**Iota Gamma Psi Military Sorority Inc.**

**Dean & Diamond Cutter Handbook**

**Est 24 Nov 2017**

**Revision #3**

**Introduction**

**Congratulations**

You have accepted one of the most valuable, exciting, and significant leadership positions within Iota Gamma Psi Military Sorority Incorporated. You will be responsible for preparing, organizing and directing each one of your new initiates for lifelong membership in Iota Gamma Psi Military Sorority Incorporated. You will also be looked upon as a role model, teacher, advisor, sister and friend.

**Mission Statement**

ΙΓΨ is a non-profit organization that services the communities by providing purpose, direction and motivation. We shall Enlighten, Encourage and Empower all military connected woman to establish and maintain a lifelong sisterhood and bond, for charitable, societal, educational, and other non-profit purposes, for the greater good of the world.

**Vision Statement**

To ensure that every woman associated with the military is connected with adequate resources so that military affiliated women of all backgrounds and diversities can stand independently on their own and have a lifelong ability to continuously reach beyond the stars.

**Honor Code**

Iota Gamma Psi Military Sorority Inc., is a place where integrity and honesty is expected and valued. Honor is the foundation of our character. Self-respect, dignity and unity are the qualities that enable, exemplify and empower the Women of Distinction. It is the Duty of all Women of Distinction to protect, defend and develop a positive image of our treasured Sorority. Women of Distinction are Faithful, Loyal and True to Iota Gamma Psi Military Sorority, Inc., their families, their military service and will avoid making judgmental remarks about Iota Gamma Psi Military Sorority Inc., or any member of Iota Gamma Psi Military Sorority Inc.; whether written, verbally, printed, or on any social media sites, including, but not limited to Twitter, Facebook, SnapChat, Instagram, etc. Any and ALL violations of the honor code will not be allowed.

**Policies Relating to New Member**

***Women of Distinction***

Iota Gamma Psi Military Sorority, Inc., defines the “Women of Distinction” as “the finest or most skilled members of such a group that is superior to the rest in terms of abilities, qualities, class and/or intelligence”. As Iota Gamma Psi Military Sorority, Inc. prides itself on our motto to “She speaks with wisdom”; Sorors should demonstrate a “Distinctive” approach to all aspects of how the world views ΙΓΨ as a sorority. The term “Distinction” is defined as “excellence that sets someone or something apart from others”. As a Faith-based service organization, members of Iota Gamma Psi Military Incorporated Inc., should be both Distinctive and Proficient at all times; thus, referenced as the “Women of Distinction” We must also remember that our members possess different faiths, and their religion may not necessarily be the same as yours. All eligible natural born women are welcomed to join ΙΓΨ.

The definition of the Women of Distinction, as it relates to Iota Gamma Psi Military Sorority, Inc., is defined as “A woman that promotes sisterhood, while displaying a calm, dignified, proficient demeanor in all her daily activities. She pursues positive interactions in her relationships and the expansion of diverse life experiences.” This will assist her ability to move within various social levels and improve her overall quality of life.

**Women of Distinction**

Women of Distinction:

* Balances work, family, civil and social activities that ensure her well-being.
* Creates clear career and personal goals and takes actions to accomplish her goals.
* Performs financial responsibility and makes healthy and safe family life choices.
* Inspires and supports all women; to include embracing the uniqueness of each and every woman.
* Being a role model continuously
* Attract admiration and respect constantly.

**Hazing Policy**

Iota Gamma Psi Military Sorority, Inc., forbids and has “ZERO” tolerance for hazing of any kind. The policy clearly prohibits all acts and forms of hazing, before, during, and after the Membership Intake Process.

Hazing can be subtle, harassing, or violent in nature. It can manifest itself in the form of physical violence, forced physical activities, or psychological and/or emotional harm, which can be violations of law. Although it is impossible to list all possible hazing behaviors because many are context-specific, the list below provides some common examples of hazing behaviors. It is important to note, however, that these categories do not negate nor lessen an allegation of hazing. Regardless of category, hazing is hazing and is not welcome at Iota Gamma Psi Military Sorority, Inc.

Hazing is defined ***any action or activity which:***

* brings about physical, mental, emotional or psychological harm to the potential member or is humiliating in its intent;
* is vulgar, abusive, physically exhausting, or dangerous;
* materially disrupts an individual’s academic, professional, and personal endeavors;
* abridges a person’s moral, religious or dietary beliefs;
* compels an individual to break the rules and regulations of her college or university, Iota Gamma Psi Military Sorority, Inc., Incorporated or other entities; or is defined as hazing under applicable laws.

 **Types of Hazing includes but are not limited to the following:**

* [**Subtle Hazing**](http://zphib1920.org/finerwomendonthaze/#9d0032154ad513d82)

This type of hazing is often thought of as harmless or insignificant. The behavior usually involves activities or attitudes that cross the line of mutual respect, appropriate standards, and places the individual on the receiving end of ridicule and/or humiliation practices. This type of hazing will be endured or tolerated because the individual feels it is part of becoming a member of the group or team.

* [**Mental**](http://zphib1920.org/finerwomendonthaze/#9489ae5d9f936e649) **Hazing**

This type of hazing is psychologically abusive and can leave long-lasting emotional scars. Yelling, demeaning name calling, profane remarks, drills, line-ups, threats, silence, isolation, being singled out for demeaning duties not assigned to others, running errands, or carrying out other types of servitude.

* **Physical or Violent Hazing**

This type of hazing behavior is extremely dangerous and can cause serious physical/psychological harm and in some cases death. This type of hazing can trigger a predisposed medical or psychological condition. Since the 1800s, 163 deaths have been attributed to this form of hazing. The behaviors include branding, paddling, punching, placed in dangerous situations or facilities.

* **Cyber-Bullying**

This is a relative new form of hazing that exposes an individual to communications made through e-mails, cell phones, unauthorized posted pictures on websites and/or other social media, internet chat rooms, other telecommunications by seeking to intimidate, control, manipulate, stalk, torment, harass, ridicule, put down, falsely discredit, and/or humiliate the recipient of cyber-bullying. This type of hazing behavior is deliberate, repeated, and hostile. Cyber-Bullying target can also result in psychological/emotional scars that are long-lasting. Please check your state for the laws concerning Cyber-Bullying. In some states, it is a Class 1 or Class 2 misdemeanor depending on the age of the individual being cyber-bullied.

* **“Harassment” Hazing**

“Harassment” hazing confuses, frustrates, and causes undue stress for new members. This behavior has the potential to cause emotional anguish and/or physical discomfort.**(Note: Some types of harassment hazing can also be considered violent hazing.)**Examples may include:

* Yelling or screaming
* Personal servitude or chores
* Lineups for the purpose of interrogating, demeaning, or intimidating
* Wearing of embarrassing or uncomfortable clothing
* Assigning pranks such as stealing, painting objects, or harassing other organizations
* Forced confinement, oftentimes involving very loud music and/or the repetition of a specific song
* Being dropped off somewhere and forced to find the way back

STILL UNSURE IF IT IS HAZING? ASK YOURSELF...

Would I feel uncomfortable participating in this activity?

Would a Founder disapprove of this activity?

Am I being asked to keep these activities a secret?

Am I doing anything illegal?

Does participation in an activity violate my values or those of my organization?

Is it causing emotional distress or stress of any kind to me or any others?

It is important that all Chapters, Clusters, and National Lines are made aware of our non-hazing policy. Many states have also set standards regarding hazing. If you are concerned that certain practices may be construed as hazing, err on the side of caution and DO NOT participate in them.

To report hazing anonymously; please email: anonymous@iotagammapsi.com. You are not required to identify yourself at any time.

**Understanding Your Position**

**Dean of Kimberlites (DOK)**

The DOK serves as the primary role model and mentor for her Diamond Cutters. The DOK provides Diamond Cutters with advice, instruction, guidance, and encouragement during the Diamond Development. The DOK is **first and foremost** responsible for ensuring the success of the line. The DOK reports to the Membership Director however in some cases, the DOK are the same person. The DOK will receive and hand out information regarding the line to the Diamond Cutters, as well will report information on the behalf of the line to the National Membership Director.

**DOK Responsibilities**

* Ensure all required material is inventoried prior to the start of the Diamond Development Process
* Remain fair-minded, open-minded and impartial throughout the Diamond Development.
* Ensure Diamond Cutters characterize the Women of Distinction throughout the Diamond Development.
* Determine what skills the Diamond Cutters have to better assist with the Diamond Development.
* Ensure all non-hazing policies are strictly adhered to during the Diamond Development.
* Make certain the Diamond Cutters are properly managing their time and ensuring successful execution of the Diamond Development process .
* Familiarize yourself with all information in the Kimberlite Manual
* Maintain open lines of communications at all times with the National Membership Director and the Diamond Cutters
* Ensure all documentation is in order IAW Diamond Development Process and submitted as required

**DOK Selection Principles**

A DOK must be able to have the time, dedication, motivation, professionalism and above all else be willing to be a good role model. A DOK is a sister that is there for her Diamond Cutters and Kimberlites throughout the Development process, active membership, and beyond.

To be considered for a DOK position within the sorority, you must meet certain criteria as outlined below.

* Must have served as a Sr. Diamond Cutter and Diamond Cutter (not waiveable)
* Sorority Standing: An active member in good standing within the Sorority. Sorority dues must be paid in full to become a DOK.
* Must not be in a National/Local leadership position or a National/Regional/Local Committee (this criteria can be waived by the Membership Director)
* Chapter Participation & Attendance: Must be IAW local bylaws concerning the attendance record at chapter meetings and events as well as participate in chapter activities.
* Attitude: Must possess an encouraging positive and professional attitude. Must exemplify the Women of Distinction in her day-to-day activities
* Experience: Must have been a Diamond Cutter at least two times
* Orientation & Training: Must attend ALL orientation and training events

The DOK must ensure Diamond Cutters comply and provide guidance as necessary

**Diamond Cutter(s)**

A Diamond Cutter serves as the primary role model and mentor for her Kimberlites who are entering the Intake member process, but the relationship continues throughout your active membership in the sorority. Diamond Cutters will provide guidance, instruction, advice, and encouragement entering the Intake process and continue to be a mentor throughout life. The sorority is a family, and it is the responsibility of the Diamond Cutter to assure that her Kimberlites feel welcome, accepted and a part of the Sorority. It is your responsibility to ensure that the Kimberlites are ready and good to go so they may be inducted into Iota Gamma Psi Military Sorority, Inc.

There is a substantial time commitment associated with being a Diamond Cutter. This is where your guidance, teaching and instruction skills come into play. It is why we have conference calls, knowledge checks on learning, weekly checks on paper to prove proficiency and face-to-face interactions (local). This is where we put emphases on learning as required; (**Be mindful, you are a mentor,** **not a drill sergeant**) we want MENTORS. Your true goal is to **CREATE** Women of Distinction**!**

In order to accomplish this, a Diamond Cutter must represent the full obligation of what it means to be a Woman of Distinction and instill that principle into all Kimberlites. It is

significant to understand that each Kimberlite is unique and during the Diamond Development Process, we want to embrace this diversity.

**Diamond Cutters Responsibilities**

* Ensure continuous communication with the Dean to monitor the integrity of the Diamond Development Process
* Conduct knowledge checks (minimum 2x weekly) training phone calls in a professional manner.
* Remain fair-minded, open-minded and impartial throughout the Diamond Development Process.
* Determine what skills their Kimberlites have and how they can help the sorority.
* Be willing to meet with Local Kimberlites face to face at least once weekly when they start probate practice.
* Ensure non-hazing guidelines are followed
* Advise Kimberlites in managing their time and ensure they have what is necessary to be successful during the Diamond Development process.
* This is our process; ensure you are in control of the process.
* Be proficient with the Diamond Development Process.
* Perform weekly written evaluations for the Ace/Anchor and the Kimberlites to show how they performed for the week and areas that require improvement.
* Ensure that they are ready to meet with the Dean during the Dean’s knowledge check.

**Diamond Cutter Selection Principles**

A Diamond Cutter must be able to have the time, dedication, motivation, devotion, commitment, professionalism and beyond all else a “Women of Distinction”. A Diamond Cutter is someone that is at hand for her Kimberlites throughout the Intake process, active membership, and beyond.

To be considered for a Diamond Cutter position within the sorority you must meet the following criteria as outlined below.

* Sorority Standing: Be an active member in good standing with the Sorority. Must have all Sorority dues paid in full in order to become a Diamond Cutter.
* Must not be in a National/Regional/Local leadership position or a National/Regional/Local Committee (this criteria can be waived by the Membership Director)
* Sorority membership: Be an active member within the sorority for a minimum of 6 months (this criteria can be waived by the Membership Director)
* Chapter Participation & Attendance: Must be IAW local bylaws concerning the attendance record at chapter meetings and events as well as participate in chapter activities.
* Must be willing to commit 100% during the 6-week development process.
* Attitude: Must possess a confident, encouraging, positive and professional attitude. Must exemplify the Women of Distinction in her day-to-day activities
* Experience: Must have shadowed a Diamond Cutter (this criteria can be waived by the Membership Director)
* Orientation & Training: Must attend ALL orientation and Training
* Must successfully complete Diamond Cutter training (this criteria can be waived by the Membership Director)

As a Diamond Cutter, you are the initial impact in your Kimberlite’s sorority experience. Only you can regulate what kind of impression you will make. It is important that all local Chapters and National Line members be made aware of our Hazing policy. As Diamond Cutters, you are the first line of defense in ensuring that our non- hazing policy is followed/implemented in regards to Kimberlites. SEE SOMETHING, SAY SOMETHING!

**Diamond Cutters Required Materials**

* Copy of current ΙΓΨ Sorority Bylaws (accessible via ΙΓΨ Diamond’s Den)
* Copy of Dean & Diamond Cutter Handbook
* Copy of current Kimberlite Manual
* Access to Diamond Cutter E-mail
* Designate Meeting Locations (local lines), Conference Line Codes (NL) Meeting Agendas
* Diamond Development Process Calendar
* Copies of Kimberlite expectation counseling/evaluation
* Hazing form
* Non-Disclosure Agreement

**Diamond Development DOK & Diamond Cutter Selections**

* Sorority wide announcement sent via email or posted in Diamond’s Den soliciting DOK or Diamond Cutter

Announcement will include ALL requirements for each position

Announcement will have application attached

* Sorors receive the announcement and determine if they meet the requirements and they have the time, and embody the full essence of what it means to be a Women of Distinction and can instill that principle into Kimberlites
* Sorors may be required to submit an application to the Membership Director or may be hand selected by the Membership Director.
* The Membership Director and her Committee will ensure the requirements are met for all Sorors wishing to be DOK/Diamond Cutter
* After requirements are verified by the Membership Director, an email will be sent detailing training dates and times (ALL eligible Sorors will be trained)

**Diamond Development Process Chain of Command**

* Kimberlites will contact the Diamond Cutters
* Diamond Cutters will contact the DOK
* DOKs will contact the National Membership Director
* National Membership Director will contact the National President
* National President will contact the Founder(s)
* All suspected incidents of hazing will be reported IMMEDIATELY to the Membership Director and National President for investigation.
* At no time during the process will Kimberlites contact a Soror that is not in her immediate chain of command.

Statement of Understanding

As the Dean of Kimberlites (DOK), and Diamond Cutter to the new initiates, it is your promise as a Women of Distinction to serve as a mentor, coach, trainer and guide to all Kimberlites under your care to teach, train, prepare and share with them your knowledge of Iota Gamma Psi Military Sorority Inc. It is your essential responsibility to help instruct Iota Gamma Psi Military Sorority Inc.’s Mission of:

ΙΓΨ is a non-profit organization that services the communities by providing purpose, direction and motivation. We shall Enlighten, Encourage and Empower all military connected woman to establish and maintain a lifelong sisterhood and bond, for charitable, societal, educational, and other non-profit purposes, for the greater good of the world.

You will teach them a sense of personal pride, determination, and responsibility not only through your professionalism but, the wisdom of your words, the integrity of your actions as Women of Distinction.

In order to accomplish this, you must:

1. Be committed and dedicated

2. Know, understand, and practice the current policies and protocols currently in place

3. Understand the visions of our Founders

4. Understand the meaning of a Women of Distinction

5. Conduct yourself at all times as a Women of Distinction

While serving as a Dean or Diamond Cutter, it is not an opportunity for you to present your own agenda. This is not an opportunity for you to exploit any potential member by demeaning or belittling them. However, this is an opportunity for you to have an everlasting thoughtful and positive effect on the lives of those we hope to one-day call Sisters. Each of us are unique in our actions, mannerisms, speech, and reactions. During the development process, be yourselves and everything else will fall into place, and enjoy your journey. However, also understand the level of trust, importance, and seriousness of the task at hand for you and all involved. Do not allow any member of ΙΓΨ to intimidate or make the Kimberlite feel intimidated in any matter as this could be considered hazing.

DOKs and Diamond Cutters’ WILL NOT CONSUME ANY ALCOHOL while actively training or meeting with the Kimberlites. This includes any face to face, telephonic or virtual meetings. If found to have alcohol in your system you will be fined up to $300 and suspended from the Diamond Development Process for up to 1 year and will have to reapply through the Diamond Director.

I understand that any actions that are not becoming of a Women of Distinction will be reported to the Membership Director and National President and may result in removal from the position and/or suspension from ANY leadership position for a total of ONE calendar year. You shall at all times maintain a Women of Distinction attitude.

Self-Assessment

1. Have you read, and do you understand your role?

2. Have you reviewed the Kimberlite’s Taskings for day zero thru week 6?

3. How often are knowledge checks conducted and during what hours?

4. How will you resolve conflicts on the line?