

# Omega Psi Phi Fraternity, Incorporated



*Undergraduate Chapter Advisor Manual*

*Approved 2020 Revision*



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## Introduction

### **Dr. Ernest E. Just (1883-1941)**

- ▶ Ernest E. Just was born in Charleston, South Carolina.
- ▶ Graduated from the Industrial School of the State College, Orangeburg, South Carolina.
- ▶ Kimball Union Academy, Meriden, New Hampshire
- ▶ Bachelor of Arts Degree, Dartmouth College (Phi Beta Kappa)
- ▶ Awarded the Spingarn Medal by the NAACP, 1915
- ▶ Doctor of Philosophy Degree, University of Chicago, 1916
- ▶ Became the 19th honoree in the U.S. Postal Service's Black Heritage Stamp Series on February 1, 1996.



Since the inception of Omega Psi Phi Fraternity, Advisors have played a major role in the operation of the Fraternity. Three young college students with a vision selected Brother Ernest E. Just as the very first Advisor. They appreciated the value of having someone who could help them stay focused in order to make their dream a reality. This same philosophy must be the focal point in exploring the role, scope, and mission of the Undergraduate Chapter Advisor and those who must be equipped with the proper tools to be effective. Therefore, this module is designed to set forth the Fraternity's standards on the selection, role, attributes, benefits, and basic training of Undergraduate Chapter Advisors.





## **Purpose**

One of the established policies of the Omega Psi Phi Fraternity, Inc. is to have an active Omega Man serve as Advisor to each of her Undergraduate Chapters. This is a policy of common sense. The Fraternity depends on the Undergraduate Chapters to select men who are to carry on her traditions and uphold her Cardinal Principles. The Undergraduate Chapter has an important role to play on the college campus, and to effectively fill that role requires the chapter be a responsible, productive, and cooperative segment of Omega Psi Phi Fraternity and the total college community. Because the majority of undergraduate Brothers on the college campuses are new to the Fraternity and its role within the college community, there is a constant need for the guiding hand and assistance of a wiser and more experienced Brother in the operation of the chapter on the college campus. This need is met through the Advisor.

**Thus, the purpose of this manual is to serve as a guide for the selection, training, and subsequent certification of undergraduate chapter advisors and to outline the manner in which the Advisor should handle his responsibilities.** This manual is also intended to serve as a resource guide to assist the Advisor in making the Undergraduate Chapter a responsible, productive, and cooperative segment of the total community and; to aid the Advisor in helping members of the Undergraduate Chapter develop into the kind of men of whom the Fraternity can be proud and to whom the Fraternity can depend upon for assistance in carrying out its programs on the college campus.



## **Compliance Policy**

Each Undergraduate Chapter must have an Advisor representing the Fraternity. It therefore becomes the responsibility of the undergraduate chapter to identify and recommend for certification a possible Advisor and to submit the name to the college/university and the District Representative for selection and approval. In the event there are no members in the chapter or it is a newly chartered chapter, the District Representative will appoint an advisor to serve until such time that the chapter members are in a position to recommend a selection. The selection of an Advisor is based upon the criteria set forth in this document.

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### **Guidelines for Selecting and Retaining Advisors**

#### **Criteria for Selection**

1. The Undergraduate Chapter Advisor must be a financially active Omega Man in the “paired” Graduate Chapter who has been financially active for at least five years to include the last two years and who for the love of the Fraternity and guided by her Cardinal Principles, accepts the responsibility of supervising the activities related to the Undergraduate Chapter. **Note** – *It is desirable (not required) that the brother have served as a chapter officer at some time during his fraternal tenure.*
2. The Brother selected should, whenever possible, be a member of the faculty or staff of the Institution where the Undergraduate Chapter is located. In the event the brother selected is not a member of the faculty or staff, a non Omega man or an Omega man who does not meet the financial criteria but is a member of the faculty or staff will also be appointed by the District representative to serve as a co-Advisor; provided said person has been approved by the Institution.
3. The Brother selected should have registered, attended and participated in at least one Grand Conclave and one District Meeting; within the three years preceding his selection.
4. Advisors and co-Advisors must be trained and certified.
5. Advisors will also have a conference with the District Representative (or his representative) prior to each school year for the purpose of making sure that all issues relating to the advisement of the Undergraduate Chapter are clear.



## **Retention of Undergraduate Chapter Advisors and Co-Advisors**

In order to be retained, Advisors and co-advisors must continue to adhere to the qualifications listed above and participate annually in an Undergraduate Chapter Advisor training course. The main focus of the course will be to maintain certification and to provide a refresher and updating session on fraternity policies and procedures.

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### **Responsibilities of the Undergraduate Chapter Advisor**

The Advisor plays many very important roles in the total operations of an Undergraduate Chapter. These roles include serving as a liaison officer, supervisor, counselor, mentor and friend. In performing his roles and duties, the Advisor has a responsibility to Omega Psi Phi Fraternity, the District, both the Graduate and Undergraduate Chapters and the individual Brothers in those chapters; the Institution and to the Community. The basic responsibilities of an Undergraduate Chapter Advisor are as follows:

#### **Liaison Officer**

The advisor will serve as the liaison between the Fraternity and the Institution. In this capacity, he is responsible for keeping each entity aware of and up to date on the policies rules, procedures and other operational and governing guidelines/rules of the other. Where a conflict arises, he must make certain the Undergraduate chapter adheres to the more stringent standards and further that the entity whose standards have been superceded is made aware of such. In this capacity the Advisor is further required to safeguard both the legal and fiduciary interests of both the Fraternity and the Institution. If a legal or fiduciary conflict of interest should arise the advisor will if he is an employee of the Institution notify the District Representative so that another party can be appointed to protect the interests of the Fraternity until such time as the conflict is resolved.

The advisor will serve as the liaison between the “paired” Graduate and Undergraduate Chapters by keeping each aware of the activities of the other, maximizing fraternal interaction, and encouraging the execution of joint activities.

#### **Counselor**

The Advisor will meet with the members of the undergraduate chapter at least once per school year to discuss and clarify with them his roles and responsibilities as Undergraduate Chapter Advisor and also their duties and responsibilities as members of Omega Psi Phi Fraternity, Inc.(the Fraternity) and as students of the host college/university (the Institution).

The Advisor must encourage the members of the undergraduate chapter to participate in all programs of the Fraternity and the Institution. It is his duty to help ensure that for all levels (e.g. International, District, etc.) of the Fraternity and for all the applicable Institution bodies the undergraduate chapter submits all reports required on time and in proper order, that the chapter meets its financial obligations, and that the chapter has representation at all required meetings.



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The Advisor must develop the ability to explain, to the acceptance of the undergraduate chapter membership, his role(s) and the Institution's and Fraternity's governing rules, policies and procedures and, as best he can, the reasons for them. By alerting the chapter with this necessary information, the members are always in position to comply with the requirements of the Institution and the Fraternity.

The role of Counselor is one of the most difficult tasks assigned to the Advisor. Although the members of the undergraduate chapter are both expected and encouraged to plan and think for themselves, the Advisor is expected to guide them to sound judgment and good decisions.

In an effort to insure that interests of all parties are best safeguarded, as a matter of Fraternity policy, the Advisor is to be informed by the Undergraduate Chapter leadership of all planned programs, projects, and events to be executed on and/or off campus prior to conduct or implementation. If in his discretion, the Advisor determines that the Undergraduate Chapter has not exercised sound judgment and has made a decision not in the best interests of the Fraternity and/or the Institution he is both authorized and expected to override the decision, disapprove the planned action and notify the appropriate representative of all affected parties (e.g. District Representative, Director of Student activities, Chapter Basileus) of such. The Undergraduate Chapter may appeal the decision of the Advisor to the District Representative; whose decision on the matter will be final.

### **Mentor/Friend**

*I think mentoring is an understanding between two or more people. It is a way for people to learn from each other. Even though most think mentors are older, I think it's a bond and no matter age, race, or gender. It's a way for people to communicate!*

The Advisor is expected to assist the Undergraduate Brothers with their academic, social, professional and fraternal development much like as parent or big brother would do. As a matter of reference and/or emergency, the Advisor should be supplied with the names and addresses (both local and permanent) of all chapter members. This would make communication with the members possible throughout the entire year.

The Advisor should ascertain the major of each chapter member. The Advisor should then establish communication between the undergraduate Brother and a mentor graduate Brother. The Advisor should arrange for career-related sessions to be held that will be

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designed to discuss topics such as "Dressing for Success", "Successful Interviewing Techniques", and "Preparing a Quality Resume." Further once the Advisor determines when an undergraduate Brother is graduating the Advisor should help the undergraduate brother establish contact with an active graduate Chapter located in the area in which he plans to reside upon graduation. Ideally, the Graduate Chapter will assist the undergraduate Brother to gain employment and to settle in the community.

### **Role Model**

*True role models are those who possess the qualities that we would like to have and those who have affected us in a way that makes us want to be better people. To advocate for ourselves and our goals and take leadership on the issues that we believe in. We often don't recognize our true role models until we have noticed our own personal growth and progress . . . I think that I serve as a temporary role model to undergraduates I mentor but usually they wait to admit it ... after they graduate and have moved on in life.*

The Advisor is expected to uphold the Cardinal Principles of the Fraternity. Through his own character and actions he is to be the highest example of **Manhood**, he is to influence members of the Undergraduate Chapter to do likewise. He is to keep constantly before the members of the chapter the importance of maintaining high **Scholarship**. The Advisor encourages efforts of the Brothers to improve scholarship by setting up study groups. He is to know the function of the Fraternity's (District and International) and the Institution's Scholarship Entities and to urge the chapter to take advantage of opportunities for financial assistance available to those who may qualify. **Uplift** is exhibited through effective Social Action Programs Participation in Social Action activities is to be emphasized on and off campus. The Advisor discharges his responsibility for training the undergraduates in **Perseverance** by keeping before them the importance of developing into well-rounded men and, by example, completing all tasks started; not the least of which for the undergraduate brother is successfully completing his undergraduate studies and earning his degree.

**In Summary** - the Advisor must strive to safeguard the interests of all parties to the best of his ability. Lastly, the Advisor will govern the discharge of his responsibilities as guided by our cardinal principals, the duties of one brother to the other and Friendship; which is Essential to the Soul!

## **Undergraduate Chapter Operations**



### **We all should measure the value of meetings!**

We all have a love-hate relationship with meetings. While some of the greatest ideas and solutions come up in brainstorm meetings, we also lose most of our time in discussion without action. Ideally, meetings lead to realizations that result as action steps assigned to individuals with deadlines. Realistically, most meetings are fruitless without action.

### **Meetings**

The Advisor is to be notified by the chapter of all regular and special meetings of the chapter, and be advised of the business scheduled to be transacted at such meetings. The Advisor will make the members of the chapter aware of the importance of holding meetings regularly (at reasonable times) and point out the importance of complying with the Ritual when formal meetings are held. He will encourage proper use of parliamentary procedure in conducting meetings. And make plain the importance of keeping minutes and of regularly reporting the status of the chapter's finances during the chapter meetings. The Advisor shares in the responsibility of seeing that all requests, complaints, and comments from the Institution's and Fraternity's administration are brought to the attention of the proper chapter's officers and, if necessary, laid before a chapter members for appropriate action at a meeting. The Advisor should strive to attend the chapter meetings regularly.

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### **Finances**

**Finance** is the science of funds management. For many families, one of the biggest sources of disagreement and aggravation is the subject of family **finances**

The chapter has authority over its own funds; yet, the Advisor is to keep before the chapter the importance of keeping adequate financial records. He is authorized to insure the Keeper of Finance and the Keeper of Records and Seal work together in receiving and crediting the funds of the chapter. He is to encourage the use of a local bank or depository to hold all chapter funds. He is to encourage the payment of all chapter bills by check and the meeting of all financial obligations, promptly. He will conduct or supervise the conduct of an audit of the chapter's financial operations at least once per academic school year and when a change of chapter leadership occurs. Where mismanagement or misappropriation of funds is suspected, the Advisor will immediately bring this matter to the attention of the District Representative. The Advisor's is to be one of the co-signers on the chapter's bank account. However, he is to sign checks sparingly and then only when no other party is available to provide a second signature. During the academic recesses (e.g. semester break, spring break, summer) it is recommended that the chapter "freeze" or limit its expenditures and have the advisor provide for the storage of the chapter checkbook.

### **Membership Selection Process (MSP)**

The Advisor is to himself be certified and to ensure that all members of the chapter are MSP certified. He is to also stress to members of the chapter the importance of quality as against quantity in seeking men for the Fraternity. He is to ensure adherence to the adopted policies of Omega Psi Phi Fraternity, Inc. (which include the adherence to those of the Institution) relating to the Membership Selection Process and to participate in the activities scheduled during the process. If the Advisor becomes aware of or suspects any MSP process violations, he must suspend the process and report such first to the [District Representative](#) and **then** to the [Institution](#). The advisor is not to conduct an investigation without the approval of the District Representative or without notifying the Institution.

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### **Undergraduate Chapter Advisor's Suggested References**

#### **Fraternity**

Constitution/Bylaws and other governing rules, guidelines, policies procedures etc. for all levels (e.g. International, District, Chapter)

Ritual

Chapter Operations/Procedures Manual

Membership Selection Process Guidelines (and Study Materials) and MSP Team Members contact information

Rosters/officer directories for all levels

Chapter Evaluation Checklist

Scholarship Qualifications Criteria

Awards/Recognition Criteria

History Books

Sample and Blank Forms/Applications

#### **Institution**

College/University Governing rules, guidelines, policies procedures etc.

College/University Catalog

College/University Student Handbook/Code of Conduct

College/University Procedures for Campus Organizations (Greek/NPHC)

College/University Directory

College/University History

#### **Other**

Roberts Rules of Order

The Divine Nine

Evaluation Standards for Fraternities and Sororities (**AFA**)

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**Undergraduate Chapter Advisor Certification Checklist**

\_\_\_\_\_ Financial Status      Control# \_\_\_\_\_ Graduate Chapter \_\_\_\_\_

\_\_\_\_\_ MSP Certification      Certification Date \_\_\_\_\_

\_\_\_\_\_ Advisor Training      Completion Date \_\_\_\_\_

\_\_\_\_\_ Advisor Certification      Certification Date \_\_\_\_\_ Re- Certification \_\_\_\_\_

\_\_\_\_\_ Conference with District Representative      Date \_\_\_\_\_

\_\_\_\_\_ Appointed      Appointment Date \_\_\_\_\_

\_\_\_\_\_ Conference with Institution Official(s)      Date \_\_\_\_\_

\_\_\_\_\_ Meeting with Undergraduate Chapter      Date IHQ Notified \_\_\_\_\_

Advisor \_\_\_\_\_ Signature \_\_\_\_\_

Undergraduate Chapter  
Basileus \_\_\_\_\_ Signature \_\_\_\_\_

District Representative \_\_\_\_\_ Signature \_\_\_\_\_