

Everything you Need to Know About the 57th Biennial Conclave



The 57th Biennial Conclave *July 15 - 20th, 2024* Zeta Chapter at University of Illinois - Urbana Champaign

IMPORTANT CONCLAVE PHONE NUMBERS

University Police Department

<https://police.illinois.edu/contact/>

Emergencies: 911

Non-Emergencies: (217) 333-8911

Urbana Police Department

<https://www.urbanainillinois.us/police>

Emergencies: 911

Non-Emergencies: (217) 384-2320

Health Emergency

Call 911, get help, and contact a member of the Supreme Council

Nearest Hospital

Carle Foundation Hospital

611 West Park Street

Urbana, IL 61801

(217) 383-3311

Nearest Urgent Care

Campus Town Urgent Care
<https://campustownurgentcare.com/>
631 East Green Street
Champaign, IL 61820
(217) 344-9909

HEALTH AND SAFETY

Will the Health and Safety Policy be in Effect?

Yes. There are no exceptions. Your Conclave name badge will be coded to indicate whether you are older or younger than the legal drinking age of 21. You will be expected to wear your badge throughout Conclave. Minors and individuals without badges will not be served nor should they try to obtain alcoholic beverages. <https://www.alphachisigma.org/about-us/health-and-safety>. Note that as a Fraternity event there is to be NO hard alcohol present at Conclave including in the Dormitory.

GENERAL INFORMATION

What is Conclave?

The dictionary defines a conclave as a private meeting or a secret assembly. The Alpha Chi Sigma constitution requires that the Grand Chapter meet at Conclave at least once every two calendar years. The primary function of Conclave is to conduct the business of the Fraternity. This is the forum where the various bodies of the Grand Chapter get together to elect new officers, honor achievements, pass legislation to keep the Fraternity current, and share the brotherhood that comes from being part of a national organization.

What Should I do Before Conclave?

- Read this entire document
- Send your travel arrangements to the National Office if you have not done so already
- Familiarize yourself with the Fraternity's Constitution and Bylaws.
 - The Constitution and Bylaws can be found on the Fraternity Webpage under the "Documents for Conclave" section.
 - The Constitution and Bylaws will be referred to regularly throughout the legislative sessions of Conclave, and you will not want to be lost.

What Else is Expected of Me?

- You have the responsibility to constructively participate in the Fraternity's government. You need to familiarize yourself with the Fraternity's Constitution and Bylaws, Robert's Rules of Order and parliamentary procedure as well as proposed Conclave legislation.
- You have the responsibility to learn as much as possible about your Fraternity. You have the added responsibility to take this knowledge back to your chapter after Conclave. By strengthening your chapter, you strengthen the Fraternity as a whole. Even if you don't have a vote at Conclave, you have a stake in the future of our Fraternity.
- You are expected to be outgoing and friendly, to mix and mingle and to get to know your Brothers from other parts of the country.

What Should I Wear?

The temperature in Urbana-Champaign in July is an average high of 85 degrees and an average low of 65 degrees. There is a chance of precipitation on any given day. Dress appropriately for the heat and humidity. Shorts and T-shirts are perfectly acceptable and practical. Comfortable shoes for exploring the campus and town are recommended.

The Kuebler Banquet is a coat and tie affair and is the most formal event of Conclave. It will be held the evening of Thursday, July 18th at the Illini Union Building (Ballrooms B and C).

For legislative sessions and Conclave forums, no formal dress is required. Jeans, shorts, T-shirts and tank tops are acceptable attire.

During the final extraordinary session it is customary, but not required, to dress a bit nicer as awards will be presented and many pictures will be taken. A sweater or jacket may be needed in the air conditioning.

If I'm Not a Delegate, What Can I do?

Non-delegate members and their guests have plenty of choices for off-site activities during meetings.

What Should I Bring to Conclave?

- A laptop or tablet. All Conclave documents will be available online exclusively. Conclave legislative business is handled electronically. Very few if any documents will be printed. Free WiFi access will be available on campus.
- Sunscreen, sunglasses and hats as it will be sunny and hot.
- Bed linens, a bedspread, a pillow and bath towels will be provided. The dorms are air conditioned, and if you get cold easily, you may wish to bring a blanket for nighttime. You also may wish to bring a bathrobe and slippers.
- Any emergency medication you might need.
- Consider extra hangers, a travel iron or a wrinkle steamer for your formal clothes for the Kuebler Banquet.
- You'll want to remember all of the fun moments at Conclave! Because we are a secret organization, photographs are prohibited of Grand Chapter sessions (after call to order) and the model initiation, but elsewhere pictures are strongly encouraged! When out and about around town or at the Kuebler Banquet, there will be many great opportunities for photos. Be sure to post photos on Instagram or Facebook and use the hashtags #AlphaChiSigma and #AXS57thConclave.
- Your chapter's extra merchandise, such as T-shirts, sweatshirts and mugs. Chapters will be provided a time and place to sell their extra Fraternity merchandise to other Conclave attendees.

Should I Bring Cash?

Generally cash is not needed for official conclave activities. However, chapters may bring merchandise to sell and there may be items in the local shops or markets that you will want to buy. Souvenirs, shopping trips, snacks, beverages and possible emergencies should be taken into consideration.

TRANSPORTATION / REGISTRATION / CHECK OUT

When Should I Arrive?

Registration will take place on Monday, July 15th, from 1:00 to 5:00 pm at the Illinois Street Residences (ISR). If you are driving, plan to arrive by 4 pm so you can register and park before dinner. Attendees arriving by the Peoria Charter will be dropped off in front of the Illinois Street Residences building (ISR). Late arrivals can obtain their registration materials from the Illinois Street Residences Dorm staff. Sunday arrivals can check into their rooms at the Illinois Street Residences (ISR).

If You Are Driving

If you purchased a parking pass when you registered for Conclave, you will receive the pass/voucher, along with instructions on where to park on campus. If you need specific driving instructions, email the National Office at national@alphachisigma.org

If You Are Flying

Send your flight itinerary to the National Office if you have not already done so. This year, transportation from Chicago O'Hare or Chicago Midway will be serviced by the Peoria Charter. Please see the schedule and details at (<https://peoriacharter.com/>). Travel on Sunday or for those unable to use Peoria Charter, please coordinate travel with us. If you have any questions, email the National Office: national@alphachisigma.org If you have any problems with your travel the day of, please call Emily at (708) 691-6766

If You Are Arriving by Train

If you are arriving by train and require transportation to the Illinois Street Residences (ISR), call Emily at (708) 691-6766.

What is the Registration Process?

Check-in will be on Monday, July 11, from 1:00 to 5:00 pm at the Illinois Street Residences (ISR) Anyone arriving on campus after 5 pm can obtain their registration materials from the Illinois Street Residences Dorm staff. During check-in, you will receive your building access card, room key, and parking pass if you paid ahead of time for one. If you or your chapter have a balance due for Conclave, you will be required to settle the debt. Your Conclave name badge must be worn throughout Conclave to receive meals in the dining hall (along with your ID given at check in), as a courtesy to other participants, and to ensure all participants' safety.

What is the Check Out Process?

Check-out will be from 8:00am to 12:00 noon on Saturday, July 20th. All attendees need to be checked out of the Residence Halls by noon on Saturday. Room keys should be left at the Residence Hall desk. Attendees not returning their keys will be assessed a \$60 fine from the University.

ACCOMMODATIONS

Meeting Locations

- Legislative Sessions will be held at the Illini Union Building (Ballroom A).
- The Kuebler Award Banquet will be held at the Illini Union Building (Ballrooms B and C).
- The Model Initiation is a members-only event and will be held at the Illini Union Building (Ballroom C).
- Extraordinary Sessions and special topic forums will be held in Illini Union Building

- Breakout Rooms will be available for most of Conclave

Check the Conclave schedule for the most current information.

Food Service

All meals from Monday dinner through Friday dinner (with the exception of the Kuebler Banquet) will be served at Illinois Street Residences (ISR) at the times listed on the Conclave schedule. Each attendee will be required to wear their name badge and have their ID (the meal card issued at check in) to receive meals in the dining hall. Attendees not staying in the dorms can pay for their meals by credit card at the dining hall.

Housing

Housing for Conclave attendees will be split between the Illinois Street Residences (ISR) and Nugent Hall. Bed linens, a blanket, a pillow, two bath towels, a washcloth and a hand towel will be provided, however there is no daily maid service. Rooms will not be cleaned, and beds will not be made.

At check-in, you will be issued a key for your room and an access card to enter. If you lose your room key or fail to return it during checkout, you will be assessed a \$60 fee for the key.

Conclave participants are expected to observe the security measures one would normally practice in a residence hall. This includes keeping your room door locked, putting your valuables out of sight in your room and taking any cash or valuable jewelry whenever leaving the room. For the comfort of the other guests, please keep loud music and noise down after 10 p.m.

While beer and wine are allowed in the dorms for those of age, The University of Illinois has strict rules regarding alcohol possession and consumption in the dorms. You will be required to follow Alpha Chi Sigma's Health and Safety Policy and Residential Hall Alcohol and Control Substances Policies:

<https://housing.illinois.edu/MyHousing/Hallmarks>

Mobility Assistance

The Fraternity has two golf carts available during Conclave to assist attendees with limited mobility. Additional information on utilizing these golf carts will be provided at Conclave.

WiFi Access

Log-in information to access UIUC's wireless network will be provided at check-in. Please note that all Conclave materials will be available online. Those can be found at the Alpha Chi Sigma Fraternity website. Note: You may need to be logged in to access some documents. If you would like to have hard copies of documents, please print them and bring them with you to Conclave. Otherwise, you will only have access to the electronic versions during Conclave.

Will Child Care be Provided?

The Fraternity understands that attendees may wish to bring their children to Conclave. For liability reasons, neither the Fraternity nor the campus facilities provides child care services or child care recommendations to our members. Members who bring their children are welcome to work together to find joint solutions to ensure that the members can participate in Conclave.

DELEGATE EXPENSE REIMBURSEMENT

If I am a Delegate, How do I Get Reimbursed for my Travel?

Delegates should fill out an Expense Form for their travel expenses and submit that form to the National Office (national@alphachisigma.org) no later than August 30, 2024. No Conclave expenses will be reimbursed after August 30, 2024.

The Reimbursement Form / Expense Report Form can be found on the Alpha Chi Sigma Webpage under the “Documents for Conclave” section. The Travel Reimbursement Policy can also be found on that section of the webpage.

Delegates expelled from Conclave due to Health and Safety violations will not be reimbursed.

ACTIVITIES / ATTENDANCE

Do I Have to Attend all Conclave Sessions?

If you are a voting delegate, you must attend all Conclave sessions and you must be on time. Conclave delegates are delegates for the entire Conclave. Voting privilege cannot be passed back and forth between chapter members. If for some reason a delegate cannot continue as a delegate, the Grand Master Alchemist may appoint an alternate to take over the duties, but it must be for a good reason. As per Bylaw IV, Section H 2 “Unexcused absentees shall not receive expense allowances from the Fraternity”.

Delegates also are expected to attend the forum sessions. All Conclave participants are encouraged to attend as many sessions as possible.

What Happens at the Final Extraordinary Sessions?

- The Grand Collegiate Alchemist will present the One-Star and Three-Star Chapter Awards.
- The T. Dale Stewart Best Chapter Award will be given to one collegiate chapter selected from among the Three-Star chapters for the biennium.
- The Walter T. Schrenk Award will be given to the collegiate chapter with the most collegiate members in attendance at Conclave.
- The Clyde B. Hutchison Award will be presented to the collegiate chapter with the best professional activities.
- The J. Haworth Jonte Award will be presented to the most improved collegiate chapter of the biennium.
- The Vincent A. Sedlak Professional Chapter Award will be presented to the best professional chapter of the biennium.
- Additionally, several special awards will be given to individuals for a variety of their contributions to the Fraternity over the biennium.
- The new Supreme Council and Order of Altotus are inducted.

For more information about Conclave awards, visit the Alpha Chi Sigma website.

Will There be Recreational Activities Scheduled During the Week?

Yes! Stay tuned for some more activities throughout the week to be announced at the opening Extraordinary Session.