

Delta Sigma Phi Fraternity Manual

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*- If you have a question, or if an issue arises that is not covered in this manual, please feel free to contact your chapter's ACB, a local Leadership Advisor, or the Headquarters at 317-634-1899 x0, or info@deltasig.org.

Production of the 2002 Fraternity Manual would not have been possible without the help and input of the brothers below.

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INTRODUCTION

The Fraternity Manual is an instrumental resource in helping undergraduate and alumni members find the appropriate information and resources to effectively manage a chapter of Delta Sigma Phi. This is not only a one-stop resource for Fraternity policies and position statements, but also a procedural book helping chapter leaders and advisors understand “how things are done” in Delta Sigma Phi.

How this manual is organized...

THE NATIONAL FRATERNITY

The first and most important section defines the purpose of Delta Sigma Phi, the values guiding its actions, and the Code of Conduct. It covers the leadership and governance of the organization – the powers vested in the convention body, officers, and appointed volunteers.

GOVERNING DOCUMENTS

Like other fraternal organizations, Delta Sigma Phi has certain policies and statements outlining the boundaries, authority, and responsibilities of the members as well as the organization.

INITIATIVES & RESOURCES TO HELP YOUR CHAPTER SUCCEED

The Fraternity has many initiatives, support programs, and personnel to help build chapters that challenge each man to a greater good. From initiatives such as the Challenge, to alumni volunteers and staff members providing direct customer-service, to the Foundation which provides resources to the Fraternity, these services strengthen and transform our many chapters.

CHAPTER LEADERSHIP & ACTIONS IN DSP

This section includes information on the chapter leadership and structure, new officer education, and the administration of Delta Sigma Phi rituals and ceremonies. It will also help you work through membership personnel issues and applying for awards.

THE NUTS AND BOLTS OF CHAPTER LIFE

This section provides the “how tos” and standard operating procedures for our chapters. It also provides a quick overview of various activities within a chapter and the means to strengthen the chapter. These sections can be copied for appropriate officers and chairmen in the chapter, offering them additional information to help them become a stronger leader. It assists in managing finances, in establishing strong interfraternal relationships on your campus, along in running an effective meeting.

DELTA SIGMA PHI: WHO WE ARE AND HOW WE LEAD

Delta Sigma Phi's purpose and values define who we are. The belief in these statements gives us direction and guidance. Our values are what connects our diverse and dynamic brotherhood. Here are our guiding beliefs:

PURPOSE

Delta Sigma Phi exists to challenge each man to a greater good.

DELTA SIGMA PHI VALUES

Our purpose of challenging each man to a greater good comes to life by living the values of Delta Sigma Phi.

THE THREE FOUNDING VALUES OF DELTA SIGMA PHI ARE:

- Culture, the pursuit of knowledge and growth
- Harmony, bettering ourselves while bettering the world around us
- Friendship, a relationship based in values and secured by honesty, integrity and care

Our founding values are surrounded by these critical values in our daily Delta Sigma Phi lives:

- **Knowledge** - illuminates the pathway to happiness and success. It is gained through diligent study and perseverance.
- **Service** - is among the noblest of causes. Helping others is not only commendable, it is our duty.
- **Integrity** - separates us from the unenlightened. We continually strive to do what is right, even in the face of extreme difficulty.
- **Loyalty**- being true to one another and our values in good times and in bad. In Delta Sigma Phi, this also is known as "The Pearl of Great Price."
- **Excellence** - is our pursuit. We are never satisfied with the status quo and we are constantly striving for our fullest potential.

PREAMBLE

Delta Sigma Phi Fraternity in Convention assembled declares and affirms the following principles:

That the belief in God is essential to our welfare.

That loyalty to the constituted authority of our nations and their subdivisions is a cardinal virtue of our *Brotherhood*, the pledged faith of which shall never be broken and that our *Brotherhood*, receiving the blessings of liberty, education, and Fraternity, shall ever support, foster, and defend our universities, colleges, and school systems, founded under the dispensation of our governments and constituting the bulwarks of democracy for us, for our posterity, and for all men.

That the sanctity of the home and the sacredness of the family bond, the hearthstone of our enlightened civilization, and the chivalry of man toward woman, shall be maintained and protected by us, not only for ourselves and our posterity, but also for the good of all mankind.

That a symmetrical culture, a fraternal communion among the colleges of this country, and a brotherhood of men, whose ideals and beliefs are those of modern civilization, are essential to the welfare of our college men.

In furtherance of these aims, this Fraternity has recognized certain standards of attainment and gentlemanly conduct, expressed in the ideals symbolically represented by the three Greek letters, *Delta*, *Sigma*, and *Phi*; and it shall be the constant endeavor of the Brothers who may be called to preside over and govern the Fraternity, or its component chapters, to further the precepts of the Fraternity by every reasonable means within their power, and they, and each Brother of the Fraternity shall exemplify those principles, by conduct as well as enforcement in order that the Fraternity may grow and prosper with honor to itself and that the world may ever be convinced of the sincerity of our purpose.

CODE OF CONDUCT FOR MEMBERS OF DELTA SIGMA PHI

In order to fulfill its solemn obligation to help its members reach the highest standards of educational attainment, moral values, and social responsibility, Delta Sigma Phi Fraternity has adopted the following Code of Conduct for the daily lives of each of our members.

1. I will strive for academic excellence and encourage it in other members.
2. I will support Delta Sigma Phi's policies against the illegal use and abuse of alcohol and drugs.
3. I will respect the dignity of all persons and therefore I will not physically, psychologically, or sexually haze or abuse any person.
4. I will respect the property rights of others. Therefore I will neither abuse nor tolerate the abuse of private, chapter, or public property.
5. I acknowledge that a safe, clean, and attractive environment is essential to both physical and mental health. Therefore I will work with other members to properly maintain the chapter property.
6. I will pay my Fraternity bills and other financial obligations when due and recognize the need for all other members to do the same.
7. I will recommend for membership only those men of outstanding personal character, who join me in seeking to achieve excellence in all we do.
8. I will exemplify and encourage self-discipline, responsibility, and leadership within my chapter.
9. I will work to make my chapter the most respected on campus and within the community.
10. I will encourage and support other members in pursuit of the ideals of this code of conduct.

NATIONAL FRATERNITY LEADERSHIP AND GOVERNANCE

It is important to understand the national leadership of the Fraternity as well as the governance structure and decision making powers. Many undergraduate officers are so focused on their own responsibilities and the chapter executive board, that they rarely think about being a part of a larger, national fraternity.

By understanding the leadership and governance of Delta Sigma Phi, you will be better able to utilize your resources and share the leadership of our Fraternity.

THE CONVENTION

Governing power of Delta Sigma Phi is vested in a Convention body that assembles in odd-numbered years. Every chapter should be represented in order to:

- share the brotherhood
- elect the Grand Council and Undergraduate Advisory Committee
- establish general Fraternity policy
- participate in leadership training

Voting

Undergraduate and Alumni chapters/colonies and respective delegates must be in good standing with the Fraternity in order to vote at the Convention.

<i>Undergraduate Votes:</i>	<i>Size</i>	<i>Votes</i>	<i>Certification Required</i>
Undergraduate Chapter	Greater than 50	2	YES
Undergraduate Chapter	Less than 50	1	YES
Undergraduate Colony		½	YES

<i>Volunteer Votes:</i>	<i>Size</i>	<i>Votes</i>	<i>Certification Required</i>
Chapter Advisor		1	YES
Alumni Associations and Alumni Chapters	Greater than 50	2	YES
Alumni Associations and Alumni Chapters	Less than 50	1	YES
Leadership Advisor		1	NO
Grand Council Member		1	NO

Good Standing

A group in good standing must not have any outstanding financial obligations to the Fraternity, nor may the group be on probation or suspension with the Fraternity.

Additional Resources

- *The Constitution of Delta Sigma Phi.* Article IV–“The Convention”
- *The Constitution of Delta Sigma Phi.* Article VIII–“Amendments”
- *The Constitution of Delta Sigma Phi.* Article XI–“The National Convention”
- *The Gordian Knot*

THE GRAND COUNCIL

The governing power of the Fraternity is vested in an eight-member board of directors called the Grand Council. Its primary responsibility is to ensure the future relevance, viability and prosperity of the Fraternity by engaging in the following activities:

- Setting a long-term direction and vision and guiding the Fraternity towards the realization of that vision.
- Performing strategic planning and analysis of the factors, forces and trends impacting the Fraternity, the Greek system and American colleges and universities.
- Establishing policies.
- Overseeing and reviewing the performance of the Executive Director.
- Serving as the custodian of the Fraternity's financial condition.
- Being official representatives of the Fraternity in ceremonial and ritualistic roles and at various chapter and alumni events.

It is equally important to clarify what the Grand Council does not do:

- Does not supervise the day-to-day operations of the Fraternity headquarters staff.
- Does not deal directly with chapters and individual brothers on policy violations or disciplinary actions except in those instances specifically stipulated in the Constitution and Bylaws.

The Grand Council is composed of seven alumni members and one undergraduate member and is elected at-large by the Biennial Convention of the fraternity.

Grand Council members serve as volunteers and receive no compensation for their work for the fraternity. They earn their living through their professional occupation.

Additional Resources

- *The Constitution of Delta Sigma Phi.* Article III—"Government"
- *The Bylaws of Delta Sigma Phi.* Article IV—"Grand Council"
- *The Bylaws of Delta Sigma Phi.* Article VI—"Powers and Duties of National Officers"
- *The Gordian Knot*

THE UNDERGRADUATE ADVISORY COMMITTEE (UAC)

The purpose of the committee is to collect and discuss matters of concern to undergraduate members of Delta Sigma Phi and to advise the undergraduate member of the Grand Council and the remainder of the Grand Council.

Organization

- Eight undergraduate members of the Fraternity, five of whom represent respective regions of the country. Two others are at-large members. The committee is chaired by the undergraduate member of the Grand Council.
- Elections will be held at convention in regional meetings
- Each undergraduate must be nominated at convention and have at least one year of school remaining
- Those nominated must be in good standing with the Fraternity and have at least a 2.5 GPA and carry a course load of 12 hours of course work, including school sponsored internships

* Members of the Undergraduate Advisory Committee are not considered National Officers of the Fraternity

Additional Resources

- *The Bylaws of Delta Sigma Phi*. Article VII—"The Undergraduate Advisory Committee"
- www.deltasig.org. *About Us- Contact Us*

APPOINTED NATIONAL OFFICERS

<i>Position</i>	<i>Roles</i>
Leadership Advisors	Work collaboratively with local volunteers, the Headquarters, and the Grand Council to help build, strengthen, and maintain chapters and Alumni Corporation Boards (ACBs) in designated regions of the country.
Commissioners	As specific needs arise, the Grand Council may deem it necessary to call on volunteers who are experts in their respective fields to provide valuable advice and resources to our Fraternity
General Counsel	An attorney who advises the Grand Council and national staff on legal matters. Chapters and others wishing to obtain legal advice from the General Counsel must first forward their requests for rulings to the executive director
Historian	The chief historical officer of the Fraternity
Editor of Fraternity Publications	Responsible for editing, publishing and distributing all Fraternity publications
The Challenge Team	<ul style="list-style-type: none"> • Paid, full time staff positions • Develop and deliver programming, policies, and resources to chapters and volunteers • Recruit, train, and counsel volunteers
Executive Director	<ul style="list-style-type: none"> • A paid, full time position • Inform and advise the Grand Council on Fraternity matters • Chief liaison between the chapters, alumni corporation boards and the Grand Council • Executes the policies, procedures and regulations of the Fraternity

WORKING WITH NATIONAL OFFICERS

- Chapters are expected to offer hospitality to visiting national officers, including meals and lodging if there is a chapter house
- Chapter officers should be prepared to arrange their schedules to fit the requirements of the visiting national officers

NOTE: For legal reasons, the national officers described above may NOT serve as a chapter advisor, member of an alumni corporation board, or serve in any other capacity to a chapter or colony as long as they hold their national office.

THE UNDERGRADUATE CHAPTER

Chapter

A chapter consists of a group of men on a given campus who embody the ideals and beliefs of Delta Sigma Phi. Each group, once completing colony requirements, is given a charter through which official recognition is given to use the Fraternity name. Each chapter must be accredited yearly in order to stay in good standing as a chapter of Delta Sigma Phi.

Chapter Officers

The responsibility of the undergraduate officers is to provide their members with opportunities to challenge each man to a greater good.

ELECTED OFFICERS

President

Goal: Effectively manage chapter operations and external relations

- Provide the leadership to ensure that Fraternity, University and chapter policies are interpreted correctly and followed
- Act as a liaison between the chapter and the ACB, University, IFC and Headquarters
- Appoint all necessary chapter officers and committee members
- Oversee an effective officer transition and education period

Vice President

Goal: Ensure the chapter carries out the goals and policies of the Fraternity

- Preside over weekly executive board meetings and coordinate the agenda for chapter meetings
- Coordinate implementation of the chapter plan
- Serve as an ex-officio, non-voting member of every committee
- Preside over regular chapter meetings or ceremonial occasions in the absence of the president

Treasurer

Goal: Maintain an accurate bookkeeping system and a sound financial base

- Work with the ACB treasurer to accomplish the following:
- Develop and implement an annual chapter budget
- Maintain accurate books
- Distribute and collect all bills from members
- Properly enforce the chapter's financial policies
- Pay all debts owed by the Chapter on time
- Complete necessary government reports

Secretary

Goal: Maintain all chapter correspondence, paperwork and records.

- Keep minutes at chapter and executive board meetings
- Work with the ACB Secretary to maintain an accurate chapter directory
- Work with the alumni relations chair and PR chair
- Throughout the year provide the following information to Headquarters

Information	Due
Accreditation	First day of last month of office for president
Pledge Forms	14 days after pledging
Initiation Forms	14 days prior to initiation
Status Report	By the 8 th of October in the fall By the 8 th of February in the winter
Officer Updates	Immediately after installation

Sergeant at Arms

Goal: Maintain order within the chapter by enforcing all rules, policies and Ritual of the Fraternity

- Act as parliamentarian at chapter meetings
- Be familiar with the Fraternity Constitution and chapter bylaws
- Determine that all ritualary materials and events proceed in order and according to Ritual standards
- Work with the Healthy Lifestyles Advisor to accomplish the following:
- Ensure each member follows the Code of Conduct
- Provide the chapter with Healthy Lifestyle learning opportunities
- Educate all members on the Policy on Responsibility & Accountability

APPOINTED OFFICERS

Academic Chairman

Goal: Design and oversee a successful academic program

- Develop and implement the chapter's scholarship program

New Member Educator

Goal: Introduce new members into our values-based brotherhood focusing on Delta Sigma Phi ideals

- Work with respective chapter advisors to conduct the new member orientation
- Maintain a positive pledge education program through prohibition of hazing

Recruitment Chairman

Goal: Design and oversee a productive recruitment program

- Work with the Growth Advisor to accomplish the following:
- Design a year round recruitment program
- Hold a recruitment retreat to educate members on various recruitment techniques
- Maintain and provide up to date recruitment literature to all chapter members and new members

Community Service Chairman

Goal: Engage the chapter members in service work for the betterment of the community.

Philanthropy Chairman

Goal: Engage the chapter in raising money for charitable causes.

Volunteer Relations Chairman

Goal: Build and maintain strong working relationships between the chapter and the various volunteer advisors.

Additional Appointed Officers (if applicable)

- *House Manager*
- *Steward*
- *Activities Chairman*
- *Athletic Chairman*
- *Chaplain*
- *Historian*
- *Song Leader*
- *Public Relations Chairman*
- *Alumni Relations Chairman*

GOVERNING DOCUMENTS

POLICY ON RESPONSIBILITY & ACCOUNTABILITY

Substance Abuse

No alcoholic beverage may be purchased through the undergraduate chapter treasury or through any means than can be construed as a chapter activity, such as “passing the hat.”

Dispensing systems for alcoholic beverages shall not be permanently installed or maintained on chapter or colony property.

The possession, sale and/or use of any illegal drugs or controlled substances by any member or pledge of the Fraternity will not be condoned.

No undergraduate chapter or colony may sponsor or co-sponsor an event where alcohol is given away, sold or otherwise provided to those present unless the event fully adheres to the Guidelines for Use of Third Party Caterers (Alcohol).

All recruitment activities associated with any undergraduate chapter or colony will be dry functions, that is no alcohol can be served or consumed.

Open parties, meaning those with unrestricted access by non-members of the chapter or colony without specific invitations, shall be prohibited. Each guest must receive an invitation in advance. Mass mailing, flyers, tickets sold at the door, etc. are not considered invitations. Furthermore, no alcoholic beverages may be served during open houses. No undergraduate chapter or colony shall advertise the presence of alcohol in connection with any event sponsored by or for any undergraduate chapter or colony.

A reasonable number of attendees for any chapter event is two guests to each member/pledge. Please review the Guidelines for Special Events if the planned activity will exceed the 2:1 ratio.

The presence of keg beer at any Fraternity event will not be condoned.

Consumption of alcohol by those members under the legal drinking age will not be condoned.

Alcohol misuse, including, but not limited to excessive alcohol consumption, binge drinking, driving under the influence of alcohol, public intoxication, or drinking games, will not be condoned.

Alcohol may not be present at any time on any property owned, rented, or otherwise used as chapter facilities.

A chapter may apply for a waiver from this requirement using the following process:

1. Applications are due on or before September 1st and February 1st and will use academic information from the previous major academic term(s).
2. Waivers expire on the next waiver due date.
3. A chapter must meet the following eligibility requirements:

Academic

- For the 2001-2002 academic year, the chapter has met or exceeded the all men's grade point average of the previous academic term(s). In those cases where the host institution does not calculate an all men's grade point average, the standard shall be 2.8.

- For the 2002–2003 academic year, the chapter has met or exceeded the all men’s grade point average plus 0.1 of the previous academic term(s). In those cases where the host institution does not calculate an all men’s grade point average, the standard shall be 2.9.
- Effective for the 2003–2004 academic year and beyond, the standard for waiver eligibility will be the all campus grade point average. In those cases where the host institution does not calculate an all campus grade point average, the standard shall be 3.0.

Vendor Relations

Before conducting business with any vendor or contractor, the chapter must adhere to the Guidelines for Vendor Relations.

Hazing

No chapter shall conduct hazing activities. Hazing activities are defined as any act or attempt to embarrass, humiliate, intimidate, ridicule, shame or endanger physically or mentally any person, or to compel physical activity or do physical or emotional harm to any person, or to require consumption or ingestion of liquids, food, or other materials.

Standards of Human Dignity

The Fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members. The Fraternity will encourage its members to formulate and honor high standards of social conduct which recognize the human dignity of every individual.

Fire, Health and Safety

All houses shall meet all local fire and health codes and standards.

The executive director of the Fraternity shall recommend to each undergraduate chapter or colony annually the advisability of posting beside common phones emergency numbers for fire, police and ambulance services. In addition, he shall advise that evacuation routes from the chapter house be posted in common areas as well as on the back door of each sleeping room.

All chapters shall comply with reasonable recommendations of the insurance company.

Special Events

Special events for charities or just for fun may require extraordinary planning and preparation. Special events are classified as activities that are not normally conducted in the regular course of operating a fraternity chapter. They can include, but are not limited to, go-cart races, hayrides, dance contests, athletic competitions, road races, and beach weekends. When planning a special event, the chapter must adhere to the Guidelines for Special Events.

Education

Undergraduate chapters and colonies of the Fraternity shall be instructed regularly on the Risk Management Policy of Delta Sigma Phi.

Unanimously endorsed by the National Convention, November, 1989 and modified thereafter to continue to promote the safety and well-being of members and guests.

POLICY ON MEMBERSHIP

- Every member enrolled as a student in the host university of a chapter of Delta Sigma Phi, whether part time or full time, is an undergraduate member and must pay dues to Headquarters.
- If a member is on internship, co-op, or study abroad and receiving academic credit for the experience, but is living more than 100 miles from the city in which his chapter is located, then he will not be responsible for dues to the Headquarters. Those living within 100 miles will be responsible for dues.
- No student taking courses at another institution of higher education, including community colleges, can be considered an undergraduate member of a Delta Sigma Phi chapter. If he returns as an enrolled student at the chapter's host institution, he returns automatically to undergraduate status.

POLICY ON OPEN EXPANSION AND RECRUITMENT

WHEREAS, Delta Sigma Phi was founded upon the tradition of respect for other human beings and the free choices they make; and,

WHEREAS, at North American institutions of higher learning, any restrictions on expansion, recruitment, or joining fraternities are inimical to the rights of freedom of association and freedom of choice that are inherent rights of all human beings; and,

WHEREAS, Interfraternity and similar councils at many North American campuses continue to deny, condition or restrict recognition as a fraternity to petitioning groups and to legislate and enforce restrictions and controls on recruiting and joining fraternities; and,

WHEREAS, such coercive actions not only violate the rights of the students so restricted, and are thus immoral, but are also restrictions in an attempt to control the freedom of recruitment, to join or to associate with students at different campuses during an expansion and are contrary to the welfare of the fraternity system, of which Delta Sigma Phi is necessarily and proudly a part.

THEREFORE, BE IT RESOLVED, that it is the policy of Delta Sigma Phi Fraternity to oppose restrictions or controls on expansion, recruitment, or joining any fraternity.

BE IT FURTHER RESOLVED, that as a consequence, it is the duty of every Delta Sigma Phi chapter, colony and member to oppose any such restriction, conditions or control.

POLICY ON DIVERSITY AND HUMAN DIGNITY

Introduction

The college and Delta Sigma Phi experience gives our members the opportunity of broadening their horizons by affirming each person's dignity. Higher education is incomplete if there is no real achievement in understanding and appreciating the differences in people. Differences do not threaten common bonds; they can be a means of strengthening and enriching them.

Human Decency & Dignity

Delta Sigma Phi teaches and is committed to the principle that dignity, self-esteem and respect are inalienable rights of each individual. Every brother shares the responsibility of preserving the rights of all brothers, pledges and guests on all occasions. The Fraternity will not tolerate any activity that is destructive, demeaning or abusive to anyone or any groups nor tolerate any form of personal degradation.

Delta Sigma Phi recognizes that self-respect, esteem and respect for others are essential elements of interpersonal relationships and supports the preservation of human dignity. The Fraternity charges its members to live up to the expectations of the Ritual and to exemplify the ideals of the Fraternity in their daily lives and to hold their brothers accountable to these same expectations.

When we link brotherhood and education, however, differences are understood and valued. When different ideas and viewpoints can emerge, we ensure a variety of the best ideas in the community of mankind.

Non-Discrimination

In any campus or community involvement, conduct becoming a Delta Sigma Phi Brother dictates courtesy regardless of another's difference/diversity. A Delta Sigma Phi Brother will respect another's individual rights as he wishes his own to be respected. A Delta Sigma Phi Brother should be open to an exchange of valuable knowledge and positive experience. A Delta Sigma Phi Brother is willing to acknowledge another's contribution to the common welfare. Delta Sigma Phi chapters are about students, and Delta Sigma Phi has a prime role as an educator.

Membership in each chapter shall be determined by performance, educational achievement and criteria related to the goals and purposes of the Fraternity. Membership is open to all men without regard to race, color, national origin, religion, age, disability, ancestry, citizenship, marital status or any other classification protected by law or ordinance.

POLICY ON AIDS AND HIV

Introduction

AIDS is a community problem. It is a catastrophic illness that impacts the entire global community - fraternities and sororities as well. Responsible community members must respond to the AIDS crisis with compassion as well as by taking appropriate educational, preventive and medical measures.

Human Dignity

People (including members of the Greek community) with AIDS or HIV infection are entitled to the same rights and opportunities as people with other serious life-threatening illnesses. The extraordinary level of support among the Delta Sigma Phi Brotherhood becomes doubly important to those individuals facing this life-threatening illness.

The same high standards for admission to Delta Sigma Phi and for participation in the Fraternity's activities should remain intact. No modifications or discriminatory policies should be adopted related to the HIV medical crisis. Neither HIV screening nor related questioning are part of rush programs or membership policies in general. Members with AIDS or any other life-threatening illness can continue to participate in the Fraternity as long as they are physically able.

Fraternity policies are based on the scientific and epidemiological evidence that people with HIV infection do not pose a risk of transmission of the virus to their Brothers or other individuals through ordinary contact in the Fraternity setting or campus environment.

Policy Implementation:

Non-Discrimination

The highest levels of Fraternity leadership unequivocally endorse nondiscriminatory policies and educational programs about AIDS. Brothers with AIDS or HIV infection will be accorded the same rights and opportunities as people with other life-threatening and/or catastrophic illnesses. In such situations, the principles of Delta Sigma Phi take on even greater meaning. Discrimination in any form does not belong in the Fraternity.

Support for these policies should be communicated to Brothers, including alumni, in simple, clear, unambiguous terms.

Confidentiality/Support

The confidentiality of all Brothers' medical information should be respected by other Brothers. At the same time, those HIV positive Brothers who choose to share this information should be able to do so without fear of recrimination or ostracism. The appropriate response to this tragic news is compassion, support and acceptance.

POLICY ON ADULT ENTERTAINMENT

No strippers or exotic entertainers of any nature shall appear in any chapter house or at Fraternity functions of any sort. Further, no chapter or alumni funds shall be used to pay for such entertainment under any circumstances.

POLICY ON "LITTLE SISTERS"

Delta Sigma Phi recognizes that there is need for a method by which we can recognize women for their past dedication and devotion to our Fraternity. Several recent court decisions have ordered several previous all-male organizations to involuntarily accept females as full-fledged members with all rights and privileges.

Delta Sigma Phi Fraternity recognizes that a symmetrical culture, a Fraternal communion among the colleges of this country, and a Brotherhood of Men, whose ideals and beliefs are those of modern civilization, are essential to the welfare of our college men. It is a cardinal virtue of our Brotherhood that Delta Sigma Phi is and shall remain a Brotherhood of Men. In furtherance of this commitment, the following policies are hereby established and ordained with regard to recognition of certain women for their past and continued devotion to our beloved Fraternity:

1. A chapter may choose to recognize any certain women for their past deeds-in-service to the Fraternity. Women recognized in this manner may not be referred to with any family title or with any words symbolizing or representing Delta Sigma Phi such as "Little Sisters" or "Daughters of the Nile."
2. Under no circumstances will a recruitment event be held to recruit new individuals to be honored this way. Likewise, because these individuals are not members of an organization, there is no "trial" or "pledge" period. These individuals are recognized for past devotion and involvement.
3. Women honored in this way shall not be considered as an auxiliary group and must never be recognized as an official campus organization. They will not be permitted to hold regularly scheduled obligatory meetings, to establish or maintain separate account for the administration of funds, and will have neither elected nor appointed officers. The (Delta Sigma Phi chapter) president may appoint a brother to oversee any activities involving these women.
4. There is no initiation ceremony, however, these women should be publicly honored for what they have accomplished. Any social function may suffice, and some chapters have found that it works well to provide this recognition at the annual spring formal.
5. In order to assure the honorary nature of this recognition, it is suggested that this honor be bestowed with discretion. The total number of women recognized by a chapter shall be determined by individual chapters.
6. As these women are in no way considered members of our Fraternity, they will not be permitted to display or make any other use of our copyrighted crest or be photographically present on the chapter composite.

POLICY ON CHAPTER PETS

No chapter of Delta Sigma Phi shall own a pet of any kind at any time. Furthermore, Alumni Corporation Boards are strongly encouraged to prohibit any and all pets at any time at Fraternity facilities.

POLICY ON SWIMMING POOLS

No chapter or colony of Delta Sigma Phi shall build, rent or otherwise have a swimming pool of any type at any time on chapter owned or rented property.

CHAPTER BY-LAWS

Purpose

Governing document which defines the chapter/colony structure, procedures, distribution of power and organization of the decision-making process.

Adoption/Revisions

It is recommended that a vote of two-thirds of the undergraduate chapter membership is required to adopt chapter bylaws. No amendment may be approved that is in conflict with the Constitution, Bylaws, *Fraternity Manual*, Convention resolutions, policies, rules or regulations of the Fraternity

Approval

Once the chapter has adopted or amended bylaws, they must be sent to the Executive Director for his final approval.

SAMPLE CHAPTER BYLAWS

The following is an example of chapter bylaws. All changes, additions, or deletions to these bylaws must be submitted to the executive director for approval.

Purpose

The purpose of _____(chapter name) shall be to challenge each man to a greater good. All chapter activities and operations shall support member's pursuit of this purpose.

ARTICLE I

Academics

1. Every member and every new member shall maintain at least a 2.5 grade point average (GPA) each term in order to remain in good standing with the chapter.
2. No member may be elected or appointed to any executive position or committee chairmanship in the chapter if his cumulative grade point average or average for the previous term's work is below a 2.5, nor shall he have the privilege of a vote in chapter meetings.
3. All new members and members whose GPA falls below a 2.5 cumulatively or for the previous semester shall be required to meet with the Scholarship Chairman to discuss academic improvement methods.
4. The chapter president shall appoint an Academic Chairman.

ARTICLE II
Membership

1. The chapter shall recruit and orient new members continuously throughout the year, whenever legitimate. The chapter shall follow a program of building and maintaining the largest and best general Fraternity membership at _____ (name of your school).
2. No man shall be asked to join in conflict with school, interfraternity, or National Fraternity regulations.
3. It shall be the responsibility of the chapter members to meet all prospective members whenever they are brought in contact with the chapter.
4. Authority to ask prospective members to join shall be delegated to the Recruitment Chairman by a majority vote of the members present and voting. If a member reports his disapproval of a prospective member to the Recruitment Chairman, the chairman must request a vote at the next regular chapter meeting or, if necessary, at a special meeting.
5. At any time that a new member is voted upon for disciplinary or other reasons, a twenty-five percent (25%) vote of the chapter is required to release the man.
6. New member status shall be automatically terminated if a new member fails to meet the minimum academic requirements for initiation after two semesters (or quarters) of orientation.
7. Any man released for scholastic reasons may rejoin after one full semester (or quarter) of satisfactory academic achievement, if the chapter wishes.
8. Two weeks before the date set for initiation, new members shall be voted upon for initiation. To be eligible, the new member must have met the academic requirements of the Interfraternity Council and/or the university, the requirements of the chapter, and must be in good financial standing.
9. Financially delinquent new members shall be automatically released. No man may be initiated unless his accounts with the Fraternity are satisfied.
10. Once initiated, a member shall be active until he leaves school, is graduated, or is suspended or expelled from the Fraternity. There is no inactive or senior status.
11. Members may be suspended or expelled for violating the Constitution or regulations of the Fraternity, or for conduct unbecoming a gentleman and a member of this Fraternity. Procedure prescribed in the Fraternity Manual shall be followed in such cases.
12. Members in good standing are those who meet the academic standards set in Article I, Sec. 1, are not financially delinquent and are not under any type of disciplinary sanctions by the executive board. Member not in good standing may not hold elected or appointed office, may not vote at chapter meetings, and may not attend social functions.

ARTICLE III

Meetings

1. Meetings shall be held every _____ evening of the school year. Exceptions for good cause may be made by the president, who may change the meeting time of individual meetings by giving notice on the preceding Sunday or before.
2. Special meetings may be called by the president, chapter advisor, ACB president, or any national officer on two days notice.
3. Only undergraduate members in good standing shall have the privilege of a vote at chapter meetings.
4. Alumni of the Fraternity shall have the privilege of attending meetings, and the president may recognize them from the floor for discussion. Privileges of addressing the chapter shall never be denied the chapter advisor, ACB president or any national officer.
5. The quorum required for the transaction of business shall be a majority of all undergraduate members in good standing.
6. Aside from the above bylaws, the Delta Sigma Phi parliamentary rules shall determine parliamentary procedure in chapter meetings.
7. Chapter bylaws shall be covered at the beginning of each semester in a chapter meeting and shall be a part of the chapter's new member orientation program.
8. All reports shall be written or typed and submitted to the appropriate officer. Failure to submit reports shall be subject to executive board review.
9. Use of alcohol or tobacco is not permitted during chapter meetings.

ARTICLE IV

Officers

1. Elected officers of the chapter shall be as follows: president, vice-president, secretary, treasurer and sergeant-at-arms. Appointed officers shall be: academic chair, new member educator, community service chair, philanthropy chair, social chair, volunteer relations chair, recruitment chairman, athletic chair, public relations chair, brotherhood/activities chair, historian, editor, Interfraternity Council representative, house manager, steward, in addition to those officers which the president may, from time to time, appoint.
2. Appointed officers shall be appointed by the incoming president, subject to approval by the chapter.
3. Duties and responsibilities of officers shall be those defined in the *Fraternity Manual*. All officers, whether elected or appointed, shall be required by the president to read and familiarize themselves with their respective duties and functions.

ARTICLE V

Elections

1. Elections shall be conducted once each year, not later than the second regular meeting in _____. Notice of elections shall be given by the president two meetings before the election.
2. A slate of nominations shall be made by a nominations committee appointed by the President. Nominations shall be made one week prior to the elections. Additional nominations may be made from the floor at that time.
3. Voting shall be by secret ballot and in the same order as the officers are named in Article IV, Sec. 1. Before each office is voted upon, additional nominations may be made from those candidates defeated for office previously voted upon.

4. If no candidate obtains a majority in the first balloting, a run-off election shall be conducted between the two candidates receiving the most votes.
5. Incoming officers shall be installed and take office at the chapter meeting two weeks following the election of officers using the prescribed ritual.
6. A vacancy in any elected office shall be filled by a special election within two weeks after the vacancy occurs.

ARTICLE VI

Recall

1. Any officer, whether elected or appointed, who proves negligent or ineffective in office may be recalled by a two-thirds (2/3) vote of those voting in a regular chapter meeting.
2. As prescribed in the regulations of the National Fraternity, the Alumni Corporation Board (ACB) shall also have the power to obtain the resignation of any chapter officer it deems negligent or ineffective.

ARTICLE VII

Committees

1. Committee chairmen shall make recommendations to the president for members of their respective committees. Members of each of the committees shall be appointed by the president, who shall give consideration to the recommendations of the chairmen.
2. Committees shall meet weekly at the time specified by the chairmen, unless excused from doing so by the president. Each chairman shall submit a weekly written report and give a verbal report at chapter meetings.
3. Committee functions shall be those provided in the *Fraternity Manual*.

ARTICLE VIII

Executive Board

1. Members of the executive board shall be as follows: President, Vice President (who shall be the presiding officer), Treasurer, Secretary, Sergeant-at-Arms, Scholarship Chairman, Volunteer Relations Chairman, Community Service Chairman, Recruitment Chairman, Social Director, New Member Educator. The chapter advisor shall serve as an ex-officio, but non-voting member of the board.
2. The executive board shall meet weekly before chapter meetings. It shall consider any matter involving the good of the chapter and shall make its recommendations to the chapter for consideration.
3. The executive board shall act as a disciplinary body, investigating infractions of chapter rules, house rules (if applicable) and other chapter or National Fraternity provisions. It may assess penalties less than suspension or expulsion; cases which are deemed to require suspension or expulsion shall be recommended to the chapter for action.

ARTICLE IX

Finances

1. Each year before the beginning of fall and spring semesters, the treasurer shall prepare a budget with the assistance of the ACB. A copy is to be presented to and approved by the chapter.
2. Dues and other fees of the Fraternity shall be charged to new members and members on the same basis.

3. The new member fee of the chapter shall be \$61. The initiation fee shall be \$175.
4. Building fund payments shall be forty dollars as an element of semesterly dues and shall be made from the time of pledging to graduation or leaving school. These fees are collected and paid to the alumni corporation board at the beginning of every semester.
5. New members whose memberships are severed by the chapter shall be refunded the amount they have paid toward initiation. New members who sever their own membership or fail to qualify because of scholastic deficiencies shall not be refunded any amount they have paid. (see *Fraternity Manual*)
6. The treasurer shall bill members and pledges at the first day of each month. Bills will be due by the tenth of the month billed. A five percent per week late penalty will be added to any bills not paid by the tenth of the month.
7. The treasurer shall recommend to the Alumni Corporation Board that any delinquent member not in good standing by the twenty-fifth day of the month be placed on suspension and restricted from all chapter activity.
8. Dues and *building fund payments* are held assessable to the delinquent member while on suspension.
9. The treasurer shall recommend to the Alumni Corporation Board that any member not reinstated by the tenth day of the following month be expelled from the Fraternity.
10. Any new member who is delinquent in his financial obligations without making proper arrangements with the treasurer shall be automatically charged with expulsion.
11. Donations, contributions, gifts and other non-recurring appropriations shall not be made from the chapter treasury without the express approval of the chapter president, treasurer and chapter advisor.
12. The signatures of both the chapter president and chapter treasurer shall together be required on every check written on chapter bank accounts.

ARTICLE X

Fines

1. Any member failing to attend the Informal Initiation Ceremony and unexcused by the executive board shall be fined _____ dollars.
2. Any member failing to attend the Formal Initiation Ceremony and unexcused by the executive board shall be fined _____ dollars.
3. Absence from any chapter meeting shall incur a fine of _____ dollars, unless the absentee is excused for good cause by the president. The secretary shall submit a list of the absentees each week to the treasurer for the compilations of fines. Members leaving chapter meetings without permission of the president shall be considered absent and subject to the fine.
4. Cost for repair or replacement of furnishings, fixtures and other chapter properties shall be assessed to the member or new member responsible in addition to a _____ dollar penalty.
5. Members or new members absent during recruitment activities and unexcused by the president and recruitment director shall be subject to executive board review, fines and/or disciplinary action.
6. Members or new members directly responsible for fines levied against the chapter shall be held payable for such fines.
7. All members and new members shall participate in all chapter "house cleanings" or projects, unless excused individually by the appropriate officer in charge. Infractions shall be fined _____ dollars for each hour absent during the scheduled activity.

ARTICLE XI

Amendments

1. These bylaws may be amended or added to at any regular (not special) chapter meeting by a two-thirds vote of those present, provided that this total favorable number shall not be less than half the number of the entire chapter. Such amendments/additions shall then be submitted to the Alumni Corporation Board, together with the reason for the amendment/addition and their recommendation. The Alumni Corporation Board must submit in writing approval or disapproval of any amendment or addition.
2. These bylaws shall be subject to the examination from time to time of a representative of the National Fraternity. Should they be in conflict with any provision of the Constitution, Bylaws or *Fraternity Manual*, the chapter shall be directed to make amendment or repeal accordingly.

DELTA SIGMA PHI TRADEMARKS, INSIGNIAS, AND TRADITIONS

Coat-of-Arms

The registered trademark designation must appear beneath the coat-of-arms reproduction (® or the words “registered trademark”).

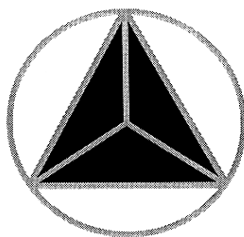
By law, the National Fraternity has the exclusive right to reproduce or copy the coat-of-arms. Any unauthorized reproduction or copy is an infringement of the registered trademark. To protect our image and our mark, the Fraternity will protect all trademarks with appropriate measures. Please remember, no member has the right or authority to grant any privileges to license the reproduction or copying of the coat-of-arms (for example, going to a T-shirt store and asking them to screen the coat-of-arms on apparel). This authority remains exclusively with the officers of the Fraternity through the Executive Director. Permission to use the trademarks and insignia of Delta Sigma Phi may be granted from time to time. Please direct inquiries to the Executive Director at the Headquarters.

Fraternity Badge



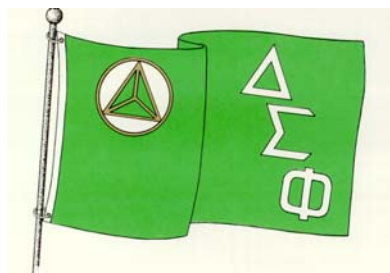
<i>Badge Type</i>	<i>Who Can Wear the Badge?</i>	<i>Wearing the Badge</i>
Plain Badge	Undergraduate, Alumni, and Honorary Members	<ul style="list-style-type: none"> left breast of a vest, shirt or sweater with the upper apex slanting toward the left shoulder and the lower apex toward the right hip Never worn on the lapel
Jeweled Badge	Alumni, mothers, sisters, wives, fiancées, and sweethearts	SAME

New Member Pin



<i>Who Can Wear the New Member Pin?</i>	<i>Wearing the Pin</i>
New Members	<ul style="list-style-type: none">• On the left coat lapel or in a similar position on sweater or shirt if no coat is worn• It may be worn during new member orientation especially with collared shirts and jackets

Flag



Each undergraduate chapter should display the flag on all occasions of interest to the Fraternity:

- Founders' Day (December 10)
- Local chapter founding anniversary
- Officer installations
- New member ceremonies and Initiation
- National officer visits
- Special days in connection with the school where the chapter is located

RITUALS

All Rituals should be coordinated by the Sergeant at Arms and one of the advisors. All undergraduate members and volunteers should participate in order to maximize the experience for everyone involved. Delta Sigma Phi Rituals make our organization unique from any other fraternal organization. "Local" or chapter traditions should be evaluated on an ongoing basis. These traditions are not condoned by the National Fraternity. Please review the Delta Sigma Phi Hazing Policy prior to administering any Delta Sigma Phi ceremony.

NOTE: PRIOR to administering the new member and initiation ceremonies, chapter officers must collect the fees described in the FINANCES section of this resource

Esoteric Rituals: Secret, for use only by members of Delta Sigma Phi.

RITUAL	WHEN TO ADMINSTER
New Member Ceremony	Soon after a man has agreed to join the Fraternity
Initiation (Informal & Formal)	<ul style="list-style-type: none"> • Not more than 8 weeks after new member orientation begins • Informal & Formal initiation must be completed within a 24-hour period
Chapter Meeting	Every chapter meeting
Installation of Officers	During officer transition
Alumni Ritual	At the end of a semester when a brother(s) will graduate
Pilgrim's Degree	At biennial conventions
Chapter Installation	Prior to a chartering banquet

Exoteric Rituals: Non-secret, for use by the general public

RITUAL	WHEN TO ADMINSTER
House Dedication Ceremony	When a chapter moves into a new or newly renovated home
Bond Eternal	At a chapter meeting following a brother's death

INITIATIVES & RESOURCES TO HELP YOUR CHAPTER SUCCEED

THE CHALLENGE

The Delta Sigma Phi Challenge sets specific expectations within the Fraternity and calls on all other Greek organizations and host institutions to join the Fraternity in addressing five critical areas of focus:

1. Recruit men predisposed to support our core values
2. Build personal success through values-oriented leadership
3. Promote healthy lifestyles
4. Contribute positively to the campus and community
5. Provide good guidance

Resources

1. *Recruitment*: Recruit men predisposed to support our core values
Recruitment Playbook
2. *Personal Success*: Build personal success through values-oriented leadership
 - Lifelong LearningThe *EDGE*: www.deltasig.org/edge
 - Academics*ACHIEVE*, the Delta Sigma Phi Academic Guide www.deltasig.org
3. *Healthy Lifestyles*: Promote Healthy Lifestyles
 - Responsibility and Accountability Policy
 - Code of Conduct
 - Hazing Policy
 - Special Events Checklist
 - *Alcohol Free Housing Initiative*
 - Interactive CD ROM: *ALCOHOL 101*
 - *Life with Alcohol-Free Housing: A Resource Guide for Delta Sigma Phi Chapters*
4. *Community Involvement*: Contribute positively to the campus and community
5. *Volunteer Support*: Provide good guidance
Refer to the Fraternity Organization, Alumni/Volunteer section in this manual.

Additional Resources

- www.deltasig.org
- *Delta Sigma Phi Directions*. Issues beginning Summer 1998
- *The Carnation*. Issues beginning Spring 1998
- *The Sphinx*. November 1997, 51ST Biennial Convention
- *The Sphinx*. July 1999, 52ND Biennial Convention

THE CHALLENGE

OBJECTIVE	RATIONALE	SUPPORTING INITIATIVES BY ΔΣΦ	BASIC EXPECTATIONS/STANDARDS
<i>Recruit men predisposed to support our core values</i>	Recruitment should be based on building a Fraternity of men who are committed to living the principles of Delta Sigma Phi—men who are serious about education and personal success.	<ul style="list-style-type: none"> ▪ Establish chapter <i>recruiting standards</i> by focusing them on qualities that make an excellent member ▪ Institute “<i>ACHIEVE</i>” <i>Scholarship Program</i> to reinforce academic values/skills ▪ Develop stronger national and local <i>recognition of academic success</i> 	<ul style="list-style-type: none"> ▪ <i>Year round recruitment plan</i> based on promoting the values of Delta Sigma Phi ▪ <i>Cumulative chapter GPA</i> maintained at or above the all-campus average ▪ <i>Scholarship program</i> that engages members with faculty, recognizes achievement, counsels members not in good academic standing and maintains a productive learning environment ▪ <i>Graduation rate</i> exceeds campus average ▪ <i>At least 90% of those pledged are initiated</i>
<i>Build personal success through values-oriented leadership</i>	Every member of Delta Sigma Phi should have the opportunity to better himself and achieve his own highest level of personal success.	<ul style="list-style-type: none"> ▪ Conduct national initiative to position Delta Sigma Phi as “<i>The Fraternity of Personal Success</i>”; assist chapters in communicating this positioning to prospective members ▪ Expand the <i>Delta Sigma Phi Leadership Institute</i> to include at least one member from each chapter ▪ <i>The EDGE</i> will be made available to every brother to build skills for lifelong learning and success. 	<ul style="list-style-type: none"> ▪ <i>The EDGE</i> is being used by at least 75% of the chapter membership ▪ Chapter has a values-centered <i>member education program</i> that begins with pledges and runs continuously through graduation ▪ At least one member of the chapter has submitted a completed <i>application for the Delta Sigma Phi Leadership Institute</i> ▪ All members involved in at least one <i>other campus activity or organization</i>
<i>Promote healthy Lifestyles</i>	Good decision making about life’s choices is based on an understanding of personal responsibility and accountability.	<ul style="list-style-type: none"> ▪ <i>Decrease the role of alcohol</i> in the Delta Sigma Phi experience; remove alcohol from chapter property; level the playing field by working with universities and other fraternities to develop <i>programming on how to use alcohol responsibly</i>; develop programming on how to successfully interact socially without alcohol ▪ Promote awareness of and compliance with the <i>Code of Conduct</i> and the <i>Policy of Responsibility and Accountability</i> (formerly known as the Risk Management Policy) 	<ul style="list-style-type: none"> ▪ Absolute <i>compliance with The Code of Conduct for Members of Delta Sigma Phi</i> ▪ Full compliance with <i>The Delta Sigma Phi Policy of Responsibility and Accountability</i> ▪ <i>Alcohol-free chapter living</i> (no alcohol on chapter premises or annexes) without an Alcohol-Free Housing Waiver ▪ Chapter <i>social program</i> includes alcohol-free events ▪ Absolutely <i>no hazing, harassment or abuse</i> of any member, individual or group ▪ <i>Members actively intervene</i> when others are at risk
<i>Contribute positively to the campus and community</i>	As builders of community values, Fraternity men should develop the ability to collaborate productively with those outside the chapter.	<ul style="list-style-type: none"> ▪ Increase involvement in <i>community service and philanthropy</i> ▪ Challenge all national fraternities to adopt a standardized set of chapter expectations, then champion a <i>campus-by-campus initiative to improve the Fraternity culture</i>—thereby raising the bar for all fraternities on campus 	<ul style="list-style-type: none"> ▪ <i>Strong working relationships</i> are established with other campus chapters, parents, alumni, and campus and community leaders ▪ All members participate in <i>community service projects</i> that involve hands-on volunteering
<i>Provide good guidance</i>	The counsel of alumni, parents, faculty, and friends provides the critical thinking, wisdom and experience undergraduates need to perpetuate a successful chapter.	<ul style="list-style-type: none"> ▪ <i>Increase involvement of alumni/volunteers</i>; expand their Fraternity-sponsored training and empower them to act ▪ <i>Shift Regional Leadership Director focus</i> from day-to-day chapter management to personal leadership consulting ▪ Establish improved <i>recognition program</i> for chapter excellence 	<ul style="list-style-type: none"> ▪ Chapter participates in an annual, self-reporting, accreditation process to verify <i>compliance with Delta Sigma Phi Basic Expectations</i> ▪ While the existing Alumni Corporation Board (ACB) manages assets, the <i>Chapter Advisory Council</i> (minimum five people from alumni, parents, faculty/staff and community leaders) advises chapter leaders and meets monthly with the chapter

ACCREDITATION

A charter in Delta Sigma Phi signifies a chapter's commitment to challenging each man to a greater good. We can stand for nothing less.

Purpose

In order to perpetuate the high reputation of Delta Sigma Phi, the membership has asked that chapters be evaluated on a comprehensive set of standards. Therefore, all chapters are required to annually accredit their compliance with the chapter standards of the Fraternity. This ensures that each chapter maintains a high level of progress and achievement.

NOTE: The accreditation application can be found at www.deltasig.org

Additional Resources

- *Delta Sigma Phi Directions. Issues beginning Summer 1998*
- *The Carnation. Issues beginning Spring 1998*
- *The Sphinx. November 1997, 51ST Biennial Convention*

ALUMNI CORPORATION BOARDS (ACB)

Purpose

ACBs are chapter-based volunteers who provide continuous brotherhood development, effective mentoring for undergraduates, and financial management direction for chapters.

Membership

In addition to alumni of a particular chapter (description in the Membership Classification Section - Alumni) members of the community, parents, and campus leaders may be asked to be a member of the board. ACB membership is not limited to men or alumni. The best volunteers are people who have a vested interest in the success and well being of the men in the chapter.

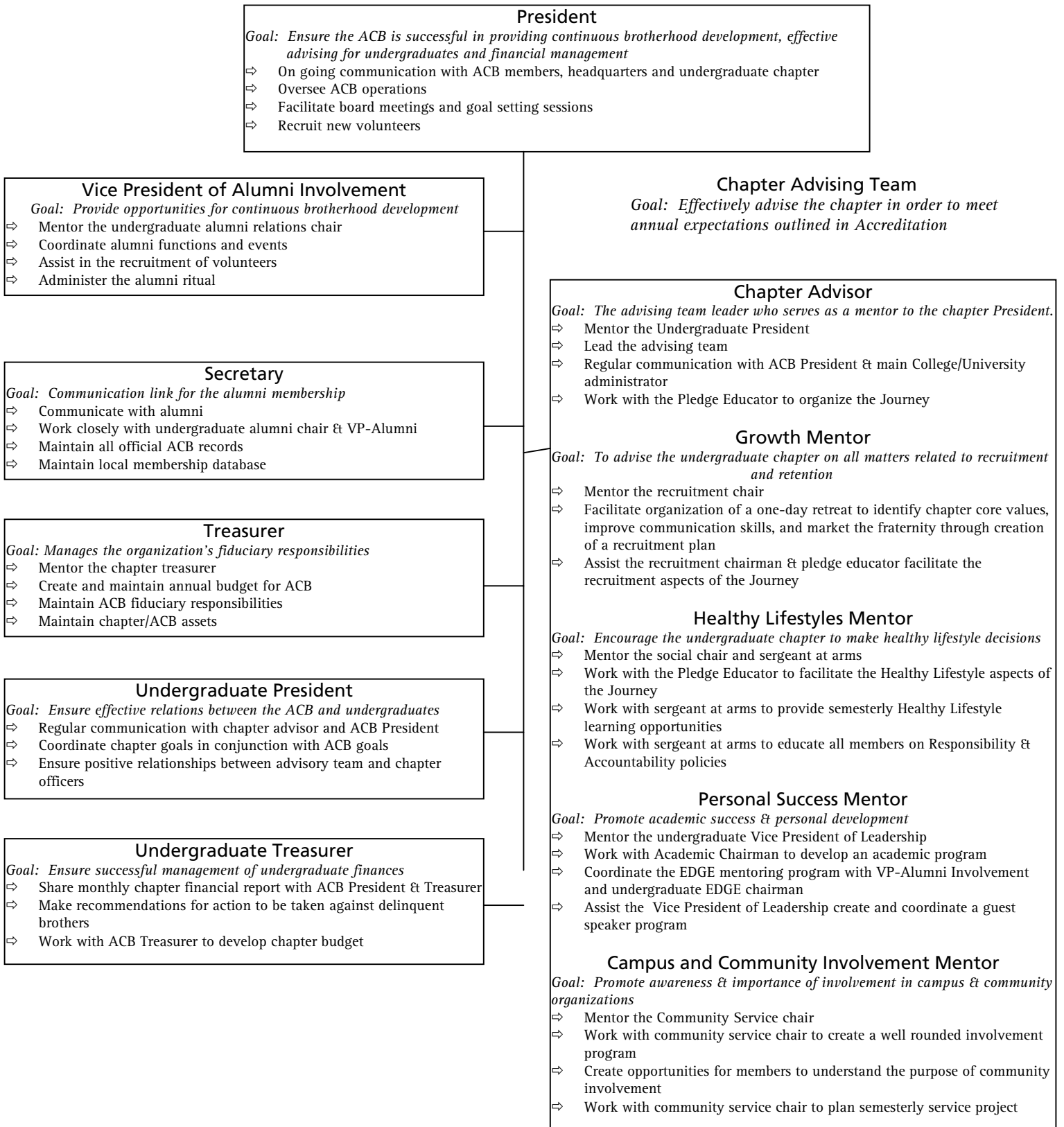
Management

Refer to the *Alumni Corporation Board Guide*

Organization

See Alumni Corporation Organizational Chart.

Delta Sigma Phi Fraternity
Alumni Corporation Board
Organizational Chart



POSITION	TIME COMMITMENT	WORKSITE	QUALIFICATIONS SOUGHT
<i>ACB President</i>	2 years 8-18 hrs/month	Home & Campus	Management experience (strategic planning, communication skills, vision, project development skills) Understanding of successful organizational operations
<i>Vice President of Alumni Involvement</i>	1 year minimum 7-12 hrs/month	Home	Event planning, interpersonal skills, mentoring skills
<i>Secretary</i>	1 year minimum 5-15 hrs/month	Home	Written communication, effective project management skills
<i>ACB Treasurer</i>	1 year minimum 10-15 hrs/month	Home & Campus	Financial management background, mentoring skills
<i>Undergraduate President</i>	1 year minimum 8-10 hrs/month	Campus Community	Effective communication and leadership skills
<i>Undergraduate Treasurer</i>	1 year minimum 4 hrs/month	Campus Community	Understanding of financial management, leadership skills
<i>Chapter Advisor</i>	2 years 10-15 hrs/month	Campus Community	Effective communication skills, willingness to be a "counselor" for the chapter President, leadership training or experience
<i>Growth Mentor</i>	2 years 10-15 hrs/month	Campus Community	Recruitment, sales, or marketing experience and/or background, creative thinker, ability to motivate, team player, and good verbal communication skills and an ability to teach those skills to others
<i>Healthy Lifestyle Mentor</i>	2 years 10-15 hrs/month	Campus Community	Willingness to educate members on the importance of making healthy lifestyle decisions
<i>Personal Success Mentor</i>	2 years 10 hrs/month	Campus Community	Leadership development & training experience
<i>Campus & Community Involvement Mentor</i>	2 years 10 hrs/month	Campus Community	Active involvement in the community

BENEFITS of VOLUNTEERING

- Positively affecting the lives of young men
- Personal and professional development
- Networking opportunities
- Creating new and continuing old friendships
- Influencing the operation of the organization
- Organization success
- Challenging yourself and others to a greater good

ALUMNI ASSOCIATIONS

Purpose

Provide a lifelong opportunity to bring Delta Sigma Phi alumni together for professional and social interaction

Membership

Geographically based, open to alumni from all chapters

Organization

Suggested elected and appointed officers and job descriptions are outlined in the *Alumni Association Guide*

Charter

Chartering requirements are specified in the *Alumni Association Guide*

Vote at Convention

All chartered alumni associations that are in good standing with the Fraternity are allowed one vote. If membership is above 50, the association has two votes

Additional Resources

- *Alumni Association Guide*

ALUMNI CHAPTERS

Purpose

Provide a lifelong opportunity to bring Delta Sigma Phi alumni from a specific chapter together

Membership

Alumni from a specific chapter

Organization

Suggested elected and appointed officers and job descriptions are outlined in the *Alumni Chapter Guide*

Charter

Chartering requirements are specified in the *Alumni Chapter Guide*

Vote at Convention

All chartered alumni chapters that are in good standing with the Fraternity are allowed one vote. If membership is above 50, the association has two votes

Additional Resources

- *Alumni Chapter Guide*

THE DELTA SIGMA PHI FOUNDATION

Purpose

Promotes the educational advancement of Delta Sigma Phi undergraduate brothers by funding leadership training and personal development programs. Cultivates alumni interest and financial support to reach these aims. Also manages invested funds for long-term support of the Fraternity's educational mission.

Organization

The Foundation board of trustees is appointed by the Grand Council and is managed by the Executive Director of the Foundation.

Programs Funded by The Delta Sigma Phi Foundation

1. The Delta Sigma Phi Leadership Institute
2. Leadership programs at Convention
3. The Delta Sigma Phi *EDGE* (the personal development program)
4. Volunteer training
5. Undergraduate internships

Contributions

Contributions made to the Foundation are tax-deductible to the full extent of the law and support the programs listed above.

NOTE: Contributions can be restricted to support a specific chapter.

Additional Resources

www.deltasig.org/foundation

CHAPTER LEADERSHIP & ACTIONS IN DELTA SIGMA PHI

This may be one of the most often-used segments in this manual. It provides the “how tos” and standard operating procedures for our chapters. This section includes information on the chapter leadership and structure, meeting management, new officer education, and the administration of Delta Sigma Phi rituals and ceremonies. This section will help you work through resolving membership personnel issues, applying for awards, and effectively training officers.

DELTA SIGMA PHI AWARDS

Unless otherwise noted, all award recipients are chosen by a majority vote of the Grand Council.

Chapter Awards

Type of Award	Achievement	Award	Presented
Chapter Excellence 1. Pyramid of Excellence 2. Pyramid of Excellence Certificates of Merit	1. Chapter of Delta Sigma Phi deemed to be the best in all areas of Fraternity life on their campuses 2. Chapter of Delta Sigma Phi deemed by the National Fraternity staff to be excellent members of the Greek system on their campuses	1. Pyramid 2. Certificate	Annually
Founders Spirit Award	Exemplary action that reflects the spirit of our founders and values used to establish Delta Sigma Phi	Plaque	Annually
Academic Awards 1. Academic Achievement Awards 2. Academic Achievement Certificate	1. Chapter with the GPA most above all campus average 2. Chapter with GPA above all campus average	1. Plaque 2. Certificate	Annually
1. Rob Harris Membership Recruitment Award 2. Rob Harris Membership Recruitment Certificate	1. Largest percentage increase in new initiates compared to previous year 2. Above average chapter percentage increase in new initiates compared to previous year	1. Plaque 2. Certificate	Annually

Undergraduate Awards

Name	Achievement	Award	Presented
Personal Excellence 1. E. Allen James Outstanding Undergraduate Award 2. E. Allen James Outstanding Undergraduate Certificate of Merit	1. Exceptional contributions to his chapter and to the National Fraternity 2. Outstanding contributions to their chapters and to the National Fraternity	1. Medallion 2. Certificate	Annually
The Order of Sphinx	Outstanding service to one’s chapter and to the National Fraternity. Members are nominated by their chapters or National Officers. One member may be nominated for every 25 on the chapter roster.	Medallion	Annually

Alumni Awards

Name	Achievement	Award	Presented
Mr. Delta Sig Award	Extraordinary service to the Fraternity for a sustained period of time. This is the Fraternity's highest award.	Medallion	Convention
Harvey Herbert Award	Two or more members, who have been members for 10 years or longer, who have performed an outstanding act for the good of the Fraternity or whose diligence and persevering work have made them worthy of the award. *Recipients are selected by a committee of previous recipients appointed by the National President.	Medallion	Convention
Grand Council Award	Outstanding Fraternity member who has provided meritorious service to a chapter or to the National Fraternity over a continued period of time.	Plaque	Anytime
Executive Director Award	Fraternity member who has provided exceptional service or achievement. *Recipients are selected by the Executive Director.	Certificate	Anytime
Russell Roebuck Outstanding Leadership Advisor Award	A Leadership Advisor who has provided exceptional service to the members of his region.	Plaque	Annually
Career Achievement Award	Members of the Fraternity who have achieved outstanding success within their chosen professions.	Plaque	Convention
Hugh "Cap" Ryan Outstanding Alumni Association Award	An alumni association that has shown excellence in support of a local chapter or in strengthening the bonds of brotherhood in a particular geographic area.	Gavel	Annually
Charles G. Bartell Outstanding Chapter Advisor Award	An individual serving in an advisory capacity to a chapter or colony who has done an exceptional job guiding that group.	Sphinx Bookends	Annually
Certificate of Appreciation	An individual who has rendered exceptional service to the Fraternity.	Certificate	Anytime
Francis "Pete" Wacker Interfraternal Award	An individual who has made a significant contribution to the advancement of interfraternal cooperation or the improvement of his or her own Fraternity, sorority, or the Greek system in general.	Plaque	Convention

TRAINING OFFICERS & CREATING SMOOTH TRANSITIONS

Officer training and transition is one of the most important responsibilities outgoing officer team members have to their successors and to the chapter. While outgoing officers may be tired at the end of their term or even looking forward to "passing the gavel" to their counterparts, they must remember how they were treated when they took office...

Did your predecessor take the time to weed out his officer notebook before he gave it to you? Did he have a notebook compiled?
During your transition period, did he introduce you to individuals who were important resources to him?
Did your predecessor spend one-on-one time with you?
After your transition did you feel confident carrying out the responsibilities of the position and taking the organization to a new level?

A successful transition provides a strong platform for the continuation of all the activities, efforts and plans initiated by the outgoing officer team. This section will provide the process and the resources to help outgoing officers plan and implement a strong officer training and transition program.

Six Things To Do Before Leaving Office

1. Elect Qualified People

Encourage potential candidates.

Make sure candidates have the appropriate qualifications.

Give the present leaders the opportunity to inform individuals of responsibilities and skills needed for each office.

2. Develop/Maintain Your Officer Notebook

See the page on "Maintaining Officer Notebooks."

3. Clean Out Your Files

Throw away any obsolete paperwork and random notes. Keep relevant and timely materials and any helpful resources from the National Fraternity.

4. Have a One-on-One Meeting with Your Successor

Review officer notebook.

Old officer reviews "Things I wish I knew before I began this office."

- Personal resources.
- Things I wish I could have completed.
- Projects I started and YOU (new officer) need to follow up on.
- Discuss unfinished project.
- Review the calendar for important deadlines and dates.

5. Goal Setting

- Review past goals.
- Establish new goals.
- Hold a reality check.
- Is it feasible?
- Is it obtainable?

6. Hold a Meeting with the Old and New Executive Boards
 - Review the role of the executive board and decision-making powers.
 - Review formal organization documents.
 - Review Fraternity Policies and Procedures.
 - Discuss and update officer job descriptions.
 - Review previous group's goals, projects and activities.
 - Review success and failures.
 - Discuss financial procedures: Budget allocations, revenue sources, forms, deadlines
 - Policies and expenditure authority
 - Update the chapter calendar as a board

MAINTAINING OFFICER NOTEBOOKS

Each officer should have (or develop) a notebook containing important materials and documents for his leadership position. Documents and resource materials used often should be kept handy in the notebook. Officers should take the time to file important historical documents. They should also clean out and/or replace other resources for the officer notebook. This is a quick checklist of notebook contents and can be copied for each officer's notebook.

This is a critical step in the post-election, transition process.

To the outgoing officer:

This may be the most difficult work in your transition process. If your notebook is cleaned out and organized, it will make everything else run smoother. This sheet is due to your successor by _____ (date). Please get this information in order now.

Tab 1: Governance

- _____ National Constitution and Bylaws
- _____ Chapter Bylaws
- _____ Chapter policies and standing rules
- _____ College/university student code of conduct
- _____ College/university and IFC positions on related Greek issues (i.e. hazing, risk management)
- _____ Officer job description
- _____ Officer/Committee reporting structure and flow chart
- _____ Other: (Please list)

Tab 2: Agendas/Minutes

- _____ Committee reports
- _____ Other: (Please list)

Tab 3: Directories

- _____ Officer team addresses/phone numbers
- _____ Members' addresses/phone numbers
- _____ Advisors' addresses/phone numbers
- _____ Outgoing Officer's Directory
- _____ Emergency phone numbers
- _____ Major officers for all chapters phone numbers
- _____ Other: (Please list)

Tab 4: Resources

- _____ Student handbook
 - _____ All current forms pertinent to the office
 - _____ Crisis management procedures
 - _____ Event guidelines
 - _____ One-on-One Meeting report (see attached)
 - _____ Organizational award applications
 - _____ Other: (Please list)
- (i.e. phone number for meeting room reservations, etc.)

Tab 5: Calendar

- _____ Accurate records of activities over the past year (i.e. contracts, dates of events, successes and challenges, etc.)
- _____ Activity calendar of the past year
- _____ Current calendar of major campus events
- _____ Blank calendar for future planning
- _____ Other: (Please list)

Date completed _____

Outgoing officer's signature _____

Incoming officer's signature _____

ONE-ON-ONE MEETING REPORT

This quick report will assist in officer transition by focusing upon past accomplishments and providing a critique of the year in office. This report should serve as a supplementary resource in planning for the new officer's term.

Office: _____

Name: _____

Date: _____

1. List other officers/chairmen with whom you worked and the projects involved.
2. List specific successes realized during your term in office and the reason for their success.
3. List any problems or disappointments you encountered as a part of your office and suggest ways of avoiding or correcting them.
4. List supplemental materials and sources of information you found most helpful. Include specific alumni or faculty contacts, university/college officers, community resources, etc.
5. Comment on the timetable applicable to your office. Give suggestions for increasing efficiency and effectiveness.
6. List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

{Taken verbatim from the *NIC Retreat Workbook* (pg. 47)}

KEEPING BROTHERS ACCOUNTABLE: THE STANDARDS BOARD

Fraternities were founded on values such as brotherhood, respect, ethics, scholarship, and service. Fraternities offer an educational opportunity for holding peers accountable for their actions and for setting a standard of behavior.

Self-regulation is a balance between 1) proactive, educational initiatives that promote the best in Fraternity life and 2) providing the mechanisms, and support to govern and develop the chapter.

Purpose of the Standards Board

Judicial bodies are charged with creating a positive environment in the chapter through fair, consistent treatment. Standards boards provide a separate vehicle from the executive board for rendering decisions in the organization.

Chapter members must be involved in the decision making and enforcement process and fairly represent the chapter and National Fraternity. A standards board hearing is a peer review. Standards boards provide accountability and positive peer pressure. Judicial efforts should be geared toward educational outcomes and redirection rather than punitive sanctions and loss of privileges.

You should use the Delta Sigma Phi Code of Conduct as the basis for hearings.

Full due process for all parties during the hearing procedure is guaranteed, and confidentiality of the proceedings is ensured. Tape recorded or written record of all testimony should be maintained.

Many times, members do not want to serve on the Standards Board because they feel like they are passing judgment on other brothers. No one expects this board to be the bad guy - rather, the conscience of appropriate Delta Sigma Phi behavior. Board members must understand that all members are adults. They individually made a promise to uphold the honor of the fraternity and committed themselves to a set of fraternal standards.

Because of the importance of their responsibilities, it is imperative that these individuals are trained, so that they are knowledgeable and comfortable with the judicial process.

JOB DESCRIPTION FOR THE STANDARDS BOARD CHAIRMAN

The Standards Board Chairman has a very responsible position in the Fraternity. He should be well respected, consistent, fair, and knowledgeable about the Delta Sigma Phi Code of Conduct and the spirit in which it was written. We recommend that a senior (or at least junior) in the chapter serves as the chairman of this committee. Others on the Standards Board should also be well respected and trusted members of the chapter.

1. Serve as chairman of the Standards Board
2. Appoint the members of the Standards Board with approval from the executive board
3. Ensure an alumni advisor is informed/present for all cases
4. Follow and educate the Standards Board on due process
5. Educate the chapter members on the meaning and implementation of hearings, due process, levels of sanctions, and expulsion
6. Educate the chapter on the purpose/spirit of the Delta Sigma Phi Code of Conduct
7. Maintain accurate, confidential records of meetings and action regarding discipline cases.
8. Submit in a timely fashion all requests for termination of membership to the national headquarters.
9. Assist the Scholarship Chairman in placing those members on scholastic probation
10. Create an environment for brotherhood, accountability, and pride

Training Needs

Standards Board members should be trained in proper hearing mechanics. They should not be afraid to take unpopular stands when making their decisions. It is imperative for them to have a discussion on confidentiality and ethics. This is critical to our brotherhood and the value of fairness.

During training, review precedence setting cases that have occurred in the past. Know that each case will be handled individually and sanctions should match the severity of the violation. To better prepare for an actual hearing, conduct mock-hearings using the following case studies, and provide guidelines for appropriate questioning. Review the written procedures and look for potential loopholes in the judicial structure. Creating an accurate feel for the environment of the hearing and complaint process will prepare those individuals involved when an actual case does arise. A discussion on appropriate sanctions can benefit individuals before actual cases surface.

Level One Action

When a brother acts against the Code of Conduct for the first time, he shouldn't go in front of the Standards Board. Either the Standards Board Chairman or another board member should talk with the brother, one-on-one, to discuss his behavior. Give him a chance to turn the situation around and be sure to give him a deadline for his changed behavior.

This doesn't mean yelling, griping, or talking condescendingly to him. It means informing him of the behavior that needs to be turned around, giving a timeline for action, and then following up on the discussion.

Level Two Action

If a brother is a repeat offender (such as the member who rudely treats female guests or an immature brother that drinks too much at a party and becomes obnoxious), then the Standards Board must take action appropriate for this behavior.

The Standards Board should call an interview meeting with the brother and the board. Think of the interview process as the primary tool for gathering information. Be cautious about what may be unintentionally communicated when asking questions. For example, the question "Why did you do it?" implies a belief that a person acted in a certain manner. "Did you do it?" might serve as a less threatening, judgmental means of seeking information. Ask questions that are direct, simple, and open-ended. The information derived from this process will make decision-making easier.

Sample Information-Gathering Questions

- Please tell us more about the incident.
- What effect did your actions have on the other members?
- What significance did this incident have in relation to the Fraternity's alcohol policy? What is your understanding of the policy?
- What other options were available to you in this situation?
- How do you account for the discrepancies between your statement and that of other witnesses?
- How may your actions during the incident affect your education?
- Given that you disagree with certain Fraternity policies/regulations, what alternative actions could have been taken to demonstrate your concerns?
- What responsibilities do you have in regard to other members of the Greek community?
- What did you do after . . . ?
- What do you mean when you said . . . ?
- How might you react if this same situation were to occur again?
- How might you react if you were the person reporting this incident?
- How would you explain this policy to others?
- Now having some time to think about this incident, how do you feel about what happened?
- How have your actions influenced/affected others?
- Explain how your behavior will be different in the future.
- What advice would you give to someone who encountered the same set of circumstances?
- Was this a typical response for you? Under what conditions are you likely to respond in a similar manner?
- What have you learned from this incident?
- Who do you feel is responsible for what happened? Why?
- Do you feel that you did anything wrong? Why?
- What will prevent something like this from happening again?
- How do you evaluate your violation of this particular rule?

The Standards Board should hold this interview, ask for a mutual date for expected behavior change and, if appropriate, render an educational sanction. After this interview, the Standards Chairman should write a brief summary and provide a copy to the Executive Board and the chapter advisor.

Appropriate Educational Sanctions: Level Two

This list simply provides alternatives and ideas. Requiring community service as a sanction is not recommended. Service to others should be done out of free will, not as a punishment.

Ideally, educational sanctions should be considered with the brother and the board. The Standards Board should ask the brother what he believes is an appropriate sanction. If they feel it is adequate, they may choose to accept it. If they feel the member is being too easy on himself, they can render their own decision. Most boards find that the members, when they feel regret, will develop appropriate (sometimes even more stringent) penalties on their own.

- Writing a letter of apology to all parties
- Writing a letter of apology to the chapter executive board
- Writing a paper on Delta Sigma Phi's values
- Writing a paper on the Code of Conduct
- Making a list of appropriate behaviors related to the Code of Conduct
- Presenting a short 10-15 educational session to new members
- Coordinating a workshop for the entire chapter
- Cleaning the chapter property
- Interviewing the campus judicial officer and write a report on the visit
- Interviewing the campus Greek advisor and write a report on the visit
- Withdrawing from chapter intramurals for 1-2 games
- Withdrawing from chapter social activities for 2 weeks

Level Three Action

If a brother is a problem member for the entire chapter and consistently and purposely acts out of disrespect for the Code of Conduct of the Fraternity, the Standards Board must take more assertive action appropriate for this behavior. For example, brothers who fight with members of other chapters (or our own), destroy others' property, or act inconsistently with the Code of Conduct.

The Standards Board should:

1. Serve the member with a written request for his appearance at a formal Standards Board meeting.
2. Outline the specific behavior, time, place, and persons involved in his transgression (see Incident Report Form).
3. Hold a formal meeting with the Standards Board, chapter advisor, and member using the appropriate interview questions provided here.
4. Document all decisions and actions at the meeting.
5. Render a decision.
6. Notify the member, in writing, of the Standards Board's decision.

Appropriate Educational Sanctions: Level Three

Read the section on Suspension in the Delta Sigma Phi Membership Status section of this manual.

- Suspending the member from all social activities for a few months
- Denying the member the ability to serve as a Big Brother, officer, committee chairman, or other formal leadership position or asking him to rescind his office
- Requiring the member to coordinate and lead an educational program/retreat for the entire chapter
- Requiring the member to serve as an intern for the ACB
- Requiring a fine payable to the ACB
- Denying the member the privilege of playing intramural sports as a representative of the chapter
- Denying the member the privilege of social activities for a quarter/semester

Appeal

Any brother who comes before the Standards Board has the right to an appeal. The Appeals Committee should consist of the chapter executive board, ACB President, and chapter advisor.

They should hear the concerns of the brother and the stance of the Standards Board. They have the right to overturn the Standards Board decision. They may choose to lessen the severity of sanctions or make them more stringent.

Level Four Action: Show Cause

If members are performing illegal activities (selling drugs, stealing, etc.) they have no place in our Fraternity.

If a member gets to this point, he must show cause – show why he believes the chapter should keep him as a member of the Fraternity. This is his last chance to remain a member of Delta Sigma Phi.

The member in question must provide a two-page letter to the Standards Board. From this point, please follow the standard operating procedures for Suspension and Expulsion in the Delta Sigma Phi Membership Status section of this manual.

STANDARDS BOARD
INCIDENT REPORT FORM

Date of Incident: _____

Time: _____

Reported by: _____
(Name)

Behavior(s) witnessed:

This violates (state policy here):

(For use by Standards Board)

Date of Standards Board Hearing:

Decision rendered:

Date for follow-up with member:

DOS AND DON'TS FOR STANDARDS BOARDS

Do's

Remember that each member is an individual. Listen to what he has to say.

Get to the main issue first; then discuss secondary concerns.

Clarify all communication when in doubt or when discrepancies occur.

Be consistent and fair.

Keep your cool.

Maintain an open mind.

Develop options; be creative; try a different and still educational approach.

Know the members' rights.

Be aware of your resources.

Keep accurate records of hearings.

Take responsibility for your actions.

Keep strict confidentiality.

Follow up with appropriate documentation.

Don'ts

Have your mind made up prior to the hearing.

Preach, moralize, or prejudge.

Become involved emotionally.

Become emotional.

Harass, coerce, or threaten.

Be intimidated.

Lose control of the situation.

Be condescending.

Ask leading questions

(Interview questions and do's/don'ts adapted from Kansas State University's Judicial Board Chair Handbook)

MOCK STANDARDS BOARD CASES

These mock cases should be used in Standards Board training.

For each case, identify:

1. What are the issues involved?
2. How they could be handled?
3. What sanctions, if any, should be imposed?

Case Study #1

A social committee member recently caused a big problem for the chapter with his social event guest list. For this planned social event, he was responsible for the guest list, checked ID's, and did not serve any alcohol (the party was BYOB). Despite this planning, the committee member included fictitious names on the guest list. Names were taken from the campus directory and listed every sorority woman enrolled in the university.

Case Study #2

Without the knowledge of the chapter, two Big Brothers bought their Little Brothers a bottle of Jack Daniels to "celebrate" together during Big/Little

pairing night. These same members did this last year with other members knowing, even participating with their Little Brothers. The chapter president talked with them last year and they committed to stopping the “tradition.”

While the Big Brothers did not force the Little Brothers to consume the bourbon, the new members were so excited to be a formal part of their new Fraternity family they wanted to impress their older Big Brothers. The young new members quickly consumed the entire bottle.

Later that night the two new members’ Resident Assistant was called because they were incoherent and vomiting on their floor. The R.A. called the chapter president to tell him of his concerns.

Case Study #3

At the beginning of the year, the chapter executive board shared the Code of Conduct and the Safety/Risk Management Policy with the entire chapter. At the chapter meeting everyone recommitted themselves to live consistently with the policies of the National Fraternity and even devoted two hours to the topics of brotherhood and responsibility at the last chapter retreat.

One member has long been suspected of smoking marijuana. While no one has seen him smoke on chapter property, his clothes and belongings often reek of pot.

Lately, non-members have been visiting him at the house for 10-15 minute stays. They don’t bring book bags and obviously aren’t working with him on class projects. One member walked down the hall and saw the brother and another guy exchange a small bag of what looked like marijuana. Not knowing what to do, he contacts the Standards Board Chairman.

INTERFRATERNAL RELATIONS

The chapter president should represent the chapter as the voting delegate for the Interfraternity Council (IFC). Two issues often come before the IFC for consideration – recruitment and expansion.

Recruitment

Delta Sigma Phi supports open, year-round recruitment (the ability to ask men to join and orient them at any time during the year). Policies, which hinder the right and freedom of any student to join a fraternal organization, are not permissible and should not be supported.

Expansion

Expansion is the admission/recognition of new fraternities to campus and the IFC.

Delta Sigma Phi’s Positions on Recruitment and Expansion

Delta Sigma Phi supports the right and freedom of students to join any organization they choose.

Delta Sigma Phi supports strong and growing Fraternity/sorority communities.

When Delta Sigma Phi expands at colleges/universities where there are established IFCs, we do not want other fraternities voting to keep us out.

Delta Sigma Phi IFC voting delegates should always vote in favor of expansion if the subject is broached.

THE NUTS & BOLTS OF CHAPTER LIFE

This section of the Fraternity Manual contains the how-to and basic information about numerous aspects of daily chapter management and programming. From recruiting alumni advisors to developing community service initiatives, you will find the basic implementation information here.

ACADEMIC ACHIEVEMENT

The Role of the Academic Chairman

The Academic Chairman is responsible for establishing a strong and motivating academic environment and to provide complementary, educational programming for the chapter. There are three levels of chapter academic achievement programming: Basic, Intermediate, and Advanced. In order to develop the strongest foundation for the chapter, the Basic components of the program should be fulfilled before the chapter moves to Intermediate programming. Likewise, the Intermediate components should be fulfilled before the chapter moves to Advanced programming.

A member of Delta Sigma Phi is first a student, then a Fraternity man. Involvement in the chapter should complement and strengthen a member's Fraternity experience.

The *ACHIEVE* manual is an invaluable resource for academic achievement programming. In that resource you will find:

- Roles and Responsibilities of the Academic Chairman
- Responsibilities of the Academic Committee
- Building an Academic Program
- Process/Model for Academic Development Programming
- Week by Week Format
- Best Practices/Ideas that Work
- New Member Academic Programming

Awards and Recognition

Delta Sig offers several awards and scholarships. Take time to read through that section in this manual and inform the members of their opportunities to be recognized and awarded through the Fraternity.

Course Information Form/Faculty Survey

A model form is provided for you to copy for all members. Ask them to complete the forms so the Academic Chairman can file this information. Members can then use the information when they register for classes.

Honor Societies

Freshman Year:

Alpha Lambda Delta and Phi Eta Sigma – freshman scholarship is recognized after completing of the first semester or first year in college with a 3.5 GPA or higher; interdisciplinary.

Individual Honors Programs – Varies by campus; consult academic advisors

Future Years:

Dean's List – If you keep your grade point average at 3.5 or higher, you will qualify for this honor each term.

Blue Key National Honor Fraternity – Men and women in leadership and service to the institution and the community; must have 64 units of college academic course work, at 32 units of these at the host institution, and maintain an overall GPA of 3.0.

Golden Key National Honor Society – Recognizes scholastic achievement and excellence in all undergraduate fields of study; eligible students must have completed at least 64 units, 32 at the host institution, and have a minimum grade point average of 3.5.

Mortar Board – Outstanding scholarship, leadership, and service to the campus and the community; juniors with a 3.3 minimum GPA and significant extracurricular activities will be considered.

Phi Beta Kappa – The first Greek-letter organization, founded at the College of William and Mary in 1776. Individual membership is accorded to undergraduates in the liberal arts who are selected for the distinction by chapters among students in the top ten percent of their graduating class.

Phi Kappa Phi – Oldest interdisciplinary university academic honor society; selects members with excellent scholarship and integrity of character; undergraduate students must have completed at least 48 graded semester units or its equivalent at the institution of recognition. Induction is by invitation to seniors in all-academic disciplines who have maintained a 3.8 GPA or higher. Juniors who have achieved a 3.9 GPA or higher may be invited to join the society one year early.

Residential Student Leader Honorary – Recognizes outstanding leaders living in university-owned residence halls and apartments and promotes activities which encourage leadership; students must demonstrate leadership ability, live in university housing and maintain an overall 3.0 GPA. Students are invited to join based on nominations during the spring semester.

Rhodes Scholarship, Marshall Scholarship, and other post graduate fellowship honors competitions take place during the fall of the senior year. To prepare for these awards, students are encouraged to maintain a minimum 3.7 GPA and to develop solid relationships with faculty who will recommend members.

Greek-affiliated Honor Societies:

Order of Omega – National Greek leadership honor society. Eligibility includes academics above the campus all-Greek average and significant leadership within the Greek and/or campus community. Membership is by application and cannot exceed 3% of the total Greek population.

Gamma Sigma Alpha – Recognizes high academic achievement in the Greek community; students must have an overall 3.5 GPA after completion of the sophomore year or obtain a 3.5 or higher GPA in any semester during the junior or senior year.

COURSE INFORMATION FORM

Course:

Instructor:

Text book:

Tests:	Type	Dates	% of Grade
_____	Quizzes	_____	_____
_____	Mid-Term	_____	_____
_____	Final	_____	_____

Labs: When _____ Tests _____ Requirements _____ % of Grade _____

Final Project _____ Due _____ % of Grade _____

Term Paper _____ Due _____ % of Grade _____

Grading _____ % tests, lecture _____ % tests, lab _____ % projects
_____ % papers _____ % final exam

Record all the key dates of exams, tests, quizzes, papers, reports, etc., on your term calendar. These exams, papers, tests, etc., will be high priority tasks for the term. Like many high priority tasks, they have a high value when you complete them, but tend to be complex, time-consuming and/or frustrating.

FACULTY SURVEY

Answer completely and honestly about any faculty member you believe you know well. This will aid any brothers who are having trouble in a course or choosing an instructor.

Student Name:

Faculty Name:

Major:

Year in School:

What classes have you had with this instructor? (names and course numbers)

Please comment on:

Lectures:

Discussions:

Availability (outside of class):

Rapport with Students:

Testing Procedures and Expectations:

Paper Format and Expectations:

Reading Expectations:

CHAPTER INFLUENCES ON ACADEMIC PERFORMANCE

Besides the academic program, many aspects of chapter life influence whether or not members get good grades. Think of what has influenced the GPA you have received in the past. Your overall results were probably tied to a number of variables and influences. The following are some of the questions to consider about how your chapter may be affecting the academic performance of your members.

Recruitment

- Do you talk with prospective members about academic achievement and identify their motivation and goals?
- Does your chapter have a set GPA standard you try to apply during membership selection?
- Do you look at an individual's class rank?
- Do you stress the academic standards of the chapter to prospective members during recruitment events?
- Do you note the chapter's academic support programs in place?
- Do you spend a significant portion of recruitment talking about academic programs within the chapter, or do you emphasize social more exclusively?

New members

- Does your chapter have the new members set individual GPA goals?
- What types of time management/study skills programs do you offer for new members?
- Does your chapter have realistic expectations for the chapter's demands on new members' time?
- Is the ability to serve as an academic role model a requirement for Big Brothers?
- Are new members and initiates assigned to rooms together so that initiates can try to model good study skills for the new members?
- Does the chapter offer a variety of incentives for academic achievement among the new members?
- Are new member activities carefully scheduled so they do not conflict with major exam periods?

While you shouldn't only emphasize new members in your academic program, it is obvious that the chapter will suffer if new members fail to perform well academically. First, it is likely to reduce your initiation and retention percentages and the number of new members who can become actively involved in the chapter. Second, it ensures that the chapter GPA will suffer the next few terms while new member grades are improving. Finally, it lends support to faculty members who argue that freshmen should not be able to join Greek organizations.

Initiates

- Can the academic program guarantee that everyone will get good grades? Not likely, but it can go a long way to creating a chapter culture that promotes academics.
- Is academic achievement somehow talked about in chapter each week?
- Do you provide regular recognition for members doing well on tests and in classes?

- Do you offer awards for outstanding academic performance over the course of a term?
- What types of time management/study skills programs are offered to members?
- Does your chapter provide for tutoring?
- Are members' grades a factor in their ability to hold a leadership position, get a parking space, select their room, and obtain other privileges?
- Are academic bulletin boards with information about studying locations, study skills, and other information prominently displayed in the chapter facility?
- Does the chapter set and enforce minimum grade point standings for members? for officers?
- Is chapter grade point for recent terms graphed and displayed prominently so members can see the chapter trend?
- Do members harass other members when they don't want to go out to the bars or participate in other alternatives to evening study?
- Are quiet hours maintained?
- Does the chapter facility provide adequate study space? computer space?
- Does the chapter plan stress relievers for periods around exams?
- Do you pay the initiation fee for members elected to honor societies?

Social

- Does the chapter schedule major social events on the weekends so weeknights are left free for studying?
- Do you enforce social probation or limited social privileges for members with poor grade point averages?
- Do you have a realistic calendar of social events or do you have more activities planned than any other chapter on your campus?

Chapter facility

- Do you have enforced quiet hours?
- Do you provide several well-lit areas for studying?
- Do you provide resources to assist members academically? Hookup to the campus mainframe computer? Computers? Dictionaries? Etc.?
- Do you have organized resume files and course evaluations?
- Do you have a member-to-member tutoring system that is well publicized?

VOLUNTEER AND ALUMNI RELATIONS

Why Volunteers Help and What They Expect in Return

Volunteers offer the potential for maintaining the excellence of a chapter by providing continuity, the tradition and the experience and guidance that fraternity operations need.

They want to be treated as:

friends

guests

resources

brothers

mentors

They don't want to baby-sit the chapter or be party chaperones. They don't want to deal with undergraduate members that are irresponsible and unable to follow-through on commitments to them or the chapter. They don't want to be taken for granted and unappreciated.

So why do they want to get involved?

Volunteers want to contribute to both their chapter and the National Fraternity. Here are a few other reasons why they want to help:

1. They believe their time and service is wanted.
2. They feel there is a need.
3. They feel they are able to contribute in some productive way.
4. They want a reasonable structure within which to operate.
5. They want to volunteer but not become consumed by the chapter.
6. They want to enjoy the companionship of others also engaged in the activity.

Primary Benefits of Volunteer Involvement

There is a great deal of evidence in our Fraternity that shows strong chapters are supported by numerous volunteers. They have strong volunteer and alumni relations programs and know how to use the talents and gifts each volunteer and alumnus offers. The chapter gains a great deal from their involvement:

- Advice and guidance to general undergraduate chapter operations
- Assistance in planning and carrying out the chapter's alumni communication and activities program
- Supervision of chapter housing, including related legal and financial affairs
- Special support for the chapter in an emergency situation

Recruiting Volunteers

Believe it or not, the five-step process to recruitment can be used to re-recruit our volunteers.

- Meet him or her.
- Make him/her a friend.
- Introduce him/her to your friends.
- Introduce him/her to Delta Sigma Phi.
- Invite him/her to volunteer for the Fraternity.

Meet him/her

At its most basic level, the Volunteer and Alumni Relations Chairman must have an updated database of alumni members. Most of the time, your school Alumni Center can offer your chapter a full list of alumni members, their addresses, phone numbers, undergraduate major, and graduation year. Oftentimes they have a list of their past campus activities listed as well. But, we need to find them. The National Headquarters also makes listings available.

In addition to our own alumni, we need to ask all members of the chapter for the names of professors, advisors, coaches or friends whom they believe relate well to students. These people often times become our most active and effective volunteers for the chapter. They live in the local community and their livelihood depends on the well-being of students. They're terrific prospects to volunteer.

If your chapter hasn't produced a chapter newsletter or sponsored an alumni event in the past year, you need to reintroduce the chapter to them.

Make him/her a friend.

Most alumni members won't come to a chapter sponsored event unless they have some established relationships in the chapter itself. The chapter needs to be assertive and develop relationships with potential volunteers and alumni. It can't just send out dozens of cold invitations and expect alumni to drop everything to meet a bunch of undergraduates they don't know.

Create a few strong relationships. You'll be amazed at what a few strategic lunch meetings or conversations can do to cultivate interest from potential volunteers.

Introduce him/her to your friends.

You begin to build relationships one on one, but soon you need to introduce volunteers to a wider circle of your Fraternity friends. Get a group together and have lunch, go to a game, or see a movie.

When it comes to alumni, the main reason most come back for homecoming or alumni events is to see their many friends, not meet the men in the chapter. That's why it's important to list as many names (from as many different eras) on your alumni invitations. If the alumni see names of people they know, they will more likely attend because they want to see them. Use the names of past chapter presidents, current involved volunteers, and charismatic members from their time in the chapter.

Then, introduce them to the men in the chapter.

Introduce him/her to Delta Sigma Phi.

Have a chapter dinner or invite the volunteer to a non-Ritual chapter meeting. Ask him/her to join you at a community service or recruitment event. If you want a volunteer for the chapter, you have to share with them what the chapter is all about!

Invite him/her to volunteer for the Fraternity.

After a volunteer prospect is introduced to the chapter and the Fraternity, now is the time to go for the “ask.” Be sure to ask them how they want to support your chapter. Some may want to offer time through volunteering. Ask them to serve as volunteers and offer very specific start and end terms, share the estimated time investment, and discuss mutual expectations of volunteers and the chapter.

Some alumni may prefer to give money instead of time. If so, ask for donations for specific things (computer room, library, alumni programs, recruitment, house improvements, etc.).

Be sure to offer a “menu” of involvement opportunities. Copy these opportunities on a handout so they can take it home to consider their interest and availability.

Possible Involvement Opportunities

1. Advisors/Alumni Corporation Board (ACB) officers
2. Short term projects
3. Distance involvement (writing articles for the alumni newsletter, coordinating alumni reunions in their hometown, etc.)
4. Special events such as the campus homecoming, fundraising, or chapter anniversary committee

TEN SURE WAYS TO KILL VOLUNTEER SUPPORT FOR YOUR CHAPTER

1. Never publish a chapter newsletter.
2. When you do publish a newsletter, only include undergraduate news.
3. Ask for money every time you make contact with the alumni.
4. Never acknowledge or follow up on recruitment recommendations.
5. Ignore an alumnus who comes to visit the chapter house.
6. Don't bother to clean up the chapter house when volunteers and alumni are expected to visit.
7. Plan any and all alumni functions one to two weeks in advance at most.
8. Never acknowledge any financial contributions.
9. Spend financial gifts, which were directed towards a chapter house renovation project or scholarship, on the spring social.
10. Always think of the volunteers and alumni only in terms of “what can they do for US?”

A CHAPTER NEWSLETTER CHECKLIST

An excellent chapter newsletter has two major segments: undergraduate news and volunteer/alumni news. Undergraduates should provide information on the chapter. Volunteers and alumni should write some articles as well as seek and provide updates on alumni brothers.

Undergraduate Copy

- _____ Articles from major officers
- _____ List of new members, including home towns
- _____ Lists of initiates, with full names, initiation dates, roll numbers, and home towns
- _____ Lists of graduating seniors looking for jobs
- _____ Lists of officers, providing phone numbers and emails
- _____ Messages from the house director and/or resident advisor
- _____ Spotlights on alumni
- _____ Honors, awards, campus positions, appointments, pinnings, etc.
- _____ Announcements - homecoming, Founders Day, reunions, etc.
* These must be announced at least two months in advance in order to be sure they reach your alumni prior to the event!
- _____ News items about chapter activities such as philanthropies, homecoming, Founders Day, Mom's Weekend, Dads' Weekend, and Parents' Weekend. Names are important! List names of attendees. Photos could be included.
- _____ Articles about changes in your university's fraternity and sorority community
- _____ Any positive alumni-oriented copy
- _____ Photos, current and historical - preferably black and white and clear; those people shown in the photos should be identified whenever possible

Volunteer and Alumni Copy

- _____ Reports from ACB officers
- _____ Reports from advisors/volunteers
- _____ ACB member addresses and telephone number updates
- _____ Financial reports
- _____ Spotlights or reminisces
- _____ Announcements - board meetings, Founders Day, receptions, reunions, etc.
- _____ Photos - from scrapbooks, etc.
- _____ Historical articles

ADVISOR ROLE QUESTIONNAIRE

This is a tool to be used as a discussion guide with the chapter officers. After both the advisor and the executive board members complete the questionnaire; discuss mutual expectations between chapter leaders and the prospective advisor. The following is a series of advisor functions. Circle your level of agreement on each of the advisor roles listed.

(SA- strongly agree, A- agree, NO- no opinion, D- disagree, SD- strongly disagree)

In performing the role of the advisor, I believe that an advisor should:

Be a problem solving agent	SA	A	NO	D	SD
Be a counselor	SA	A	NO	D	SD
Be an information/resource person	SA	A	NO	D	SD
Be an idea resource person	SA	A	NO	D	SD
Be a sounding board	SA	A	NO	D	SD
Represent the National Fraternity	SA	A	NO	D	SD
Represent the members	SA	A	NO	D	SD
Serve as a change agent in the organization	SA	A	NO	D	SD
Interpret university policies and procedures	SA	A	NO	D	SD
Interpret Fraternity policies and procedures	SA	A	NO	D	SD
Analyze the group process	SA	A	NO	D	SD
Guarantee the success of programs	SA	A	NO	D	SD
Serve as a role model of behavior	SA	A	NO	D	SD
Attend all events	SA	A	NO	D	SD
Coordinate/advocate a balanced chapter calendar	SA	A	NO	D	SD
Provide continuity through the years	SA	A	NO	D	SD
Develop/plan new programs	SA	A	NO	D	SD
Educate students on issues	SA	A	NO	D	SD
Develop skills in students	SA	A	NO	D	SD
Meet bi-monthly with executive team	SA	A	NO	D	SD
Communicate with National Headquarters (successes and problems)	SA	A	NO	D	SD
Maintain organizational records	SA	A	NO	D	SD
Work out personal conflicts between leaders	SA	A	NO	D	SD
Supervise the finances	SA	A	NO	D	SD
Orient new officers to their roles/responsibilities	SA	A	NO	D	SD
Maintain productive and positive energy level	SA	A	NO	D	SD
Evaluate student leaders	SA	A	NO	D	SD
Evaluate programs	SA	A	NO	D	SD
Keep informed of issues that affect fraternities	SA	A	NO	D	SD

Please look over these roles you have just considered and list the five roles you believe to be the most important. No particular order is required.

- 1.
- 2.
- 3.
- 4.
- 5.

BROTHERHOOD BUILDING ACTIVITIES

Brotherhood Building

Building strong relationships in the chapter is a critical activity. Too often, our chapters just think that spending time together or working on projects in the chapter will develop strong brotherhood. That's just a small part of building brotherhood.

International activities can be planned for chapter meetings, activities with new members, activities with prospective members during recruitment, or chapter retreats.

The purposes can range from simply breaking up cliques, to low-risk sharing activities, to deeper, friendship-enhancing activities.

Other good resources include:

- National Interfraternity Conference Brotherhood Building Activities Book I
- National Interfraternity Conference Brotherhood Building Activities Book II
- Any team building book from your office of student activities
- The residence life staff
- Your campus Greek advisor
- The campus recreation department
- Hundreds of web sites - just insert team building in a search engine

Several ideas are offered here for your convenience:

Mix the Cliques

Purpose:

getting acquainted

building rapport

enhancing unity

encouraging members to work and share with ALL brothers

Supplies needed:

None

Suggested time:

Activity agenda:

These activities can be used as methods of mixing different groups of brothers in preparation for different chapter activities or brotherhood building exercises. The purpose of these activities is to intentionally select groups that mix members from different cliques. Create groups by alphabet, first letter of first or last name. Create groups by major or college or school the members fall under (i.e. business majors vs. engineering majors)

Break into groups of in house/out house brothers.

Create teams by class years - seniors, juniors, sophomores, freshmen.

Mix by hometown or geographical areas.

Group by lottery or in random order.

Create groups by birth month.

Source:

Theta Xi, New Member Manual

Personal Coat of Arms

Purpose:

self-disclosure
values clarification

Supplies needed:

Pencils
Blank sheets of paper

Suggested time:

15 minutes drawing time
60+ minutes sharing/discussion time

Activity agenda:

10 minutes

Distribute blank sheets of paper for each member. Ask each brother to draw his own personal coat of arms. It is up to his own creativity and imagination and artistic skills to come up with his personal rendition. The drawing should include symbols that represent some personal values, how the fraternity fits into his life, and significant influences in his life. An open motto should accompany his picture.

20-30 minutes

Each brother takes a turn and describes his coat of arms and symbols to the entire group.

20 minutes

Large group discussion questions:

What are significant things you learned about others as a result of this exercise?

Was this difficult? Why?

What types of symbols did people use?

Did anyone use non-fraternity symbols? Did that surprise you? Why/why not?

What were some similarities and differences seen in each person's coat of arms?

(In NIC Brotherhood Building Activities I)

Instant Composite

Purpose:

getting acquainted

Supplies needed:

Photographs from student directories, wallets or the help of an instant camera

Suggested time:

Activity agenda:

Gather photographs of all members. Make an instant composite with full names and perhaps, home town. Rush merely offers members the opportunity to meet, make friends, and recruit members. We know the new members interests and goals. They work. They fit. But much of this information is stored in short-term memory. Not remembering a new member's name sends an unwanted message. This activity will help initiates and new members remember names and faces.

Source:

Ron Richard, Former Director of Chapter Services, Phi Kappa Psi
Joel Goldman, Former Assistant Executive Director, Sigma Alpha Mu

Gavel Pass/Candle Pass

Purpose:

promoting group discussion
creating a forum for each individual member of the fraternity to air his thoughts

Supplies needed: Fraternity president's gavel or large dripless candle

Suggested time: 2-3 minutes per chapter member

Activity agenda:

Gather the membership in a circle. The president begins the activity by sharing why he values his membership in the fraternity. When finished, he passes the gavel to the next member. Whoever holds the gavel has the floor. No one can interrupt him.

Chapters have used this activity to air grievances, publicly praise their brothers one at a time, thank individuals, and close chapter meetings.

(In NIC Brotherhood Building Activities I)

Reverse Candle Pass

Purpose:

building trust
building rapport
developing respect
enhancing unity

Supplies needed:

Chapter gavel or large dripless candle

Suggested time: 1-2 hours

Activity agenda:

Depending on size of the chapter, you might want to break the group into smaller groups of 10-12. This is an intense sharing exercise that will require a great deal of time. The traditional gavel pass involves the passing of a gavel and each member speaking his mind. With a Reverse Candle Pass, the person that holds the gavel does not speak. When a brother gets the gavel, 11-12 others tell him how much they value his membership in the fraternity or what they appreciate most about him. Allow each individual to share for 2-3 minutes. When all have spoken to the member holding the gavel he passes it to the next participant. Continue until all members have been "appreciated."

(In NIC Brotherhood Building Activities I)

Carousels

Purpose:

getting acquainted
self-disclosure
discussion
building trust
building rapport
developing respect
enhancing unity
values

Supplies needed: None

Suggested time: 30 minutes

Activity agenda:

The entire chapter needs to be involved. Ask all members to make one large circle. Instruct members to count off by twos. Ask all ones to take one step inside the circle and face out, thus facing one of their brothers on the outside circle. This step should form two circles. Make sure each man has a discussion partner.

Instruct the men that they will be given a topic that they will discuss with their partner for 60 seconds. Each partner should share during that time. Let them know that you as leader will let them know when their time is up.

Ask all to stop talking when their time is up. Instruct the inside circle to move one person to their right. All members should now have a new discussion partner. Give them another topic. Continue through the following questions.

- Initially, what drew you to our fraternity?
- What is brotherhood?
- How do you define respect?
- What is your favorite brotherhood building activity?
- I am most proud of this fraternity because...
- A brother is considering dropping out of school and the chapter. What would you say to him?
- What is trust?
- What do you enjoy most about our fraternity?
- Finish the sentence; I feel closest to my brothers when...
- I am most frustrated with our chapter when...
- The most important aspect of our fraternity is...

Take some time to discuss these topics in the large group. This is a good activity to do during recruitment and/or new member orientation.

(In NIC Brotherhood Building Activities I)

Wall of Fame

Purpose:

building rapport
developing respect
enhancing unity

Supplies needed: Blank sheets of paper

Suggested time: Activity can be done on a month to month basis

Activity agenda:

Each month, focus on the accomplishments and contributions of your chapter members. Some chapters have a fraternity “brag board” consisting of a cork board with announcements on it. This activity is similar in nature but uses an entire wall so the achievements are noticed.

To promote campus involvement, ask each member to get a snapshot of himself and paste it on a blank sheet of paper and write down all of the campus activities that he is involved in. Tape all of these sheets on the wall. Allow members time to read over the sheets and see how brothers divide their time in various campus activities. Younger members will find brothers involved in a variety of campus organizations and, if interested, can find a good contact person to ask questions about a particular activity or organization. This is a good way to promote involvement in other organizations and to recognize brothers who volunteer their time to different leadership positions and campus groups.

If desired, each month could have a different focus; academics, campus and community service, interfraternal activities, sports, etc.

(In NIC Brotherhood Building Activities I)

The Fraternity Preamble

Purpose:

discussion
building rapport
developing respect
enhancing unity
understand the meaning behind DSP's Preamble

Supplies needed: Framed Preamble

Suggested time: 2 minutes per member

Activity agenda:

Gather all members in a room where everyone can sit together. Introduce the activity by reciting the fraternity Preamble as a group. Talk about the history of the Preamble - who wrote it, when was it written, where was it written, why the words were chosen.

Pass the framed Preamble around the room. As it comes to each member he should share with the group what significance it has to him.

Close the activity by explaining that the Preamble is a fundamental statement of beliefs. Ask each member to consider what is his own personal statement of beliefs. Are they consistent with the fraternity's beliefs?

COLONIES

Colony

A colony is a group of men on a given campus who wish to live the ideals and beliefs of Delta Sigma Phi Fraternity.

Becoming a Colony

A group of men who wish to become a colony must petition the Executive Director. Once colony status has been approved a colony is given two years to become well organized and operating as a truly efficient and successful organization.

Chartering

Prior to becoming a chapter each colony must satisfy operate in the same fashion as a chapter and fulfill the requirements of the Fraternity accreditation program.

Additional Resources

- *Opening the Door to Delta Sigma Phi*
- *The Constitution of Delta Sigma Phi*. Article V—"Chapter, Colonies and Charters"

COMMUNITY SERVICE & PHILANTHROPY

"It's not for money, it's not for fame,
It's not for only personal gain,
It's just for love of fellow man,
It's just to give a little of self,
That's something you can't buy
with wealth.

It's not for medals worn with pride,
It's not for the feeling deep inside,
It's that reward deep in your heart,
It's that feeling that you've been a part
of helping others far and near
that makes you be a Volunteer."
-Anonymous

The Difference Between Community Service and Philanthropy

Often, members confuse service with philanthropy. *Service* involves hands-on assistance to a community or cause. We invest our time and our efforts, helping others in need. *Philanthropy* also involves giving, but giving money through donations and fund-raisers. Both fundraising and hands-on service shows how you care about your community.

This section is designed to help your chapter understand the personal benefits of service, Fraternity tenets, and developing service and/or philanthropic activities.

WHAT'S IN IT FOR THE INDIVIDUAL MEMBER?

Providing contributions to the community involves time and effort. What will the chapter members gain from these experiences?

Experience the joy of helping others.

Helping others makes you feel good about yourself. You know that you're doing something to help another person out. The experience helps you to be more grateful for all you have and the opportunities you have as a college student.

Have fun with friends.

Helping others is a good way to build friendships in the chapter. Working side by side helps you spend quality time with others without the distractions of class work, chapter responsibilities, and other activities. Many chapters have been very successful inviting prospective members to community service events. There is no better way to show a potential member what Delta Sigma Phi's care about than to work with him serving the community.

Clarify personal interests.

You can test your interest by working with varying communities and different community issues. You might find that you really enjoy working with at-risk children. You might find that you really enjoy working with Special Olympics athletes. Some people have even found a new career interest through their service work.

Know your community better.

You can understand the needs and issues of your community by providing hands-on service. Not only will you know more about the various service agencies in town, you will learn about grants, decision-making, how local and state policies are made, and how programs are funded.

The Community Service Chairman should think about taking time during a chapter meeting to hold a discussion about service. This can be a very personal topic. He could ask the following questions for large group discussion:

How does human service support the purpose of Delta Sig?

In what ways are you benefiting your local community?

How are you strengthening the campus community?

What are the organizational benefits of serving others?

What are the personal benefits of serving others?

What's In It for the Chapter?

Better brotherhood.

Members will build a stronger brotherhood by working together for a common cause. Brothers will be able to see others in a different environment whether it's working with the disabled, the hungry, or the poor. Working together providing a much-needed service to the community will help develop teamwork, communication, and understanding among all members.

Living our Preamble

We make promises to ourselves and each other as soon as we join Delta Sigma Phi. One way to illustrate our commitment to our tenets is by helping others in the community. We are *building a better man* through our actions and our interest in helping the less fortunate.

Interrupting stereotypes about fraternity men in general

When members work together raising funds for a worthy cause or providing hands-on service, they are helping to promote an improved image of fraternity men. Gone are the biases and assumptions that all fraternity men are party animals. Gone is the perception that fraternity men just care about themselves.

Balanced chapter calendar.

By thinking through your service and fundraising events for the entire year, the chapter can keep a balanced calendar of programs. The calendar would involve activities for alumni, brotherhood events, social activities, inter-Greek workshops, service, academics, etc.

JOB DESCRIPTION FOR THE COMMUNITY SERVICE CHAIRMAN & COMMITTEE

1. Work to listen to the desires of the chapter.
2. Lead the Community Service Committee and plan both hands-on service experiences as well as fundraising activities for the chapter.
3. Hold regular monthly meetings to plan activities.
4. Keep service on the minds of the members as a critical element of a strong fraternity experience.
5. Work with community agencies and their representatives to work together.
6. Adequately prepare the chapter for their responsibilities to the community.
7. Meet with the campus Service Learning Coordinator for ideas, suggestions, and assistance.
8. Coordinate reflection discussions after service projects to maximize the learning in the chapter.
9. Set a calendar with all service activities for the year.

FIVE CRITICAL ELEMENTS OF HANDS- ON COMMUNITY SERVICE

Once the community service committee decides on the group of people the chapter will help or issue they want to address, they should think through the Five Critical Elements of Service.

1. *Community Voice*

Community voice is essential if we are to build bridges, make change, and solve problems. Any community service organization should make sure that the voice and needs of the community are included in the development of the community service program.

2. *Orientation and Training*

Orientation and training are important first steps for any community service experience. Information should be provided for student volunteers about the community, the issue, and the agency or community group.

3. *Meaningful Action*

Meaningful action means that the service being done is necessary and valuable to the community itself. Meaningful action makes people feel like what they did made a difference in a measurable way and that their time was utilized well. Without this, people will not want to continue their service no matter how well we do with the other four elements.

4. *Reflection*

Reflection is a crucial component of the community service learning experience. Reflection should happen immediately after the experience to discuss it- reactions, stories, feelings, and facts about the issues that may dispel any stereotypes or an individual's alienation from service. Reflection should place the experience into a broader context.

5. *Evaluation*

Evaluation measures the impact of the students' learning experience and the effectiveness of the service in the community. Students should evaluate their learning experience and agencies should evaluate the effectiveness of the students' service. Evaluation gives direction for improvement, growth and change.

(Source: *Into the Streets Training Manual*)

GENERAL COMMUNITY SERVICE VOLUNTEER GUIDELINES

You may want to adapt these guidelines to suit your service project and distribute them to the chapter.

Please be punctual. Late volunteers delay the entire team. If you're not at the meeting place on time and you miss the team, you have missed the project.

If you're taking public transportation, stay with members of the chapter on the same bus or in the same subway car.

If you need to travel by car, carpool with other members to the project if possible. Make sure every driver can provide proof of insurance and every passenger has a seat belt.

When you arrive at the project, park your car with other cars, take your keys and lock your car. Don't carry unnecessary valuables on your person, and don't leave them inside the car.

Do not stop en route from one destination to another.

Make an effort to introduce yourself to the project leader, to invited guests/prospective members, and any agency representatives.

If you are participating in a project requiring specific skills (i.e., construction) which you do not possess, ask the project leader and/or agency personnel for training or ask to be placed in an assignment more suited to your skill level. Do not participate in a project which you feel puts you in a risky or dangerous situation.

When you're at the project site, stay in designated common areas.

Let the Community Service Chairman know of any problems as they arise. If an accident or problem occurs at your project, call 911 immediately.

Follow all rules - even if you don't agree with them. You'll set a good example for the people with whom you're working, particularly the children.

When you leave the project, leave with the other volunteers. Unless there are compelling circumstances, all volunteers should stay until the end of the project.

(Verbatim, p. 36, Project America Action Guide, project@project.org)

COMMUNITY SERVICE: PROJECT IDEAS

There are hundreds of opportunities for service in every community. Here are a few from Project America:

- Scrub and paint a public school
- Visit a veteran's home
- Tutor people with mental illnesses
- Work with an adult literacy program
- Take flowers to a senior citizen's home
- Do yard work for the elderly, disabled, or your neighbors
- Serve lunch at a soup kitchen
- Read to a child
- Volunteer at a clinic for individuals with eating disorders
- Build a playground for people with physical challenges
- Assist in the counseling of substance abusers
- Visit and help terminally ill medical patients
- Plant trees in a local park
- Be a tutor for an English as Second Language (ESL) program
- Be a storyteller for a local library
- Be a tutor or just spend time with teens in the local juvenile detention center
- Help those in need prepare their tax returns
- Have a community gardening party for elderly citizens
- Help a person study for and attain his/her GED
- Be a lunch buddy to an elementary age kid
- Coach a youth recreation team
- Be a Big Brother
- Read to the blind
- Build a relationship with an orphaned child
- Mentor a high school/college student
- Help an expecting mother prepare for the new arrival
- Help rehabilitate an injury victim
- Help counsel a delinquent child
- Volunteer for your local neighborhood watch
- Beautify a historic local landmark
- Organize a phone-a-thon through a cable access channel addressing a local problem
- Make and hand out sandwiches to the homeless
- Be a coach for the Special Olympics
- Work at a pediatric ward with newborns
- Visit a homebound individual
- Play cards with the elderly
- Clean up a highway
- Paint a neighborhood playground
- Start a healthy school lunch program
- Help insure that the school zone is drug-free
- Initiate an after-school program providing a safe, drug-free environment for kids
- Be a community mediator for domestic disputes
- Work with a Head Start program
- Practice public interest law
- Design new recreational activities at the local YMCA
- Help screen donors at a blood drive

- Be a transport in an emergency room
- Get involved in a recycling program
- Help sort and tag clothes at the Salvation Army
- Build a playground
- Answer phones at a rape crisis center
- Collect toys for families who lost homes in fires or flood
- Clean up your neighborhood or campus
- Paint over graffiti
- Clean a park or hiking trail
- Make pans of lasagna for a homeless shelter
- Recycle cans and give profits to a community organization
- Develop a community workshop on computer use
- Build and fill shelves at a food bank
- Volunteer at an animal shelter
- Beautify a shelter for battered women
- Plan a prom for youths with disabilities
- Help renovate a local shelter
- Build a wheelchair ramp for an elderly or disabled person
- Fix up a local nursing home, library, or school
- Pick up trash on a beach
- Volunteer at the local United Way/United Fund
- Organize a book, clothing, or food drive
- Serve on a neighborhood board or committee
- Provide transportation for a nursing home
- Work with a crisis hot line
- Answer phones at a non-profit organization
- Be a reader at a library
- Teach art projects at an elementary school
- Be a speaker and advocate for the disabled
- Organize a penny drive
- Environmental avocation and endorsement
- Work for a literacy campaign
- Serve as a mentor
- Assist in a literacy campaign

PHILANTHROPY: FUND RAISING IDEAS

Think of successful fund-raising events that you know from your chapters, campus, community, church, or other organizations. Sometimes the best way to generate good ideas is to modify already existing ones.

Types of Fundraisers

In general, there are four types of fundraisers:

1. Sell something
2. Provide a service
3. Conduct an event
4. Seek donations

Some of the most successful events combine elements from each of these types.

Here are some ideas for annual philanthropy events:

- Three-on-three coed basketball tournament
- Pancake breakfast
- 5-K run
- Bowl-a-thon
- Teeter-totter-a-thon
- Golf tournament
- Rock-a-thon (24 hour rocking chair marathon)
- Strike Night (bowling)
- Casino/Monte Carlo Night
- Soccer Tournament
- Powder Puff Football
- Walk-a-thon
- Slammertime - mock jail and bail
- Cues and Blues - pool tournament
- Center Court Slam - tennis tournament
- Rose Raffle - Valentines Day event
- Crush - send cans of Crush for Sweetest Day or Valentines Day
- Taco Dinner
- Spaghetti Feed
- Delta Sig Darts
- Puttin' on the Hits - lip sync contest
- Haunted Halloween House
- Fraternity Football Classic
- Balloon and flower sale on Valentines Day
- Gong Show/Talent show
- Organize a letter writing campaign
- Have a community garage sale for a cause
- Plan a campaign highlighting the importance of immunizations for toddlers
- Help raise funds for a local non-profit
- Raise money to buy books for a local library

VOLUNTARY SERVICE STATISTICS

Source: *Giving and Volunteering in the United States*

- In 1995, 49% of the American adult population (93 million) volunteered an average of 4.2 hours/week (up from 47% in 1991; the average hours remained constant over that time). (p. 30)
- In 1995, volunteers contributed over 20.3 billion hours to both formal and informal volunteering (up over one billion since 1993). (p. 30)
- In 1995, 25% of the volunteers volunteered 5 hours or more each week. (p. 39)
- In 1995, formal volunteering (in contrast to helping a neighbor or an organization on an ad hoc basis) represented the equivalent of 9.2 million full-time employees (up from 8.8 in 1993). (p. 30)
- The monetary value of adult volunteer time was estimated at \$201.5 billion in 1995. (p. 30)
- From May 1994–May 1995, 52% of women and 45% of men volunteered. (p. 54)
- In 1995, over half of all volunteer time was spent in four activity areas - religion (17%), informal volunteering (14%), education (12%), and youth development (10%) (p. 31).
- Factors influencing voluntarism: (p. 15)
 - Of the 22% of adults who reported being active in student government, 67% volunteered.
 - Of the 43% of adults who reported going door-to-door as a child, 65% volunteered.
 - Of the 53% of adults who reported doing some volunteer work as a child, 65% volunteered.
 - Of the 49% of adults who reported wanting to make a significant change in society, 56% volunteered.
 - Of the 63% of adults who participated in a youth group, 61% volunteered.
 - Of the 78% of adults who saw someone in their family help others, 53% volunteered.
 - The proportion of volunteers increased from 34% for those who did not attend religious services to 55% to those who attended weekly services.

CHAPTER/COLONY FINANCIAL OBLIGATIONS

Membership Dues

During the Fall and Spring terms, initiate and new member *dues* are payable to the National Headquarters. The membership dues are charged on a per man basis and each group has an opportunity to make three payments during both terms. In order to pay the correct amount of dues per semester, the Headquarters staff sends each chapter a Chapter Status Report and a Fraternity Assessment Worksheet. Once completed, these forms determine the total dues each chapter is required to pay the National Headquarters each term.

Dues Payment Schedule

(Specific due dates can be found at www.deltasig.org)

PAYMENTS	FALL TERM	SPRING TERM	Late Fee
Dues Downpayment (based on 1/3 chapter size from previous semester)	Due: Mid September	Due: Mid January	\$0
2 nd Payment + Fraternity Assessment Worksheet + Status Report	Due: By October 8	Due: By February 8	\$200
3 rd Payment	Due: By November 8	Due: By March 8	\$200

DESCRIPTIONS OF DUES COMPONENTS

Base Fee

Provides each member and new member the opportunity to be associated with Delta Sigma Phi Fraternity. In addition to the intangible benefits of brotherhood and friendship provided through our ritual, the semesterly fee provides:

- Lifetime membership in Delta Sigma Phi
- Networking with Fraternity volunteers and alumni
- Leadership training provided by members of the Challenge Team
- Fraternity resources for all areas of Fraternity operations
- The resources and services of 17 staff members
- Liability insurance coverage for the following:
 - The chapter
 - Undergraduate chapter officers
 - Chapter advisors
 - Alumni Corporation Board officers
 - The Fraternity
- **Note: Property insurance must be obtained separately*
- The opportunity to participate in the following:
 - Biennial Conventions
 - Annual Delta Sigma Phi Leadership Institute
 - Delta Sigma Phi's *The EDGE*
- Subscription to Delta Sigma Phi publications

Grade Factor

The main reason for attending college is to gain an education. Delta Sigma Phi places an emphasis on the importance of academic success by rewarding and motivating chapters and colonies that are academically above or below average for their specific campus.

The grade surcharge/credit is based upon the grades the chapter had for the equivalent semester for the previous year.

Example: Fall 2001 grade surcharge/credit depends on the chapter grades for the Fall 2000.

Risk Factor

Each chapter and colony is charged a different risk factor in order to take into account each chapter's situation regarding the Fraternity's liability insurance policy. The risk factor depends on the following:

- Location in the U.S.
- Living arrangements (live together as a group or not)
- Claims experience (claims are considered if they have been within the past 3 years)
- Compliance with the Responsibility and Accountability Policy (any chapter who has been on probation or suspension within the past 3 years is considered)

Convention Fee

Each chapter is assessed a \$125 per semester fee in order to pay for one delegate's registration fee for the biennial convention.

NEW MEMBER AND INITIATION FEES

NOTE: New member and initiation fees are one-time fees

New Member Fee	⇒ 14 days after new member ceremony	\$65
	⇒ more than 14 days after new member ceremony	\$75
Initiation Fee (Initiation Ceremony must be conducted 8 weeks after new member ceremony)	⇒ 14 days prior to initiation	\$215
	⇒ Anytime after initiation	\$225
Alumni Initiate Fee	⇒ Anytime	\$50

Refunding Fees

New Member and Initiation Fees:

New Member fees are non-refundable.

Initiation fees are only refundable if they have been paid, but he fails to initiate.

CHAPTER & COLONY FINANCIAL OBLIGATIONS

Chapter/Colony Membership Dues

The undergraduate members and volunteers establish chapter and colony dues. Every semester a budget should be created, upon which membership dues should be based.

Debt Collection

Undergraduate officers and volunteers should work collaboratively to ensure bills are paid on time and all debts are collected in an effective manner.

Frequently Asked Financial Questions:

Donations

Donations to the chapter or National Fraternity are not tax-deductible. Donations to the Delta Sigma Phi Foundation are tax-deductible to the extent allowed by law.

Tax ID Numbers

Each chapter and ACB should have their own tax ID number

To obtain a tax ID number for the chapter:

Fill out IRS form SS-4 ()

Very important: Section 8a enter #0588(GEN) for Delta Sigma Phi affiliation

Sales Tax Exemption

Every state has a different process to obtain a sales tax exemption (there is not a national sales tax exemption number). Refer to the state's revenue office for instructions for submittal

IRS Designation

Every Delta Sigma Phi chapter and colony has a 501(c) 7 tax-exempt designation.

Annual IRS Filings

Any group that has a gross income of over \$25,000 must file an annual 990 or informational return (non-profit version of the 1040).

Every state has different requirements for filing a return. Check with your state officials for their procedures.

Chapter Checks

Always have two signatures required on every check drawn from a chapter account. Typically the signatures of the president and treasurer are required.

Employee vs. Independent Contractor

Refer to the Alumni Corporation Board Guide

Incorporation

Refer to the Alumni Corporation Board Guide

Additional Resources

ACB Guide

Chapter Financial Management Guide

CHAPTER LEADERSHIP STRUCTURE

Electing Officers

- Timing: Chapter bylaws dictate when elections are held, giving enough time for an effective transition period. Most chapters hold elections in early December.
- Notification: 2 weeks prior to the election date
- Nominations: Taken from the floor at both regular meetings prior to the election
- Elections: Secret ballot
- Installation: Perform the installation proceedings during the next-to-last regular meeting of the term in which they are elected
- Appointments: All officers and committees must be presented to the chapter the meeting following installation
- Reporting: All elected and appointed officers must be reported to the national headquarters and university the week after elections

Qualifications for Office

- All officers must be initiated members of Delta Sigma Phi
- Prior to election they must have the minimum GPA requirement to graduate on his campus
- During the term, an officer must resign his position if his grades fall below the minimum requirement to graduate and is not eligible to hold office again until his grades meet university standards

Filling Vacancies in Office

1. Elected officers (except the president): An interim appointment may be made by a majority vote of the executive board. An election must be held as the first order of new business at the second regular meeting after the position becomes vacant.
2. President vacancy
The Vice President assumes the presidency
A new Vice President is elected
3. Appointed Officers
Chapter president may appoint another person into the office
4. Committee Members
Chapter president may appoint another person into the office

Removing Officers

1. Any Officer:
May be removed by the chapter advisor, any national officer or majority vote of the ACB
2. Appointed Officers:
The president may remove any appointed officer by notifying the executive board in writing regarding his ineffectiveness (not subject to additional review)

The Vice President may remove any appointed officer by notifying the executive board in writing regarding his ineffectiveness (subject to review by the president only)

Recalling or Removing an Elected Officer

Process

The process begins by:

Majority vote of the executive board

Written petition to the Vice President by 25% of the undergraduate membership in good standing (or the president if the officer being recalled is the Vice President)

NOTE: The petition must allege negligence or ineffectiveness and must provide specific information backing up the charge

Within one week of receiving a recall petition the Vice President (or the President if the officer being recalled is the Vice President) must: Provide the officer in question with a copy of the charges against him and is entitled to know the names of those requesting his removal. Provide adequate time to defend himself before the Standards Committee. The Committee will recommend to the chapter adoption or rejection of the recall petition.

At the next regular chapter meeting after consideration of the petition for recall by the Standards Committee:

- The recall will be taken as a special order having precedence over all other business
- The presiding officer of the Standards Committee will present the findings and recommendation of the committee
- A spokesman for those presenting the recall petition will be allowed to speak
- The accused officer will be allowed to present a defense
- Discussion will be allowed (in the presence of the accused)
- The vote for recall will be taken by secret, written ballot
- Two-thirds vote of the undergraduate membership in good standing is sufficient

Appealing the Removal of an Officer

Officers removed by the chapter advisor, any national officer or majority vote of the ACB may be appealed to the Executive Director or his designee.

An officer cannot serve while his appeal is pending, another officer must be appointed to serve in his place

Additional Resources

- *The Pyramid*. Organizing for Excellence.

MEMBERSHIP STATUS

Classifications

There are five classes of membership in the Fraternity.

Uninitiated

New member

Initiated

Undergraduate

Affiliate

Alumni

Honorary

IMPORTANT NOTE: ONCE INITIATED, MEMBERSHIP IS FOR LIFE

There is no inactive class of membership

An initiated member may not resign

An initiated member may not join any other men's general Fraternity (This does not restrict members from joining professional or service fraternities or honor societies.)

Membership Descriptions

New Members

New Members are men who have been recruited because they exemplify the values and ideals of the Fraternity. They are men who will continue to grow the Fraternity and enjoy the benefits of membership.

New Member Orientation

Orientation should last a maximum of 8 weeks

Orientation must focus on the three tenets of the Fraternity and our core values. Chapters should follow the guidelines outlined in the *Gordian Knot*.

Holdovers

There are only two reasons a man should not be initiated 8 weeks after new member orientation, with intent to initiate later: academic deficiencies or financial delinquency

Releasing New Members

NOTE: Men should only be invited to join if they are willing to follow the Delta Sigma Phi Code of Conduct. During orientation, each man must be given support and guidance from the chapter to learn and live the Code of Conduct. If a man is given ample opportunity to learn from his mistakes and provided constructive feedback from his big brother, the new member educator, and an advisor, he should become an initiated member of the Fraternity. If a man is unwilling to live the DSP Code of Conduct, he may be released.

To release a man from new member orientation, the chapter must:

1. Select their own voting criteria of releasing a man and have it clearly stated in the chapter bylaws

2. Hold a vote of the chapter membership present and voting at a regular or specially called meeting
3. Understand the sensitivity of the situation and act accordingly

Prior to Initiation

Two weeks prior to initiation each new member, big brother, and one of the advisors should have a conversation regarding the values and ideals of the Fraternity. The conversation should focus on ensuring that there is a good fit between the man and chapter.

Undergraduate Members

Undergraduate Members are men who are enrolled at the school where they were initiated

NOTE: Members who leave school and enroll in another institution where a Delta Sigma Phi chapter is located could become an affiliate of the chapter, see below.

Undergraduate Affiliate

Individual Applying for Affiliation

- Contact the president of the chapter
- Meet the brothers of the chapter
- Express an interest in becoming an affiliated member to the chapter president

Affiliation Process for Chapter

The chapter president should contact the president of the proposed affiliate's initiating chapter to ensure he is a man of good character and has satisfied all his financial obligations. Once the members have gotten to know the proposed affiliate's character and the chapter president has secured his financial references, a chapter vote must be taken. A majority vote of members is required to allow a member become an affiliate who would enjoy all rights and privileges of any other member

Alumni Members

Alumni Members are men who are no longer enrolled at the school where they were initiated.

Alumni Corporation Board Membership

Alumni are automatically members of the Alumni Corporation at the school where they were initiated. Alumni may affiliate with an alumni association or chapter closer to his home if he desires and if the alumni chapter accepts him.

Alumni Initiates

Purpose

- To involve men who can advise the chapter in the day-to-day operations of the chapter
- To involve men who have expertise in specific areas of Fraternity operations that could benefit the chapter
- To involve men who espouse the ideals and beliefs of Delta Sigma Phi

Candidates

Men who are not undergraduate students and have no affiliation with any other men's general Fraternity. Possible Candidates: family members, faculty members, administrators, community members

Process

- Majority vote of the alumni corporation board or undergraduate chapter
- Submit the application of membership and alumni initiation fee (see Financial Obligations)
- Conduct the Formal Initiation Ceremony of the Ritual

Honorary Members

Purpose

To recognize men of extraordinary qualifications

Qualifications

Cannot be a member of any other men's general Fraternity
Must be nominated by an undergraduate or alumni chapter

Process

The nominating group must cast a unanimous vote in favor of proposing honorary membership. Without consulting the proposed member, the chapter must send an application for membership to Headquarters, in addition to any pertinent information. The Executive Director will forward the application to the Grand Council, which must vote unanimously to accept the Honorary Member. If accepted, an initiation date will be set for the proposed member.

History

To date, only one man has been made an honorary member. Brother James J. Davis, a member of the Cabinet under presidents Harding, Coolidge and Hoover, was initiated into Omega chapter at the University of Pittsburgh in 1923.

Additional Resources

- *The Constitution of Delta Sigma Phi*. Article II—"Membership"
- *The Constitution of Delta Sigma Phi*. Article V—"Chapters, Colonies and Charters"
- *The Gordian Knot*
- Refer to the following section of this resource: Chapter & Colony Financial Obligations
- Hazing: The Policy on Responsibility and Accountability

SUSPENSION AND EXPULSION

SUSPENSION

Suspension is the denial of all privileges of participation in undergraduate or alumni chapters until such time as the member has met the requirements necessary to lift the suspension. Suspensions are levied for the good of the chapter or the Fraternity for infractions of Fraternity or chapter rules and regulations. Suspensions also may be levied directly by the executive director or the Grand Council for minor infractions of constitution, bylaws and this manual or offenses against the Fraternity or the chapter.

The Suspension Process

A chapter OR alumni corporation board may initiate suspension of a member with the following process:

1. *Notify the member*
The member must be notified in writing of the offense with which he is charged and inform him of the date, time and place where a hearing will be conducted to consider his suspension.
2. *He must be informed of the hearing at least one week before it occurs*
3. *The Hearing*
The member must be allowed to present any defense and call witnesses on his behalf. If he cannot attend, he is allowed to submit a written defense.
4. *Chapter Vote:*
A two-thirds vote of the chapter OR alumni corporation board members present and voting is required to suspend a member.
5. *Notification*
The vote must be disclosed to the member immediately.

Terms of Suspension

A suspended member may not:

- Participate in any chapter activity during the term of his suspension
- Attend chapter meetings
- Display the letters or name of the Fraternity in any way
- Wear the Delta Sigma Phi badge

During the suspension, he also must continue to pay all dues and fees as if he were not suspended. Failure to comply with these terms is grounds for immediate expulsion.

Length of Suspension

Suspensions normally last until the member graduates or permanently leaves college. At any time, however, the chapter or alumni corporation board may (by majority vote of those present) recommend that the member be restored to good standing.

Appealing a Suspension

The suspended member may appeal the decision of a chapter or alumni corporation board to the Executive Director in writing but remains suspended while his appeal is pending.

EXPULSION

Expulsion is the permanent denial and forfeiture of all rights and privileges accorded by the Fraternity, including any involvement with the undergraduate or alumni chapter, possession of the Delta Sigma Phi badge, membership card, and certificate

Possible Reasons for Expulsion

1. Conduct unbecoming a gentleman or brother
2. Illegal conduct
3. Failure to participate in the life of the chapter
4. Financial delinquency (90 days delinquent with no satisfactory arrangement to pay the debt)

The Expulsion Process

CASE #1: An undergraduate chapter OR alumni corporation initiates an expulsion

1. Notify the member in writing at least one week in advance of the proposed hearing.
 - Complete "Delta Sigma Phi Notice of Expulsion Charges" (Expulsion Form #1)
 - Send "Delta Sigma Phi Notice of Expulsion Charges" by either Certified Mail OR hand deliver to the individual being charged. Send to his last known address.
 - The member must sign the Certified Mail card (Post Office form 3811) if notice is done via mail, OR the Receipt of Expulsion Charges (Expulsion Form #3) if charges are hand delivered.

NOTE: Occasionally, a member will not cooperate with an expulsion proceeding by refusing to accept a certified letter or refusing to appear at any expulsion hearing. The Fraternity is, nevertheless, entitled to proceed with expulsion proceedings without the member's cooperation. You **MUST** be able to demonstrate that you attempted to notify the member through at least a returned Certified Mail form.

2. The Hearing
 - The member must be allowed to present any defense and call witnesses on his behalf.
 - If he cannot attend, he is allowed to submit a written defense.
3. Chapter Vote:
 - A 75% vote of the chapter members present and voting (or 75% of ACB members present and voting if expulsion charges are brought by the ACB) is required to recommend expulsion to the Grand Council
 - If the member desires, he must be allowed to be present while the expulsion is being discussed and while the vote is taken by secret, written ballot
 - Once the vote is taken, complete the "Expulsion Voting" form (Expulsion Form #2).
4. Notification to the Member
 - The vote of the chapter must be disclosed to the member immediately

5. If expulsion is recommended, send all of the following forms to the Executive Director in the same package:
 - Delta Sigma Phi Notice of Expulsion Charges form (Expulsion Form #1)
 - Expulsion Voting form (Expulsion Form #2)
 - Signed Certified Mail card (from the post office) OR Receipt of Expulsion Charges form (Expulsion Form #3)

6. Once all paperwork listed in Step #5 has been received,
 - If the expulsion is for financial reasons, he is automatically expelled and will be notified accordingly.
 - If the expulsion is for any other reason, the Executive Director will review the recommendation and shall forward the request, along with his own recommendation, to the Grand Council for a vote
 - A majority vote of the Grand Council is required to expel a member
 - Once a vote is taken, the Executive Director will notify the member in question, the undergraduate chapter and alumni corporation board of the decision in addition to any specific instructions regarding the specific situation

CASE #2: A Leadership Advisor or national officer initiates an expulsion

1. The Executive Director shall appoint a hearing committee
2. The committee will review the case and provide the member in question an opportunity to present his case in person or writing
3. By two-thirds vote the committee can recommend expulsion to the Grand Council
4. A majority vote of the Grand Council is required to expel a member
5. Once a vote is taken the Executive Director will notify the member in question, the undergraduate chapter and alumni corporation board of the decision in addition to any specific instructions regarding the specific situation

Reinstatement of an expelled member

1. The member in question must provide sufficient cause for reinstatement
2. The undergraduate chapter or alumni corporation board must submit a request for reinstatement in the form of a letter to the Executive Director, include any support documentation
3. A unanimous vote of the Grand Council

Other Disciplinary Action

It may be necessary for the good of a chapter or the Fraternity for a sanction less than expulsion to be undertaken. This includes alumni probation or alumnus status. The executive director may place a member on probation as necessary, but this decision may be appealed to the Grand Council. The decision of the executive director remains in force until it is overturned.

Members who are placed on alumni probation are warned that further problem behavior may lead to more severe sanctions, such as expulsion. Members placed on alumni status do not lose membership in the Fraternity, but may not interact with any undergraduate chapter, in any way, for five

years. Probation or alumni status may be withdrawn by the executive director at his discretion.

Additional Resources

- *The Constitution of Delta Sigma Phi.* Article II–“Membership”
- Expulsion Forms: www.deltasig.org

DELTA SIGMA PHI NOTICE OF EXPULSION CHARGES - *Expulsion Form 1*

SENT VIA CERTIFIED MAIL – Return Receipt Requested

Date: _____

Brother Being Charged with Expulsion (full name):

Brother's Address:

Name of Chapter Bringing Charges: _____

Chapter Address: _____

Dear Brother (LNAME):

This is to notify you that you are charged with the following violation(s) of Delta Sigma Phi's rules and regulations (list charges):

A hearing will be conducted in accordance with regulations, and you are invited to appear to defend yourself against such charges. The meeting will take place at:

Location:

Date:

Time:

At the conclusion of the hearing the chapter will vote on the question of whether or not to recommend to the Grand Council that you be expelled from Delta Sigma Phi Fraternity. The vote required for such a recommendation is a three-fourths vote of the active undergraduate members present at a duly constituted meeting. If the decision of the chapter is adverse, you may appeal in writing to the Executive Director, stating any extenuating circumstances which you think bear upon the case.

Failure to take any notice of this communication or to appear at the scheduled hearing will be considered an indication that you offer no opposition to expulsion proceedings.

As prescribed in the Fraternity Manual, copies of this notice are being sent to the Chapter Advisor, ACB President and the Executive Director of Delta Sigma Phi.

(Signature of Chapter President)

cc: Delta Sigma Phi Executive Director
Chapter Advisor
ACB President

EXPULSION VOTING - Expulsion Form 2

TO: Grand Council
ATTENTION: Executive Director

Gentlemen:

The following information is submitted by direction and authority of the chapter and/or alumni corporation board as indicated herein as a formal request that the member designated below be expelled from the Fraternity. All the conditions, rules and regulations prescribed for such action have been fulfilled.

Name of member _____

Chapter _____

College or university _____

Member's present address _____

Specific Charges: _____

Did the accused member attend hearing? _____

If not, did he communicate with the chapter? _____ (Attached any written communications.)

If he did not attend the hearing, did he offer any valid excuse? _____

If so, summarize briefly

If he attended, what defense did he offer? (Summarize principal points.)

(FORM CONTINUED ON REVERSE)

DELTA SIGMA PHI EXPULSION VOTING - Expulsion Form 2 (continued)

Was he sent "Delta Sigma Phi Notification of Expulsion Charges" (Expulsion Form #1) by registered mail, return receipt requested OR receive via hand delivery? _____ (Attach copy of letter sent. Also include either the signed US Postal service Certified Mail return card, or "Notice of Expulsion Charges, Expulsion Form 3.)

Total number of members present: _____

Total voting for expulsion: _____

Total voting against expulsion: _____

Officer's Certificate

I, _____, president of

_____ (chapter or alumni corporation board) of the

Delta Sigma Phi Fraternity, do hereby certify that I presided as president at a

meeting duly called and conducted on _____ (date) at

_____ (place), and that at this meeting the vote

was _____ for and _____ against expulsion; furthermore

that the information given in this "Request for Expulsion is true and

accurate to the best of my knowledge and belief.

Attest:

Secretary

President of chapter OR president of alumni corporation board

Date

To be used if finances are involved:

I hereby certify that I am the treasurer of _____
(chapter or alumni corporation board) and that the financial statements
regarding this member are true and accurate to the best of my knowledge
and belief.

treasurer of chapter OR treasurer of alumni corporation board

RECEIPT OF EXPULSION CHARGES - Expulsion Form #3

(to be used when Delta Sigma Phi Notice of Expulsion Charges form is delivered personally instead of by Certified Mail. Must have either the signed Certified Mail form or this form signed)

I am aware of the hearing to be held by (chapter/colony names) at (location of hearing) on (date) at (time) regarding (expulsion charges) charges against me.

Signature

Print charged member's name

Signature of person delivering this form

MEETING MANAGEMENT

When

Weekly when school is in session.

Purpose

Make decisions on issues of chapter management only after officers or committees have studied the matters at hand and presented recommendations.

Conducting Meetings

In accordance with the Ritual of the Fraternity except when new members or non-members are asked to attend.

The president should follow the agenda the executive board approved in their prior meeting.

According to Robert's Rules of Order, Newly Revised, except when Fraternity rules conflict (in such cases Fraternity rules take precedence).

Recognition

All undergraduate members, visiting alumni and national officers may participate fully in all discussions during a chapter meeting.

Voting

Only undergraduates in good standing with the Fraternity are allowed to vote.

Special Meetings

May be called by the chapter president, chapter advisor or any visiting national officer.

Can be called by a majority of the chapter executive board without the consent of the chapter president.

DOS AND DON'TS FOR EFFECTIVE EXECUTIVE BOARD MEETINGS

Do

- Set clear outcomes.
- Start on time.
- End on time.
- Copy critical documents.
- Discuss critical leadership issues that need to be discussed by executive officers.
- Set executive board goals.
- Discuss new business that will be put in front of the chapter.
- Hold the meeting at the same place and time each week.

Don't

- Get bogged down by Parliamentary Procedure – educate the chapter on Parliamentary Procedure at the beginning of each term.
- Give the exact same report you'll give in the chapter meeting.

DOS AND DON'TS FOR EFFECTIVE CHAPTER MEETINGS

Do

- Follow the agenda set by the vice-president during the executive board meeting.
- Set a time limit and stick to it.
- Post an agenda on the entry door for all members to see.
- Follow the meeting order outlined in the Ritual.
- Determine important points that should be covered with the entire chapter.
- Use Parliamentary Procedure according to Robert's Rules of Order.
- Structure how new or controversial ideas will be discussed (i.e. take 3 pros, 3 cons – alternating between the two. Each person gets 3 minutes to speak).
- Hold the meeting at the same place and time each week.
- Elicit participation from members and keep them focused on the topic.
- Resolve conflicts immediately - this is an important role of the President.
- Summarize results and votes.
- Evaluate the meeting effectiveness on occasion.
- End the meeting on a unifying note.
- Place unfinished business on the agenda for next week.

Don't

- Have committees of the whole – the entire chapter doesn't need to decide whether to have beach towels or sunglasses for party favors.
- Discuss any new business that has not been put before the executive board prior to the chapter meeting. Table this discussion for the next meeting.
- Let the officers do all the work for the chapter – delegate effectively.
- Let members air personal concerns in chapter. If two people begin their own conversation, ask them to discuss it after the meeting.
- Allow committees to do their work during the meeting. Encourage them to meet at the end of the meeting and at least once before the next meeting.

HOW MEMBERS CAN CONTRIBUTE TO THE MEETING EFFECTIVENESS

- Be prepared.
- Be on time.
- Bring a pen and a calendar.
- Be pointed in their remarks.
- Stick to the subject at hand.
- Leave room for negotiation with others – don't monopolize time with your issue.
- Be patient and polite with others.
- Don't leave the meeting until you understand your assignment.
- Make notes of your assignment due date on your calendar.
- Note important dates and deadlines shared by officers and committee chairs.
- Take any action you agreed to.
- Follow- up on action items.

CHAPTER MEETING AGENDA

1. Meeting is called to order by the President
2. Reflection/contemplation period
3. Prayer led by Chaplain
4. Flag salute
5. Roll call by the Secretary
6. Reading and approval of previous meeting minutes
7. Reading of National and District correspondence
8. Approval of membership or election
9. Officer reports
10. Committee chairmen reports
11. Special committee reports
12. Unfinished Business
13. New Business
14. Gavel Pass
15. Reflection/contemplation period
16. Sing Delta Sigma Phi song
17. Adjournment

PARLIAMENTARY PROCEDURE

Types of Motions

- 1) *Main Motions*: Introduce a subject to the chapter for consideration
 - Cannot be made when another main motion is before the assembly, therefore all other motions must be resolved before a new main motion is presented (i.e. "I move that we purchase...")
- 2) *Subsidiary Motions*: Change or affect how the main motion is handled (i.e. "I move the question amended by striking...")
- 3) *Privileged Motions*: Most urgent motions
 - Special or important matters not related to the motion at hand (for example, "I move we adjourn.")
- 4) *Incidental Motions*: Questions of procedure that arise out of other motions
 - Must be resolved before a new motion is presented (for example, "I move to suspend the rules for the purpose of...")

Presenting a Motion

- 1) To Obtain the Floor
 - Wait until the last speaker has finished
 - Rise and address the president (chairman) in the proper Delta Sigma Phi procedure
 - Give your name and wait until the chairman repeats it before you present the motion
- 2) Make a Motion
 - Speak clearly and concisely stating your motion with authority.
 - Always say, "I move" not "I motion."

- 3) The Chairman Repeats Your Motion
 - After the chairman states, “It is moved and seconded that we...”, debate or voting on the motion may occur.
- 4) Expand on Your Motion
 - Direct all comments to the chairman and limit time for speaking
 - The mover speaks first in debate of a motion and concludes with the final statement
- 5) Putting the Question (Voting)
 - If debate has ended or a motion to end debate has been seconded, a vote is taken
 - The chairman will announce the results of the vote

Proper terminology for calling motions and rules to follow for proper Parliamentary Procedure:

Taken verbatim from “A Scriptographic Booklet”, Why is Parliamentary Procedure Important? 1994 Edition

TO DO THIS:	YOU SAY THIS:	CAN YOU INTERRUPT?	NEED TO SECOND ?	IS IT DEBATABLE ?	CAN IT BE AMENDED?	VOTE NEEDED?	CAN IT BE RECONSIDERED ?
ADJOURN MEETING	“I move that we adjourn”	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	“I move that we recess for...”	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	“I rise to a question of privilege”	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to table the motion”	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	“I move the previous question”	NO	YES	NO	NO	2/3	YES
POSTPONE DISCUSSION FOR A CERTAIN TIME	“I move to postpone the discussion until...”	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	“I move to refer the matter to committee”	NO	YES	YES	YES	MAJORITY	YES
AMEND A MOTION	“I move to amend the motion by...”	NO	YES	YES	YES	MAJORITY	YES
INTRODUCE BUSINESS	“I move that...”	NO	YES	YES	YES	MAJORITY	YES
THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...							
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order”	YES	NO	NO	NO	NO VOTE	NO
VOTE ON A RULING OF THE CHAIRMAN	“I appeal from the chairman’s decision”	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	“I move to suspend the rules so that...”	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	“I object to consideration of this motion”	YES	NO	NO	NO	2/3	YES
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	“I call for a division” or “Division”	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	“Point of information”	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	“I move to take from the table...”	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	“I move to reconsider the vote on...”	YES	YES	YES	NO	MAJORITY	NO

PERSONAL SUCCESS

Introduction to The EDGE

“The ability to learn faster than competitors may be, or become, the only sustainable competitive advantage in a rapidly changing world.” - Arie de Geus, French Strategist

The EDGE is an individual development program which complements individual members' personal and professional goals. It provides each member with an opportunity to gain support and recognition for developing the leadership and life skills necessary for achieving excellence. It's a simple program designed to help you gain the additional skills, knowledge, and experiences that will make you more successful, give you that competitive edge over others, help you reach your full potential.

It's simply the purpose of Delta Sigma Phi put into action; it's a concrete application of challenging each man to a greater good. The EDGE is an acronym:

*E - Education
D - Development
G - Growth
E - Ethics*

The EDGE is a self-paced tool for personal development. It's comprised of 21 “challenges” to support your learning and growth. The 21 areas of learning include: academic achievement, arts appreciation, career development, citizenship, cultural awareness, ethical leadership, fitness and health, Fraternity for life: alumni involvement, Fraternity heritage and pride, gender issues, group development, inter-fraternity connection, interpersonal communication, life skills, personal leadership, professional etiquette and social skills, program management, relationships with others, self-awareness, and service to others.

By completing the 21 challenges in The EDGE, you should receive the following benefits:

- A stronger connection to your brothers, your Fraternity, the campus, and the community.
- A larger pool of friends in the Greek community and on your campus.
- Greater satisfaction with your overall college experience.
- Enjoyable activities and educational programs that complement your academic experiences.
- Extensive personal and leadership skills that employers will value.
- A network of alumni, campus, and community leaders whom you can call on for advice and input.
- The ability to provide concrete and specific examples of many significant accomplishments when being interviewed for jobs.
- Personal motivation and satisfaction from having set and completed challenging personal goals.

SELF-EVALUATION: TAKING A LOOK AT THE CHALLENGES

Complete the self-evaluation below to help you prioritize which challenges you find most interesting and applicable to your own life.

Instructions: For each challenge, circle the response for your level of interest. After doing so, review your responses and circle the five challenges that you are most enthusiastic about and that have the most applicability to your personal goals.

	<u>Personal Interest</u>		
	Low	Med	High
Academic Achievement	Low	Med	High
Arts Appreciation	Low	Med	High
Career Development	Low	Med	High
Citizenship	Low	Med	High
Cultural Awareness	Low	Med	High
Ethical Leadership	Low	Med	High
Fitness and Health	Low	Med	High
Fraternity for Life: Alumni Involvement	Low	Med	High
Fraternity Heritage and Pride	Low	Med	High
Gender Issues	Low	Med	High
Group Development	Low	Med	High
Interfraternity Connection	Low	Med	High
Interpersonal Communication	Low	Med	High
Life Skills	Low	Med	High
Personal Leadership	Low	Med	High
Professional Etiquette and Social Skills	Low	Med	High
Program Management	Low	Med	High
Relationships with Others	Low	Med	High
Self-awareness	Low	Med	High
Service to Others	Low	Med	High

PERSONAL GOALS AND ACTION PLANS

What are some of your strengths?

What are some of your weaknesses?

What qualities or characteristics would you like others to associate with you?

Ask 3-5 other men to share with you the qualities or skills they think you should develop.

Write those qualities and skills here:

What qualities, characteristics, and skills will you need to possess in order to be successful in your chosen career?

What qualities, characteristics, and skills will you need to possess in order to be successful in your life?

POSITIVE PUBLIC RELATIONS

This is a tough issue to “fix.” Many chapters want a simple list of things they can do to improve their image on campus and in the community. Building positive public relations involves much more than a handy “to do” list. It goes beyond flyers, posters, and positive articles in the newspaper. Building relationships with our stakeholders is public relations. It is relating to our various constituencies and it involves thought, perseverance, and a plan of action.

Someone once said, “Anything anyone sees you do is public relations.” So, if someone saw your chapter this evening, based on what they witness, what would they think of the chapter?

Public relations involve the community, campus, internal, interfraternal, and non-Greek relationships.

Community - administrators, faculty, neighbors

Campus - other student organizations, residence hall floors, intramural teams

Internal - parents, alumni, siblings, legacies

Interfraternal - other chapters, the Interfraternity Council, Panhellenic Council, NPHC, NALFO, Greek advisor

Non-Greek relationships - prospective members, unaffiliated men and women

Step by Step Guide to Developing a PR Plan

1. Organize a Public Relations Team
2. Set goals
3. Create an agenda
4. Devise a timetable
5. Evaluate

1. Organize a public relations committee

First, recruit a good committee of men in the chapter who are interested in improving Delta Sigma Phi’s relationships. Developing a good team is an important first step. This team should have discussions about the chapter’s image, the strength of current relationships, and take time to plan for the future. See the “Rating Ourselves” worksheet on page 107 for these discussions.

This team should think about other chapter committees and officers that have overlapping responsibilities to make sure the chapter delivers a well-rounded effort (i.e. Alumni Relations Chairman, Alumni Newsletter Editor, Parent’s Weekend chairman, recruitment chairman, etc.).

2. *Set goals*

What do you hope to accomplish with the PR plan? Brainstorm on the goals you hope to achieve this year and in the future. To get you started, consider these goals:

- To increase awareness of the positive effects of Delta Sigma Phi.
- To emphasize the important role Delta Sigma Phi has on campus and in the community.
- To enhance the credibility of members
- To increase respect for the Fraternity

Determine at least 4-5 goals for the year. Make your goals known to the chapter so they can support you in your efforts.

3. *Create an agenda*

Now that you have clear goals, you can develop an agenda for action. Review the publics you analyzed in the "Rating Ourselves" worksheet and prioritize your strategies. Remember that PR involves developing relationships. Too often chapter members say, "The campus newspaper hates Greeks!" By only sending them news releases, articles, and photos, you are not developing one-on-one relationships with the members of the newspaper staff. Take time to know people and work with them as colleagues.

Sample Agenda:

Faculty and Administration:

- On a regular basis, sponsor receptions for administrators and faculty members. Plan a program with a featured speaker or guest who emphasizes accomplishments within the fraternity/sorority community and Delta Sigma Phi.
- Utilize faculty members to assist with educational programming.
- Regularly call upon administrators and faculty members for advice about chapter activities.

Community:

- Participate in local community philanthropy projects. Let the neighbors know the chapter is an active contributing organization.
- Notify neighbors about weekend or recruitment activities, including reasonable starting and ending times.

Non-Greek Students:

- Assist students moving into residence halls in the fall.
- Organize events with other campus organizations.

4. *Devise a timetable*

It's important to establish dates and deadlines for all aspects of the activities and strategies you have outlined. Once your PR strategies have been defined, make a calendar and note every activity on its pages. Be sure the entire committee has a copy of the calendar and each committee member is aware of his responsibilities.

Sample Timetable:

- As soon as chapter leaders are elected, organize the PR committee.
- Within two weeks, the PR committee meets and determines goals for the year.
- The PR committee completes its plan within one month of the team's formation.
- Near the end of the academic year, before officers are elected, evaluate the committee's progress.
- Be sure to include a scheduled time to evaluate the plan on a regular basis. Is it working? Has the chapter image improved? Is the image improving more within one public than another? The PR committee must continually ask all of these questions.

5. *Evaluate*

Take time to evaluate the committee's efforts. Be sure to schedule time in the calendar to evaluate the committee's strategies.

Take time to identify the chapter's various publics. Think about the chapter's relationships with the constituencies listed in the "Rating Ourselves" worksheet before you start a plan of action.

(Adapted from *PR: Greek Public Relations A Reflection of Who We Are*)

RATING OURSELVES

** Please copy for all members of the PR Committee.*

Take time to examine the chapter's relationships with various publics. Complete the form below on your own and then discuss this with the entire PR Committee.

	<u>Poor</u>	<u>Average</u>	<u>Excellent</u>
<i>The Fraternity/Sorority Community</i>			
Chapters on Campus	1	2	3
Advisors	1	2	3
Alumni Corporation Board (ACB) Members			
	1	2	3
Alumni	1	2	3
Interfraternity Organizations (IFC, NPHC, Panhellenic)			
	1	2	3
Fraternity chapters	1	2	3
Sorority chapters	1	2	3
<i>Institution</i>			
Faculty	1	2	3
Administration	1	2	3
<i>Campus Community</i>			
Non-Greek Students	1	2	3
Prospective Members	1	2	3
Campus Organizations	1	2	3
Employees/Suppliers	1	2	3
<i>Community</i>			
Local Businesses	1	2	3
Public Officials	1	2	3
Civic Organizations	1	2	3
Neighbors	1	2	3
Philanthropic Contacts	1	2	3
<i>Internal</i>			
Alumni	1	2	3
Parents of Members	1	2	3

(from *PR: Greek Public Relations A Reflection of Who We Are*)

RETREAT PLANNING

At various times throughout each year it's good for the chapter to step back and take an objective look at itself. Often, this can best be accomplished by a retreat. A retreat is a good way to help the chapter set or redefine goals and objectives and to develop semesterly programs to meet those objectives.

It is also an excellent opportunity for brotherhood building. What follows is a series of suggestions to consider in planning a retreat for your organization, committee, or chapter.

Retreat Check List

One Month in Advance:

1. Define the purpose of the retreat
Is it a brotherhood building?
Goal setting?
Problem/Brotherhood issues resolution?
Team building?
Officer training?
Recruitment training?

Be able to answer the questions:

- What is the need?
- Why is it being considered?
- For whom is it to be held? (Officers only? All members?)
- For what end result?

2. Decide on the Length of the Retreat
Is it a half day on the weekend?
An overnight retreat?
A few hours during the week?

3. Program Content
What do you want to accomplish? This should relate to the chapter's needs.
At the end of the retreat, what do you hope the chapter accomplishes?

4. Determine the Planning Team
Involve all officers in planning the retreat so they will feel they have a stake in whether or not it succeeds.

5. Decide on the Date and Time
When will the retreat be held? Make sure the date is on the chapter calendar as early as possible to ensure maximum participation from members.

6. Choose a Place for the Retreat
Consider distance and suitability of facilities for your purpose.
If possible, get away from the house, to an environment which is conducive to keeping the full attention of members.

7. Determine Budget
Talk with the Treasurer about costs. You might have to pay for the location rental, food, refreshments, handouts, materials, audio-visual, etc.

Three Weeks in Advance

1. Invite Facilitators

Some chapters enjoy inviting outside facilitators to lead the discussions and the activities so that all officers may participate and not worry about retreat logistics and planning. Chapter advisors, the campus Greek advisor, and other student affairs professionals are good resources. Officers may choose to lead the activities themselves. Be sure everyone knows their responsibilities related to leading discussions/activities.

2. Set Up a Schedule

Make a list of the possible topics.

Choose topics that accomplish the goals of your retreat.

Estimate time needed for retreat, breakdown to each specific topic/speaker.

Consider "change of pace" activities. These are a must in order to members' interest, especially when the retreat is lengthy.

3. Plan a Menu (if necessary)

Work out details with the cook in advance. Remember, easy to prepare meals are best such as chili, spaghetti, submarine sandwiches, deli trays, etc.

4. Arrange for Transportation (if necessary)

Two Weeks in Advance

1. Inform Members of Retreat Details

Share schedule, date, and location with all members.

2. Ask Planning Team to Share Plans at Executive Board Meeting

Remind officers of last minute planning tasks they need to accomplish.

One Week in Advance

1. Remind members of the retreat logistics

Tell them what they need to bring to the retreat (calendar, files - if necessary, etc.)

Give maps to all drivers

Give a detailed outline of all activities

2. Pack Equipment

Pen or pencil for each member of the group

Paper or notepad for each member

Blackboard or overhead projector and screen

Flipchart paper and markers

Masking tape

Chapter calendar

Any audio-visual if necessary

Handouts/worksheets

One Week After

1. Evaluate the Retreat Content
 - Give a written evaluation at the next chapter meeting and collect on the spot.
 - Ask about logistics (date, location, time of year).
 - Ask for the most valuable and least valuable aspects of the retreat.
 - Ask how the retreat can be improved next time.
 - Read through improvements suggested and pass on to the next retreat coordinator.
 - Summarize the major themes and report back to the chapter.

2. Double Check Budget
 - What was actually spent?
 - What budgeting recommendations would you give to the next retreat coordinator?

SAMPLE RETREAT OUTLINE

Retreat Purposes:

To identify problem affecting the chapter

To set goal set for successful resolution

To discuss problems in the open and work to resolving them as a team

To invite members to contribute to the completion of tasks related to goals

To take time for meaningful brotherhood building

Materials Needed:

Flipchart paper

Markers

Masking tape

Red dot stickers

Suggested Retreat Outline: 2.5 hours

Brotherhood Building Activity (20 minutes)

Invite brotherhood chairman to prepare an activity designed to strengthen communication and relationships.

Problem/Goal Identification (15 minutes)

Have everyone, individually, make a list of the five major problems that are affecting the chapter at the moment.

Small Group Work (20 minutes)

Divide the chapter into small groups of five to seven people by counting off around the room (this procedure breaks up the cliques).

Have each small group discuss and compile a list of the major problems that are affecting the chapter. This list should be ranked in order (i.e. 1. recruitment, 2. brotherhood, 3. academics).

Small Groups Report to the Chapter (20 minutes)

Small groups come back into one large group and a spokesman for each group explains their list. The retreat coordinator should be tallying the issues on flipchart paper so everyone can see the master list.

Then, as a chapter vote on the five problems they would like to concentrate on at the retreat. (Many of the problems listed will be similar and should be combined if at all possible.)

Prioritizing Issues (15-20 minutes)

To avoid a lengthy debate, distribute five red sticker dots to each member. Using the master list, ask each person to vote for the five most important issues. These should be issues he believes should be resolved immediately. He should place his sticker as his "vote."

Developing Goal Statements (30 minutes)

After the problems are selected, break members into teams based on the number of issues selected. If there are five issues selected, there should be five teams. Members should choose the goal they personally would be willing to work on for the term.

Distribute markers and flipchart paper to each team.

Ask each team to now take their problem and turn it into a positive goal statement. They should also list a number of initiatives they believe would contribute to the goal's accomplishment. In other words, each group comes up with a list of things to do to make that goal statement a reality.

When they complete the "to do" list, they should assign volunteers to make sure that the task is accomplished. Also assign a deadline when it must be accomplished.

Reporting to the Chapter (20 minutes)

After each group has completed this part of the exercise, form one large group and have a spokesman for each small group read and explain their list, informing the chapter of the volunteers who committed to accomplishing tasks related to the goal.

Make sure everything is written down on a separate sheet of paper and have this information typed up and distributed to all the members of the chapter by the next meeting.

Brotherhood Building Activity (30 minutes)

Again, invite the Brotherhood Chairman to lead a closing exercise related to DSP's values or invite the chapter to recite the Preamble together.

SAMPLE GOAL SETTING ACTIVITIES

Purposes of these Goal Setting Activities:

- Actively involves each member in the process of goal development
- Empowers each member to contribute to the completion of goals
- Develops ownership of group goals
- Visually shares goals

Story Boarding

Cut off long strips of masking tape (sticky side out) and tape to an empty wall or large window space. There should be at least 12-15 strips of tape on the wall. Each member should be given three 3" x 5" index cards.

Give the members time to write down all of the goals that he thinks the organization should try to reach. Then, each member should think about what his top three priorities are of his total list. Those priorities should be written down on the index cards - one goal per card.

Collect all cards. The leader should read each card out loud and then stick the card on a strip of masking tape. Each topic should have its "own" masking tape strip. For example, if he reads scholastic development, campus involvement and again, scholarship - the two scholarship cards should be taped on the SAME masking tape strip. The campus involvement card should start a new category and new masking tape strip. Continue this process until all cards have been read. (Many people have found that "post-it" notes work better than the 3" x 5" index cards with masking tape.)

When this process is completed the group will be able to see priorities of the organization in full view.

Each member must be reminded that in order to accomplish group goals; each individual must contribute time and energy to accomplish those goals. One way to obtain commitment from each member is through the following "commitment exercise."

Commitment Exercise

Cut 8 1/2" x 11" pieces of paper into fourths. Give each member one-fourth of a sheet of paper. The leader helps the group examine the goals and then help them decide what is "doable" in the coming semester. Each member then looks at the story boarding cards. The leader asks each member to consider: "To which goal are you willing to commit your personal time?"

After careful thought, each member writes down the ONE group goal that he would like to see accomplished. He must be willing to devote some of his time to accomplishing that goal. Under that goal he writes his name and phone number.

These sheets are collected and compiled by the leaders to form committees or task forces.

New Year's Resolutions

This activity is similar to story boarding. Ask each member to write 10 resolutions for the organization for the year. Compile these resolutions and categorize. Write down member's names next to the area of improvement and create committees based on those responses.

Example:

1. I will help the organization increase in size by 25% by inviting my unaffiliated friends to pick-up basketball games.
2. I want the organization to do an educational program on resume writing; therefore, I will take the lead and plan the program.
3. I value my friendships in the chapter and I want the organization to hold 3 "member's only" programs.
4. I want the organization to hold a retreat each semester so we can all set goals together.
5. I want the members of the organization to be more involved in campus activities so I will invite two sophomores to my next student government meeting to get them involved.
6. I want to reduce the number of social programs and fill them with educational programs, while socials are fun, they are dominating our organizational calendar – I commit to giving the executive board suggesting on creating a balanced chapter calendar.
7. I want the seniors to become more involved in events so I will personally invite one senior to each event and walk with him to the program.
8. I want meetings to start and end on time so I will come to meetings 15 minutes early so the President doesn't have to wait for me.
9. I want our chapter to be actively involved in the community and its "Neighborhood Watch" program. I will volunteer two hours each week to do my part.
10. I want each member to be motivated to accomplish our shared goals so I will delegate and provide resources to my committee members.

Committees should meet regularly and inform the members of their progress at the weekly chapter meeting.

Grade the Chapter

Each member holds 3" x 5" cards and a large marker. The entire chapter faces the BACK of the room with the executive council standing at the front of the room facing the back wall also.

The executive officers ask members to grade the organization on their perception of the group's performance in standard organization operations. Officers list several areas of chapter operations. Members give them a 1, 3, 7 or 10 (1=poor, 3=could improve, 7=good, 10=outstanding) grading and hold up the cards so the executive board can see their perceptions.

Areas that received a 1 should be of greatest priority. Other items should be discussed and plans should be made for improvement. Areas receiving a higher number should be listed and put on a "brag board" as a reminder of organizational accomplishments and strong points.

Additional Resources

Contact the North-American Interfraternity Conference at 317-872-1112 for the following resources available for purchase:

NIC Retreat Workbook

Coordinating effective chapter retreats and officer transition programs are key to effective internal relations and organizational effectiveness. Several retreat and training program outlines are detailed in this 56-page guide. For IFCs and chapters.

Brotherhood Building Ideas (Two Editions Available)

How can you build trust, rapport, respect and unity without hazing? Proven answers are found in each booklet containing over 50 non hazing, meaningful activities for team and brotherhood development.