



ALPHA PI PHI'S MISSION STATEMENT

“The purpose of Alpha Pi Phi is to promote a sisterhood united through love, loyalty, and friendship; to foster confidence in young women and aid in the development of their leadership skills; to encourage its members to promote themselves with grace, dignity, and moral integrity; and to cultivate academic excellence and nurture generosity through active philanthropy for the betterment of the community, while upholding diversity, equity, and inclusion as fundamental principles in creating an environment where every member feels valued and included.”

ALPHA PI PHI AS A SPECIAL INTEREST GROUP

Alpha Pi Phi is a special interest group founded on the intention of fostering leadership, academic excellence, philanthropy and sisterhood among its membership. As a special interest group, Alpha Pi Phi reserves the right to select individuals for membership based on certain criteria.

Alpha Pi Phi takes the position that, in order to create a supportive space for its members to grow in their commitment to Alpha Pi Phi's Five pillars described above and to work towards achieving the goals set out in Alpha Pi Phi's mission statement, it is appropriate and necessary to restrict the membership of Alpha Pi Phi to self-identifying women **and** gender-expansive individuals

For these reasons, eligibility for membership in Alpha Pi Phi shall be determined based on individual gender identity.

This criteria, intention and purpose of Alpha Pi Phi Sorority as set by its Founding Mothers cannot be altered under any circumstance in any setting.

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GLOSSARY OF TERMS

Active member: A member who has been initiated into lifelong membership of Alpha Pi Phi and actively participates in chapter activities.

Alum member: A member who has graduated or otherwise completed their active period within Alpha Pi Phi.

Active Member in their Pledging Period (AMPP): A student who has accepted a bid and matriculates through the new member process prior to the initiation.

Disaffiliation: A member who has chosen to give up their letters and is no longer a member of Alpha Pi Phi. This person is required to give up their letters.

Expulsion: Process by which membership has been terminated by Alpha Pi Phi. This person is required to give up their letters and is no longer a member of Alpha Pi Phi.

Initiation: A ceremony where new members are brought into full membership of Alpha Pi Phi.

New Member Class (NMC): A 6-8week long period of learning about Alpha Pi Phi prior to initiation. Students are considered AMPPs during this period.

Membership Vote: A vote resulting in a decision that impacts the membership status of a member. Examples include, new member selection and alumnae voting.

Potential New Member (PNM): Student who participates in the recruitment process.

Senior Status: An active member who may have adjusted responsibilities and duties due to increased academic workload in their upper years.

Small Chapter: A chapter that has 30 or fewer active members.

Big Sister: An active member of Alpha Pi Phi who serves as a mentor to a new member. The member that they mentor is referred to as their Little Sister. The Big Sister is responsible for the growth and development of their Little Sister within Alpha Pi Phi and their college/university career.

Little Sister: A member who is mentored by a Big Sister

Familial sister: The familial sister of an active or alumn(a) member.

Legacy: The familial daughter, or granddaughter of an active or alumn(a) member.

Membership vote: A vote resulting in a decision that impacts the membership status of a member. Examples include, new member selection and alum voting.

Bid: A bid is a formal invitation to a PNM (Potential New Member) to join our organization and is used as an invitation to the Bid Day Sisterhood.

Preference Party

SECTION 1: Overview

a) The Preference Party is the last formal Rush event before New Member Selection. This event is “invite only,” and an invite/Preference should only be extended to those the sisterhood would like to get to know better before offering a Bid.

1. A Potential New Member (PNM) is eligible for a Preference if they have attended at least 1 rush event, however chapter bylaws may add additional parameters.

SECTION 2: Extending Preference

a) The chapter will discuss each eligible PNM in alphabetical order by last name following a pro, con, pro discussion structure.

b) All phones are to be collected by the President at the beginning of the meeting and can only be returned after the meeting has been adjourned.

c) One by one, the MDO will present the eligible PNMs and the President will Chair a discussion and vote.

1. Voting on PNMs will take place after each individual discussion
2. Votes may be collected and counted as individual ballots, or on one voting sheet complete with the names of each PNM.
3. All voting is done anonymously, there is to be no conversation while members are voting and votes are being collected
4. A simple majority (50%+1) is needed to extend a Preference
5. President or MDO will notify all PNM's if they have been extend a Preference or not no more than 12 hours after voting has concluded

d) All notes and ballots must be collected/counted by the President and Chapter Advisor and thrown out.

e) When voting:

1. If a member leaves the room during a PNM's discussion, they may not vote on that member or contribute to the discussion.
2. The President and Chapter Advisor are responsible for noting that quorum has changed for that PNM's vote.
3. If there are too many, or too few votes, or any spoiled ballots there must be an automatic revote with no discussion.

f) Each person will be voted on individually.

g) Following the individual votes the chapter must vote on the full group - known as voting on the slate.

1. The chapter will cast a final vote on the full slate which consists of all PNMs who reached a simple majority (50%+1) in favour of being extended a Pref. 2. If the slate does not pass, each PNM must be re-discussed and re-voted on. If the slate passes, the vote is final.

h) The group of PNM's can only be re-voted once.

i) Alpha Pi Phi is not a Pref-to-Bid organization, meaning that if you are offered a Pref, you are not guaranteed a Bid.

j) It is prohibited to Preference or Bid promise to any PNM's. Doing so may result in Judicial action, and emotional harm to the PNM if they do not receive a Pref/Bid.

SECTION 3: Hosting the Preference Party

a) This event should be used to get to know each eligible PNM's on a deeper level to fully assess if they possess the qualities of an Alpha Pi Phi member, and to make a final connection before Big/Little matching.

b) At some point during the Preference Party, the President and/or MDO will provide a list of available Big Sisters to PNMs (removing those who are ineligible to receive a little). PNMs will rank every eligible Big, up to 10 people, for their Big.

c) Once a PNM completes their list of possible Big Sisters the PNM is welcome to leave the preference party at the chapter's discretion.

Membership Selection

SECTION 1: Overview

a) Membership selection is the process in which Alpha Pi Phi active members choose who from their rush period will be invited into the organization, known as extending a "Bid."

b) Membership selection is a confidential process which must be held in high regard by Alpha Pi Phi members, should there be any concerns, those should be directed to the President or Vice President.

c) Alpha Pi Phi membership selection happens following the end of the Preference Party.

d) All PNM's must receive a 2/3 majority vote in order to be granted a Bid by an Alpha Pi

Phi Chapter.

SECTION 2: Process

- a) The chapter will discuss each PNM who was invited to the Preference Party in alphabetical order by last name following a pro, con discussion structure.
- b) All phones are to be collected by the President at the beginning of the meeting and can only be returned after the meeting has been adjourned.
- c) One by one, the MDO will present the PNMs who were invited to the Preference Party and the President will Chair a discussion and vote.
 - 1. Voting on PNMs will take place after each individual discussion
 - 2. Votes may be collected and counted as individual ballots, or on one voting sheet complete with the names of each PNM.
 - 3. All voting is done anonymously, there is to be no conversation while members are voting and votes are being collected.
 - 4. The President/MDO will notify all PNM's if they have been offered membership, known as receiving a "Bid," or not no more than no more than 72 hours after voting has concluded.
- d) All Membership Discussions must have a minimum of 3 pros and 2 cons, all of which should be pillars or values based from a minimum of 3 different sisters prior to voting being able to commence.
- e) All notes and ballots must be collected/counted by the President and Chapter Advisor and thrown out.
- f) When voting:
 - 1. If a member leaves the room during a PNM's discussion, they may not vote on that member or contribute to the discussion.
 - 2. The President and Chapter Advisor are responsible for noting that quorum has changed for that PNM's vote.
 - 3. If there are too many, or too few votes, or any spoiled ballots there must be an automatic revote with no discussion.
- g) Each person will be voted on individually.
- h) Following the individual votes the chapter must vote on the full group - known as voting on the slate.
 - 1. The chapter will cast a final vote on the full slate (new member class) which consists of all PNMs who reach quorum $\frac{3}{4}$ in favour of being extended a bid. 2. If the slate does not pass, each PNM must be re-discussed and re-voted on. If the slate passes, the vote is final.

- i) The group of PNM's can only be re-voted once.
- j) It is prohibited to Preference or Bid promise to any PNM's. Doing so may result in Judicial action, and emotional harm to the PNM if they do not receive a Pref/Bid.

SECTION 3: The Black Pearl

- a) The Black Pearl is used in extreme cases of membership selection and re-voting on the potential new member class. The Black Pearl can be used at any point by any sister during the official recruitment period making the PNM ineligible to receive a Preference or Bid, terminating their rush period, and denying membership eligibility indefinitely at any chapter.
- b) In the event that a PNM is causing physical or emotional harm to an active member to the point where said member would terminate their membership if an invitation to join was given to the PNM, or if an active sister is uncomfortable approaching said PNM and the active sister is uncomfortable telling the chapter in a discussion, then a Black Pearl should be used.
- c) If a sister is to use a Black Pearl, members are highly encouraged to share the use of the Black Pearl with the chapter in a confidential space. However this is not required and can be shared with just the President and Chapter Advisor.
 - 1. Should a member feel they are not able to share with the chapter they are welcome to bring the Black Pearl to Int. VP of Standards and Risk Management.
- d) In order to use a Black Pearl you must disclose the reasoning to the President and Chapter Advisor or the International VP of Standards and Risk Management.
 - 1. This reasoning will be shared with ICAPP to be included on an Alpha Pi Phi Black Pearl list maintained by the International Co-VPs of Standards and Risk Management.
 - 2. Following each New Member Selection and prior to that Chapter's Pinning, each Chapter Advisor will submit a list of PNMs receiving bids in that term. ICAPP will then confirm with their list of Black Pearls that each Potential New Member receiving a bid will be eligible for membership in Alpha Pi Phi.
- e) Sisters are permitted to use a Black Pearl when needed for a different chapter, alongside a reasoning.
 - 1. The chapter receiving information and a Black Pearl about a PNM have the ability to veto the Black Pearl in specific circumstances. Both the President and Chapter Advisor need to be in agreement in order for the Black Pearl to be accepted at that chapter.
 - 2. When sending a Black Pearl to another chapter, the President should be notified via email with the Chapter Advisor cc'd.
- f) If a Black Pearl has been used and approved, there is no vote or revote possible as Alpha Pi Phi places members first.

g) Alum members are able to suggest Black Pearls and are encouraged to use the most amount of discretion doing so.

Big/Little Selection

SECTION 1: Overview

- a) The goal of Big and Little pairings is for a lifelong relationship between Big and Little, 1. These relationships will look different between different members and even different Littles
2. Each relationship is respected and valued for the learning and development of Alpha Pi Phi members
- b) During the pledging process Bigs should be a mentor, support, and confidant to the Little as they learn about Alpha Pi Phi's governing documents, values, mission, and pillars.
- c) Big/Little Selection is the process in which Alpha Pi Phi connects a new member with their big/mentor within the chapter. The Big/Little Selection must happen after the New Member Selection and prior to Pinning.
- d) Although **not** every person in the organization is guaranteed a Little during their time as an active member, this process should be celebrated as the sisterhood is growing and Alpha Pi Phi has the ability to connect with amazing people.

SECTION 2: Protocol and Procedure

- a) Big and Little Selections are confidential - which means no one in attendance may speak publicly about the information shared during the meeting.
- b) Big and Little Selection is considered to be a private Executive Council meeting 1. Should a chapter wish to have this meeting open to the whole chapter they may do so, as long as the chapter is less than 15 members.
2. However only Executive members are able to vote.
3. Littles are prioritized to someone who has been placed on their list
- c) Prior to Big and Little Selection it must be clear to the Executive Council who is eligible to become a Big and *only* these people will be considered. Please see **Eligibility** for this.
- d) Active sisters submit their application/top 3 choices for Little with an explanation of each choice to the Chapter President sometime after the Preference Party. 1. This application form is suggested to include:
 - a. Sister's Name
 - b. Sister's Program
 - c. Sister's Estimated Year of Graduation
 - d. When the member expects to go Alum

- e. Space for them to list to ranked top three choices for a little sister (but they are not obligated to fill in all three spaces)
- f. Long Form Question: What relationship have they formed with the PNM(s) on the list
- g. Long Form Question: Why they believe they would be a good Big to the PNM(s) on their list.

- e) Each PNM will be presented to the Executive Council in alphabetical order with the people whom they listed as their Big next to their name.
 - 1. The MDO will be responsible for creating a presentation with the PNM choices for Bigs along with the initiated members who have placed the PNM on their list. 2. Use below as a reference point.

Who's Little is it Anyways?

<p style="font-size: 1.2em; margin: 0;">Sam's List:</p> <ol style="list-style-type: none"> 1. Jessica 2. Divvy 3. Kelsey 	<ol style="list-style-type: none"> 1. Jessica has placed Sam as 2nd 2. Divvy has placed Sam as 1st 3. Kelsey has not placed Sam on her list 4. Tiffany placed Sam 1st
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- f) Executive Council with support from the Chapter Advisor will make the Big and Little matches occur.
- g) Big Little matching should be done as a mutually beneficial relationship.
 1. This would generally look like one-to-one matches, similar personalities, similar goals etc.
 2. Littles are guaranteed to someone who has been placed on their list.
- h) It is recommended that the Executive Council address all one-on-one pairs before addressing any other matches.

SECTION 3: Eligibility to be a Big

- a) Active Initiated member, or Alums participating in the Lineage Revival Program
- b) You have indicated on August 13th in your Membership Intentions that you have intentions of being a Big.
 - 1. This indication is not final and will not exclude you from becoming a Big.
- c) You must participate in at least 50% of rush events.
- d) You must be in good standing, without any outstanding judicial issues and/or fines.
- e) Alpha Pi Phi does not place a maximum number of Littles to be given active; however it is recommended that no member have more than 2 non-disaffiliated Littles. 1. This is to allow as many people to receive Littles as possible
 - 2. And, to ensure that Bigs are able to support the life-long relationship they signed up for.
- f) Chapters may add additional requirements, as outlined within by-laws 1. No “unwritten” rules may be in place; therefore all rules for Bigs must be indicated as such in Chapter by-laws.
- g) It is **required** to call/have a discussion with a potential Big sister prior to big/little discussion if they are being considered as a Big sister for a New Member they **did not** put on their list.
- h) An alumnae sister may be eligible to be a Big during the following circumstances:
 - 1. Before Recruitment:
 - a. Prior to the Chapter’s Recruitment period, the Alum must submit a letter stating their intention to attend Rush events.
 - i. This letter must be submitted regardless of whether the alum is intending to be eligible to become a Big.
 - b. All Active members of the Chapter must vote on Alumnae attendance at Recruitment events.
 - i. Careful consideration must be given to whether the Alum is an active member of the Chapter, and whether they have faith in their ability to be a present and engaged Big.
 - ii. The Alum member shall not be in attendance during this Chapter meeting.
 - c. The Alum must be without any outstanding judicial issues and/or fines.
 - 2. During Recruitment:
 - a. The Alum must participate in at least 50% of rush events.
 - b. It is required for the MDO to have a discussion with a potential Little if they are bonding with an Alumnae. The discussion must outline the

differences between having an Active Big vs having an Alum Big.

- c. Before the Preference Party, the Alum must submit a letter to the Chapter's Executive Council stating their appeal to be included in the list of eligible Bigs. The Chapter's Executive Council will discuss and vote on the Alum's candidacy for the Big position prior to the Preference Party.
 - i. If approved by the Executive Council, the Alum's name will be included in the list of potential Bigs. PNM's will proceed as usual.
3. Big/Little Pairing:
 - a. All Actives members are given priority for Big/Little pairings. However, the success of the bond should be paramount and considered thoughtfully.
 - b. If the Alum's appeal to take a Little is approved by the Chapter's Executive Council, ICAPP must approve the decision before Bids are distributed.
 - c. If the Chapter votes to allow the Alum to take a Little, there must be a backup plan for the Little should ICAPP deny the appeal.
4. After Recruitment:
 - a. The Alum must commit to attending all Active-Mandatory events for the Little's first term. 2nd term will be voted on by the Chapter's Executive Council based on the needs of the Little.

SECTION 4: Examples of Additional Requirements

- a) Examples of positive requirements
 1. Priority to first time Bigs
 2. Priority to older Members without a Little
- b) Examples of negative requirements (not recommended by Alpha Pi Phi). Should Chapter wish to implement these chapters, you must connect with ICAPP.
 1. Knowing someone prior to rush
 2. Second semester seniors not being allowed litters
 3. Any rules that are pointed at any previous pairings

SECTION 5: Qualities of a Good Big

- a) Reinforces positive behavior and actions and continues to motivate the AMPP throughout their pledging period and beyond.
- b) Teach their Little the meaning and importance of ritual.
- c) Encourage their Little to attend Alpha Pi Phi events, get involved with the chapter, and run for leadership positions
- d) Help their little confront and address any issues they may be having within Alpha Pi Phi or their class.
- e) Act as a friend and a connection to the chapter.

- f) Encourage their Little sister to go to class and be a good student.
- g) Be a good role model to their Little.
- h) Willing to commit personal time to their Little.
- i) Knowledgeable of resources and willing to answer questions.
- j) Has a working knowledge of chapter operations and Alpha Pi Phi policies and procedures.
- k) Understands the importance of bettering themselves in all aspects of Alpha Pi Phi's pillars through and involvement within the organization.
- l) A good friend to their Little, however not necessarily a BEST

friend. **SECTION 6: Voting**

- a) The Executive Council and Chapter Advisor match pairs based on submitted rankings (one-to-ones) and what Exec believes would be a mutually beneficial relationship.
- b) After looking at the ranking sheets, the Executive Council needs to discuss and vote to confirm the selected pairing.
 1. This can be done by a general consensus or a heads-down-hands up vote conducted by the President and Chapter Advisor.
 2. In the event of a tie, the President will vote to break the tie.
- c) If a member of the Executive Council has applied to be a Big Sister candidate they are not allowed to be present during the discussion of the candidate(s) they applied for, and must leave the room for discussion.

SECTION 7: Final Steps

- a) Active/initiated sisters are informed of Big/Little matchups prior to the Cygnet ceremony - this can be done informally, via posting the results to the Chapter's internal Facebook group (or whatever platform the chapter uses) or announced formally at the beginning of the next Chapter meeting.
 1. Bigs are not allowed to reveal their identities to their Littles until the Cygnet ceremony.

SECTION 8: Dissolving a Bond

- a) Sometimes, Big/Little matches do not always go as hoped. In the event that the Big/Little relationship is causing extreme emotional distress for either the Big or Little,

one or both of them can request to “dissolve the bond.”

1. Alpha Pi Phi encourages sisters to try and resolve interpersonal conflict independently before escalating to this level.
2. If an interpersonal agreement cannot be reached, the two must undergo a mediation by a member of the Chapter before requesting to dissolve the bond.
3. After exhausting both interpersonal communication and mediation, the Big or Little or pair can submit a request to the Executive Council and Chapter Advisor, explaining why they want to dissolve the bond. This must pass by a simple majority amongst the Executive Council .
4. If a bond is dissolved, both members remain in the lineage, they are just no longer Big and Little. It is discouraged to refer to those involved as Big and Little or Ex-Big and Ex-little after the bond has been dissolved.
5. Dissolved bonds will be considered when matching Big/Little pairs in the future.

Lineage Revival Program

SECTION 1: Process

a) Any Lineage from Founding Sister that has had their last sister go Alum is considered to be “dormant.” Only dormant lineages can be revived. A lineage can be revived by the following process:

1. Any eligible Alum from any dormant lineage is willing to take a Little a. After there are 5 active members of said lineage at any given time, the lineage is considered to be “revived” and Alum are no longer eligible to receive a Little.

b) Alum are eligible to be apart of the Lineage Revival Program if:

1. They are able to attend Preference, Bid, Pinning, and Initiation. They must also attend 50% of chapter’s rush events.
2. Preference, Bid and rush events can be attended virtually; Pinning and Initiation must be in person if the Chapter is having it in person.
3. They must write a letter to the Executive Council explaining their interest in taking a Little, and how they feel they can still make a connection with a Little as an Alum. a. This must be submitted by the first Exec Meeting of the semester. The Chapter will vote to accept or decline any interest letters received. A majority (50%+1) must be obtained to accept an interest letter.
4. The President must communicate in 2 business days with the Alum if they have been accepted or declined, and what the financial responsibility of the Big is to attend required events. The chapter can vote to cover costs, or request the Big does.

c) Any PNM indicates at Preference night that they are willing to join the Lineage Revival Program and receive an Alum Big, knowing they might be the only one of their lineage on campus.

1. To match an PNM and Alum, follow the Big/Little matching process, as outlined

above.

d) Alpha Pi Phi suggests that chapters only introduce one to three new Alum revival each year to ensure active members have the ability to obtain Littles and become Bigs.

Bid Day Sisterhood

a) The Bid Day Sisterhood event is when PNM's officially agree to become Active Members in their Pledging Period (AMPP's) and join Alpha Pi Phi Sorority. This is a time of celebration, and for new members to meet their New Member Class.

1. Chapters are welcome to pass out Bids in creative ways, including in groups or having the Executive Council pass them out.

b) It is encouraged that New Members receive gifts on Bid Day to welcome them into the sisterhood. Possible gifts include:

1. One long stem fake Calla Lily
2. Rush shirt themed to their Rush, with Alpha Pi Phi spelt out
3. Food - please be mindful of allergies
4. Items with Alpha Pi Phi spelt out on them such as mugs or notebooks

c) During the Bid Day event, the NMSO should pass out the New Member Education books, or direct the new members where to find Alpha Pi Phi documentation digitally.

d) During the Bid Day event, the Secretary should pass out all forms necessary to send to the Chapter Advisor to give to ICAPP. These must be submitted to the Chapter Advisor 2 business days after Bid Day. This includes but is not limited to:

1. Use of Image Agreement
2. Membership Agreement forms (see below)

e) All bids must be handed out and/or communicated to all PNMs before midnight of bid-day.

f) Alpha Pi Phi encourages chapters to have bid day and/or bid night to be a celebration and an inclusive approach to Alpha Pi Phi.

1. The location of Bid Day is required to be shared with PNM's prior to the event.
2. The location should be welcoming and accessible for all members and PNM's.

Membership Agreements

SECTION 1: Overview

a) There are two types of membership agreements within Alpha Pi Phi. A Membership Agreement for all sisters who are receiving a Bid and one for Cygnet

Chapters.

SECTION 2: Alpha Pi Phi Membership Agreement

- a) This membership agreement is to be signed immediately following pinning.
- b) Once this form is completed it shall be submitted to the Secretary to then go through the process stated above.
 - 1. [Alpha Pi Phi Membership Agreement Form](#)

SECTION 3: Alpha Pi Phi Cygnet Chapter Membership Agreement

- a) This Cygnet Chapter Membership Agreement must be signed by all Founding Sisters at minimum two weeks prior to initiation.
- b) This form shall be submitted by the Cygnet Chapter founding President to the International Vice President of Expansion.
 - 1. [Cygnet Chapter Membership Agreement form](#)

Pins

SECTION 1: Overview

- a) Alpha Pi Phi has four official Membership Pins:
 - 1. Cygnet Pin
 - 2. Active member pin
 - 3. Alum Pin
 - 4. Honorary Member Pin
- b) Alpha Pi Phi has additional official pin guards. These are attached to the Active Member Pin via a gold chain. The pin guards are the greek letter of the member's associated chapter, and a gavel for those who have served on ICAPP as Councilors.

SECTION 2: Cygnet Pin

- a) Cygnet Pins are entrusted into the care of AMPP's during the Cygnet Ceremony, also known as "Pinning".
- b) The Cygnet pin must be worn at all time during the pledging process 16
 - 1. Exception of 5 S's "Sleeping, Sports, Sex, Shower, Swimming" and unsafe work environments.
 - 2. Further exceptions will be made on a case-by-case basis at the discretion of the Executive Council.

SECTION 3: Active Member Pin

- a) The Active Member Pin is entrusted to Active Members at the end of the Pledging Process, during Initiation. Only initiated members may wear the active member pin.
- b) The Active Member Pin must be worn during all uniform rituals and Chapter meetings. Members are welcome to wear their pin at any additional time, so long as they follow Alpha Pi Phi's Drug and Alcohol policy and Social Media policy while doing so.

SECTION 4: Alum Pin

- a) The Alum Member Pin is entrusted to those who have received their Alum status from their chapter. This can be worn in conjunction with the Active member pin. Only Alum members may wear the Alum pin.
- b) Members are welcome to wear their pin at any time, so long as they follow Alpha Pi Phi's Drug and Alcohol policy and Social Media policy while doing so.

SECTION 5: Honorary Member Pin

- a) The Honorary Member Pin is entrusted to those who have received their Honorary Membership status from their chapter. Only honorary members may wear said pin.
- b) Members are welcome to wear their pin at any time, so long as they follow Alpha Pi Phi's Drug and Alcohol policy and Social Media policy while doing so.

Ritual Attire

SECTION 1: Overview

- a) Ritual attire consists of clothing which Alpha Pi Phi members are required to wear during ritual events/ceremonies.
- b) No other attire may be worn during ritual other than the outlined ritual attire.
- c) Approval of ritual attire is done at a Chapter level by the Chapter President and/or Keeper of the Ritual Chair.
- d) The International Council of Alpha Pi Phi retains the right to identify any ritual attire infractions and communicate them to the Chapter President and/or Keeper of the Ritual Chair

SECTION 2: Examples

c) Please refer to [this folder](#) for resources on where to find guidelines and approved attire

d) Any necessary medical equipment (wheelchairs, crutches, casts, athletic tape, microphones, hearing aids, etc) is permitted.

Cygnets Ceremony /Pinning

SECTION 1: Overview

a) This is where PNM's officially become an AMPP, AMPP's witness and participate in our first ritual, are entrusted with their Cygnets Pin, and their Big is revealed to them.

SECTION 2: Technology

a) Upon arrival, cell phones and all communication devices will be collected from everyone in attendance, with the exception of the Chapter President. Cell phones and all communication devices will be returned just prior to photos taken at Pinning.

1. In addition, the President, Vice President, and Keeper of the Ritual may also keep their cell phones at pinning if members are dispersed among different areas of the pinning location.

2. The President and Keeper of the Ritual Chair are responsible for ensuring that everyone's geo-tags and locations must be turned off upon arrival to Pinning.

b) No electronic devices will be permitted at Pinning aside from those mentioned in section a. This includes but is not limited to smart watches, tablets, computers, MP3 players, eReaders or any other type of communication device.

c) Personal activities at Pinning that do not encompass the attending sisters are not permitted. This can include, but is not limited to, schoolwork, personal readings, school readings etc.

SECTION 3: Attire

a) Ritual attire is needed during the formal ceremony.

b) Please refer to [this folder](#) for resources on where to find guidelines and approved attire.

SECTION 4: Additional Rules and Regulations

a) No alcohol or drugs are permitted during Alpha Pi Phi ritual events.

- b) Only members of Alpha Pi Phi are permitted to attend Pinning.
- c) Everyone is required to attend the full event of Pinning, and no one is permitted to leave the event, barring an emergency.

SECTION 5: Post Ceremony

- a) After the Pinning Ceremony, it is encouraged that members hangout to continue to bond with each other and the new class, and take lineage photos.

Pledging Period

SECTION 1: Overview

- a) Once an PNM has been Pinned, they are considered to be an Active Member in their Pledging Period, or AMPP.
- b) The Pledging Period is designed to train New Members on how to be active leaders, philanthropists, academics, and sisters of Alpha Pi Phi.
- c) The Pledging Period is also used to educate new members on Alpha Pi Phi histories, symbols, mission, and proceedings.
 - 1. The NMSO is directly responsible for training the New Member Class to be active members of Alpha Pi Phi for 6-8 weeks prior to initiation.
- d) The New Member class will be named in order of the Greek alphabet.
- e) The AMPP class needs to be re-voted on at least once before Initiation but can be re-voted on as many times as deemed necessary up until Initiation day.
 - 1. The re-vote must take place at least 3 weeks before initiation.
 - 2. As this is a membership vote, the vote requires a $\frac{2}{3}$ majority to pass.
 - 3. In the case of an AMPP removal, the President and NMSO must provide a verbal statement as to why the AMPP was removed with the assistance of their Big Sister.
 - a. This statement must be recorded in the minutes.

SECTION 2: AMPP Tasks

- a) AMPP's must complete the necessary in Pledge Tasks to learn about Alpha Pi Phi, and their respective Chapter. Failure to do so prior to initiation will result in automatic termination of membership.
- b) The following is a list of required tasks for the Pledging Process:
 - 1. Philanthropy event
 - a. All AMPPs must be in attendance.

- b. The AMPPs need to take part in or plan a philanthropy event of their choice
 - c. The NMSO will choose between having the New Member class raise a monetary value, or the New Member class will be required to get a certain number of hours per AMPP ranging between 6-10 hours.
2. Sisterhood event
 - a. All AMPPs must be in attendance
 - b. AMPPs are required to plan and hold their own sisterhood event
 3. Study hours
 - a. Complete a minimum of 3 before initiation, with at least 2 other AMPP's or Active Sisters
 4. Write a letter and/or make a paddle for your Big Sister
 5. Photo scavenger hunt (have all of these)
 - a. Something black and purple together
 - b. Picture of a calla lily
 - c. Pictures of things that look like our letters
 - d. Photo with an active member of another Greek organization or well-known club on campus if there is no other Greek life at your chapter cannot be a member of your chapter of Alpha Pi Phi.
 6. Create a scrapbook page about yourself for the New Member Class scrapbook
 7. Create an APP song and dance to be presented at initiation
 8. Complete anti-hazing seminar through *Stop Hazing Org.*

c) Chapters are allowed to add up to 5 additional tasks to the Pledging Process for the AMPP's to get to know the Chapter. These must be submitted to the Vice President of Expansion before Pinning for approval. Should Chapters wish to add more tasks, they must meet with the International President & Executive Director and International VP of Expansion prior to pinning for approval. Examples of additional tasks may include:

1. Class Gift
 - a. Give the Chapter a Class Gift, chosen by the previous class (i.e. Founding class chooses the gift Alpha class gives to the chapter, Alpha class chooses the gift Beta class gives to the chapter, etc.)
2. Go on Sister Dates/One-on-Ones with a certain number of members from the Chapter.
 - a. The AMPP's must reach out to, schedule, and complete the number of Sister Dates/One-on-Ones requested by the Chapter. These should be no shorter than 15 minutes, but can be longer, if the Chapter wants the AMPP's to meet with every member.
 - b. It is encouraged that AMPP's also go on Sister Dates/One-on-Ones with Alum and Distant members.
3. Sisterhood of the Traveling Swan:
 - a. Have the AMPP class be responsible for holding onto a small item, such as a Stuffed Swan, who must attend all events with the AMPP class.
 - b. Each sister takes a picture with the item for the scrapbook
 - c. This item should be easy to carry for everyone in the class, and should be

something AMPP's are proud to show off.

4. Prepare small gift baskets for other Greek Organizations on campus.
 - a. This is a good way of introducing themselves to the other Greek Organizations and creating connections with other Greek life students.

d) It is strictly prohibited for any member or group of members to assign additional tasks to an AMPP or group of AMPPs outside of the approved tasks. This is considered hazing and will be dealt with accordingly.

SECTION 3: Cygnet Pins

a) The Cygnet pin must be worn at all times during the pledging process.

1. Exception of 5 S's "Sleeping, Sports, Sex, Shower, Swimming"

b) If a member of the class is found not wearing their Pin, they will receive a "strike" for the class. On the third time anyone from the class forgets their pin, the *whole* class must participate in a small additional task, such as making a class scrapbook page.

SECTION 4: Alpha Pi Phi Pledge

a) New members must have the pledge/oath memorized by Pinning in the following semester.

Swan Ceremony / Initiation

SECTION 1: Overview

a) The Swan Ceremony, also known as Initiation, is when AMPP's are welcomed into the Sorority as full members of Alpha Pi Phi. This event is meant to be a celebration of what the New Class has accomplished, where they learn our most sacred traditions, and to promote bonding amongst all members.

b) Initiation dates and locations are required to be shared with the International Keeper of the Ritual Chair and International President and Executive director no later than 3 weeks prior to the date.

1. The location must be within driving distance of the school, accessible for everyone attending and by emergency vehicles.
2. The location must have a room large enough for everyone of the chapter to be in comfortably
3. As this is a celebration of the whole sisterhood, it is encouraged that everyone hangs out together, and members are not alone with anyone.

c) It is encouraged that the pledge class sleeps all together in the same room

SECTION 2: Technology

a) Between the time of departure and time of arrival to initiation, cell phones and all communication devices will be collected from everyone in attendance, with the exception of the chapter President. Cell phones and all communication devices will be returned just prior to leaving initiation.

1. In addition, the President, Vice President, and Keeper of the Ritual may also keep their cell phones at initiation if members are dispersed among different areas of the initiation location.
2. The President and Keeper of the Ritual Chair are responsible for ensuring that everyone's geo-tags and locations must be turned off upon arrival to initiation.

b) No electronic devices will be permitted at initiation. This includes but is not limited to smart watches, tablets, computers, MP3 players, eReaders or any other type of communication device. An exception applies to devices needed to carry out initiation tasks.

c) Personal activities at initiation that do not encompass the attending sisters are not permitted. This can include, but is not limited to, schoolwork, personal readings, school readings etc.

SECTION 3: Attire

a) Although all of initiation is a ritual event, ritual attire is only needed during the formal ceremonies.

b) Throughout the rest of initiation members are welcome to dress comfortably and in clothing of their choice.

c) Please refer to [this folder](#) for resources on where to find guidelines and approved attire

SECTION 4: Alpha Pi Phi Sweaters

a) After initiation, newly initiated members will each receive 2 official Alpha Pi Phi sweaters. One is the Alpha Pi Phi standard letters, with a black base, white outline and purple letters. Their class will be stitched on the hood, and chapter and roll number will be added to the sleeve following initiation. The other will be their family/lineage colors, with their class stitched onto the hood.

1. Chapters are able to stitch or use iron-on patches to add roll numbers to the sweaters and must maintain the reflection of an accurate number of members initiated (not pinned).

SECTION 5: Roll Numbers

a) Alpha Pi Phi Roll Numbers indicates how many members have been initiated into that chapter. These go in ascending order per member in alphabetical order by last name, starting with Founding Sisters all receiving -000. The first member of Alpha Class will receive the number of found sisters +1 (i.e. if your chapter has 7 founders, the first member

of Alpha Class will receive -008).

b) Roll numbers are to be assigned at the Swan Ceremony and stitched onto letters after Initiation. The International Keeper of the Ritual Chair will support chapters to find a local distributor to ensure consistency across chapters.

SECTION 6: Additional Rules and Regulations

a) No alcohol or drugs are permitted during Alpha Pi Phi ritual events.

b) Only members of Alpha Pi Phi are permitted to attend Initiation.

c) Everyone is required to attend the full event of Initiation, and no one is permitted to leave the event, barring an emergency.

Candle Passing

SECTION 1: Overview

a) Candle Passing is a confidential element of Alpha Pi Phi and must be held with care by the Alpha Pi Phi members.

b) The following sections outline the process to operate a candle passing in person and online.

c) Candle Passing is a sentimental and special ceremony for Alpha Pi Phi sisters. The unofficial purpose of Candle Pass is:

1. The Candle Pass ceremony can be performed at any point to provide initiated sisters with the opportunity to openly share their thoughts, feelings, and emotions about their personal life, Alpha Pi Phi, and anything else without interruption and without fear of judgment.

d) Each member attending initiation is invited to participate in this activity but cannot be forced to participate and may observe instead. New and initiated members are not required to share if they do not want to and may pass the candle to the next person instead.

SECTION 2: In Person

a) Items needed: large single-wick candle from the ritual box

b) All new and initiated members will sit in a comfortable position in a circle formation. Sisters can sit next to whoever they want, there is no specified order. Lights should be

turned off or dimmed once everyone is in place and will not turn back on until the

conclusion of the event. Snacks are permitted during this event but should not be disruptive.

1. New members cannot participate in a candle pass ceremony until they are actively undergoing their initiation and are not able to participate during their pledging period.

c) The Chapter President will explain what Candle Passing is and start off sharing whatever they feel comfortable with. The President will then pass the candle to their right or left (either is fine) and the next sister will share with the group if they choose to do so.

d) Once the candle has made its way around the circle and back to the chapter President, the ceremony can be concluded or the candle can continue to move around the circle and individuals who wish to speak again can have the opportunity to do so.

e) Once everyone has said all they wish to say (or it's time to move onto the next activity), the candle will be passed back to the Chapter President, will thank everyone for opening up and sharing and will blow out the candle, signaling the conclusion of the event.

f) This is not a time to assign blame to others, become hostile, or speak negatively about others, including sisters. Candle Pass is not asking to share warm and fuzzies, the purpose of holding this ceremony is to strengthen sisterhood between members and encourage open, honest, and safe communication and dialogue. Nothing shared during a Candle Passing Ceremony is to be referred to again once the lights turn back on unless the member who brought it up wishes to mention it on their own accord. The Candle Passing Ceremony is to provide a safe space for members to speak about their own lives.

g) Sisters participating in the ceremony should remain present and engaged the entire time.
1. Please note there are no opportunities to leave the activity, or get a snack unless absolutely necessary until the conclusion of the ceremony.

SECTION 3: Virtual

a) **Items needed:** no items are needed for a virtual Candle Pass, but members are permitted to hold a candle when it is their turn to share if desired.

b) All new and initiated members participating will sit in their respective rooms and join the ceremony via Zoom call. The President or Keeper of the Ritual will create and distribute the link to the Zoom call to all sisters participating in the ceremony. The video call must be password protected and screen recording capabilities MUST be turned off. Sisters are able to share devices while participating in the ceremony. It is encouraged to adjust the device so that all sisters sharing it are in view of the camera. Sisters must show their surroundings prior to the ceremony beginning.

1. New members cannot participate in a candle pass ceremony until they are actively undergoing their initiation and are not able to participate during their pledging period.

c) The President will prepare a speakers list to be shared with those present in the call. The speakers list will always begin and end with the President but otherwise does not need to be in any specific order. It is encouraged to order the list such that sisters sharing devices are in consecutive order on the list, but is not required. The speakers list can also be in order of roll number (with President beginning and ending the ceremony) to quickly order sisters. Once each person who wishes to speak has had an opportunity to do so, members will use the “raise hand” feature of the video call to signal that they wish to speak again.

d) Because there is no candle to blow out to signal the conclusion of the ceremony, the chapter President will wrap up the ceremony and say something along the lines of “this concludes the Candle Pass ceremony”.

e) Snacks are permitted during the ceremony so long as they are not disruptive. Sisters should remain in a safe, private space during the call and should avoid interruptions from family, pets, and anything else distracting at all times; It is also required that sisters wear headphones during a candle pass.

f) This is not a time to assign blame to others, become hostile, or speak negatively about others, including sisters. Candle Pass is not asking to share warm and fuzzies, the purpose of holding this ceremony is to strengthen sisterhood between members and encourage open, honest, and safe communication and dialogue. Nothing shared during a Candle Passing Ceremony is to be referred to again once the lights turn back on unless the member who brought it up wishes to mention it on their own accord. The Candle Passing Ceremony is to provide a safe space for members to speak about their own lives.

g) Sisters participating in the ceremony should remain present and engaged the entire time. Please note there are no opportunities to leave the activity, or get a snack unless absolutely necessary until the conclusion of the ceremony.

WEDDING RITUAL: A CALLA LILY BOUQUET

SECTION 1: Overview

a) This is an optional Ritual that may be performed at a wedding reception by invited sorority Sisters of the Bride. It is up to the Bride to inform a Sister of her choosing to take leadership in organizing the success of the ritual. While this ritual is to be primarily used during the reception of a wedding on the day of the wedding, the bride may choose to have it another day in a more private setting. It is up to the bride’s discretion if she chooses to

have the wedding ritual done or not.

SECTION 2: Materials

1. 1 White Calla Lily per Sister participating (Using fake ones so they last)
2. Purple ribbon (Just enough to tie around the end bouquet)
3. A chair or two for those getting married (optional)

SECTION 3: Preparation

- a) Confirm with Bride how many Sisters in attendance will be participating in the Ceremony.
- b) Obtain one White Calla Lily per Sister participating in Ceremony at wedding.
- c) Outline specifics with the Bride regarding location and time of Ceremony
 1. This can be done during the reception, prior to or after the wedding;
 2. Should it be at the reception be sure to double check with Bride and DJ the correct time of the Ceremony and that you have enough space for the Ceremony (usually a dance floor space should be plenty)
- d) Send out this outline so that all Sisters participating can refresh on what they are to be doing during the Ceremony.

SECTION 4: Ceremony

- a) Organizing Sister will arrange all Alpha Pi Phi Sisters participating into a circle formation leaving with the Bride as part of the circle and the Partner in the middle of the circle. Organizing Sister will give each participating Sister their one white Calla Lilly to participate
 1. Should the Partner be uncomfortable being in the circle, the Bride and Partner can be inside the circle together. Formation is up to Bride and may be dependant on space.



OR



- b) Organizing Sister will read a brief explanation of what this Ceremony is for guests: 1.
“This ritual symbolizes the love, loyalty and friendship that each Alpha Pi Phi Sister has shared with the Bride. It also represents the Sisters of Alpha Pi Phi offering their support for the Bride in this next phase of her life, welcoming the Partner into our bond.”

c) Organizing Sister will read the Ceremony Poem aloud. One by one each participating Sister steps out of the circle and hands the Partner their white Calla Lily. 1. The Organizing Sister does not have to be the Sister reading the poem. This can be decided on prior to the event with the Bride

- a. The timing should also be looked at prior to the event, depending on how many people in participation (ex. Per line, per stanza, etc.). The Sister reading the poem shall have brief pauses to help keep Sisters participating on track.
- b. Participating Sisters will deliver their Calla Lily one at a time, waiting for the previous Sister to return to the circle before leaving the circle herself; Make sure to keep up with the timing for a smooth Ceremony!

d) At the end of the poem, and after all participating Sisters have delivered their Calla Lily, the Sister reading the poem will be the last to deliver her Calla Lily.

1. This Sister will also tie the purple ribbon around the bouquet of Calla Lilly the Partner now has in their hands

e) She will then also encourage the Partner now to present the bouquet to their Bride. The Bride will keep the Calla Lily bouquet after the Ceremony.

SECTION 5: Poem

By Ali Piwowar (A-014)

We stand in a circle on this day,
Each giving a calla lily away
To honour *(Sister's name)* as a bride, As we're so happy to stand by her side.

Alpha Pi Phi is a sisterhood strong and true, Where like-minded women take their cue, It's a very special place for all of us,
And we know the bride feels this as much.
Today we celebrate the newlyweds
And proudly support a special friend,
Our hearts are filled with happiness for her, Since we know she's found her life partner.

During her time in Alpha Pi Phi,
Her sisterhood has shown us why,
It's important to have special life-long friends. They'll be there to celebrate occasions like this one.
Love, loyalty and friendship are at the core And we can see *(Spouse's name)* echoes this and so much more,
We know you both hold the key,
To making sure each other is truly happy.

To commemorate this very special day,
we create a calla lily bouquet.
As the individual stems come together,

we'll tie them tight so they may be kept forever.

This symbolizes our sisterly bond,
and our happiness for our special friend, Today we celebrate *(both names)*'s love, And wish
them the best forever more.

FUNERAL RITUAL: OMEGA CEREMONY

By Cassandra Zohn (I-000)

SECTION 1: Overview

a) The Omega Ceremony should be led by the chapter President if the deceased was a student (active, distant, AMPP) or if requested. The ceremony can be led by any member if the deceased was an alum member or the chapter President and Vice President are not available.

b) Every member participating holds a fresh white flower or small bundle of fresh white flowers with both hands and stands in the Circle of Sisterhood. Calla lilies should be used whenever possible. The sister leading the Omega Ceremony should utilize a lectern or other stand whenever possible so she may hold a flower and participate too.

c) The Omega Ceremony is only to be held in ritual appropriate spaces as the ceremony is meant to honour the deceased and is to be taken as seriously as other ritual ceremonies.

SECTION 2: Process

a) Part one

Associate sisters may not be present for this portion of the ritual ceremony. White flowers are not held until the associate sisters enter the room and flowers are distributed.

b) Part two

Only Alpha Pi Phi initiated and associate sisters may be in attendance for this portion of the ceremony. White flowers are distributed at the beginning of this portion of the ceremony.

It is with our deepest sympathies and great sadness that we gather here today to acknowledge and remember our departed sister, *(first, middle, last name)*. Our treasured sister has passed and entered the Chapter Eternal this past *(day of the week)* on *(date)*. The humble request to honor her memory with the traditions of the Sorority has been wholeheartedly granted.

Today we gather in remembrance to honor the impact *(name)* had on our lives and our sisterhood. The loss of a sister invokes a tremendous sadness in each of us, but now let us embrace the past and cherish the precious memories that we have made.

A most elegant and graceful creature, swans are musical and sing chiefly at the approach of death. The swan song, the final noise made before a swan's impending departure, is thought to be a beautiful and dignified end to the life of a bird as rare as the black swan.

Today and always may we find comfort in *(name)*'s spirit that lives on not only within the circle of sisterhood, but also within the hearts of each sister.

As a beloved member of our sisterhood, *(name)*'s passing has brought great sadness to all of us. Now and always may we do our utmost best to embody the pillars and values for which this sisterhood was founded upon.

Despite our bereavement, let us reflect on all our sister has accomplished. An esteemed member of the *(letter)* class, *(name)* was initiated in the *(season)* of *(year)* and was given the opportunity to serve our sisterhood for *(number)* years.

The Leader of the ceremony reads a list of accomplishments by the deceased (i.e. graduations, number of children and/or grandchildren, work achievements, marriage, other important life events)

Other members participating in the ceremony are encouraged to share an anecdote about the deceased or a favorite memory at this time. Stories may continue as long as deemed appropriate.

Each of us has been granted the privilege of being a sister of Alpha Pi Phi. We keep the golden pins bestowed in our care close to our hearts, just as we cherish the joyous memories we've made with one another.

Our sisterhood is rich with tradition and accomplishment because of sisters like *(name)* and the significant impact they have made. *(Name)* has left us with her wisdom and her knowledge, let it guide us together through this time of grief. For as individuals we stand alone, but as sisters we stand together.

SECTION 3: Symbolism

a) "A most **elegant** and **graceful** creature..."

1. Official Alpha Pi Phi symbolism dictates that black swan represents elegance, grace, dignity, empathy, perfection, a learned person, and self-transformation.

b) "...swans are **musical** and **sing chiefly at the approach of death.**"

1. This is an excerpt from *A History of Animals* by Aristotle written around 340 BC. This verbiage started being used as a proverb in the second century.

c) “The **swan song**, the final noise made before a swan’s impending departure...”

1. The term “swan song” is also used as a metaphorical phrase for a final gesture, effort, or performance given just before death or retirement.
2. This comes from an ancient belief that swans are silent their whole lives and sing a beautiful song right before their death.