

# RITUAL BLUEPRINT

## THINGS TO DO

Currently Do It	Will Do It	Done...	Chapter Room
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter room is of adequate size to hold the entire chapter comfortably.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Seating consists of straight-backed chairs or benches; no sofas or overly comfortable chairs are allowed.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The sergeant-at-arms safely guards entrance to the chapter room during all Ritual meetings.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Members seeking entrance to the chapter room before and during meetings must first knock properly and give the secret handshake to the sergeant-at-arms.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If chapter room is a permanent structure, it is locked at all times with limited access. If chapter room is a converted meeting space, Ritual equipment is immediately removed and locked-up after the meeting.

### *Focus on the Details*

In order to conduct Ritual meetings, every chapter, housed or un-housed, must have a chapter room. The chapter room may be a permanent structure within the house, a room converted for chapter meetings, or a meeting room on campus. The room should be of adequate size to hold the entire chapter. Seating should consist of straight-backed chairs or benches -- no sofas. If the seating is too comfortable, members will be inclined to lounge around and not pay attention to the meeting. During meetings the entrance to the chapter room should be safely guarded by the sergeant-at-arms and preferably locked. Members seeking entrance to the chapter room before and during the meeting must first knock properly and then give the secret handshake to the sergeant-at-arms before being admitted. If the chapter room is a permanent structure within the house, it should remain locked at all times and have access limited to a designated officer(s) and/or the ritual chairman. If it is a room converted for Ritual meetings, then all Ritual equipment must be promptly removed and locked-up after the meeting.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Ritual Equipment
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ritual equipment is securely locked in a trunk, safe, closet, or within the chapter room itself. <i>The Ritual</i> is kept in a safe.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ritual paraphernalia is repainted at least once each year.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Tattered, torn, or dirty materials are promptly sent to Fraternity Headquarters for replacement.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Every piece of equipment required by <i>The Ritual</i> is present at chapter ritual meetings.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ritual equipment accurately reflects current chapter membership, including deceased, suspended, and new members. New members are included on the equipment within three weeks of their initiation.

### *Focus on the Details*

Ritual equipment should be maintained in adequate repair and repainted at least once each year. When any materials, such as *The Ritual* or the officers' apparel become worn out, dirty or tattered, they should be ordered through Fraternity Headquarters. In order to replace any ritual paraphernalia, *The Ritual* or pages there from, you must first send the old materials to Fraternity Headquarters. Do not dispose of them yourselves. All equipment required by *The Ritual* must be present at all meetings. Within two to three weeks after initiations have been performed, the proper steps should be taken to ensure that the Ritual equipment is updated to include the new members -- not to mention that it should accurately represent the current chapter membership, including deceased and suspended members. When not in use, the Ritual equipment should be securely locked in a trunk, closet, safe or within the chapter room itself, if it is a permanent structure. *The Ritual* should be kept locked in a safe.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Memorization & Practice
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The recitation of the oath goes smoothly during meetings because all members have it firmly committed to memory.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Initiations go smoothly because <u>all</u> of the officers have their parts fully and firmly memorized.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Officers have their duties of office memorized for meetings.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Initiation rehearsals are held in advance of conducting an initiation to ensure a proper performance.

### *Focus on the Details*

The one universal Bond that only initiated Theta Xi share is knowledge of *The Ritual* and its secrets. Since *The Ritual* cannot be reproduced, it is important that each member fully memorize those sections required. **During initiations, all of the officers should have their parts completely memorized.** Our initiation service, when memorized and performed as it was intended by our Honored Founders, is much more impressive. During meetings, the officers should have their duties of office memorized so that procedures move more quickly.

## THINGS TO DO

### Voting Rights

Currently Do It	Will Do It	Done...
<input type="radio"/>	<input type="radio"/>	Every new initiate successfully recites his secrets within three weeks of his initiation.
<input type="radio"/>	<input type="radio"/>	Chapter never allows members who have not recited their secrets to vote.
<input type="radio"/>	<input type="radio"/>	Chapter never allows members who have not recited their secrets to run for office.
<input type="radio"/>	<input type="radio"/>	Failure to recite secrets results in a restriction of chapter privileges and/or suspension of membership.

### *Focus on the Details*

According to By-Law 23.2.4, no initiated member is entitled to voting rights or to hold office until he has recited the secrets. No chapter should allow itself to deviate from this standard. Newly initiated members are normally granted a three-week "grace period" after initiation to learn the secrets. In accordance with the *Constitution and By-Laws*, the secrets must be recited in front of the chapter during a regular ritual meeting or before a specially-appointed examination committee.

Failure to recite secrets should be a cause for suspension of membership and/or restriction of chapter privileges.

## THINGS TO DO

### Ritual Education

Currently Do It	Will Do It	Done...
<input type="radio"/>	<input type="radio"/>	Chapter membership education program includes a presentation on the importance of Ritual for associate members.
<input type="radio"/>	<input type="radio"/>	The goal of the chapters' Ritual presentation is to develop an understanding and appreciation of <i>The Ritual</i> , not to create fears or play mind games with prospective initiates.
<input type="radio"/>	<input type="radio"/>	The chapter conducts Ritual educational meetings with new initiates as prescribed within <i>The Ritual</i> .
<input type="radio"/>	<input type="radio"/>	Ritual review meetings are held at least annually for the entire initiated membership.
<input type="radio"/>	<input type="radio"/>	Chapter conducts no special pre-initiation ceremony activities, unless the ceremony follows <i>The Theta Xi Constitution and By-Laws</i> or <i>The Ritual</i> and does not reveal any Fraternity secrets. The Grand Lodge must approve these special ceremony activities.

### *Focus on the Details*

Ritual education – both for associate and initiated members – should be included in your membership education program. With associate members, the chapter's goal should be to develop an appreciation and understanding of ritualism, not to create fears or play mind games. Associate members should understand the significance and purpose of *The Ritual* and its importance to Theta Xi.

It is required within *The Ritual* to conduct educational meetings on the secrets of the Fraternity with new initiates. The chapter also should conduct a *Ritual* review meeting at least once a year to refresh and renew every member's knowledge of *The Ritual*. It is suggested in *Alpha Nine* that chapter members read the pamphlet "Secret Thoughts of a Ritual" (available from Fraternity Headquarters).

*The Ritual* provides for three optional pre-initiation ceremonies that are available from Fraternity Headquarters. The Grand Lodge must approve any other pre-initiation ceremony.

## THINGS TO DO

### Initiation Attire & Service Quality

Currently Do It	Will Do It	Done...
<input type="radio"/>	<input type="radio"/>	Members observe their best behavior during initiations; no horse playing, giggling, joking, etc., just silence.
<input type="radio"/>	<input type="radio"/>	Members do not consume alcohol prior to imitations. Members who are visibly affected by alcohol consumption are not permitted to participate in the ceremony.
<input type="radio"/>	<input type="radio"/>	Prospective initiates do not consume alcohol prior to the initiation.
<input type="radio"/>	<input type="radio"/>	"Spicing up" initiations (ad-libbing, being silly, changing the ceremony) is never permitted.
<input type="radio"/>	<input type="radio"/>	Attire for members and prospective initiates is coat-and-tie.

### *Focus on the Details*

The Initiation Ceremony of Theta Xi Fraternity should be among the highlights -- if not THE highlight -- of every member's Fraternity experience. It is a beautiful, solemn and sacred ceremony. It is the most important chapter event of the year because it creates the lifelong Bond that every initiated member shares. It cannot be taken lightly. Every member should be given an equal opportunity to experience the initiation ceremony in its entirety and in the manner in which it is supposed to be performed. For this reason, members should observe their best behavior during the ceremony. No jokes. No giggling. No horsing around. In short, no distractions. If members begin to get restless, take a break. Remind them of the solemnity of the occasion. Don't let members' restlessness detract from the quality of the initiation experience.

Members should not drink alcohol prior to initiations. This includes both prospective and initiated members.

Regardless of whether members are tired, bored, exhausted, etc., do not try to "spice up" some of the initiations by ad-libbing, being silly or changing the ceremony in any way to "try something different." If members performing the initiations are a little "rusty" or the chapter feels its performance of the ceremony could be better, the videotape "Improving Your Ritual" is available from Fraternity Headquarters.

To further reflect the importance of the occasion, attire for the initiation ceremony should be coat-and-tie for both members and prospective initiates.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Additional Ceremonies
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter conducts the Graduating Member Ceremony for all graduating brothers in order to emphasize lifelong involvement in Theta Xi.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter promptly conducts the Memorial Service for all recently departed brothers in order to honor their memory in Theta Xi.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter conducts the Installation of Officers immediately following the election of new officers or at the meeting following elections.

### *Focus on the Details*

As provided in *The Ritual*, ceremonies exist to continually remind brothers of our Oath and lifelong commitment to Theta Xi Fraternity. In addition to initiation, chapters should perform the Graduating Member Ceremony each term when members are completing their undergraduate careers. Also, when chapters hear of the death of a chapter brother, they should conduct the Ritual Memorial Service. Public gravesite services are also available through Fraternity Headquarters, which can be performed in the presence of nonmembers. The Installation of Officers is useful to reinforce the responsibility and importance of chapter officers. This ceremony stresses these qualities of the newly elected chapter leaders.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Reading of the Constitution
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter reads selections from the <i>Constitution and By-Laws</i> during every general business meeting (chapter never attempts to "suspend" the reading of the <i>Constitution</i> for expediency).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sections of the <i>Constitution</i> concerning specific matters coming before the chapter (elections, etc.) are read during the meeting at which they occur.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Brothers are designated prior to each meeting to serve as the readers.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	President or executive committee prepares a reading schedule at the beginning of each year/term.

### *Focus on the Details*

Part of the order of business prescribed within *The Ritual* is the reading of selections from the *Constitution and By-Laws*. Reading of the constitution is not an optional procedure during Ritual meetings. A chapter may not suspend reading the Constitution like it can reading of the previous minutes. The president or executive committee should prepare a reading schedule prior to the beginning of the year/term.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Frequency of Meetings
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter holds only one ritual meeting per month and is moving to hold two or more ritual meetings monthly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter considers sensitive business (motions, elections, membership issues, etc.) only during Ritual meetings, not non-ritual meetings.

### *Focus on the Details*

The chapter should have a full ritual meeting at least monthly, but preferably biweekly. Official business (motions, elections, membership issues, etc.) should be considered only at Ritual meetings. Open meetings are held only to hear reports and make announcements. The chapter should not consider any business or membership issues.

## THINGS TO DO

Currently Do It	Will Do It	Done...	Ritual Order of Procedures
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The full form opening ceremony is used at least monthly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter does not attempt to abbreviate ritual ceremonies by eliminating procedures which are not noted "optional."
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chapter performs "optional" procedures at least once each term.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Procedures for special occasions (6294, initiations, etc.) are followed in full at the meeting held just prior to the occasion.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other ritual procedures for special occasions (death of a Brother, etc.) are observed when applicable.

### *Focus on the Details*

According to the *Constitution and By-Laws* (23.4.2), the "Order of Exercises for a regular meeting of a chapter shall be as prescribed in the Ritual." In *The Ritual*, there is a shortened version of the opening ceremonies and a full form. The full form should be used at least once each month. Unless a procedure is to be used only on special occasions (e.g., installation of new officers, etc.), the presiding officer must read each order of procedure aloud. There are also procedures within *The Ritual* for special occasions (death of a Brother, initiation, 6294, etc.). These special procedures should be observed during such occasions.

Any questions about *The Ritual*, its ceremonies, and procedures can be covered with the chapter consultant during his visit or over the phone with the Executive Director.