or guest shall purchase alcoholic beverages for anyone under the legal drinking age as defined for purchases.
- 5) No Chapter, Colony or Alumnae Association may co-sponsor or co-finance an event where alcohol is purchased or donated by any of the host chapters, groups, or organizations.
- 6) Alcoholic beverages will not be served or consumed at recruitment, bid day, or initiation. This includes celebration activities which may occur prior to or after the aforementioned events.
- 7) No sister, new member or alumna shall permit, tolerate, encourage, or participate in "drinking games".
- 8) Use of a cash bar, where individuals each pay for their own beverages, is the only permitted method for serving alcohol at a Theta Phi Alpha sponsored or co-sponsored function, unless explicit written consent has been provided by the Grand Council as per the BYOB Policy stated below.
- 9) The possession, use and/or consumption of alcoholic beverages while in or on Fraternity property is prohibited. Property is defined as a house, apartment, lodge, suite, residence hall (or portion thereof), facility, parking lot, or other

area designated by Theta Phi Alpha letters or insignia, owned, rented, or leased by a Housing Corporation, Chapter or Colony; used as a Chapter's or Colony's official address, or commonly referred to, designated, or which may be construed as the Chapter or Colony house or area or Theta Phi Alpha property.

- 10) Non-alcoholic beverages must be prominently available in sufficient amounts when alcoholic beverages are present. Substantial food (e.g., non-salty snacks) must be available at all events where alcohol is present.
- 11) Attendance at events at which alcohol will be present *cannot* be required.

### **BYOB Campuses**

To address the changing atmosphere on some campuses, Theta Phi Alpha has developed the following policy for chapters on campuses with a documented BYOB policy.

- 1) At the beginning of each academic year (or when the campus policy changes), each chapter on a BYOB campus must submit documentation from the campus official overseeing sororities that the campus has a strict BYOB policy and does not allow for third party vendors.
- 2) BYOB events will not be held until the chapter has received a letter from the Grand Council granting permission to hold BYOB functions. If BYOB events are approved, the letter will be sent to the chapter within 30 days of receiving the documentation required in part 1) of this section. Permission to host BYOB events can be revoked at any time by the Grand Council.
- 3) BYOB events will comply with all federal, state, local and campus laws and/or regulations regarding alcohol.
- 4) BYOB events cannot be held on Fraternity property.
- 5) BYOB events must be by invitation only; they cannot be open events. The entrance(s) to the event site must be monitored and anyone entering the event must be on a guest list. Entrances must be monitored by security personnel who are licensed and insured through a reputable company that carries adequate insurance limits.
- 6) No Theta Phi Alpha sister, new member or alumnae shall serve as bartender at a BYOB event.
- 7) At events sponsored or co-sponsored by Theta Phi Alpha, a licensed bartender will deposit all alcoholic beverages at a bar. The licensed bartender will give the owner a tag/ticket for each container of alcohol deposited. Only one tag/ticket can be redeemed at a time, and only after the bartender has rechecked the identification of the person redeeming the tag/ticket. Any alcohol not consumed will be returned to the owner the next day.
- 8) Identification must include the birth date of the person presenting the identification.
- 9) Alcohol will be limited to one six pack of bottles/cans of beer, wine coolers or malt beverages. No other alcohol or mixers will be permitted.

### **Theta Phi Alpha National Meetings**

Alcohol may only be present at Theta Phi Alpha national meetings or events as supplied by a third party vendor through a cash bar, where individuals each pay for their own beverages.

Any Chapter, Colony, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council  
July 2014

## **THETA PHI ALPHA POLICY ON PEER MONITORING**

### **RATIONALE**

Members of Theta Phi Alpha are sometimes asked to serve as peer monitors at events for **other organizations**. Such a system imposes duties which members of Theta Phi Alpha should avoid. Negligence in acting as a peer monitor could create liability on the part of the monitor and/or National Theta Phi Alpha in the event of injury to a person or damage to property.

### **POLICY**

Theta Phi Alpha expects all collegians and new members to uphold the high standards of the Fraternity, as well as all laws and university policies. As such, each chapter should appoint/elect a committee to serve as Event Assistants for each Theta Phi Alpha event at which alcohol will be present and each Theta Phi Alpha event which will be held out of town (as defined in the Policy on Events). There should be one Event Assistant for every 20 attendees at the event.

Theta Phi Alpha Event Assistants cannot:

- 1) Be a new member or sister initiated less than 6 months (Colonies should be in contact with the National Vice President - Extension for further direction);
- 2) Serve as Event Assistants, Peer Monitors, or any similar capacity for any other organization;
- 3) Take corrective action for any issue other than violations of Theta Phi Alpha policies.

Theta Phi Alpha collegians Event Assistants are required to:

- 1) Be initiated members for at least 6 months;
- 2) Be identified to the attendees at the beginning of each event;
- 3) Be clearly identifiable via a name tag;
- 4) Refrain from the consumption of alcohol;
- 5) Report violations of Theta Phi Alpha policies, state or local laws or university policies to the Chapter President and/or Vice President immediately;
- 6) Remove immediately any members in violation of Theta Phi Alpha policies, state or local laws or university policies with the assistance of the Chapter President and/or Vice President;
- 7) Ensure that the event ends on time;
- 8) Ensure that the bar closes on time;
- 9) Submit information about event in the Risk Management Report after each event.

Theta Phi Alpha Event Assistants are permitted, but not required, to:

- 1) Load and/or assist in loading buses;
- 2) Be a point of contact for the event venue, university staff, chapter members and guests.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council  
May 2012

**THETA PHI ALPHA  
POLICY ON NEW MEMBER EDUCATION  
AND DEFINITION OF HAZING**

**RATIONALE**

Theta Phi Alpha endorses the NPC Resolution on hazing adopted in 1979 and reaffirmed in 1997 which defines hazing as follows:

"Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, a chapter or colony of an NPC member fraternity."

Hazing is unproductive, detrimental to the individuals being hazed, and is also illegal in many jurisdictions.

Although hazing is often associated with actions directed toward new members, hazing can be damaging to any participant, whether a new member or initiated member. The importance of treating every person with respect and dignity is critical in the development of sisterhood.

New member education within Theta Phi Alpha is a period during which new members prepare to become initiated members of The Fraternity. The *My Sister, My Friend* new member program is one of dignity that emphasizes the goals and traditions of The Fraternity. The seven purposes of Theta Phi Alpha's new member education program are to:

- 1) Develop skills to ensure academic success;
- 2) Enhance personal confidence;
- 3) Establish knowledge of local and National history;
- 4) Develop a sense of social responsibility;
- 5) Establish lifetime membership awareness;
- 6) Understand the Greek community; and
- 7) Develop leadership and group action skills.

Each activity included in the *My Sister, My Friend* program conforms to one of the seven purposes detailed above. These activities contribute to the positive development and welfare of sisters and new members, building unity within each Chapter and Colony. Chapters and Colonies are required to implement the *My Sister, My Friend* program as distributed.

**POLICY**

Any and all hazing activities are prohibited. In addition, sisters, new members, and advisors are prohibited from participating in, encouraging, tolerating, or permitting hazing activities.

**The activities listed below are always considered hazing and are prohibited. Participants in any of the activities listed below will be subject to disciplinary action, regardless of whether any new members participated in the activity:**

Creation of excessive fatigue; physical and psychological shocks; publicly wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts or jokes; morally degrading games and activities; late-night sessions that interfere with academic activities or normal sleep patterns; scavenger or treasure hunts; kidnapping or confinement; stranding an individual; road rallies; required calisthenics or other exercise; paddling; forced or encouraged excessive consumption of food or beverage; forced or encouraged consumption of alcohol; deprivation of food or water; full or partial nudity at any Theta Phi Alpha activity or event (other than changing clothes under appropriate conditions); lineups; interrogations; blindfolding; and prohibiting personal hygiene practices.

**Other activities may also be considered hazing under this Policy, as this list is not meant to be exhaustive.**

No sister shall deny a new member or sister the right to wear apparel that includes the Greek letters or insignia of The Fraternity.

Theta Phi Alpha does not support or promote the possession and/or display of items associated with hazing (i.e. paddles, paddle shaped plaques). The use of non-paddle shaped plaques may be used.

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It is recommended that all chapters identify a campus-based professional who can offer counseling services to any member or new member who feels in need of them. Contact information should be provided to all members and new members at least twice per semester in a form that can be taken with them (i.e. business card).

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual sisters, new members or alumnae involved, and/or their parents.

Revised by The Grand Council  
July 2014

## **THETA PHI ALPHA POLICY ON SCAVENGER HUNTS**

### **RATIONALE**

Theta Phi Alpha recognizes the inherent risk management issues of participation in scavenger hunts, regardless of the reason or intent of the event. Scavenger hunts pose multiple challenges to their participants; specifically, that teams operate against a time constraint, which can lead to reckless behavior. As well, scavenger hunts tend to involve the taking of items, at times illegally; or the vandalism of personal property.

### **POLICY**

No Chapter, Colony or Alumnae Association shall participate in scavenger hunts.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council  
October 2004

**THETA PHI ALPHA**  
**POLICY ON USE OF TECHNOLOGY**

**RATIONALE**

The reputation of Theta Phi Alpha rests upon the shoulders of its members, Chapters, Colonies and Alumnae Associations. With the burgeoning use of electronic communication, The Fraternity must protect its name, Coat of Arms, logo and other registered and common law marks.

**POLICY**

Theta Phi Alpha's name, Coat of Arms, logo and other registered and common law marks and names will not be used in connection with any objectionable or illegal websites, internet services or electronic communications. Individuals who identify themselves as Theta Phi Alpha sisters will not: (a) post, transmit or otherwise disseminate via information technology systems, including social networking sites (Facebook, Twitter, LinkedIn, Pinterest, Tumblr, etc.), messages, materials, information or images which any reasonable person would consider insulting, threatening, offensive, defamatory or negative; or (b) otherwise engage in activities contrary to the values of, or in any way reflect adversely on, Theta Phi Alpha. Except for those purposes expressly and currently supported by Theta Phi Alpha's national website, chapter and association affiliate sites may not be used for any other commercial, political or religious purposes.

The Fraternity reserves the right to require removal of any content that is determined to cast the Fraternity in a negative light or be contrary to the values of Theta Phi Alpha. Examples include, but are not limited to:

- reference to alcohol and/or illegal drug use
- prejudicial or discriminatory statements
- reference to illegal activities
- inappropriate photographs, images or language
- images or text pertaining to Theta Phi Alpha Ritual
- the use of any negative parody, commentary or fan profiles, sites or pages
- reference to hazing

To preserve the safety of our members, Theta Phi Alpha encourages members to avoid publication of personal information such as phone numbers, addresses (both home and business) and calendars.

Each Chapter's, Colony's or Alumnae Association's website should include a link to the official Theta Phi Alpha website.

Any Chapter, Colony, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
July 2010

**THETA PHI ALPHA  
POLICY ON AUXILIARY GROUPS AND MEN'S RECRUITMENT**

**RATIONALE**

Theta Phi Alpha was founded as a Fraternity for college and university women and alumnae to meet the need for women on college campuses to share a fraternal experience.

Theta Phi Alpha affirms Unanimous Agreement X, which states, "NPC member groups exist as women-only private social organizations. We believe that the right to enforce such membership restrictions is rooted in the freedom of association protected by the First Amendment of the U.S. Constitution. The U.S. Congress has recognized that right by providing in Title IX of the Education Amendments of 1972 that social fraternities are exempt from the prohibition against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting "bona fide private membership clubs" from the general prohibition against sex discrimination in employment practice (26 USC 501(c)). To further protect the right to maintain our membership policies, the National Panhellenic Conference reaffirms its long-held beliefs and policies in the form of a Unanimous Agreement."

Theta Phi Alpha has an ongoing responsibility to publically demonstrate that our recruitment, education and initiation of our members into our organizations is without need or dependence on others — especially those of the opposite sex. The presence, involvement and activity of sorority members at men's fraternity recruitment events and in men's auxiliary groups greatly weakens our position and gives support to the argument that fraternal organizations do not need to remain single-sex groups.

Membership in such organizations is not given consideration as an honor, and no credit or consideration for this information is given to Chapters in competition for awards, recognition, or inclusion in *The Compass*.

**POLICY**

**Auxiliaries.** No Theta Phi Alpha chapter shall participate in auxiliary groups to men's fraternities (big brother and/or little sister programs).

**Men's Recruitment.** No Theta Phi Alpha chapter shall participate in men's recruitment activities.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
May 2012

**THETA PHI ALPHA  
POLICY ON DISCRIMINATION**

**RATIONALE**

Theta Phi Alpha believes it is inherent in its principles that no one be discriminated against on any basis.

**POLICY**

Neither the National Fraternity, nor any Chapter, Colony, nor Alumnae Association, may discriminate against anyone on the basis of race, national origin, age, religion, sexual orientation, marital status, or physical or mental capacity disability, including through the constitution, bylaws, policies, or procedures.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
September 2003

**THETA PHI ALPHA  
POLICY ON HOUSING**

**RATIONALE**

Theta Phi Alpha believes all members have the responsibility to ensure the physical and mental health and safety of all its members. Implementing safe housing practices will help meet this goal.

**POLICY**

Theta Phi Alpha property is defined as a house, apartment, lodge, suite, residence hall (or portion thereof), facility, parking lot, or other area designated by Theta Phi Alpha letters or insignia, owned, rented or leased by a Housing Corporation, Chapter or Colony; used as a Chapter's or Colony's permanent address, or commonly referred to, designated as, or that which may be construed as the Chapter or Colony house or area or Theta Phi Alpha property.

Theta Phi Alpha property is for the use and benefit of Theta Phi Alpha sisters. Fraternity property will not be rented to, sublet to, loaned to, or used to accommodate non-members of Theta Phi Alpha without the permission of The Grand Council.

Each Chapter with Fraternity property shall:

- 1) Hold regular safety inspections and fire drills;
- 2) Follow all applicable laws and regulations of the state, county/parish, city and institute of higher learning in regard to housing;
- 3) Be non-discriminatory in determination of who will reside in the property;
- 4) Implement rules for safe and equitable lodging of all residents, including, but not limited to:
  - a. No pets shall be allowed to live in The Fraternity property;
  - b. There will be no overnight visitors, with the exception of other Theta Phi Alpha sisters and/or National Officers and female relatives;
  - c. Each member residing in the house will be responsible for cleaning a portion of the common areas weekly;
  - d. Each member will be responsible for keeping her private room reasonably clean and accessible;
  - e. All members residing on The Fraternity property will uphold all National policies and procedures;
  - f. Establishing and enforcing of quiet hours.

Further, it is recommended that each Chapter or Colony with Fraternity property:

- 1) Purchase property insurance from MJ Insurance. Chapters may also use another reputable insurance provider, but will be required to provide a Certificate of Insurance annually evidencing the coverage;
- 2) Work with National Officers and campus officials to ensure compliance with all state, county/parish, city and institute of higher learning laws and regulations;
- 3) Establish a committee to be responsible for managing The Fraternity property.

Any Chapter, Colony, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council. Failure to abide by this policy may result in personal liability to the individual members, new members or alumnae involved and/or their parents.

Adopted by The Grand Council  
September 2006



**THETA PHI ALPHA  
POLICY ON WEAPONS**

**RATIONALE**

The safety of sisters and their families and guests while on Fraternity property is of the utmost importance to Theta Phi Alpha Fraternity. The presence of weapons heightens the risk of harm to those in proximity.

**POLICY**

The use, possession or storage of weapons, including firearms, is prohibited on Fraternity property.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by The Grand Council  
July 2007

**THETA PHI ALPHA  
POLICY ON MEDIA**

**RATIONALE**

During times of crisis, it is critical that the privacy of The Fraternity members be maintained and the crisis be managed in an expedient fashion.

**POLICY**

In the event that the media should question any action(s) of Theta Phi Alpha or its individual Chapters, Colonies, Alumnae Associations or members, the following plan is to be implemented:

- 1) No written material may be provided on behalf of Theta Phi Alpha without approval of The Grand Council.
- 2) The Chapter, Colony or Alumnae Association president and/or Chapter Advisor must contact the National Office or a member of The Grand Council immediately, specifically if the incident involves the death of a member.
- 3) If approved by The Grand Council, only the Chapter, Colony or Alumnae Association president is to communicate with the media through a formal press release issued by the National Fraternity.
- 4) All members are to be notified that they are not to communicate with any form of media during a time of crisis.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
June 2008

**THETA PHI ALPHA  
POLICY ON PHILANTHROPY**

**RATIONALE**

Theta Phi Alpha is currently an active supporter of the following philanthropic causes: the Theta Phi Alpha Foundation; The House that Theta Phi Alpha Built; and Glenmary Home Missioners, Inc.

The primary purpose of the Theta Phi Alpha Foundation (“the Foundation”) is to provide scholarships for deserving sisters. The Foundation also funds educational workshops at National Convention and Leadership Conference.

The House that Theta Phi Alpha Built allows sisters and new members to select philanthropic projects assisting the homeless or others in need of shelter.

Glenmary Home Missioners provides services to residents of rural Appalachia. More specifically, Theta Phi Alpha encourages its members to support Glenmary Home Missioners Camp Friendship, a summer camp for underprivileged children.

Theta Phi Alpha encourages sisters, new members and alumnae to participate actively in The Fraternity's primary philanthropies. Sisters, new members and alumnae are encouraged to volunteer their time and efforts to assist these charities in achieving their goals.

**POLICY**

In the case of community projects selected in conjunction with The House that Theta Phi Alpha Built or for funds raised for another local organization, all monetary donations should be remitted directly to the organization within 15 calendar days. A Philanthropy Report must be submitted for all philanthropy events hosted by the chapter and in order to be eligible for awards given at National Convention.

In the case of donations specifically for the Foundation or Glenmary Home Missioners (including Camp Friendship), gifts should be designated as:

- a. an unrestricted gift; or
- b. a gift for a specific fund (e.g., the Scholarship Fund, the Educational Programming Fund, the White Rose Memorial Fund).

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
September 2014

## THETA PHI ALPHA POLICY ON RECRUITMENT

### RATIONALE

Recruitment is the lifeline of Theta Phi Alpha. As each Chapter and Colony strives to recruit new members who will work to achieve The Fraternity's high standards and ideals, it should remember the wonderful opportunities that lie ahead for the collegians it will be influencing. The Fraternity's strong, vibrant Chapters and Colonies offer many young women the responsibilities of membership as well as the benefits of teamwork and collaboration. It is each Chapter's and Colony's commitment to recruitment excellence that is reflected in the consistent increase in membership up to the maximum chapter size (Total) determined by the campus Panhellenic, Intersorority Council or campus guidelines.

Theta Phi Alpha recognizes and supports the recruitment guidelines and Resolutions that have been adopted by the member groups of the NPC.

### POLICY

#### TOTAL CHAPTER SIZE

##### *Campuses with Panhellenic*

Each Chapter shall achieve Total. Total is established by the College Panhellenic.

##### *Campuses without Panhellenic*

Each Chapter shall achieve Total. Total will be **the total established by the campus**, or greater of either 25 or the average chapter size on the campus. The Chapter shall participate fully in recruitment to obtain and/or maintain Total, either in formal recruitment, or Continuous Open Bid (C.O.B.).

**If a Chapter is not at Total, the Chapter will pay the current per capita fee per person up to Total. Please contact National Office for the current per capita fee.**

### QUOTA

##### *Campuses with Panhellenic*

Each Chapter shall attain Quota during formal recruitment. If Quota is not attained during the Panhellenic's primary recruitment period, the Chapter shall attempt to snap bid to Quota prior to the bid day ceremony. The chapter shall C.O.B. immediately following the Panhellenic's primary recruitment period until Quota has been attained. The chapter shall also C.O.B. until chapter total has been attained.

All Chapters and Colonies on campuses using Release Figures Methodology (RFM) are required to follow the recommendations of the RFM Specialist.

If a question arises in regard to a legacy or a special circumstance the chapter should reach out to their Conference Director for further direction/clarification. For those chapters using RFM, Potential New Members (PNMs) not meeting the required GPA of 2.50 should be released after the first invitational round, to allow her to be placed elsewhere in the Panhellenic system. Documentation, such as Recruitment Applications or reports that show GPAs, should be maintained for one calendar year. Carry figures issued by the RFM Specialist after each event must be followed. Chapters shall not release more women than instructed. Failure to follow the recommendation of the RFM Specialist is a violation of National Policy.

If a chapter encounters a situation in which they cannot meet the carry figures provided, they must contact their Theta Phi Alpha RFM Contact, listed on the National Roster, for further instruction. If the RFM Contact cannot be reached, it is the chapter's responsibility to continue to outreach to the other members of the Theta Phi Alpha NPC Delegation as listed on the National Roster. Chapters that under-invite without conferring with the RFM Contact or a member of the NPC Delegation may be subject to disciplinary action.

##### *Campuses without Panhellenic*

Each Chapter shall attain Quota during formal recruitment. Where Quota has not been established on campus, it will be defined as a new member class of 25% of the Chapter's undergraduate collegiate membership. If Quota is not attained during the primary recruitment period, the Chapter shall C.O.B. immediately following the formal recruitment period until Quota has been attained.

## **VOTING**

All voting on recruitment shall be conducted by secret vote.

## **LEGACY**

A Legacy is defined as a sister, half-sister, stepsister, daughter, stepdaughter, granddaughter, great-granddaughter, mother, or grandmother or any other woman so designated by The Grand Council.

A Legacy may be either self-identified or the Chapter or Colony may be notified of a Legacy's presence on campus. Each Legacy must be accorded special consideration as a courtesy to her related sister. Once identified, a Legacy must be invited to the first invitational round of recruitment parties. Any Chapter or Colony that will not have at least two rounds of invitational parties must notify National Office six weeks in advance of the beginning of recruitment and will be counseled as to how to proceed. If a Legacy is invited to the preference (or final) recruitment party, the Chapter must include the Legacy on its first bid list or, where bid matching is not used, extend a bid to her.

Chapters and Colonies cannot remove a legacy from their invitation list at any point in recruitment without prior approval of a member of The Grand Council.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
July 2014

## **THETA PHI ALPHA POLICY ON ILLEGAL DRUGS**

### **RATIONALE**

Theta Phi Alpha believes it is inherent in its principles that our sisters and new members comply with any and all applicable laws and regulations of the state, county/parish, city and institute of higher learning.

### **POLICY**

Use and/or possession of illegal drugs and/or misuse of other medications will not be tolerated.

Any Chapter, Colony, Alumnae Association or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
October 2008

**THETA PHI ALPHA**  
**POLICY ON ACADEMIC EXCELLENCE**

**RATIONALE**

A major priority for Theta Phi Alpha is academic excellence. The Fraternity encourages its sisters and new members to achieve the highest standards of academic excellence.

**POLICY**

To remain in academic good standing within The Fraternity and in order to be considered for membership (i.e. offered a bid), the minimum required cumulative grade point average is a 2.50 on a 4.00 scale. In addition, a sister or new member must be in academic good standing with her respective college or university. A Chapter or Colony may choose to set the minimum grade point standard for its sisters and new members higher than a 2.50 on a 4.00 scale.

For an executive officer to remain in academic good standing, she must maintain a cumulative grade point average of at least 2.75 on a 4.00 scale from the previous semester's final grades and be in academic good standing with the college or university. An officer who falls below the minimum grade point average requirement shall relinquish her office. Only in Chapters of less than 15 members and under extreme circumstances may the Advisory Board or Conference Director allow a member with a grade point average below the minimum stated above to hold office.

A sister or new member who is not in academic good standing with her Chapter shall limit attendance at activities and events. She must continue to fulfill the other requirements of membership, such as financial obligations and attendance at meetings, chapter retreats, and Rituals. The Advisory Board has the option of recommending suspension for any member who has a cumulative grade point average below 2.50 on a 4.00 scale for two consecutive terms, but it is not required.

A student with sufficiently documented learning disabilities will be required to maintain a 2.00 cumulative grade point average on a 4.00 scale to remain in academic good standing with the Fraternity and in order to be considered for membership, provided such documentation is supplied to the Fraternity. Said members shall have the same rights and privileges as other members in academic good standing, but shall not be exempt from cumulative grade point average requirements as they pertain to Executive Board positions.

Theta Phi Alpha discourages the creation and use of test files, but in all cases supports university policies (i.e. Student Code of Conduct and/or Honor Codes).

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
September 2014

**THETA PHI ALPHA  
POLICY ON SPECIAL STATUS**

**RATIONALE**

Theta Phi Alpha understands that members will, at times, find themselves in situations where personal or family issues must take priority over the obligations of membership. Theta Phi Alpha seeks to support those members during their difficult times, allowing for lifetime commitment to The Fraternity to continue when circumstances have changed.

**POLICY**

Pursuant to Bylaw IX, Section 3, of the National Constitution and Bylaws, a sister may apply to the Advisory Board for Special Status. Special status is granted in one term increments and is based on the following reasons as determined by The Grand Council:

- Scholastic Issues
- Employment (including military service)
- Health
- Family Issues (illness in family, financial problems)

If a member must leave school for one or two academic terms but intends to return to the same college or university to obtain additional education, she may apply for special status prior to leaving school. She must be in financial good standing prior to leaving the college/university. Should a member leave school without having first requested this status, except in emergencies which could not be anticipated or avoided, she will be listed on the term report as having left school and will be considered an alumna, as indicated in Article IV, Section 2, of the National Constitution and Bylaws. In the event that the termination of education was not foreseen (i.e. illness, emergency or military service), the member must appeal in writing to The Grand Council for reconsideration of her alumna status.

Members on Special Status must be listed on the Chapter roster that is provided to both National Office and the college/university. Members on Special Status will count towards Chapter Total.

Members on Special Status are responsible for per capita and insurance fees minimally. They will also be responsible for complying with additional requirements, including fines and attendance at chapter events, as set forth by the Advisory Board. These requirements will be set forth in writing and will indicate the member's unique situation in the development of such requirements. During the time the member is on Special Status, she is considered to be a member in good standing.

The Advisory Board may allow additional terms of Special Status, determined as requested by the affected member. In the absence of an Advisory Board, the affected member should direct her request to the National Office for appropriate action.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
September 2014

**THETA PHI ALPHA  
POSITION STATEMENT ON PARTICIPATION IN TELEVISED REALITY PROGRAMMING**

Theta Phi Alpha does not support participation in reality based shows when a sister is being exploited because of her membership in The Fraternity.

Adopted by The Grand Council  
September 2003

**THETA PHI ALPHA  
POLICY ON USE OF INSIGNIA**

**RATIONALE**

The Fraternity Badge is to be worn with the utmost respect. When pinned, it must be worn over the heart, and is always placed above any other piece of jewelry, including guards. Alumnae may also wear the Badge in a ring holder or necklace charm. All members are strongly encouraged to wear their Badge.

**POLICY**

**Fraternity Jewelry**

In order to preserve the beauty and dignity of the Badge, only guards approved by the Convention body may be worn with the Badge. Official Fraternity guards are the Guard of Honor, the Grand Council Guard, the Senior Service Award, and the Chapter Greek Letter or Alumna Guards. The Badge shall be worn with not more than three (3) guards.

The wearing of Greek Honor pins, e.g., Order of Omega, is permissible.

The new member pin occupies a position of similar importance until the new member has been initiated.

The following are examples of appropriate attire when wearing the Badge or new member pin:

Formal dress, business dress, or business casual.

Badges and new member pins may not be worn with clothing made of denim material, shorts, and other casual attire.

In accordance with Bylaw IX, Section 2, of the National Constitution and Bylaws, the Badge of Theta Phi Alpha must be purchased by each initiate when she pays her initiation fee or within six (6) months thereafter.

The Badge is ultimately the property of Theta Phi Alpha. The wearer of the Badge, if suspended, must return the Badge to The Fraternity. There is no obligation of The Fraternity to reimburse the cost of the Badge.

In accordance with Bylaw V, Section 2, of the National Constitution and Bylaws, upon the death of a member, her Badge, attached to two-inch gold and silver ribbons, may be pinned upon her; or it shall be returned to the National Archives.

If the initiate is a legacy of a deceased member whose Badge is in the National archives, the initiate may request that the Badge as her own.

In accordance with Bylaw V of the National Constitution and Bylaws, the only jewelry that can be given to or worn by non-members is the recognition pin, which includes the letters  $\Theta$ ,  $\Phi$ , and A, connected in a staggered pattern.

### **Coat of Arms, Greek Letters and Fraternity Logo**

The Greek letters of The Fraternity, ΘΦΑ, the Coat of Arms (a.k.a. Crest), The Fraternity logo *Ever Loyal, Ever Lasting* and all other recognizable symbols must be used or worn with the utmost respect. Whenever used, such use must be in good taste, reflecting the high esteem in which we hold these insignia and the high ideals upon which our Fraternity was founded. This includes, but is not limited to, their use in printed materials, favors, scrapbooks or photo albums, and apparel (t-shirts, boxers, sweatpants, etc.). The appearance of cultural insensitivity, sexual innuendo and references to the negative use of illegal drugs or alcohol are strictly prohibited.

No sister shall deny a new member or sister the right to wear apparel that includes the Greek letters of The Fraternity.

### **Licensed Vendors**

Theta Phi Alpha has developed a list of licensed vendors. These vendors work with Affinity Marketing to ensure that our Greek letters, Coat of Arms and logo are reprinted appropriately.

The list of licensed vendors can be obtained from National Office or on the website.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Revised by The Grand Council  
May 2012

### **THETA PHI ALPHA POLICY ON CONFLICT OF INTEREST**

Conflict of interest can be defined as a situation in which personal considerations compromise, or have the appearance of compromising, an individual's judgment.

Theta Phi Alpha recognizes that conflict of interest is inherent in the management of our chapters. It is the Fraternity's position and expectation that sisters who have conflicts of interest recognize, express and address those conflicts. In some cases appropriate action may include removing yourself from the decision making process.

Examples of conflicts of interest include: personal relationships with women being considered for membership; participation in disciplinary decisions regarding you; participation in discussions regarding awards when you are a nominee; a personal relationship with a business owner with whom the chapter is doing or is considering doing business.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by the Grand Council  
July 2012



## THETA PHI ALPHA POLICY ON WHISTLEBLOWING

This policy of Theta Phi Alpha: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the Fraternity; (2) specifies that the Fraternity will protect the person from retaliation; and (3) identifies where such information can be reported.

- 1) **Encouragement of reporting.** The Fraternity encourages complaints, reports or inquiries about illegal practices or serious violations of the Fraternity's policies, including illegal or improper conduct by the Fraternity itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which the Fraternity has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via the Fraternity's human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.
- 2) **Protection from Retaliation.** The Fraternity prohibits retaliation by or on behalf of the Fraternity against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Fraternity reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
  - (i) "Good faith report" shall mean a report of conduct defined as wrongdoing, which the person making the report has reasonable cause to believe is true and which is made without malice or consideration of personal benefit.
  - (ii) "Wrongdoing" shall mean a violation, which is not of a merely technical or minimal nature of a Fraternity policy or federal or state statute designed to protect the interests of the public or the Fraternity.
- 3) **Where to report.** Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis of the complaints, reports or inquiries. They should be directed to the Chairman of the Board of Trustees. If a member of the Board of Trustees is implicated in the complaint, report or inquiry, it should be directed to Grand Council. The Fraternity will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that the Fraternity may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Any Chapter, Colony, Alumnae Association, or individual found to be in violation of this policy will be subject to disciplinary action by The Grand Council.

Adopted by the Grand Council  
September 2009

**THETA PHI ALPHA**  
**NATIONAL EMERGENCY PROCEDURES**

Despite our best efforts to minimize risk associated with participation in not only Fraternity events but also daily living, situations may arise where sisters need to utilize The Fraternity's emergency procedures. Emergencies are characterized as death of a member, physical or sexual assault, fire, drug overdose, serious injury, natural disaster, or car accident resulting in hospitalization. This list is intended to be illustrative and not exhaustive.

The following procedures have been established to assist the Chapter, Colony or Alumnae Association in the management of an emergency.

The president or the next highest ranking officer takes charge of the situation immediately.

- 1) If necessary, or directed by emergency response personnel, evacuate the building and gather at a predetermined meeting place.
- 2) Call appropriate emergency response agencies (e.g., paramedics, fire department) and campus police if the event is on campus.
- 3) In the case of an injury, sisters should form an outward facing, large circle around the injured person(s) to prevent her from being trampled and to protect her dignity. The injured person(s) should not be moved or disturbed by untrained people.
- 4) Assign sisters to all entrances to seal the building or room to only emergency response personnel and advisors.
- 5) Sisters and guests should be gathered into as few rooms as possible. Everyone should be reminded to remain calm. Explain that the building or room is closed to everyone but emergency response personnel and advisors. Stress that all necessary measures have been taken, limiting your comments to facts. Opinions are not appropriate and should not be shared.

Chapter members should be reminded NOT to discuss the situation with anyone. All questions should be directed to the president or spokesperson. An appropriate answer to inquiries would be "The best person to speak with on that issue would be our Chapter president."

- 6) Assign a sister to the highest-ranking emergency response official to attend to any questions or needs that arise without speculating as to the case.
- 7) Assign another sister to the hospital until family arrives.
- 8) After the immediate managing of the crisis, the president should begin telephoning advisors per the attached chart until she reaches someone. If an unsolicited call is received and their voice is not recognized, the president should verify their phone number and return their call. This person will help advise the president and develop the statement for the media, consulting with The Grand Council or National Officers, if possible. The statement should be concise and limited to the facts.
- 9) Provide the sister's yellow emergency card to emergency response personnel. They will notify the family.
- 10) Determine a plan for informing sisters and new members who are not present.
- 11) Ensure that all necessary reports (e.g. police report) are completed and filed with emergency personnel.
- 12) After the emergency has been resolved, the Chapter will assemble to evaluate the events that took place and ensure that all steps were taken.

- 13) Contact M-J Insurance at (888) 442-7470 and follow requested steps.
- 14) An incident report will be filed with the National Office within 48 hours of the incident.
- 15) When appropriate, utilization of campus resources (e.g. counseling center, health center, etc.) is recommended.

EMERGENCY NUMBERS FOR *ADVISORS *cell numbers for emergency use only			
Title	Name	Phone #	Cell #
Theta Phi Alpha National Office	Shane McGoey	(440) 899-9282	(330) 671-5103
Chapter Advisor			
Chapter Risk Manager Advisor			
Housing Corporation President			
Conference Director			
Conference Administrator			
National Vice President – Collegians	Amanda Horvat		(516) 361-2816
National Executive Secretary	Jennifer Kreiman	(810) 655-5599	(810) 610-3394
National Vice President - Programming	Allison Bolin		(985) 788-3999
National Vice President - Extension	Nicole Conroy		(518) 578-6609
National President	Laura Foley	(816) 363-4170	(816) 769-9583
National Vice President - Alumnae	Jennifer Hubbleby Klug		(518) 878-0553
National Treasurer	Amy Bailes	(724) 357-9292	(724) 840-0829
Counselor on Call			
Campus Police/Security			
Campus Security Emergency			
Campus/Local Fire Dept.			
Faculty Advisor			
Greek Advisor			
Dean of Students			
MJ Insurance	Estacia Bradenburg/Cindy	(888) 442-7470	(317) 374-5039

\*please insert names and phone numbers as needed

# Theta Phi Alpha Greek Glossary

*Theta Phi Alpha strives to educate its membership on correct and appropriate terminology used by the Fraternity and other Greek organizations. Use this glossary to understand terms and verbiage used by Theta Phi Alpha. Important but commonly misused words and definitions are highlighted.*

## **Active**

An outdated term sometimes used to refer to participating collegians of a fraternity or sorority; Theta Phi Alpha uses the term **Collegians**

## **Advisory Board**

Committee of Alumnae whom advise a Chapter on various matters; the Chairman of the Advisory Board, the Chapter Advisor, is an appointed national officer

## **Alumna**

A woman whom is no longer attending a college; plural is **Alumnae**

## **Alumna Initiate**

A woman, beyond college age, who has been invited to membership and initiated in Theta Phi Alpha in accordance with the *National Constitution and Bylaws*

## **Alumnae Association**

A chartered organization of Theta Phi Alpha Alumnae; a means to continue the bonds of sisterhood and friendship after college through social contact and educational and philanthropic endeavors

## **Alumnae Club**

An established social group of Theta Phi Alpha Alumnae recognized by the Fraternity; Alumnae Clubs are only required to celebrate Founders' Day and are typically established as a stepping stone to chartering an Alumnae Association

## **Alumnae Dues**

Annual fees requested of Alumnae to be considered a member in good standing

## **Alumnae Panhellenic Association**

The cooperative area organization of Alumnae members of NPC member groups. Alumnae Panhellenics can be found in most US cities, in all states, and parts of Canada

## **Alumnus**

A man who is no longer attending a college; plural is **alumni** and can also be used to refer to a group that includes both men and women

## **Associate Member**

An alternate term used by some Greek organizations to refer to a Pledge Sister, Pledge Brother, or New Member

## **Badge**

A pin that symbolizes membership in a fraternity or sorority



*Theta Phi Alpha Badge*

## **Biennium**

A two year period covering the time between National Conventions

## **Bid**

An invitation to become a New Member (See **Membership Recruitment Acceptance Binding Agreement**)

**Big Sister**

A member who plays a significant role in a New Member’s membership development (See **Little Sister**); Theta Phi Alpha does not condone the term “Big”

**Chapter**

The local collegiate membership unit of a national sorority or fraternity

**Charter**

A document held by the Chapter or Alumnae Association that grants it permission to exist as a component of the national organization



*Chapter Charter Member Pin*

**Closed Ritual**

A ritual in which only initiated members of Theta Phi Alpha may participate

**Coat of Arms**

An arrangement of heraldic bearings and symbols of a fraternity depicted on and around a shield. Occasionally referred to as the Crest, but Theta Phi Alpha uses the term Coat of Arms



*Theta Phi Alpha Coat of Arms*

**College Panhellenic Association**

The cooperative campus organization of collegiate members of NPC member groups. A College Panhellenic should exist on any campus with more than one NPC member group present

**Collegian**

Noun used to describe a fraternity or sorority member currently in college

**Collegiate**

Adjective used to modify a noun, as in collegiate Chapter

**Colony**

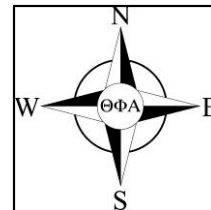
A Pledged group that is working towards the goal of becoming a Chapter of a national fraternity or sorority

**Community Service**

Activities without financial support which directly benefit social, health, welfare, educational means of the public or its institutions

***Compass, The***

The magazine of Theta Phi Alpha; the name should be italicized



*Compass, Symbol of Theta Phi Alpha*

**Compass Club**

Membership recognizing Alumnae of Theta Phi Alpha who have attended five or more National Conventions



*Compass Club Pin*

### Conference Structure

Theta Phi Alpha's Chapter administration structure; each collegiate Chapter is assigned to a particular conference and supervised by a Conference Director and Conference Administrator

### Continuous Open Bidding (COB)

Also known as *Open Bidding*, *Open Recruitment*, and *Informal Recruitment*; time period bids may be extended and accepted, other than a membership recruitment period which ends in preferential bidding. Traditionally, Chapters are allowed to COB to campus total

### Convention

A national gathering of members from a sorority or fraternity for the purpose of conducting business

### Convention Body

Governing organization of the Fraternity while Convention is in session; the Grand Council serves as the governing body between Conventions (see **Grand Council**)

### Cooperation Points

Points attained by Chapters and Alumnae Associations through timely submission of reports

### Creed

An organization's statement of principles and beliefs; the Creed of Theta Phi Alpha reflects the Fraternity's values

### Deferred Recruitment

A form of recruitment where the formal recruitment process takes place in the spring semester of college

### DePledge

The process of disaffiliating from a sorority or fraternity after pledging; this action may be taken either by a New Member voluntarily or by the Chapter or Colony

### Diamond Circle

Membership recognizing Alumnae who have been initiated members of Theta Phi Alpha for more than seventy-five years

### eNews

The electronic newsletter of Theta Phi Alpha; the name should be italicized

### Extension

The process of establishing new Chapters by a fraternity or sorority

### Formal Membership Recruitment

A designated recruitment period during which a series of organized social activities are hosted by each Greek organization; typically ends in preferential bidding for sororities

### Founders' Day

A day set aside by fraternities and sororities to reflect on their history and Founders; Theta Phi Alpha's Founders' Day is observed on April 30, near the feast day of St. Catherine of Siena. Since we revere multiple founders in our celebration, the correct possessive structure is "**Founders**" not "Founder's".

### Fraternity

A Greek letter brotherhood or sisterhood

### Fraternity / Sorority Advisor

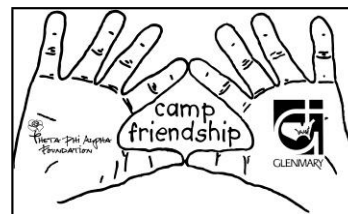
The university or college administrator who is responsible for Greek-letter fraternities and sororities; this may be the Dean of Students, Department of Student Activities, Panhellenic Advisor, or other administrator; may also be known as Greek Advisor

### Gamma Sigma Alpha

National Academic Greek Honor Society committed to recognizing high academic achievement within Greek communities

### Glenmary Home Missioners

One of the two national philanthropies of Theta Phi Alpha, the Glenmary Home Missioners provide aid to needy people in the rural areas of the United States and run Camp Friendship for needy youth



Camp Friendship Logo

### **Grand Council**

The governing body of the Fraternity between Conventions consisting of seven elected officers:

- National President
- National Vice President – Collegians
- National Vice President – Alumnae
- National Vice President – Extension
- National Vice President – Programming
- National Executive Secretary
- National Treasurer

### **Grand Council Guard**

Worn by former members of the Grand Council; a guard pin of the Fraternity coat of arms with a sapphire on each side



*Grand Council Guard*

### **Greek**

Shorthand term for a member of a Greek-letter fraternity or sorority. The preferred terminology is Fraternity and/or Sorority

### **Guards**

Insignia that may be attached to a Badge; worn to the left and slightly lower than the Badge

### **Guard of Honor**

The highest award Theta Phi Alpha can bestow upon a member; a guard pin of a gold Tudor rose with a sapphire center



*Guard of Honor*

### **House that Theta Phi Alpha Built, The**

One of the two national philanthropies of Theta Phi Alpha; The House that Theta Phi Alpha built is a concept which promotes the alleviation of homelessness; this philanthropy allows each sister, Chapter, Colony, Alumnae Association and Alumnae club to work together toward a common goal while serving those most in need in their own community

### **Initiate**

A woman who has become a member through a Theta Phi Alpha Initiation Ceremony

### **Initiation**

Formal ceremony in which New Members become initiated members of Theta Phi Alpha and receive lifelong membership privileges

### **Installation**

The ceremony held when a Colony receives its charter as a Chapter; installation of officers is the process of installing new officers of an organization

### **Installation of Officers**

Process of establishing new officers of an organization

### **Intentional Single Preference**

Also known as *Single Preference by Choice*. When a woman only lists one sorority on her Membership Recruitment Acceptance card

### **InterFraternity Council (IFC)**

The cooperative campus organization of collegiate members of men's fraternity organizations

### **Leadership Conference**

The educational program of Theta Phi Alpha, held in the summer in odd-numbered years

### **Leadership Consultant (LC)**

Member of Theta Phi Alpha who travels on behalf of the Fraternity to Chapters and Colonies providing guidance, assistance and support; also known as a consultant

**Legacy**

A person who has an immediate relative who is an alumna, alumnus, or collegiate member of a fraternity or sorority

**Licensed Vendor**

A vendor which works with Affinity Marketing to ensure that our Greek letters, Coat of Arms and logos are reprinted appropriately.



*Theta Phi Alpha Logo*

**Little Sister**

A New Member who has obtained a Big Sister to play a significant role in her membership development (See **Big Sister**); Theta Phi Alpha does not condone the term “Little”

**Local**

A sorority or fraternity without affiliation with a national organization

**Marshall**

The office responsible for Theta Phi Alpha Rituals

**Membership Recruitment Acceptance Binding Agreement (MRABA)**

Also known as *Bid Card*. A formal agreement to Pledge a sorority or fraternity

***My Sister, My Friend***

**National New Member Education Program**

The national program that all Colonies and Chapters follow to assist New Members to learn the history, traditions, and ideals of Theta Phi Alpha in preparation to become an initiated member

**National**

Refers to the national organization and officers of a Greek Organization; Theta Phi Alpha is governed by a single body, thus never referred to as “Nationals”

**National Association of Latino Fraternal Organizations (NALFO)**

An umbrella council for Latino Greek letter organizations.

***National Constitution and Bylaws***

Documented fundamental principles and regulations adopted by the Convention body to regulate the Fraternity’s affairs and behaviors

**National Convention**

The governing body of the Fraternity, Convention is held in the summer during even-numbered years; the voting body of Convention consists of a delegate from each eligible Chapter and Association, the members of the Grand Council, and the Past National Presidents

**North-American InterFraternity Conference (NIC)**

National Association of men’s fraternities

**National Office**

The center of our organization, receiving and distributing mail and reports to keep information flowing through our staff, volunteer officers, Alumnae Associations and clubs, Chapters, Colonies, and individual sisters

**National Officer**

Elected or appointed representatives and leaders with defined responsibilities which benefit the Fraternity; National Officers must be in good standing with the Fraternity

**National Multicultural Greek Council (NMGC)**

The National *Multicultural Greek* Council, Inc. is the umbrella council for multicultural and multiethnic fraternities and sororities

**National Panhellenic Conference (NPC)**

National Association of 26 women’s fraternities and sororities, of which Theta Phi Alpha is a member group

**National Pan-Hellenic Council (NPHC)**

A coordinating body for the nine historically African American fraternities and sororities



### **National Policies**

Operating guidelines developed by National to define standards and procedures

#### **New Member**

A woman who has accepted a bid and has Pledged to Theta Phi Alpha, but has not yet been initiated; Theta Phi Alpha discourages use of term “Pledge” and “Pledge Sister” to refer to these women; a Pledge is the promise made by a prospective member when accepting a bid to membership

#### **New Member Class**

A group of New Members to be initiated during the same Initiation ceremony

#### **New Member Educator**

The officer who educates the New Members from the *My Sister, My Friend* National New Member Education Program

#### **New Member Pin**

A badge of recognition given to each New Member



*Theta Phi Alpha New Member Pin*

#### **NPC Resolutions**

Policies voted on and adopted by NPC’s member groups

#### **Open Ritual**

A ritual in which invited guests may participate; membership in Theta Phi Alpha is not required

#### **Order of Omega**

A leadership honor society for members of Greek organizations.

#### **Parliamentary Procedure**

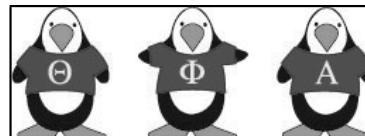
A set of rules for conducting the business of an organization; the version followed by Theta Phi Alpha is *Robert’s Rules of Order Newly Revised (RONR)*

### **Pearl Points**

Points attained by Colonies, Chapters, and Alumnae Associations for meeting the Standards of Achievement set forth by the Fraternity.

#### **Penguin Pal**

An anonymous collegian or alumna member of Theta Phi Alpha who welcomes and provides encouragement to an assigned New Member throughout *My Sister, My Friend*; Penguin Pal identities are revealed to New Members after Initiation



*Penguin, Mascot of Theta Phi Alpha*

#### **Penguin Shoppe, The**

The merchandising program of Theta Phi Alpha

#### **Philanthropy**

Financial support which directly benefit social, health, welfare, educational means of the public or its institutions

#### **Pledge**

The promise given to Theta Phi Alpha by a New Member; a Pledge is a promise, not a person (see **New Member**)

#### **Potential New Member (PNM)**

A woman interested in becoming a sorority member who is matriculated and eligible according to Panhellenic and university requirements

#### **Preferential Bidding**

A system used at the conclusion of some formal membership recruitment periods to match sorority and potential new members’ membership preference

#### **Presidents’ Academy**

Seminar sessions at Conventions and Conferences intended for the Chapter Presidents.



*Presidents’ Academy Pin*

### **Quota**

A specified number of New Members that can be accepted by a Chapter during the formal membership recruitment period; established by the college Panhellenic or Greek Advisor

### **Quota Additions**

The process of matching a PNM whose bids fail to match during the normal Bid Matching process. This will result in the Chapter having a New Member class over quota, which is acceptable under this circumstance

### **Recolonization**

Colonization of a campus which was previously occupied by Theta Phi Alpha

### **Recruitment Counselor**

A knowledgeable sorority member temporarily disaffiliated from her Chapter who counsels potential members and promotes the Sorority experience

### **Reinstatement**

Installation of a campus which was previously occupied by a chartered Chapter of Theta Phi Alpha

### **Release Figure Methodology (RFM)**

Also known as *Carry Figures*. A mathematical model developed by NPC that gives each Chapter on a campus the best chance of attaining quota, while allowing Potential New Members to explore a realistic set of options available to her. RFM has successfully helped campuses achieve parity in Chapter size

### **RePledge**

A Pledge made for an additional time; must be made for New Members who do not fulfill the requirements for initiation by the expiration of the Pledge period; women may be rePledged only for extraordinary reasons

### **Rho Lambda**

National Leadership Recognition Society for sorority women.

### **Ritual**

The rites and ceremonies binding Theta Phi Alpha's sisterhood from member to member, across Chapters, Colonies, and Alumnae Associations (See **Closed Ritual**, **Open Ritual**)

### **Sapphire Circle**

Membership recognizing Alumnae who have been initiated members of Theta Phi Alpha for more than fifty years



*Sapphire Circle Pendant*

### **Senior Service Award**

An award bestowed upon a graduating senior of a Chapter; a guard pin depicting an open book, black enameled, with a Tudor rose on the left half, and a double cross-crosslet on the right half



*Senior Service Award Guard*

### **Silence**

The time period immediately following Formal Recruitment during which there is no communication between potential members and sorority members, except during scheduled recruitment events; silence is to help a potential member make a decision without outside influence

### **Single Membership**

A member of an NPC group may not become a member of any other NPC group. Initiated members of Theta Phi Alpha are members for all time!

### **Snap Bid**

A bid extended immediately after bid matching is finished. Snap Bids can only be given by Chapters which did not meet quota to women who were unmatched.

### **Sorority**

A Greek-letter sisterhood

### **Standards of Achievement**

Standards that reflect Fraternity life; Colonies, Chapters, and Alumnae Associations each have 19 Standards of Achievement; each Standard of Achievement attained is worth 1 Pearl Point

### **Theta Phi Alpha Foundation**

Directs and promotes the philanthropic endeavors of the Fraternity, including the annual awarding of scholarships to deserving sisters



*Theta Phi Alpha Foundation Logo*

### **White Rose Merit Award**

Honor bestowed to collegians and Alumnae who have made outstanding contributions to National Theta Phi Alpha during the biennium

### **Year of Fidelity**

Once a potential new member accepts a bid from an NPC member group, she is bound to that group for one calendar year. If she dePledges, she is not allowed to Pledge another NPC member group for a year from the signing of her bid. The Year of Fidelity is waived if the New Member transfers to another school before initiation

### **Theta Phis/Theta Phi Alphas**

Refers to more than one member of Theta Phi Alpha; a member of Theta Phi Alpha should never be referred to as a "Theta" as this is the moniker used for Kappa Alpha Theta

### **Theta Phi's/Theta Phi Alpha's**

Possessive forms of Theta Phi Alpha; i.e. referring to something that is in possession of or related to Theta Phi Alpha

### **Total**

The maximum number of members that a Chapter is permitted to have, established by Panhellenic or the university; total may be exceeded only during formal recruitment by accepting the number of New Members required to reach quota; includes both New Members and initiated members. Total should be reviewed annually, immediately following Formal Recruitment

### **Unanimous Agreements**

Decisions made by NPC that are binding to all member groups on all campuses

### **White Rose Formal**

The traditional name for formals held by Theta Phi Alpha's collegiate Chapters

## **Traditions of Theta Phi Alpha**

In Theta Phi Alpha there is friendship and loyalty to Fraternity sisters.

Theta Phi Alpha observes its Founders' Day.

Theta Phi Alpha has a White Rose Recruitment event.

Theta Phi Alpha honors its graduating seniors.

Theta Phi Alpha honors sisters with outstanding grade point averages.

Theta Phi Alpha honors sisters on the twenty-fifth, fiftieth, and seventy-fifth anniversaries of their initiation.

Theta Phi Alpha presents its New Chapter Cup to its newest chapter.

Theta Phi Alpha is a singing Fraternity.

Theta Phi Alpha chapters observe the date of their installation as a chapter with birthday parties or charter celebrations.

A Theta Phi Alpha realizes that all Fraternity affairs are both secret and private and that such matters are not discussed outside of meetings.

A Theta Phi Alpha understands that financial obligations are met promptly.

A Theta Phi Alpha cooperates in all affairs undertaken by the Fraternity.

A Theta Phi Alpha regards the Fraternity with sincerity and respect.

A Theta Phi Alpha labors with diligence to maintain their scholarship.

A Theta Phi Alpha is encouraged to practice actively the religion of her choice.

A Theta Phi Alpha respects the religious heritage of her Fraternity.

A Theta Phi Alpha contributes a monetary donation in celebration of each year of membership to Theta Phi Alpha Foundation on Founders' Day.

A Theta Phi Alpha engages in philanthropic efforts to help those less fortunate than herself.

A Theta Phi Alpha tradition is cherished.