



# Delta Sigma Pi

## Policy and Procedures Manual

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Updated as of  
September 1, 2012

Delta Sigma Pi Fraternity  
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# DELTA SIGMA PI POLICY AND PROCEDURES MANUAL

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This document contains the official *policies* of Delta Sigma Pi established by majority vote of the Delta Sigma Pi Board of Directors. Additional non-binding *procedures* established by the Executive Director may be included at some points for ease of reference. Any such non-binding procedure is indicated as such in the document and is listed in italics.

The *Policy and Procedures Manual* is maintained on the Delta Sigma Pi web site under [www.dspnet.org](http://www.dspnet.org) and updated quarterly at March 1, June 1, September 1 and December 1 as per Policy GG.1. On rare occasions, updates are made between these dates. All updates are recorded in the Change Log at the front of the policies.

Contact the Central Office for further information or clarification on any issue at [centraloffice@dspnet.org](mailto:centraloffice@dspnet.org); phone 513-523-1907; fax 513-523-7292; Delta Sigma Pi, Central Office, 330 South Campus Avenue, Oxford, OH 45056-0230.

## Policy and Procedures Manual Change Log

A history of policy changes prior to December 1, 2009 is posted at [www.dspnet.org](http://www.dspnet.org), click on Resources and then P&P Historical Change Log.

\* As policies change, pagination and section lettering also may change. Pages listed and policies affected are at time a change was made.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
1.	12/1/09			No changes made this quarter!
2.	3/1/10	Chapter Assistance and Encouragement – 33-34	F.1., F.10., & F.13.	R10-20: Change policies regarding CMP in regard to warning letters and related.
3.	3/1/10	Membership – 22	D.5.	R09-54: Add procedure for voluntary withdrawal that would send the voluntary withdrawal application to the PVP and provincial disciplinary committee before the Board.
4.	3/1/10	Committees – 41	K.3.i.	R10-14: Change wording for ex-officio for Scholastic Development & Awards Committee.
5.	3/1/10	Golden Council – 110	AA.1.	R10-15: Remove appointed Board and Regional Vice Presidents from Golden Council eligibility.
6	3/1/10	Grand Chapter and Grand Chapter Congress – 46	L.7.	R10-16: Prohibit Host Committee to campaign for any candidates.
7.	3/1/10	Risk Management and Conduct – 6	A.1.	R10-17: Additions to Code of Conduct.
8.	6/1/10			No changes made this quarter!
9.	7/1/10	Provincial Councils – 60-63	O.12.	R10-13B: Move Indiana Purdue-Fort Wayne from Great Lakes to Huron Region.
10.	9/1/10	Nominations, Campaigning and Vacancies – 53	N.3.	R10-35: Provide an interactive (editable pdf) or web based version of the Official Nominations Form online at dspnet.org and to require its use rather than the current paper form. The electronic version mirrors information in Policy N.3.
11.	9/1/10	Board of Directors – 35	I.5.	R10-40: Add language to the Vice President – Organizational Development role with overseeing the National Committee and Task Force Chairs and their respective National Committees.
12.	9/1/10	Pledging and Initiations – 30	E.2.C.11.	R10-41: Remove local requirement #11—plan an educational or personal interest seminar or business interview.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
13.	9/1/10	Alumni Chapters – 17-19	C.3. C.7.-10.	R10-43: Change the title of alumni chapter officers from president, vice president, treasurer, and secretary to president, vice president-collegiate relations, vice president-finance, and vice president-chapter operations. Rearrange duties and clarify duties of each alumni chapter officer.
14.	9/1/10	Pledging and Initiations – 29	E.2.B.4.	R10-48: To add the following to Policy E.2., Section B, Number 4. Attendance: "All pledge meetings, activities, and events must be held between 8:00 AM and Midnight (12:00 AM)."
15.	12/1/10	Collegiate Chapters – 14  Membership – 26	B.11.  D.7.	R10-44: Change membership application deadline for faculty and honorary initiates from due at least three weeks prior to initiation to when the membership applications for proposed initiates are due.
16.	3/1/11	Awards – 114	EE.1.	R11-9: Remove minimum donation for Leadership Foundation CDL requirement.
17.	3/1/11	Collegiate Chapters – 15	B.14.g.	R11-10: Chapter Bylaws and Policy and Procedure submission.
18.	3/1/11	Expansion and Reactivation – 84	Q.2.D.	R11-11: Colony fee and summary report.
19.	6/1/11			No changes made this quarter!
20.	7/1/11	Provincial Councils – 65-69	O.12.	R11-12: Create a new region in the Northeastern Province (the Empire Region) in the New York City area and move the Omicron Chi Chapter from the Capital Region to the Eastern Region (approved at 2011 Northeastern Provincial Council Meeting).
21.	7/1/11	Provincial Councils – 76-78	O.12.	Move the southern part of Nevada from the Pacific Coast Region to the Desert Mountain Region (approved at 2011 Western Provincial Council Meeting).
22.	9/1/11	Risk Management and Conduct – 6	A.2.A.	R11-31: Add language to the Risk Management Policy barring alcohol at collegiate chapter business meetings, pledging and initiation ceremonies.
23.	9/1/11	Collegiate Chapters – 17	B.22.	R10-18 Revised: Change Policy B.22 "Collegiate Chapters" to allow chapter debit cards and prohibit chapter credit cards.
24.	9/1/11	Pledging and Initiations – 30	E.2.	R11-32: Amend the Standardized Pledge Program to move interviews from local options to national.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
25.	9/1/11	Pledging and Initiations – 31	E.2.	R11-34: Amend the Standardized Pledge Program to eliminate Alumni Interviews.
26.	9/1/11	Conferences – 85	P.3.	R11-25: Expand and clarify LEAD School Planning and Programming Policy.
27.	9/1/11	Finances & Investments – 94	R.2.	R11-42: Amend R.2 “Current Collegiate Dues” to add language clarifying dues payments relating to quarter schools.
28.	9/1/11	Finances & Investments – 96	R.16.A.	R11-30: Amend Policy R.16a to limit Board member expense reimbursement to nationally recognized events.
29.	9/1/11	Finances & Investments – 96	R.16.A.	R11-35: To amend Policy R. 16., “Reimbursement Policies” to prohibit Grand Officers from accepting payment for services rendered from chapters while in office.
30.	9/1/11	Finances & Investments – 96	R.16.A.	R11-43: Amend policy R16 to require Provincial Council meeting attendance for board member reimbursement for Provincial Conference travel.
31.	9/1/11	Risk Management and Conduct – 11 Alumni Chapters – 21-22 Finances & Investments – 95 Insurance – 107	A.2.E.2. C.17. & 22. R.9. S.3.	R11-28: Add a policy that would allow alumni chapters to franchise outside of the United States as long as they purchase their own liability insurance.
32.	12/1/11	Finances & Investments – 107	R.19	R11-47: Add wording to the current Conflict of Interest policy stating how to handle a disclosed conflict of interest submitted by the Grand President.
33.	12/1/11	Conferences – 88	P.4	R11-44: Change LEAD programming policy to include mandatory recruitment and member education sessions at each event.
34.	12/1/11	Insurance – 107	S.2	R11-46: Large event insurance policy updates.
35.	12/1/11	Committees – 45 Provincial Councils – 61	K.13. O.2.	R11-53: To formalize the voting process for the Provincial Community Service Initiative.
36.	12/1/11	HH. Ritual – 124	HH.3.	R11-54: Ritual Initiation Policy -- Campus Requirement

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
37.	1/17/12	Badges and Regalia – 117	Z.3.	Ritual policy changes based on Grand Chapter actions in August 2011.
38.	1/17/12	Ritual – 122-124	HH.1. & HH.2.	Ritual policy changes based on Grand Chapter actions in August 2011.
39.	3/1/12	Risk Management and Conduct – 7  Insurance – 110	A.2.A.5.  S.3.	R11-41 Revised: Change risk management and insurance policies to clarify chapters involved in fundraising where alcohol is distributed may purchase liability insurance from the venue or other third parties. It further clarifies that such chapters need provide the CO a certificate of insurance naming the national Fraternity as an additional named insured.
40.	12/1/12	Risk Management and Conduct – 7	A.2.A.5	R12-6: Chapter alcohol sales (related to R11-41 Revised above).
41.	3/1/12	Grand Chapter and Gand Chapter Congress – 48	L.8.	R12-10: Expand GCC travel fund policy to allow chapters to invest extra funds.
42.	3/1/12	Risk Management and Conduct – 6	A. (introduction)	R12-11: Clarify that organizational members are responsible for making sure that all 'guests' and 'volunteers who are not organizational members' are made aware of the Fraternity's Risk Management Policy and that organizational members are responsible for making sure that they comply with all aspects of this policy.
43.	3/1/12	Discipline of the Individual – 37	H.2.	R12-14: Suspension of arrested members.
44.	3/1/12	Risk Management and Conduct – 13-14	A.3. and 4.	R12-17: Clarify communication policy.
45.	Fall 2012 Academic Term	Expansion and Reactivation – 92	Q.2.D.6.	R12-19: Clarify the amount that a colony would be charged if it fails to submit a membership roster in Policy Q. EXPANSION AND REACTIVATION Policy 2.D Satisfying Requirements.
46.	3/1/12	Risk Management and Conduct – 13  Insurance – 110	A.E.2.  S.3.	R12-26: Update policy to allow foreign activities if conducted by National Fraternity.
47.	3/1/12	Nominations, Campaigning and Vacancies – 55	N.1.C.	R12-41: Change policy to allow for vacancy-filling election at Provincial Council meeting.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
48.	6/1/12	Nominations, Campaigning and Vacancies – 60	N.4.B. & C	R10-36 Revised: To allow campaigning beginning March 15, electronically, via personal website link on Fraternity's website only, in Online Beacon.
49.	8/1/12	Chapter Management Program – 122	DD.1.	R12-18 Revised: Separating out the provincial and national initiatives currently on the 'Recognition' tier.
50.	6/1/12	Awards – 122	EE.1.	R12-27 Revised: This is a 10 year service award to be awarded to current active alumni to encourage the younger alumni to stay involved.  Added \$500 maximum cost and implementation to occur in time to promote at the Fall 2012 LEADs.
51.	8/1/12	Chapter Management Program – 122	DD.1.	R12-46: Remove chapter census.
52.	6/30/12	Chapter Management Program – 122	DD.1.	R12-47: Remove the e-Postcard filing requirement from CMP as one of the required forms.
53.	8/1/12	Chapter Management Program – 122	DD. 1.	R12-50: Edit CMP to eliminate the dues roster requirement and add a second membership status report requirement.
54.	6/1/12	Finances and Investments – 97	R.2.	R12-51: Clarify the dues payment policy to not allow roster changes after the date dues are due.
55.	6/1/12	Risk Management, Insurance, and Conduct – 7	A.2.A.5. and A.2.E.1.	R12-53: Permit grandfathering submissions for chapters that fundraise via the sale or service of alcohol to be submitted for the 2012/2013 academic year no later than September 15, 2012. Clarify that historical or anticipated attendance must be considered when determining if the large event policy applies. As a matter of housekeeping, Policy S was incorporated into Policy A.
56.	8/1/12	Pledging and Initiations – 30	E.1	R12-52: Change the membership application process so that a potential pledge must be approved prior to participating in the pledging ceremony, and the chapter must tell us how many pledges they have 7 days after the pledging ceremony.
57.	9/1/12	Finances and Investments – 103	R.16.A.5 R.16.B.5a R.16.B.5b R.16.C.4a R.16.C.4b	R12-8 Revised: Change Board member GCC reimbursement policy.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
58.	9/1/12	Nominations, Campaigning and Vacancies – 58	N.4.C.6 & 7	R12-44 Revised: To explicitly obligate the Nominations Committee to oversee issues of decorum and candidate conduct in elections held during Grand Chapter Congress.
59.	9/1/12	Finances and Investments – 103	R.16.A.2	R12-48: Clean up language in the general reimbursement policy removing wording that indicates Board members may book travel through the Fraternities travel agent and billed directly to the Fraternity with staff approval.
60.	9/1/12	Membership – 25	D.4	R12-54: Make it the responsibility of each Provincial Vice President to determine what programs outside of the School of Business or Economics may be allowed at schools in their province.
61.	9/1/12	Finances and Investments – 103	R.16.A.8 R.16.B.1.a R.16.C.1.a	R12-9 Revised: PVP/RVP outside province travel reimbursement policy refined.
62.	9/1/12	Expansion and Reactivation – 96	Q.1.D	R12-65: Allow school officials such as the President of the University to permit Delta Sigma Pi on campus for the purpose of establishing a colony.
63.	Spring 2013 Academic Term (12/1/12)	Expansion and Reactivation – 96	Q.2.D.6	R12-66 Revised: Colony monies due along with the roster at the beginning of each fall and spring (instead of end).
64.	9/1/12	Expansion and Reactivation – 96	Q.1.C	R12-67: Emphasize building colonies with full-time undergraduate students.
65.	9/1/12	Expansion and Reactivation – 96	Q.1.A	R12-68: Clarification on details individual(s) have to provide the Fraternity for defining a “qualified program.”
66.	9/1/12	Expansion and Reactivation – 96	Q.2.D.3	R12-69: Require a colony to have fund raising events to petition and each colony member participate in at least one of each of the professional, service and fund raising events before becoming a Brother.
67.	9/1/12	Chapter Assistance and Encouragement – 38	F.11, 12, 13, and 14	R12-71 (Amended): Reorganize to keep small chapters open; and reorganize a collegiate chapter that may be in a disciplinary situation and/or to cooperate with the university.
68.	9/1/12	Membership – 25	D.3	R12-76: Requires potential pledges to agree to a statement of membership obligations prior to participating in the pledge ceremony.
69.	9/1/12	Committees – 46	K.12	R12-80: Establish an ongoing Marketing and Communications Committee in policies.

## A. RISK MANAGEMENT, INSURANCE AND CONDUCT

This policy applies to all members of Delta Sigma Pi (collegiate and alumni), faculty members, pledges, colony members and employees referred to henceforth as ‘organizational member(s)’ for the purpose of this policy. Organizational members are responsible for ensuring that their guests and volunteers who are not organizational members are made aware of and comply with this policy.

### Policy 1. Individual Code of Conduct—

With regard to professional conduct, each organizational member always:

1. Treats all people and their property with care and respect;
2. Does not lie, cheat, steal or tolerate those actions by others;
3. Treats others equally with impartiality and respect;
4. Exercises appropriate oversight for Fraternity, chapter and colony property and resources placed in their care;
5. Follows State and Federal laws and regulations and Fraternity laws, policies and Ritual related to their duties, activities and responsibilities;
6. Is responsible for the actions and behavior of their guests.
7. Uses copyrighted or trademarked materials or information of the Fraternity in a respectful manner and will do nothing physically or online to disparage the brand of the Fraternity.

At any event hosted by a chapter, colony or the Fraternity, each organizational member of Delta Sigma Pi should always:

1. Behave in a manner that does not infringe on the personal or property rights of others in both public and private spaces of any hotel or other venue.
2. Refrain from any activity that creates a nuisance or interference. Those creating a nuisance or interference may be asked to leave the property.
3. Comply with the directions of Fraternity leaders and/or hotel or venue personnel, including law enforcement or security officers.
4. Furnish truthful information, including valid identification, upon request to Fraternity leaders and/or hotel or venue personnel, including law enforcement or security officers.

### Policy 2. Insurance—

A. Additional Named Insureds Policy—The Fraternity will not add additional named insureds to its insurance coverage unless the request is:

- a. from staff for Grand Chapter Congress or LEAD event purposes;
- b. from school administration for chapter recognition or campus facility use; or
- c. in conjunction with a philanthropic activity, at which alcohol is not involved in any way.

B. Insurance for Fundraising Projects involving the sale, service or distribution of alcohol – See Risk Management Policy A.3.A.5 for restrictions and insurance requirements.

C. Insurance for Chapter Developed or Sponsored Large Events – see Risk Management Policy A.3.E.1 for requirements.

D. **Payment of Deductibles**—For most insurance claims involving volunteers, the Fraternity will pay deductibles in full after all secondary insurance coverage is exhausted. In those cases where significant fault by the volunteer in question has been determined (by the Board of Directors), the Board will determine whether any or all of the deductible will be paid by the Fraternity.

### Policy 3. General Risk Management Policy—

The following risk management policy is intended to assist Delta Sigma Pi in reducing the risk exposure of the Fraternity by taking actions designed to reduce the risk of acting in a negligent manner.

This policy is not a substitute for individual responsibility by all organizational members of Delta Sigma Pi.

#### A. Alcohol and Drugs

The Fraternity will take reasonable and good faith measures to assure that our organizational members and our guests abide by law and policy and that our actions reflect in a positive way on ourselves and our Fraternity. As stated earlier, none of these actions can provide an adequate substitute for personal responsibility for risk on the part of those who opt to consume or to provide alcoholic beverages.

#### Definitions:

Fraternity Event: any event, activity or situation sponsored, co-sponsored or endorsed by the chapter or colony, or any event a reasonable person would associate with the Fraternity.

Open Party: are those gatherings at which non-Fraternity members are provided unrestricted access without specific invitation.

1. At no time may alcohol be present at collegiate chapter business meetings or any Fraternity pledging or initiation ceremony.
2. The possession, use and/or consumption of alcoholic beverages during any Fraternity event whether local, regional, provincial, national or international in scope, or in any situation sponsored or endorsed by any chapter or by the Fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, college and university.
3. No alcoholic beverages may be purchased using chapter, colony, pledge class or Fraternity funds; nor may the purchase of alcoholic beverages for organizational members or guests be undertaken or coordinated by anyone in the name of or on behalf of the chapter or colony.
4. The possession, sale and/or use of any illegal drug or controlled substance at any Fraternity event is prohibited. The legal use of a prescribed drug is permissible.
5. No collegiate or alumni chapter, colony or pledge class may conduct, or enter into an agreement to participate in, any fundraising or other service-related event or activity if the event or activity involves organizational members (and/or other volunteers who are participating on behalf of the Fraternity) selling or distributing alcohol (regardless if the proceeds are for charity, chapter, colony or pledge class use).

Collegiate chapters and their pledge classes or alumni chapters that have previously entered into such activities prior to September 1, 2012 may be granted an exception to this policy so long as these additional provisions are met:

- The Fraternity will not list the venue or any other entity as an additional named insured.
- The annual net revenues from such activities are greater than or equal to \$1,000.

- Liability insurance coverage must be obtained by the chapter involved for each event or activity. The insurance can be secured from the venue or can be purchased from a third party. If the venue provides the insurance the collegiate or alumni chapter may agree to pay the venue for the cost of insurance. Please refer to Section A.2. of these policies for specific insurance requirements.
- If insurance is obtained from the venue, the International Fraternity of Delta Sigma Pi and the chapter must be named as additional named insureds. If the chapter purchases insurance from a third party provider, the International Fraternity of Delta Sigma Pi must be named as an additional named insured.
- The collegiate or alumni chapter annually certifies that the net revenue and insurance requirements have been met.

All colonies are prohibited from any such activities.

To request an exemption, the chapter must submit a Request for Exemption form, with required documentation, to the Central Office annually by July 1. (For 2012 ONLY: The Request for Exemption form must be submitted by September, 15, 2012.) Should a collegiate or alumni chapter fail to meet any of the exemption requirements, the ability to receive an exemption under this policy is forfeited forever.

Any chapter conducting these activities without meeting all provisions of this policy will be disciplined in accordance with the Fraternity's laws up to and including revocation of charter.

For purposes of securing insurance coverage a contract encompassing several (or a series of) games, events, sessions or activities will be considered a single activity so long as insurance coverage is binding for all such games, events, sessions or activities.

6. Fraternity sponsored Open Parties where alcohol is present are prohibited.
7. When alcohol is served at Fraternity events, one of the following options for conducting the event must be followed:
  - a. Service of alcohol on a no host, cash bar basis by a professional bartender, fully covered by liability insurance is preferred, or,
  - b. A Bring Your Own Bottle (BYOB) event may be held at which only organizational members and invited guests of legal drinking age may bring and consume alcoholic beverages.
8. Regardless of the option chosen, the following general provisions apply:
  - a. No organizational member individually or collectively, will purchase for, serve to, *give*, or sell alcoholic beverages to any minor (those under the legal drinking age).
  - b. Reasonable precautions will be taken by the chapter, colony or Fraternity leaders to prevent the excessive consumption of alcoholic beverages and to prevent the service of alcohol to underage persons by anyone.
  - c. Organizational members and/or guests who arrive at an event in an intoxicated state must not be admitted.
  - d. At each event, there must be designated non-drinking members.
  - e. Non-alcoholic beverages must be provided at each event.
  - f. The service of alcoholic beverages must be cut off at a specific time which must be established and clearly published in advance of the event.
  - g. No "drinking games" will be permitted including beer pong, quarters, etc.

- h. Kegs, party balls, quarter barrels, or any type of shared alcohol will not be permitted, unless controlled by a professional bartender, fully covered by liability insurance, on a cash bar, no host basis.
  - i. No event will be planned or promoted under the name of Delta Sigma Pi which is for the main purpose of consuming continued amounts of alcohol. For example: Pub crawls, progressive drinking parties or progressive drinking themes, bar hopping events or competitive games involving alcohol (drinking olympics).
9. Alumni Events - An exception to Policies A.3, A.7 and A.8.h above may be made for designated events hosted by alumni chapters. Alcoholic beverages may be purchased using Alumni Chapter funds only for these designated events. Alumni chapter events where alcohol is provided must conform with the following guidelines:
- a. These events must be scheduled in advance and clearly promoted in writing to the Chapter's membership. Only Alumni Chapter members and invited guests are permitted to attend.
  - b. Single venue events at locations including but not limited to bars, restaurants, wineries or breweries are acceptable.
  - c. Alcohol must be served by a professional bartender fully covered by liability insurance.
  - d. These events must be consistent with Section A. Risk Management, Insurance, and Conduct Policy 2 of the Policies and Procedures.
  - e. These events may be held in conjunction with National and Provincial events, but only with the prior approval of the Executive Director. For events in conjunction with Provincial events, the prior approval of the Provincial Vice President is also required.
10. National Fraternity Events - An exception to Policies A.3, A.7 and A.8.h above may be made for events hosted by the National Fraternity and/or the Leadership Foundation. Alcoholic beverages may be purchased and served at designated events sponsored by the National Fraternity and/or the Leadership Foundation. These events must conform with the following guidelines:
- a. The event must be scheduled in advance and is by invitation only.
  - b. Single venue events at locations including but not limited to bars, restaurants, wineries, or breweries are acceptable.
  - c. Alcohol must be served by a professional bartender fully covered by liability insurance.
  - d. These events must be consistent with Section A. Risk Management, Insurance, and Conduct Policy 2 of the Policies and Procedures.
  - e. These events require the prior approval of the Executive Director.

## B. Statement on Hazing

1. **Overview:** Delta Sigma Pi has long taken a stand against hazing in any form. The following "*Statement On Hazing*" is strictly enforced.

Hazing activities, occurring as the result of any action of the Fraternity or its organizational members, are considered immature, juvenile practices which have no place in Delta Sigma Pi and will not be condoned under any circumstance.

All events and activities of the Fraternity and its organizational members, including, but not limited to, recruiting, pledging and initiation are to be conducted in a manner that upholds the dignity of our Fraternity.

Programs that adhere to the policies of a chapter or colony's university, and to the relevant national, state and local laws and regulations must be followed. There will be no pledge education activities conducted except those specifically outlined in the Pledge Education program submitted to and approved by the National Fraternity.

This will ensure programs which will result in materially better members, better public relations, and increased prestige to the Fraternity.

In order that there will be no question as to what constitutes hazing, it is generally defined as follows:

“Any action taken or situation created, either intentionally or unintentionally, on or off the college campus, to produce physical or mental discomfort, embarrassment or ridicule; or possibly cause physical harm or injury. Such activities and situations include paddling in any form; creating of excessive fatigue; physical and psychological shock; treasure hunts, scavenger hunts, road trips; kidnapping of pledges by members or kidnapping of members by pledges; consumption of food, beverage or any other substance except in the course of regular meals; wearing apparel at any time or at any place which is conspicuous or not in good taste; engaging in public stunts, tricks, games or horseplay; morally degrading games or humiliating activities; any activity on the part of the pledges or members which might possibly violate any local, state, or federal law, including Fraternity law; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with Fraternity law, Ritual, or policy, or the regulations and policies of the state or educational institution.”

Mental hazing would include, but would not necessarily be limited to, the activities and procedures included in the following statement of policy:

- a. Pledges cannot be required to plan any function or attend any Brother function on the day or evening preceding Initiation day.
- b. There will be no activities during pledge education except those that attempt to increase a person's knowledge of the Fraternity and the person's professional intent; there will be no pledge activities conducted except those specifically outlined in the Pledge Education program submitted to and approved by the National Fraternity. All pledge education activities must be carried on in a dignified manner and must show proper respect for another person as a professional equal.
- c. At no time during pledge education is there to be verbal abuse of an individual, including shouting, screaming and the use of profanity.
- d. “Shotgun” questioning, “rack lines,” “inquisitions” and candlelight questioning are not to be used as procedures in determining a pledge's qualifications for membership or for any other reason.
- e. There will be no deceptive statement or activity for the purpose of frightening or mentally disturbing an individual. Such deception includes, but is not limited to, causing a person to believe that some action or event is taking place or will take place that, in fact, will not occur.
- f. Blindfolds are not to be used at any time.
- g. Signature books are to be used only for the purpose of acquainting pledges with Fraternity members and not as a device for hassling pledges.

Belief that any acts are harmless or the consent or cooperation of the hazing recipient will not constitute a defense. Rationalization on how to circumvent these and other acts of hazing is not enough. Delta Sigma Pi insists on the complete and total elimination of any activity which either is or closely resembles hazing. The procedures prescribed in the Ritual and approved Pledge Education program are the only procedures considered appropriate during the entire process; thus the initiation should not be of excessive or unreasonable duration.

The chapter President in general and the Vice President-Pledge Education specifically, are in charge of the pledge education program of the chapter and the designated pledge educator is in charge of the pledge education program for a colony. Each is responsible for informing all members and pledges about the “Statement on Hazing”. However, all organizational members are responsible for reviewing this policy. Any organizational member who fails to enforce this policy or who engages in hazing or who fails to report a suspected or confirmed hazing incident is subject to Fraternity discipline. Chapters or colonies that engage in acts of hazing are subject to disciplinary action, including chapter charter revocation as provided in the Bylaws.

The International Fraternity of Delta Sigma Pi does not condone hazing and has issued this statement to protect the rights of prospective members. Any hazing violations should be reported to the Fraternity’s Central Office or any national officer of the Fraternity (District Director, Receiver, Regional Vice President, Provincial Vice President, Collegian of the Year, Vice President-Organizational Development, Vice President- Finance, Past Grand President, Grand President).

2. **State Criminal and Civil Liability:** All states effectively ban hazing. Although a particular state may not have a specific anti-hazing statute, the actions that constitute hazing can be prosecuted under other criminal statutes, generally under assault or reckless endangerment provisions.

Specific hazing statutes are on the books of many states. Typically, state statutes prohibit any willful action which recklessly or intentionally endangers the mental or physical health of an individual. Many statutes define specific acts which are prohibited. The statutes generally provide for a fine with possible imprisonment.

Organizational members are strongly encouraged to understand the specific hazing statutes and regulations of their state and college or university and to abide by them fully.

## C. Discrimination and Harassment

### 1. Discrimination

Discrimination against or harassment of any individual for reason of race, ethnicity, creed, religion, sex, sexual orientation, marital status, national origin, age, disability or veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, membership, educational programs, financial assistance and all other fraternal activities is extended to all persons.

### 2. Harassment

Delta Sigma Pi will not tolerate harassment in any form. Violation of this policy subjects an offending person to disciplinary action up to and including expulsion from the Fraternity. This policy applies to all organizational members.

All organizational members are protected from harassment, including, but not limited to, harassment according to their race, ethnicity, age, gender, disability, sexual orientation, and religion. Harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation. Any words or acts designed to disregard the safety or rights of another and which intimidate, degrade, demean, threaten and/or haze will not be tolerated on the basis of the standards of Delta Sigma Pi. Such physical, psychological, verbal, electronic, and/or written acts directed toward an individual or group of individuals are prohibited.

Harassment in any form is unacceptable because it is demeaning to another person and undermines the integrity of the Fraternity. Organizational members should, at all times, treat others respectfully and with dignity in a manner which does not offend the sensibilities of another person.

### Sexual Harassment

Delta Sigma Pi will not tolerate sexual harassment in any form. Violation of this policy subjects an offending person to disciplinary action up to and including expulsion from the Fraternity. This policy applies to all Fraternity collegiate members, pledges, alumni members, officers, directors, and employees.

Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual nature where:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of membership in the Fraternity; or
- (2) a Fraternity decision is based on an individual's acceptance or rejection of such conduct; or
- (3) such conduct interferes with an individual's membership in the Fraternity or work for the Fraternity or creates an environment, which is intimidating, hostile or offensive to a reasonable person of the same sex as the recipient.

Sexual harassment is a form of misconduct that is unacceptable because it is demeaning to another person and undermines the integrity of the Fraternity. Fraternity members and pledges at all times should treat others respectfully and with dignity, in a manner which does not offend the sensibilities of another person. Actions taken by nonmembers, relating to Fraternity business, may also constitute sexual harassment and should be promptly reported.

A violation may include, but is not limited to:

1. any action or statement of a sexual nature which is embarrassing, harassing, intimidating, or abusive;
2. unwanted comments, communications, jokes, or requests of a sexual nature;
3. unwelcome and persistent sexually explicit statements or stories;
4. repeated use of sexually degrading words, gestures, or sounds to describe a person;
5. recurring derogative comments or questions about an individual's sexual orientation and/or behavior;
6. any kind of unwelcome sexual advances;
7. repeated phone calls, messages, and/or other communications sexual in nature, even after statements have indicated that there is no interest;
8. threats of retaliation as a result of a sexual encounter;
9. implied or stated threats of sexual violence.

Sexual harassment can occur with any combination of genders, gender identities/expressions, and sexual orientations.

### 3. Complaint Procedure

Any person who feels that he or she may have been discriminated against, or harassed should immediately contact the Executive Director at the Central Office to report the incident. Complaints against the Executive Director should be reported to the Grand President. The Executive Director, or Grand President, will counsel the reporting person as to his or her options and will promptly proceed to investigate the issue in as confidential a manner as possible. Delta Sigma Pi will take action to resolve reported incidents in a thorough and unbiased manner without regard to the identities or positions held by either the reporting person or the person charged. Members and pledges will not have their status with the Fraternity adversely affected as a result of bringing complaints. Where discrimination or harassment is established, the appropriate disciplinary action will be taken.

Any Chapter Officer, National Officer, or employee of the Fraternity who becomes aware of any possible harassment must immediately notify the Executive Director who will advise the officer or employee reporting the behavior on the appropriate steps to be taken.

### D. Chapter Houses and Meeting Facilities

The ownership of houses or other living, social or meeting quarters by chapters of Delta Sigma Pi, house corporations or any similar entities is prohibited. Our chapters operate effectively and successfully without this type of facility. From a financial and operational standpoint, the operation of such a facility often interferes with the focus of the chapter from the basic objectives of operating as a chapter of a professional fraternity.

Any action that violates this provision will result in a charter revocation vote for the chapter involved and in individual discipline, up to and including expulsion from the Fraternity for the members involved.

#### E. Fraternity Events (also see *National Policy and Procedures Manual*, Section A.2.)

##### 1. Insurance for Chapter Developed or Sponsored Large Events

Chapters and colonies are required to purchase liability insurance and list the National Fraternity as additional insured for any event that has anticipated or historical attendance or participation of approximately 300 or over and that meets the following criteria:

- a. Any social, professional, philanthropic or Fraternity event or activity they originate, plan, develop, encourage, sponsor and/or co-sponsor that is not coordinated/managed by the Central Office staff.
- b. Pledge class events are not exempt from this policy.
- c. Joint Initiations
  - i. On-campus facilities for the actual initiation ceremony itself are specifically exempt from this policy.
  - ii. Social events including, but not limited to, banquets or receptions related to joint initiations are not exempt from this policy.

For any event covered by this policy, the hosting chapter or colony is required to submit any necessary contracts to the Executive Director at least 90 days in advance of the event for advice and suggestions before signing them. All contracts must be clearly signed on behalf of the specific chapter or colony (e.g. the Alpha Alpha Chapter of Delta Sigma Pi) and not on behalf of the International Fraternity of Delta Sigma Pi (or just “Delta Sigma Pi”). Once the event has been approved and the insurance purchased, a copy of the certificate of insurance must be sent to the Executive Director for the files.

Chapters or colonies failing to comply with this policy are subject to disciplinary action as provided in the Bylaws.

2. Prohibition on Events in Foreign Countries—In accordance with the Fraternity’s risk management efforts, it is prohibited to hold Fraternity events outside of the United States and Canada (including Mexico, the Bahamas, other Caribbean nations and all other foreign countries and waters) unless it is an event or activity sponsored by or held by the National Fraternity or an approved foreign alumni chapter (See Section C. Alumni Chapters).

#### Policy 4. Communications Policy—

All organizational members are responsible for reporting immediately upon first learning of them, any of the following allegations:

1. any violation or alleged violation to any part of this risk management policy by any chapter, colony or organizational member (including advisors);
2. any violation or alleged violation of any local, state or federal law by any chapter, colony or organizational member (including advisors);
3. any violation or alleged violation of university polices;
4. injury of any organizational member;
5. violations or alleged violations to pledging or Ritual policies;
6. any action by college or university administration or personnel against a chapter or colony;

7. negative reports in the media including, but not limited to, newspapers, electronic media, blogs, social media or websites, that indicate violations of Fraternity or respective university policies.

Chapter and colony members and pledges must report risk management allegations to a National Officer (District Director, Regional Vice President or Board member) immediately upon first learning of the allegations. National Officers must report the allegations in the following way: District Directors must notify the Regional Vice President immediately; Regional Vice Presidents must notify the Provincial Vice President, Grand President, and Central Office staff immediately. If the allegation is first noted by one of the latter, they will also notify each other and the Regional Vice President immediately and the Regional Vice President will immediately notify the District Director.

#### Policy 5. Responding to Crisis Situations—

Upon learning of a crisis situation serious enough to evoke public interest, the Executive Director (or designee) shall, as quickly as possible, collect all available information concerning the situation and notify all appropriate people including the Grand President, Provincial Vice President, Regional Vice President, District Director and Chapter Advisor.

The Executive Director (or his designee) shall be the official spokesperson for the Fraternity in response to news media queries. In cases where the Executive Director is unavailable for a prolonged absence, the Grand President will be the spokesperson; followed in order, by the Associate Executive Director and Director of Chapter & Expansion Services.

Although other organizational members may be contacted from news media representatives, all questions should be referred to the Executive Director specifically. Organizational members should remain courteous and professional at all times, yet firmly refer questioners to the Executive Director by providing his/her name and contact information.

Organizational members should never:

- Not return a reporter's outreach.
- Say "no comment."
- Provide detailed answers to specific questions.
- Speculate on anything.
- Abruptly hang up.

In all cases, the Executive Director should be notified by any organizational member of any direct media contact.

Media outreach will be returned by the Executive Director, or his/her designee, as soon as reasonably possible. The official response to all such inquiries will be a politely worded form of, "We are looking into it and are cooperating fully with local authorities." For any issues where there is pending legal action or similar situation, all questions may be referred to legal counsel.

In response to any media reports, organizational members should not post comments to any news articles, blogs or social media postings.

## B. COLLEGIATE CHAPTERS

Policy 1. Bylaws—Each chapter is required to annually submit (electronically) a complete set of their bylaws to the Central Office before November 15. This is required even if no changes have been made. Chapters failing to do so will be subject to disciplinary measures.

Chapter bylaws must not contradict the National Bylaws or Policies established by Delta Sigma Pi. All proposed amendments to the chapter bylaws must be submitted in advance to the Central Office for review and approval by the Executive Director, or his designee, before they become effective.

#### Policy 2. Officers—

- A. **Elected per National Fraternity:** The following elected officers are the minimum required of each chapter and are to be elected in the following order: president, senior vice president, vice president-pledge education, vice president-finance, vice president-chapter operations, chancellor, vice president-professional activities, vice president-community service, vice president scholarship and awards, and vice president-alumni relations. Chapters may elect additional officers based on their own bylaws, but only the officers listed in this subsection will receive official communications from the Central Office.
- B. **Elected or Appointed at Chapter's Option:** Chapters may elect, or the chapter president may appoint, additional, including assistant, officers based on the chapter's own bylaws. Suggested additional officers include: webmaster, historian, and newsletter editor.

**Policy 3. Qualifications for Office**—In order to be nominated, elected or appointed to office (with the exception of the Chapter Advisor) a brother must be a current member of the chapter (or has transferred to, and is affiliating with the chapter) and be in good standing. Any officer that is placed on probation by the university, or becomes in arrears for more than sixty (60) days for any Fraternity liability, is automatically disqualified for chapter office.

**Policy 4. Impeachment of Elected Chapter Officers**—If any three (3) members of the chapter Executive Committee (or any 5 chapter members) feel that an elected officer should be removed from office, they must submit a motion to the chapter in writing including all charges against the officer and signed by all 3 or 5, respectively. If at least 51% of the members in good standing, present and voting, approve the motion, the chapter will determine a date for the recall proceedings. Such recall proceedings must be held within a reasonable time of the impeachment motion. Proper notice of such proceedings must be given to the officer in question and the collegiate members of the chapter. The officer in question is temporarily suspended from their duties until the proceedings are held. The president appoints a member to perform the duties of the office until the outcome of the recall proceedings is determined.

**Policy 5. Recall of Elected Chapter Officers**—The chapter members must vote on the recall of an elected officer after proper notice is given. A two-thirds (2/3) vote of the members in good standing, present and voting is required to recall an elected chapter officer. If an officer is removed, policies concerning filling vacancies are then followed.

**Policy 6. Vacancies**—If a temporary vacancy occurs as a result of action taken through individual discipline, the president must propose an interim candidate to the chapter's executive committee for approval. A majority vote of executive committee members is required to approve the candidate as an interim officer.

If a vacancy occurs in any elected chapter office for any other reason, the chapter must hold a special election for the vacated office. Prior to holding the special election, it may be necessary for the president to appoint another member to temporarily assume the duties of the vacated office.

If the vacated office is the president, then the senior vice president assumes the responsibilities of the president until a new president is elected or appointed in accordance with this policy.

**Policy 7. Time of Election, Appointment and Reports**—Chapters have the right to regulate the timing and manner of choosing their officers, but the names and addresses of all officers must be reported to the Central Office within seven days of their election or appointment.

**Policy 8. Chapter Executive Committee**—The chapter executive committee establishes chapter policy, the chapter's long-range and operating plans and serves as the research and advisory committee for the chapter. At a minimum, the executive committee consists of the following chapter officers (in order of election): president, senior vice president, vice president-pledge education, vice president-finance, vice president-chapter operations, chancellor, vice president-professional activities, vice president-community service, vice president-scholarship and awards, and vice president-alumni relations. Chapters may have additional officers on the executive committee based on their chapter bylaws. The executive committee may include the Chapter Advisor serving without a vote. The president is the chairman of the executive committee.

**Policy 9. Duties of the President**—The president has the following duties and powers:

- a. To act as the chief executive officer of the chapter.
- b. To call special meetings in accordance with the chapter bylaws.
- c. To see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
- d. To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- e. To appoint such committees provided for in the chapter bylaws.
- f. To appoint such officers provided for by Delta Sigma Pi's Bylaws, Policies and Procedures.
- g. To sign all certificates of membership for members initiated by the chapter while in office.
- h. To countersign all chapter checks.
- i. To ensure that the chapter Executive Committee develops and maintains a strategic plan, in coordination with the vice president-chapter operations. Such plan, including updates, must be submitted to the Central Office semi-annually.
- j. To serve as delegate to the Provincial Council unless unable to attend.

Chapter bylaws may provide the president with other duties and powers.

**Policy 10. Duties of the Senior Vice President (SVP)**—The senior vice president has the following duties and powers:

- a. To assist the chapter president and temporarily assume the president's duties in his/her absence.
- b. To oversee the recruiting activities and the pledging ceremony of the chapter.
- c. To ensure the chapter seeks out candidates for Honorary and Faculty membership.

Chapter bylaws may provide the senior vice president with other duties and powers.

**Policy 11. Duties of the Vice President-Pledge Education (VPPE)**—The vice president-pledge education has the following duties and powers:

- a. To oversee the preparation of pledges for examination and initiation.
- b. To ensure the entire planned pledge program for each academic term is submitted to the Central Office in a timely fashion or by any established deadlines.
- c. To ensure the names and personal information of each proposed initiate, including faculty and honorary initiates, are reported to the Central Office, using the officially designated membership forms and procedures, within seven days of the pledging ceremony.
- d. To coordinate with the vice president-finance to ensure the Initiation report is completed and returned, with related initiation fees, to the Central Office within fourteen days of initiation.

Chapter bylaws may provide the vice president-pledge education with other duties and powers.

**Policy 12. Duties of the Vice President-Finance (VPF)**—The vice president-finance has the following duties and powers:

- a. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the chapter.
- b. To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the chapter.
- c. To oversee the keeping of an accurate account of the receipts and expenditures of the chapter in a standardized accounting system which must be open at all reasonable times for inspection and examination.
- d. To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.
- e. To ensure the Central Office is notified if a member of the collegiate chapter is or is not in good standing upon graduation or withdrawal from the chapter in accordance with such procedures as may be prescribed by the Executive Director.
- f. To ensure that badges are ordered and paid for 21 days before each initiation.
- g. To ensure a current Manual for Pledge Education is ordered from the Central Office for each pledge.
- h. To ensure that all financial obligations affiliated with initiations are submitted to the Central Office within seven days following each initiation.
- i. To ensure that member dues are paid to the Central Office within 30 days of the first day of classes in each academic term.

- j. To ensure all chapter disbursements are authorized by two different executive officers in which 1) neither officer is the vice president-finance; and 2) the disbursement is not payable to one of the approvers. Before approving a disbursement, the two officers should ensure that the disbursement is properly approved (chapter previously approved transaction or was already included in the approved budget) and receipts/invoices have been obtained and filed with the vice president-finance. All disbursements must be made in accordance with Policies 21 and 22, below.
- k. To ensure that payment to the Central Office for invoices covering chapter liability insurance, regalia use and the Grand Chapter Congress travel fund are promptly submitted.
- l. To ensure an independent accounting review of the chapter's finances for the prior fiscal year is completed annually by July 15. The reviewer may be a CPA, a member of the school's accounting faculty, or similar professional.

Chapter bylaws may provide the vice president-finance with other powers and duties.

Policy 13. Duties of the Vice President-Chapter Operations (VPCO)—The vice president-chapter operations has the following duties and powers:

- a. To oversee the maintenance of all Chapter Management Program (CMP) records.
- b. To oversee the Chapter Management Program.
- c. To ensure the chapter is informed of its CMP standing and attention is called to areas in which the chapter needs improvement in areas measured by the CMP.
- d. To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- e. To ensure all official communications are read into the minutes of the chapter.
- f. To ensure correspondence with the Central Office and national officers is promptly handled.
- g. To ensure the names and addresses of all nationally required officers are reported to the Central Office within fourteen days of their election or appointment.
- h. To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.
- i. To sign as chapter secretary, or ensure the chapter secretary signs, all certificates of membership for members initiated by the chapter while in office.
- j. To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.
- k. To coordinate strategic planning sessions with the chapter president.

Chapter bylaws may provide the vice president-chapter operations with other powers and duties.

Policy 14. Duties of the Chancellor—The chancellor is the chief judicial officer of the chapter and has the following duties and powers:

- a. To preside over the meetings of the chapter.
- b. To preside at all trials conducted by the chapter.
- c. To ensure that any violations of the Bylaws of this Fraternity within the chapter are reported to the Central Office. The chancellor has no penal rights whatsoever.
- d. To cast a deciding vote in the case of a tie, providing the chancellor has not already voted on the motion (such as in trials or election of pledges).
- e. To serve as Ritual Chair, unless the chancellor and president agree to delegate this duty to another brother.
- f. To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- g. To ensure that chapter bylaws and policy and procedures are updated and submitted to the Central Office as specified in the Chapter Management Program.

Chapter bylaws may provide the chancellor with other powers and duties.

Policy 15. Duties of the Vice President-Professional Activities (VPPA)—The vice president-professional activities has the following duties and powers:

- a. To oversee the development and implementation of the chapter's professional program.
- b. To ensure that the chapter is educated on risk management issues.
- c. To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.
- d. To coordinate chapter professional activities with the Provincial Professional Development Committee.
- e. To chair the chapter's Professional Development Committee, should the chapter choose to have such committee.

Chapter bylaws may provide the vice president-professional activities with other duties and powers.

**Policy 16. Duties of the Vice President-Community Service (VPCS)**—The vice president-community service has the following duties and powers:

- a. Development and implementation of a community service program for the chapter.
- b. Ensure that the chapter is educated on the importance of being involved in the campus community and the surrounding area. (town, city or county)
- c. Promote participation in any national or provincial community service project/ programs and encourage attendance.
- d. Coordinate community service activities with the Provincial Community Service Committee.
- e. Serve as Chairman of the Community Service Committee (if the chapter has one).
- f. Talk to provincial and national committee members as resources for community service information.

**Policy 17. Duties of the Vice President-Scholarship and Awards (VPSA)**—The vice president-scholarship and awards has the following duties and powers:

- a. To ensure the chapter is informed about all opportunities for individual and chapter fraternal recognition.
- b. To coordinate and oversee the chapter's award application process, including nomination of a Collegian of the Year candidate.
- c. To serve as the contact person for the provincial and national Scholastic Development and Awards Committees.
- d. To develop programs to foster and recognize members' academic achievement.
- e. To educate members about university and Fraternity scholarship and academic development opportunities.
- f. To oversee the administration of any chapter scholarships.
- g. To promote to the university and local community any recognition received by members and/or the chapter.

**Policy 18. Duties of the Vice President-Alumni Relations (VPAR)**—The vice president-alumni relations has the following duties and powers:

- a. To ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area.
- b. To ensure the members of the chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- c. To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- d. To ensure the activities of the chapter are communicated to the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.
- e. To ensure timely information about the chapter and its members is provided to the editor of The DELTASIG.
- f. To oversee the orchestration of Founders' Day, Alumni Day and Homecoming activities.
- g. To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.
- h. To ensure the chapter actively seeks lost alumni and reports "found" information to the Central Office.
- i. To oversee the acquisition, organization and maintenance of chapter historical information.
- j. To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

Chapter bylaws may provide the vice president-alumni relations with other powers and duties.

**Policy 19. Qualifications and Duties of the Chapter Advisor**—One individual, elected by the chapter, and reported to the Central Office, will serve as the recognized Chapter Advisor. The Chapter Advisor must be a faculty member of the Fraternity or member of the school’s faculty or administration. Chapter Advisors who are not members of the Fraternity may not participate in ritual portions of Fraternity activities. The Chapter Advisor has the following duties:

- a. To serve as the official advisor recognized by the National Fraternity.
- b. To serve in an advisory capacity to the members of the chapter.
- c. To serve as a liaison to the school for the chapter and National Fraternity.
- d. To assist chapter officers in the development of their plans and duties.

**Policy 20. Records and Equipment**—All records and equipment of each chapter, such as the charter, Rituals, accounting system, minute book, historical and membership records, files, official communications, correspondence, etc., are the property of Delta Sigma Pi, and are to be held and used by the chapter during such time as the chapter is in good standing. When the charter of any chapter assumes an inactive status, all the records mentioned in this section must be returned in good condition to the Central Office.

**Policy 21. Checking Account**—Each chapter must maintain a checking account in a bank that is federally insured (FDIC or FSLIC) or with the business office of the college or university at which the chapter is located. All checks must be signed by two different people, one of which is the chapter president and the other a different nationally recognized chapter officer, who is not the vice president-finance.

**Policy 22. Electronic Transactions**—If the chapter has access to “Electronic Banking”, debit card or other electronic means by which funds may be transmitted from a Chapter financial account, the password or pin to such account shall be changed upon reelection of officers and shall be known only by the President, Vice President-Finance, Senior Vice President, and Receiver if applicable. No transfer shall be made from any account electronically without written authorization from both the President and one other nationally recognized chapter officer, who is not the Vice President-Finance. Such written authorization may be electronic, but must include a description of the payee, the amount of the payment, and the purpose of the payment. Any electronic documentation should be printed and retained in hard-copy format as part of the chapter’s financial records. Chapter held credit cards are not permitted.

If the chapter maintains a PayPal account (or similar online payment service account), it shall be set up as a “business” account, and set to automatically transfer any monies received directly to the chapter’s checking account. Read-only account access shall be established and maintained for volunteer leader/staff use. All account passwords shall be changed each time officers with access to the account change. The Vice President – Finance is ultimately responsible for monies received through the PayPal account. No disbursements shall be made through such account other than to a chapter account in a financial institution (i.e., the chapter’s checking or savings account).

## C. ALUMNI CHAPTERS

**Policy 1. Bylaws**—Chapter bylaws must not contradict the National Bylaws, Policies and Procedures established by Delta Sigma Pi. All proposed amendments to the chapter bylaws must be submitted in advance to the Central Office for review and approval by the Executive Director, or his or her designee, before they become effective. Chapter bylaws submitted to the Central Office must be typewritten or e-mailed. Failure of a chapter to annually update the chapter bylaws with the Central Office may cause the chapter to be placed on inactive status.

**Policy 2. Membership in an Alumni Chapter**—Members joining an alumni chapter must be alumni in good standing. Membership in any alumni chapter is not to be exclusive or limited by standards enacted by any individual alumni chapter. Thus, alumni are welcome to join one or more alumni chapters. Members joining multiple alumni chapters are required to designate one as their primary alumni chapter affiliation for official National Fraternity records. If a member listed by more than one alumni chapter fails to designate one as primary, it will be assumed that their primary alumni chapter is the one in closest proximity to their permanent mailing address.

Changes in primary alumni chapter affiliation are prohibited during the months of July and August (for purposes of fairness and management of the alumni awards program). It is suggested that such changes be made along with refranchising, prior to the annual June 30 deadline.

**Policy 3. Officers**—The following elected officers are the minimum required of each chapter: president, vice president-chapter operations, vice president-collegiate relations and vice president-finance. Chapters may elect additional officers based on their own bylaws.

**Policy 4. Qualifications for Office**—The officers of each chapter must be members in good standing of the chapter, and must reside in the locality where the chapter is situated.

**Policy 5. Vacancies**—Should any vacancy result in any chapter office for any reason, the chapter must hold a special election for the vacated office.

**Policy 6. Time of Election, Appointment and Reports**—Chapters have the right to regulate the timing and manner of choosing their officers, but the names and addresses of all officers must be reported to the Central Office within seven days of their election.

**Policy 7. Duties of the President**—The president has the following duties and powers:

- a. To act as the chief executive officer of the chapter and preside over its meetings.
- b. To call special meetings in accordance with the chapter bylaws.
- c. To see that the chapter officers discharge their duties impartially, accurately, faithfully and promptly.
- d. To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- e. To appoint such committees as deemed necessary.
- f. To serve as the chapter's delegate to Provincial Council meetings unless unable to attend.
- g. To oversee the recruiting activities of the chapter.
- h. To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation.
- i. To oversee the development and implementation of the chapter's professional program.
- j. To promote LEAD and other National Fraternity educational programs and encourage attendance by chapter members.
- k. Development and implementation of a community service program for the chapter and promote participation in any national or provincial community service project/ programs.
- l. To oversee the administration of any chapter scholarships.

Chapter bylaws may provide the president other duties and powers.

**Policy 8. Duties of the Vice President-Chapter Operations**—The vice president-chapter operations has the following duties and powers:

- a. To assist the chapter president and temporarily assume the president's duties in his/her absence.
- b. To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- c. To ensure all official communications affecting the chapter are read into the minutes of the chapter.
- d. To ensure correspondence with the Central Office and national officers is promptly handled.
- e. To ensure the names and addresses of all nationally required officers are reported to the Central Office.
- f. To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, as may be requested by the Central Office.
- g. To coordinate strategic planning sessions with the chapter president.
- h. To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election.
- i. To ensure that chapter bylaws are updated and electronically submitted to the Central Office by June 30 of each year.
- j. To ensure the activities of the chapter are communicated to the chapter's members, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.

- k. To ensure timely information about the chapter and its members is provided to the editor of *The DELTASIG*.
- l. To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.

Chapter bylaws may provide the vice president-chapter operations other duties and powers.

**Policy 9. Duties of the Vice President-Collegiate Relations**—The vice president-collegiate relations has the following duties and powers:

- a. To serve as the liaison to local collegiate chapters, specifically the vice president-alumni relations and vice president-professional activities.
- b. To ensure the members of the chapter are informed on activities being sponsored by collegiate chapters in their local area.
- c. To ensure the activities of the chapter are communicated to the collegiate chapters in their local area.
- d. To ensure the members of the local collegiate chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- e. To oversee the orchestration of Founders' Day and Alumni Day events.
- f. To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

Chapter bylaws may provide the vice president-collegiate relations other duties and powers.

**Policy 10. Duties of the Vice President-Finance**—The vice president-finance has the following duties and powers:

- a. To oversee the receipt and expenditure, upon duly authorized orders, of all monies of the chapter.
- b. To oversee the preparation of an annual chapter budget; monitor revenue and expenses in relation to the budget; and promptly report any variances to the chapter.
- c. To oversee the keeping of an accurate account of the receipts and expenditures of the chapter in a standardized accounting system.
- d. To ensure such reports as may be required by the Central Office are forwarded without unreasonable delay.
- e. To ensure that payment to the Central Office for invoices covering franchising fees and chapter liability insurance are promptly submitted.

Chapter bylaws may provide the vice president-finance other duties and powers.

**Policy 11. Records and Equipment**—All records and equipment of each chapter, such as the charter, accounting system, minute book, files, correspondence, official communications, etc., are the property of Delta Sigma Pi, and are to be held and used by the chapter during such time as it is in good standing. When any chapter assumes an inactive status, all records mentioned in this section must be returned in good condition to the Central Office.

**Policy 12. Dues**—Each chapter has the power to determine its local dues, if any.

**Policy 13. Checking Account**—Each chapter must maintain a checking account. All checks must be signed by the vice president-finance and any one other officer of the chapter.

**Policy 14. Inactive Alumni Chapters**—A chapter not on probation or receivership, whose membership reaches nine or less, will be placed on inactive status. As soon as the membership is increased to ten (and the other franchise renewal requirements under Article XI, Section 2 of the Bylaws are met) the chapter becomes active again.

**Policy 15. Chartering New Chapters**—Any alumni member in good standing may be recognized as a contact person for alumni chapter expansion in a specific geographic location. Refer to Bylaws Article XI, Section 1 and Article XVI, Sections 6 and 7.

**Policy 16. Franchising Existing Chapters**—To be recognized continuously as an alumni chapter, the chapter must complete franchising requirements between April 1 and June 30 each year for the upcoming fiscal year. Franchising requirements include a list of officers, a roster of at least ten members residing in the locality of the chapter, a franchise fee of \$25, a copy of the chapter bylaws, and a charter renewal fee of \$25 if franchising has lapsed.

Policy 17. Liability Insurance Premium—Upon initial recognition as an alumni chapter, an invoice for liability insurance will be sent to the chapter. All alumni chapters (except for approved foreign alumni chapters) receive an invoice for liability insurance upon annual franchise renewal.

Policy 18. Alumni Chapter Awards—Criteria for the selection of alumni awards are found in the *Awards and Recognition Guide* ([www.dspnet.org](http://www.dspnet.org)).

Policy 19. Boundary and Location Approval for Alumni Chapters—If an alumni chapter locality is equally divided by a regional boundary, the leadership of the alumni chapter under consultation of the two affected Regional Vice Presidents, will determine the region to which the alumni chapter will belong. The Regional Vice President will be consulted in determining the chapter locale for the purpose of officer eligibility. If a disagreement arises between the chapter and the Regional Vice President in determining boundaries or locales, the Provincial Vice President makes the decision.

Policy 20. Notification Upon Formation of New Alumni Chapter—When a *new* alumni chapter franchises, the Central Office will notify the Regional Vice President and Provincial Vice President. This does not apply to refranchising of existing chapters.

Policy 21. Naming an Alumni Chapter—

- A. The initial naming of an alumni chapter shall take place with the chartering of the chapter. After the initial naming of an alumni chapter, a name change for an alumni chapter in good standing can only take place in odd years at the time of annual refranchising, which occurs from April 1 - June 30 for the upcoming fiscal year.
- B. The naming of an alumni chapter must meet the following criteria: The first part of the name must directly reflect the name of a city where the chapter is focused; the alumni chapter cannot be named the same as any Region or Province; the use of a hyphen (- or /) is permitted; no other punctuation is to appear in the name. The words “alumni chapter” will follow the name designation. (e.g. Seattle-Latte Land Alumni Chapter, not Latte Land-Seattle).
- C. In the instance where an alumni chapter is rechartering after a time of inactivity, the alumni chapter can request a name change during the initial refranchising process. If a rechartering alumni chapter does not request a name change, the chapter shall take the name of the chapter that previously existed in that area. After one fiscal year of inactivity, an alumni chapter in any particular geographical area is considered “lapsed.” Therefore, any alumni chapter forming in a geographical area where a lapsed alumni chapter previously existed will be subject to all fees applying to the rechartering of a lapsed alumni chapter according to the interpretation of the *National Bylaws* regardless of any request to change the name of the alumni chapter; an alumni chapter forming in the same geographical area as a pre-existing alumni chapter will not be considered a newly chartered alumni chapter.
- D. To request a name change, the alumni chapter must file the required “Alumni Chapter Name Change Request Form” (see item G. below) to the Central Office according to the criteria stated above. Approval of the name change is at the discretion of the Executive Director or his/her designee. A decision will be communicated to the alumni chapter within a reasonable time of the request. If approval of a name change is granted, the change will be effective immediately. All name change requests will be kept on file at the Central Office.
- E. For insurance purposes, the alumni chapter must file for an EIN/TIN number with the IRS within 30 days of the approved name change. The new number must be communicated to the Central Office in a timely manner.
- F. Alphabetical listings of alumni chapters are to be determined by the first word of the city/state beginning in the alumni chapter name.
- G. Alumni Chapter Name Change Request Form

#### ALUMNI CHAPTER NAME CHANGE REQUEST FORM

Alumni Chapter Name \_\_\_\_\_

Name of Submitter \_\_\_\_\_

Position \_\_\_\_\_

New Name of Alumni Chapter: \_\_\_\_\_

Did you and/or the chapter review policy C.21 (www.dspnet.org) before taking this action?

Yes No

Was this name change approved by your chapter? Yes No

When and where was this vote conducted? Date: \_\_\_\_\_ Place: \_\_\_\_\_

How Does This Name Change Benefit Membership? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, am aware, pending approval of the request stated above, that my alumni chapter must file for an EIN/TIN with the IRS within 30 days. I take responsibility for communicating the new EIN/TIN to the Central Office for insurance purposes.

Signature

Date

Do Not Write Below This Point- For Central Office Use

This request was reviewed by: \_\_\_\_\_ Approved Denied

Reasons for Denial: \_\_\_\_\_

This decision was communicated to \_\_\_\_\_ On \_\_\_\_\_

EIN/TIN \_\_\_\_\_

Signature

Date

**Policy 22. Foreign Alumni Chapters**—Alumni chapters that wish to franchise outside the United States must seek approval from the Board of Directors to franchise. Once approved, the alumni chapter must purchase their own liability insurance policy with minimum coverage equal to or greater than the National Fraternity’s coverage. The alumni chapter must also list the International Fraternity of Delta Sigma Pi as “additional insured” on all insurance policies. Proof of insurance must be submitted during franchising to the Central Office in place of the alumni chapter liability insurance premium.

**D. MEMBERSHIP**

**Policy 1. Minimum Membership**—Minimum collegiate chapter membership is 20 students.

Policy 2. Members Who Leave the Business College for Other Colleges—Members who are duly initiated and subsequently leave the Business College for another college may retain full collegiate status and pay dues accordingly. (See Bylaws “Definition of a collegiate member.”) Each such member may make this choice (alumni vs. collegiate status) only once.

Policy 3. Membership Obligation Agreement—Prior to participating in the pledging ceremony, all potential pledges must agree to a National Statement of Membership Obligations.

Policy 4. Pi Sigma Epsilon Members are Eligible—Membership will be permitted to candidates who might also be members of Pi Sigma Epsilon, a Sales and Marketing Fraternity.

Policy 5. Academic Program Membership Qualifications—The Board of Directors does not consider all business and economics related programs equal in content of the requirements of Schools of Business or Economics. Therefore, each such program will be evaluated on its individual merits on a case-by-case basis. It is the intent of the Board of Directors to approve programs existing outside a School of Business or Economics that meet the criteria listed below. The Board has delegated to each respective Provincial Vice President the responsibility of determining what programs may be allowed at schools in their own province. Provincial Vice Presidents are encouraged to consult with Chapter Advisors, Regional Vice Presidents, District Directors and staff in making their decisions.

A qualified program shall have a qualification ratio of 50% or greater and contain at least 15 semester (or quarter equivalent) business or economics requisites and/or additional business or economics units given the following definitions:

- A. Business or Economics Pre-requisites: Those functional business courses such as introductory accounting, economics, statistics, and computer science that are required for a business degree at the lower division level (usually numbered 100 and 200).
- B. Business or Economics Requisites: These are required business or economics units for business or economics students at the upper division level (usually numbered 300 and 400).
- C. Additional Business or Economics Units: The minimum additional business or economics units required for graduation beyond business or economics requisites.
- D. Qualification ratio: The number of business or economics pre-requisites plus business or economics requisites plus additional business or economics units in the program in question, divided by the number of business or economics pre-requisites plus business or economics requisites plus additional business or economics units in the business or economics program.

$$QR = \frac{1 + 2 + 3 \text{ in program in question}}{1 + 2 + 3 \text{ in business or economics school}}$$

The business or economics pre-requisites are normally stated in the accreditation standards set for business colleges by national and regional accreditation agencies such as AACSB and/or MLACU.

In order to qualify as either a business or economics pre-requisite, requisite or additional business or economics unit, courses must pursue a business or economics purpose. This definition will not include classes where course work is oriented toward technical applications or liberal arts.

Such courses outside a business or economics school pursuing a business or economics purpose may be considered business pre-requisites, business requisites or additional business units as it applies for determining the qualification ratio.

*Procedural Guidelines for Reviewing Petitions:*

- A. *Any chapter or potential colony desiring to have the approval to recruit or initiate members from a program not within a School of Business Administration, Commerce or Accounting, or Economics, shall submit a written request to their Provincial Vice President and the staff of the Central Office. The request must include the following additional information:*
  - 1. *Course requirements and descriptions for students wishing to obtain a degree at the school or program being considered.*
  - 2. *Course requirements and descriptions for students wishing to obtain a degree in business administration or economics at the university's School of Business or Economics.*
- B. *Online membership applications from non-approved majors must also follow this scenario. Local officers will be alerted by potential pledges when their majors are not accepted in the system, and must then inform the Provincial Vice President and staff.*

Policy 6. Voluntary Withdrawal—

- A. **Definition and Purpose**—Voluntary Withdrawal is the request by a member to the Board of Directors to be permanently removed from membership without eligibility for reinstatement. It is designed to accommodate the wishes of a member who, anytime after initiation, experiences a change in belief systems or experiences extreme and permanent hardship. Voluntary withdrawal is not designed to accommodate temporary or manageable factors. Specifically, being unable to meet financial obligations or to actively participate in chapter activities will not be considered acceptable reasons for voluntary withdrawal, unless extenuating circumstances exist.

There is no form of appeal on a voluntary withdrawal request. The Board of Directors reserves the right to reconsider any rejected voluntary withdrawal application if the candidate submits more substantiating information after an initial vote.

- B. **Eligibility Requirements to Apply**

- 1. There must be no outstanding financial obligations to either the chapter or the National Fraternity by the applicant.
- 2. The applicant must be in good standing with the chapter as defined in Article XII, Section 16, of the Bylaws.
- 3. Only in the most extenuating circumstances will the inability to meet financial obligations or to participate in chapter activities be considered as acceptable reasons for granting voluntary withdrawal.
- 4. A written recommendation from a Grand Officer, District Director or the Chapter Advisor is suggested.
- 5. Except in the case of an alumni member not affiliated with a franchised alumni chapter, all applications for voluntary withdrawal must be submitted to the vice president—finance, who is responsible for completing the applications and submitting to the Central Office.

- C. **Procedure for Voluntary Withdrawal**

- 1. Completion of the voluntary withdrawal application form in its entirety is required.
- 2. The Executive Director will forward all applications to the respective Provincial Vice President and provincial discipline committee for review and vote. The committee must review the application for voluntary withdrawal within 15 days of receipt. If no response is received from the committee, the vote will be considered a “yes” vote. If a “yes” vote, the application is then forwarded to the Board of Directors. If a “no” vote, the application is returned to the applicant with reason by the Provincial Vice President.

3. The Board of Directors will vote on all applications for voluntary withdrawal, by e-mail, within three weeks of receipt. If more immediate action is requested by the applicant, the Executive Director will confer with the Grand President to determine if a shorter voting period is required. If the Board of Directors votes “no” the application is returned with reason by the Executive Director.

#### Policy 7. Inactive Status—

- A. **Purpose:** Although membership in Delta Sigma Pi is considered a life time commitment, extreme circumstances arise that necessitate the inactive status of a member during a specific academic term. The Bylaws of Delta Sigma Pi provide for a temporary removal from membership as an inactive status under the following Requirements and Procedures. All applicants should be aware that an inactive status is a temporary suspension of membership during an academic term. Your active membership is immediately reinstated the following academic term. Additional requests for inactive status for subsequent academic terms must be submitted as needed.
- B. **Requirements:**
  1. There shall be no financial obligations to either the chapter or the International Fraternity of Delta Sigma Pi by the member requesting inactive status.
  2. The applicant must be in good standing with the chapter as defined in Article XII, Section 16, of the Bylaws.
  3. Extreme circumstance is defined, but not limited to, the following circumstances:
    - a) Extreme loss in family income or livelihood.
    - b) Natural disaster to hometown, country, etc. that has a direct impact on the brother or his/her family. Hurricanes, floods, tornadoes, earthquakes, forest fires, etc. causing an immediate affect on the brother or his/her immediate family including displacement from home, loss of home or personal property.
    - c) Significant changes in income or employment conditions of the brother. The hardship or significant need must be explained in full detail.
    - d) Death or serious illness of immediate family member.
    - e) Immediate family member involved in serious accident. Injury of an immediate family member which causes significant impact upon lifestyle of member whereas, the member must provide care, return home, leave school, etc.
    - f) Personal changes to the member such as pregnancy, serious accident or injury requiring a hospital stay, or major surgery.
    - g) Request for inactive status should typically occur when payment of dues is due or during the first half of the academic term. Situations that arise mid to late in the term should not affect financial obligations (membership dues) but allow the member excused absences from Fraternity events. The chapter has the authority to approve these absences as excused on a case-by-case basis as deemed appropriate by the chapter.
  4. Other extreme circumstances may exist which are not specifically defined above, and will be evaluated on a case-by-case basis.
  5. A complete description of extreme circumstance must be forwarded to the Central Office with the minutes of the meeting, but not necessarily *in* the meeting minutes (for the privacy of the member).
  6. The following examples do not constitute “extreme circumstances” for inactive status:
    - a) Lack of interest and effort in the Fraternity. Being “too busy” does not constitute an extreme circumstance. A member who belongs to more than one organization must fulfill Delta Sigma Pi obligations as agreed to in their pledge of membership. Attendance at meetings/events and financial support are mandatory. The chapter has the right to excuse absences according to their written attendance policy.
    - b) Upperclassmen who do not wish to participate at the end of their academic term. All members regardless of class status must complete their obligations of membership, including attendance at meetings and events and payment of membership dues.

- c) Work or class obligations. Every student incurs these (or similar) obligations as many students/members must work and attend school on a regular basis.
- d) Financial hardships, which are not clearly and completely explained.
- e) Personality conflicts and differences of opinions.
- f) Change of intent of membership in Delta Sigma Pi or other action. Ritual conflicts, religious or political beliefs should be considered through the voluntary withdrawal process or via disciplinary action by the chapter.

C. Procedures:

1. Completion of this form in its entirety is required. The applicant must provide a detailed explanation of the reasons for the request.
2. The member requesting an inactive status must submit the application to the Executive Committee of his chapter.
3. The chapter's Executive Committee will then present their recommendation to the chapter for a decision to be determined by a four-fifths (4/5) vote of members in good standing and present at the time of the determination.
4. If the chapter approves the application for Inactive Status, the chapter's decision should be submitted to Regional Vice President and Provincial Vice President for approval. The chapter should submit the application for inactive status, minutes from their meeting approving the inactive status, and the complete description of the extreme circumstance provided by the member, within seven days of the chapter meeting to the Regional Vice President. The Regional Vice President must review the Application for Inactive Status within seven days of receipt. If approved by the Regional Vice President, the Regional Vice President will sign the application form and submit to the Provincial Vice President. If no response is received from the Regional Vice President, the vote will be considered a "yes" vote.
5. The Provincial Vice President must review the Application for Inactive Status within seven days of receipt. If the Provincial Vice President approves the application for inactive status, they should sign the application and attach the application to the copies of the minutes, and send all items to the Central Office. If no response it received from the Provincial Vice President, the vote will be considered a "yes" vote.
6. Upon receipt of the signed and approved application and minutes by the Provincial Vice President and the Regional Vice President, the Central Office will issue a credit to the chapter's account when applicable. The Central Office will send a letter notifying the chapter of the decision.

D. Inactive Status Request Form:

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

THIS PORTION TO BE COMPLETED BY THE APPLICANT Date: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Telephone Number (s): \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Chapter and Membership Number: \_\_\_\_\_

Detailed reasons for this inactive status request (please attach additional pages as necessary):

---

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I  have  have not attached a letter(s) of recommendation from the Executive Committee of my chapter and/or my chapter.

I hereby understand that this is a request for an inactive status for the \_\_\_\_\_ (please insert academic term, i.e., Fall 2003) academic term. If approved, I understand that I will assume an inactive status during this term and will forfeit active membership. The following academic term, I will immediately return to active status with full rights and privileges of membership.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

TO BE COMPLETED BY CHAPTER VICE PRESIDENT-FINANCE

I hereby certify that \_\_\_\_\_  is  is not in "good standing" with \_\_\_\_\_ Chapter as defined in Article XII, Section 16, of the Bylaws of the International Fraternity of Delta Sigma Pi, inc.

\_\_\_\_\_  
Chapter Vice President--Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

TO BE COMPLETED BY REGIONAL VICE PRESIDENT

I have reviewed the attached minutes and explanation for the request for an inactive status and

Approve  Disapprove an inactive status for \_\_\_\_\_ of \_\_\_\_\_ Chapter.

\_\_\_\_\_  
Regional Vice President

\_\_\_\_\_  
Date

TO BE COMPLETED BY PROVINCIAL VICE PRESIDENT

I have reviewed the attached minutes and explanation for the request for an inactive status and

Approve  Disapprove an inactive status for \_\_\_\_\_ of \_\_\_\_\_ Chapter.

\_\_\_\_\_  
Provincial Vice President

\_\_\_\_\_  
Date

**Policy 8. Faculty and Honorary Membership**—As per Bylaws Article XII, Sections 9 and 10, the Board of Directors, by majority vote, hereby delegates approval of those faculty and honorary member candidates submitted by chapters, to the Executive Director. The Executive Director will use criteria provided by the Board to make such decisions. Chapters may appeal any decisions of the Executive Director to the Board of Directors. Membership forms for all initiates, including proposed faculty and honorary initiates, are due within seven days of the chapter's pledging ceremony.

*Criteria approved by the Board 2/1/03 is as follows:*

*Faculty - generally accepted if meet the following criteria:*

- *Current member of Business School faculty, staff or administration*
- *Not a member of a competing business fraternity - Alpha Kappa Psi, Phi Chi Theta or Phi Gamma Nu*

*Honorary - generally accepted if meet the following criteria:*

- *Not students or members of the faculty in the university where the chapter is located*
- *Individuals whom have made a significant contribution to business, government, education or the Fraternity*
- *Individuals whose professional or personal achievements warrant the bestowing upon them of honorary membership*
- *Not a member of a competing business fraternity - Alpha Kappa Psi, Phi Chi Theta or Phi Gamma Nu*

*Unusual circumstances may cause additional scrutiny.*

## E. PLEDGING AND INITIATIONS

**Policy 1. Administering the Initiation Process**—The following lists the administrative steps involved with initiations and the officers responsible for each step:

- a. Senior vice president ensures that the names and personal information of each prospective pledge are reported to the National Fraternity prior to the Pledging Ceremony.
- b. Vice president-pledge education ensures that:
  - 1) The names of each pledge are reported to the National Fraternity no more than 7 days after the Pledging Ceremony.
  - 2) All financial obligations affiliated with initiations are submitted to the Central Office within 14 days following each initiation.
- c. Chancellor ensures that regalia is ordered at least 45 days before each initiation.
- d. Vice president-finance ensures that each term:
  - 1) A current Manual for Pledge Education is ordered from the Central Office for each pledge.
  - 2) Badges are ordered and paid for at least 21 days before each initiation. He or she ensures that an official badge is leased for each initiate. If the chapter has any extra badges on hand (not borrowed or acquired from brothers), that information is to be communicated to the central office in conjunction with (or in lieu of) any badge order.
- e. Vice president-pledge education and vice president-finance ensure that the initiation report is completed and returned with related initiation fees to the Central Office within fourteen days following each initiation.

**Policy 2. Standard Pledge Education Program**—Sections A. through G. of this policy provide the model for chapters to follow in developing their pledge education program. Bold language indicates important points and/or explanatory information to further guide chapters. Each chapter must submit its programs by June 1 and December 15, respectively, using the online CMP templates at [www.dspnet.org](http://www.dspnet.org). The information in this policy is duplicated (as nearly as practical) in that online system.

All pledge programs are limited to ten calendar weeks from pledging ceremony to initiation. If a school currently on the quarter system wishes to exceed this limitation for its Fall/Winter pledge class due to academic vacations, then it must submit a complete pledge program, a letter from the Vice President of Pledge Education outlining the reasons for this request and a current academic calendar from the university to its Regional Vice President and Provincial Vice President for approval by May 15. A letter from both officers must be submitted with the full pledge program by June 1 as outlined in the CMP manual. In order for the extension to be approved the pledge program cannot exceed eight academic weeks and cannot include any fraternity activity during the university's academic vacations. If the extension is approved, the chapter must provide a copy of this policy to each individual pledge specifying the dates during which pledge activities may not be conducted.

### A. PURPOSE OF PLEDGE EDUCATION

This section is meant to be an opening statement that introduces the pledges to the pledge education program of Delta Sigma Pi. The chapter has the option to enhance this statement with additional information of local interest or may personalize this information by using letter format.

The purpose of pledge education is to formally present Fraternity history and information to our potential members. In addition, pledges will learn the business operational requirements of the Fraternity through the planning and participation in various projects described in this program. The pledges will become familiar with the opportunities and obligations available and expected through membership, including: knowledge of basic local and national Fraternity history and operations; meeting procedures, etiquette and organizational skills; special event and fundraising planning skills; and the Fraternity's emphasis on personal and professional development of the individual.

The course is typically six to nine calendar weeks (no more than 10) and is coordinated with the academic calendar of the respective college or university. This is a time for pledges to get an in-depth preview of membership and make a final decision on their pursuit of membership. Likewise, the evaluation method(s) described in this program will be implemented by members of the chapter to determine which candidates will best represent the Fraternity and uphold its professional objectives.

The vice president-pledge education (VPPE) is an elected officer of the chapter and has a primary responsibility for the implementation and development of the pledge education program. In larger chapters, where a Pledge Education Committee may be desirable, the VPPE may delegate tasks to committee members in administering specific parts of the pledge education program. Nevertheless, as the elected officer, the VPPE is fully responsible for the enforcement of all portions of this program and the policies that pertain to it.

## B. NATIONAL PLEDGING REQUIREMENTS

To be eligible for membership in Delta Sigma Pi, pledges must be enrolled in a "qualified" academic program as defined in the Fraternity Bylaws (generally a declared pre-business, business or economics major). Individuals with other declared majors are generally not eligible to pledge. Members of Alpha Kappa Psi, Phi Chi Theta, and Phi Gamma Nu are also ineligible. Members of Pi Sigma Epsilon marketing fraternity, and all general/social fraternities and sororities are eligible for Delta Sigma Pi membership.

1. Manual - The chapter will provide each pledge with a personal copy of the OFFICIAL *Manual for Pledge Education*. A complete original copy of the most recent edition will be supplied. Photocopied pages are not acceptable.
  - a. Each pledge must read the manual in its entirety and have a thorough understanding of all the information.
  - b. Each pledge must have thorough knowledge and understanding of the Risk Management and Conduct Policy as presented in the front of the manual.
  - c. Written or oral quizzes will be administered at regularly scheduled pledge meetings. Questions for the quizzes will be assigned in advance. Each pledge will be required to take a comprehensive written exam on the questions listed in the *Manual for Pledge Education*.

The pledges' knowledge of Fraternity history and general operations will be determined through satisfactory scores on these quizzes and the final exam. The final written exam requires a score of \_\_\_%. (Each chapter may determine the minimum passing score for the final examination given to pledges of that particular chapter. The score must be in the range of 75-90%. ) Weekly quizzes and exams reflect interest and progress of pledges. Poor performance in these exams reflects poorly on a pledge and scores below 75% can result in removal from the program. Passing scores on weekly quizzes will be stated by the VPPE.

Oral quizzes or exams are allowable if conducted in a fair, reasonable and unthreatening fashion and they involve the full pledge class (not individuals or small groups). Absolutely no harassment, shouting or undue pressures of any kind are permitted.

- d. The answers to final exam questions #10, 11, 12, 13, 14, 22, 23 are not found in the *Manual*, as changes occur frequently, and other reasons. The most current information, much of which is found on the Fraternity web site, will be provided by the VPPE and included in Section E of this program.
2. Finances - Each pledge is required to pay all initiation fees in full prior to initiation day. A payment plan may be agreed upon by the vice president-pledge education and vice president-finance, but may not extend beyond initiation day.
- a. The total initiation fee of this chapter is \$\_\_\_\_\_ per collegiate and it includes the following:
    1. The national initiation fee of \$70.00 per collegiate.
    2. The badge lease of \$50.00 per collegiate.
    3. A \$6.00 charge for the official Manual for Pledge Education.
    4. The local initiation fee of \$\_\_\_\_\_ per collegiate. This fee covers supplies, copies and pledge folders. The local fee may not exceed \$10.00.  
*"1", "2" and "3" above are submitted on behalf of each member directly to the Central Office which administers the programs of the National Fraternity.*

Other costs associated with pledging might include social events, initiation banquet and/or mementos, an optional jeweled badge, etc. Chapters and pledges are encouraged to conduct fund raisers to help offset any or all costs associated with the pledge and initiation process.

- b. In the event that a pledge is not initiated for any reason, the national initiation fee and badge lease fee will be refunded in full. Any portion of any local fees to be refunded is at the discretion of the chapter, pending length of pledge time completed and supplies, etc. used. A breakdown of any refund will be provided, showing the distribution of funds previously used.
  - c. As pledges are not yet members, they may not conduct legal business under the name of Delta Sigma Pi, and the pledge class should not open a separate account due to additional charges and risk involved. The pledge class treasurer should coordinate all payments of pledge fees and fund raising revenues through the chapter's vice president-finance.
3. Pledge Pin - Each pledge will be presented with an official pledge pin at the pledging ceremony. This pin is to be worn only while a pledge and only on the left coat lapel, or over the heart on the shirt, blouse, sweater, or dress (per national bylaws). Upon initiation, the pledge pin is replaced with the Fraternity badge. The pledge pin identifies the pledge as a potential member and is a reminder of the endeavor to become a member. Any lost pledge pin will be charged to the pledge at the current price of pledge pins (\$8.50), as established by the Board of Directors.

Pledge pins are to be worn, if practical, while at school or Fraternity meetings, functions and events, and at any other time at the discretion of the pledge. There are no requirements or procedures concerning wearing pledge pins (or not) while drinking alcohol, in bars, with or without certain colors or letters, etc.

4. Attendance - Pledges are required to attend certain events unless formally excused in advance by the vice president-pledge education. All pledge meetings, activities, and events must be held between 8:00 AM and Midnight (12:00 AM) unless otherwise approved by the Regional Vice President.
- a. Pledges must attend all scheduled pledge meetings.
  - b. All pledges must attend the professional, service, and fund raising events planned by the pledge class.
  - c. Pledges must attend at least one chapter business meeting and may attend additional meetings as appropriate.

- d. Pledges must attend 25% of the professional and service events planned by the chapter during the length of the pledge education program.
  - e. Attendance at initiation is mandatory, pending successful completion of the pledge education program. Specific instructions or an invitation will be provided to those who met all of the criteria.
5. Professional Event - The pledge class as a whole will coordinate one professional event (speaker, tour, film, etc.) of their choice. All collegiate and faculty brothers are to be invited to the event. At the discretion of the pledge class, the entire student body or other guests may also be invited.
  6. Community or College/University Service - The pledge class as a whole will plan a service project of their choice that will benefit their campus, fellow peers, faculty, administration, or community. The project may be as simple as planting a tree, placing an additional trash can on campus, or visiting a nursing home, yet may be as extensive as hosting an alcohol awareness seminar for the entire student body or coordinating a service event that will benefit a charity or the community at large.
  7. Fund Raising Event - The pledge class as a whole will plan one fund raising event of their choice. Profits will be used at the discretion of the pledge class for expenses related to the pledge professional event, service project, or approved social activity. A portion of the profits may be evenly distributed toward initiation fees of the pledges. Any profits remaining at the end of the pledge program may be donated to the general operating fund of the chapter, contributed to a chapter scholarship or investment account, or donated to the Delta Sigma Pi Leadership Foundation -- at the discretion of the pledge class.
  8. Require the Use of a Separate Notebook (which can be supplied by the chapter) for Fraternity notes, schedules, etc. and for recording necessary information at pledge meetings. (The notebook will not be used to identify an individual as a pledge and will not have possession requirements that would harass a pledge or distinguish them from any other student. It is to be carried in a normal manner with other textbooks or in a book bag as desired by the pledge.)
  9. Evaluate Recruiting and the Pledge Program - Each pledge will be asked to complete the following evaluation of the recruiting events they attended prior to being invited to pledge. The vice president-pledge education will collect all evaluations and deliver them to the senior vice president.

What publicity methods were most effective in your decision to seek more information about Delta Sigma Pi (bulletin board, classroom announcements, table displays, web site, posters, banners, campus radio/TV, faculty/student word of mouth, newspaper, table tents, bookmarks, product giveaways, etc.)?

Did the informational/interest meetings and/or chapter brochures provide you with sufficient detail about participation obligations and expenses associated with pledging and membership?

Were chapter recruiting activities (socials, professional events, receptions, interest meetings, business meetings, etc.) adequate in providing you with the scope of activities conducted by a chapter and allow you to interact with and meet nearly all student and faculty members of the Fraternity?

New initiates and/or other former pledges may be randomly surveyed by the National Fraternity, as well. Such surveys will seek information on the quality and conformity of the pledge program and feedback on the quality and conformity of the overall experience.

10. Resume - Each pledge will prepare his/her personal resume and the vice president-pledge education will check to see that each pledge has a resume available before the end of pledging.
11. Big Brother Program - Each pledge will be matched, one on one, with members of the chapter within 10 days after the pledging ceremony. The member (Big Brother) will meet with the pledge (Little Brother) throughout the pledge education program. The Big Brother acts in many roles similar to a coach, trainer, aide, guide, host, or mentor and assists the pledge wherever necessary by answering questions, helping study, providing encouragement, and most importantly, demonstrating true friendship and an open line of communication at all

times. Each pledge is given this personal opportunity to have a reliable source of assistance with any pledge requirement, academic strains, conflicts, or concerns that may develop. The Big Brother speaks on behalf of the pledge when the chapter makes its final decision on those who will be invited to initiation.

12. Brother Interviews - Brief informal “interview of acquaintance” from up to 100% of the collegiate brothers, but no more than 85 collegiate brothers, in the local chapter. Exceptions can be made for brothers who are off campus, in internships or brothers who cannot make the commitment to the interviews. The VPPE will provide the pledge with a list of brothers available to be interviewed. One signature from the brother can be required to show the interview took place. No specific approaches or criteria (such as location, duration, etc.) can be used in order to receive the signature. Brothers cannot make the pledges answer questions or perform tasks to obtain the signature and a brother cannot refuse to give the signature. Suggested interview questions cannot be given.

### C. LOCAL CHAPTER REQUIREMENTS

The chapter may choose up to three of the following pre-approved options as local requirements. If #3, 4, 5 or 11 of the following options are chosen, a complete description and method of implementation must be written into the pledge program that is to be given to the pledges and submitted to the Central Office. If the chapter wishes to implement an event that is not listed in the options below, a complete written description must be approved in advance by the respective Regional Vice President and attached to the pledge program with the **Regional Vice President’s approval letter**. **Any of the options not chosen by the chapter will not appear on the final program generated by the online submission process.**

1. Interview all (or a significant number of) faculty Delta Sigma Pi members.
2. “Official” study sessions for classes, not to exceed two hours per week.
3. Each pledge prepares a one-page essay on a business, education, or Fraternity topic; or a 5-minute (or less) speech/presentation on a professional topic (business-related).
4. Create a memento (scrapbook, t-shirt, song, etc.). (Must be fully described by the vppe and each individual memento counts as one of the three possible local requirements.)
5. Each pledge documents his/her “family tree” of big brother history. (Must be of reasonable cost, if any, to the pledge.)
6. Plan a cookout, game or other social event. The type of event (picnic, potluck dinner, etc.) is up to the pledge class to discuss and decide upon; not the chapter. (One maximum and must comply with the Risk Management and Conduct Policy.)
7. Pledges prepare the chapter bulletin board for a month.
8. Designate one specific weekday as professional dress day if this parallels the chapter's practice.
9. Serve on a chapter committee.
10. Participate in chapter fund raising.
11. Educational Pledge Retreat – The purpose of the pledge retreat must be educational with the intent of teaching information in a relaxed informal atmosphere. Pledge retreats specifics along with a written or emailed approval from the Regional Vice President or the Provincial Vice President must be submitted in conjunction with the pledge program. An hour by hour agenda must be provided.

Pledge retreats are for pledges. The vice president-pledge education is responsible for setting up the retreat and its programming, but no chapter members are allowed to attend the retreat. The Regional Vice President, District Director or chapter advisor should attend, but it is not necessary.

Pledge retreats shall not begin prior to 8 a.m. and shall not go longer than midnight. Overnight pledge retreats are forbidden.

Pledge retreats should consist of icebreakers, educational sessions and team building events. Team events that pose any risk of injury will not be approved. Events that pose any risk of sexual harassment will not be approved.

#### D. PLEDGE EVALUATION METHODS

Each pledge will be evaluated individually by the vice president-pledge education and subsequently by the whole chapter throughout the program. Pledges successfully meeting the evaluation criteria will be initiated. Any of the following methods, or any combination of these, may be utilized to determine the success of the pledge and their ability to enhance the objectives of the Fraternity.

1. Attendance and Participation - Attendance of each pledge will be kept by the pledge class vice president-operations and the vppe at all required meetings and functions. Participation in activities will also be evaluated, beyond mere attendance. This allows each pledge to demonstrate their time management ability as well as their overall interest in becoming a member.
2. Conduct - Honesty, sincerity, ambition, a positive attitude, and other similar traits represent an individual's good moral ethics and character that will reflect the image and reputation the Fraternity desires of its members.
3. Quizzes and Final Exam – See “Pledging Requirements” above. Each pledge will be evaluated on their success at periodic quizzes and a final exam, the questions of which are found in the *Manual for Pledge Education*.

#### E. ADDITIONAL INFORMATION

Any additional information that is provided to the pledges must be included in Section E. of the pledge program. Pledges may not be given unauthorized " Ideas to Remember "; " Obligations of Pledges "; issues on respect or worthiness; required phrases; signature criteria; dress codes; lists of traditional projects or other rules that are not found in this standard pledge program. Additionally, the chapter or vice president-pledge education may not require pledges to give a gift (paddle, etc.) to Big Brothers, officers, or the chapter.

1. Answers To Questions Not Found in the Pledge Manual - (Refer pledges to the Fraternity web site for much of this information and to acquaint them to the site.)
2. Bylaws - A personal copy of the chapter bylaws may be provided to each pledge. A circulation copy of the Fraternity bylaws is to be available to the pledge class. (Bylaws information is not to be included on pledge quizzes or examinations. Note the current National Fraternity bylaws and policies are posted on the web **site and chapter bylaws are available under the password protected “document well” of the website.**)
3. Pledge Officers - The pledge class will elect at least four officers which include: 1) president 2) vice president-operations 3) vice president-finance 4) vice president-activities. (Additional officers or committees may be used depending on the size of the pledge class and at the discretion of the vppe. Duties of each office should be similar to corresponding roles of chapter officers.)
4. Chapter Officer Speakers - Each chapter officer will attend at least one pledge meeting as a speaker, and each will give a brief review of their duties so the pledges get a clearer understanding of how the chapter operates and how teamwork plays a major role in the success of the chapter.
5. Historical Information - Relevant historical information may be presented to the pledges. This information is for personal interest only and quizzing is not permitted in any way. The following list includes a few examples that may be provided.
  - a. The chapter's Collegian of the Year nominee.
  - b. Recent chapter awards.
  - c. Chapter alumni who are now National Fraternity officers.
  - d. Expansion within the region.

e. Prominent alumni from the chapter.

6. Liability Statement – ANYTHING NOT WRITTEN IN THIS STANDARD PROGRAM OR ITS APPROVED ATTACHMENTS WILL NOT BE ALLOWED DURING THE PLEDGING PROCESS. This is not limited to, but includes such things as: dress codes, oral ceremonies, carrying of certain objects, specific pen colors, planning pledge happy hours, memorizing initiate numbers, and votes of confidence. ANY ACTIVITY MUST COMPLY WITH THE DELTA SIGMA PI RISK MANAGEMENT AND CONDUCT POLICY, BYLAWS, RITUAL, UNIVERSITY POLICIES, AND APPLICABLE FEDERAL, STATE AND LOCAL LAWS. Any matter arising that is not covered in this program should be directed to the respective Regional Vice President and the Director of Chapter & Expansion Services.

## F. CALENDAR SCHEDULE OF MEETINGS AND EVENTS

A chronological list of all dates relating to the pledge education program must be included in the pledge program. This serves as a timetable for both pledges and brothers and will ensure a fair distribution of meetings and events within the time frame of the pledge education program. The pledges may negotiate the timetable with the VPPE pending their implementation of projects when using outside contacts; however, a suggested guide must be available in advance. The calendar must include the date, time, and place of initiation.

### Calendar Example

Sunday, September 14 - Pledging Ceremony, Thomas Hall, Room 118, 5:00pm  
Sunday, September 21 - 1st Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, September 28 - 2nd Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, October 5 - 3rd Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, October 12 - 4th Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, October 19 - 5th Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, October 26 - 6th Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, November 2 - 7th Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Sunday, November 9 - 8th Pledge Meeting, Thomas Hall, Room 110, 6:00pm  
Saturday, November 15 - Initiation, Thomas Hall, Room 118, 3:00pm

## G. AGENDA FOR EACH PLEDGE MEETING

A planned agenda for each pledge meeting must be provided in the pledge program. A separate agenda is required for each meeting.

### Agenda Examples

#### Week One

Sunday, September 14, 6:00pm  
Thomas Hall, Room 110

- Assemble and call to order
- Roll call
- Instruction and comments by VPPE
- Distribution of pledge materials
- Election of pledge officers
- Discussion of activity plans
- Assign questions for next meeting's quiz
- Question and answer period

#### Week Four

Sunday, October 12, 6:00pm  
Thomas Hall, Room 110

- Assemble and call to order

- Roll call
- Recognize Chapter Advisor, Faculty members, National Officer, or Central Office Staff Member in attendance
- Quiz on pledge manual questions #22-29
- Guest speaker - Chapter Senior Vice President
- VPPE returns quizzes from last meeting with correct answers
- Minutes read from last meeting
- Collect fees
- Pledge officer/committee reports and discussion
- Group discussion on meeting class requirements
- Instructions from VPPE
- Comments from Chapter Advisor, Faculty members, National Officer, or Staff Member
- Question and answer period
- Reminder of upcoming dates and next meeting
- Assign questions #30-37 from pledge manual for next meeting
- Adjourn

## F. CHAPTER ASSISTANCE AND ENCOURAGEMENT

**Policy 1. Concern**—The Grand President is empowered to express official concern in writing to a chapter on any matter related to the conduct or performance of its programs, operations or management. This may be done at the discretion of the Grand President or upon recommendation of the Board of Directors, the respective Provincial Council, the respective Grand Officers or the office of the Executive Director. The letter of concern will be distributed by the Provincial Vice President, Grand President and/or the Executive Director.

**Policy 2. Placement of Chapters on Guidance**—The Grand President is empowered to place a chapter on guidance. The Board of Directors or Provincial Council may recommend that a chapter be placed on guidance but the enactment of such recommendation is at the discretion of the Grand President.

**Policy 3. Definition and Purpose of Guidance**—

- a. **Definition**—Guidance is an official notification to a chapter that the conduct or performance of its programs, operations or management is unsatisfactorily below minimum standards established by the Board of Directors. During the guidance period, certain specific objectives will be given to the chapter designed to improve the conduct or performance of its programs, operations or management that were unsatisfactory.
- b. **Purpose**—Guidance is not a punitive action and shall not itself cause a chapter to be considered “not in good standing”. Chapters on guidance will be eligible for special assistance or consultation as may be determined by the respective Grand Officers or the office of the Executive Director.

**Policy 4. Guidance Period**—Guidance must be for a specified timeframe not to exceed a 12-month period. At the end of that specified timeframe, the chapter is evaluated and could, among other options, be placed on guidance again for a specified timeframe not to exceed another 12-month period. A chapter may not be placed on guidance, including renewals, for more than a period of 36 consecutive months.

**Policy 5. Placement of Chapters on Receivership**—The Provincial Council may recommend to the Board of Directors that they offer receivership to a chapter. The Board of Directors may, by a two-thirds (2/3) vote, instruct the Grand President to offer receivership to a chapter.

**Policy 6. Definition of Receivership**—Receivership is a voluntary agreement between a chapter and the Fraternity where the approval and general supervision of the operations and programs of the chapter are vested in a Receiver. A receivership may be entered into for any reason deemed necessary including those that may have caused a previous guidance or probation period.

**Policy 7. Receivership Period**—Receivership must be for a specified timeframe not to exceed a 24-month period.

**Policy 8. Offer of Receivership**—An offer of receivership must contain the terms of the receivership, including the period, requirements, the current Fraternity policy regarding receivership, and the procedure for acceptance. One of the requirements must be to add the appointed receiver as a signatory on all bank accounts of the chapter. This must be a written document, prepared by the Grand President or designee, and delivered to the chapter officers, Chapter Advisor, and all associated national officers within 30 days of the Board of Directors vote.

**Policy 9. After Acceptance of Receivership**—After acceptance of receivership by a chapter, the Grand President will, after consultation with the appropriate Provincial and Regional Vice Presidents, appoint an alumni member in good standing as Receiver. Upon appointment, the Receiver has the duty to supervise the operations of the chapter in receivership under the specific requirements of the receivership as set forth by the Grand President. Such requirements will specify the authority and responsibilities of the Receiver and of the chapter. The Grand President has the authority to replace the Receiver for just cause. At the conclusion of the receivership period, the Receiver must prepare a final report for the Board of Directors and the Provincial Council. This report must contain a specific recommendation to either place the chapter on guidance or revoke its charter.

**Policy 10. Letter of Encouragement**—The Grand President is empowered to express official encouragement in writing to a chapter on any matter related to the conduct or performance of its programs, operations or management. This may be done at the discretion of the Grand President or upon recommendation of the Board of Directors, the respective Provincial Council, the respective Grand Officers or the office of the Executive Director. The Provincial Vice President and/or the Executive Director may also express such official encouragement if authorized by the Grand President. The letter of encouragement is designed to be used in situations where a deep concern is not an issue, but; whereas, the chapters need an increase in morale.

**Policy 11. Placement of Chapters under Reorganization**—The Provincial Council may recommend to the Board of Directors that they place a chapter under reorganization. The Board of Directors may, by a two-thirds (2/3) vote, instruct the Grand President to place a chapter under reorganization.

**Policy 12. Definition and Purpose of Chapter Reorganization**—

- a. **Definition** – Chapter Reorganization is an official notification to a chapter that the conduct of its members or unsatisfactory performance of its programs, operations, or management has not or is likely not to be resolved or significantly changed through terms of Guidance, Receivership, or Probation and that the Board wishes to grant more strategic efforts to salvage the existence of the chapter without needing to suspend or revoke the chapter charter. The approval and general supervision of chapter membership, operations, and activity is vested in the National Fraternity via an appointed committee of alumni volunteers and Central Office staff. During reorganization, specific objectives and direction will be given to the students, faculty, and volunteer leaders to guide the course of activity to reorganize the chapter back into routine activity and good standing. This process includes releasing non-participating members who do not desire or warrant continued involvement by offering them alumni status.
- b. **Purpose** – Chapter Reorganization is not an exclusively punitive action and shall not itself cause a chapter to be considered “not in good standing” which is determined via other methods for financial and disciplinary causes. Chapters under Reorganization will be eligible for and subject to any other simultaneous form of assistance or discipline actions and may be imposed for any reason deemed necessary including those that may have caused a previous guidance or probation period. Such causes may include, but are not limited to: infractions with the university policies or code of conduct or sanctions imposed by the university; non participation by a majority of chapter members; the near abandonment of the chapter charter due to irregular meetings or inactivity; and/or infractions of any Fraternity policy. Chapter reorganization shall attempt to educate and restore a participating membership, resolve any policy infractions, and develop a plan to resume regular chapter activity.

**Policy 13. Chapter Reorganization Period**—Chapter Reorganization shall be for a specified timeframe of a minimum of one school term (quarter or semester) and shall not exceed one 12-month period.

**Policy 14. After Placement of Chapter Under Reorganization**—The Grand President in consultation with the Provincial and Regional Vice Presidents and Central Office staff will itemize the specific needs and circumstances of the chapter. This will include but is not limited to updates with the membership roster, individual disciplinary needs, recruitment and pledge education plans, special visits and educational programs, university terms or relationships, and chapter financial status. A review or assessment of progress shall be documented every 30 days by a student, university official, and/or by a Fraternity officer such as the District Director, Regional Vice President, or Central Office staff. At the conclusion of the reorganization period, the Regional or Provincial Vice President shall recommend that the chapter be returned to regular status, placed on Guidance, continue with Probation if one is in effect by the university or Fraternity, or that the chapter charter be revoked.

**a. Alumni Status Consideration Committee**

A committee of 3-5 alumni members in good standing shall be appointed by the Grand President and comprised of the Provincial Vice President and/or Regional Vice President, the District Director and/or other local alumni volunteer, the Faculty Advisor and/or another faculty member, and one Central Office staff member. The committee will be charged with the task of communicating with each collegiate member on the roster and evaluate whether any members desire to or should be offered alumni status without a trial procedure and be removed from the chapter roster.

During a two week designated time period all chapter members on the roster will be contacted by phone, email, or at scheduled or special chapter meetings. This contact and discussion will determine if all members are enrolled and in good standing at the university; seek input on the individuals desire to participate or not; and reach mutual agreement with the student on the action the committee plans to enact regarding their membership status in Delta Sigma Pi. To reach the mutual agreement with the student, the committee members will discuss any risk management or disciplinary situations the member was/is involved in as well as their level of participation and financial status.

Should the committee, after making a reasonable effort to contact a chapter member as specified in this policy, fail to make contact with the member, the committee may render a decision on the member's eligibility without conferring with that member.

If a student is engaged in a disciplinary situation, as defined in the Fraternity's *Individual Discipline Policy*, the committee may need to confer with the student that they are not eligible to participate in the chapter reorganization. Whereas, if the student is otherwise in good standing, the committee will seek the students level of interest and requests to determine whether they will be beneficial to the reorganization or would prefer being offered alumni status. These decisions about membership status changes are permanent for the duration of the student's tenure at the same campus, so direct conversations are expected to avoid any misunderstanding.

When a student member requests to the committee that they be given alumni status, the committee will provide that to the Central Office for appropriate notes on their membership record. When the committee has determined a student is ineligible to participate in the reorganized chapter due to disciplinary reasons and has communicated that to the student, the committee will provide that to the Central Office as well.

Once the student and committee decisions have all been made and properly communicated, any students moved to alumni status can no longer have any contact or attend any chapter meetings, events, or programs held by the group while under reorganization and cannot re-affiliate as a student at any later time. Assuming alumni status during reorganization is a sacrifice of all collegiate benefits and opportunities.

Remaining collegiate chapter members after the above process will be the new contacts for any and all collegiate correspondence and will work with their District Director, Regional Vice President, Faculty Advisor, and Central Office staff as usual to comply with and resume normal chapter operations. This includes meeting the terms of any Guidance or Probation actions and planning recruitment and pledge education.

**b. Appeal of the Alumni Status Consideration Committee**

A student may, within 5 business days of being informed of the committee's determination of ineligibility, submit an appeal to the Central Office stating the reasons why the member should continue to remain eligible for collegiate participation in the chapter. The appeal will then be forwarded to the Board of Directors for consideration. A majority vote of the board shall affirm the appeal.

**c. Chapter Financial Status while under Reorganization**

If the chapter has unpaid prior debts, an analysis of the expenses shall be prepared by Central Office staff and reviewed with the Provincial and Regional Vice Presidents for consideration of any appropriate write-off of bad debt. During the academic term which chapter reorganization begins, any individual based invoices such as member dues or initiation fees for students who are granted the alumni status shall be automatically credited whereas chapter related invoices such as insurance, regalia, and GCC fund, etc. are to be discussed and determined based on the specific situation of reorganization and the status of the chapter's bank account or university funds. The Provincial Vice President or Central Office staff will be responsible for writing a recommendation to the Board of Directors for official approval of any write-off of unpaid invoices that are not based on individual membership dues or initiation fees.

Policy 15. Delegation of Authority—The Grand President may delegate authority to take chapter assistance or encouragement action to the Past Grand President.

Policy 16. Communicating Assistance Actions to Chapters—Chapter assistance decisions (concern, guidance, and receivership) made by the Board of Directors or National Officers are to be communicated to the chapter presidents by telephone within 5 days of any such decision. The notice of such decisions is to be provided by the applicable Regional Vice President (primary) or Provincial Vice President (secondary) insofar as possible. If unable to reach a president by phone within 5 days, email or other efforts are approved. In the case of guidance or receivership, the decision must still be communicated within 5 days, even though terms of such may be communicated later. Written notice containing all terms will be issued from the Central Office, under applicable signature, within a reasonable time after the decision.

## G. CHAPTER DISCIPLINE

Policy 1. Most details of chapter discipline are found in the Bylaws Article XIV.

Policy 2. Communicating Discipline Actions to Chapters—Chapter disciplinary decisions (warning, probation, suspension, and charter revocation) made by the Board of Directors or National Officers are to be communicated to the chapter president by telephone within 5 days of any such decision. The notice of such decisions is to be provided by the applicable Regional Vice President (primary) or Provincial Vice President (secondary) insofar as possible. If unable to reach a president by phone within 5 days, email or other efforts are approved. In the case of probation or suspension, the decision must still be communicated within 5 days, even though terms of such may be communicated later. Written notice containing all terms will be issued from the Central Office, under applicable signature, within a reasonable time after the decision.

Also see Policy F.13. regarding low CMP percentage letters.

## H. DISCIPLINE OF THE INDIVIDUAL

Policy 1. The *Individual Discipline Policy*, published on the Fraternity web site ([www.dspnet.org](http://www.dspnet.org)) contains all policies and procedures related to the discipline of an individual. It is updated as often as needed.

Policy 2. If any member of the Fraternity is arrested by a law authority, the Board of Directors by a 2/3 vote can repeatedly suspend such member for an amount of time of up to six months as long as a conclusion to criminal proceedings is pending without conducting a trial as set forth in the *Individual Discipline Policy*. Any additional discipline by the Fraternity, must follow the *Individual Discipline Policy*.

## I. BOARD OF DIRECTORS

**Policy 1. Code of Conduct for the Board of Directors**—Members of the Board of Directors will comply with the Code of Conduct written in Policy CC.2.

**Policy 2. Duties and Powers of the Board of Directors**—In addition to the duties outlined in Bylaws Article IV, Section 1, the Board of Directors will:

- a. Make changes in the regulations governing Chapter Management Program (CMP).
- b. Determine the location of the Central Office by a three-fourths (3/4) vote.
- c. Authorize the purchase or other acquisition of land or buildings and interests therein; to authorize the ownership and holding of said land and buildings and improvement by building or otherwise; to authorize the lease, sale or disposition of any such interest in such land or improvements; all of the foregoing to be exercised by a three-fourths (3/4) vote.
- d. Determine the price of the official badge.
- e. Select the financial institutions in which the Fraternity's funds are deposited.

**Policy 3. Grand President Duties**—In addition to the duties listed in Bylaws Article V, Section 1, the Grand President will strive to appoint committee chairpersons and members who demonstrate the desire and commitment necessary to make a positive contribution to the successful achievement of the specific goals and objectives of the committee and the general goals and objectives of the Fraternity. The Grand President will endeavor to appoint only those individuals whose demonstrated commitment, academic and Fraternity background and/or employment experiences have prepared them to make a meaningful contribution to the work of the committees to which they are appointed.

**Policy 4. Immediate Past Grand President Duties**—In addition to the duties listed in Bylaws Article V, Section 2, the Immediate Past Grand President will: 1) Be responsible for submitting, by established deadline dates, all reports required of the Nominations Committee. 2) Present the Nominations Committee report to the delegates at the Grand Chapter Congress. 3) Author and/or sign all official communications of the Nominating Committee. 4) Cause complete, accurate minutes of all meetings of the Nominating Committee to be recorded and promptly submitted to the Executive Director.

**Policy 5. Vice President-Organizational Development Duties**—In addition to the duties listed in Bylaws Article V, Section 3, the Vice President-Organizational Development will: 1) Assist the Grand President in identifying qualified individuals to serve on the Organizational Development Committee. 2) Be responsible for submitting, by established deadline dates, all reports required of the Organizational Development Committee. 3) Cause complete, accurate minutes of all meetings of the Organizational Development Committee to be recorded and promptly submitted to the Executive Director. 4) Serve as a voting, ex-officio Trustee on the Delta Sigma Pi Leadership Foundation Board of Trustees as the appointive representative of the National Fraternity 5) In concert with the Grand President, manage actions of National Committee and Task Force Chairs and their respective National Committees

**Policy 6. Vice President-Finance Duties**—In addition to the duties listed in Bylaws Article V, Section 4, the Vice President-Finance will: 1) Chair the Organizational Development Committee in the temporary absence of the Vice President-Organizational Development. 2) Assist the Grand President in identifying qualified members to serve on the Finance Committee. 3) Be responsible for submitting, by established deadline dates, all reports required of the Finance Committee. 4) Cause complete, accurate minutes of all meetings of the Finance Committee to be recorded and promptly submitted to the Executive Director. 5) Review and approve any expense reports of volunteers at the request of the Executive Director.

**Policy 7. Provincial Vice Presidents Duties**—In addition to the duties listed in Bylaws Article V, Section 5, the Provincial Vice Presidents will: 1) Communicate regularly with their respective Provincial Councils and provide periodic updates on the status of national and provincial programs and activities. 2) Be responsible for submitting, by established deadline dates, all reports required of their Provincial Councils. 3) Oversee actions of Regional Vice

Presidents and assist the Grand President in any chapter disciplinary actions. 4) Oversee and administer the Provincial funds.

**Policy 8. Collegians of the Year Duties**—In addition to the duties listed in Bylaws Article V, Section 6, the Collegians of the Year will: 1) Communicate the viewpoints of the collegiate members to the Fraternity's governing bodies. 2) Assist in the development and implementation of an annual plan to educate members about the Collegian of the Year program and encourage their participation in the program. 3) Attend and actively participate in National Fraternity events. 4) Have such other duties as may be assigned to them by the Grand President or the Board of Directors.

**Policy 9. Executive Director Duties**—In addition to the duties listed in Bylaws Article V, Section 7, the Executive Director will: 1) Have charge of and be responsible for all communications with non-members and for all communications with members which do not specifically pertain to the duties of any Grand Officer. 2) Have full supervision over all correspondence of groups petitioning Delta Sigma Pi for chapters. 3) Be the custodian of all insignia, jewelry, and regalia equipment. 4) Supervise the organization, installation, and operation of the standard accounting system, minute book, and other records of all chapters. 5) Be bonded in such amount as shall be determined by the Board of Directors, the expense of which shall be paid by Delta Sigma Pi. 6) Have charge of the Chapter Management Program. 7) Sign all certificates of membership and charters, but shall not issue such certificates or charters until the various fees due thereon shall have been received by the Central Office in full. 8) Keep in the Central Office a record of every initiate, showing his or her full name, home address, present address, chapter affiliation, date of initiation, and such other information as may be deemed advisable. 9) Serve as a non-voting, ex-officio Trustee on the Delta Sigma Pi Leadership Foundation Board of Trustees. 10) Publish and circulate all reports. 11) Supervise the distribution of the official insignia, jewelry, and other supplies. 12) Send notice of all meetings of the Grand Chapter Congress and of the Provincial Meetings to all chapters. 13) Work with the Finance Committee to issue annually a complete summary of the financial condition of Delta Sigma Pi. 14) Appoint Delta Sigma Pi's delegate to meetings of the Professional Fraternity Association (PFA). 15) Supervise the publication and distribution of official publications.

**Policy 10. Standing Rules for the Board of Directors**—

A. Meaning of Terms

Unless otherwise indicated, the following terms, whenever used in these Standing Rules, will mean:

1. "Board of Directors" or "Board" means the Board of Directors of the International Fraternity of Delta Sigma Pi, Inc. as defined in Article II of the Fraternity Bylaws.
2. "Chairman" means the Past Grand President of the International Fraternity of Delta Sigma Pi, Inc.
3. "Appellant" is the chapter against whom disciplinary action has been taken under Article XIV of the Fraternity Bylaws.
4. "Central Office" means any employee of the International Fraternity of Delta Sigma Pi, Inc.
5. "Executive Director" means that individual employed in such capacity by the International Fraternity of Delta Sigma Pi, Inc. It does not include any designee or other employee.
6. "Parliamentary authority" means Robert's Rules of Order, 10<sup>th</sup> Edition (2000), and subsequent editions.
7. "Mail vote" means those procedures set forth in the Fraternity bylaws and policies and in the parliamentary authority. Results of mail votes are generally not confidential as to individual votes cast, unless by advance request.
8. "Conference call" means communication among Board members by telephone or other electronic medium and that each member can hear each and every other member simultaneously.

9. "E-Mail/electronic communication" means communication among Board members via the Internet to previously provided e-mail addresses. No verification of receipt is required and votes received via e-mail will be assumed to be legitimate.

#### B. Meetings and Agenda

1. Regular meetings of the Board of Directors will be held at least semi-annually during the biennium.
2. The Grand President will call special meetings as prescribed in Article IV, Section 2 of the Bylaws.
3. The Grand President will select the date(s), time, location, and specific site of all meetings and provide each Board member 30 days notice thereof. Such notice will be 10 days for special meetings.
4. The Grand President, or his or her designee, will prepare a preliminary agenda for each regular meeting and distribute it to all Board members for review and comment at least 30 days prior to the meeting. The final agenda will be distributed at the meeting and will be the Orders of the Day for the meeting.
5. The agenda for any special meeting will be included in the call for the meeting.
6. Within 30 days after any meeting (or conference call) the meeting narrative will be prepared by the Central Office, approved by the chairman and distributed to all Board members and other persons designated by the Board. Any brother may receive a copy of the meeting narrative upon written request to the Executive Director and payment of a fee, not to exceed \$25, as determined by the Executive Director.

#### C. Special Rules of Order

1. No secondary amendments will be allowable except those which create or fill a blank.
2. Debate on any main motion (including debate on all subsidiary, incidental, and privileged motions, except Points of Order and appeals there from, associated with the main motion) will not exceed the lesser of:
  - a. 15 minutes, or
  - b. The time allotted therefore under the Orders of the Day.

Debate may be extended for one additional 15-minute period by a two-thirds vote.

3. A roll call vote will be taken on all motions concerning the revocation of a chapter charter and on any other main motion at the discretion of the chairman or upon demand of one-third (1/3) of the Board members. A roll call vote will not be in order on any other question or under any other circumstances.
4. A Board action will become effective upon the adjournment of the meeting at which it was adopted unless a different time therefore is specified.

#### D. Actions Between Meetings

1. Anything in the parliamentary authority to the contrary notwithstanding, at the discretion of the chairman or Grand President or by written request of a majority of the Board, the Board may act by mail, e-mail or by conference call between regular meetings. Such action will be considered an act of the Board of Directors.
2. The Central Office will prepare, distribute, receive, and tabulate all ballots for a mail or e-mail vote.
3. The Central Office will transmit the ballots to all Board members with communication indicating:

- a. The date by which all ballots must be received by the Central Office. Such date will not be less than 7 days nor more than 14 days from the date of the communication. The chairman may require a longer or shorter balloting period; and
  - b. If a secret ballot has been authorized (notice will only be provided in those instances where such authorization has been made).
4. The Central Office will make an effort to contact any member who has not cast his or her vote by the date specified in Rule D (3)(a) and try to obtain the vote. Such contact may be by e-mail, fax, telephone, U.S. Post Office, UPS, FedEx or any combination thereof.
  5. Any member may cast his or her vote by telephone with the Central Office before the date specified in Rule D(3)(a). However, the member must mail, e-mail or fax his or her ballot to the Central Office within 24 hours of the end of the balloting period and may not change the vote. If the ballot is not subsequently received, the member will be contacted under Rule D(4).
  6. The Central Office will notify the Board of the results of any mail ballot monthly, as an attachment to the Rose Report. The notification will also list those Board members who did not vote.
  7. No mail vote will be secret, and the ballots may be inspected by any member of the Board except for:
    - a. Votes under Article IV, Sections 8 and 9 of the Bylaws;
    - b. Votes concerning personnel matters; and
    - c. Votes that the Grand President may decide should be secret.
  8. Each Board member must receive at least 2 days notice of any conference call and notice of the actions to be discussed or voted upon. Such notice may be written or oral.
  9. If any requirement of this Rule is not met, then the action will not be considered an act of the Board, unless ratified as such at the next regular Board meeting.
  10. Any committee of the Board appointed "with power" may take actions under the provision of this Rule.

## J. REGIONAL VICE PRESIDENTS AND DISTRICT DIRECTORS

Policy 1. Code of Conduct for Regional Vice Presidents and District Directors—All Regional Vice Presidents and District Directors will comply with the Code of Conduct written in Policy CC.2.

Policy 2. Duties of Regional Vice Presidents—In addition to the duties outlined in Bylaws Article VIII, the Regional Vice President will: 1) Continually monitor the performance of each chapter in the Region by maintaining regular contact (by telephone, mail or electronic mail) with the president and/or other officers of those chapters. 2) Personally visit each chapter in the region at least once each biennium or more often if deemed necessary to provide needed assistance. 3) Within 14 days after visiting a chapter or having significant contact with a chapter, provide the Provincial Vice President a report summarizing the current operations of the chapter and including appropriate recommendations for follow up action. 4) Recommend to the Provincial Vice President specific assistance or disciplinary action that may be required to assist a chapter to improve its performance or correct violations of Fraternity laws and policies. 5) Establish minimum performance standards for each of the Region's District Directors and review their performance with them at least once each year. 6) Require such reports from the District Directors as may be deemed necessary. 7) Actively encourage the chapters in the Region to participate in Fraternity-wide programs such as the Chapter Management Program, leadership programs, the Leadership Foundation, community service and regional and national awards programs. 8) Encourage each chapter in the Region to send an official delegate to each Provincial Council Meeting and Grand Chapter Congress. 9) Strive to identify collegiate and alumni members who have the desire and qualifications to serve the Fraternity and encourage

their participation as officers and committee members on the regional, provincial and national levels. 10) Coordinate with the National and Provincial Officers and committees to assist in the dissemination of information about the programs, goals and objectives of the Fraternity. 11) Solicit feedback and suggestions from the chapters in the Region and forward these to the Provincial Vice President and/or provincial committees. 12) Provide such reports as may be required by the Provincial Vice President, the Board of Directors or the Central Office.

**Policy 3. Duties of District Directors**—In addition to the duties outlined in Bylaws Article IX, the District Director will: 1) Continually monitor the performance of each chapter in the District by maintaining regular contact (by telephone, mail or electronic mail) with the president and/or other officers of those chapters. 2) Personally visit each chapter at least twice each academic term or more often if deemed necessary to provide needed assistance. 3) Within 14 days after visiting a chapter or having significant contact with a chapter by telephone or mail, communicate to the Regional Vice President a summary of the current operations of the chapter, including appropriate recommendations for follow up action. 4) Recommend to the Regional Vice President specific assistance or disciplinary action that may be required to assist a chapter to improve its performance or correct violations of Fraternity laws and policies. 5) Work with the Chapter Advisor and involved faculty and college officials, to develop a good working relationship between the Fraternity and the college/university. 6) Actively encourage the chapters in the District to participate in Fraternity-wide programs such as the Chapter Management Program, leadership programs, the Leadership Foundation, community service and regional and national awards programs. 7) Encourage each chapter in the District to send an official delegate to each Provincial Council Meeting and Grand Chapter Congress. 8) Assist provincial and regional officers in the dissemination of information about the programs, goals and objectives of the Fraternity. 9) Solicit feedback and suggestions from the chapters in the District and forward these to the Regional Vice President and Provincial Vice President.

**Policy 4. National Fraternity Leaders Information Posting on Web Site**—Individuals elected to National Fraternity office shall have their name and choice of phone number, postal address or e-mail address listed on the Fraternity web site. Others listed on any Fraternity-related web site must have the individual's permission, or access to the information must be secured via an identification verification system, with the stated restriction that Social Security Number is not to be used in the authentication process.

**Policy 5. Election Procedures and Interim Appointments for Regional Vice Presidents**—See Policy N.1.C.

## K. COMMITTEES

**Policy 1. Code of Conduct for Committee Members**—Members of National, Provincial, and Regional Committees will comply with the Code of Conduct written in Policy CC.2.

**Policy 2. National Committees-General Specifications**—In addition to the specifications outlined in Bylaws Article VI:

- a) The chairs and members of all committees must be elected or appointed as described in the Bylaws or in a manner consistent with the Bylaws. Except as specifically noted in the Bylaws or Policies of the Fraternity, terms of all committee chairs and members terminate at the final adjournment of the Grand Chapter Congress following their election or appointment. The Grand President and/or Board of Directors have the power to remove any member of any committee appointed by them at any time.
- b) The chairperson and members of each national committee who are members of the Fraternity must be in good standing and must be appointed as specified in the Bylaws and/or Policies of the Fraternity.
- c) Committees must annually research, develop and recommend to the Board of Directors specific programs, activities, benefits and services to achieve their stated goals and objectives as well as the goals and objectives specified in the Fraternity's annual and long-range operating plans.
- d) Unless otherwise specified in the Bylaws or Policies of the Fraternity, the chairpersons of the committees will be responsible for ensuring that all duties and responsibilities of their respective committees are completed by established deadlines.
- e) Committees will meet (in person, by telephone, fax, electronic mail, etc.) as required to successfully complete their assigned tasks and as provided for in the National Fraternity's annual operating budget.

- f) All committees will maintain complete, accurate minutes of each meeting and must promptly submit copies of such minutes to the Executive Director and/or as otherwise directed by the Grand President.
- g) All committees must, by established deadlines, submit the reports required by the Bylaws and/or Policies of the Fraternity or as may be requested by the Grand President or Board of Directors.
- h) The Executive Director may appoint a staff liaison to a committee to provide needed assistance and support to that committee.
- i) All committees must strive to identify collegiate and alumni members who have the desire and qualifications to serve the Fraternity and encourage their participation as officers and committee members on the regional, provincial and national levels.
- j) Except in the case of the Scholastic Development and Awards Committees, each provincial committee chair shall be an ex-officio member of the respective national committee by virtue of their appointment.
- k) Each national committee must communicate regularly with its corresponding provincial committees and must work with those committees to achieve the goals and objectives established for the committees on the national and provincial levels.
- l) Unless otherwise specified in the Bylaws, each appointed national committee chair and member may serve a maximum of three consecutive two-year terms in office.

**Policy 3. Provincial Committees-General Specifications**—In addition to the specifications outlined in Bylaws Article VI:

- a) The chairs and members of all committees must be elected or appointed in a manner consistent with the Bylaws and Policies of the Fraternity. Except as specifically noted in the Bylaws or in the Policies of the Fraternity, terms of all provincial committee chairs and members terminate at the final adjournment of the Grand Chapter Congress following their appointment. The Provincial Vice President and/or the Provincial Council have the power to remove any member of any committee appointed by them at any time.
- b) The chairperson and members of each provincial committee must be members of the Fraternity, be in good standing, and shall be appointed as specified in the Bylaws and/or Policies of the Fraternity.
- c) Provincial committees must annually strive to accomplish the national initiatives, goals and objectives assigned to them and must develop and recommend to the national committees programs, activities, benefits and services to further these goals and objectives.
- d) Unless otherwise specified in the Bylaws or Policies of the Fraternity, the chairpersons of the committees will be responsible for ensuring that all duties and responsibilities of their respective committees are completed by established deadlines.
- e) Committees will meet in person, by telephone, fax, electronic mail, etc., as required to successfully complete their assigned tasks and as provided for in the Province's annual operating budget.
- f) All committees must maintain complete, accurate minutes of each meeting and shall promptly submit copies of such minutes to the Provincial Vice President, the Executive Director and to the chairs of their respective national committees.
- g) All committees must, by established deadlines, submit the reports required by the Provincial Vice President or by their respective national committees.
- h) All committees must strive to identify collegiate and alumni members who have the desire and qualifications to serve the Fraternity and encourage their participation as officers and committee members on the regional, provincial and national levels.
- i) Except in the case of the Scholastic Development and Awards Committees, each provincial committee chair shall be a voting ex-officio member of the respective national committee.
- j) Each Provincial committee must communicate regularly with its corresponding national committee and any corresponding chapter officers and must work with those committees and officers to achieve the goals and objectives established for the committees on the national and provincial levels.
- k) Provincial Committee chairs may require reports from the chapter officers that correspond to their committee's responsibilities.

**Policy 4. National Committee Chair Appointments**—As required in the Bylaws, the Grand President appoints the National Chairs of the Alumni Development, Scholastic Development and Awards, Community Service and

Professional Development Committees, subject to approval by the Board of Directors. These appointments are for two-year terms.

The Grand President will submit such appointments to the Board of Directors by October 1 following a Grand Chapter Congress with approval by the Board of Directors by October 15. The Board of Directors approves the appointments by majority vote. If the Board of Directors rejects the appointment of a chair, the Grand President may submit another candidate's name by November 1.

If the Grand President has not appointed chairs for one or more of the above committees by November 1, then the Board of Directors may appoint a chair to fill the vacancy by majority vote.

If a Committee Chair resigns the position, the Grand President will submit an appointment for a replacement chair within 30 days of the resignation. The Board of Directors will vote on the replacement within 15 days of the Grand President's appointment. If the Grand President does not appoint a replacement within 30 days of the resignation, the Board of Directors may appoint a chair to fill the vacancy by majority vote.

Policy 5. National Nominations Committee—Refer to Bylaws Article VI, Section 1.

Policy 6. National Organizational Development Committee—The Organizational Development Committee will: 1) Continually monitor member needs and preferences, economic trends, demographic data, enrollment statistics, etc., necessary to maintain the Fraternity's long-range and annual operating plans. 2) Conduct and/or commission research as needed, the cost of which shall be within the established operating budget of the Fraternity. 3) With prior approval of the Board of Directors, utilize the services of consultants, facilitators, etc., as may be necessary to fulfill the duties of the committee and achieve the goals and objectives of the Fraternity. 4) Work closely with the Boards of Directors of the Fraternity and the Delta Sigma Pi Leadership Foundation to coordinate the programs and activities of the two organizations. 5) Seek out and recommend to the Grand President prospective members of the committee. 6) Provide other reports and recommendations that may be required by the Board of Directors. 7) Maintain the confidentiality of the annual and long-range plans of the Fraternity as required to serve the best interests of the Fraternity. 8) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

Policy 7. National Finance Committee—The Executive Director is an ex-officio member of the committee.

The Finance Committee will: 1) Seek out and evaluate new opportunities to generate non-dues income for the Fraternity and make appropriate recommendations to the Board of Directors and/or the Organizational Development Committee. 2) Annually review current sources of non-dues revenue and make appropriate recommendations to the Board of Directors. 3) Explore opportunities to create partnerships, joint ventures and cooperative relationships with other entities to increase the revenue or reduce the expenses of the Fraternity. 4) Develop and maintain current data on not-for-profit association staff compensation practices and provide this data to the Board of Directors on a regular basis. 5) Monitor the status of all financial relationships with the Delta Sigma Pi Leadership Foundation and encourage its support. 6) Monitor the amount of funds owed to the Fraternity by its members and chapters and make appropriate recommendations for disciplinary action to the Grand President and/or Board of Directors. 7) Regularly review the Fraternity's investment policies and the performance of the Fraternity's investments in accordance with the Finance and Investments provisions of the policies of the Fraternity. 8) Recommend to the Board of Directors a certified public accounting firm to perform the annual audit of the Fraternity's financial records. 9) Provide other reports and recommendations that may be required by the Board of Directors or the Organizational Development Committee. 10) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

Policy 8. National Alumni Development Committee—The Alumni Development Committee will: 1) Annually review and recommend to the Board of Directors the requirements for the chartering of alumni chapters.. 2) Annually review the dues and fees for alumni chapters and alumni members. 3) Coordinate national, provincial and regional efforts to create, charter and franchise alumni chapters. 4) Recommend and assist in the development of publications to promote and support the Fraternity's alumni programs. 5) Recommend to the Board of Directors minimum performance standards required for alumni chapters to remain in good standing. 6) Monitor the performance of each chartered alumni chapter and report such performance to the Board of Directors when required.

7) Require such reports from the Provincial Alumni Development Committees as may be deemed necessary. 8) Recommend to the Professional Development Committee career development and skill building programs for Alumni members. 9) Promote the efforts and programs of the Delta Sigma Pi Leadership Foundation and identify prospective donors to the Foundation. 10) Actively encourage participation in awards programs for alumni members and alumni chapters. 11) Provide other reports and recommendations that may be required by the Board of Directors and/or the Organizational Development Committee. 12) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

**Policy 9. National Community Service Committee**—The chairperson of the Community Service Committee will be an alumni member.

The committee will: 1) Research and recommend to the Board of Directors programs and activities to achieve the Fraternity's goals and objectives in the area of community service as specified in the annual and long-range operating plans. 2) Promote, encourage and monitor the success of the Fraternity's existing community service activities on all levels of the Fraternity and report the status of these activities to the Board of Directors when required. 3) Require such reports from the Provincial Community Service Committees as may be deemed necessary. 4) Provide such other reports and recommendations that may be required by the Board of Directors and/or the Organizational Development Committee. 5) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

**Policy 10. National Professional Development Committee**—The chairperson of the Professional Development Committee will be an alumni member.

The committee will: 1) Monitor and evaluate the professional programs and activities of the collegiate and alumni chapters and provide a status report to the Board of Directors when required. 2) Develop and recommend to the Board of Directors the specific annual professional programming required to achieve the Fraternity's annual and long-range operating plans on the national, provincial and regional levels. 3) In cooperation with the staff, develop the specific professional programs to be offered at the Grand Chapter Congress and the core professional programs to be offered at all other conferences. 4) Require such reports from the Provincial Professional Development Committees as may be deemed necessary. 5) Develop and recommend the initiatives and programs required to achieve the Fraternity's goals and objectives in the area of corporate relations and coordinate these activities with the Delta Sigma Pi Leadership Foundation. 6) Identify and recommend to the Board of Directors candidates for National Honorary Initiation. 7) Provide such other reports and recommendations that may be required by the Board of Directors and/or the Organizational Development Committee. 8) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

**Policy 11. National Scholastic Development and Awards Committee**—The chairperson of the Scholastic Development and Awards Committee will be an alumni member.

- A. **Appointments to the Committee:** The Grand President will appoint eight members to the committee; one from each of the five provinces, as nominated by the Provincial Vice President, an additional member to serve as chair, and two non-voting members to focus on scholastic development. Committee membership is limited to eight.
- B. **Duties of the Committee:** 1) Promote and encourage high academic standards, monitor the academic performance of collegiate members and provide a status report and any related recommendations to the Board of Directors as required. 2) Monitor the Fraternity's awards and recognition programs and provide a status report to the Board of Directors as required. 3) In cooperation with the other national committees, annually review the eligibility requirements, application process, selection criteria and/or judging process, etc., for all awards and recognition programs and make recommendations to the Board of Directors as appropriate. 4) Annually review continuing value of all awards and recognition programs and make appropriate recommendations for revision or termination of those programs. 5) Annually coordinate the selection process and serve as the selection committee for the national awards and recognitions, except the Career Achievement and Lifetime Achievement awards. For the Lifetime and Career Achievement Awards, if there are multiple nominees, the committee will narrow the pool to two individuals for final selection by the Board of Directors. 6) Require such reports from the Provincial Scholastic Development

and Awards Committees as may be deemed necessary. 7) Provide such other reports and recommendations that may be required by the Board of Directors and/or the Organizational Development Committee. 8) Perform other duties and responsibilities that may be assigned to the committee by the Board of Directors.

**Policy 12. Marketing and Communications Committee**—All members of the Marketing and Communications Committee shall be appointed by the Grand President. The Board of Directors shall approve the appointment of the committee's chair.

The committee will: 1) Be responsible for assisting in the development and implementation of the Fraternity marketing and communication programs. 2) Seek out and develop marketing tactics that further promote the Fraternity. 3) To review current and newly proposed tools of communication and suggest / recommend any additional tools or outlets. 4) Develop and regularly update the Fraternity's policies in regard to marketing and communications for approval by the Board of Directors. 5) Work closely with the National Professional Development Committees to achieve the Fraternity's goals and objectives in the areas of corporate relations. 6) Review any marketing and communication proposals from affinity partners or other businesses and make a recommendation to the Board of Directors. 6) Discuss, brainstorm, develop and help Central Office staff implement any communications or marketing plans regarding programs, events and contests as needed. 7) Assist with the brainstorming and development of contest and event themes. 8) To identify and propose additional ways of promotion and further marketing of the Fraternity as a whole.

**Policy 13. Provincial Alumni Development Committee**—The Provincial Alumni Development Committee will: 1) Advise and recommend policies related to alumni issues and programs to the National Alumni Development Committee. 2) Serve as the conduit of information to and from alumni chapters and individual alumni members within the province and the National Alumni Development Committee. 3) Coordinate provincial and regional efforts to create, charter and franchise alumni chapters and special interest groups. 4) Monitor the performance of each chartered alumni chapter within the province and report such performance to the Provincial Vice President and the National Alumni Development Committee when required. 5) Recommend to the Professional Development Committee career development and skill building programs for alumni members. 6) Promote the efforts and programs of the Delta Sigma Pi Leadership Foundation and identify prospective donors to the Foundation. 7) Actively encourage participation in awards programs for alumni members and alumni chapters.

**Policy 14. Provincial Community Service Committee**—The Provincial Community Service Committee will: 1) Research and recommend to the National Community Service Committee and Provincial Vice President programs and activities to achieve the Fraternity's goals and objectives in the area of community service as specified in the annual and long-range operating plans. 2) Promote, encourage and monitor the success of the Fraternity's existing community service activities on the provincial level and report the status of these activities to the National Community Service Committee and Provincial Vice President when required.

Each province will have a provincial initiative. The provincial initiative will be recommended by the Provincial Committee and voted on during the Provincial Council annually. The current or new initiative will be adopted with a majority vote of the council, and is effective July 1<sup>st</sup> through June 30<sup>th</sup>.

**Policy 15. Provincial Professional Development Committee**—The Provincial Professional Development Committee will: 1) Monitor and evaluate the professional programs and activities of the collegiate and alumni chapters and provide a status report to the National Professional Development Committee and Provincial Vice President when required. 2) In cooperation with the staff, recommend and review specific professional programs to be offered at the Provincial Conferences and the core professional programs to be offered at all other conferences. 3) Develop and recommend the initiatives and programs required to achieve the Fraternity's goals and objectives in the area of corporate relations and coordinate these activities with the Delta Sigma Pi Leadership Foundation.

**Policy 16. Provincial Scholastic Development and Awards Committee**—The Provincial Scholastic Development and Awards Committee will: 1) Promote and encourage higher academic standards, monitor the academic performance of collegiate members and provide a status report to the National Scholastic Development and Awards Committee and Provincial Vice President as required. 2) Monitor the Fraternity's awards and recognition programs and provide a status report to the National Scholastic Development and Awards Committee and Provincial Vice

President as required. 3) Annually coordinate the selection process and serve as the selection committee for all provincial awards and recognitions.

**Policy 17. Regional Scholastic Development and Awards Committee**—The Regional Scholastic Development and Awards Committee shall consist of a minimum of three alumni (not counting the RVP) members appointed by the Regional Vice President in each region. One member of this committee shall be designated as Regional Committee Chair.

The Regional Scholastic Development and Awards Committee will: 1) Promote and encourage higher academic standards, monitor the academic performance of collegiate members and provide a status report to the National Scholastic Development and Awards Committee and Regional Vice President as required. 2) Monitor the Fraternity's awards and recognition programs and provide a status report to the National Scholastic Development and Awards Committee and Regional Vice President as required. 3) Annually coordinate the selection process and serve as the selection committee for all regional awards and recognitions.

**Policy 18. Provincial Discipline Committee**—The chair of the Provincial Discipline Committee will be the Provincial Vice President. Two other committee members will be appointed by the Provincial Vice President from among the Regional Vice Presidents within the Province. Also refer to "Discipline of the Individual."

**Policy 19. National Rules and Resolutions Committee**—The Grand President will chair the Rules and Resolutions Committee, which is also comprised of the Congress Parliamentarian, Congress Secretary, Credentials Chair and Nominations Committee Chair. The Congress Chancellor is not a member of this committee. The Rules and Resolutions Committee is empowered to resolve issues related to Congress business and elections that are not specifically covered in the Bylaws, Policies or Standing Rules.

#### L. GRAND CHAPTER AND GRAND CHAPTER CONGRESS

**Policy 1. Transaction of Business**—The Grand President presides at the Grand Chapter Congress and the Executive Director (or his/her designee) serves as Secretary of the Grand Chapter Congress. All business is transacted as prescribed in the Bylaws of Delta Sigma Pi.

**Policy 2. Order of Business**—The order of business of the Grand Chapter Congress is as follows:

- a. Call to order.
- b. Memorial Service.
- c. Opening Ritual.
- d. Presentation of delegate credentials.
- e. Seat the delegates.
- f. Receive the report of the Rules and Resolutions Committee and approve the Standing Rules.
- g. Approve the minutes of the previous Grand Chapter Congress.
- h. Receive the report of the Grand President.
- i. Distribute the report of the Executive Director and others selected by the Grand President.
- j. Receive or distribute the reports of the vice presidents and committees.
- k. Old business.
- l. New business.
- m. Elections.
- n. Administer the oath of office to new Grand Officers.
- o. Testimonials
- p. Adjournment.

**Policy 3. Appointment, Duties and Qualifications of Chancellor of the Grand Chapter Congress**—For each Grand Chapter Congress the Grand President will appoint a Chancellor whose duty is to preside as chair over the Grand Chapter Congress during old business, new business and elections. Any collegiate or alumni member, as seen fit by the Grand President, is eligible for appointment as Chancellor. The Chancellor will receive a complimentary Congress registration and no other compensation.

**Policy 4. Appointment, Duties and Qualifications of Parliamentarian of the Grand Chapter Congress**—For each Grand Chapter Congress the Grand President will appoint a Parliamentarian whose duty is to advise the chair on issues of parliamentary procedure and law. The Parliamentarian must be an alumni member. The Parliamentarian will receive a complimentary Congress registration and no other compensation.

**Policy 5. Registration**—Before being admitted to any session of the Grand Chapter Congress, all members must duly register themselves and pay all registration fees as may be adopted by the Board of Directors.

Past Grand Presidents not sitting on the current Board of Directors will have their Grand Chapter Congress registration fee waived.

The District Director and Chapter Advisor recognized for each chapter by the National Fraternity, and members of the faculty and administrators from schools where Delta Sigma Pi has an active chapter, may receive a special discounted rate for Grand Chapter Congress registration. This discount does not apply to any other “advisors” elected or appointed by any collegiate or alumni chapter or Grand Officer.

**Policy 6. Grand Chapter Congress Reports** —Each chapter may be required, by the Board of Directors, to prepare a written report covering its activity since the previous Grand Chapter Congress, in such manner and on such forms as may be prescribed, and this report must be presented on or before the date specified by the Board. Failure to comply with this requirement will constitute grounds for the forfeiture of representation and participation in the Grand Chapter.

**Policy 7. “Official Host(s)”** —Following its selection of a Grand Chapter Congress site, the Board of Directors, at its election, may designate a group of members as the Congress Host Committee. If such group is recognized, the Executive Director, at his or her discretion, will designate a Host Chairman from among the group members. The Host Chairman will receive a complimentary Congress registration and no other compensation. No other individual acting in a “host” capacity will receive any compensation, including complimentary registration. With the exception of the Host Chairman, all individuals serving in any host capacity must register and pay for any convention activities they attend.

Functions of the Host Committee include, but are not limited to:

- a. Supporting the Executive Director in efforts to accumulate information on vendors, venues, etc. in the Congress area.
- b. Raising funds to help promote and support attendance by local brothers and to make the Congress experience more enjoyable for all.
- c. Provide “welcoming” information and services for Congress attendees.
- d. Helping volunteer leaders and staff to address needs during the Congress.

When performing volunteer duties, the Host Committee is to refrain from actively campaigning in any election or wearing any paraphernalia that endorses a candidate.

**Policy 8. Congress Reserve Fund for Collegiate Chapters**—Each collegiate chapter will be invoiced \$200 annually (\$100 in August and \$100 in January) to establish a Congress reserve fund for their chapter. Each chapter will thus accumulate at least \$400 to be used toward Congress costs during each biennium. Use of these funds is up to each chapter, as long as they are used for Congress expenses (registration, hotel, travel, etc. for the delegate, alternates and/or other chapter members).

The funds will be distributed as follows:

1. Chapter must have a voting-eligible delegate seated at Grand Chapter Congress to receive disbursement. Chapters on probation, which otherwise meet all criteria for a voting delegate, are exempted from this provision and will receive disbursement if representatives fulfill all other related requirements.
2. Money from the fund will not be distributed before Grand Chapter Congress.
3. Checks will be distributed following the close of the Congress legislative sessions. Any checks remaining following the Congress will be mailed directly to the chapters with the start of the academic year.
4. Checks will be made payable to the chapter. Any eligible collegiate chapter not having a registered delegate at Congress will forfeit \$400 from this fund. Forfeited funds will be transferred to the general fund following the conclusion of Congress and used by the Fraternity for any legitimate budgeted purposes. Chapters on probation will forfeit the \$400 only if no chapter representative at all attends Congress.
5. Chapters may elect to deposit additional funds to the Congress reserve fund. Additional funds which are over and above the minimum are not subject to any forfeitures or restrictions except in the case of chapter closure.
6. These funds may be used for any prepaid expenses in advance of Congress such as registration fees or transportation costs such as airfare. All prepaid expenses will be reimbursed within a reasonable timeframe after an expense report with adequate documentation is received by the Central Office. The chapter vice president-finance will be responsible for preparing the expense report documentation which must be countersigned by the chapter president.
7. If no request is made to reimburse prepaid expenses and a chapter has a registered delegate at Grand Chapter Congress, any unused funds will be distributed via check, made payable to the chapter, along with normal Congress funds upon conclusion of Congress.
8. If no registered delegate is present, the funds will be retained for the chapter until next GCC unless the chapter submits a written request for them after GCC.
9. Chapters will be provided an accounting detail of their reserve fund balance by submitting a written request to the Central Office.

Policy 9. Site Selection—The Executive Director is authorized to recommend sites for Grand Chapter Congress that best fit the Fraternity’s needs, without regard to geographic rotation.

Policy 10. Testimonials—A Testimonial is a Grand Chapter Congress declaration that honors a person or group for their accomplishments and/or for service to the Fraternity. It may be serious or humorous, frequently containing elements of both. Any Testimonial questioning the character or motives of a person or group, or is derogatory or defamatory, is out of order. Testimonials properly received according to the Congress Standing Rules are recognized at the closing business session of Grand Chapter Congress.

## M. GRAND CHAPTER DELEGATES, CREDENTIALS AND VOTING

*Endorsed procedures for consideration by the leadership prior to each Congress:*

- 1) *Select the chancellor and parliamentarian well in advance of Grand Chapter so they are aware of all expectations, agenda, scripts and legislation.*
- 2) *An announcement should be made prior to the start of the election process as to the order of business for the voting process and the expectations of the voting delegates.*
- 3) *Include instructions in Congress scripts on voting procedure to ensure the announcement is made and empower the Chancellor and Parliamentarian to enforce the procedure. The announcement will be written and presented by the Nominations Chair at Delegate Orientation and before voting begins.*
- 4) *The Nominations Chair will select Nominations Committee Members and/or caucus moderators to act as “marshals” during the voting process to ensure all delegates are seated and accounted for.*
- 5) *Seat collegiate delegates throughout Congress in 5 sections by province then within each province by region in Greek alpha order to facilitate the provincial and regional voting. Alumni chapter delegates are also to be seated in alpha order by province and region, following the last collegiate delegate in each respective region.*
- 6) *Provide a map to caucus moderators for the location of each province and region within the delegate area so they can find the area they are moderating.*

- 7) *On election day, segregate the delegates from the general seating area using rope partitions, tape or additional space.*

**Policy 1. Determination of Good Standing**—Per Bylaws Article X, Section 3 and Article XI, Section 4, chapters on university probation, Fraternity probation, or that are indebted to the National Fraternity for any sum of money past due, are not in good standing and are ineligible for voting representation at Grand Chapter. “Past due”, for purposes of Grand Chapter voting privileges, is defined as any balance due the National Fraternity at June 30 immediately preceding the Grand Chapter Congress.

In order to achieve a status of good standing, any monies received by the Fraternity for payment on a chapter’s account within 14 days prior to the first day of Grand Chapter Congress will be paid in the form of cashier’s check, money order, certified check, cash or credit card payment. Payments other than those specified will be accepted, but the chapter will not receive a status of good standing for the event and a delegate will not be seated.

To be eligible to vote at Grand Chapter Congress, all alumni chapters, both established and newly chartered, must complete all chartering and/or annual franchising requirements by June 30 of the fiscal year immediately preceding Congress (which is equivalent to June 30 of the same calendar year as Congress). Additionally, an alumni chapter must be franchised by June 30<sup>th</sup> to take part in any special election held after, but resulting from the business at Grand Chapter Congress. Alumni chapters not chartered or franchised by the June 30 deadline are not entitled to representation at the Grand Chapter Congress.

**Policy 2. Election of Delegates and Alternates**—Collegiate chapters entitled to voting representation at Grand Chapter must elect an official delegate, and any alternates, prior to the end of the academic term immediately preceding Congress. The names of such delegates and alternates must be reported to the Central Office by July 1. Official delegates and alternates of alumni chapters entitled to vote at Grand Chapter must be elected and reported to the Central Office by July 1. Only those delegates and alternates reported to the Central Office by July 1 receive official Fraternity communications regarding Congress legislation and/or elections.

**Policy 3. Attendance of Official Delegates and Grand Officers** —The official delegate of each chapter and each Grand Officer are required to attend each business session of the Grand Chapter Congress. Failure to be in attendance proportionately reduces any available expense allowance. Absence at any roll call or during a fractional part of one session exceeding thirty (30) minutes in length will constitute an absence under this Policy, unless the Grand President has officially excused the delegate or officer for a good cause.

**Policy 4. Duties of Grand Chapter Congress Delegates and Alternates**—Official delegates have the following duties:

- a. To report to the official credentials desk at the Grand Chapter Congress prior to the opening business session.
- b. To report to the official credentials desk at the Grand Chapter Congress prior to rotating with an alternate.
- c. To attend the orientation session at the Grand Chapter Congress.
- d. To attend all business sessions of the Grand Chapter Congress, unless rotating with an alternate delegate.
- e. To report back to the chapter all business conducted at the Grand Chapter Congress.

Alternates must adhere to the duties of delegates, but are not required to attend all sessions, as long as the chapter is represented in their absence.

**Policy 5. Credentialing Process**—Each delegate and alternate reported to the Central Office by July 1 must report to the designated “credentials” area at Congress for determination of voting eligibility. The chapter’s disciplinary status is reviewed and any balances due the National Fraternity are noted. Delegates and alternates from eligible chapters must provide a photo identification, proof of Congress full registration and must complete a statement verifying their individual good standing status within their chapter. Collegiate chapter representatives must also verify their enrollment in the academic term immediately following Congress.

Any potential delegate or alternate who was not reported to the Central Office by July 1 must also report to the “credentials area” at Congress. Those individuals meeting all other criteria, who are also elected officers previously listed on the current Officer Report for their chapter, may serve as a delegate or alternate at the sole discretion of the Nominations Committee.

The Nominations Committee oversees all credentialing and resolves any disputes arising therefrom. Decisions of the Nominations Committee are final.

**Policy 6. Order of Elections**—Balloting for the office of Grand President will be the first order of elections, followed by balloting for the office of Vice President-Organizational Development, and finally for Vice President-Finance. Balloting for Provincial Vice Presidents and Regional Vice Presidents will be held in individual sessions of the Provinces and Regions involved, with Provincial Vice President balloting preceding Regional Vice President balloting.

**Policy 7. Secret Balloting**—The ballot for the election of Grand Officers must be taken by secret written vote, except when there is only one candidate nominated for a position.

**Policy 8. Non-Majority Results**—In the event that the vote for a Grand Officer does not produce a majority vote winner, the name of the candidate receiving the lowest number of votes will be withdrawn and another vote taken. This will continue until the required Grand Officer is elected or only two candidates are left and two consecutive ballots end in a tie. In such case, the voting delegates, the two final candidates, and the teller(s) will enter executive session for a question and answer session not to exceed 15 minutes. After the session, another vote will be taken. If a winner is not determined in that vote, the Grand President will appoint an interim officer and elections will be held via email vote a reasonable period after school resumes. Additional nominees may be considered.

**Policy 9. Delegate Seating**—Alumni chapter delegates will be seated among the collegiate chapter delegates during legislation at Grand Chapter Congresses, insofar as logistically possible.

**Policy 10. Balloting Considerations During Grand Chapter**

- A. Only delegates will be seated on the convention floor during a voting session. All other attendees must stand clear of such area so as not to be confused with the delegates.
- B. Prior to the vote for Grand President, all candidates for the office are escorted from the room by all Past Grand Presidents present. Prior to the vote for Vice President-Organizational Development, all candidates for the office are escorted from the room by an escort committee named prior to the elections by the Grand President. Prior to the votes for Vice President-Finance, all candidates for the office are escorted from the room by an escort committee named prior to the elections by the Grand President.
- C. The Nominations Committee Chairman will count the votes, assisted by one delegate selected by each of the candidates for a particular office. The Nominations Chair may delegate the responsibility of counting the votes to election moderators or other members of the Nominations Committee. In all such cases, the counting will be witnessed by one delegate selected by each candidate for a particular office.
- D. The result of each vote is to be announced only as to whether or not a majority result was reached and the name of the successful candidate. The vote count will not be given.
- E. Following the election for Grand President, all candidates for the office are to be escorted as a group back to the convention floor by the Past Grand Presidents. The candidate being elected is further escorted to the lectern by the escort team; with the other candidates taking their seats in the audience.
- F. Following the elections for Vice President-Organizational Development, all candidates for the office are to be escorted as a group back to the convention floor by the escort committee. The candidate being elected is further escorted to the lectern by the escort team, with the other candidates taking their seats in the audience.
- G. Following the election for Vice President-Finance, all candidates for the office are to be escorted as a group back to the convention floor by the escort committee. The candidate being elected is further escorted to the lectern by the escort team, with the other candidates taking their seats in the audience.

- H. Candidates for office should generally not be a voting delegate in their own race. If situations such as this arise, then the alternate should be required to be the voting delegate. If there is no alternate delegate available, then the candidate who is also the voting delegate should have their vote recorded separately and away from the remaining delegates.

Policy 11. Standing Rules—The standing rules for each Congress are approved by the delegates in attendance thereof. The rules presented here are the recommended framework.

#### A. Delegates and Credentials

1. For admission to the convention floor and delegate seating area, each delegate and alternate is required to wear the badge and identification ribbon issued from the “credentials” registration desk.
2. A credentialed alternate may substitute for the official delegate from his or her chapter. However, the alternate may not be seated and recognized until the Congress Secretary is notified, in writing on such form as he or she may specify, of the substitution and the chair announces it. Once seated, the alternate will have all duties and privileges of the delegate until the Secretary is notified of another change (if any).

#### B. Orders of the Day

The chair will propose the order of business under Old Business and New Business.

#### C. Amendments

1. No secondary amendments are allowable except those, which in the opinion of the chair, create or fill a blank.
2. Any motion to delay consideration or consider again will not be in order if applied to any amendment.
3. No amendment is allowable until a written copy is presented to the Congress Secretary in such manner as the Secretary may prescribe.
4. Any proposals affecting Part II of the Initiation Ritual will, upon passage, also automatically amend the Honorary Initiation Ritual.

#### D. Debate

1. Debate on any main motion (including debate on all subsidiary, incidental and privileged motions, except Points of Order and appeals therefrom, associated with the main motion) will not exceed 15 minutes. Debate may be extended for one additional ten-minute period by a two-thirds (2/3) vote.
2. No speech in debate may exceed two minutes. Time not consumed is lost and may not be carried over to future speeches or otherwise reserved in any manner.
3. A delegate or Grand Officer (Board of Directors and Regional Vice Presidents) may yield the floor to someone other than a delegate or Grand Officer for purposes of debate. The yielding will be considered as if the delegate had obtained the floor for purposes of recognition and time consumed in debate. At the conclusion of the speech of the person to whom the floor was yielded, the delegate may automatically reclaim the floor to speak for any remaining time. Time not consumed is lost and may not be carried over to future speeches or otherwise reserved in any manner.
4. No debate on any main motion or amendment may begin until a written copy is presented to the Congress Secretary in such manner as the Secretary may prescribe.

#### E. Voting

1. In accordance with Article XIX, Section 1 of the Bylaws, a two-thirds (2/3) vote of delegates assembled is required to approve most amendments to the Bylaws; however, amending Article XIX, Section 1 “Bylaws Changes” requires a 90% vote.
2. In accordance with Article VII, Section 2 of the Regulations Governing the Ritual, a three-fourths (3/4) vote of the delegates assembled is required to approve any proposed changes to the Ritual.
3. In accordance with section G.G. Policy 2 of the Policy and Procedures, a two-thirds (2/3) vote of delegates assembled is required to approve any proposed Resolution.
4. Consistent with Standing Rules E1 and E2, an abstention by a seated delegate on any Resolution, Bylaw amendment or Ritual proposal will have the same effect as a “yes” vote on that amendment or proposal.
5. Unless a roll call vote is required under Standing Rule E6, at the discretion of the chair a voice vote may be taken on any issue. Should the outcome of a voice vote be undetermined by the chair, a placard vote will be taken. In case of a placard vote, at the discretion of the chair, negative votes and abstentions may be counted first in order to reduce the time needed to determine the voting outcome.
6. A one-third (1/3) vote of the delegates assembled is required to cause a roll call vote on any main motion considered under New Business. A roll call vote will not be in order on any other question or under any other circumstances.
7. No member may cast a vote for more than one chapter on any issue.

#### F. Transitional Rules

1. All Resolutions and amendments to the Bylaws, if passed, will become effective immediately upon the adjournment of the Grand Chapter Congress at which they were enacted.
2. All proposals to the Ritual, if passed, will become effective upon publication and distribution of the revisions by the Central Office staff.

#### G. Testimonials

1. Testimonials may be presented to the Congress Secretary until 5:00 p.m. local time on Friday of the Congress. The Chancellor, Parliamentarian and Grand President will collectively review all such testimonials and decide their eligibility and the order of presentation.
2. Additional testimonials may be allowed on Saturday morning, but they will follow those submitted by Friday at 5:00 p.m. and will be in first come, first served order, at discretion of the chair. The chair may end the session at any time, regardless if additional “impromptu” testimonials have not been heard.
3. Only those testimonials submitted in writing to the Congress Secretary at Congress will be included in the *Official Congress Proceedings*.

#### H. Appeal of Charter Revocation

1. This rule prescribes the procedure for conducting a hearing on an appeal of charter revocation under the Bylaws.
2. Each delegate will be provided a copy of the chapter’s letter or other written notification appealing the charter revocation. Any other documentation regarding the circumstances of the revocation action is open to inspection by any delegate upon request.
3. The hearing will be held in closed session (delegates, Grand Officers and staff only).

4. The order of business for the appeal hearing is:
  - a. The Chancellor presides over the hearing, announces the appeal, the bylaw authority therefore, the procedures contained in this rule and any other introductory comments.
  - b. The Grand President, or his/her designee, makes a presentation not to exceed ten (10) minutes on behalf of the Board of Directors stating the reasons and circumstances for the revocation action including the reading (or summary if provided to delegates in advance) of the specific charges and specifications.
  - c. The appellant chapter then may make a presentation not to exceed ten (10) minutes explaining the reasons for the Appeal.
  - d. The delegates may then present questions to the Grand President, or a designee, or the appellant chapter for a period not to exceed ten (10) minutes. Each question will not exceed one minute and answers will not exceed two minutes.
  - e. By majority vote, the delegates may extend the questioning by one additional ten (10) minute period.
  - f. All members of the appellant chapter will then be excused from the hearing.
  - g. Without motion, the Chancellor will present the question to be voted upon. Debate on the question will not exceed ten (10) minutes with one additional 10 (ten) minute period allowable by majority delegate vote. No subsidiary motion, other than the Previous Question, is in order. Each speaker will not exceed one minute.
  - h. A secret ballot will be taken on the question.
  - i. The ballots will be counted in the presence of the Chancellor, Parliamentarian, Credentials Chair, one delegate selected by the appellant chapter and one delegate selected at random. The results will be announced first to the delegates and then to the appellant chapter. The motion to reconsider will not be in order.
5. Should the appellant chapter fail to appoint a representative, or should the representative fail to appear for the hearing, such failure will be announced to the Congress and the hearing will continue according to this Rule.

## N. NOMINATIONS, CAMPAIGNING AND VACANCIES

### Policy 1. Nominations for Grand Officer—

- A. **Candidate Affirmation of Leadership Code of Conduct**—All candidates for elected National Officer positions including Grand President, Vice President-Organizational Development, Vice President-Finance, Provincial Vice President, and Regional Vice President are required to attest to their knowledge of and agreement to comply with the Leadership Code of Conduct for volunteer leaders by signing a Leadership Code of Conduct acknowledgement form. A signature affirming the Leadership Code of Conduct is required, and may be mailed, faxed or electronically submitted via email with a copy of a scanned signature or a typed acknowledgement of the nominee's full name on the line provided. The Committee on Nominations will not accept a candidate for any office until the Committee has received a signed Leadership Code of Conduct acknowledgement form. A "new" signed form is required every time a candidate (including incumbents) runs for an office.
- B. **Nominations for Grand Officer Elections at Grand Chapter**—Nominations for Grand Officers must be submitted via the electronic form in Policy N.3. and received at the Central Office by March 15 in odd-numbered years in order to be published as the Nominations Committee Report that is posted on the Fraternity

web site (with electronic notification to chapters) and distributed to delegates at the Grand Chapter. Nominations will also be accepted in advance for any newly created regions or provinces that become officially recognized at the July 1 following the nominations due date.

After the Grand Chapter Congress has accepted the report of the Nominations Committee, each of the names contained therein will be considered as placed in nomination for the respective offices indicated. While normally a second is not required, one seconding speech two minutes in length on behalf of each candidate for the offices of Grand President, Vice President-Organizational Development and Vice President-Finance will be in order. Nominations from the floor may then be accepted from any delegate, first for the office of Grand President, then, for the Vice President-Organizational Development and finally for the Vice President-Finance. Delegates from each Province may then make nominations from the floor for the member of the Board of Directors to represent their respective Provinces. Last, delegates from each Region may then make nominations from the floor for the Vice President representing their Region.

Nominators must submit the electronic form in Policy N.3. and notify the chair of the Nominations Committee prior to making a nomination from the floor. Attempted floor nominations without prior submission of the form will be ruled out of order by the chancellor. Nominators may not speak on behalf of their candidates from the floor. One seconding speech, two minutes in length, on behalf of each nominee from the floor for the offices of Grand President, Vice President-Organizational Development and Vice President-Finance will be in order. No seconding speeches for Provincial Vice Presidents and Regional Vice Presidents will be in order from the floor of the Grand Chapter, as these are made during the provincial and/or regional caucuses. Nominations forms from floor nominees will be posted in an area designated by the nominations chair.

Additional nominations may be made from the floor during the course of a Grand Chapter Congress at the beginning of each scheduled business meeting up to and through the day preceding the day of election. No nominations from the floor will be in order on the day of election proceedings.

- C. **Nomination, Appointment, Election and Campaign Procedures for PVP and RVP Vacancies**—Should a vacancy occur in the office of Provincial Vice President or Regional Vice President, the following procedures apply. (Also refer to Bylaws Article IV, Section 8, Article VII, Section 2 and Article VIII, Section 4).
1. Upon creation of a vacancy, the Grand President is to name an interim appointee for Provincial Vice President as soon as a worthy candidate is identified. The Provincial Vice President is to name an interim appointee for Regional Vice President in case of vacancy. The Provincial Vice President may appoint himself or herself, pending the election.
  2. Within 60 days of notification of the vacancy, the Grand President or Provincial Vice President, respectively, will issue a “Call for Election” and establish an election date, and determine the manner of election from the options contained in this policy.
  3. Electronic nominations will be accepted for a period of three weeks from the date the election was announced. The interim appointee and all other eligible brothers will automatically be considered candidates upon their completion and submission of the nomination form and any statement of position.
  4. Nominations are to be submitted to the Central Office via the electronic nomination form in Policy N.3.
  5. The Central Office is responsible to communicate all information, notices and deadlines in writing to appropriate chapters; and will verify the eligibility of all candidates.
  6. Candidates to fill vacancies may actively campaign for election by making presentations at chapter meetings (upon majority approval of said chapter’s executive committee); participating in caucuses or other forums arranged for that purpose; and/or by providing messages to chapter presidents (which may be read aloud, copied or distributed electronically to chapter members at the discretion of the president). The Central Office will, upon request, provide chapter contact information for this purpose at no cost to the candidates.

7. A “Notice of Election” including the nomination information and deadlines will be distributed by email to all eligible voting chapters by the Central Office. The Executive Director will determine good standing for purposes of the vote.
8. Elections by Provincial Council –
  - a. The Chair of the Nominations Committee shall ensure that no less than three (3) members of the Nominations Committee will be present at the meeting of the Provincial Council. If less than three are available, the Chair shall appoint sufficient brothers, from among the Golden Council, until such time as the voting has concluded.
  - b. The Nominations Committee will monitor and moderate the election process, will tally all votes, and will announce the winning candidates.
  - c. Only seated delegates from chapters in their respective region or province may cast a ballot in the election.
9. Elections by Mail Ballot -
  - a. The Central Office will distribute the ballot, tally all votes, and will announce the winning candidates. The Executive Director will count the ballots, with verification by two other employees.
  - b. Ballots must be returned to the Central Office within three weeks following distribution.
10. Once votes are counted, all chapters in the Region or Province, respectively, will be informed of the winner and related contact information.
11. Any challenges or unresolved issues will be brought before the Nominations Chair for resolution.

**Policy 2. Caucuses at Grand Chapter**—The Board of Directors, in preparing the detailed Congress program, will provide for a period of time before elections when the delegates, in formal session, may meet the candidates for Grand President, Vice President-Organizational Development and Vice President-Finance. Candidates may be introduced (the order of introduction to be determined by lottery, first for the office of Grand President, and then the Vice President-Organizational Development and finally Vice President-Finance) by their nominators or nominators’ designees who may be allotted up to two minutes of time for the introduction. Each candidate in a contested race may then have up to ten minutes to address the delegates and/or field questions. Candidates in uncontested races may be allotted less speaking time, at the discretion of the Grand President, if scheduling circumstances warrant it. After all candidates have addressed the delegates they may be questioned from the floor during any remaining scheduled time of the formal session.

The Board of Directors will also provide for a period of time before elections when the delegates may convene in caucus sessions by Province and Region to meet their respective candidates for Provincial Vice President and Regional Vice President. One seconding speech, two minutes in length, on behalf of each candidate will be in order. This speech will serve to second the nomination and introduce the candidate to the delegates. Each candidate may then have up to ten minutes to address the delegates and/or answer any questions. After all candidates have addressed the delegates they may be questioned from the floor during the remaining scheduled time of such formal session.

Any audiovisual (or other special equipment) requested by any candidate will be at their own expense. Any such requests must be made to the Central Office by August 1. Microphones will be provided by the National Fraternity for national and provincial caucuses.

**Policy 3. Nomination and Leadership Code of Conduct Acknowledgement Form (for elective office -- for other volunteer positions use Volunteer Interest Form)**—

## International Fraternity of Delta Sigma Pi

## OFFICIAL NOMINATION FORM

All Nominations for elective office must be submitted online using this form

- This electronic submission mirrors the form found in Policy and Procedures Section N, Policy 3.
- A signature affirming the Code of Conduct is required and may be electronically submitted via this form.
- Candidates for office need to submit this form themselves -- formal seconding and related speeches occur at GCC or later in the election process.
- You may select only one Elective Position per form.
- All nominees for elective office must have been a member of Delta Sigma Pi for at least three years and an alumni member at the time of their election (See Bylaws Article IV, Section 4).

**\*required field**

Elective Positions:

- Grand President
- Vice President-Finance
- Vice President-Organizational Development
- Provincial Vice President
- Regional Vice President

If, Provincial Vice President [ check one ]

- North Central
- Northeastern
- South Central
- Southern
- Western

(Name of Region)

\* Name of Nominee:

\* Chapter/Initiation #:

\* Home Address:

Date of Initiation:

Daytime Phone #:

Evening Phone #:

Name of Employer:  
or Business

Fax #:

Job Title:

\* Email Address:

Work Address:


Date of Graduation:

College/University:

Collegiate Chapter Offices or Responsibilities Held:

A large rectangular text area with a light gray background and a thin black border. It features a vertical scrollbar on the right side and horizontal scrollbars at the top and bottom.

Brief description of employment responsibilities:

A large rectangular text area with a light gray background and a thin black border. It features a vertical scrollbar on the right side and horizontal scrollbars at the top and bottom.

Alumni Chapter Affiliation?

Yes  No

A small rectangular text box with a thin black border.

(Name of Primary Alumni Chapter)

Alumni Chapter Offices or Responsibilities Held (include dates):

A large rectangular text area with a light gray background and a thin black border. It features a vertical scrollbar on the right side and horizontal scrollbars at the top and bottom.

National Activities or Responsibilities Held (include dates):

A large rectangular text area with a light gray background and a thin black border. It features a vertical scrollbar on the right side and horizontal scrollbars at the top and bottom.

\*Statement of Platform:

Outline your goals for the Fraternity in the position being sought. This statement cannot exceed 200 words. This statement will be published as submitted up to 200 words (see #6 below). Note: This form does not spell check, nor does it do word count.

A large rectangular text area with a light gray background and a thin black border. It features a vertical scrollbar on the right side and horizontal scrollbars at the top and bottom.

- 
1. All information requested on this form must be supplied if the recommendation or nomination is to be considered. If any item is non-applicable, please write in N/A.
  2. All nominees must agree to abide by and support all Fraternity Bylaws, Ritual and policies (refer to "Leadership Code of Conduct" Policy CC.) and indicate so by signing or acknowledging the certification statement provided below. No candidate will be placed in nomination until an actual signature or

acknowledgement affirming the Leadership Code of Conduct is obtained indicating this certification (see Policy N.1.A.). Incumbent officers seeking re-election must submit a new signed Leadership Code of Conduct affirmation.

3. By submitting this electronic form, it will be forwarded to the Executive Director at the Central Office and the Nominations Chair.
4. Nominations for the national elections held at Congress received at the Central Office by March 15 will be posted on [www.dspnet.org](http://www.dspnet.org) for consideration prior to Congress. After March 15, any further nominations for election at Congress (This form can still be used online after March 15 but a formal "verbal nomination" must also be made from the floor at GCC.) must be made from the floor during a business session.
5. Nominations to fill PVP or RVP vacancies are due to the Central Office within the timeframe stated in the call for nominations.
6. Note that candidates for elective office are asked to submit a Statement of Platform and/or comments. This statement is not to exceed 200 words by actual word count. The statements are published and/or distributed for review by voters. Only the first 200 words, by actual count, of any statement will be published. If a platform statement is not received at the Central Office by March 15, it will not be published and "none submitted" will be noted on the nomination report. Once a statement is published on the web, it cannot be altered by the nominee; the Fraternity retains the right to make corrections as needed.
7. The city of residence, state and an email address for all nominees will be posted on [www.dspnet.org](http://www.dspnet.org). No other contact information will be published related to election purposes.

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CANDIDATE AFFIRMATION OF RESIDENCY AND LEADERSHIP CODE OF CONDUCT

I am aware of the responsibilities of this position; am willing to devote the necessary time, effort and travel; and agree to serve if elected. I hereby certify that I have read and understand the regional and provincial boundaries of the region and/or province that I am seeking office to represent, and I confirm that I reside within (or within a reasonable distance) the boundaries of said entity, and that should I move my residency beyond the boundaries of said entity prior to election for same, I will withdraw my candidacy. Should I be elected and subsequently, during my term of office, move my residency beyond the boundaries of said entity, I will resign my position. I further certify that I have read and fully understand the Fraternity's Leadership Code of Conduct and, if elected, will fully comply with the policy. I further understand that failure to adhere to this policy could result in disciplinary action up to, and including, expulsion in accordance with the Individual Discipline Policy.

96.11.244.110 7/

7/22/2010

Digital Signature of Nominee

Date:

Name of Nominee

Chapter & Number

Email Address and Phone

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Once completed, click submit and the form will be sent to the Executive Director at the Central Office and the Nominations Committee Chair.

Submit

If you have questions about the nominations process, please contact the [Central Office](#) or a member of the [Nominations Committee](#).

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#### Policy 4. National Election Policies—

A. **Accountability**—The selection of our Fraternity’s leaders is a serious and important process that requires the highest standards of ethics and integrity. Our collegiate and alumni members look to their officers for leadership and conduct befitting a member of Delta Sigma Pi. It is the responsibility of ALL candidates to deal solely with the issues and responsibilities of the respective position, and to refrain from any statement, action or conduct, which might slander or libel another brother. Candidates are responsible for the conduct of their supporters and should ensure that any campaigning is done according to policy parameters and in the most ethical manner possible.

#### B. General Campaign Policies—

1. There will be no campaigning for Grand Officer positions of any kind prior to or during Provincial Conferences or other Fraternity meetings or gatherings (except Grand Chapter Congress and in case of vacancies as noted in Policy N.1.C.).
2. Proper nominations submitted by February 15<sup>th</sup> will guarantee allowance to campaign beginning March 16<sup>th</sup>. Nominees receive notification from the Nominations Committee once their nomination has been validated, or if further action is required to properly complete the process.
3. Nominations submitted after February 15<sup>th</sup> must wait for notification from the Nominations Committee validating the nomination. Nominees will receive notification from the Nominations Committee that their nomination has been validated (or if further action is required) and when campaigning will be allowed.
4. No additional advance nominations will be approved after July 1<sup>st</sup>. Floor nominations at Grand Chapter Congress will be allowed, but any potential floor nominees must first be validated by the Nominations Committee before campaigning may begin.
5. Once a candidate's nomination is officially validated by the Nominations Committee, but no earlier than March 15, the candidate may utilize electronic campaigning to promote his or her views and to interact with fraternity members, in accordance with the Electronic Campaigning Guidelines Document. The candidate is responsible for all costs related to the design, hosting, and maintenance of his or her electronic campaigning activity. Certain electronic identifiers may be provided to the Nominations Committee for inclusion on a designated section of the Fraternity website. Each candidate is responsible for all content posted on his or her campaign website or any other electronic communication reasonably attributable to his or her campaign (see Section A. above).

#### C. Campaign Policies for Elections at Grand Chapter (see B.2. above)—

1. Promotional items such as flyers, brochures, hats, buttons, pencils, etc., may be distributed at any time or place after the Nominations Report is given at the opening business session, with the exception of the

General Session room, on behalf of only those candidates having been previously validated by the Nominations Committee. At no time will any campaign items be distributed in the General Session room.

2. No posted items (flyers, banners, signs, etc.) are permitted in the buildings or on the grounds of the convention site.
3. Hospitality suites or other forms of meetings for the purpose of dispensing food or refreshments as an inducement to attract delegates to meet a candidate or for influencing voting are prohibited.
4. Delegates seeking to meet with a candidate for an expression of his or her views (other than at the time of a “Meet The Candidates Forum” or caucus) may arrange for such a meeting by contacting the candidate or their representative.
5. Fraternity equipment, supplies, and staff time may not be used for Fraternity election campaign purposes of any kind, with the exception of the posting of certain candidate electronic identifiers in accordance with Section B.5.
6. Candidates and their supporters must exhibit conduct that preserves the decorum and integrity of the election process. All candidates and their supporters must comply with the Individual Code of Conduct (see Risk Management Policy) and conduct themselves in a manner that is consistent with ritual and appropriate for a member of Delta Sigma Pi.
7. Candidates knowingly (or unknowingly by supporters) violating policies (1) through (6), or other guidelines established prior to a Grand Chapter Congress, will be advised to cease and desist by the Nominations Chair. Infractions after an initial warning will be announced to the delegates assembled. Further violations will result in disqualification (by a majority vote of the Board of Directors at the recommendation of the Nominations Chair).

In the event that the Nominations Chair has not advised the candidate to cease and desist and a majority of the Nominations Committee determines that a violation of policies (1) through (6) is material to the election such that delegates should be immediately notified of the violation, an announcement to the delegates assembled shall take place.

At any point should the Nominations Committee unanimously determine that disqualification of a candidate is in order, the matter shall be referred to the Board of Directors (a majority vote of the Board of Directors shall then disqualify the candidates).

## O. PROVINCIAL COUNCILS

### Policy 1. Standing Rules—

#### Delegates and Credentials:

1. A collegiate or alumni chapter delegate will be the chapter president or an alternate delegate selected by the chapters as prescribed in Article VII, Section 3; Article X, Section 6; and Article XI, Section 7 of the Bylaws.
2. Provincial Vice Presidents and Regional Vice Presidents may not appoint an alternate for themselves.
3. In accordance with the Bylaws, naming an alternate delegate during a Provincial Council Meeting is not permitted.

#### B. Meetings and Agenda:

1. Regular Meetings

- a) Regular annual meetings of the Provincial Council will be held during Provincial Conferences.
- b) The Provincial Vice President, or his or her designee, must prepare a preliminary agenda for each regular meeting and distribute it to all Council members for review and comment at least 30 days prior to the meeting. The final agenda will be distributed at the meeting and approved at the meeting.

2. Special Meetings

- a) The Provincial Vice President will call special meetings on behalf of the Provincial Council as prescribed in Article VII, Section 2 of the Bylaws.
- b) The Provincial Vice President will select the date(s), time, location, and specific site of special meetings and provide each Council member ten days notice thereof.
- c) The agenda for any special meeting must be included in the call for the meeting.

C. Special Rules of Order:

- 1. No secondary amendments will be allowable except those that create or fill a blank.
- 2. Debate on any main motion (including debate on all subsidiary, incidental, and privileged motions, except Points of Order and appeals there from, associated with the main motion) will not exceed 15 minutes.

Debate may be extended for one additional 15-minute period by a two-thirds vote.

- 3. A roll call vote will not be in order under any circumstances.
- 4. A Council action becomes effective upon the adjournment of the meeting at which it was adopted unless a different time therefore is specified.
- 5. Voting by proxy is not allowed, as per Bylaws Article II, Section 7.
- 6. A "tie" vote (equal votes "For" and "Against") results in a motion failing.

D. Actions Between Meetings:

- 1. "Conference call" means communication among Council members present by telephone or other, similar electronic medium and that each member present can hear each and every other member simultaneously.
- 2. "E-Mail/electronic communication" means communication among all Council members via the Internet to previously provided e-mail addresses. No verification of receipt is required and votes received via e-mail will be assumed to be legitimate.
- 3. Anything in the parliamentary authority to the contrary notwithstanding, at the discretion of the chairman or upon written request of a majority of the Council, the Council may act by mail, e-mail or by conference call between regular meetings. Such action will be considered an act of the Council.
- 4. The Central Office will prepare, distribute, receive, and tabulate all ballots for a mail or e-mail vote.
- 5. The Central Office will transmit the ballots to all members with communication indicating:
  - a) The date by which all ballots must be received by the Central Office. Such date will not be less than seven days nor more than 14 days from the date of the communication. The Provincial Vice President may require a longer or shorter balloting period; and

- b) If a secret ballot has been authorized (notice will only be provided in those instances where such authorization has been made).
- 6. Amendments to proposals being considered by email voting are not allowed.
- 7. The action, if passed, will become effective at the end of the announced voting period, unless a different time is specified by the action. The Central Office will notify the Provincial Vice President of the results of the vote within 14 days.
- 8. If any requirement of this Rule is not met, then the action will not be considered an act of the Council unless ratified as such at the next regular Council meeting.
- 9. The Past Grand President will arbitrate any unsolved issues or disputes regarding actions between meetings.

**Policy 2. Council Meeting Agenda**—The agenda of the Annual Provincial Council Meeting must include the following, with additional items at the discretion of the Provincial Vice President.

- a. Opening Ritual.
- b. Call the meeting to order.
- c. Roll call of delegates.
- d. Adopt agenda.
- e. Approve the minutes of the previous Council meeting.
- f. Review votes taken since the last meeting.
- g. Receive the report of the Provincial Vice President, including an update on National Fraternity and Leadership Foundation issues.
- h. Receive or distribute the reports of the Regional Vice Presidents.
- i. Receive or distribute a Provincial Financial Report.
- j. Receive or distribute the reports of the provincial committees.
- k. Discuss and vote on Provincial Community Service Initiative.
- l. Old business.
- m. New business.
- n. Legislative review (for Grand Chapter Congress).
- o. Determine the date and location of future Annual Meetings.
- p. General announcements.
- q. Closing Ritual.
- r. Adjournment

The order of the Annual Meeting agenda may be proposed by the Provincial Vice President, but must be adopted by the Council at the beginning of the meeting in accordance with the standing rules.

The agenda of any other Provincial Council Meeting will be proposed by the Provincial Vice President and adopted by the Council at the beginning of such meeting.

**Policy 3. Transaction of Business**—The Provincial Vice President presides at the Provincial Council Meeting. All business is transacted as prescribed in the Bylaws and Policies of Delta Sigma Pi.

**Policy 4. Appointment of Chancellor**—For each Provincial Council Meeting the Provincial Vice President may appoint a Chancellor whose duty is to preside as chair over the meeting (without a vote) during old and new business and any other portion of the meeting as determined by the Provincial Vice President. Any collegiate or alumni member, who is not a delegate, is eligible for appointment as Chancellor.

**Policy 5. Appointment of Recording Secretary and Council Meeting Minutes**—For each Provincial Council meeting the Provincial Vice President must appoint a secretary whose duty is to record minutes of the meeting. Council meeting minutes must be signed by the Provincial Vice President and the Recording Secretary and forwarded to the Central Office as soon as possible, but within 30 days of the adjournment of the meeting. The

Central Office will forward copies of the minutes to the Board of Directors and all Council delegates as soon as possible, but within 30 days of receipt.

**Policy 6. Duties of Provincial Council Delegates**—Official delegates have the following duties:

- a. To report to the official credentials desk at the Provincial Council prior to the opening business session.
- b. Seriously consider all issues brought before them and vote in the best interests of the Fraternity.
- c. To report back to the chapter all business conducted at the Provincial Council.

**Policy 7. Determination of Good Standing**—For Provincial Council voting representation by a delegate, collegiate and alumni chapters must be chartered and in good standing.

In order to achieve a status of good standing, any monies received by the Fraternity for payment on a chapter's account within 14 days prior to the first day of a Provincial Council meeting will be paid in the form of cashier's check, money order, certified check, cash, or credit card payment. Payments other than those specified will be accepted, but the chapter will not receive a status of good standing for the event and a delegate will not be seated.

- A. **Collegiate Chapters:** Per Bylaws Article X, Section 3, collegiate chapters on university probation, Fraternity probation, or that are indebted to the National Fraternity for any sum of money past due, are not in good standing and are ineligible for voting representation on the Provincial Council. "Past due" for purposes of Provincial Council representation and voting privileges, is defined as "any balance over 30 days."

For Provincial Council Meetings physically held in November, December and January, the collegiate chapter must be in good standing as of November 1. Any financial obligation must be received at the Central Office by November 1. Only with advance approval of the Provincial Vice President, will payment be accepted after November 1 or on-site to regain a good standing status.

For Provincial Council meetings physically held in February and March, the collegiate chapter must be in good standing as of February 1. Any financial obligation must be received at the Central Office by February 1. Only with advance approval of the Provincial Vice President, will payment be accepted after February 1 or on-site to regain a good standing status.

- B. **Alumni Chapters:** Per Bylaws Article XI, Section 4, alumni chapters on Fraternity probation or that are indebted to the National Fraternity for any sum of money past due, are not in good standing and are ineligible for voting representation on the Provincial Council. "Past due" for purposes of Provincial Council representation and voting privileges, is defined as "any balance over 30 days." All franchising fees must also be paid to achieve good standing status.

In order to seat a delegate at a Provincial Council meeting, existing or newly formed alumni chapters must be chartered or refranchised and in good standing by June 30<sup>th</sup> or at least 90 days prior to that Provincial Council meeting.

- C. **Interim Voting:** When the Provincial Conference is not in session and a vote is called by the Provincial Council delegates, good standing for voting privileges will be determined on the date the vote is due. The Provincial Vice President, in conjunction with the Central Office, will verify good standing status for the purposes of interim voting. Credentials will be verified by:
1. The list of current chapter presidents and Form PCA's (Provincial Council Alternate listing).
  2. A review of the Accounts Receivable Report.
  3. A review of chapters on probation.

**Policy 8. Credentialing Process**—Provincial Council voting credentials at physical meetings will be issued as follows:

- a. Each delegate will report to a designated credentials area at the meeting site for determination of voting eligibility.
- b. The Provincial Vice President or his/her appointee, verifies the chapter has no balance 30 days past due and is not on probation or receivership. The Central Office will provide the Provincial Vice President with an Accounts Receivable Report for chapters in their province.
- c. The Provincial Vice President will be provided with a list of current chapter presidents. If the chapter president is not representing his/her chapter, the alumni chapter or collegiate chapter VPCO must send a Form PCA (Provincial Council Alternate) designating the chapter's delegate to the Provincial Vice President within 48 hours of the election, as required by Bylaws Article X, Section 6 and Article XI, Section 7.
- d. Delegates must provide photo identification and proof of meeting registration (if any) to receive voting credentials.

**Policy 9. Annual Meeting Selection**—Provincial Councils will provide the Executive Director a list of two or three cities and at least three dates for consideration for the Provincial Conference no later than 18 months prior to the event date. Cities are limited to those located within the geographic boundaries of the Province, unless a joint meeting of two or more Provinces is being proposed. The list of cities and dates is determined by a majority vote of the Provincial Council.

The Executive Director will use every good faith effort to secure favorable accommodations according to the priorities listed. No more than one Provincial Conference/Provincial Council Annual Meeting may be held on the same dates, unless approved by the Board. Under any circumstance, no more than two Provincial Council Annual Meetings may be held on the same dates.

**Policy 10. Provincial Assessment**—Each Provincial Council may assess each collegiate and alumni chapter, in its respective Province, a yearly amount not to exceed \$100.00 per chapter. The funds will be added to the Provincial budget and allocated by the Provincial Council in accordance with current practice. The vote to assess requires a 2/3 majority of the Provincial Council for passage.

**Policy 11. Provincial Fund Raising**—Provincial Councils are permitted to conduct fund raising activities. The funds will be added to the Provincial budget and allocated by the Provincial Council in accordance with current practice. A vote to pursue fund raising activities requires a simple majority of the Provincial Council for passage. The funds will be deposited with the Central Office and dispersed in accordance with the appropriate policies of Delta Sigma Pi.

**Policy 12. Regions and Boundaries**—Per Bylaws Article II, Section 12, Provincial Councils establish the Regions and their boundaries within their respective Province. Any newly created region will be established on July 1 following the vote. During years in which a Congress convenes following July 1, the Provincial Vice President will assume jurisdiction and leadership of the new region until a Regional Vice President is elected at Congress (or after). During years in which there is no Congress, a Regional Vice President election will be held to fill the vacancy. No newly created Region will be given the same name as an existing Province of Delta Sigma Pi, nor may any existing Region be renamed using the name of an existing Province of Delta Sigma Pi. Additionally, each Region name must be unique; therefore, no two Regions may have the same name at any time. Recorded here, for official reference, are the current Regions and boundaries as determined by the Provincial Councils.

The Provincial Vice President must notify the Executive Director within 14 days of any changes to the Regions or boundaries.

#### North Central Province

- a. **Central Region**, to comprise all the collegiate and alumni chapters in the southern portion of Indiana (south of US Highway 30--but not including the metropolitan Fort Wayne area) and the southern half of Illinois (south of US Highway 24 from the Indiana state line to US Highway 136 west to the Iowa state line not including the St. Louis metropolitan area counties of Bond, Clinton, Jersey, Madison, Monroe and St. Clair.)

*Active collegiate chapters:* Upsilon (University of Illinois), Alpha Pi (Indiana University), Delta Tau (Indiana State University), Epsilon Xi (Ball State University), Epsilon Omega (Eastern Illinois University), Iota Sigma (University of Evansville), Iota Chi (Illinois State University), Kappa Sigma (Indiana-Purdue-Indianapolis), and Kappa Omega (Purdue University).

*Inactive Collegiate Chapters:* Lambda Omega (Quincy University).

*Alumni Chapters Franchised for 12-13:* Indianapolis and Normal.

*Alumni Chapters Franchised for 11-12:* Indianapolis.

*Alumni Chapters Franchised for 10-11:* Indianapolis.

*Alumni Chapters Franchised for 09-10:* None.

*Alumni Chapters Franchised for 08-09:* Indianapolis.

*Alumni Chapters Franchised for 07-08:* Indianapolis.

*Alumni Chapters Franchised for 06-07:* Indianapolis.

*Alumni Chapters Franchised for 05-06:* Indianapolis.

*Alumni Chapters Franchised for 04-05:* Indianapolis.

*Alumni Chapters Franchised for 03-04:* Indianapolis.

*Alumni Chapters Franchised for 02-03:* Indianapolis.

*Alumni Chapters Franchised for 01-02:* Indianapolis.

- b. **Great Lakes Region**, to comprise all collegiate and alumni chapters in northern portion of Illinois (north of US Highway 24 from the Indiana state line to US Highway 136—not including the metropolitan Peoria area—west to the Iowa state line); northern portion of Indiana north of US Highway 30 from the Illinois borders to US Highway 31 to the Michigan border (not including the metropolitan area of South Bend); and the southern portion of Wisconsin (south of the following: Interstate 90 at the Wisconsin/Minnesota border—not including the metropolitan La Crosse area—east to Interstate 39 at Portage, then north to State Highway 29 (near Wausau) and east to Lake Michigan—including the metropolitan Green Bay area).

*Active collegiate chapters:* Delta (Marquette University), Zeta (Northwestern University-Evanston), Psi (University of Wisconsin-Madison), Alpha Omega (DePaul University), Gamma Pi (Loyola University-Chicago), Zeta Xi (Lewis University), Eta Mu (Northern Illinois University), Kappa Phi (Valparaiso University), Lambda Omicron (Western Illinois University), and Xi Chi (University of Wisconsin-Milwaukee).

*Inactive Collegiate Chapters:* Beta (Northwestern University-Chicago), Alpha Psi (University of Chicago), Theta Xi (University of Wisconsin – Whitewater), and Theta Psi (Indiana University Northwest).

*Alumni Chapters Franchised for 12-13:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 11-12:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 10-11:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 09-10:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 08-09:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 07-08:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 06-07:* Chicago and Milwaukee.

*Alumni Chapters Franchised for 05-06:* Chicago, Milwaukee, and Northwest Indiana.

*Alumni Chapters Franchised for 04-05:* Chicago, Milwaukee, and Northwest Indiana.

*Alumni Chapters Franchised for 03-04:* Chicago, Milwaukee, and Northwest Indiana.

*Alumni Chapters Franchised for 02-03:* Chicago, Milwaukee, and Northwest Indiana.

*Alumni Chapters Franchised for 01-02:* Chicago, Milwaukee, and Northwest Indiana.

- c. Great Plains Region, to comprise all collegiate and alumni chapters in Iowa, Nebraska and the southern area of South Dakota (south of US Hwy 90).

*Active Collegiate Chapters:* Epsilon (University of Iowa), Alpha Delta (University of Nebraska-Lincoln), Alpha Eta (University of South Dakota), Alpha Iota (Drake University), Gamma Eta (University of Nebraska-Omaha), Eta Pi (Wayne State College), and Mu Psi (Iowa State University).

*Inactive Collegiate Chapters:* Beta Theta (Creighton University) and Theta Omicron (St. Ambrose University).

*Alumni Chapters Franchised for 12-13:* Des Moines-Central Iowa and Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 11-12:* Des Moines-Central Iowa and Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 10-11:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 09-10:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 08-09:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 07-08:* Des Moines-Central Iowa, Lincoln/Greater Nebraska and Sioux Falls.

*Alumni Chapters Franchised for 06-07:* Des Moines-Central Iowa and Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 05-06:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 04-05:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 03-04:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 02-03:* Lincoln/Greater Nebraska.

*Alumni Chapters Franchised for 01-02:* Lincoln/Greater Nebraska.

- d. Huron Region, to comprise all the collegiate and alumni chapters in Michigan and northern portion of Indiana north of US Highway 30 including the metropolitan area of Fort Wayne) from Ohio borders to US Highway 31 to the Michigan border (including the metropolitan area of South Bend) and Ontario.

*Active collegiate chapters:* Xi (University of Michigan) Gamma Theta (Wayne State University), Gamma Kappa (Michigan State University), Delta Rho (Ferris State University), Epsilon Omicron (Western Michigan

University), Iota Lambda (Indiana-Purdue-Ft. Wayne), Lambda Xi (Grand Valley State University), Mu Phi (Saginaw Valley State University), and Pi Tau (Albion College).

*Inactive Collegiate Chapters:* Theta (University of Detroit), Gamma Rho (University of Detroit), and Eta Phi (Eastern Michigan University).

*Alumni Chapters Franchised for 12-13:* None.

*Alumni Chapters Franchised for 11-12:* None.

*Alumni Chapters Franchised for 10-11:* None.

*Alumni Chapters Franchised for 09-10:* Detroit-Motown.

*Alumni Chapters Franchised for 08-09:* Detroit-Motown.

*Alumni Chapters Franchised for 07-08:* Detroit.

*Alumni Chapters Franchised for 06-07:* None.

*Alumni Chapters Franchised for 05-06:* Northeast Indiana.

*Alumni Chapters Franchised for 04-05:* Detroit and Northeast Indiana.

*Alumni Chapters Franchised for 03-04:* Detroit and Northeast Indiana.

*Alumni Chapters Franchised for 02-03:* Northeast Indiana.

*Alumni Chapters Franchised for 01-02:* None.

- e. North Central Region, to comprise the chapters in Minnesota, North Dakota, the northern area of South Dakota (north of Interstate 90), and the northern portion of Wisconsin (north of the following: Interstate 90 at the Wisconsin/Minnesota border -- including the metropolitan La Crosse area-- east to Interstate 39 at Portage, then north to State Highway 29 (near Wausau) and east to Lake Michigan --excluding the metropolitan Green Bay area).

*Active Collegiate Chapters:* Alpha Epsilon (University of Minnesota), Epsilon Iota (Minnesota State University), Eta Rho (University of Wisconsin-LaCrosse), Theta Tau (St. Cloud State University), Kappa Upsilon (Winona State University), and Nu Tau (University of St. Thomas).

*Inactive Collegiate Chapters:* Alpha Mu (University of North Dakota).

*Alumni Chapters Franchised for 12-13:* Twin Cities and Winona-La Crosse.

*Alumni Chapters Franchised for 11-12:* Twin Cities and Winona-La Crosse.

*Alumni Chapters Franchised for 10-11:* Twin Cities and Winona-La Crosse.

*Alumni Chapters Franchised for 09-10:* Twin Cities.

*Alumni Chapters Franchised for 08-09:* Mankato/Southern Minnesota and Twin Cities.

*Alumni Chapters Franchised for 07-08:* Mankato/Southern Minnesota and Twin Cities.

*Alumni Chapters Franchised for 06-07:* Twin Cities.

*Alumni Chapters Franchised for 05-06:* Twin Cities.

*Alumni Chapters Franchised for 04-05:* Twin Cities.

*Alumni Chapters Franchised for 03-04:* Twin Cities.

*Alumni Chapters Franchised for 02-03:* Twin Cities.

*Alumni Chapters Franchised for 01-02:* Twin Cities.

#### Northeastern Province

- a. Capital Region, to comprise the chapters in Maryland, the District of Columbia, Delaware (except north of I-95 and I-295), the northern half of Virginia (north of Interstate Highway 64), and eastern West Virginia counties of Morgan, Berkeley, and Jefferson.

*Active Collegiate Chapters:* Chi (Johns Hopkins University), Epsilon Kappa (Shepherd College), Iota Kappa (James Madison University), Iota Rho (Howard University), Mu Tau (George Mason University), Xi Rho (George Washington University), Omicron Chi (Frostburg State University).

*Inactive Collegiate Chapters:* Mu (Georgetown University), Gamma Sigma (University of Maryland) and Nu Psi (Trinity University).

*Alumni Chapters Franchised for 12-13:* Baltimore, DC Metro, Gaithersburg-Heartland of Maryland, and Shepherdstown.

*Alumni Chapters Franchised for 11-12:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 10-11:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 09-10:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 08-09:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 07-08:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 06-07:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 05-06:* Baltimore, DC Metro, and Shepherdstown.

*Alumni Chapters Franchised for 04-05:* Baltimore, National Capital Area, and Shepherdstown.

*Alumni Chapters Franchised for 03-04:* Baltimore, National Capital Area, and Shepherdstown.

*Alumni Chapters Franchised for 02-03:* Baltimore, National Capital Area, and Shepherdstown.

*Alumni Chapters Franchised for 01-02:* Baltimore, National Capital Area, and Shepherdstown.

- b. East Central Region, to comprise the chapters in western and southern Ohio (north and west of the intersection of Interstate Highway 71 (except for Cuyahoga county) and State Route 13, west of State Route 13, west of State Route 79, and all points south of Interstate Highway 70); the Cincinnati metropolitan area counties located in Kentucky (Kenton, Campbell, and Boone); and western West Virginia (west of Interstate Highway 77).

*Active Collegiate Chapters:* Nu (Ohio State University), Alpha Theta (University of Cincinnati), Alpha Omicron (Ohio University), Alpha Upsilon (Miami University), Epsilon Tau (University of Dayton), Theta

Lambda (Xavier University), Theta Pi (Bowling Green State University), Xi Upsilon (Marshall University) and Omicron Tau (Ohio Dominican University).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 12-13:* Cincinnati.

*Alumni Chapters Franchised for 11-12:* Cincinnati.

*Alumni Chapters Franchised for 10-11:* Cincinnati and Columbus.

*Alumni Chapters Franchised for 09-10:* Cincinnati and Columbus.

*Alumni Chapters Franchised for 08-09:* Cincinnati.

*Alumni Chapters Franchised for 07-08:* Cincinnati.

*Alumni Chapters Franchised for 06-07:* None.

*Alumni Chapters Franchised for 05-06:* None.

*Alumni Chapters Franchised for 04-05:* Cincinnati and Toledo.

*Alumni Chapters Franchised for 03-04:* Cincinnati and Toledo.

*Alumni Chapters Franchised for 02-03:* Cincinnati and Columbus.

*Alumni Chapters Franchised for 01-02:* Cincinnati and Columbus.

- c. Eastern Region, to comprise the chapters in New Jersey (except east of I-287), northern Delaware (north of I-95 and I-295) and southeastern and central Pennsylvania (east of Route 219 and south of Interstate Highway 80).

*Active Collegiate Chapters:* Alpha Gamma (Pennsylvania State University), Beta Nu (University of Pennsylvania), Beta Xi (Rider University), Zeta Pi (St. Joseph's University), Eta Xi (Philadelphia University), Mu Omega (College of New Jersey), Omicron Omega (University of Delaware), and Rho Tau (Rutgers University-New Brunswick).

*Inactive Collegiate Chapters:* Omega (Temple University), Epsilon Pi (Monmouth College) and Epsilon Sigma (LaSalle University).

*Alumni Chapters Franchised for 12-13:* Philadelphia.

*Alumni Chapters Franchised for 11-12:* Philadelphia.

*Alumni Chapters Franchised for 10-11:* Philadelphia.

*Alumni Chapters Franchised for 09-10:* Philadelphia.

*Alumni Chapters Franchised for 08-09:* Philadelphia.

*Alumni Chapters Franchised for 07-08:* Philadelphia.

*Alumni Chapters Franchised for 06-07:* Philadelphia.

*Alumni Chapters Franchised for 05-06:* Garden State and Philadelphia.

*Alumni Chapters Franchised for 04-05:* Garden State and Philadelphia.

*Alumni Chapters Franchised for 03-04:* Garden State and Philadelphia.

*Alumni Chapters Franchised for 02-03:* Garden State and Philadelphia.

*Alumni Chapters Franchised for 01-02:* Philadelphia.

- d. Empire Region, to comprise the chapters in New York City, and New York State south of I-84, and Northern New Jersey east of I-287.

*Active Collegiate Chapters:* Alpha (New York University), Zeta Eta (St. Peter's College), Kappa Rho (Adelphi University), Pi Phi (Pace University – Westchester) and Pi Psi (City University of New York-Baruch College).

*Inactive Collegiate Chapters:* Beta Omicron (Rutgers University), Beta Rho (Rutgers University), Zeta Omicron (C.W. Post of Long Island University) and Zeta Chi (Manhattan College).

*Alumni Chapters Franchised for 12-13:* Jersey City-New Jersey Area and New York City.

*Alumni Chapters Franchised for 11-12:* Jersey City-New Jersey Area and New York City.

*Alumni Chapters Franchised for 10-11:* New York City.

*Alumni Chapters Franchised for 09-10:* New York City.

*Alumni Chapters Franchised for 08-09:* New York City.

*Alumni Chapters Franchised for 07-08:* New York City.

*Alumni Chapters Franchised for 06-07:* New York City.

*Alumni Chapters Franchised for 05-06:* New York City.

*Alumni Chapters Franchised for 04-05:* New York City.

*Alumni Chapters Franchised for 03-04:* New York City.

*Alumni Chapters Franchised for 02-03:* None.

*Alumni Chapters Franchised for 01-02:* None.

- e. New England Region, to comprise the chapters in Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island.

*Active Collegiate Chapters:* Gamma (Boston University), Theta Iota (University of Connecticut), Lambda Tau (Bentley University), Nu Sigma (Roger Williams University), Xi Phi (University of Massachusetts-Boston), Xi Psi (Bryant University), and Pi Rho (University of Massachusetts-Amherst).

*Inactive Collegiate Chapters:* Beta Mu (Dalhousie University), Gamma Upsilon (Babson College), Delta Kappa (Boston College), and Delta Psi (Suffolk University).

*Alumni Chapters Franchised for 12-13:* Boston and Connecticut.

*Alumni Chapters Franchised for 11-12:* Boston and Connecticut.

*Alumni Chapters Franchised for 10-11:* Boston and Connecticut.

*Alumni Chapters Franchised for 09-10:* Boston and Connecticut.

*Alumni Chapters Franchised for 08-09:* Boston and Connecticut.

*Alumni Chapters Franchised for 07-08:* Boston and Connecticut.

*Alumni Chapters Franchised for 06-07:* Boston and Connecticut.

*Alumni Chapters Franchised for 05-06:* Boston and Connecticut.

*Alumni Chapters Franchised for 04-05:* Boston and Connecticut.

*Alumni Chapters Franchised for 03-04:* Boston and Connecticut.

*Alumni Chapters Franchised for 02-03:* Boston and Connecticut.

*Alumni Chapters Franchised for 01-02:* Boston and Connecticut.

- f. Niagara Region, to comprise the chapters in New York (except chapters south of I-84 in New York City), northeastern Pennsylvania (north of Interstate Highway 80 and east of Route 219), and Quebec.

*Active Collegiate Chapters:* Alpha Kappa (University at Buffalo), Zeta Psi (University at Albany), Theta Upsilon (Siena College), Kappa Lambda (Binghamton University), Xi Tau (Syracuse University), and Omicron Rho (Cornell University).

*Inactive Collegiate Chapters:* Tau (McGill University), Gamma Chi (St. Bonaventure University), Delta Lambda (Ithaca College), and Epsilon Lambda (Rochester Institute of Technology).

*Alumni Chapters Franchised for 12-13:* None.

*Alumni Chapters Franchised for 11-12:* Buffalo-Rochester.

*Alumni Chapters Franchised for 10-11:* Buffalo-Rochester.

*Alumni Chapters Franchised for 09-10:* None.

*Alumni Chapters Franchised for 08-09:* None.

*Alumni Chapters Franchised for 07-08:* None.

*Alumni Chapters Franchised for 06-07:* None.

*Alumni Chapters Franchised for 05-06:* None.

*Alumni Chapters Franchised for 04-05:* None.

*Alumni Chapters Franchised for 03-04:* Erie.

*Alumni Chapters Franchised for 02-03:* Erie and Upstate New York.

*Alumni Chapters Franchised for 01-02:* Erie, Upstate New York, and Western New York.

- g. Steel Valley Region (changed name from Greater Allegheny 2/19/06), to comprise of the chapters in northeastern Ohio (east of State Route 13, east of State Route 79, east of Interstate Highway 71 (including

Cuyahoga county), and north of Interstate Highway 70), western Pennsylvania (south of Route 322 and west of Route 219), and eastern West Virginia (east of Interstate Highway 77 and west of Route 219).

*Active Collegiate Chapters:* Lambda (University of Pittsburgh), Beta Pi (Kent State University), Theta Kappa (University of Akron), Theta Rho (Duquesne University), Mu Pi (Penn State-Behrend), and Nu Upsilon (West Virginia University).

*Inactive Collegiate Chapters:* Beta Tau (Case Western Reserve University), Delta Omega (West Liberty State College), Iota Tau (Robert Morris College), and Mu Xi (LaRoche College).

*Alumni Chapters Franchised for 12-13:* Cleveland-Akron.

*Alumni Chapters Franchised for 11-12:* Cleveland-Akron.

*Alumni Chapters Franchised for 10-11:* Cleveland-Akron.

*Alumni Chapters Franchised for 09-10:* Cleveland-Akron.

*Alumni Chapters Franchised for 08-09:* Cleveland-Akron.

*Alumni Chapters Franchised for 07-08:* Cleveland-Akron and Pittsburgh.

*Alumni Chapters Franchised for 06-07:* Cleveland-Akron and Pittsburgh.

*Alumni Chapters Franchised for 05-06:* Akron-Canton, Cleveland, and Pittsburgh.

*Alumni Chapters Franchised for 04-05:* Akron-Canton, Cleveland, and Pittsburgh.

*Alumni Chapters Franchised for 03-04:* Akron-Canton, Cleveland, and Pittsburgh.

*Alumni Chapters Franchised for 02-03:* Akron-Canton and Cleveland.

*Alumni Chapters Franchised for 01-02:* Akron-Canton, Cleveland, and Pittsburgh.

#### South Central Province

- a. Gateway Region, to comprise chapters in the eastern portion of Arkansas (east of U.S. Highway 71 from the Red River north to the Missouri state line to exclude all of the Fayetteville and Springdale metropolitan areas); the eastern portion of the state of Missouri, bordered by Highway 65 (south of Highway 70), including the town of Springfield, MO and Highway 41, 11 and 5 (north of Highway 70) to the Iowa state border; the St. Louis metropolitan counties of Bond, Clinton, Jersey, Madison, Monroe and St. Clair in the state of Illinois.

*Active Collegiate Chapters:* Alpha Beta (University of Missouri-Columbia), Alpha Chi (Washington University), Beta Sigma (Saint Louis University), Eta Nu (University of Missouri-St. Louis), Eta Sigma (Southern Illinois University), Iota Nu (Truman State University), and Kappa Omicron (Missouri State University).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 12-13:* St. Louis.

*Alumni Chapters Franchised for 11-12:* St. Louis.

*Alumni Chapters Franchised for 10-11:* St. Louis.

*Alumni Chapters Franchised for 09-10:* St. Louis.

*Alumni Chapters Franchised for 08-09:* St. Louis.

*Alumni Chapters Franchised for 07-08:* St. Louis.

*Alumni Chapters Franchised for 06-07:* St. Louis.

*Alumni Chapters Franchised for 05-06:* St. Louis.

*Alumni Chapters Franchised for 04-05:* St. Louis.

*Alumni Chapters Franchised for 03-04:* St. Louis.

*Alumni Chapters Franchised for 02-03:* St. Louis.

*Alumni Chapters Franchised for 01-02:* St. Louis.

- b. Gulf South Region, to comprise the chapters in Louisiana.

*Active Collegiate Chapters:* Beta Zeta (Louisiana State University), Beta Psi (Louisiana Tech University), Delta Nu (Loyola University-New Orleans), Eta Tau (McNeese State University), and Kappa Xi (University of Louisiana-Lafayette).

*Inactive Collegiate Chapters:* Gamma Mu (Tulane University), Epsilon Nu (University of New Orleans), Zeta Sigma (Southeastern Louisiana University), Eta Iota (Nicholls State University), Eta Omicron (Northeast Louisiana University), and Nu Omicron (Our Lady of Holy Cross College).

*Alumni Chapters Franchised for 12-13:* Baton Rouge-Red Stick.

*Alumni Chapters Franchised for 11-12:* Baton Rouge-Red Stick.

*Alumni Chapters Franchised for 10-11:* Baton Rouge-Red Stick and Lake Charles-Lagniappe.

*Alumni Chapters Franchised for 09-10:* Baton Rouge-Red Stick, Lake Charles-Lagniappe, and New Orleans-Crescent City.

*Alumni Chapters Franchised for 08-09:* Baton Rouge-Red Stick.

*Alumni Chapters Franchised for 07-08:* Acadiana-Lafayette, Baton Rouge-Red Stick, and New Orleans-Crescent City.

*Alumni Chapters Franchised for 06-07:* Acadiana-Lafayette and Baton Rouge-Red Stick.

*Alumni Chapters Franchised for 05-06:* Acadiana-Lafayette, Baton Rouge-Red Stick, and New Orleans-Crescent City.

*Alumni Chapters Franchised for 04-05:* Acadiana-Lafayette, Baton Rouge-Red Stick, and New Orleans-Crescent City.

*Alumni Chapters Franchised for 03-04:* Acadiana-Lafayette and Baton Rouge-Red Stick.

*Alumni Chapters Franchised for 02-03:* Acadiana-Lafayette, Baton Rouge-Red Stick, and New Orleans-Crescent City.

*Alumni Chapters Franchised for 01-02:* Acadiana-Lafayette and New Orleans.

- c. Gulf Western Region, to comprise chapters in southern Texas excluding the area of Texas in the Mountain Time Zone (south of U.S. Highway 190 from the east coast of Texas west to Interstate Highway 19 and north of Interstate Highway 10 to El Paso), the countries of Central and South America.

*Active Collegiate Chapters:* Beta Kappa (University of Texas-Austin), Zeta Nu (Texas A&M University-Kingsville), Eta Psi (University of Houston), Theta Omega (St. Edward's University), Iota Psi (Texas A&M University-Corpus Christi), Lambda Nu (Texas A&M University-College Station), Lambda Upsilon (St. Mary's University), Omicron Phi (University of Texas-San Antonio), and Pi Omega (Trinity University-San Antonio).

*Inactive Collegiate Chapters:* Delta Eta (Lamar University), Delta Mu (University of the Americas), Epsilon Mu (Sam Houston State University), and Mu Omicron (University of Houston-Victoria).

*Alumni Chapters Franchised for 12-13:* Austin, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 11-12:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 10-11:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 09-10:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 08-09:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 07-08:* Austin, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 06-07:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 05-06:* Austin, Corpus Christi, San Antonio, and Space City-Houston.

*Alumni Chapters Franchised for 04-05:* Austin and Space City-Houston.

*Alumni Chapters Franchised for 03-04:* Space City Houston.

*Alumni Chapters Franchised for 02-03:* Space City Houston.

*Alumni Chapters Franchised for 01-02:* Space City Houston.

- d. Midwestern Region, to comprise the entire state of Kansas; the western portion of the state of Missouri, bordered by Hwy 65 (south of Hwy 70), excluding the town of Springfield, MO and Hwys 41, 11 and 5 (north of Hwy 70) to the Iowa state border.

*Active Collegiate Chapters:* Iota (University of Kansas), Iota Omicron (University of Central Missouri), Nu Xi (University of Missouri-Kansas City), and Nu Omega (Rockhurst University).

*Inactive Collegiate Chapters:* Delta Chi (Washburn University) and Mu Upsilon (Baker University).

*Alumni Chapters Franchised for 12-13:* Kansas City.

*Alumni Chapters Franchised for 11-12:* Kansas City.

*Alumni Chapters Franchised for 10-11:* Kansas City.

*Alumni Chapters Franchised for 09-10:* Kansas City.

*Alumni Chapters Franchised for 08-09:* Kansas City.

*Alumni Chapters Franchised for 07-08:* Kansas City.

*Alumni Chapters Franchised for 06-07:* Kansas City.

*Alumni Chapters Franchised for 05-06:* Kansas City.

*Alumni Chapters Franchised for 04-05:* Kansas City.

*Alumni Chapters Franchised for 03-04:* Kansas City.

*Alumni Chapters Franchised for 02-03:* Kansas City.

*Alumni Chapters Franchised for 01-02:* Kansas City.

- e. Southwestern Region, to comprise chapters in northern Texas excluding the section of Northwest Texas (north of U.S. Highway 380 from west of Interstate Highway 35 to the Texas state line) and excluding the section of Texas in the Mountain Time Zone (north of U.S. Highway 190 from the east coast of Texas west to Interstate Highway 10 and north of Interstate Highway 10 to El Paso).

*Active Collegiate Chapters:* Beta Iota (Baylor University), Beta Phi (Southern Methodist University), Delta Epsilon (University of North Texas), Delta Upsilon (Texas Christian University), Zeta Mu (University of Texas-Arlington), and Eta Theta (Angelo State University).

*Inactive Collegiate Chapters:* Delta Phi (East Texas State University).

*Alumni Chapters Franchised for 12-13:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 11-12:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 10-11:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 09-10:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 08-09:* Angelo Armadillo, Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 07-08:* Angelo Armadillo, Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 06-07:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 05-06:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 04-05:* Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 03-04:* Dallas Area and Fort Worth Cowtown.

*Alumni Chapters Franchised for 02-03:* Dallas Area.

*Alumni Chapters Franchised for 01-02:* Dallas Area.

- f. Tornado Alley Region, to comprise of chapters in the entire state of Oklahoma, Northwest Texas (north of U.S. Highway 380 from west of Interstate Highway 35 to the Texas state line), and the western part of Arkansas (west of U.S. Highway 71 from the Red River north to the Missouri state line to include all of the Fayetteville and Springdale metropolitan areas).

Active Collegiate Chapters: Beta Epsilon (University of Oklahoma), Beta Upsilon (Texas Tech University), Gamma Epsilon (Oklahoma State University), and Epsilon Zeta (Midwestern State University).

Inactive Collegiate Chapters: Beta Chi (University of Tulsa), Delta Theta (Oklahoma City University), and Theta Nu (University of Arkansas).

*Alumni Chapters Franchised for 12-13:* Oklahoma City Tornado Alley, Tulsa-Green County, and Wichita Falls-North Central Texas.

*Alumni Chapters Franchised for 11-12:* Oklahoma City Tornado Alley, Tulsa-Green County, and Wichita Falls-North Central Texas.

*Alumni Chapters Franchised for 10-11:* Oklahoma City Tornado Alley, Tulsa-Green County, and Wichita Falls-North Central Texas.

*Alumni Chapters Franchised for 09-10:* Oklahoma City Tornado Alley, Tulsa-Green County, and Wichita Falls-North Central Texas.

*Alumni Chapters Franchised for 08-09:* Oklahoma City Tornado Alley, Tulsa-Green County, and Wichita Falls-North Central Texas.

*Alumni Chapters Franchised for 07-08:* Oklahoma City Tornado Alley.

*Alumni Chapters Franchised for 06-07:* Oklahoma City Tornado Alley.

*Alumni Chapters Franchised for 05-06:* Oklahoma City Tornado Alley and Tulsa Green County.

*Alumni Chapters Franchised for 04-05:* Oklahoma City Tornado Alley and Tulsa Green Country.

*Alumni Chapters Franchised for 03-04:* Oklahoma City and Tulsa Green Country.

*Alumni Chapters Franchised for 02-03:* Oklahoma.

*Alumni Chapters Franchised for 01-02:* Oklahoma.

### Southern Province

- a. Atlantic Coast Region, to comprise the chapters in the southern portion of Georgia (south of US Hwy 280 from Columbus and southeast of US Hwy 301 from Claxton to the South Carolina border), the northern half of Florida (north of a line from Melbourne to Spring Hill, but excluding the Panhandle area west of Apalachicola River (in the Central Time Zone), and Bermuda.

*Active Collegiate Chapters:* Beta Eta (University of Florida), Gamma Lambda (Florida State University), Epsilon Chi (Georgia Southern University), Theta Sigma (University of Central Florida), and Kappa Pi (University of North Florida).

*Inactive Collegiate Chapters:* Kappa Chi (Savannah State University).

*Alumni Chapters Franchised for 12-13:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 11-12:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 10-11:* Central Florida, Jacksonville and Tallahassee.

*Alumni Chapters Franchised for 09-10:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 08-09:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 07-08:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 06-07:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 05-06:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 04-05:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 03-04:* Central Florida and Jacksonville.

*Alumni Chapters Franchised for 02-03:* None.

*Alumni Chapters Franchised for 01-02:* None.

- b. Central Gulf Region, to comprise the state of Mississippi south of US Hwy 82 from the Mississippi River to the Alabama border; the state of Alabama; and the portion of the state of Florida west of the Apalachicola River (in the Central Time Zone).

*Active Collegiate Chapters:* Alpha Sigma (University of Alabama), Beta Lambda (Auburn University), Gamma Tau (University of Southern Mississippi), Eta Kappa (Troy State University), Eta Upsilon (University of West Florida), and Lambda Rho (University of West Alabama).

*Inactive Collegiate Chapters:* Gamma Delta (Mississippi State University) and Zeta Iota (Mississippi College).

*Alumni Chapters Franchised for 12-13:* Birmingham and Pensacola-Northwest Florida.

*Alumni Chapters Franchised for 11-12:* Birmingham.

*Alumni Chapters Franchised for 10-11:* Birmingham.

*Alumni Chapters Franchised for 09-10:* Birmingham.

*Alumni Chapters Franchised for 08-09:* Birmingham.

*Alumni Chapters Franchised for 07-08:* Birmingham.

*Alumni Chapters Franchised for 06-07:* Birmingham and Hattiesburg-South Mississippi.

*Alumni Chapters Franchised for 05-06:* Birmingham and Hattiesburg-South Mississippi.

*Alumni Chapters Franchised for 04-05:* Birmingham, Greater West Alabama, and Hattiesburg-South Mississippi.

*Alumni Chapters Franchised for 03-04:* Birmingham and Greater West Alabama.

*Alumni Chapters Franchised for 02-03:* Birmingham and Greater West Alabama.

*Alumni Chapters Franchised for 01-02:* Birmingham, Emerald Coast/Pensacola, and Greater West Alabama.

- c. Mid-Atlantic Region, to comprise the chapters in the state of North Carolina and the state of Virginia south of Interstate Highway 64, but including the metropolitan areas of Charlottesville and Richmond.

*Active Collegiate Chapters:* Alpha Lambda (University of North Carolina-Chapel Hill), Zeta Upsilon (Virginia Polytechnic Institute and State University), Eta Omega (Virginia Commonwealth University), Iota Omega (University of North Carolina-Greensboro), Kappa Nu (Longwood College), Nu Chi (Lynchburg College), Xi Sigma (Wingate University), and Omicron Pi (Radford University).

*Inactive Collegiate Chapters:* Alpha Xi (University of Virginia), Beta Delta (North Carolina State University), Gamma Nu (Wake Forest University), Delta Zeta (East Carolina University), and Iota Xi (Winston-Salem University).

*Alumni Chapters Franchised for 12-13:* None.

*Alumni Chapters Franchised for 11-12:* Central Virginia.

*Alumni Chapters Franchised for 10-11:* Central Virginia and Raleigh/Durham.

*Alumni Chapters Franchised for 09-10:* Central Virginia and Raleigh/Durham.

*Alumni Chapters Franchised for 08-09:* Central Virginia and Greensboro.

*Alumni Chapters Franchised for 07-08:* Central Virginia, Greensboro, and Raleigh/Durham.

*Alumni Chapters Franchised for 06-07:* Central Virginia and Greensboro.

*Alumni Chapters Franchised for 05-06:* Central Virginia and Greensboro.

*Alumni Chapters Franchised for 04-05:* Central Virginia and Greensboro.

*Alumni Chapters Franchised for 03-04:* Central Virginia and Charlotte.

*Alumni Chapters Franchised for 02-03:* Central Virginia and Charlotte.

*Alumni Chapters Franchised for 01-02:* Central Virginia, Piedmont, and Raleigh-Durham/Research Triangle.

- d. Mid-South Region, to comprise the chapters in the state of Kentucky (except the Cincinnati metropolitan area counties Kenton, Campbell, and Boone); the state of Tennessee; and the state of Mississippi north of US Hwy 82 from the Mississippi River to the Alabama border.

*Active Collegiate Chapters:* Alpha Zeta (University of Tennessee), Epsilon Psi (Christian Brothers University), Zeta Theta (Western Kentucky University), and Kappa Psi (Bellarmine University).

*Inactive Collegiate Chapters:* Eta (University of Kentucky), Omicron (Vanderbilt University), Alpha Phi (University of Mississippi), Gamma Zeta (University of Memphis), and Delta Xi (East Tennessee State University).

*Alumni Chapters Franchised for 12-13:* Louisville and Memphis.

*Alumni Chapters Franchised for 11-12:* Johnson City, Louisville, and Memphis.

*Alumni Chapters Franchised for 10-11:* Johnson City, Louisville, and Memphis.

*Alumni Chapters Franchised for 09-10:* Johnson City, Knoxville, Louisville, Memphis and Nashville Area.

*Alumni Chapters Franchised for 08-09:* Knoxville, Louisville, and Nashville Area.

*Alumni Chapters Franchised for 07-08:* Knoxville, Louisville, and Nashville.

*Alumni Chapters Franchised for 06-07:* Knoxville, Louisville, and Nashville.

*Alumni Chapters Franchised for 05-06:* Knoxville and Louisville.

*Alumni Chapters Franchised for 04-05:* Louisville.

*Alumni Chapters Franchised for 03-04:* Louisville.

*Alumni Chapters Franchised for 02-03:* Louisville.

*Alumni Chapters Franchised for 01-02:* Louisville.

- e. South Atlantic Region, to comprise the chapters in the southern portion of Florida (south of a line from Melbourne to Spring Hill), the Virgin Islands, Cuba, Haiti, the Dominican Republic, Jamaica, Puerto Rico, and the remaining islands in the Caribbean Sea.

*Active Collegiate Chapters:* Beta Omega (University of Miami), Delta Iota (Florida Southern College), Epsilon Rho (University of Tampa), Zeta Phi (Florida Atlantic University), Theta Phi (University of South Florida), Xi Omega (Florida International University), and Pi Upsilon (University of South Florida-Polytechnic).

*Inactive Collegiate Chapters:* Mu Sigma (Barry University).

*Alumni Chapters Franchised for 12-13:* Tampa Bay.

*Alumni Chapters Franchised for 11-12:* Tampa Bay.

*Alumni Chapters Franchised for 10-11:* Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 09-10:* West Palm Beach.

*Alumni Chapters Franchised for 08-09:* Boca Raton and West Palm Beach.

*Alumni Chapters Franchised for 07-08:* Boca Raton, Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 06-07:* Boca Raton, Miami, Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 05-06:* Boca Raton, Miami, Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 04-05:* Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 03-04:* Tampa Bay and West Palm Beach.

*Alumni Chapters Franchised for 02-03:* Tampa Bay.

*Alumni Chapters Franchised for 01-02:* Tampa Bay.

- f. Southeastern Region, to comprise the chapters in the state of Georgia north of US Hwy 280 from Columbus to Claxton and northwest of US Hwy 301 from Claxton to the South Carolina border; and the state of South Carolina.

*Active Collegiate Chapters:* Kappa (Georgia State University), Pi (University of Georgia), Alpha Tau (Mercer University), Beta Gamma (University of South Carolina), Iota Mu (Georgia College and State), Kappa Tau (Clemson University), Nu Pi (Kennesaw State University), and Omicron Upsilon (Francis Marion University).

*Inactive Collegiate Chapters:* Zeta Lambda (Georgia Institute of Technology) and Theta Mu (Columbus College).

*Alumni Chapters Franchised for 12-13:* Atlanta and Columbia.

*Alumni Chapters Franchised for 11-12:* Atlanta and Columbia.

*Alumni Chapters Franchised for 10-11:* Atlanta and Columbia.

*Alumni Chapters Franchised for 09-10:* Atlanta and Columbia.

*Alumni Chapters Franchised for 08-09:* Atlanta and Columbia.

*Alumni Chapters Franchised for 07-08:* Atlanta and Columbia.

*Alumni Chapters Franchised for 06-07:* Atlanta and Columbia.

*Alumni Chapters Franchised for 05-06:* Atlanta and Columbia.

*Alumni Chapters Franchised for 04-05:* Atlanta.

*Alumni Chapters Franchised for 03-04:* Atlanta.

*Alumni Chapters Franchised for 02-03:* Atlanta.

*Alumni Chapters Franchised for 01-02:* Atlanta.

#### Western Province

- a. Bay Area Region, to comprise chapters in Monterey, San Benito, Santa Cruz, San Mateo, San Francisco, Santa Clara, Alameda, Contra Costa, Solano, Marin, Napa, Sonoma, Lake and Mendocino Counties of California.

*Active Collegiate Chapters:* Rho (University of California-Berkeley), Gamma Xi (Santa Clara University), Gamma Omicron (University of San Francisco), Delta Omicron (San Francisco State University), Zeta Tau (Cal State University-Hayward), Theta Chi (San Jose State University), and Pi Chi (University of California - Santa Cruz).

*Inactive Collegiate Chapters:* Zeta Rho (Menlo College).

*Alumni Chapters Franchised for 12-13:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville) and Santa Clara Silicon Valley.

*Alumni Chapters Franchised for 11-12:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville) and Santa Clara Silicon Valley.

*Alumni Chapters Franchised for 10-11:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville) and San Francisco Golden Gate.

*Alumni Chapters Franchised for 09-10:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville), San Francisco Golden Gate, and Santa Clara Silicon Valley.

*Alumni Chapters Franchised for 08-09:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville), San Francisco Golden Gate, and Santa Clara Silicon Valley.

*Alumni Chapters Franchised for 07-08:* EAST BAY (Emeryville Antioch San Ramon Tracy Berkeley Albany Yountville), San Francisco Golden Gate, and San Francisco/Silicon Valley.

*Alumni Chapters Franchised for 06-07:* None.

*Alumni Chapters Franchised for 05-06:* None.

*Alumni Chapters Franchised for 04-05:* None.

*Alumni Chapters Franchised for 03-04:* None.

*Alumni Chapters Franchised for 02-03:* Silicon Valley.

*Alumni Chapters Franchised for 01-02:* Alcatraz and Silicon Valley.

- b. Desert Mountain Region, to comprise chapters in Arizona, New Mexico, the southern portion of Nevada (south of a line from Highway 58 at the California-Nevada state line and proceeding due east to the city of Mesquite, Nevada), the area of Texas in the Mountain Time Zone and the Mexican states of Sonora and Chihuahua.

*Active Collegiate Chapters:* Gamma Iota (University of New Mexico), Gamma Phi (University of Texas-El Paso), Gamma Psi (University of Arizona), Gamma Omega (Arizona State University), Epsilon Upsilon (New Mexico State University), and Zeta Omega (Northern Arizona University).

*Inactive Collegiate Chapters:* Epsilon Eta (Eastern New Mexico University) and Mu Nu (University of Nevada-Las Vegas).

*Alumni Chapters Franchised for 12-13:* Phoenix-Thunderbird.

*Alumni Chapters Franchised for 11-12:* El Paso and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 10-11:* Phoenix-Thunderbird.

*Alumni Chapters Franchised for 09-10:* Albuquerque High Desert, El Paso, and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 08-09:* Albuquerque High Desert, El Paso, Las Vegas and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 07-08:* Albuquerque High Desert, El Paso, Las Vegas, Phoenix-Thunderbird, and Tucson Old Pueblo.

*Alumni Chapters Franchised for 06-07:* Albuquerque High Desert, El Paso, and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 05-06:* Albuquerque High Desert and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 04-05:* Albuquerque High Desert and Phoenix-Thunderbird.

*Alumni Chapters Franchised for 03-04:* Phoenix-Thunderbird.

*Alumni Chapters Franchised for 02-03:* Phoenix-Thunderbird.

*Alumni Chapters Franchised for 01-02:* Phoenix-Thunderbird.

- c. Northwestern Region, to comprise the following geographic areas: Oregon, Washington, Idaho, Alaska, British Columbia, Alberta, Saskatchewan, the Northwest Territories, and the Yukon.

*Active Collegiate Chapters:* Omicron Psi (Washington State University)

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 12-13:* Seattle- Pacific Northwest.

*Alumni Chapters Franchised for 11-12:* Seattle- Pacific Northwest.

*Alumni Chapters Franchised for 10-11:* Seattle- Pacific Northwest.

*Alumni Chapters Franchised for 09-10:* None.

*Alumni Chapters Franchised for 08-09:* None.

*Alumni Chapters Franchised for 07-08:* Seattle- Pacific Northwest.

*Alumni Chapters Franchised for 06-07:* None.

*Alumni Chapters Franchised for 05-06:* None.

*Alumni Chapters Franchised for 04-05:* None.

*Alumni Chapters Franchised for 03-04:* None.

*Alumni Chapters Franchised for 02-03:* None.

*Alumni Chapters Franchised for 01-02:* None.

- e. Pacific Coast Region, to comprise chapters in San Diego, Riverside, Orange, San Bernardino, and Imperial Counties of California, the Pomona Valley area of Los Angeles County (specifically the cities of Claremont, Diamond Bar, La Verne, Montclair, Ontario, Pomona, and San Dimas), and the Mexican states of Baja California North and Baja California South.

*Active Collegiate Chapters:* Eta Chi (California Polytechnic State University-Pomona), Iota Pi (San Diego State University), Lambda Pi (University of San Diego), Lambda Sigma (California State University-Fullerton), Lambda Chi (University of California-Riverside), Xi Pi (University of Redlands), Omicron Sigma (University of California-San Diego), and Pi Sigma (University of California-Irvine).

*Inactive Collegiate Chapters:* None

*Alumni Chapters Franchised for 12-13:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 11-12:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 10-11:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 09-10:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 08-09:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 07-08:* Inland Empire and Orange County.

*Alumni Chapters Franchised for 06-07:* Inland Empire and Orange County.

*Alumni Chapters Franchised for 05-06:* Inland Empire and Orange County.

*Alumni Chapters Franchised for 04-05:* Inland Empire and Orange County.

*Alumni Chapters Franchised for 03-04:* Inland Empire, Orange County, Riverside, and San Diego.

*Alumni Chapters Franchised for 02-03:* Inland Empire, Orange County, and San Diego.

*Alumni Chapters Franchised for 01-02:* Inland Empire, Orange County, and San Diego.

- e. Rocky Mountain Region, to comprise chapters in Montana, Wyoming, Utah and Colorado.

*Active Collegiate Chapters:* Alpha Nu (University of Denver), Alpha Rho (University of Colorado-Boulder), Mu Rho (Colorado State University), Mu Chi (University of Colorado-Colorado Springs), and Nu Phi (University of Northern Colorado).

*Inactive Collegiate Chapters:* Sigma (University of Utah), Zeta Kappa (Western State College), and Eta Lambda (Weber State College).

*Alumni Chapters Franchised for 12-13:* Colorado Springs and Denver.

*Alumni Chapters Franchised for 11-12:* Colorado Springs and Denver.

*Alumni Chapters Franchised for 10-11:* Colorado Springs and Denver.

*Alumni Chapters Franchised for 09-10:* Colorado Springs and Denver.

*Alumni Chapters Franchised for 08-09:* Colorado Springs and Denver.

*Alumni Chapters Franchised for 07-08:* Denver.

*Alumni Chapters Franchised for 06-07:* Denver.

*Alumni Chapters Franchised for 05-06:* Denver.

*Alumni Chapters Franchised for 04-05:* Denver.

*Alumni Chapters Franchised for 03-04:* Denver.

*Alumni Chapters Franchised for 02-03:* Denver.

*Alumni Chapters Franchised for 01-02:* Denver and Rocky Mountain.

- f. Sierra Nevada Region, to comprise chapters in Northern California and Nevada east of a line beginning at the Monterey-Fresno County lines, north of a line beginning at the Tulare-Kern County lines, west of the Nevada-Wyoming State line and south of the California-Oregon State line.

*Active Collegiate Chapters:* Delta Pi (University of Nevada-Reno), Epsilon Theta (California State University-Chico), Epsilon Phi (California State University-Sacramento), Iota Phi (California State University-Fresno), Lambda Mu (University of the Pacific), and Nu Rho (University of California-Davis).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 12-13:* Fresno CenCal, Reno Sierra Nevada, and Sacramento Valley.

*Alumni Chapters Franchised for 11-12:* Fresno CenCal, Reno Sierra Nevada, and Sacramento Valley.

*Alumni Chapters Franchised for 10-11:* Fresno CenCal, Reno Sierra Nevada, and Sacramento Valley.

*Alumni Chapters Franchised for 09-10:* Fresno CenCal, Reno Sierra Nevada, and Sacramento Valley.

*Alumni Chapters Franchised for 08-09:* Fresno-CenCal, Reno Sierra Nevada, and Sacramento Valley.

*Alumni Chapters Franchised for 07-08:* Sacramento Valley.

*Alumni Chapters Franchised for 06-07:* Chico.

*Alumni Chapters Franchised for 05-06:* Chico, Fresno-Central Valley and Sacramento Valley.

*Alumni Chapters Franchised for 04-05:* Sacramento Valley.

*Alumni Chapters Franchised for 03-04:* Sacramento Valley and Sierra Nevada.

*Alumni Chapters Franchised for 02-03:* Fresno-Central Valley, Sacramento Valley, and Sierra Nevada.

*Alumni Chapters Franchised for 01-02:* Fresno and Sierra Nevada.

- g. South Pacific Region, to comprise chapters located in Hawaii, and San Luis Obispo, Kern, Santa Barbara, Ventura, and Los Angeles (excluding the Pomona Valley area) Counties in the state of California.

*Active Collegiate Chapters:* Phi (University of Southern California), Delta Sigma (Loyola-Marymount University), Iota Upsilon (California State University-Northridge), Kappa Mu (California Polytechnic State University-San Luis Obispo), Lambda Phi (California State University-Long Beach), Lambda Psi (University of Hawaii-Hilo), Xi Omicron (University of California-Los Angeles), Rho Sigma (University of California-Santa Barbara), and Rho Upsilon (Pepperdine University).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 12-13:* Hawaii, Los Angeles, and San Gabriel Valley.

*Alumni Chapters Franchised for 11-12:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 10-11:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 09-10:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 08-09:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 07-08:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 06-07:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 05-06:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 04-05:* Hawaii and Los Angeles.

*Alumni Chapters Franchised for 03-04:* Hawaii, Los Angeles, and Pier 9-Long Beach.

*Alumni Chapters Franchised for 02-03:* Hawaii, Los Angeles, and Pier 9-Long Beach.

*Alumni Chapters Franchised for 01-02:* Hawaii, Los Angeles, and Pier 9-Long Beach.

## P. CONFERENCES

Conferences of collegiate and alumni chapters may be held in addition to meetings of the Grand Chapter. The Executive Director is in charge of the planning, organization, administration, and all other aspects of Fraternity conferences. The Board of Directors may establish rules and regulations for the conduct of such conferences. The

purposes of these meetings focus on providing direction, motivating leadership, providing educational material, fraternal fellowship, and encouraging involvement consistent with the purpose of this Fraternity.

#### Policy 1. Provincial Conferences—

##### A. Location & Dates:

1. The Provincial Vice President will give the Executive Director a list of two or three cities and at least three dates for consideration for the Provincial Conference no later than 18 months prior to the event date. These cities and dates will be determined by majority vote of the respective Provincial Councils and are subject to those policies determined by the Board of Directors under Policy O.9. “Annual Meeting Selection.”
2. The Executive Director will then find the best possible facility and cost no later than 12 months (as permitted by hotel and conference facilities) before the Conference; in consultation with the Provincial Vice President and in accordance with the order of date selection granted that Province via annual lottery.
3. A site inspection should be made by either a Central Office representative, Provincial Vice President or appointed designee before contracts are finalized. Any such inspections by the Provincial Vice President will be paid from his or her expense budget, as allocated by the Province.
4. Contracts will be signed by the Executive Director no later than 11 months before the Conference. (The Executive Director may sign Provincial Conference contracts at any time with Provincial Council approval and consensus agreement of the Grand President and Executive Director.)
5. The Provincial Vice President will be named as a contact for the hotel at the Provincial Conference. In the event a Central Office staff member is unable to attend, the facility will then have a contact person onsite.

##### B. Registration:

1. Reasonable and fair registration fees will be decided upon jointly by the Provincial Vice President and Executive Director. Such fee shall cover all costs associated with the Conference including postage, printing, entertainment, food, tax, gratuity, speaker fees, rooms for speakers, leaders and staff rooms, travel, meals & expenses.
2. Registration fees are to be established for the Provincial Conferences to “break even” at no more than three-fourths of expected attendance based on history, location, venue, etc. Each Provincial Conference registration fee must be able to meet all expenses for that Conference.
3. The Central Office will handle pre-registration with regular updates to the Provincial Vice President and Regional Vice Presidents.
4. Various registration rates may be offered, with the regular registration period ending no less than three weeks prior to the Conference. Additional onsite (late) fees in an amount not to exceed 50% of the regular registration fee will be assessed after the deadline. The amount of late fees will be decided by the Executive Director.
5. A standard registration form created by the Central Office will be used for all Conferences. Variables from conference to conference will be communicated via promotions and communications, including flyers, web site and/or e-mail.
6. A Central Office staff member will handle onsite registration. Volunteers may also be asked to assist.

##### C. Conference Programming:

1. The Conference program, including professional, service and social activities, will be developed by the Executive Director in conjunction with the Provincial Vice President.

2. Programming focus for the Provincial Conferences will be determined by the Board of Directors in conjunction with the Executive Director prior to the events.
3. The educational programming curriculum will be developed by the education and communication staff, in conjunction with the Executive Director and Board of Directors, to meet the variety of needs of conference attendees.
4. All contracts, including live music, DJs, and speaker fees/expenses (honorariums, speaking fees, lodging costs, meal expenses, airline tickets and other transportation costs) must be reviewed and signed by the Executive Director.

D. Meals:

1. The Executive Director and Provincial Vice President will jointly determine the menu for all meals in conjunction with budget parameters. Meal guarantees will be made by the Executive Director after consulting with the Provincial Vice President.
2. The Central Office will create and provide a banquet program for the Conference. All information to be included in the banquet program must be submitted to the Central Office no later than six weeks prior to the Conference. If no information is given, a standard program will be used.
3. All catering contracts must be reviewed and signed by the Executive Director.

E. Publicity:

1. It will be the joint responsibility of the Provincial Vice President, any Regional Vice Presidents and Central Office to promote the Conference.
2. The Central Office will send registration materials to all collegiate and alumni chapters beginning no later than eight months prior to the Conference. Promotions on the Fraternity web site will also be provided. The Central Office will also send registration materials to Golden Council members, the Board of Directors, Leadership Foundation Board of Trustees, Provincial Councils and any other addresses reasonably submitted by the Provincial Vice President.
3. The Provincial Vice President will submit a list of additional names and addresses that should receive Conference information to the Executive Director no later than three months prior to the Conference.

F. Accounting:

1. A budget will be created jointly by the Provincial Vice President and Executive Director no later than nine months before the Conference.
2. Significant Provincial Conference budget increases must be approved by the Executive Director. If significant items are not budgeted for and the Conference results in a loss, the unbudgeted items will not be reimbursed to the Provincial Vice President or Province.
3. The Central Office will do all accounting.
4. Onsite registration will be done by a Central Office staff member. In the unlikely event a Central Office staff member is unable to attend the Conference, the Provincial Vice President will oversee onsite registration. All onsite registration money collected by the Provincial Vice President, along with a list of names associated with the fees, must be sent to the Executive Director within 48 hours of the end of the Conference.

5. Provincial Vice Presidents must submit all expenses within 30 days after the Conference for consideration of reimbursement.
6. Any receipts turned in by the Provincial Vice President for costs previously included in the budget will be paid within 14 days of receipt at the Central Office.
7. The cost of two Central Office staff member's accommodations, meals, and travel expenses, as identified in the Conference budget, will be covered by Conference fees.
8. Provincial Vice Presidents will receive a complimentary registration, but must submit a registration form to their respective Provincial Conference. Cancellations must occur at least five working days before the Conference or they will be billed for the full registration fee. Registration costs, equal to the scheduled meal costs, for these attendees will be included in the Conference budget. Expenses related to lodging, travel, non-scheduled meals and other expenses for Provincial Vice Presidents for their own Provincial Conference may be covered (if at all) by funds allocated by the Provincial Council or in the Conference budget. Any such actual expenses budgeted for in the Conference budget that would result in an overall loss to the conference will be removed from the Conference budget and will be covered by other Province funds. Expense reports are due to the Central Office within 30 days after the Conference for consideration of reimbursement (See "Finances and Investments", Policy 16 "Reimbursement").
9. Regional Vice Presidents will receive a complimentary registration, but must submit a registration form to their respective Provincial Conference. Cancellations must occur at least five working days before the Conference or they will be billed for the full registration fee. Registration costs, equal to the scheduled meal costs, for these attendees will be included in the Conference budget. Expenses related to lodging, travel, non-scheduled meals and other expenses for Regional Vice Presidents for their own Provincial Conference may be covered (if at all) by funds allocated by the Provincial Council or in the Conference budget. Any such actual expenses budgeted for in the Conference budget that would result in an overall loss to the conference will be removed from the Conference budget and will be covered by other Province funds. Expense reports are due to the Provincial Vice President within 30 days after the Conference for consideration of reimbursement, with reimbursement made within 60 days following the Conference if approved and forwarded to the Central Office by the Provincial Vice President. (See "Finances and Investments", Policy 16 "Reimbursement").
10. The District Director and/or Chapter Advisor recognized for each chapter by the National Fraternity, and/or educational session presenters may be offered a discounted registration fee with concurrence of the Provincial Vice President and Executive Director. This discount does not apply to any other "advisors" elected or appointed by any collegiate or alumni chapter or Grand Officer. Cancellations must occur at least five working days before the Conference or they will be billed for the full registration fee. The discounted portion of the fees (if applicable) for these attendees will be included in the Conference budget.
11. National officers and other volunteer leaders attending a Provincial Conference outside their own province must pay a Conference fee. The Conference fee will not be discounted. Such costs may be reimbursed to Regional Vice Presidents only on approval of the Provincial Vice President; and to Provincial Vice Presidents only as provincial budgets allow. Other Board members will receive reimbursement from their national expense allotment. (See "Finances", policy 16 "Reimbursement")
12. If any financial loss from a Conference is experienced, it will be the responsibility of the respective Provincial Council to cover the cost of the loss – be it by allocating the loss among the chapters of the Province; reallocating funds in the Provincial budget; or utilizing any provincial reserves. Full payment will be due to the Central Office within 90 days of the Conference finances being published. If extenuating circumstances (such as airline or hotel strikes/arbitration or acts of God) result in a significant change to the Conference, at the discretion of the Board of Directors, the Province may be held liable for only a partial extent of the loss. Losses will be reviewed and assessed by the Board of Directors on a case-by-case basis.
13. Any surplus of funds from any of the Conferences (after all expenses for that Conference have been processed) will be held by the Central Office for use as requested by the respective Provincial Councils.

The funds may be carried over to subsequent fiscal years. The National Fraternity will retain any interest generated by such funds.

G. General:

1. The Executive Director referred to above may be either the Executive Director or an appointed Central Office staff member with the exception of contract execution. All contracts must be signed by the Executive Director.
2. Ideally, cost shall be as economical as possible for registration, banquet, other meals and hotel costs. The whole objective is to get as many collegiate and alumni members as possible to attend at the best value possible. Budgeting is to be based on break-even planning as per policy.
3. Programming for the Conference will be such that collegians and alumni alike will gain from the educational experience.
4. The Grand President will resolve disputes during the planning and execution of a Provincial Conference between the Provincial Vice President and Executive Director. Complex issues may be solved by vote of the Board of Directors.

H. Additional Provincial, Regional and Area Events:

Additional provincial, regional or area events may be held at the discretion of the Board of Directors and Provincial Councils. The Central Office *may* assist in promotion, planning and programming of any such event. The Executive Director must approve any event requiring a contract to be signed for facility space. A financial statement of the event must be received at the Central Office within one month of the event. If no financial statement is received, expense reimbursements may be frozen until such time the financial statement is submitted for review by the Executive Director.

Policy 2. Profit and Loss Statement—The Executive Director is required to submit a detailed Profit and Loss Statement to the Provincial Vice Presidents within 60 days after the Conferences.

Policy 3. LEAD Schools—

A. Location & Dates:

1. The Executive Director will select cities and dates for LEAD Schools no later than 18 months prior to the event dates. LEAD School dates will be in the season opposite the LEAD Provincial Conferences – usually in October and November. Even though these events are national in nature, a LEAD School will generally be planned in each Province in an effort to offer diverse locations allowing more Deltasigs to attend. Locations and dates will be considered based on locations of national events within the Province (including prior and future GCCs, LEAD Provincial Conferences and LEAD Schools) and will be discussed with the Provincial Vice Presidents in an effort to not conflict with any known large activities within the Province that may already be planned.
2. The Executive Director will then seek suitable facilities at reasonable cost no later than 12 months (as permitted by hotel and conference facilities) before the School.
3. Contracts will be signed by the Executive Director no later than 11 months before the School.

B. Registration:

1. Reasonable and fair registration fees will be budgeted by the Executive Director. Such fees shall cover all costs associated with the School including, but not limited to: promotion, printing, entertainment, food, tax, gratuity, speaker fees and costs, staff travel and expenses, security, attendee materials and shipping.

2. Registration fees are to be established for the LEAD Schools to collectively “break even” at no more than three-fourths of expected attendance based on history, location, venue, etc. The combination of the LEAD School registration fees for a given year is targeted to meet all expenses for those combined events. (Any particular school may have a budgeted loss; but collectively the budget must be break even.)
3. The Central Office staff will handle pre-registration with regular updates to the Board of Directors and Regional Vice Presidents.
4. Various registration rates may be offered, with the regular registration period ending no less than four weeks prior to the School. Additional onsite (late) fees in an amount not to exceed 50% of the regular registration fee will be assessed after the deadline. The amount of late fees will be decided by the Executive Director.
5. A standard registration form created by the Central Office staff will be used for all Schools. Variables from event to event will be communicated via promotions and communications, including flyers, website and/or e-mail.
6. A Central Office staff member will normally oversee onsite registration unless in unusual circumstances. Volunteers may also be asked to assist.

C. Programming:

1. The LEAD School agenda will be developed by the Executive Director. Because LEAD Schools are intended to be a lower-cost educational training option, event programming will be planned on Saturday from approximately 8:00 a.m. – 6:00 p.m. with lunch included. No dinner, banquets or evening social activities will be budgeted or planned by the Executive Director. With advance approval of the Executive Director, additional activities pre- and post- event may be planned by local chapters or leadership, with all planning, revenues and expenses to be managed by said individuals, which may or may not involve any resources from the Central Office.
2. Programming focus for the LEAD Schools will be determined by the Board of Directors in conjunction with the National Professional Development Committee and Executive Director no less than six months prior to the Schools and will have similarities of programming among the events.
3. The educational programming curriculum will be developed by staff and National Professional Development Committee, in conjunction with the Executive Director and Board of Directors, to meet the variety of needs of attendees.
4. Speaker contracting and selection will be handled by the Executive Director, in concert with the location’s respective Provincial Vice President in an effort to utilize some local resources for presentations as feasible.
5. All contracts, including live music, DJs, and speaker fees/expenses (honorariums, speaking fees, lodging costs, meal expenses, airline tickets and other transportation costs) must be reviewed and signed by the Executive Director.
6. As national events, members of the Board of Directors will serve as emcee for the events. The Grand President and Provincial Vice Presidents will work in concert to determine who will lead the efforts at the various LEAD Schools – it may be them, another Board member, staff, or a combination of people to achieve the best results.
7. Provincial Vice Presidents will manage the onsite chapter merchandise sales needs in concert with staff, and will coordinate efforts between their Provincial Community Service Chair and the National Community Service Chair to host an onsite service activity (if desired) at each School.

D. Meals:

1. The Executive Director will determine the menu for all meals in conjunction with budget parameters. Meal guarantees will be made by the Executive Director per contracted guidelines.
2. All catering contracts must be reviewed and signed by the Executive Director.

E. Publicity:

1. It will be the joint responsibility of the Central Office staff, Board, and Regional Vice Presidents to promote the School.

F. Accounting:

1. A budget will be created by the Executive Director no later than 12 months before the School – and will be presented to the Board of Directors for approval.
2. Central Office staff will do all accounting.
3. Onsite registration will be completed by a Central Office staff member. In the unlikely event a Central Office staff member is unable to attend the School, a Board member will oversee onsite registration as designated by the Executive Director. All onsite registration money collected, along with a list of names associated with the fees, must be sent to the Executive Director within 48 hours of the end of the School.
4. Any budgeted expenses not handled directly by staff must be submitted within 30 days after the School for consideration of reimbursement. (See “Finances and Investments”, Policy 16 “Reimbursement”)
5. The Grand President, Past Grand President, VP-Finance, VP-Organizational Development and Collegians of the Year may deduct the registration fee, travel expenses and meals for LEAD Schools from their expense budget.
6. Provincial Vice Presidents and Regional Vice Presidents may use funds allocated to them by their Province, as appropriate, to expense registration fees to their respective LEAD School. Usage of Provincial Budget funds for LEAD Schools outside their Province must be approved, in advance, by the Grand President.
7. Appointed District Directors, Chapter Advisors and session presenters may be offered a discounted registration fee for the LEAD Schools as determined by the Board of Directors and approved in the budget. This discount does not apply to local advisors.
8. The Executive Director is required to make available a detailed Profit and Loss Statement to the Board within 90 days after the Schools.

G. General:

1. The Executive Director referred to above may be either the Executive Director or an appointed Central Office staff member.
2. Ideally, cost shall be as economical as possible for registration, other meals and hotel costs. The whole objective is to get as many collegiate and alumni members as possible to attend at the best value possible. Budgeting is to be based on break-even planning as per policy.
3. Programming for the School will be such that collegians and alumni alike will gain from the educational experience.

4. The Grand President will resolve disputes during the planning and execution of a LEAD School between any Board member and Executive Director. Complex issues may be solved by vote of the Board of Directors.

Policy 4. LEAD Programming - All LEAD events must include at least one session related to recruiting and another to ongoing member education in an ongoing effort to educate our membership on these topics that are essential to our livelihood. Other topics may include chapter operations, personal development, professional development, career development and other subjects applicable to the needs/wants of the attendees as may be determined otherwise by policy, the Board of Directors or its designated agents.

## Q. EXPANSION AND REACTIVATION

Refer to Bylaws Article XVI “new collegiate and alumni chapters”, in addition to the following policies.

### Policy 1. College and University Eligibility to Host a Delta Sigma Pi Chapter—

- A. **Qualified program** – The college or university must have a defined department, division, school, or college that offers the Bachelors and/or Masters degree in Business Administration, Economics, or similar business curriculum. This entity will serve as the host location for a chapter. Additional qualified programs may be approved for membership based on the qualified program policy found in Section D. of Fraternity policy. Delta Sigma Pi does not admit students in associate degree or certificate programs, nor those taking business classes in non-degree programs or business minors.
- B. **Accreditation** – The college or university must be accredited by either the Association of American Universities or one of the regional accrediting associations. Higher accreditation for a specific program is not required.
- C. **Enrollment** – At least 400 full-time undergraduate students must be regularly enrolled in the qualified program. Total business/economics enrollment less than 400 full-time undergraduate students may be considered on an individual basis. A majority vote of the Board of Directors is required to approve recognizing a colony at schools with less than 400 full-time undergraduate enrollment. Interested students or faculty may submit a request for consideration to the Central Office, which will be forwarded to the Board of Directors. The request should identify the faculty/staff support on campus, projected increases in enrollment or any other factor deemed relevant in demonstrating that a chapter on such campus will be successful.
- D. **Permission from School** –The office of the business/economics dean or equivalent must provide a written statement of permission to allow publicity materials to be distributed and informational meetings to be held for the purpose of establishing a colony and subsequently petitioning for a Delta Sigma Pi charter.
- E. **Location** – Consideration of any program over 250 miles from a currently active collegiate chapter; outside the United States or Canada; or a campus where English is not the primary language, requires a special review by the Board of Directors to determine if human and financial resources are available and if the program and students are likely to meet Delta Sigma Pi operational standards. A majority vote of the Board of Directors is required to approve colonization efforts at any such campus.

Policy 2. Policies and Procedures for Students/Faculty Starting a New Chapter—In addition to procedures described here, a group seeking recognition as a Delta Sigma Pi colony must also research and comply with any organizational policies on its respective campus. Also, policies 1.D. above and 2.A. below may be done simultaneously and in cooperation with campus recognition policies.

- A. **Information and Intent** – The Central Office will forward a packet of informational materials including history and recruitment documents to any interested student, faculty, business club, local fraternity, etc. for consideration and sharing with peers. Fraternity staff and/or area alumni may also arrange to conduct an informational and organizational meeting.

A “statement of intent” to start a colony and subsequently a chapter of Delta Sigma Pi must be submitted to the Central Office with the signatures of two or more interested students. Expressing intent also requires the selection of a three-letter Greek name that the newly established colony will be recognized as. The Central Office can assist with the preparation of the statement of intent and selection of a colony name. (The colony is essentially a local fraternity seeking a charter from the National Fraternity).

- B. **Communications** – The colony must correspond with the Central Office on a monthly basis by submitting various reports, as required (including Chapter Management Program reports, officer lists, etc.). Additionally, a District Director will be appointed by the Regional Vice President or Director of Chapter and Expansion Services to work with the group at the local level. The colony must maintain ongoing communications with these volunteers and the Central Office staff.
- C. **Operations & Activities** – The colony must plan and implement a variety of activities that will demonstrate they are functioning like a Delta Sigma Pi chapter. Assistance is available via manuals, forms, and instructional guides on the web site ([www.dspnet.org](http://www.dspnet.org)) and via the Central Office staff. A colony uses the same Fraternity materials as existing chapters, with the exception of ritualistic materials. Colonies may not utilize any type of rituals, nor be introduced to Delta Sigma Pi Ritual until approved for pledging and installation.
  - 1. **Officers and Members** – The colony must select officers and report them at the beginning of each school term and summer on the appropriate form provided by the Central Office. Recruitment of new members should be a continuous effort to reach 25 or more and the total membership must be reported by the end of each school term on the form provided by the Central Office. The colony may not recruit students in their term of graduation. The colony is required to obtain a Colony Advisor, who must be reported with the report of officers. Colony offices are to parallel those required of chapters in policy Section B, with the exception of the vice president-pledge education.
  - 2. **Meetings** – Weekly meetings should be held and reported monthly to the Central Office. When colony membership exceeds ten, the executive committee (officers) should begin an additional weekly meeting to plan for the colony meeting and to review the status of all objectives.
  - 3. **Activities** – The colony must plan a variety of professional events, service activities, and fundraising events and report them monthly according to procedures in CMP. Social events or other programs are not reported in CMP, but a local record should be kept for inclusion in the petition for a charter.
  - 4. **Academics** – Colony events to enhance academic performance are encouraged. Each member must be in good academic standing with the college/university with a grade point of 2.0 or higher.
  - 5. **Bylaws** – A standard set of Fraternity Colony Bylaws will be provided to each colony after a properly executed statement of intent is received. The colony must fill in the appropriate blanks and file completed Bylaws with the Central Office and if required, to the campus office of student activities. Copies should also be made available to each colony member.
- D. **Satisfying Requirements** – The colony must organize and learn to function with a few specific requirements in mind. These major requirements must be met in order to officially petition the National Fraternity for a charter.
  - 1. After submitting the official statement of intent, the colony must exist for at least one academic year from the date of the statement of intent until the proposed installation date before petitioning for a charter. Due to timing of the academic calendar and Fraternity travel schedules the one year requirement may be waived with the approval of the Grand President, Provincial Vice President for the colony and the Director of Chapter and Expansion Services. This exception can be considered if the colony is ready for installation and all other requirements have been met. A colony that does not submit a petition after two years of existence will be reviewed by the Board of Directors in order to determine whether the group should remain in existence.
  - 2. Per Bylaws Article XVI, Section 1, at the time of petitioning, the colony must have 25 or more student members. A minimum of 20 members must return to campus the two semesters or quarters following the

installation. Ideally, the group should have 40 or more students and several faculty members.

3. The colony must complete at least 8 professional activities, 6 service activities, and 2 fund raising events. Each activity must be reported via the online template according to deadlines set in the Chapter Management Program. (See the Chapter Management Program for details on professional and service activities.) Each member of the colony must have participated in one or more of each type of event to enable a colonist to pledge the Fraternity. With the approval of the pledge educator and the colony, additional events can be held during the pledge process for colonists to fulfill these membership requirements.
4. All petitioning members must be enrolled as business or economics majors and be in good academic standing with the college or university.
5. In addition to Chapter Management Program reporting requirements, the colony and District Director must submit a summary report at the end of each academic term to the Director of Chapter and Expansion Services, their Regional Vice President, and Provincial Vice President that includes the following items: membership roster, calendar of chapter meetings (along with attendance figures), and summary of recruiting events (along with attendance figures for current colony members and prospective members).
6. Starting the academic term following the colony's founding (the date the colony was officially recognized by the National Fraternity), the colony must submit colony fees to the Central Office 30 days after the beginning of each academic term of \$20 per member reported on the membership roster submitted at the end of the previous term. Should a membership roster not be submitted by the end of an academic term, colonies founded within two months of the start of an academic term will be invoiced based on the number of individuals who signed the letter of intent. Older colony groups will be invoiced for ten (10) members or the number of individuals on the membership roster the previous academic term, whichever is greater.

These fees will be applied toward charter and initiation fees owed at time of petitioning. Failure to pay fees in a timely manner will result in automatic Board review of the colony.

**NOTE: The shaded policy below, replacing 6 above, takes effect Spring 2013 academic term.**

6. Starting the fall or spring term following the colony's founding (the date the colony was officially recognized by the National Fraternity), the colony must submit colony fees to the Central Office 30 days after the beginning of each fall and spring term of \$20 per member reported on the membership roster also submitted 30 days after the beginning of each fall and spring term. Should a membership roster not be submitted within 30 days from the beginning of the fall or spring term, colonies founded within two months of the start of the fall or spring term will be invoiced based on the number of individuals who signed the letter of intent. Older colony groups will be invoiced for ten (10) members or the number of individuals on the membership roster the previous fall or spring term, whichever is greater.
- E. Applying for a Chapter Charter – When the colony believes it has fully met the requirements, the official application and request for a charter is in the form of a petition and cover letter to the National Fraternity, accompanied by payment of the charter fee, initiation fee for each member, and badge lease fee for each member. The cover letter must indicate a requested date for the installation ceremony. The petition serves as the application for a charter. It also becomes the permanent historical document for the new chapter and is forever maintained in the archives at the Central Office. The petition may first be a loose-leaf draft and upon approval may then be permanently bound. The text of each petition, cover letter and reference letters must also be provided in electronic format (at the time of petitioning) to help accelerate the approval process.
  - F. Preparation, Format, and Content of the Petition for Chapter Status – Per Bylaws Article XVI, Section 2, the petition must include a complete and accurate historical reference for all activities of the colony since its founding, as well as other supporting materials. The presentation should be in the following chronological order.

1. Table of Contents
2. Petitioning Letter – a brief statement indicating intent to obtain a Delta Sigma Pi chapter charter followed by the printed name and accompanying signature of each student and faculty colony member. Signatures are not required on the electronic version.
3. A minimum of three letters of recommendation, including one from each of the following categories (more are welcomed and encouraged):
  - a. Dean (or equivalent) of the college of business/economics and/or director of student activities (or equivalent).
  - b. Colony Advisor(s) and other faculty/administration.
  - c. Regional Vice President, District Director, and/or other Delta Sigma Pi volunteer.

These recommendation letters may be retyped by colony members, if necessary, to provide the electronic version.

4. Brief summary of college/university history about the founding, major development and growth events, and current enrollment statistics. Campus photos are desirable.
5. Brief summary of the college or department of business/economics, including all majors offered and current enrollment statistics by class standing and major. Graphs or charts are recommended. They are not required to be included in the electronic version.
6. Brief summary of the development of the colony and a complete list or description of all professional, service, fundraising, scholastic, and social events conducted by the group. This colony history must include all events for the duration of the colony's existence and not just the current term. Several group or activity photos are recommended.
7. Complete membership statistics, which include the total number of student members listed by graduation month and year; and a categorization of how many members are in each major offered by the college or department. The number of faculty participants should also be identified, as should any colony alumni who have remained supportive and desire to be initiated.
8. Member biographies - defined as an individual photo of each member with their name, major, graduation date, and any other information desired by the colony. Information usually included is member hometown, career goals, or hobbies.

Photos of campus and members are not used in the petition review or voting procedures and are not required in the loose-leaf draft (see E above) or in the electronic version of the petition. Photos, however, are extremely beneficial in creating the first historical records for the new group and are requested in the permanently bound final petition.

#### G. Petition Approval by Board of Directors –

1. After receiving both the petition and charter fee, the Central Office staff will review the petition for completeness and verify that membership and activities requirements have been satisfied. Electronic copies of the petition are sent to the twelve-member Board of Directors. The Board of Directors will be given a minimum of ten days and no greater than 14 days to cast their vote. Per Bylaws Article XVI, Section 2, a three-fourths (3/4) vote of the entire Board of Directors is required to accept the petition, authorize that official pledging may begin, and subsequently grant a new chapter charter.
2. The colony and all involved parties will be notified of the voting result by the Central Office staff. The Grand President, Provincial Vice President, Regional Vice President, and Director of Chapter and Expansion Services must discuss and agree on an installation date with the colony to ensure that sufficient national leadership is able to be present for the installation. Per Bylaws Article XVI, Section 4, the executive

director has ultimate authority to select the date, and it must be no more than six months from the date of petition approval.

#### H. Pledging –

1. Once the petition for chapter status is approved by the Board of Directors, an installation date is set by the colony president, Grand President and Executive Director (usually via the Director of Chapter and Expansion Services). A Pledging Ceremony is then conducted at least 30 days prior to the installation date, at a date agreed upon by the colony president and Director of Chapter and Expansion Services. Any available Fraternity member, usually the District Director, may conduct the ceremony. More than one Pledging Ceremony may be conducted, if needed, to accommodate all collegiates.
2. Faculty candidates for membership are not required to attend the Pledging Ceremony (or pledge education program), but may be invited to do so at their election.
3. Alumni members of a petitioning group (such as a local fraternity or members of a colony who have graduated before installation of the chapter) are eligible to become members at installation per Bylaws Article XVI, Section 5. Unless they choose otherwise (or are not approved by the Grand President), such colony alumni will only participate in Part II of the Initiation Ritual and will be noted as Honorary Initiates on their member records. They will pay the collegiate initiation fees. The Grand President may reject an application for this process based on the individual's record of involvement during the colonization process.

Any alumni members of the petitioning group who are not initiated at the time of the installation may be considered for initiation as an honorary member of the chapter at a later date, via the normal process.

4. The pledge education program for the colony will be prepared by the Director of Chapter and Expansion Services and must be at least 30 days in length, concluding with initiation and chapter installation. The pledge education program is administered by the colony pledge educator (see Policy 3.C. below). The Director of Chapter and Expansion Services will ensure that program materials, membership applications, jewelry or any other needed items are provided to the designated colony pledge educator.

#### I. Colony and Individual Fees –

1. A charter fee established by the Board of Directors (see “finances” policy) is charged to petitioning groups. The fee reflects earnestness on the part of the petitioners and is designed to establish sound financial management by encouraging the development of fundraising programs, a treasury, corporate and/or school support, etc. Funds for the fee may be collected through fundraising efforts, from the school (Dean's office, student activities) or from corporate sponsors and contributions.

In the event that a petition is not approved, one-half of the charter fee will be returned to the colony. If the same colony petitions again within a two-year period, the charter fee will be one-half of the then current full fee.

2. An initiation fee and badge lease are required for each collegiate, faculty and honorary initiate. These fees and badge leases are individually paid to the colony and the colony pays the total to the Fraternity at the time of petitioning for a charter. The fees are identical to those of any other initiate and are found in the “finances” policies.
3. Some installation costs are at the discretion of and the responsibility of the colony. A celebratory banquet is held following the first initiation and the colony (or each member) is responsible for the cost. All attendees (colony members, family, friends, etc.) must be charged an appropriate registration fee, or such costs must be paid from the colony treasury. If the colony desires music, decorations, or any other items at or after the banquet, they assume responsibility for payment of those items. The colony is responsible for all hotel or other meeting location arrangements including meal selection, room costs, payments, etc. The colony is

encouraged to submit any necessary contracts to the Executive Director for advice and suggestions before signing them. It is generally advisable to keep the banquet and related costs as low as possible.

4. Membership dues are not assessed to colony members, nor to new initiates in the same term as their initiation. Commencing the first academic term following installation, member dues are assessed consistent with dues to all other collegiate members. Membership dues are set by the Board of Directors and are listed in the “finances” policies. Dues are never assessed to faculty or honorary initiates and after initiation, they assume the Fraternity status of alumni. Local student dues are at the discretion of the local colony or chapter. Membership is for life, however there are no national dues for alumni members. Alumni chapters may assess local dues at their discretion.

J. **Supplies and Recognition** – Upon installation, a number of items are provided to the new chapter at no cost. These include:

- a. A framed charter with the names of each new member inscribed upon it.
- b. A plaque to record all the winners of the Delta Sigma Pi Scholarship Key Award.
- c. Eight copies of the Fraternity’s Ritual book.
- d. A gavel engraved with the chapter name and installation date.
- e. A guest registry and programs for the installation ceremonies.
- f. A supply of pledge pins, recruiting materials, and any other reporting forms, operations manuals or other resource materials not available from the Fraternity web site.

### Policy 3. Policies and Procedures for Volunteers and Staff Assisting a Colony—

- A. **District Director** – A colony should have a District Director to aid in its development, usually appointed by the Regional Vice President. If a District Director is not appointed by the Regional Vice President within 15 days of colony recognition, one may be appointed by the Provincial Vice President. If the Provincial Vice President does not appoint a District Director within an additional 15 day time period, one may be appointed by the Director of Chapter and Expansion Services. The term of office is the same as chapter District Directors -- one year expiring on June 30. A District Director may be re-appointed for additional terms.
- B. **Advisors** – The colony must elect a Colony Advisor in accordance with the “Chapter Advisor” qualifications and duties found under “Collegiate Chapters.”
- C. **Colony Pledge Educator** – An alumni member of the Fraternity, agreed upon by the Regional Vice President and Provincial Vice President, in consultation with the Director of Chapter and Expansion Services, administers the pledge education program for a colony after its petition has been approved. The Regional Vice President has ultimate authority to select the individual. The colony pledge educator may be the Colony Advisor or District Director, but is not necessarily so.
- D. **Initiation Preparation and Roles** – Per Bylaws Article XVI, Section 4, the Grand President, or such other grand officer(s) as he or she may designate, is in charge of the installation.
  1. The Director of Chapter and Expansion Services is responsible for coordinating the needed space and room arrangements for initiation and for reserving a block of sleeping rooms at a hotel for brothers and guests traveling to the event, once a tentative date for the installation is established. The Director of Chapter and Expansion Services is also responsible for ensuring that Fraternity regalia, badges, and any other necessary items are available for the ceremonies.
  2. The Regional Vice President and Provincial Vice President are responsible for planning and implementing Part I of initiation, utilizing additional alumni as needed.

3. Part II of initiation is coordinated by the Director of Chapter and Expansion Services and the Grand President. (In the absence of the Grand President, the designated Provincial Vice President or Past Grand President will fulfill the duties). Additional assistance for Part II is coordinated by the Director of Chapter and Expansion Services, usually utilizing collegiate members from nearby chapters, at his or her discretion. All chapters and members invited to assist with the ceremonies must be in good standing with the Fraternity, unless otherwise approved by the Grand President.
  4. The collegiate chapters assisting with Part II will receive mileage reimbursement at the current IRS rate if greater than \$10.00 or travel is greater than 25 miles one way between the colony and their chapter. Mileage reimbursements are per collegiate chapter; not per member. In addition, up to seven of the collegiate assistants will receive a complimentary ticket for the installation banquet. If the members do not attend the banquet, they forfeit the ticket with no cash value. No travel reimbursements are provided to alumni members. The National Fraternity will reimburse installation "banquet" costs over and above any officer budgets for the pledge educator, chapter advisor, district director, RVP, PVP, and Grand President. This reimbursement will not impact any other budget allocations available to these individuals. All reimbursements and complimentary banquet tickets are paid for by the National Fraternity; not the colony. The Director of Chapter and Expansion Services will coordinate all financial arrangements for these items.
  5. Refer to the "Reimbursement Policy" under the "Finances and Investments" policy section for details on installation travel expenses. Policies 16.C.7., 16.D.2. and 16.E.1. are specific. Installation-related expenses for all grand officers (including Provincial Vice President and Regional Vice President) come from their own officer budgets, and/or the provincial allocations, unless they are serving as the headmaster (in absence of the Grand President).
- E. Installation Banquet Program – A printed program for the banquet will be prepared by the Director of Chapter and Expansion Services. Costs are paid by the National Fraternity.
1. The colony and the colony pledge educator will assist in verifying the names of all members to be printed, and in securing one or two university representatives to offer welcoming and school history remarks to the attendees. The dean of business and college president are often chosen for this special honor.
  2. The Provincial Vice President and Director of Chapter and Expansion Services will coordinate head table seating and presenters for the Scholarship Key plaque, gavel, and any other announcements from the national leadership attending the event. The Grand President (or alternate) will present a "replica" charter and the official "charge" to the colony. (The actual charter is presented at a later date, usually the next Grand Chapter Congress or Regional/ Provincial Conference, since names are not available until the installation ceremony is completed.) Speeches, ceremonies, award presentations or any other activities not specifically relating to the colony and installation are not permitted.
  3. The Central Office staff member attending the event will ensure that the program arrangements on-site are all in place, including head table arrangements, meal service, presentations, etc. and that all are flowing within the available time limitations. The staff member will also ensure that appropriate photographs of presentations and groups are taken.
- F. New Chapter Orientation – On the day after the installation ceremonies, the Central Office staff member attending the event will conduct an orientation meeting for the newly installed chapter. Attendance by colony members is mandatory. An agenda of pre-planned topics will be covered on all areas of chapter operations, goals for the new chapter, ritual, officer duties, and other chapter or national Fraternity items will be discussed. An uninterrupted period of at least two and one-half hours must be reserved for this critical meeting.

Policy 4. Recolonization—The Board of Directors must approve re-colonization at any school or campus where Delta Sigma Pi used to have an active chapter within the past four years before proceeding with colonization.

Policy 5. Description of Charter—The charter shall be in the following form:

THE INTERNATIONAL FRATERNITY OF  
DELTA SIGMA PI

(Names of Charter Members)

GREETINGS:

Having been found possessed of the qualifications necessary for admission into The International Fraternity of Delta Sigma Pi, I, by virtue of the authority vested in me as Grand President, do by these presents declare you and your successors to be the

(designation) Chapter

of The International Fraternity of Delta Sigma Pi and you and they are hereby pledged to foster its interests, maintain its principles and perpetuate its existence. In Witness Whereof, I have hereunto set my hand and affixed the seal of the Fraternity. (date)

(Signature)  
Grand President

Attest:

(Signature)  
Executive Director

R. FINANCES AND INVESTMENTS

**Policy 1. Collegiate Dues Exceptions**—If a member is on university suspension or probation, they are required to pay dues unless the terms of the discipline do not allow participation in student organizations. Members on probation will be counted for dues. On a case-by-case basis the Director of Chapter and Expansion Services will determine whether or not these members are counted in attendance numbers for CMP.

Any Brother on “non-local” co-op or any Brother studying abroad for whole or the majority part of a term shall not pay dues. It does not matter whether or not school credit is earned. A co-op is defined as any work, internship or exchange program. “Non-local” is defined as living somewhere other than where the student would live if taking regular classes OR not taking any on-campus hours. Brothers on “non-local” co-op or studying abroad will continue to be listed as collegiate members and will be charged dues the term they return to campus. (See Bylaws “Definition of a collegiate member.”)

**Policy 2. Current Collegiate Dues**—Collegiate chapter dues (for both semester and quarter schools) are \$80.00 annually (\$40.00 per fall and spring term), if paid within 30 days from the first day of classes in each fall and spring term. If paid after 30 days from the first day of classes in fall or spring term, an additional \$2.50 will be added to the term’s dues (increase from \$40.00 to \$42.50 for the term). Except for as specified elsewhere in Bylaws and Policy, a chapter will owe dues for all members not properly removed from their roster at the time dues are due. At the time a chapter remits national dues, as long as the member has not paid initiation fees in the past 30 days prior to the beginning of spring quarter, all enrolled collegiate members who are on Fraternity probation or suspension as well as brothers who have not been recognized as expelled on the records of the national Fraternity must pay national dues. Refer to the Individual Discipline Policy manual, “Getting Started”, Documentation section.

**Policy 3. Current Initiation Fees**—Initiation fees are \$30.00 for Faculty and Honorary initiates. Initiation fees for collegiate initiates are \$70.00.

**Policy 4. Current Pledge Pin Fee**—Pledge pins are \$8.50 each.

**Policy 5. Current Pledge Manual Fee**—Pledge manuals are \$6.00 each.

Policy 6. Current Badge Lease Fee—Badge lease fee is \$50.00 each.

Policy 7. Current Alumni Dues—Alumni dues are currently set at \$0.

Policy 8. Current Charter Fee—The fee a petitioning colony must pay for a charter is \$1500.00.

Policy 9. Current Insurance Premium Fees—Annual insurance fees for collegiate chapters vary with the number of members in a chapter. The insurance premium fee for alumni chapters is \$50 except for approved foreign alumni chapters which must purchase their own insurance (See Section C. Alumni Chapters).

Policy 10. Interest Charges for Overdue Balances—Charge simple interest at the rate of 12% per annum to chapters, individuals and/or all other entities with balances that are past due for more than 60 days.

Policy 11. Late Initiation Fee Charges—Charge an additional \$25 per individual initiate if a chapter's initiation fees are not paid within 21 days of initiation.

Policy 12. Bad Debt Collection—The Central Office is authorized to refer chapters to any qualified debt collection agency for collection of past due accounts.

Policy 13. Personal Credit Cards—Personal credit cards and other forms of electronic payment are accepted by the Central Office for dues, initiation fees and all other sales or registrations.

Policy 14. Regalia Fees—Collegiate chapters are charged \$100 annually (July 1-June 30) for regalia usage fees, to be billed in two equal installments of \$50 each at the beginning of each semester or the beginning of the first two quarters.

Policy 15. Regalia Fines for Late Shipping—Chapters determined to be unreasonably delinquent (at the discretion of the Executive Director) in shipping regalia trunks, either to the Central Office or to other locations, shall be assessed \$10 per day of delinquency, as well as next-day air (or the equivalent) shipping costs to the next required site.

Policy 16. Reimbursement Policy— The Board of Directors may approve an allocation within a fiscal year budget to a province, region, member of the Board of Directors, or Regional Vice President. These funds are intended to allow members of the Board of Directors and Regional Vice Presidents to communicate and interact with chapters and colonies and to attend Fraternity functions.

A budget for expenditure of funds allocated to a province must be approved prior to incurring any such expenses by either a) the Provincial leadership team, consisting of the Provincial Vice President and Regional Vice Presidents, or b) the Provincial Council. This budget may include allocations for specific provincial leaders for travel expenditures associated with chapter visits or attendance at Fraternity functions. Additionally, the budget may allocate funds for expenses of specific Fraternity events (such as provincial or regional leadership meetings or area or regional conferences) or for direct communication expenses incurred by volunteer leaders in performance of their duties (not allocations of general services such as cellular or internet service). Expenses for provincial purposes beyond those listed above may be included but are subject to approval by the Vice President-Finance. Any such budgeted items that are not approved may be reallocated to other categories by the PVP.

The approved provincial budget must be provided to the Director of Finance and Administration for use in implementing proper reimbursement procedures. Provinces may establish additional policies for volunteers seeking reimbursement for funds allocated to said province. Any such policies must be provided to the Director of Finance and Administration within 30 days of implementation.

Reallocations of funds between volunteers or between budget categories may be approved by the PVP, who must notify the Director of Finance and Administration of such allocation.

Any provincial allocations not expended by the close of the fiscal year are returned to the general fund.

#### A. General Policies:

1. Receipts should be submitted for all expenses, and are required for expenses over \$25. Documentation of volunteer expenses is important in differentiating between volunteer and employee activity for IRS reasons.
2. Board of Directors' travel arrangements are made individually by Board members using the most favorable economic means. Use of Fraternity travel partners (listed on our website) is encouraged but not required. Any requests for reimbursement by Board members are made after expenditures have been incurred.

Regional Vice Presidents and other volunteers must pay for any travel costs in advance and then request reimbursement from the Fraternity afterwards, via the Central Office. Regional Vice President expenses will be funded from provincial allotments. The Provincial Vice President must provide the staff with specific Regional Vice President budget amounts, or no disbursements will be authorized.

3. Unused monies from specific volunteer officer expense budgets are forfeited. The allocated funds must be utilized during the current fiscal year to be claimed. Surplus funds from Provincial Conferences, however, may be retained by the respective province for use in subsequent fiscal years. Use of such funds is determined by the Provincial Council.
4. Expense reports must be submitted for reimbursement.
5. Deadlines: Expense report deadlines are semi-annual, due (received at the Central Office) by January 10 and July 10 of each year. Expenses incurred July 1 through December 31 are due by the January 10th date. Expenses incurred January 1 through June 30th are due by the July 10th date. All expenses related to Grand Chapter Congress must be submitted within sixty (60) days after the close of the event. Expense reports received after those dates for each respective period will not be reimbursed. The last period report must be received by July 10th to allow for processing within the fiscal year. The expense report and receipts may be faxed to the Central Office before the due dates of January 10th and July 10th with the original documents submitted by mail later.
6. Procedures for Submitting Expense Reports: Qualifying expenses should be recorded on "official" Fraternity expense report forms (available from the Central Office), or in a format that closely follows that of the form. When completed, sign and date the report. Attach copies of all required receipts and submit the expense report and receipts to the Central Office for reimbursement. Regional Vice Presidents *do not* need to have expense reports approved by Provincial Vice Presidents for routine travel expenses. Unusual Regional Vice President expenses may require Provincial Vice President approval -- refer to the detailed reimbursement policies for additional information.
7. Budget balances may be obtained by contacting the Administrative Assistant/ Bookkeeping.
8. A member of the Board of Directors can only be reimbursed for expenses related to attendance at nationally recognized events, regional initiations, area conferences or other Fraternity events. Refer to specific sub-sections of this policy for details on reimbursement policies and approval procedures for each specific office.
9. Grand Officers cannot receive payment from chapters for services rendered while holding office. Grand Officers may receive payment for services rendered from a university at which a chapter exists but must disclose the relationship to the Board of Directors.
10. A member of the Board of Directors attending a Provincial Conference and using budget to do so must also attend the Provincial Council meeting. Absences may be approved by the Grand President's discretion.

#### B. Regional Vice Presidents:

1. *Individual Regional Vice President Budget:*

- a) Individual Regional Vice President's annual expense budgets are determined by the respective Provincial Councils from allotted province funds. The Provincial Vice President must advise the Central Office of each Regional Vice President budget or no disbursements will be authorized. In order for Regional Vice Presidents to be reimbursed for expenses related to attendance at events that occur outside their province, prior approval must be obtained from the Provincial Vice President who will consult with the Grand President or National Vice President–Finance.
  - b) Filing a *visitation report* in order to receive expense reimbursement is not required. Filing an *expense report is* required.
  - c) Individual Regional Vice President budgets may include the following expenses:
    - 1) Travel expenses related to chapter visits, colony visits, meetings, initiations, installations and events within their region (basketball, volleyball tournaments, etc.).

*Qualifying Travel Expenses:*

      - The lower of the lowest available economy airfare *OR* the equivalent in miles driven at the current IRS mileage rate.
      - Lodging. Fraternity lodging is usually at the “Comfort Inn” level of hotel.
      - Incidentals - airport parking, taxis, transfers and reasonable tips.
      - Meal costs for actual expenses up to \$32 per day. If attended functions include any meals, the per diem should be adjusted accordingly. When meals are furnished at Fraternity events, per diem is reduced accordingly.
      - Mileage at the IRS rate or, when reasonable and appropriate, rental car costs.
      - Chapter or regional event registration fees. LEAD School and Provincial Conference registration, hotel, travel and meal expenses are not reimbursable when they are provided complimentary via the event budget. (See “Conferences” Policy 1.F. 9 and 11.) Such expenses may be reimbursable when they are not provided elsewhere, subject to province funding.
      - Grand Chapter Congress registration fees are not reimbursable. (See below)
    - 2) Telephone, fax or Internet expenses for communication and interaction with chapters and colonies within your region, the Central Office or other Fraternity leaders.
    - 3) Mailings to chapters and colonies.
    - 4) Funds allocated to District Directors by Regional Vice President for travel expenses.
    - 5) Travel to “distant” LEAD Schools or Provincial Conferences may be reimbursed, but requires specific Provincial Vice President approval.
2. *LEAD Provincial Conference Budget* – (See “Conferences” Policy 1.F.9.) A Regional Vice President may expense travel expenses including accommodations, meals, and travel for *their* Provincial Conference. These expenses may also be reimbursable from the LEAD - Provincial Conference budget. Expense Reports are due within 30 days after the Conference for consideration of reimbursement, with reimbursement made within 60 days following the Conference, if approved and forwarded to the Central Office by the Provincial Vice President.
3. *Board of Directors Meeting Expenses* – Regional Vice Presidents do not receive expense reimbursement for any Board of Directors meetings they may attend (see also Grand Chapter Congress Expense Reimbursement).

4. *Provincial Leadership Meeting Expenses* – These meetings of the Provincial Vice President and Regional Vice Presidents are historically held twice a year. Travel expenses are reimbursed from the Provincial Leadership Meeting budget established by each province. All costs must fall within the established parameters set by the Provincial Council. Any additional expenses may be charged to the Regional Vice President's or Provincial Vice President's individual budgets as approved by the Provincial Vice President. Expense Reports are due within 30 days after the meeting for consideration of reimbursement, with reimbursement made within 60 days following the meetings.

The Provincial Council establishes the budget for such Provincial Leadership Meetings using the province's annual funding allotment from the National Fraternity (and any available provincial funds).

A retreat for newly elected leaders is held (usually in Oxford, OH) after Grand Chapter Congress. This retreat should be considered when planning any Provincial retreats following Congress (see policy 6 for expense details).

5. *Grand Chapter Congress Expense Reimbursement:*

- a. *Hotel:* Regional Vice Presidents pay the hotel directly for room and incidental charges and file for reimbursement following Congress. The National Fraternity's Congress budget will normally reimburse one half the negotiated double room rate plus tax for GCC event dates which are predetermined by the Board approved Grand Chapter Congress budget which includes the event dates.
  - b. *Travel:* Regional Vice Presidents may expense:
    - The lower of: the lowest available economy airfare plus reasonable baggage fees not to exceed two bags; the equivalent in miles driven at the current IRS rate; or rental car costs plus fuel for driving to and from congress for the days which Regional Vice Presidents must be present at Grand Chapter Congress plus reasonable travel time. Any costs incurred from incidental travel while at congress will not be eligible for reimbursement unless previously approved.
    - Airport parking and reasonable tips for drivers, bellman, skycaps.
    - Mileage to and from your airport at the current IRS rate.
    - Lowest available airport transportation to and from hotel.
  - c. *Registration and Meals:* Neither meals nor Congress registration are reimbursable for Regional Vice Presidents. Alcohol, entertainment, phone calls, spouse expenses, and any other personal incidentals incurred during Congress are also not reimbursable.
6. *Post Congress National Leadership Retreat Expenses:* All travel, lodging (shared room) and meal expenses for Regional Vice Presidents and Provincial Vice Presidents to the National Leadership Retreat are reimbursed from the National Fraternity's meetings budget. Travel includes mileage, airfare and/or parking.
  7. *Installation Expenses* - Travel expenses incurred by a Regional Vice President for the installation of a new chapter within a Regional Vice President's region are *not* provided from the National Fraternity's installation budget.

## C. Provincial Vice Presidents

1. *Individual Provincial Vice President Budget:*

- a. Individual Provincial Vice President's annual expense budgets are determined by the Provincial Councils from the allotted province funds. The Provincial Vice President must advise the Central Office of the Provincial Vice President's budget or no disbursements will be authorized. In order for Provincial Vice Presidents to be reimbursed for expenses related to attendance at events that occur outside their province, prior approval must be obtained from the National Vice President–Finance who will consult with the Grand President and/or Past Grand President.

- b. Filing a *visitation report* in order to receive expense reimbursement is not required. Filing an *expense report* is required.
- c. Individual Provincial Vice President budgets *may* include the following expenses:

- 1) Travel expenses related to chapter visits, colony visits, meetings, initiations, installations and events within their province (basketball, volleyball tournaments, etc.).

*Qualifying Travel Expenses:*

- The lower of the lowest available economy airfare *OR* the equivalent in miles driven at the current IRS mileage rate.
- Lodging. Fraternity lodging is usually at the “Comfort Inn” level of hotel.
- Incidentals - airport parking, taxis, transfers and reasonable tips.
- Meal costs for actual expenses up to \$32 per day. If attended functions include any meals, the per diem should be adjusted accordingly. When meals are furnished at Fraternity events, per diem is reduced accordingly.
- Mileage at the IRS rate or, when reasonable and appropriate, rental car costs.
- Chapter or regional event registration fees. LEAD School and Provincial Conference registration, hotel, travel and meal expenses are not reimbursable when they are provided complimentary via the event budget. (See “Conferences” Policy 1.F. 8 and 11.) Such expenses may be reimbursable when they are not provided elsewhere, subject to province funding.
- Grand Chapter Congress registration fees are not reimbursable (see below).

- 2) Telephone, fax or Internet expenses for communication and interaction with chapters and colonies within your province, the Central Office or other Fraternity leaders.
- 3) Mailings to chapters and colonies.
- 4) Funds allocated to Regional Vice Presidents, District Directors or other volunteers by Provincial Vice Presidents for travel expenses.
- 5) LEAD School registration and related travel expenses.

2. *LEAD Provincial Conference Budget* – (See “Conferences” Policy 1.F.8.) A Provincial Vice President may expense travel expenses including accommodations, meals, and travel for *their* Provincial Conference from their own travel budget. These expenses may also be reimbursable from the LEAD Provincial Conference budget. Expense reports are due within 30 days after the Conference for consideration of reimbursement, with reimbursement made within 60 days following the Conference.

3. *Board of Directors Meeting Expenses* – Travel expenses are reimbursed from the National Fraternity’s “Board Meetings” budget line. They include shared room, flight and/or mileage, meals and parking. Also, see Grand Chapter Congress Expense Reimbursement.

4. *Grand Chapter Congress Expense Reimbursement:*

- a. *Hotel:* All Board members pay the hotel directly for room and incidental charges and file for reimbursement following Congress. The National Fraternity’s Congress budget will normally reimburse one half the negotiated double room rate plus tax for GCC event dates which are predetermined by the board approved Grand Chapter Congress budget which includes the event dates. The National Fraternity’s general operating budget (“Board Meetings” line) will normally reimburse one half the negotiated double room rate plus tax on board meeting days. Board meeting days will be determined by the Executive Director and Grand President.
- b. *Travel:* Board members may expense:

- The lower of: the lowest available economy airfare plus reasonable baggage fees not to exceed two bags; the equivalent in miles driven at the current IRS rate; or rental car costs plus fuel for driving to and from congress for the days which Board Members must be present at Grand Chapter Congress plus reasonable travel time. Any costs incurred from incidental travel while at congress will not be eligible for reimbursement unless previously approved.
  - Airport parking and reasonable tips for drivers, bellman, skycaps.
  - Mileage to and from your airport at the current IRS rate.
  - Lowest available airport transportation to and from hotel.
- c. *Registration and Meals*: Board members are entitled to expense a \$32 per diem meal allowance for the Board Meeting prior to Grand Chapter Congress. This is generally Sunday or Monday through Tuesday (three days). If re-elected, one additional per diem may be claimed for a Sunday Board Meeting that follows Grand Chapter Congress (if one is held). Any meals paid for directly by the Fraternity during this period will decrease the per diem accordingly.

Meals are not reimbursable during the Congress proper. Congress registration may also not be expensed (as involved brothers, you would/should be attending Congress), nor may alcohol, entertainment, phone calls, spouse expenses, or other personal incidentals during Congress.

5. *Provincial Leadership Meeting Expenses* – These meetings of the Provincial Vice President and Regional Vice Presidents are historically held twice a year. Travel expenses are reimbursed from the Provincial Leadership Meeting budget established by each province. All costs must fall within the established parameters set by the Provincial Council. Any additional expenses may be charged to the Regional Vice President's or Provincial Vice President's individual budgets as approved by the Provincial Vice President. Expense Reports are due within 30 days after the meeting for consideration of reimbursement, with reimbursement made within 60 days following the meetings.

The Provincial Council establishes the budget for such Provincial Leadership Meetings using the province's annual funding allotment from the National Fraternity (and any available provincial funds).

A retreat for newly elected leaders is held (usually in Oxford, OH) after Grand Chapter Congress. This retreat should be considered when planning any Provincial retreats following Congress (see policy 6 for expense details).

6. *Post Congress National Leadership Retreat Expenses* – All travel, lodging (shared room) and meal expenses for Regional Vice Presidents and Provincial Vice Presidents to the National Leadership Retreat are reimbursed from the National Fraternity's meetings budget. Travel includes mileage, airfare and/or parking.
7. *Installation Expenses* – Travel expenses incurred with the installation of a new chapter are reimbursable from the National Fraternity's installation budget for *one* national officer who has been designated the primary installation officer. Under normal circumstances, the Grand President *or* Provincial Vice President (of the province where the chapter is located) would be the primary installation officer. Provincial Vice President expenses are covered by the installation budget *only* if they are designated as the primary installation officer. Installation-related expenses may be reimbursable from the Provincial Vice President expense budget when the Provincial Vice President is not the primary installation officer.
8. *Vacancies* – The Provincial Vice President may use funds available for Regional Vice President expenses, as appropriate, in case of vacancies.

- D. Grand President, Past Grand President, Vice President-Organizational Development, Vice President-Finance, and National Collegians of the Year (Provincial Vice Presidents refer to C. above):

1. *Individual Budgets* for Grand President, Past Grand President, Vice President-Organizational Development, Vice President-Finance, and Collegians of the Year (Executive Director expenses are charged to other budget lines.):

- a) Travel expenses to LEAD–Provincial Conferences and Schools, National Officer Workshops, Lifetime and Career Achievement Award Banquets, Regional or Provincial Meetings/Initiations/Events, Chapter Anniversaries, Disciplinary Travel, etc.

*Qualifying Travel Expenses:*

- The lower of the lowest available economy airfare *OR* the equivalent in miles driven at the current IRS mileage rate.
- Lodging. Fraternity lodging is usually at the “Comfort Inn” level of hotel.
- Incidentals - airport parking, taxis, transfers and reasonable tips.
- Meal costs for actual expenses up to \$32 per day. If attended functions include any meals, the per diem should be adjusted accordingly. When meals are furnished at Fraternity events such as the National Leadership Retreat or Board meetings, per diem is reduced accordingly.
- Mileage at the IRS rate or, when reasonable and appropriate, rental car costs.
- Chapter, regional, provincial and national event registration fees, excluding Grand Chapter Congress registration, but including LEAD Schools and Provincial Conferences.

- b) Telephone, fax or Internet expenses for communication and interaction with chapters and colonies, the Central Office or other Fraternity leaders.

2. *Installation Expenses* – Travel expenses incurred with the installation of a new chapter are reimbursable from the National Fraternity’s installation budget for *one* national officer who has been designated the primary installation officer. Under normal circumstances, the Grand President or Provincial Vice President (of the province where the chapter is located) would be the primary installation officer. All other Board members attending may be reimbursed from their own individual expense budgets. (See Provincial Vice President and/or Regional Vice President for specifics regarding those offices and also see E.1. “Miscellaneous Reimbursement” for installation team information.)

3. *National Leadership Retreat Expenses* – All travel, lodging and meal expenses for Non-Provincial Vice President Board members are reimbursed from the National Fraternity’s “Board Meetings” budget line. These include mileage and/or airfare, parking, shared lodging and meals (as per policy limits).

4. *Board of Directors Meeting Expenses* – Travel expenses are reimbursed from the National Fraternity’s “Board Meetings” budget line. They include shared room, flight and/or mileage, meals and parking. Also, see Grand Chapter Congress Expense Reimbursement.

5. *Grand Chapter Congress Expense Reimbursement:*

- a. *Hotel:* All Board members pay the hotel directly for room and incidental charges and file for reimbursement following Congress. The National Fraternity’s Congress budget pays for rooms for Wednesday, Thursday, Friday and Saturday. The National Fraternity’s general operating budget (“Board Meetings” line) covers other room nights necessary for Board meetings (usually Sunday or Monday through Tuesday). Board members are entitled to expense one-half the negotiated double-room rate plus tax.

- b. *Travel:* Board members may expense:

- The lower of the lowest available economy airfare *OR* the equivalent in miles driven at the current IRS rate.
- Airport parking and reasonable tips for drivers, bellman, skycaps.
- Mileage to and from your airport at the current IRS rate.
- Shuttle to and from hotel or cab fares, whichever is lower.

- c. *Registration and Meals:* Board members are entitled to expense a \$32 per diem meal allowance for the Board Meeting prior to Grand Chapter Congress. This is generally Sunday or Monday through Tuesday

(three days). If re-elected, one additional per diem may be claimed for a Sunday Board Meeting that follows Grand Chapter Congress (if one is held). Any meals paid for directly by the Fraternity during this period will decrease the per diem accordingly.

Meals are not reimbursable during the Congress proper. Congress registration may also not be expensed (as involved brothers, you would/should be attending Congress), nor may alcohol, entertainment, phone calls, spouse expenses, or other personal incidentals during Congress.

6. *The National Collegian of the Year* selected in the spring prior to the Grand Chapter Congress will have his or her Board and/or Congress expenses reimbursed to the same extent as the two Collegians of the Year then sitting on the Board of Directors. The National Collegian of the Year selected in the spring of non-Congress years will have his or her expenses reimbursed for any National level meetings to the same extent as the two Collegians of the Year sitting on the Board of Directors.

E. Miscellaneous Reimbursement:

1. *Installation Team*-Reimbursement for Grand Officers serving on the installation team is reviewed within their respective policy sections above. Other members of the installation team are provided reimbursement for travel, meals and lodging as proportionately determined per installation by the Executive Director from the National Fraternity "Installations" budget line.

Policy 17. Account Write-Off Policy—

- A. The Executive Director and the Director of Finance and Administration are authorized to write-off any account with a balance less than \$200.00 that is 240+ days delinquent, without approval of the Board of Directors.
- B. A list of these accounts will be distributed to the Board of Directors.

For chapters on receivership, the following policy will apply:

- D. At the time receivership is accepted, the Executive Director, in conjunction with the receiver, shall determine the funds held in chapter accounts (checking, savings, etc.).
- E. Any chapter funds in excess of \$500 shall be paid to the Fraternity and applied against any outstanding account balance at the time the receivership is accepted. This amount paid over shall be limited to the account balance. These funds shall be applied in order of age of debt beginning with the oldest portion of the balance first.
- F. Any remaining accounts receivable balance over 120 days should be presented to the Board of Directors by the Executive Director or Director of Finance and Administrative Services for approval for write-off.

Policy 18. Investment Policy—

- A. Introduction: This statement of investment policies and objectives ("Investment Policy") is set forth for Delta Sigma Pi (hereafter referred to as Fraternity) in order that:
  1. There is a clear understanding on the part of the Board of Directors, the Executive Director and Investment Manager of the investment policy and objectives of all Funds the Board of Directors is responsible for.
  2. All investment portfolios of the Fraternity are given investment guidance and limitations.

It is the intent of this statement to establish a philosophy that will assist the Executive Director in guiding all Fraternity portfolios towards desired performance.

Clarification Notes: "Fund(s)" refers to the invested assets of the Fraternity (including the National Endowment Fund (NEF), the Fraternity's General Fund and other Funds existing or created in the future).

The NEF is classified as a “Class I” Fund while the Fraternity’s General Fund is considered a “Class II” Fund. “Mutual fund(s)” refers to a type of security.

## B. Investment Responsibilities:

### 1. Executive Director’s Responsibilities

The Executive Director of the Fraternity is responsible for investing the Fraternity’s Funds. The Executive Director shall discharge his/her duties solely for the purpose of providing benefits to the Fraternity and defraying reasonable expenses of administering the plan. He/she is also responsible for classifying (or reclassifying) all Funds, except the NEF, as either a “Class I” Fund or a “Class II” Fund. In no event shall the Executive Director classify or reclassify funds in such a manner that less than an amount equal to cash necessary to fund operations for at least a six-month period is classified as “Class II” funds.

Such classifications shall be immediately communicated to the Finance Committee and the Investment Advisor via written or electronic means and a copy thereof maintained in the books and records of the Fraternity.

### 2. Finance Committee Responsibilities

The Finance Committee is a standing committee of the Fraternity. See Review Process for review process responsibilities. The Committee is responsible for reviewing performance, investment policy and guidelines. The Committee may confer with the Investment Manager periodically after notifying the Executive Director. It makes recommendations (if any) as to policy changes and Investment Manager changes to the Board of Directors. It is required to submit a report to the Board of Directors semi-annually.

### 3. Investment Manager Responsibilities

The Executive Director is authorized and permitted to engage services of a Registered Investment Agent (“the Agent”) who possesses the necessary specialties in investment research facilities and skilled manpower to meet Fraternity investment objectives and guidelines. Accordingly, the Executive Director requires the Agent to adhere and manage assets according to prudent standards as established in common trust law and the Uniform Prudent Investors Act. The engagement of the Agent for the management of Fraternity assets under no way relieves the Executive Director from his/her responsibility for the safekeeping and guidance of the Funds.

Investment policy guidelines will be fixed from time to time by the Board of Directors after consideration of advice and recommendations of the Finance Committee. All modifications of the investment policy guidelines shall be in writing, voted upon by the Board of Directors of the Fraternity and reflected in the official minutes of the Board of Directors. The Executive Director shall be charged with the implementation of all investment transactions.

## C. Investment Objectives:

The investment objective of Class I Funds is to attain a favorable absolute return for the Fraternity’s assets consistent with the preservation of capital and some emphasis on long-term growth.

It is the goal of the Fraternity to obtain an average annualized total return of at least 8.0% to 10.0% over a five to seven year investment market cycle.

All performance return figures shall be provided by the Investment Manager no less than quarterly for review by the Finance Committee, reviewed no less than annually by the Board of Directors and reflected in the official minutes of the Board of Directors Meeting.

The investment objective of the Class II Funds is to obtain the highest possible yield under current market conditions while maintaining a high level of credit safety and liquidity.

## D. Investment Guidelines:

### 1. Asset Allocation and Investment Policy

It is the philosophy of the Board of Directors that the asset mix of Class I Funds should be:

- Equities - No more than a 60% exposure.
- Debt - No more than a 70% exposure.
- Cash - Remaining portions to be invested in cash or equivalents.

Exception: The above parameters may be exceeded by 3% due to market appreciation. If at any time the Funds exposure exceeds the 3% cushion, the Manager shall take immediate action to rectify the overexposure.

An amount of Class II Funds equal to cash necessary to fund operations for at least a six-month period, based on cash activity in the prior year, shall be retained in cash or equivalents. The asset mix of any Class II Funds in excess of this amount should be cash, cash equivalents, or Debt Securities, excluding convertible bonds and mutual funds whose investment strategy includes a material investment in convertible bonds.

Clarification Notes: "Fund(s)" refers to the invested assets of the Fraternity (including the National Endowment Fund (NEF), the Fraternity's General Fund and other Funds existing or created in the future). The NEF is classified as a "Class I" Fund while the Fraternity's General Fund is considered a "Class II" Fund. "Mutual fund(s)" refers to a type of security.

### 2. Types of Assets

The following is an acceptable list of securities for investment by the Fraternity:

#### Equity Securities

- Domestic Common Stock
- Domestic Preferred Stocks
- Open-end and Closed-end Mutual Funds investing more than 80% in investments otherwise defined here as Equity Securities or cash/cash equivalents.
- Open-end and Closed-end International/Global Mutual Funds. (Not to exceed 10% of equity exposure. Must be diversified among countries, regions and sectors.)

#### Debt Securities

- Corporate Bonds (Investment Grade)
- Commercial Paper
- U.S. Treasury Securities
- U.S. Agency Securities
- Open-end and Closed-end Mutual Funds investing more than 80% in investments otherwise defined here as Debt Securities or cash/cash equivalents.
- Convertible Bonds (Investment Grade -- no more than 15% of the total Class I Funds).

The following is a list of assets and/or investment transactions unacceptable and expressly prohibited as individual investments for the Fraternity:

- Improved and Unimproved Real Estate (including REITS)
- General or Limited Partnerships
- Put, Call or Other Options Transactions on Individual Securities (These transactions are allowable in mutual funds purchased as long as it is not their objective.)
- Purchases on margin
- Short-selling
- Commodities
- Exotic Derivatives

- Letter Stock
- Penny Stocks (NASDAQ stocks selling under \$5 per share)
- Purchase of “Hot Issues” (New Issues)
- Trading on Material Non-public Information
- Domestic mutual funds whose investments are limited primarily to one industry sector (“Sector Funds”).
- International/Global Mutual Funds whose primary objective is to invest in developing markets
- International/Global Mutual Funds whose investments are limited to one sector, country or region

### 3. Cash or Cash Equivalents

All cash, wherever and whenever possible, should be invested in interest bearing securities with maturities of 12 months or less or in Money Market Instrument(s).

### 4. Diversification of Securities

The Board of Directors’ goal is to construct a well diversified portfolio for Class I Funds which consists of various types of securities in an attempt to reduce overall portfolio risk caused by market fluctuation. With that in mind the Class I Funds shall not purchase investment in a single company in total amount exceeding five percent (5%) of aggregate market value of the Class I Funds’ assets at the time of purchase. Money market funds or cash management funds are not included in the calculation of the amount that the Class I Funds might own.

Common stocks and equity-related securities are to be diversified both as to industries as well as to number of holdings. With that in mind, Class I Funds are to be diversified both as to industries as well as to number of holdings. Class I Funds shall not purchase investments in a single sector or industry in total amount exceeding 25% of aggregate market value of the Class I Funds’ assets at the time of purchase.

Commingled funds and mutual funds managed by a Financial Institution may be used as the investment medium as long as the aforementioned guidelines are maintained.

## E. Investment Reports and Review Process:

1. A quarterly report of the investment activity will be prepared by the Investment Manager and forwarded to the Executive Director and the members of the Finance Committee. The report will include all cash transactions and holdings at the end of the period. Any update of a prospectus of a mutual fund owned by the Fund will be immediately forwarded to the Executive Director and members of the Finance Committee. On a periodic basis, not less frequently than annually, the Investment Manager will meet with the Executive Director to at a minimum:
  - a. Determine whether or not Funds have performed in adherence to this Statement of Investment Policy as set forth herein.
  - b. Determine if asset allocation and security selection decisions were prudent.
  - c. Conclude if the Fund has performed satisfactorily to date.
  - d. Make a determination of the appropriateness of the current asset mix.
  - e. Make adjustments as deemed necessary.
2. Return performance calculations and evaluation of the Fraternity’s Funds will be determined by:
  - a) A relative comparison of the Fraternity’s portfolio return(s) and yield(s) to a specific market index, for each asset class. Comparisons for Class I Funds are to be provided by the Investment Manager and Class II Funds by the Executive Director.

- b) How the Class I Funds are allocated between Asset Classes shown by both dollar and percentage amounts.
- c) Investment performance figures shown Gross and Net of all investment fees (management fees, Load Fees, commissions, etc.) with schedules supporting charges, if any assets are invested by, or in the custody of, an Investment Manager.

F. Other Guidelines:

1. Commingling of Funds

The Executive Director is authorized to commingle individual Funds for investment purposes when he/she deems it necessary and beneficial in meeting the objectives and goals of this investment policy. The Executive Director is responsible for maintaining Fund accounting even if Funds are commingled for investment purposes.

2. Liquidity Requirements

The Executive Director of the Fraternity will provide cash flow projections to the Investment Manager to ensure the Fraternity's ability to meet its obligations and other approved expenditures without penalty of the investment portfolio.

3. Authorization to Transfer/Withdraw Funds

The Executive Director of the Fraternity is empowered to authorize in writing, fax or phone the transfer of Funds. After consultation with the Grand President, the Vice President - Finance and the Investment Manager, the Executive Director is authorized to realize and liquidate gains in the NEF. The gains are to be treated as income and transferred to the General Fund to meet Fraternity obligations. It is the intent of the NEF to be invested for the long term. As such, it is not necessary to realize gains until needed by the General Fund. As stated in the Policy titled "Liquidity Requirements", it is important for the Executive Director to provide cash flow projections to the Investment Manager. This will ensure the Investment Manager's ability to be fully invested in a prudent and wise asset allocation.

4. Exceptions to Investment Policy/Guidelines

Any exceptions to the Investment Policy/Guidelines must be first approved with a majority vote by the Board of Directors.

Policy 19. Conflict of Interest—This Conflict of Interest Policy, which supports the Fraternity Oath, installation of Officer Ceremony and Leadership Code of Conduct: (1) defines conflicts of interest; (2) identifies classes of individuals within Delta Sigma Pi covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

- 1. Definition of conflicts of interest. A conflict of interest arises when a person in a position of authority over Delta Sigma Pi may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- 2. Individuals covered. Persons covered by this policy are Delta Sigma Pi's Grand Officers and employees.
- 3. Facilitation of disclosure. Persons covered by this policy will annually disclose or update to the Grand President, on a form provided by Delta Sigma Pi, their interests that could give rise to conflicts of interest and verifies they have read the conflict of interest policy and agree to comply with it.

4. Procedures to manage conflicts. For each interest disclosed to the Grand President, he or she will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Directors and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions; or (d) ask the person to resign from his or her position or, if the person refuses to resign, become subject to possible removal in accordance with Delta Sigma Pi's removal procedures. In the event the Grand President discloses a potential conflict of interest, the interest will be disclosed to the Chair of the Finance Committee and the Finance Chair will follow the same procedures as the Grand President for determining action. Delta Sigma Pi's Executive Director and Director of Finance and Administration will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Board of Directors in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

## S. NOT USED AT THIS TIME

## T. AFFINITY PROGRAMS, PARTNERSHIPS AND NON-DUES REVENUE

Policy 1. Executive Director Authority for Approval—The Executive Director is hereby authorized to approve “member benefit plans” (but not employee benefit plans), provided that:

1. The Grand President is consulted before the plan is adopted, and
2. The cost to the Fraternity does not exceed \$1,000.

Policy 2. Telemarketing—Telemarketing to the membership, as a non-dues revenue source is approved, under the guidelines outlined in Policy 1. above.

Policy 3. Email Solicitation—Email is approved as a solicitation methodology for affinity partners, at the discretion of the Executive Director.

Policy 4. Affinity Program/Corporate Partnership—The Fraternity and the Leadership Foundation will work together to identify, develop and implement commercial relationships for the benefit of the Fraternity membership and the long-term charitable investment of the Foundation.

### A. Definitions:

*Affinity Program:* anything that provides direct financial benefit to the organization and membership of Delta Sigma Pi in exchange for a product or service.

*Corporate Partnership:* any relationship created with the intention of charitable support to the Leadership Foundation where financial support is given with no exchange of product or service.

*Vendor:* any individual, organization or corporate entity providing services to the Fraternity, Foundation or the membership through pre-existing agreement.

*Membership Program:* any idea, service or program that is specifically for the membership of the Fraternity and which would be considered a benefit to members.

### B. Guidelines:

1. Through the course of general development of corporate relationships, the Executive Vice President of the Leadership Foundation may not obligate the Fraternity or its members to perform any service in exchange for a formal Corporate Partnership.
2. Through the course of general business operations, the Executive Director of the Fraternity may not obligate the Leadership Foundation to accept any individual, vendor, organization or corporate entity as a Corporate Partner.

3. Vendors or corporate entities with current agreements with the Fraternity will be encouraged to consider partnership with the Foundation. Upon the recommendation of the Executive Director of the Fraternity, the Executive Vice President of the Foundation may solicit these entities for Foundation partnership.
4. The Executive Director of the Fraternity and the Executive Vice President of the Foundation will jointly negotiate program and partnership opportunities with new vendors or corporate entities interested in doing business with Delta Sigma Pi (where appropriate).
5. In the event that a Corporate Partnership opportunity is identified as an Affinity Program, the Executive Vice President should refer the entity to the Executive Director of the Fraternity for possible action and/or agreement.
6. General inquiries and/or solicitation opportunities regarding Membership Programs will be coordinated through the Executive Director's office. The Executive Director should forward the entity, organization or individual to the Executive Vice President for possible corporate partnership and/or joint negotiations.

Policy 5. Local Event Sponsorship—Corporate support for local events and programming may be secured by local volunteers in their respective geographic areas in an amount not to exceed \$1,500.

A. Definitions:

*Corporate Partnership:* any relationship created with the intention of charitable support to the Leadership Foundation where financial support is given with no exchange of product or service.

*Local Corporate Partnership:* any regional relationship created with the intention of local and limited charitable support for local membership events where financial support is given with no exchange of product or service.

*Vendor:* any individual, organization or corporate entity providing services to the Fraternity, Foundation or the membership through pre-existing agreement.

*National Partner:* any corporation, organization or individual with an existing relationship with the Fraternity and/or the Foundation where financial support has already been given for the advancement of the organization as listed on the organizational web site.

*Provincial Leadership Conference:* any event coordinated through the elected Fraternity office of Provincial Vice President for the purpose of educational programming and business meetings related to the development of the organizational membership within a specific Fraternity Province.

*Provincial Development Coordinator(s):* an individual or group of individuals appointed by the Provincial Vice President to coordinate the development of corporate relationships for financial support within a specific Fraternity Province.

*Local Event:* any event or activity coordinated at a local level by volunteer individuals for the educational or professional development of local membership within the Fraternity.

B. Guidelines:

1. Corporate support for educational programs in the amount of \$1,500 or less, secured by local volunteers for events in their geographic areas, may be applied directly to that event (through the local chapter or National Fraternity budgets).
2. Solicitation of existing National Partners by a local member or group is prohibited.

3. Any local corporate support obtained for the support of educational programming in local areas should be reported to the Foundation for possible inclusion in the Foundation's overall partnership program.
4. Local vendors for service related to a Provincial Leadership Conference or local event also may be solicited by the Foundation for additional partnership opportunities with the Fraternity and the Foundation.
5. The Leadership Foundation may from time to time and based on secured partnership relationships, coordinate National Partner corporate involvement within a regional or provincial event.
6. Through the course of regional or provincial development of corporate relationships, local alumni and/or collegiate membership may not obligate the National Fraternity or its members or the Foundation to perform any service in exchange for any contribution.
7. Through the course of general business operations, local alumni and/or collegiate membership may not obligate the National Fraternity or its members or the Foundation to accept any individual, vendor, organization or corporate entity as a National Partner.

#### U. LEADERSHIP FOUNDATION

##### Policy 1. Fraternity/Leadership Foundation Operating Agreement—

#### DELTA SIGMA PI FRATERNITY AND LEADERSHIP FOUNDATION OPERATING AGREEMENT

*The document summarized below serves as an agreement between the Delta Sigma Pi Leadership Foundation and the International Fraternity of Delta Sigma Pi regarding the payment and reimbursement for occupancy and services. The agreement is reviewed periodically by both the Fraternity's Board of Directors and the Foundation's Board of Trustees.*

#### OPERATING AGREEMENT

The Foundation is a charitable organization organized and operated exclusively for educational purposes and is in need of fundraising services, program services and general administrative services.

The Provider is a national college professional fraternal organization with an experienced and qualified staff and has benefited from programs of the Foundation.

Foundation desires that Provider furnish to Foundation fundraising services, program services and general administrative services and Provider is willing to furnish and deliver such services.

Now, THEREFORE, the parties hereto agree as follows:

1. Provider will provide management, financial, administrative and other corporate and office staff services for fees and time periods, as negotiated from time to time. The fees include all personnel costs, including wages, bonuses, insurance, retirement, taxes, etc. It also includes "normal" phone usage (not including telethon campaigns, etc.); use of THE DELTASIG magazine for honor roll of donors listings (up to 8 pages); and general office supplies. It does not include copies, paper, printer toner, postage or stationery. Those items will be charged at cost.
2. Provider agrees that its activities hereunder shall be to perform the fundraising services and activities at a level the Foundation has been accustomed to, while seeking to improve net results and levels of accomplishment.

3. The Foundation will also remit to Provider its direct out-of-pocket expenses incurred in performing services hereunder. Any such expenses will be within parameters previously budgeted by and agreed to by Foundation and Provider.
4. This Agreement shall be for a five year period, but may be terminated by either party by twelve months prior written notice to the other.
5. Foundation agrees to pay Provider in equal monthly installments. In the event Foundation is unable to pay in timely fashion due to cash flow issues, the amount due shall be treated as an open account payable and shall be paid by Foundation in a following period when cash is available. Interest for any such overdue amounts shall be at the current IRS-determined applicable federal rate (3.5% at January '08).
6. If not terminated as under item 4 above, this Agreement will renew for one year periods, maintaining a five-year agreement at all times. Annual increases in compensation will take place of not less than 5%, with increases between 5-10%, to be determined by mutual agreement of the President of the Foundation and the Executive Director of the Fraternity. Increases greater than 10% require approval by the Leadership Foundation Board of Trustees.
7. Notwithstanding the terms in contract item 6. above, the Agreement may be renegotiated at any time by mutual agreement of both parties.
8. "Chain of Command" shall consist of Provider Executive Director having responsibility and general oversight of staffing and services, under general direction of Provider Grand President, as advised by Foundation President. Both Presidents serve as representatives of their respective Boards in providing input and direction. Provider Executive Director or staff does not report directly to Foundation Board or Foundation President.

## V. PERSONNEL AND EMPLOYMENT

Policy 1. Code of Conduct for Staff—All Employees of the International Fraternity of Delta Sigma Pi will comply with the Code of Conduct written in Policy CC.2.

Policy 2. Employee Handbook—A current *Employee Handbook* is given to each new employee and a master copy maintained by the Executive Director. Copies are available to members on request.

The current version of the handbook was last updated by Board of Directors actions in August, 2009.

Policy 3. Executive Director Evaluation—The Executive Director's performance evaluation will be conducted during or before the spring Board of Directors meeting using a formalized evaluation system. In the event the performance of the Executive Director is deemed unsatisfactory in any respect, the Grand President must describe in writing, in reasonable detail, specific instances of unsatisfactory performance. The evaluation will include recommendations as to areas for improvement in all instances where Delta Sigma Pi deems performance to be unsatisfactory. A written copy of the evaluation will be provided the Executive Director. The performance of the Executive Director will be reviewed based upon performance criteria and goals mutually agreed upon and provided in writing to the Executive Director at the beginning of the period under review. Bonuses will be provided if the Executive Director and Fraternity meet the criteria and accomplish the goals provided. A prorated portion of the bonus is to be provided if a portion of the goals and criteria are met. Any bonus amount, however, is at the discretion of Delta Sigma Pi and its evaluation of the Executive Director's performance in meeting the criteria and/or goals provided. It is incumbent upon the Executive Director to insure the goal setting process occurs through discussions with the Grand President. If the Grand President is unwilling or unable to facilitate the process, the Executive Director must then escalate the process to the Board of Directors.

### A. Executive Director Performance Evaluation Process:

1. Before December 1, the Executive Director will mail an evaluation device to the Board of Directors. Copies of this device are available on request from the Central Office.
2. Board members return evaluation devices to the Grand President prior to January 1.
3. The Grand President compiles the evaluation information and formally reviews the summary with the Executive Director prior to or at the time of the Spring Board Meeting. A written copy is provided the Executive Director, as above.
4. Bonuses (if any) are paid from the current fiscal year.
5. Salary adjustments (if any) for all staff occur October 1.

Policy 4. Matching Funds to Delta Sigma Pi Leadership Foundation—The Fraternity will match employee donations to the Delta Sigma Pi Leadership Foundation on a one-to-one basis, up to \$500 per individual per fiscal year. Leadership Foundation staff are excluded, unless the Leadership Foundation funds the match for Foundation employees. Any shared employees are matched as full Fraternity employees.

## W. HOUSE CORPORATIONS

Policy 1. Chapter Houses—No chapter or affiliated House Corporation, Alumni Corporation or Association will establish or maintain, either leased or owned, chapter quarters, meeting or social facilities, or chapter houses; or purchase a chapter house or building site without having obtained the approval of the Board of Directors. The Board of Directors will not approve any chapter quarters or houses and will order the discontinuance of any such chapter quarters or house operating without Board approval.

## X. OFFICIAL COMMUNICATIONS, REPORTS, DOCUMENT RETENTION AND WHISTLEBLOWER

Policy 1. Accounting System and Minutes—Each chapter must use a standardized accounting system and minute record. Such systems, books and records must be available for inspection at all times by either the Grand President, the Executive Director, the other Grand Officers or members of the Central Office staff, or the District Director in charge of the district in which the chapter is situated. The financial records of each chapter must be audited, reviewed or compiled in accordance with generally accepted auditing standards annually and a copy of this report must be filed at the Central Office.

Policy 2. Reports—Each chapter must report to the Central Office, on the various forms prescribed by the Executive Director, such information as the Board of Directors or the office of the Executive Director requires. Failure to file such reports within the prescribed time or to supply the necessary information will make the chapter subject to such fine or penalty as the Grand President may prescribe and the forfeiture of representation and participation in the Grand Chapter Congress.

Policy 3. Official Communications—Each chapter must, upon receipt of any official communication from the Board of Directors, any Grand Officer, member of the Central Office staff, responsible District Director or Committee Chair, read same in full at its regular meeting, record same in the minutes of the chapter, and act in accordance therewith. Likewise, each chapter must, at the request of any of those aforementioned, transmit immediately any information requested regarding its own condition.

Policy 4. Chapter Advisor Mailings—Only the nationally recognized chapter advisor for each chapter will receive mailings from the National Fraternity, though a chapter may recognize additional (unofficial) local “advisors.”

Policy 5. Document Retention—

A. Chapter Documents

- 1) Chapter Documents – General letters of correspondence are discarded after 2 years assuming the subject matter of the letter (activity or event) has passed. Volunteer reports are discarded after 2 years. Staff consultation reports are discarded after 3 years, except the most recent report is kept no matter how long.
- 2) Chapter Assistance and Discipline correspondence is discarded after 4 years per Fraternal Law recommendation. Individual discipline (trial) correspondence is discarded after 4 years per Fraternal Law recommendation.
- 3) Chapter historical files are kept permanently.

B. Business Documents

Insurance Records, Accident Reports, Claims, Policies	Permanently (this pertains to accident reports and claims, not to insurance policies that have expired)
Accounts Payable Ledgers and Schedules	7 Years
Accounts Receivable Ledgers and Schedules	8 Years
Audit Reports	Permanently
Bank Reconciliations	2 Years
Bank Statements	3 Years
Capital Stock and Bond Records:	
Ledgers, Transfer Registers, Stubs Showing Issues, Record of Interest, Coupons, Options, Etc.	Permanently
Charts of Accounts	Permanently
Checks (Cancelled Checks for Important Payments, Special Contracts, Purchase of Assets, Payment of Taxes, etc. Checks should be filed with the papers pertaining to the underlying transaction.	Permanently
Checks (Cancelled Except Those Noted Above)	7 Years
Contracts and Leases (Expired)	7 Years
Contracts and Leases Still in Effect	Permanently
Correspondence, General and Schedules	2 Years
Correspondence, Legal	Permanently
Correspondence, Routine with Customers/Vendors	2 Years
Deeds, Mortgages and Bills of Sale	Permanently
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employee Personnel Records (After Termination)	7 Years
Employment Applications	3 Years
Financial Statements (Year-end, other months optional)	Permanently

General Ledgers, Year-end Trial Balances	Permanently
Insurance Policies (expired)	3 years
Insurance Records, Policies, etc.	Permanently
Internal Audit Reports (Miscellaneous	3 Years
Inventory Records	7 Years
Invoices to Customers or From Vendors	7 Years
IRA and Keogh Plan Contributions, Rollovers, Transfers and Distribution	Permanently
Minute Books, Bylaws and Charter	Permanently
Patents and Related Papers	Permanently
Payroll Records, Summaries and Tax Returns	7 Years
Petty Cash Vouchers	3 Years
Property Records, Including Costs, Depreciation Reserves, Year-end Trial Balances, Depreciation Schedules, Blueprints, and Plans	Permanently
Purchase Orders	3 Years
Receiving Sheets	1 Year
Safety Records	6 Years
Sales Records	7 Years
Stock and Bond Certificates (cancelled)	7 Years
Subsidiary Ledgers	7 Years
Tax Returns, Revenue Agents' Reports, and Other Documents Relating to Determination of Income Tax Liability	Permanently
Time Cards and Daily Reports	7 Years
Trademark Registrations, Patents, and Copyrights	Permanently
Voucher Register and Schedules	7 Years
Vouchers for Payments to Vendors, Employees, etc. (Includes Allowances & Reimbursements of Employees, Officers, etc. For Travel and Entertainment Expenses)	7 Years

Policy 6. Whistleblower Policy—This Whistleblower Policy: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of the organization; (2) specifies that Delta Sigma Pi will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. Delta Sigma Pi encourages complaints, reports or inquiries about illegal practices or serious violations of its policies, including illegal or improper conduct by the organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which Delta Sigma Pi has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or

harassment via human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. Delta Sigma Pi prohibits retaliation by or on behalf of the organization against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. Delta Sigma Pi reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.
3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to Delta Sigma Pi's Executive Director or Grand President; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the full Board of Directors. Delta Sigma Pi will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that Delta Sigma Pi may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

## Y. PUBLICATIONS AND WEB SITE

**Policy 1. Control of Publications**—All official publications are published under the control of the Board of Directors and edited by the Executive Director or his/her designee.

**Policy 2. Magazine**—This Fraternity will publish an official magazine to be known as The DELTASIG. The DELTASIG is distributed three times annually to all current collegiate members, faculty and honorary initiates for five years after their initiation date, new graduates/alumni (for one full calendar year following their graduation), District Directors, Chapter Advisors, Board of Directors, Regional Vice Presidents, Leadership Foundation Trustees, Golden Council members, alumni chapter officers, current Leadership Foundation donors (defined as those who have contributed to the Leadership Foundation in the current or prior fiscal year), Leadership Foundation "Life Members" (defined as those members who contributed before January 1, 1996 and have reached a minimum giving of \$100) and Leadership Foundation donors having reached the lifetime giving level of \$250 or above. It may also be distributed to business schools, Greek organization headquarters, vendors, corporate executives and other friends of the Fraternity at the discretion of the Executive Director.

The magazine is shipped to collegiate chapter officers for distribution to chapter members during fall and spring terms. Summer issues may be mailed to each collegian's permanent address as provided to the Central Office.

Use of the magazine by the Leadership Foundation (and any fees) is determined annually in the management agreement between the Fraternity and Leadership Foundation.

**Policy 3. Chapter Publications and Web Sites**—Chapters may issue such publications and create such web sites as they deem advisable, not inconsistent with the Bylaws, Policies and Procedures of Delta Sigma Pi. The Board of Directors will order the discontinuance or alteration of any publication or web site it holds to be detrimental to the best interests of the chapter or of Delta Sigma Pi. All chapter-related web sites, listservs, electronic databases, and other internal communication tools must be provided upon request to the chapter's District Director, Regional Vice President, Provincial Vice President, and the Central Office Director of Information Services.

**Policy 4. Privacy of Membership Records**—The privacy of the records of all members of this Fraternity will be maintained. Except for fund raising solicitations by a chapter sent to its own membership, membership data will not be used by this Fraternity, any member, chapter, individual proprietorship, partnership, or corporation for solicitation or commercial purposes without the prior consent of the Board of Directors. Correspondence, newsletters, and publications of a fraternal nature which are not inconsistent with the Bylaws, Policies and Procedures of Delta Sigma Pi may be sent by chapters, Grand Officers, members of the Central Office staff, District Directors and Leadership Foundation representatives without prior approval. The Board of Directors may revoke

approval for the use of membership data for any purpose by any person or entity when such use is held to be detrimental to the best interests of Delta Sigma Pi or its members. Any member may voluntarily be removed from the mailing list of Delta Sigma Pi by written request to the Executive Director.

**Policy 5. Web Site Privacy**—Individuals elected to National Fraternity office shall have their name and their choice of phone number, postal address or e-mail address listed on the Fraternity web site. Others listed on any Fraternity-related web site must give their permission to be listed – or access to the information must be secured via an identification verification system, with the stated restriction that Social Security Number is not to be used in this authentication process.

**Policy 6. Internet Placement of Membership Information**—Individual membership information may be placed on the Internet, at the discretion of the Grand President and Executive Director, so long as access is available only via secured methods. Such methods, at a minimum, must take the form of an identification process, as determined by the Executive Director, with the stated restriction that Social Security Number is not to be used in this authentication process.

**Policy 7. Password Protected Web Site Access for Volunteers**—The Board of Directors, Regional Vice Presidents, and District Directors will be given access to the password protected portion of the Fraternity’s “Chapter Contacts” web page.

## Z. BADGES AND REGALIA

**Policy 1. Policy and procedures related to regalia** are primarily found in the Delta Sigma Pi *Ritual Book*. Official regalia is required for each initiation. Fees and fines related to regalia are located under “Finances.”

**Policy 2. Ordering Regalia**—The chancellor of each collegiate chapter must ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.

**Policy 3. Badges**—Every initiate in Delta Sigma Pi must lease a Fraternity badge from the International Fraternity of Delta Sigma Pi. All Fraternity badges remain the property of the Fraternity and may be recalled at any time for conduct unbecoming a member of Delta Sigma Pi. Badges may only be worn by a brother in good standing, the spouse of a brother, the brother’s fiancé(e) or the parents of a brother.

Brothers finding badges for sale to the general public should make an effort to inform the seller of the badge’s leased status and that said badge should be returned to the Central Office for archiving or redistribution.

Once provided with contact information for any such seller, the Executive Director will send a letter explaining the situation and requesting the badge be returned to the National Fraternity, a local chapter or an individual brother. No additional follow-up communication will be made by the Executive Director, except relating to any replies to the initial letter.

Any such badges returned to the Central Office may be redistributed at the discretion of the Executive Director. The National Fraternity will not purchase any such badges, nor refund the purchase price to any brother, nor expend significant fiscal or staff resources to retrieve any such badges.

## AA. GOLDEN COUNCIL

**Policy 1. Membership**—Membership in the Golden Council is conferred by a majority vote of the Board of Directors upon the determination by the Board that the individual has satisfactorily fulfilled the requirements of the completed position. Those individuals who may qualify for such membership include:

- Elected members of the Board or elected Regional Vice Presidents who have completed a two-year term of office.
- Any member of the exempt staff of the Central Office who has completed two years of service as staff to the Fraternity.

- Any member of the non-exempt staff of the Central Office who has completed five years of service as staff to the Fraternity.

## BB. MERCHANDISE SALES AND RAFFLES

**Policy 1. Use of Delta Sigma Pi Name, Letters, and Logos**—The Executive Director may contract with one or more vendors for the sale of officially licensed Fraternity merchandise, but not on an exclusive basis. The National Fraternity may sell merchandise or contract with vendors to sell merchandise that may compete with items being offered by chapters or other vendors. The National Fraternity does not guarantee the success of any individual, organization, group or vendor selling merchandise. The National Fraternity will not, as practice going forward, grant exclusive rights to any specific type of merchandise. No restrictions are placed on the use of the Delta Sigma Pi name, letters or insignia except the following:

- Regardless of the venue of sale (including internet and mail sales), all uses must be in good taste and in keeping with the policies of the Fraternity, including the Risk Management policy. Any product in violation, at the discretion of the Executive Director and Grand President, will be subject to immediate ban and confiscation, regardless of cost to the purveyor. Items categorically rejected include those containing obvious copyright violations, obscene language, nudity or gross sexual innuendo or images. Upon request, the Executive Director and Grand President will review designs for compliance with this policy prior to production.
- The vendor of any item deemed in violation of this policy will be notified of same: a) in person by any member of the Board of Directors, the Executive Director, or the Associate Executive Director; b) by certified mail, if a mailing address is available, or c) by electronic mail. Upon receipt of such notification, the vendor must immediately cease to sell the item, and is no longer authorized by Delta Sigma Pi to use its name, letters, or insignia on such item. Any representation of the item that is publicly displayed, including photographic representations on any website, must be removed immediately. If the determination was made by a member of the Board of Directors or the Associate Executive Director not in the presence of the Executive Director and Grand President, the vendor may appeal the ruling to them, but must cease selling or displaying the item until a decision from them is obtained.
- Failure to comply with this policy by brothers will be deemed conduct unbecoming a brother and grounds for Fraternity disciplinary procedures. Failure to comply by any vendor (brother or not) will result in immediate termination of authorization for that vendor to use the Delta Sigma Pi name, letters, or logos for any purpose whatsoever.

### Policy 2. Sales of Items at Fraternity Events

- Collegiate chapters, alumni chapters, individuals or vendors desiring public\* selling space at Grand Chapter Congress must pre-register with the Central Office and pay exhibit fees set by the Board of Directors. The exhibit fee will entitle the seller to an assigned sales area with table space as outlined during pre-registration. Anyone selling merchandise must be fully registered for the Congress or have some other contractual agreement with the National Fraternity. (\*Public space includes meeting rooms, hallways, restaurants, lobbies, etc.)
- Collegiate or alumni chapters may sell items (subject to the general use policies outlined in Policy 1) at LEAD Schools and LEAD Provincial Conferences. (Sale of items does not include raffles, see Policy 3.) The Fraternity will not provide any designated sales area or table space for chapter sales, and as such chapters will not pay exhibit fees or be required to pre-register for LEAD event sales. While pre-registration to sell merchandise is not required, anyone actually selling must be fully registered for the event. Chapter sales cannot take place in meeting rooms during session times, nor should they interfere with people traffic in any of the public areas of the meeting facility. Tables may be rented by contacting the meeting facility directly, if desired. The Fraternity will not store or display chapter sales items during the events. Hotel policies must be complied with throughout the event by chapter sellers.

- c) Sales from private sleeping rooms or rented suites (not located in or near areas utilized for event functions including sessions, meetings, registration and meals) are allowable at any Fraternity event, without pre-registering or paying exhibit fees, subject to the general use policies outlined in Policy 1.
- d) Regional and Area meeting licensing issues are at the discretion of the Regional Vice President and/or the Provincial Vice President, subject to Policy 1 restrictions.

### Policy 3. Raffles

- a) No raffles may be held at Grand Chapter Congress, other than those coordinated or approved by the Central Office for the benefit of the National Fraternity or Leadership Foundation.
- b) No raffles will be permitted at LEAD Schools or LEAD Provincial Conferences, other than those coordinated by the Central Office for the benefit of the National Fraternity or Leadership Foundation. Additionally, the Provincial Vice President of the province in which the LEAD School or LEAD Provincial Conference is located may authorize one raffle as a provincial fundraiser, benefiting a cause of the Provincial Vice President's choosing.
- c) Raffles will not be allowed in any form in the event they are in violation of IRS laws or the laws of the geographic location of any event.

Policy 4. Sales by Mail/Internet—Chapters are allowed to sell merchandise by mail and/or through the internet, subject to the general use policies outlined in Policy 1.

Policy 5. Use of Database—Vendors (including collegiate chapters, alumni chapters, brothers, interest groups, etc.) desiring Fraternity database information for promotional purposes will be subject to a fee as determined by the Executive Director on a case-by-case basis.

## CC. LEADERSHIP CODE OF CONDUCT

Policy 1. Rationale for the Leadership Code of Conduct—In addition to adhering to the tenets of the Delta Sigma Pi Ritual and their oath of office, leaders in the Fraternity abide by a Code of Conduct. The Code guides them in how to interact with other leaders and the staff, especially in regard to the decision-making process. The Code reminds Fraternity leaders that the organization's mission takes precedence over personal agendas.

Policy 2. Leadership Code of Conduct—Volunteer leaders and staff will carry out the mission of Delta Sigma Pi by:

- A. Recognizing that the chief function of Delta Sigma Pi is to serve its membership;
- B. Conducting themselves with professional competence, fairness and impartiality according to the highest standards of business ethics and practices;
- C. Implementing and upholding Delta Sigma Pi Bylaws, Policies and Procedures;
- D. Keeping the membership informed about relevant issues;
- E. Conducting their duties with leadership that includes communication, dedication and compassion;
- F. Recognizing the value of the "chain of command" and, when approached by staff, volunteers, members or the public, channeling all inquiries to the appropriate individual;

- G. Avoiding any interests, activity or conduct in conflict with official duties;
- H. Not attempting to exercise individual authority over the organization; and
- I. Committing to positive and constructive forms of interaction.

**Policy 3. Definition of Volunteer Leaders**—For the purposes of compliance with the Leadership Code of Conduct, a volunteer leader in Delta Sigma Pi is defined as any member of the Board of Directors, Regional Vice President, District Director, or member of any National, Provincial, or Regional Committee or Task Force.

**Policy 4. Definition of Staff**—For the purposes of compliance with the Leadership Code of Conduct, a staff member is defined as any full-time, part-time, or contracted individual currently employed by the International Fraternity of Delta Sigma Pi.

#### DD. CHAPTER MANAGEMENT PROGRAM

**Policy 1.** The *Chapter Management Program (CMP) Guide*, published on the Fraternity web site ([www.dspnet.org](http://www.dspnet.org)), contains all policies and procedures related to the Chapter Management Program. It is updated as often as needed.

#### EE. AWARDS

**Policy 1.** The official *Awards and Recognition Guide* contains all policy and procedures related to awards and recognition, including the Collegian of the Year, the National Honorary Initiate, and other alumni awards. It is published on the Fraternity web site ([www.dspnet.org](http://www.dspnet.org)) and updated as needed.

**Policy 2. Non-Congress Year Chapter Award Presentation Schedule**—Chapter awards will be presented at Fall LEAD Schools in non-GCC years using a 3-tiered approach as detailed below.

- Awards will be presented at the LEAD School in the province where the winning chapter resides.
  - Regional winners will be announced at opening session.
  - Provincial winners will be announced at lunch.
  - National winners will be announced at closing session.
- If a national winner attends a LEAD School outside their province after the LEAD School in their province has occurred, a re-announcement will be made, but no presentation of the actual award will occur.

#### FF. FOUNDERS' DAY AND ALUMNI DAY

**Policy 1. Founders' Day**—So that the spirit and traditions of this Fraternity are more effectively carried out, November 7<sup>th</sup>, the anniversary of the founding of Delta Sigma Pi, will be known as Founders' Day.

**Policy 2. Alumni Day**—So that the accomplishments and achievements of our alumni Brothers may be more effectively recognized, there will be set aside a day to be known as Alumni Day which will fall upon April 25.

#### GG. POLICY AMENDMENTS, RESOLUTIONS AND RECOMMENDATIONS

**Policy 1. Policy Amendments**—Unless in cases of extremely unusual circumstances, all policy amendments approved by the Board of Directors will become effective no sooner than the next date of implementation. The dates of implementation for all manuals and guides are March 1, June 1, September 1 and December 1.

**Policy 2. Resolutions Defined**—Resolutions are motions to be considered by the Grand Chapter that are not Bylaws or Ritual changes; yet direct the Board of Directors to take (or instruct others to take) a particular action or actions.

Resolutions may not do something, or instruct that something be done, which is contrary to the Bylaws or Ritual. Also, if the Bylaws or Ritual give the Board of Directors (or any others) authority to do something, then a Resolution may not change that authority. Resolutions, like Bylaw amendments, must pass by a 2/3 vote. (See Bylaws Article XIX, for the process to seek Bylaws changes.)

**Policy 3. Resolutions Proposed by a Chapter**—Any chapter of this Fraternity in good standing may, by a majority vote of the chapter members in good standing, propose a Resolution for consideration. Resolutions proposed by a chapter must be presented in writing to the Provincial Vice President of the Province in which the chapter is located not less than forty-five (45) days prior to the first Provincial Council Meeting of the calendar year. The Provincial Vice President shall notify the Delegates of the Provincial Council in writing of the Resolution no less than thirty (30) days prior to the Provincial Council Meeting. Resolutions approved by a majority of the Delegates of the Provincial Council, present and voting, during the Provincial Council Meeting conducted in an odd-numbered year, will be submitted to the Grand Chapter for consideration. Resolutions proposed by a chapter and approved by the Delegates of the Provincial Council, present and voting, during the Provincial Council Meeting conducted in an even-numbered year may be presented to the Grand Chapter for consideration by mail ballot, or may, at the request of the proposing chapter, be presented to the Grand Chapter at the next succeeding Grand Chapter Congress.

- a. **Congress Process**—All proposed Resolutions to be voted on at the Grand Chapter Congress shall be received at the office of the Executive Director by no later than March 15th preceding the meeting of the Grand Chapter. The Executive Director shall notify chapters in good standing and the Grand Officers, by April 15th, of such proposed Resolutions.
- b. **Mail Ballot Process**—All proposed Resolutions to be considered by mail ballot shall be distributed from the Central Office. A proposed Resolution may be accompanied by one (1) statement in support of the Resolution and one (1) statement in opposition to the Resolution. Statements shall be in writing and shall be no more than two hundred and fifty (250) words in length. To ensure that each Collegiate Chapter shall have sufficient time to consider Resolutions and cast a vote, Resolutions shall be submitted to the Grand Chapter for consideration by mail ballot between October 1 and March 31 of the succeeding year. All Resolutions submitted to the chapters for consideration shall be considered by them immediately at a regular called meeting, at which a quorum is present, or at a special meeting of the chapter, at which a quorum is present, called for the expressed purpose of considering the Resolution. A majority vote of those present at such regular or special meeting shall be required to approve or reject the Resolution. Authority to consider the vote on Resolutions shall not be delegated to any officer or group of officers of the chapter. Forty-five (45) days shall be allowed all chapters in which to vote on proposed Resolutions. Only the votes of those chapters in good standing received at the Central Office by mail, facsimile, electronic means or as determined acceptable by the Executive Director within forty-five (45) days after the date of the request to vote shall be counted. Ballots may be cast by electronic means as long as the casting of ballots by such means does not conflict with the laws and policies of the United States or the State in which the chapter is located.

**Policy 4. Resolutions Proposed by the Board of Directors**—The Board of Directors may, by majority vote, propose Resolutions for consideration by the Grand Chapter. All proposed Resolutions to be voted on at the Grand Chapter Congress shall be received at the office of the Executive Director no later than March 15th preceding the meeting of the Grand Chapter. The Executive Director shall notify chapters in good standing and the Grand Officers by April 15th, of such proposed Resolutions. All proposed Resolutions to be considered by mail ballot are to follow the procedures outlined in Bylaws Article XIX, Section 5.

**Policy 5. Recommendations**—Recommendations are requests that the Board of Directors *consider* a particular action or actions. Recommendations are similar to Resolutions, except they suggest action, rather than require it. Recommendations may be made to the Board of Directors at any time, by any member or chapter in good standing, using such format as may be described from time to time by the Board. Recommendations may be made by majority vote of a Provincial Council using the same format.

## HH. RITUAL

Policy 1. Regulations Governing the Ritual of the International Fraternity of Delta Sigma Pi—*Note: This language is taken from the Delta Sigma Pi Ritual Book. The Ritual Book contains all the definitive information on Ritual. Related (unconfidential) information is included in the policies for ease in reference (after review and approval by the Board of Directors). Changes to Ritual require a ¾ vote of the Grand Chapter.*

The Ritual contained herein is established under the authority provided in the Bylaws of the International Fraternity of Delta Sigma Pi.

**Article I. Governing Documents**—The Ritual contained in this book shall, with the Bylaws, constitute the primary laws of the Fraternity. Any other policies, rules and regulations created by the Fraternity must be in accordance with the laws of the Fraternity.

**Article II. Initiation to Membership**—Every member of this Fraternity, regardless of classification, must be initiated in due form, according to the provisions of the Ritual of the International Fraternity of Delta Sigma Pi, and shall take the entire Oath of Allegiance as provided for therein. For such initiation to be valid, the members of the High Tribunal must use the official regalia provided by the Central Office. To qualify for membership, compliance with the Ritual is required.

**Article III. Voluntary Withdrawal**—Although membership in this Fraternity is for life, members may submit an application to the Board of Directors for voluntary withdrawal. Such application does not automatically mean termination of membership. The Board of Directors shall establish guidelines for acceptable terms for withdrawing from the Fraternity.

**Article IV. Installation of the Board of Directors**—All members of the Board of Directors shall take the oath of office as provided in the Ritual.

**Article V. Meetings**—The Ritual must be used at all business meetings of chapters and the Grand Chapter.

**Article VI. Ritual Chairman**—The Ritual Chairman is an appointive and required officer. He shall have charge of all ritualistic work of the chapter, and rehearsals of the same. He shall have such other duties and powers as may be prescribed in the laws of this Fraternity.

#### **Article VII. Ritual Books**

Section 1. Each chapter must possess eight (8) Ritual books of this Fraternity. These Ritual books are the property of this Fraternity and are loaned to the chapter, so long as it shall remain in good standing. The president shall have the custody of the Ritual books of the chapter.

Section 2. Changes to the publication information, the design and layout of this book, and any non-ritualistic graphics, shall be the responsibility of the Executive Director of the Fraternity.

Section 3. Any graphic demonstrating the proper execution of Ritual is a ritualistic graphic, and must be true to the written Ritual. Any changes to ritualistic graphics must be approved by a three-fourths (3/4ths) vote of the members of the Board of Directors.

Section 4. The Board of Directors, by a three-fourths (3/4ths) vote, may elect to include in the Ritual book information taken from the Bylaws, rules and/or regulations of the Fraternity. The inclusion of any information from the Bylaws, rules and/or regulations is included for the convenience of the Fraternity and is not Ritual. All such information shall be clearly designated.

#### **Article VIII. Amendments to the Ritual**

Section 1. Proposed changes or suspensions in whole or in part relating to the Ritual must be presented in writing.

a. Changes Proposed by the Board of Directors—The Board of Directors may, by majority vote, propose changes, suspensions in whole or in part of this Ritual.

- b. Changes Proposed by a Chapter—Any chapter of this Fraternity in good standing may, by a majority vote of its members in good standing, propose changes, suspensions in whole or in part of this Ritual. Changes proposed by a chapter shall be presented in writing to the Provincial Vice President of the Province in which the chapter is located not less than forty-five (45) days prior to the Provincial Council Meeting held during that Province’s Provincial Conference. The Provincial Vice President shall notify the delegates of the Provincial Council in writing of the proposed changes no less than thirty (30) days prior to the Provincial Conference. Proposed changes approved by a majority of the Provincial Council delegates, present and voting, during the Provincial Council Meeting shall be submitted, in writing, to the office of the Executive Director for consideration by the Grand Chapter under Section 3 of this Article.

Section 2. To Change the Ritual—The Ritual of this Fraternity may be amended, or suspended in whole or in part, by a three-fourths (3/4ths) vote of the delegates in Grand Chapter Congress assembled, or by a three-fourths (3/4ths) vote by mail of all collegiate and alumni chapters in good standing and voting.

Section 3. Procedure—

- a. At the Grand Chapter Congress—All proposed changes to the Ritual shall be presented to the office of the Executive Director by March 15 preceding the meeting of the Grand Chapter. The Executive Director shall notify all collegiate and alumni chapters in good standing, as well as the members of the Board of Directors, of such proposed changes by mail by April 15 preceding the meeting of the Grand Chapter.
- b. Between sessions of the Grand Chapter Congress—After the receipt of any proposed changes in the Ritual received in regular order by the Executive Director, the same shall be submitted to the Board of Directors for consideration. The Board of Directors may by a majority vote recommend that such proposed changes shall be submitted immediately by the Executive Director to the collegiate and alumni chapters by mail for rejection or adoption. In the absence of such recommendations, the proposed changes shall be submitted at the next following Grand Chapter Congress, providing that the requirements set forth in the foregoing paragraph of this section are met.

Article IX. Regalia—The Board of Directors may replace or repair regalia due to damage, age or availability of new products, etc. as deemed necessary by the Board. The Board may at no time remove, alter, or change regalia without comparable replacement; nor may the Board add additional regalia items without a three-fourths (3/4ths) vote of the delegates in Grand Chapter Congress assembled, or by a three-fourths (3/4ths) vote by mail of all collegiate and alumni chapters in good standing and voting. See the “Guide to the Pledging and Initiation Ceremonies” for a description of the regalia of this Fraternity.

Article X. Emergency Powers—To enable the Fraternity to act promptly in any emergency, and in order that the best interests of the Fraternity may be served, special and emergency powers are hereby granted to the Board of Directors of the Fraternity to make such temporary amendments to the Ritual as they may deem advisable for the best interests of the Fraternity. A three-fourths (3/4ths) vote of the members of the Board of Directors shall be required to adopt such emergency amendments, and these emergency amendments shall remain in effect only until the next meeting of the Grand Chapter, at which time they shall either be approved by the Grand Chapter for permanent adoption or returned to their previous phraseology.

Policy 2. Ritual-Related Web Postings—Legislative proposals involving Ritual will be made available to chapters and brothers under the password protected areas of the web site. Reference to such items will also be included in any related documents containing other proposed legislation (to be considered at the same meetings) that is not required to be in the password protected web area.

Policy 3. Guide to Pledging and Initiation—

Campus Requirement

Initiations must be conducted on campus unless prior approval has been given by a Grand Officer for an Initiation to be conducted off-campus.

## II. MISCELLANEOUS

Policy 1. Mission Statement—The preamble to the bylaws of Delta Sigma Pi clearly states the purpose and mission of this Professional Business Fraternity. Therefore, after careful consideration, the Board of Directors has concluded not to adopt another mission statement.