

**IOTA SWEETHEARTS' AUXILIARY
EASTERN REGION
DIRECTIVES**



“IT TAKES A SPECIAL LADY”

**Adopted & Revised: 2010
Original: 1999**

I. NAME AND PURPOSE

- A. NAME:** For the purpose of classification only, the official name of the Organization will be, IOTA SWEETHEARTS' AUXILIARY. It is an auxiliary of IOTA PHI THETA FRATERNITY, INC. The Organization shall be called an "AUXILIARY" in name only, not to function as a recognized autonomous group. Each individual member shall be known as an "IOTA SWEETHEART".
- B. PURPOSE:** The IOTA SWEETHEARTS' AUXILIARY will work in conjunction with and under the direction of the Brothers of IOTA PHI THETA FRATERNITY, INC. towards social, academic, leadership, and community service activities on a Local, Regional, and National level. The AUXILIARY must reflect the ideals and goals strived for by the Brothers. These activities will only be carried out providing they do not interfere with a Sweetheart's education, health, job/career, and moral or religious principles.

II. ESSENCE OF BEING AN IOTA SWEETHEART

- A.** A sweetheart is a woman who conducts herself in a "womanly fashion"; whereas, "womanly fashion" is defined as having a direct sense of self-respect and self-pride, not conceit.
- B.** A sweetheart displays an attitude of caring and strives for: "The Promotion of Unity, Support, Service, Commitment, and Integrity in the Community."
- C.** A sweetheart lends assistance to any member of Iota Phi Theta Fraternity, Inc., as long as her actions do not cause harm to herself, family, chapter, career, or counter her moral or religious values.
- D.** Respect of Brothers' judgments pertaining to the organization.

III. ELIGIBILITY

- A. UNDERGRADUATE:** To be eligible for membership, the individual must be a matriculating college or university student in good academic standing at a four-year institution. First-semester freshmen are not eligible to be potential sweethearts. An individual becomes an IOTA SWEETHEART after being chosen from an Iota Sweetheart Court Interest meeting, by a Current Line of Male Intake Members, or identified by the Brothers or Sweethearts for her positive actions they witnessed. At this time, she may decide if she will be an active member of the IOTA SWEETHEARTS' AUXILIARY.

- B. ALUMNI:** To be eligible for membership, the individual must have graduated from a four-year institution of higher learning or be 25 years of age or older, with a minimum of two (2) years professional work experience or voted in by a brother or 2/3 vote of an active and good standing Heart. The eligible individual may become an IOTA SWEETHEART after being chosen from the Potential Iota Sweetheart Court, by the Brother(s) for which she was a potential. At this time, she may decide if she will be an active member of the IOTA SWEETHEARTS' AUXILIARY.
- C. IOTA WIFE:** Subsequent to marrying a Brother of Iota Phi Theta Fraternity, Inc., an Iota Wife may decide if she will be an active member of the IOTA SWEETHEARTS' AUXILIARY.
- D. HONORARY IOTA SWEETHEART:** To be recognized by the International Grand Council of Iota Phi Theta Fraternity, Inc. for outstanding service to the Fraternity.

IV. EXECUTIVE BOARD

A. OFFICERS

1. **PRESIDENT:** The President will schedule and organize meetings, form committees, appoint committee chairpersons, delegate responsibilities, oversee the completion of set projects approved by the Brothers, and is authorized to sign documents on behalf of the Auxiliary. The President will serve as the official representative and speaker of the Auxiliary. The President will be responsible for delegating responsibilities of the Executive Board in their absence of a meeting. The President is authorized to call emergency meetings, and extensions of general meetings. To be eligible to be President of a chapter, the Sweetheart must be a due paid member of the Iota Phi Theta Fraternity, Inc. Region in which she resides.
2. **VICE-PRESIDENT:** The Vice-President will serve the aforementioned duties of the President in the absence of the President. The Vice-President should assist in the overseeing of committee activity and have a working knowledge and accountability of their activity. Written reports received from committee chairpersons will be submitted to the Vice-President for the AUXILIARY's records.
3. **TREASURER:** The Treasurer will be responsible for maintaining an accurate account of all financial transactions. The Treasurer will keep an accurate record of all receipts, and will be able to submit treasury reports at all meetings. Information will be made available for audit, upon request.
4. **RECORDING SECRETARY:** The Recording Secretary will keep records and record dates of upcoming events and activities. The Recording Secretary will maintain correspondence within and outside of the organization. The Recording Secretary will also maintain Treasurer's reports for the AUXILIARY's records. The Recording Secretary will be responsible for maintaining accurate attendance records and a roster of all active and inactive Sweethearts. The Secretary is authorized to sign documents of the AUXILIARY. **
5. **CORRESPONDENCE SECRETARY:** The Correspondence Secretary will assist the Recording Secretary with the maintenance of correspondence within and outside of the AUXILIARY, including photocopying and distribution. **

****These positions may be combined into 'Secretary' if the chapter does not have the resources to fulfill both positions. ****

6. **SERGEANT AT ARMS:** The Sergeant at Arms will be responsible for keeping track of the time allotted for a particular meeting. The Sergeant at Arms will control voting procedures and discussions. Random conversation should not be tolerated, and anyone constantly causing disturbance will be dismissed from the meetings. The Sergeant at Arms must be prompt at all meetings.

V. MEETING

A. SCHEDULE

1. There will be a minimum of one scheduled general meeting per month, per academic semester.
2. A set schedule of general meetings will be established at the beginning of the fall and spring semesters according to the members' schedules.
3. **A minimum of one (1) assessment paid representative from each chapter must attend any given Regional Meeting and / or National Meeting.**

B. STRUCTURE

1. The President will call the meeting to order, and the Sergeant at Arms will verify the time.
2. The Recording Secretary will record the attendance.
3. The minutes of the previous meeting are read, followed by open floor for corrections and motion for acceptance of the minutes.
4. Treasurer's report will be given.
5. The agenda set forth by the President will be followed.
6. The Sergeant at Arms stops the meeting after the scheduled adjournment time, (usually one hour), unless the President calls for an extension.

- C. **ATTENDANCE:** It is in the best interest for the proper functioning of the AUXILIARY, that each active member attends 75% of the meetings per semester. One (1) dues paid Sweetheart representative must attend the Sweethearts' Regional Meetings.

D. MINUTES

1. The Recording Secretary is responsible for minutes of the meeting, including documenting the attendance at meetings.
2. Typed copies of the minutes must be available to the membership within 14 business days after any given general membership meeting.
3. A copy of the minutes must be available to the Chapter Brothers within the same said 14 days.
4. A copy of the minutes must be submitted to the Regional Iota Sweethearts' Executive Board Recording Secretary within 14 days.

E. SWEETHEART COORDINATOR

1. A designated Brother from the Chapter is the Liaison between the Chapter Brothers and the Chapter Sweethearts. If he is unavailable, the Chapter Vice-Polaris will be designated. It is the responsibility of the Liaison to inform the other Chapter Brothers of the happenings of Sweetheart meetings.
2. It is not the Liaison's duty to run the meeting.
3. The Liaison will inform the Sweethearts of scheduled Fraternity events and activities.
4. The Liaison will act as an advisor when necessary.
5. The Liaison will clarify rules and regulations when necessary.

VI. VOTING

A. ISSUE VOTING: Will be conducted to reach a decision or agreement on an issue. There will be a motion followed by discussion. There will be a vote using a show of hands for, against, and abstentions, respectively. Majority vote will pass the motion. Eligibility to vote may be dependent upon a Sweetheart's Regional assessment fees paid status.

B. ELECTION

1. Nominations are to be held at the end of each spring semester. Any active Chapter Sweetheart that is in "good standing" is eligible to vote and run. Executive Board positions will be nominated for election. (Note: In order to be nominated for the position of President, the Sweetheart must be an active paid member within the region).
2. At the first official meeting of the Fall semester, nominations will be re-opened and denominations will be accepted. Afterwards, elections will proceed.
3. Voting will be conducted with two thirds (2/3) of the active membership.
4. If two thirds (2/3) of the active membership are not present, elections must be postponed to a later date.
5. Voting may be conducted via secret ballot or show of hands.
6. The Sergeant at Arms will count the votes.
7. No member can hold two Executive Board positions on the same organizational level, with the exception of chapters that do not have enough active members to fulfill each of the stated positions.

C. CRITERIA

1. The positions of President, Vice-President and Treasurer must be a graduate/alumni sweetheart. Each should have demonstrated a level of responsibility and trust within the region. It is recommended that candidates for these three positions have active regional activity for at least two years.
2. The positions of Recording Secretary, Correspondence Secretary and Sgt. at Arms may be a graduate/alumni sweetheart or may be an undergraduate sweetheart.
3. All candidates must be in good standing with the region, however that is defined for you. (I.e. in the Eastern Region, they must be active regionally dues paid members).
4. It is recommended that candidates give a brief synopsis of why they think they are eligible and are a good candidate for the position (I.e. skill set at work or in other organizations, how they've been productive with Iota). Its also nice to give a little personal info, where they became a Sweetheart, how long they've been a Sweetheart, where they live, etc.
5. In addition, the President must have attended regional meetings (number can be defined) and must have attended at least one National Iota Conclave to show familiarity with Sweethearts/Brothers in and out of the region, and understanding of what's going on with Sweethearts. This should also be someone who has demonstrated they are able to effectively interact with others.
6. The term for the above positions is 2-years. Our election will be held around the same timeframe as National Conclave elections. However, we may be revisiting this in the near future, as the Brothers are moving to a 4-year term. For Sweethearts it may make sense to remain at 2. This will be under review.

VII. IMPEACHMENT OF EXECUTIVE BOARD MEMBERS: If active and in good standing Sweethearts are unsatisfied with the performance of an Executive Board member, following the written presentation of concerns, two thirds (2/3) vote of the active membership will be required to remove the officer. At this time, documented reasons for her impeachment must be forwarded to the Regional Liaison. He will review the document and will forward it to the Regional Polaris who will make the final decision. If the impeachment stands, then an election will be scheduled in order to replace the officer. . Impeachment information must also be forwarded to the Regional Sweetheart Recording Secretary.

VIII. COMMITTEES

- A. STRUCTURE:** Committees will consist of the Chairperson appointee by the President and committee members. Committees must be prepared with materials and results of their assigned projects, and submit committee reports. The Chairperson will organize the committee and be responsible for its progress.
- B. CHAIN OF COMMAND**
1. The President appoints a committee Chairperson.
 2. The Chairperson solicits volunteers or the President may appoint committee members.
 3. The Chairperson delegates the assigned responsibilities to the committee members.
 4. The President or Vice-President need only correspond with the Chairperson.

IX. ASSESSMENT FEES: Each Chapter may make the decision to invoke fees at the chapter level. If fees are determined to be mandatory at a chapter, they must be paid in order to determine an Iota Sweetheart in “good standing”. Individual Chapters may vote on a fee amount and payment schedule for their Chapter. Regional assessment fees in the amount of \$20.00 per Undergraduate Iota Sweetheart and \$20 per Graduate Iota Sweetheart will be charged twice a year. The deadline for assessment is February 15th and August 15th of each year. A late fee of \$5.00 will be assessed. The primary purpose of regional fees is to cover the AUXILIARY’s administrative costs (I.e. business meeting expenses, postage, awards, paid cards, annual banquet expenses, etc.), and most importantly to help fund community service initiatives and create scholarships. In order to have any voting rights on a regional level, a Sweetheart’s regional assessment fees must be paid and current. There is a \$50 reactivation fee for anyone who has a (1 yr.) lapse in assessment payments. For a given assessment period, you must pay the lesser of outstanding fees or the \$50 reactivation fee plus the current paid period fee and late charges, if applicable

X. ACTIVE OR INACTIVE

1. An Active Sweetheart in good standing is one who is financial with the Auxiliary (appropriate assessments are paid), and not declared Inactive by the Brotherhood. An active Sweetheart also attends meetings when able, and has voting rights.
2. An Inactive Sweetheart can become inactive by submitting a letter to the President of the AUXILIARY and to the Polaris stating the circumstances of her inactivity. A Sweetheart can be declared inactive by the Brotherhood for willfully and knowingly challenging or violating the local, regional, and/or National set guidelines and responsibilities established by the Brotherhood.
3. If a Sweetheart is not abiding by the guidelines of the Iota Sweethearts’ AUXILIARY, the President may individually address the Sweetheart as a warning. If the conditions persist, then the Sweethearts’ AUXILIARY may have a vote to declare the Sweetheart inactive. Two thirds (2/3) vote of the active membership will be required to provide a recommendation for inactive status to the Brotherhood. The decision must be forwarded to the Polaris of the chapter along with the reasoning behind the decision of inactivity, and the Brotherhood will have the final say based on the guidelines established.

XI. VIOLATIONS

- A. MEETINGS:** Active Sweethearts should attend 75% of the scheduled meetings, unless scholastic or family priorities take precedence. If this is the case, then an Executive Board member should be notified so that absences are marked as excused. There should be minimum one (1) chapter representative present at any given Iota Sweethearts' AUXILIARY Eastern Regional Meeting.
- B. FINANCIAL OBLIGATIONS:** A Sweetheart with outstanding financial obligations (e.g. fees, etc.) to the Auxiliary may be declared "Not in good standing" if those responsibilities extend beyond a thirty (30) day period from the due date. She will lose voting rights, and any privileges received as a member in "Good standing."
- C. CHAPTER FUNCTIONS:** All Sweethearts should attend chapter functions. All Sweethearts should be advised of said functions two to four weeks prior to the event, when applicable. It is the duty of Sweethearts to support and assist the Brothers of the chapter, as long as the functions do not interfere with her education, class studies, health, job/career, moral standards or religion. If unable to attend, they must advise the Brothers at least two days in advance when feasible. Written or verbal notification will be accepted.

XII. TERMINATION

- A. VOLUNTARY:** A Sweetheart may disassociate herself from the Fraternity and the Iota Sweethearts' AUXILIARY by submitting a letter to the President of the AUXILIARY and to the Polaris, stating the circumstances of her disassociation.
- B. INVOLUNTARY:** A Sweetheart can be involuntarily disassociated from the AUXILIARY if conditions warrant. Please keep in mind that this action should only be taken providing an extreme situation presents itself that would jeopardize the Iota Sweethearts' AUXILIARY or Iota Phi Theta Fraternity, Inc. Justification will be available upon request from the Polaris. The appropriate termination procedures must be adhered to. Each Chapter will establish procedures.

XIII. APPEALS

- A. INACTIVE SWEETHEARTS:** Appeals of Inactive Sweethearts must be submitted to the Chapter President of the AUXILIARY who will forward the request to the Polaris. A decision will be made by the Brotherhood, and the individual will receive official notice of the decision. Only (1) appeal will be permitted each time a Sweetheart is declared Inactive.
- B. TERMINATED SWEETHEARTS:** An appeal submitted from a terminated Sweetheart may be submitted to the Polaris of the Chapter, at which time the appeal process set forth by the Chapter may be followed.

XVI. GENERAL FINANCIAL ACCOUNT: Where applicable, all income and expenditures must be properly recorded along with written documents. (E.g. receipts and financial reports). An account may be set up for the Iota Sweethearts' AUXILIARY.

XV. AMENDMENTS: AMENDMENTS TO THIS DOCUMENT CAN BE MADE BY THE EASTERN REGION IOTA SWEETHEARTS' EXECUTIVE BOARD WITH COLLABORATION WITH THE REGIONAL LIAISON AND REGIONAL POLARIS.

EASTERN REGION
GUIDELINES FOR MANAGING A POTENTIAL SWEETHEART COURT

Please refer to the Eastern Region Iota Potential Sweethearts' Policy and Procedures document ('Potential Document'). The following are supplemental guidelines for Sweethearts to follow:

I. APPLICATION, ACCEPTANCE MATERIALS, AND WELCOME PACKET FEE

- A.** Items from Article II, Section 2, 2.1 and/or items from Article III, Section 1, 1.2 of the Potential Document should be collected and forwarded to the current Sweetheart Regional Executive Board Correspondence Secretary.
- B.** Upon conclusion of Objective 1, as outlined in the 'Potential Document', a \$25 New Member 'Welcome Packet' fee must be collected from the Potential Sweethearts.
- C.** The documents and associated fee must be mailed within 7 business of receipt or no later than completion of the Objective 2, as outlined in the 'Potential Document'.
- D.** Signature of Disclaimer Statement.

II. POTENTIAL SWEETHEART LESSONS

- A.** Official Colors: Charcoal Brown and Gilded Gold.
- B.** Iota Phi Theta Fraternity was founded September 19, 1963. Iota Phi Theta Fraternity was incorporated on November 1, 1968.
- C.** Founding Location: On the steps of Hurt Gymnasium at Morgan State College, now known as Morgan State University. Morgan State University is Alpha Chapter (The Mother Chapter).
- D.** Founders: Albert Hicks, Lonnie Spruill, Jr., Charles Briscoe, Frank Coakley, John Slade, Barron Willis, Webster Lewis, Charles Brown, Louis Hudnell, Charles Gregory, Elias Dorsey, Jr., Michael Williams.
- E.** Eternal Sweetheart: Audrey Brooks.
- F.** 1st Miss Iota: Ms. Yvonne Howard in 1964
- G.** Sweetheart Symbol: Teddy Bear. Sweetheart Flower: Yellow Rose.
- H.** Sweetheart Motto: "It Takes a Special Lady!"
- I.** Sweetheart Song.
- J.** Name and Colors of other NPHC organizations.
- K.** The importance of keeping Iota Phi Theta Fraternity, Inc. information sacred.
- L.** Current International Grand Polaris and International Vice Grand Polaris
- M.** Current International Director of Auxiliary Affair
- N.** Current International Iota Sweethearts' Auxiliary President
- O.** Current Regional Polaris and Regional Vice Polaris .
- P.** Current Existing Iota Regions
- Q.** Current Regional Sweetheart President and Sweetheart Executive Board.
- R.** Chapters within the Eastern Region.

OTHER LESSONS

- The Potential Court must work together using a standard voting method to designate a Potential Court President and Treasurer. If there is only one Potential Sweetheart, then she will serve as both, but any monies must be reported to the Chapter Sweetheart President and/or Polaris.
- Greek Alphabet: Iota, Alpha, Beta, Gamma, Delta, Epsilon, Zeta, Eta, Theta, Iota, Kappa, Lambda, Mu, Nu, Xi, Omicron, Pi, Rho, Sigma, Tau, Upsilon, Phi, Chi, Psi, Omega, Iota.
- Selected Chapter History

III. PROCEDURES

- A.** There will be absolutely no physical, pledge, or disciplinary-styled informational sessions.
- B.** Chapters in violation of the above will be severely disciplined and penalized.

Eastern Region

Iota Potential Sweetheart

Policy & Procedures

ARTICLE I – GENERAL

SECTION 1. Name

- 1.1 A 'Potential Sweetheart' is one who is selected by a member ('Intake') of the Membership Intake Process ('Intake Line'), of a chapter of Iota Phi Theta Fraternity, Inc. to assist with certain activities.
- 1.2 The members of the auxiliary of Iota Phi Theta Fraternity, Inc. will be officially known as Iota Sweethearts ('Sweetheart'). A 'Sweetheart' is a lady who at one point assisted an Intake Line of Iota Phi Theta Fraternity, Inc. as a 'Potential Sweetheart'.

SECTION 2. Purpose of Iota Sweethearts

- 2.1 To support and assist the Brothers of Iota Phi Theta Fraternity Inc. I.e. Assisting with organizing and/or participating with community services, fundraisers, event coordination, and distribution of marketing materials, administrative tasks, as needed, and other appropriate assistance.
- 2.2 To work in conjunction with the Brothers and Sweethearts of the chapters, regions, and nationally towards scholastic, social and community service activities, provided these activities do not interfere with or compromise one's personal, professional, or moral standards.

ARTICLE II – AUXILIARY MEMBERSHIP

SECTION 1. Auxiliary Membership

- 1.1 Membership is open to all female individuals having met the qualifications without regards to race, creed, color, religion, or national origin.
- 1.2 A 'Potential Sweetheart' shall become a 'Sweetheart' on the undergraduate and

alumni chapter levels. Membership shall be through the support and acceptance structure stated herein.

SECTION 2. Undergraduate Potential Sweetheart

- 2.1 Acceptance shall be available to all individuals enrolled in an accredited four year institution of higher learning provided:
- A. They are in good standing with their institutions.
 - B. They have completed one semester at their institution.
 - C. They have a minimum 2.5 GPA, proven by a non-official transcript.
 - D. They are asked by an Intake Line to seek acceptance.
 - E. Be asked by the Brothers of the chapter to apply for acceptance.
 - F. Complete at least 2 community service activities, 1 fundraiser and/or any other reasonable assignments deemed by the chapter. For validation pictures need to be submitted of community service and fundraiser events.
 - G. They have demonstrated sound moral character.
 - H. They submit an application for acceptance and regional assessment fee of \$25.00 to the Eastern Region Sweetheart Executive Board. The \$25.00 will cover a 'Welcome Packet' to be issued upon final acceptance as an 'Iota Sweetheart'. Please refer to the application for re-fund guidelines.
 - I. It is recommended that an evaluation form from an active Brother or Sweetheart of the chapter be obtained by the 'Potential Sweetheart' and submitted with the application for acceptance with the required signature of the disclaimer statement.
 - J. A letter of why the 'Potential Sweetheart' wants to be an 'Iota Sweetheart'. They may be asked to send a copy of this letter to other Sweethearts and/or Brothers.
 - K. Resume
 - L. Class Schedule

SECTION 3. Alumni Potential Sweetheart

- 3.1 Acceptance shall be available to all female individuals provided:
- A. They support and assist the brothers of a graduate chapter and are accepted by a unanimous consent of the chapter.
 - B. They demonstrate high standards of ethical conduct and professionalism.
 - C. Complete Article II - Section 2.1: F, H and J

ARTICLE III – SWEETHEART ACCEPTANCE

SECTION 1. Procedure and Criteria

- 1.1 Meet the qualifications and requirements as stated previously in Article II – SECTION 2 or 3.

- 1.2 'Potential Sweethearts' will be involved in an orientation program comprised of (5) objectives.

Objective 1.

➤ Mixer

This allows existing Sweethearts to introduce themselves to the interested ladies, explain to them 'What is an Iota Sweetheart and tell them what is expected of potentials. In addition, any initial concerns the ladies have may be addressed to help them make their decision of whether or not they want to become a 'Potential Sweetheart'. At least one Brother should be present to also answer any questions that are directed to the Brotherhood.

➤ Interview

Brothers and Sweethearts of the chapter interview the 'Potential Sweethearts'. Resume, letter of intent for wanting to be an 'Iota Sweetheart', class schedule, and non-official transcript should be submitted at the interview.

Objective 2.

➤ Potential Pins ('Potential Sweetheart Bonding Activity')

'Potential Sweethearts' are responsible for making a 'Potential Sweetheart' pillow pin. They should wear the pin at the discretion of the chapter. Due to any campus conflicts, this would not have to be worn in the open at all times, but should be present on the 'Potential Sweetheart' person. If present amongst Iota only, or requested by the Dean, it should be worn in the open. The 'Potential Sweethearts' are responsible for obtaining the material to make the pins. Pins must be made out of brown or gold material in the shape of a heart and sewn stuffed with pillow stuffing or cotton. If the heart is gold, then a brown "P" should be placed in the center of the heart and vice versa. Brown lace may surround the heart. The pin should be pinned on with a gold safety pin. This allows the 'Potential Sweethearts' to work together to create pins. This includes delegating who will obtain the material and then taking time together to make them.

➤ 'Potential Sweetheart' selection of President and Treasurer using the standard voting method.

➤ First Lesson

- ❖ Article III - Section 1.4: A, B, C, and D
- ❖ The Greek Alphabet

Objective 3.

➤ Second Lesson

- ❖ Article III - Section 1.4: E, F, G, H and I

Objective 4.

➤ Social Activity between the 'Potential Sweethearts' and the 'Intake line'.

➤ Third Lesson

- ❖ Article III - Section 1.4: J, K, R and Chapter History

Objective 5.

➤ Fourth Lesson

- ❖ Article III - Section 1.4: L, M, N, O, P and Q
- ❖ Recap Lessons

- Social Activity between the 'Potential Sweethearts' and the 'Intake line'.
- Review of Acceptance Criteria and Acceptance Activities.

Objectives may be condensed as needed as long as lessons and activities are completed.

- 1.3 'Potential Sweethearts' will bond with, support and assist the 'Intake line' while the 'Intake line' is striving for acceptance into the Brotherhood of Iota Phi Theta Fraternity, Inc.

- 1.4 'Potential Sweethearts' should be taught essential basic Iota information such as:
 - A. Official Colors
 - B. Fraternity founded and incorporated
 - C. Location
 - D. Founders
 - E. Eternal Sweetheart
 - F. 1st Miss Iota and when
 - G. Sweetheart Symbols
 - H. Sweetheart Motto
 - I. Sweetheart Song
 - J. Name and Colors of other NPHC organizations.
 - K. The importance of keeping Iota Phi Theta Fraternity, Inc. information sacred.
 - L. Current International Grand Polaris and International Vice Grand Polaris
 - M. Current International Director of Auxiliary Affair
 - N. Current International Iota Sweethearts' Auxiliary President
 - O. Current Regional Polaris and Regional Vice Polaris.
 - P. Current Existing Iota Regions.
 - Q. Current Regional Sweetheart President and Sweetheart Executive Board.
 - R. Chapters within the Eastern Region

- 1.5 Information should be given in a relaxed setting in an educational or learning environment.

- 1.6 There will be absolutely no physical, pledge or disciplinary-styled informational sessions.

ARTICLE IV - PARAPHERNALIA

SECTION 1. Potential Sweethearts

- 1.1 'Potential Sweethearts' will not be allowed to wear any Greek letter brown or gold paraphernalia or anything else symbolizing a direct connection to Iota Phi Theta Fraternity, Inc.

ARTICLE V – DISASSOCIATION

SECTION 1. Involuntary Disassociation

- 1.1 Upon finding that a 'Potential Sweetheart' has willingly or want only violated material rules and regulations and/or defaced the organization in any way, that 'Potential Sweetheart' shall no longer be considered eligible for becoming an 'Iota Sweetheart'.
- 1.2 A 'Potential Sweetheart' cannot join another auxiliary group of another Greek-lettered organization (such as Omega Pearls, Alpha Angels, Kappa Diamonds, Sigma Doves, etc...). This is prohibited.

In the event of such violations, the 'Potential Sweetheart' will no longer be considered for becoming an 'Iota Sweetheart'. The name of the 'Potential Sweetheart' will be permanently removed from the record and forwarded to the Eastern Region Executive Board of Sweethearts.

IOTA SWEETHEART DO'S AND DON'TS GUIDELINES

1. A SWEETHEART, WITH THE EXCEPTION OF CIVIC, RELIGIOUS, PROFESSIONAL, EDUCATIONAL, OR SORORITY ACTIVITIES, IS NOT ALLOWED TO JOIN ANY OTHER AUXILIARY OF A GREEK FRATERNAL ORGANIZATION WHILE AN ACTIVE IOTA SWEETHEART.
2. A SWEETHEART MUST REFLECT A POSITIVE IMAGE OF IOTA PHI THETA FRATERNITY, INC. AND IOTA SWEETHEARTS AT ALL TIMES.
3. A SWEETHEART MUST REFLECT THE IDEALS AND GOALS STRIVED FOR BY THE BROTHERS OF THE CHAPTER.
4. A SWEETHEART SHOULD SUBMIT ANY KNOWLEDGE OF CANDIDATES FOR THE POTENTIAL SWEETHEART COURT TO THE Intake Coordinator OF THE "IN-TAKE" LINE. IT IS THE "IN-TAKE" LINE'S RESPONSIBILITY TO RECRUIT CANDIDATES FOR THE POTENTIAL SWEETHEART COURT. THE POTENTIAL SWEETHEART COURT WILL BECOME ELIGIBLE TO BE IOTA SWEETHEARTS WHEN THE IN-TAKE LINE IS INDUCTED INTO THE FRATERNITY.
5. LIKE A MEMBER OF IOTA PHI THETA FRATERNITY, INC., A SWEETHEART DOES NOT PLEDGE A MEMBER OF THE POTENTIAL SWEETHEART COURT OR A MEMBER OF THE IOTA PHI THETA FRATERNITY, INC. "IN-TAKE" LINE.
6. A SWEETHEART DOES NOT ATTEND "IN-TAKE" CEREMONIES (E.G. CENTAUR CEREMONY, CROSSING CEREMONY).
7. A SWEETHEART DOES NOT DISCUSS ANY CONFIDENTIAL ORGANIZATIONAL BUSINESS TO ANYONE OUTSIDE OF THE ORGANIZATION.
8. A SWEETHEART DOES NOT COMMIT TO AND/OR SET PROJECTS FOR THE ORGANIZATION THAT HAVE NOT BEEN PREVIOUSLY AGREED UPON BY THE CHAPTER LIAISON.
9. A SWEETHEART DOES NOT DISRUPT THE BROTHERHOOD.
10. A SWEETHEART DOES NOT HAVE OR RECEIVE ANY SACRED FRATERNITY HISTORY.
11. SWEETHEARTS DO NOT HAVE A SHIELD.

IOTA SWEETHEART PARAPHERNALIA GUIDELINES

I. ACCEPTABLE

1. IOTA SWEETHEART
2. IOTA HEART
3. IOTA ♡
4. SWEETHEART OF IOTA
5. SEMESTER SERVED AS A POTENTIAL SWEETHEART...E.G. "SPRING '86"
6. IOTA CHAPTER UNDER WHICH YOU BECAME AN IOTA SWEETHEART
7. SLOGANS. E.G. "I ♡ IOTA"; "IT TAKES A SPECIAL LADY"
8. DECORATIONS. E.G. FANCY HEART DESIGNS, ROSES, LADY FIGURES, TEDDY BEAR, ETC...
9. COLLEGE OR UNIVERSITY NAME. E.G. "RUTGERS UNIVERSITY"; "RU"; ETC...
10. PERSONAL NICKNAME
11. YOUR NAME
12. SWEETHEART COURT NAME
13. CALL: "OW-SWEET"; "I-SWEET"; "SWEET-OW"

II. NOT ACCEPTABLE

1. NO FRATERNITY SYMBOLS. E.G. IPT OR CENTAUR LOGO OR OTHER NON-OFFICIAL LOGO.
2. NO FRATERNITY SHIELD OR SHIELD OF ANY KIND.
3. NO FRATERNITY CALL: "OW-OW"
4. NO FRATERNITY NAME. E.G. "IOTA PHI THETA SWEETHEART"
5. NO INDICATION OF PLEDGING. E.G. "PREZ" OR "FREAK."
6. NO INDICATION OF A RECOGNIZED ORGANIZATION (I.E. CLUB).
7. NO LINE NUMBERS, 'SHIPS', 'CROSSING DATES/TIMES', OR OTHER TERMS OR SYMBOLS REPRESENTING PLEDGING.

MEMORANDUM: SWEETHEART PARAPHERNALIA IS MAINLY WORN TO PROMOTE THE FRATERNITY. THE ONLY PERMISSIBLE COLORS TO BE WORN ARE CHARCOAL BROWN AND GILDED GOLD. NO OTHER COLORS SUCH AS WHITE, BLACK, BEIGE, YELLOW, ETC., ARE TO COEXIST WITH THE OFFICIAL FRATERNITY COLORS. THE ONLY EXCEPTION IS A RED HEART.



EASTERN REGION IOTA SWEETHEARTS' AUXILIARY ASSESSMENT FEE INFORMATION



Chapter Assessments:

Please be advised that local chapter fees are at the discretion of each chapter. It is the chapter's responsibility to determine whether or not there will or will not be fees for Iota Sweethearts, and to establish the amount. Fees and other criteria will define your status as an active Iota Sweetheart at your chapter. Dues are recommended to help manage the expenses of Sweethearts at the chapter.

Regional Assessments:

Regional Sweetheart assessment fees are specifically for the Eastern Region. The primary purpose of regional fees are to cover the AUXILIARY's administrative costs (I.e. business meeting expenses, postage, awards, paid cards, annual banquet expenses, etc.), and most importantly to create scholarships and help fund community service initiatives, such as, but are not limited to the following:

- ♥ American Cancer Association (I.e. Relay For Life)
- ♥ Iota Foundation
- ♥ Audrey S. Brooks Memorial Scholarship Fund
- ♥ March of Dimes (March for Babies)

We can only afford to do these things with your support! Your assessments also allow you to be eligible for regional awards and recognition, and any other benefits established by the Auxiliary, such as:

- ♥ Receipt of a laminated card
- ♥ Auxiliary voting eligibility
- ♥ Eligibility to be a Sweetheart Chapter President
- ♥ Eligibility to be a Committee Chairperson
- ♥ Eligibility to participate in special raffles
- ♥ Eligibility to have your Summer Conference and/or Conclave Registration paid
- ♥ Ability to sponsor eligible high school candidates for the Audrey S. Brooks Memorial Scholarship

Assessments are the following:

Undergraduate Sweetheart:	\$40 per year (\$20-Feb. 15 th , \$20-Aug. 15 th)
Graduate Sweetheart:	\$40 per year (\$20-Feb. 15 th , \$20-Aug. 15 th)

Assessments are due each February 15th and August 15th of each year (does not apply to the semester a potential becomes a Sweetheart). The late fee is \$5. Go to www.iotaeast.com to the Eastern Region Sweetheart page to pay your assessment fees.

* Please be advised that there is a \$50 reactivation fee for anyone who has a lapse in assessment payments (1yr.). For a given assessment period, you must pay the lesser of outstanding fees or the \$50 reactivation fee plus the current assessment paid period fee and late charges, if applicable. *



EASTERN REGION
POTENTIAL SWEETHEART APPLICATION
FOR ACCEPTANCE TO BECOME AN
IOTA SWEETHEART



PLEASE TYPE OR PRINT CLEARLY!

LAST FIRST M.I.

PERMANENT HOME ADDRESS CITY/STATE ZIP

LOCAL ADDRESS (campus/undergrad): CITY/STATE ZIP

DATE OF BIRTH: _____ BIRTHPLACE: _____

HOME PHONE: () _____ LOCAL PHONE () _____

OTHER PHONE/CELL: () _____ E-MAIL: _____

LIST ALL COLLEGES/UNIVERSITIES ATTENDED (current institution first; attach extra sheet, if necessary)

Name Dates attended

MAJOR: _____ MINOR: _____

CURRENT GPA: _____ (4.0 SCALE) CLASSIFICATION: _____

TOTAL UNITS COMPLETED: _____ COLLEGE GRADUATE?: Yes ____ No ____

IF SO, DEGREE(S) HELD (include major[s]) and YEAR(S) RECEIVED:

CURRENTLY EMPLOYED?: Yes ____ No ____

IF SO, WHERE?: _____

THIS APPLICATION MUST BE SIGNED AND DATED BY THE APPLICANT BEFORE ANY ACCEPTANCE ACTION CAN BE TAKEN: *I understand that withholding or falsifying any information on this application may make me ineligible to become an Iota Sweetheart and/or subject to disassociation. I certify that the information on this application is complete and accurate.*

SIGNATURE

DATE

This document should be kept on the file of the chapter and a copy sent to the regional secretary



***IOTA SWEETHEARTS
EASTERN REGION
COMMUNITY SERVICE INFORMATION***



Community Service Mission Statement

The Iota Sweethearts Auxiliary Organization assists the Brothers of Iota Phi Theta Fraternity, Inc. in reaching out to the community in various Community Service events. Iota Sweethearts understand the importance and place of community service as the heart and soul of Iota Phi Theta Fraternity Inc., as it demonstrates the very nature and purpose of the fraternity.

Objectives

- To participate in state programs
- To participate in region service programs
- To develop community service calendar
- To maximize our numbers at all community service events
- To promote joint efforts between chapters

Goals

- Increase community service hours
- Accurate records of service
- Region-wide participation among chapters
- Recognize individual community service efforts

National Service Initiatives

Iota Youth Alliance

Services that guide youth in making positive decisions as they navigate through the difficult crossroads in their lives.

- YMCA
- Boys and Girls Club
- Prom Donation
- Teen Pregnancy Awareness Campaign
- Body Image – Child/Adolescent Obesity – Nutrition Fun Day
- SAT Prep/College Assistant
- Promotion of Career options and Economic Empowerment



***IOTA SWEETHEARTS
EASTERN REGION
COMMUNITY SERVICE INFORMATION***



AFYA NJEMA

Facing issues that affect our physical, mental, and spiritual health; spreading more information to our communities about illnesses that threaten our lives.

- VBCF State & National Lobby Day
- Relay for Life
- UNICEF – Trick or Treat
- MS Walk
- Kidney Walk
- Red Cross Blood Drive
- 10K Run (Massey Cancer Center)

Developing Better Fatherhood/Motherhood Projects

Fatherhood/Motherhood Initiative: Brothers and Sweethearts will respectively help our youth prepare properly for fatherhood and motherhood by sharing knowledge of resources, and addressing the issues through forums, being role models and through education.

- Head Starters
- Lead discussion of Teen Fatherhood/Motherhood
- Dress for Success (business attire clothing drive)

Iota Political Mobilization Campaign

- Voter Registration Drives – table set up during election sessions
- Forum of candidate views
- Forum of Why to vote?

Community Reclamation Initiative

- Volunteer Income Tax Assistance
- Kwanzaa celebration – (celebration involving the community)



***IOTA SWEETHEARTS
EASTERN REGION
COMMUNITY SERVICE INFORMATION***



Cultural Education Movement

- Black History Month/Women's History Month
- Stepping – Greek/Non Greek step show – Greek exhibition
- Black Heritage Night - Compete in games and participate in the talent showcase
- Women's Dinner celebrating all women

Statewide Project Events

Each State Director will coordinate a Statewide Community Service Project that **ALL CHAPTERS** will participate in. Regional Polaris will approve regional Community Service Projects and **ALL CHAPTERS** will participate.

- Adopt a School / Back-to-School Event – donation of school supplies
- Breast Cancer Walk (October)
- Aids Walks (May)

Upcoming Events/Calendar

- Attached Calendar & Once a month of events
- Chapters to email community service event dates

Outstanding Community Service Award

Award Overview and Purpose:

Acknowledge the members that have done an outstanding job in community service projects and exceeded the hours that are required by each chapter.

Award Eligibility:

- Financial Member
- Community Service forms completed
- Most Community Service Hours

Pictures

Community Service Album Send pictures to: amanson100@comcast.net
or harris-w@hotmail.com



**IOTA SWEETHEARTS
EASTERN REGION
COMMUNITY SERVICE FORM**

Print Name: _____ **Signature:** _____

Chapter: _____ **Region:** _____

Contact Number: _____ **Email:** _____

Date: _____

Date(s) of Event: _____

Time(s) of Event: _____

Locations of Event: _____

Description: _____

Check appropriate:

Service Donation Drive (can food, blood, etc) Walk

Donation how much: _____

Name of Chapter Sweethearts attended:

If applicable, please provide the contact information for the organization with which you worked with:

Name: _____ **Email:** _____

Contact Number: _____

Organization: _____

Address: _____

Signature: _____

Signature of Community Service Chairperson: _____