

Senior Dean

Internal Vice President



Gold Book Series - 2023 Edition

Name:

Date:

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Acacia Fraternity Gold Book

A Message from the Headquarters

Dear Junior Dean,

Congratulations on being elected to serve your chapter as Junior Dean. This manual will provide guidance and resources to help you better understand the expectations and responsibilities of your role.

We hope that this Gold Book will not only help you better understand your role but also help strengthen the Acacia Fraternity as a whole. A strong social program will strengthen the ties of friendship in your chapter and build relationships with other students on campus.

We are confident that, by equipping Junior Deans with the information and resources they need to be successful, Acacia Fraternity will continue to be a leader in the Greek community.

I extend my best wishes to you for every success in your term. Should you ever require assistance, please feel free to contact us at the Headquarters. Congratulations, and best of luck!

So Live,

Acacia Fraternity Headquarters

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Definition of the Team

Your Team

The Senior Dean's Team typically consists of Pledge Educator, Brotherhood Chair, Awards Chair, Cornerstones Chair, Academics Chair, and Ritual Chair. A Ritual Advisor and Cornerstones Advisor may also be part of the team to serve in an advisory capacity. The Senior Dean is the Internal Vice-President of the chapter. This team is generally responsible for internal operations and membership education. Smaller chapters may consider combining roles.

On the next page is a recommended organizational chart. You are not required to follow this chart. It serves as a starting point for the structure for overall chapter operations and breakdown of duties. If your chapter does not have something similar, it is recommended that you develop one or adopt this recommendation.

Cornerstones Committee

The purpose of the Cornerstones Committee is to run all chapter educational programming and the Cornerstone's membership development program. It is the responsibility of the committee to identify on campus opportunities to pursue learning outside the classroom as well as schedule activities the whole chapter will enjoy and participate in. This committee works to build strong relationships between brothers.

Pledge Education / Ritual Committee

The purpose of the Pledge Education/Ritual Committee is to be the Ritual Team and oversee the areas of scholarship, morale, projects, and instructions for each pledge class. The Ritual Team works diligently to host and revere all rituals as written in the Ritual Book of Acacia Fraternity.

This committee typically consists of:

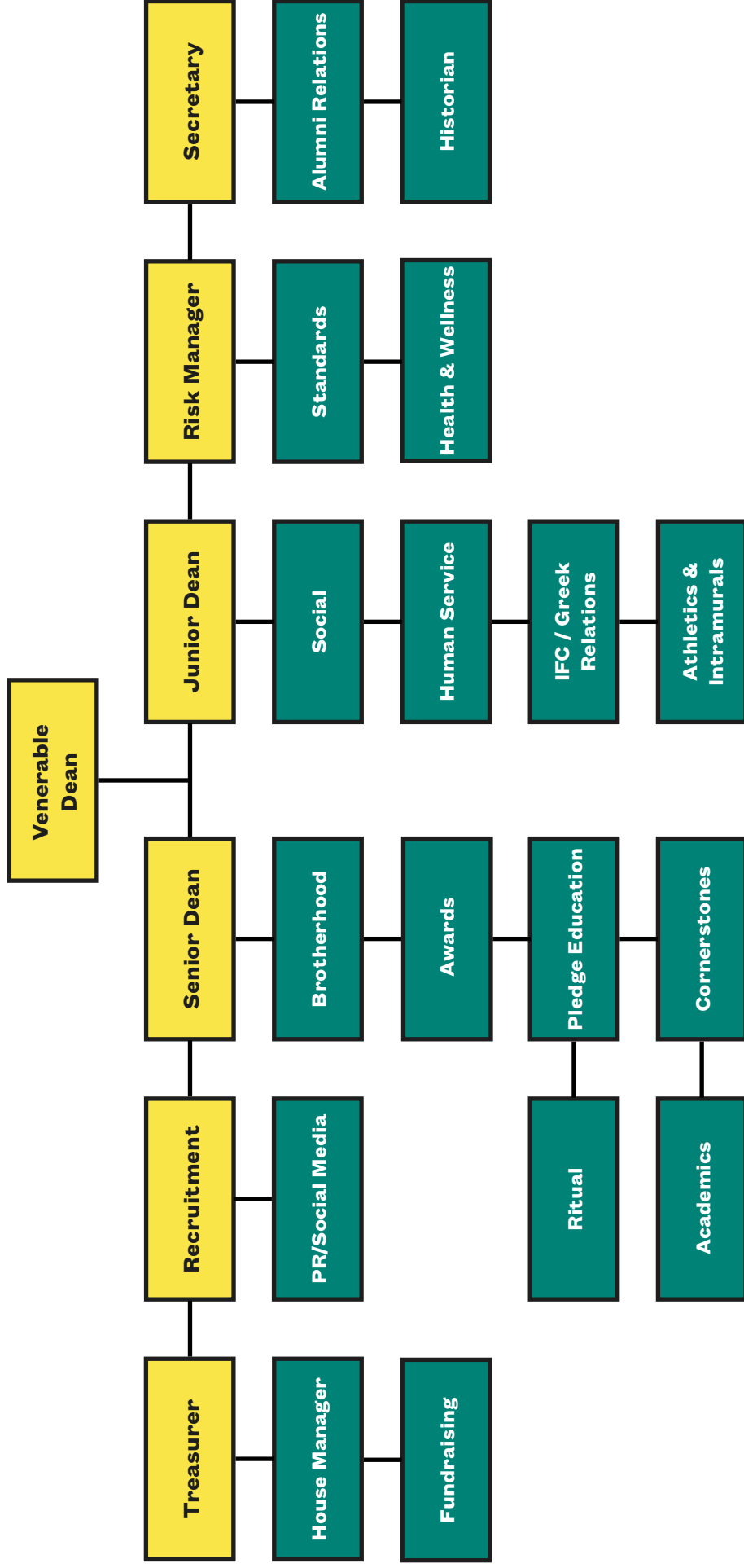
- Pledge Educator
- Academics Chair
- Ritual Chair

Awards Committee

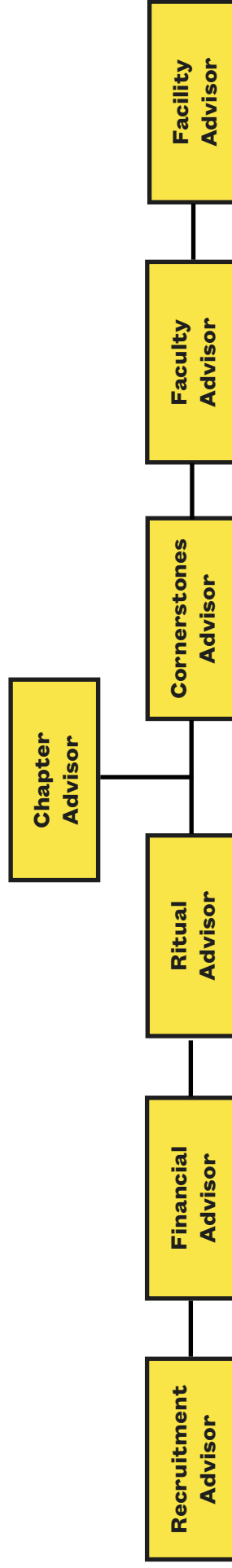
The purpose of the Awards Committee is to compile all chapter information together for the Chapter Standards Program and submit the packet before each biennial Conclave. This committee functions best when it collects necessary data points and information about the chapter's programs and events throughout the year.

Acacia chapter Organization Chart

CHAPTER COUNCIL



ALUMNI ADVISORY TEAM



Overview of the Role

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Effective Practices of the Senior Dean:

- Oversees a constructive and positive pledge program
- Utilizes the fraternity's new member education program, Pathway.
- Develop good brothers, not just pledges
- Pledge education process is hazing free
- Prepares members for initiation and brotherhood
- Manages and facilitates the Cornerstones program for the entire chapter
- Coordinates Alumni Cornerstones Talks each term.
- Establishes and utilizes a brotherhood points system to be used for room selection, accessibility to certain sign ups, etc.
- Attends Chapter Council Meetings
- Trains the successor through the officer transition process
- Promotes social and intellectual development through both brothers-only events

Effective Practices of Pledge Educator

- Utilizes the fraternity's new member education program, Pathway.
- Has lesson plan written and provided to pledges prior to start of pledge period
- Encourage internal, external, scholastic, and social involvement of all pledges
- Provides pledges opportunity to air grievances or complaints they have with chapter or members
- Hold pledge class holds elections for positions of VP, Secretary, Treasurer
- Maintains and updates the chapter's local pledge manual
- Teaches pledge class parliamentary procedure
- Encourages pledges to attend chapter meetings and allows them to vote on financial matters
- Describes Acacia Fraternity's position and policy on no hazing to pledges in first week
- Announces initiation date at beginning of pledge period
- Encourages big/little brothers have an informal meeting at least once a week

Overview of the Role

- Hosts final new member education meeting after initiation to go over the litany, updates the member statuses via vault, and addresses what can be expected of them being active members
- Has read the Pythagoras and has a reading schedule determined for pledges
- Orders the Pythagoras manuals for pledges each term
- If role is split, report to Senior Dean
- Attends chapter meetings
- Trains the successor through the officer transition process

Effective Practices of the Brotherhood Chair

- Creates regular opportunities for brothers to bond through an experience such as playing sports together, attending sporting events, hosting a board game night, attending a show, etc.
- Collects ideas for brotherhood events from all brothers
- Provides variety of opportunities and experiences to brothers who excel and enjoy different things

Effective Practices of Awards Chair

- Reviews and understands Chapter Standards Program materials
- Collects data points and information on programs and events throughout the year
- Keeps data points and information in one saved location
- Completes the biennial Conclave award applications by due date

Effective Practices of Cornerstones Chair

- Schedules programs for individual and chapter wide participation
- Reviews Cornerstone Gold Book for ideas and how to implement program
- Facilitate programs that encourage all members to make continuous improvements in their life
- Provides motivation and encouragement for each member to participate in the Cornerstones program
- Identifies on campus opportunities for members to pursue learning opportunities outside the classroom
- Schedules activities in which the whole chapter (or smaller groups) participates

Overview of the Role

Effective Practices of Ritual Chair

- Performs the ritual ceremonies as written in the Acacia Fraternity Ritual.
- Reviews ceremonies to increase meaning of them for members of the chapter.
- Schedules and leads all the initiation activities of the chapter.
- Schedules time prior to induction and initiation for ritual rehearsal/practice.
- Hosts the Alumni Induction ritual ceremony at the end of each term for graduating members.
- Hosts the Induction Ceremony for all men who signed bids as the beginning of their pledge class education.
- Plans Initiation to be held in a masonic lodge, if one is close by.
- Purchase Officer Robes and Ritual Regalia.
- Holds the chapter's Ritual Books in a safe location.

Effective Practices of Academics Chair

- Establishes a scholarship plan for chapter members that includes but is not limited to: study tables/hours, advising, on campus workshops, attending office hours, etc.
- Creates and post a list of campus resources that support scholarship and leadership opportunities for members to utilize
- Promotes and encourage learning environments inside and outside the chapter facility
- Follows the chapter's bylaws for GPA requirements for joining and maintaining membership
- Follows chapter's bylaws when it comes to academic eligibility for voting on chapter matters
- Facilitates an ongoing recognition program to reward scholastic achievement of members
- Works closely with pledges to encourage academic success
- Facilitates grade checks of pledges prior to initiation
- Submits term grade reports to Acacia Headquarters

Important Aspects of Senior Dean's Role to Know

The following overview provides a recommended guide to your positions that, if utilized, can result in better chapter operations.

Pathway: Acacia's New Member Education Program

Pathway was created based on Acacia's 2018 Strategic Plan as given by the directive of the 2018 Conclave. It is the result of over four years of taskforce and committee meetings involving a wide variety of chapters, undergraduate members, and alumni. There is no Acacia-wide mandate to follow this program. Although, associate chapters and chapters with sanctions from International Council are mandated to use the program. It is encouraged all chapters utilize the program.

The program has been developed to have 4, 6, and 8 week variations to fit with all chapter's length of pledgship. The thought behind having a common pledge manual is three-fold:

1. Create a shared experience for ALL Pledges of Acacia that will help to further strengthen the ties that bind us all to our fraternity.
2. Ensure an exceptional experience for all members that join our fraternity, regardless of chapter. Including, being provided top-tier materials that are professional with appealing visuals.
3. Reduce the amount of work that Senior Deans and/or Pledge Educators must do to develop on documents and administration, allowing them to focus solely on providing a meaningful pledging experience.

There is no Acacia-wide mandate to follow this program. Although, associate chapters and chapters with sanctions from International Council are mandated to use the program.

Cornerstones

The Cornerstones program is a purposeful, transformational learning experience for each individual member. It was designed to provide a framework for continuous, out-of-the-classroom learning and personal development for our active members in the areas of intellectual growth, social awareness, and physical well-being. Through effective deployment of human resources, technology, and positive reinforcement, Cornerstones benefits the individual, the chapter, the campus on which the chapter resides, and Acacia Fraternity.

Cornerstones Programs are different across all chapters. There is a Cornerstones Gold Book and additional resources to support your chapter in facilitating the program.

Appendix

Here are some additional helpful resources to assist you in your role. Click on the link to be taken to the document in a new window.

1. Academics
 - a. [Academic Progress Report](#)
 - b. [Common Class List \(Example\)](#)
 - c. [Acacia Scholarship Plan \(Example\)](#)
 - d. [Finals Plan of Attack](#)
 - e. [Effective Study Strategies](#)
2. Pledge Education /Pathway
 - a. [Pathway Program Facilitator's Guide](#)
 - b. [Pathway Program Pledge Manual](#)
3. Ritual
 - a. [Purchase Officer Robes and Ritual Regalia](#)
 - b. [Purchase Pledge Pins](#)
4. Cornerstones
 - a. [Cornerstones Chairman Guide](#)
 - b. [Cornerstones Program Guide](#)
 - c. [Cornerstones Personal Development Plan \(PDP\)](#)
 - d. [Cornerstones Start of Semester Form](#)
 - e. [Mentor and Mentee Weekly Form](#)
 - f. [Cornerstones Monthly Report](#)
 - g. [Cornerstones End of Semester Report](#)

These and other resources can be found at acacia.org/officer-resources.

Questions/Concerns

If you have any questions about the specific content in this document, please contact: communications@acacia.org

If you are experiencing any technical difficulties with this document, please contact: communications@acacia.org

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