



# Delta Sigma Pi

## Policy and Procedures Manual

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Updated as of  
March 1, 2024

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 website under [www.dsp.org](http://www.dsp.org) and updated quarterly at March 1, June 1, September 1 and December 1 as per Policy HH.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@dsp.org](mailto:centraloffice@dsp.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 June 1, 2016 is posted at [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.	6/1/20	Awards – 133	EE.1.	R20-18: Change the approval for helmet nominations to the ED from the GP.
2.	6/1/20	Provincial Councils – 69	O.7.A.	R20-23: Allow any chapter to vote at provincial council who has paid all debt prior to their meeting.
3.	6/1/20	Expansion and Reactivation – 99	Q.1.E.	R20-25: Eliminate the 250 mile requirement for new eligible colonies, and include insurance as a determining factor.
4.	7/1/20	Pledging and Initiation – 33	E.	R19-26: Update Pledge Education Program to enhance the learning experience for pledges and betterment of the Fraternity.
5.	7/1/20	Pledging and Initiation – 33	E.	R20-22: Adjust the new Pledge Education Program to lower the minimum passing quiz score.
6.	7/1/20	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-6: Change the CMP Financial requirements on debt (see R20-32)
7.	7/1/20	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-20: Adjust Pledging Ceremony CMP requirement to indicate report is due two days after the ceremony instead of seven.
8.	7/1/20	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-21: Adjust pledge manual purchase CMP requirement to indicate purchase must be prior to the Pledging Ceremony.
9.	7/1/20	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-36: Add a diversity and inclusion training event and action plan as a required item under the Accredited chapter CMP tier
10.	8/1/20	Individual Code of Conduct—9 Risk Management Policy—9	A., B.	R20-14: Risk Management Policy update
11.	8/1/20	Membership—25	F.7.	R18-21 Revised: Amend Section D. Membership, Policy 7. Inactive Status.

Item #	Date of Change	Page(s) Affected*	Policy(s) Affected*	Description of Change
12.	8/1/20	Membership—24	F.6.	R18-22 Revised: Amend Section D. Membership, Policy 6. Voluntary Withdrawal.
13.	8/1/20	Insurance—12	C.	R20-63: Insurance in Policy
14.	8/14/20	Grand Chapter and Grand Chapter Congress – 44	N.8.	R20-61 Revised: Suspend GCC travel fund for fall 2020
15.	8/14/20	Finances and Investments – 94	T.2., T.10., T.11., T.14.	R20-74: Revise Chapter fees for fall 2020 to delay late fee charging
16.	8/16/20	Membership – 26	F.7.C.4.	R20-59: Add clarifying language to the inactive status policy stating that dues credit will only be applied if the inactive request is submitted within the first 60 days of the academic term.
17.	12/1/20	Awards – 122	EE.1.	R20-53: To allow Delta Sigma Pi's Deltasig Career Achievement Award to be awarded annually, instead of biennially as is current policy.
18.	12/17/20	Grand Chapter and Grand Chapter Congress – 44 Finances and Investments – 94	N.8, T.2., T.10., T.11., T.14.	R20-82: Extend the effects of R20-61 Revised and R20-74 for the spring 2021 term.
19.	3/6/21	Board of Directors – 39	K.9.D.	R21-26 Revised: Revise Board mail voting procedures
20.	3/6/21	Golden Council – 119	BB.1.	R21-25: Amend eligibility criteria for golden council membership for board members and RVPs
21.	7/1/21	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-7: Add an accredited level (Tier 1) CMP requirement of 20 dues paying members.
22.	7/1/21	Pledging and Initiation – 33 Chapter Management and Alumni Chapter Recognition Programs – 127	E.2.D., E.4.B.4, DD.1.	R20-28: Adjust pledge manual order policy to allow chapters to use the current and most recent edition of <i>The Crown &amp; Delta</i> .
23.	7/1/21	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-32: Delay implementation of R20-6.

<b>Item #</b>	<b>Date of Change</b>	<b>Page(s) Affected*</b>	<b>Policy(s) Affected*</b>	<b>Description of Change</b>
24.	7/1/21	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-50: Add a chapter diversity assessment as a required item under the Chapter of Recognition CMP Tier (Tier II).
25.	7/1/21	Chapter Management and Alumni Chapter Recognition Programs – 127	DD.1.	R20-91: Addition of a DEI event as an option for the Alumni Chapter Recognition Program.
26.	7/1/21	Chapter Assistance and Encouragement – 31	H.5.	R21-47: Remove the need for a board vote to offer a chapter receivership.
27.	9/1/21	Nominations, Campaigning, and Vacancies – 54	P.4.B.2	R21-11: Move the start of campaigning later in the year to account for the time needed to publish the initial candidate list.
28.	9/1/21	Regional Vice Presidents and District Directors – 38 Publications and Websites – 119 Leadership Code of Conduct – 122	L.1, L.2., L.4., Z.4., Z.7., DD.3.	R20-85: Add an Assistant DD Position
29.	9/1/21	Publications and Websites – 119	Z.4.	R21-58: Establish within Policy a Fraternity Privacy Policy
30.	9/1/21	Publications and Websites – 119	Z.5. & Z.6.	R21-59: Website Policy Cleanup - Policy Z, publication and websites, membership data
31.	9/1/21	Delta Sigma Pi Risk Management Policy – 9	B.	R21-57: Addition of cease and desist directive to Risk Management Policy
32.	9/1/21	Awards – 123	FF.1.	R21-42: CDL Donation Requirement Removal
33.	9/1/21	Awards – 123	FF.1.	R21-60: Career Achievement Award Selection Process Update
34.	12/1/21	Grand Chapter and Grand Chapter Congress – 48	N.8.	R21-75: Congress Reserve Fund for Collegiate Chapters disbursement
35.	3/1/22	Board of Directors – 37 Regional Vice Presidents, District Directors and Assistant District Directors – 41 Committees – 42	K.2., L.2., M.2.	R21-76: Require CDL Training for leaders in policy
36.	3/1/22	Personnel and Employment – 118	W.2.	R21-87: Employee Handbook Wording Change

<b>Item #</b>	<b>Date of Change</b>	<b>Page(s) Affected*</b>	<b>Policy(s) Affected*</b>	<b>Description of Change</b>
37.	3/1/22	Awards – 127	FF.1.	R21-104: Remove the alumni requirement from CDL eligibility
38.	3/1/22	Committees –45	M.13.	R21-105: Collegiate Advisory Committee Creation
39.	3/12/22	Nominations, Campaigning and Vacancies – 56	P.1.C.9.	R22-27: Interim Election Procedures
40.	5/1/22	Awards – 127	FF.1.	R20-37: Add a diversity and inclusion training item to CDL Tier 1 requirement.
41.	7/1/22	Conferences – 78 Finances and Investments – 95	R.1, T.16.	R21-46 Revised: Provincial conference budget changes revised
42.	7/1/22	Pledging and Initiation – 33 Chapter Management and Alumni Chapter Recognition Programs – 126	E.2.D., E.4.B.4, EE.1.	R21-33: Delay implementation of the previously approved R20-28
43.	8/1/22 or sooner as feasible	Expansion and Reactivation – 91	S.	R21-108: Change the term “colony” to “startup group”
44.	3/1/23	Committees – 44	M.6.	R21-54: Create Subject Matter Experts to support chapters
45.	3/1/23	Board of Directors – 37 Chapter Management and Alumni Chapter Recognition Programs – 128	K.3., EE.1.	R23-10: Delegated the management, authority and development responsibility of CMP to staff.
46.	3/1/23	Committee – 45 Awards and Recognition – 128	M.11., FF.	R23-5: Delegated the awards program responsibilities to the National Scholastic Development and Awards Committee
47.	3/1/23	Awards and Recognition – 128	FF.	R22-59: Remove the requirement that the Chapter Advisor of the Year nominees must be members, to align with recent practice.
48.	3/1/23	Collegiate Chapters – 18 Alumni Chapters – 23	D.24., E.23.	R22-73: Chapter Investment Policy
49.	6/1/23	Grand Chapter Delegates, Credentials and Voting – 52	O.	R23-23: Clarifies and standardizes language in policy around the roles in GCC elections (remove teller

<b>Item #</b>	<b>Date of Change</b>	<b>Page(s) Affected*</b>	<b>Policy(s) Affected*</b>	<b>Description of Change</b>
50.	6/1/23	Grand Chapter and Grand Chapter Congress – 48 Grand Chapter Delegates, Credentials and Voting – 53	N.2., O.11.	R23-24: GCC agenda and standing rules update
51.	6/1/23	Grand Chapter Delegates, Credentials and Voting – 54 Provincial Councils – 61	O.11.D., Q.1.C.	R23-25: Remove overall debate limits for GCC and provincial councils
52.	6/1/23	Grand Chapter Delegates, Credentials and Voting – 54	O.11.	R22-62 Revised: Amend policy to note how to handle challenges to floor access.
53.	7/1/23	Collegiate Chapters – 14 Pledging and Initiations – 26 Finances and Investments – 99 Chapter Management and Alumni Chapter Recognition Programs – 126	D.12., G.2.d., G.4.B., T.5., EE.1.	R21-110: Remove the requirement for chapters to maintain a physical inventory of pledge manuals.
54.	7/1/23	Finances and Investments – 107	T.16.	R22-60: LEAD Hotel Reimbursement for Board
55.	7/1/23	Discipline of the Individual – 34	J.6.	R22-71: Provincial and National Standards Committee policy
56.	7/1/23	Collegiate Chapters–15 Membership – 24 Discipline of the Individual – 34 Committees – 42	D.14., F.6.C., J., M.4., M.12., M.17.	R21-44 Revised: New Individual Discipline Policy and Manual
57.	7/1/23	Membership – 25	F.6.C.	R23-21: Changes Voluntary Withdrawal Final approval to Executive Director
58.	8/20/23	Grand Chapter and Grand Chapter Congress – 49	N.8.	R22-72: Eliminate Congress Reserve Fund
59.	9/1/23	Regional Vice Presidents, District Directors, and Assistant District Directors – 40	L.3.	R23-40a: RVP Accountability

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60.	9/1/23	Grand Chapter and Grand Chapter Congress – 47	N.7	R23-41c: Host Committee Appointment
61.	9/1/23	Board of Directors – 38	K.8.A.6.	R23-42a: Parliamentary Authority
62.	9/1/23	Conferences – 73	R.4.	R23-42b: Outside Education Cancellation
63.	9/1/23	Grand Chapter and Grand Chapter Congress – 46	N.6.	R23-42c: GCC Reporting
64.	9/1/23	Alumni Chapters – 19	E.2.	R23-42e: AC Affiliation Changes
65.	9/1/23	Finances and Investments – 81	T.1.	R23-42f: CMP Dues Exception
66.	9/1/23	Alumni Chapters – 21	E.18.	R23-42g: Remove AC Awards Policy
67.	9/1/23	Pledging and Initiation – 27 Badges and Regalia – 106	G.2.C., AA	R23-42h: Ordering Regalia in Policy
68.	9/1/23	Board of Directors – 36	K.3.	R23-43a: Badge Price in Board responsibilities
69.	9/1/23	Board of Directors – 36	K.	R23-43b: GP Committee Appointments in Policy
70.	9/1/23	Board of Directors – 36	K.6.	R23-43c: VPF Duties in Policy
71.	9/1/23	Board of Directors – 36	K.	R23-43d: PGP Duties in Policy
72.	9/1/23	Board of Directors – 36	K.3.	R23-44a: CO Location Determination
73.	9/1/23	Alumni Chapters – 22	E.21	R23-44b: AC Chapter Name Changing
74.	9/1/23	Conferences – 70	R.3.	R23-44c: LEAD Programming
75.	9/1/23	Provincial Councils – 60	Q.9.	R23-44d: Overlapping Provincial Meetings
76.	9/1/23	Conferences – 69	R.1., R.2.	R23-45: Remove Process from Provincials and LEAD Schools Policy
77.	9/1/23	Discipline of the Individual – 35	J.13.	R23-47: IDP Appeals
78.	9/1/23	Provincial Councils – 60	Q.12	R22-66: Add the North Atlantic Region to the Northeastern Province
79.	9/1/23	Provincial Councils – 60	Q.12	R23-48: Add East Central Region to North Central Province



<b>Item #</b>	<b>Date of Change</b>	<b>Page(s) Affected*</b>	<b>Policy(s) Affected*</b>	<b>Description of Change</b>
80.	9/1/23	Regional Vice Presidents, District Directors, and Assistant District Directors – 40	L.2.	R23-40b: RVP & DD duplicate policy
81.	9/1/23	Pledging and Initiation – 27	G.3	R23-40c: Off-Campus Initiation Approval
82.	9/1/23	Membership – 23	F.5.	R23-40d: Qualified Program Approval
83.	9/1/23	Chapter Assistance and Encouragement – 31	H.8., H.9.	R23-40e: Receivership Policies
84.	9/1/23	Chapter Assistance and Encouragement – 33 Chapter Discipline – 34	H.16, H.17., I.2.	R23-39: Delegation of assistance authority in policy
85.	9/1/23	Finances and Investments – 90	T.16.	R23-41a: Debt Write Off Authority
86.	9/1/23	Finances and Investments – 82	T.15.	R23-42d: Communications Reimbursement
87.	12/1/23	Board of Directors – 36 Finances and Investments – 91	K.3., T.17.B.1.	R23-41b Revised: Removes requirement that Board approve banks used for Fraternity funds
88.	12/1/23	Alumni Chapters – 21	E.16.	R23-59: Increase alumni chapter fees
89.	12/1/23	Discipline of the Individual – 34	J.	R23-60: Changes policy for reporting of sensitive allegations
90.	12/1/23	Awards – 110	FF.3.	R23-61: Updates policy regarding the Scholarship Key Program
91.	3/1/24	Many	Many	R23-46: Gendered Language in Policy
92.	7/1/24	Badges and Regalia – 106	AA.	R23-62: Create a special badge for the Collegian of the Year program
93.	7/1/24	Provincial Councils – 60	Q.12	R24-17: Change name of North Central Region to North Star Region

## **A. INDIVIDUAL CODE OF CONDUCT**

The individual code of conduct applies to all members of Delta Sigma Pi (collegiate and alumni), faculty members, pledges, startup group members and employees. With regard to professional conduct, each 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 startup group property and resources placed in their care;
5. Follows state, federal and local 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.

## **B. DELTA SIGMA PI RISK MANAGEMENT POLICY**

This policy applies to all members of Delta Sigma Pi (collegiate and alumni), faculty members, pledges, startup group 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.

The Executive Director is granted the authority to issue a cease and desist directive to any chapter for a term of up to thirty (30) days. Under any cease and desist directive, a chapter is still considered in good standing, however, may not be permitted to host and/or participate in Fraternity activities as described in the directive.

### **Policy 1. Alcohol, Drugs, and Fraternity Events**

In any activity or event sponsored or endorsed by the organization, including those that occur on or off organizational premises:

- A. Organizational members and guests must comply with all federal, state and local laws. No person under the legal drinking age may possess, consume, sell, provide, or be provided alcoholic beverages.
- B. Organizational members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.
- C. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
- D. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

- E. Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- F. No chapter may co-host or cosponsor, or in any way participate in an activity or event with another group or entity that purchases or provides alcohol or illegal drugs.
- G. No chapter may co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to hold a chapter event. Chapters are not permitted to sell alcohol as a fundraiser.
- H. Attendance at any event where alcohol is present must be by invitation only.
- I. Collegiate chapter business and executive meetings, pledge meetings, pledging ceremony and initiation must be free of alcohol and illegal substances.
- J. Organizational members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games or events where the main purpose is the continued consumption of alcohol.
- K. Fraternity events may not be held outside the United States and Canada, unless it is an event or activity by an approved foreign alumni chapter.

## **Policy 2. Hazing**

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- A. Be coerced to violate federal, state, local law, or Delta Sigma Pi policy.
- B. Be coerced to consume any food, liquid, alcohol, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but is not limited to sickness, vomiting, intoxication, or unconsciousness.
- C. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- D. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- E. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

## **Policy 3. Discrimination**

Discrimination against or harassment of any individual for reason of race, ethnicity, creed, religion, sex, sexual orientation, gender identity, 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.

#### **Policy 4. Assault & Battery**

In any activity or event sponsored or endorsed by Delta Sigma Pi, no chapter, member or guest will engage in or permit assault and battery, as defined in the state statutes in which the activity or event occurs.

#### **Policy 5. Sexual Misconduct**

No organizational member or guest will engage in or permit sexist or sexually abusive behavior, sexual harassment, non-consensual sexual activity, sexual violence, domestic violence, dating violence, stalking, or sexual exploitation. For the purposes of this policy:

- A. Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.
- B. Sexual harassment is unwelcome conduct of a sexual nature.
- C. Sexual violence is any physical sexual act perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to an individual's age or use of drugs or alcohol, or because of an intellectual or other disability prevents the individual from having the capacity to give consent).
- D. Domestic violence is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.
- E. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.
- G. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

#### **Policy 6. Weapons, Firearms, Explosives, Incendiary Devices**

Delta Sigma Pi and its members must comply with all federal, state, and local laws and campus policy as it relates to firearms or explosives, incendiary devices or any type of weapon.

Firearms, explosives, incendiary devices, or any type of weapon are prohibited at all regional, provincial and national Fraternity activities or events.

#### **Policy 7. 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.

The rental or lease of houses or other living quarters by chapters of Delta Sigma Pi, house corporations or any similar entities is prohibited.

#### **Policy 8. Retaliation**

Delta Sigma Pi prohibits retaliation against any individual – members and non-members – for reporting,

inquiring, or cooperating with a report around a violation of the Risk Management Policy.

Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

### **Policy 9. Policy Distribution**

Delta Sigma Pi will maintain the Risk Management Policy on the Fraternity's official website.

## **C. INSURANCE**

### **Policy 1. Additional Named Insureds**

The Fraternity will not add additional named insureds to its insurance coverage unless the request is:

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

**Policy 2. Insurance for Chapter Developed or Sponsored Large Events**—Chapters and startup groups are required to purchase liability insurance and list the National Fraternity as an additional insured for any event that has an anticipated (or historical) attendance of more than 300 people. This includes all events that are sponsored or co-sponsored by the chapter and/or startup group, including pledging events. The only exemption to this policy is made for ritualistic activities (i.e. initiations) that are held on campus.

For any event covered by this policy, the hosting chapter or startup group must submit any necessary contracts to the Executive Director at least 90 days in advance of the event for review of any contracts. All contracts must be signed on behalf of the specific chapter or startup group (i.e. 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 must be sent to the Executive Director.

**Policy 3. 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 4. General Risk Management Policy**—The 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.**

## **D. 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 countersign all chapter checks.
- h. 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.
- i. To serve as delegate to the Provincial Council unless unable to attend.
- j. Attend and actively participate in Presidents' Academy unless having the most urgent reason to not be present. If unable to attend, the chapter president will find one substitute from the chapter's executive committee to attend and actively participate based on the nationally recognized line of succession beginning with senior vice president. The nationally recognized line of succession following senior vice president is as follows: 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; vice president-alumni relations.

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 their 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 that all financial obligations affiliated with initiations are submitted to the Central Office within seven days following each initiation.
- h. To ensure that member dues are paid to the Central Office within 30 days of the first day of classes in each academic term.
- i. 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 June 1. 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 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.
- j. 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 oversee the individual discipline process, including serving as the chair of the Chapter Standards Committee, ensuring all members of the Chapter Standards Committee have been trained in accordance with Fraternity standards and reporting hearing results to the chapter.
- c. To preside at all hearings conducted by a hearing panel.
- d. 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.
- e. To cast a deciding vote in the case of a tie in chapter business, providing the chancellor has not already voted on the motion (such as in hearings or election of pledges).
- f. To serve as Ritual Chair, unless the chancellor and president agree to delegate this duty to another brother.
- g. To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- h. 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 accounts shall include "Delta Sigma Pi" and the Greek letter chapter name in their account title, such that the public is aware that it is a Fraternity account. 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 Banking and Debit Cards**—Collegiate chapters are permitted to use electronic banking and debit cards, so long as all accounts are set up as business accounts. Such financial mediums are the responsibility of the chapter's Vice President-Finance. The passwords to online bank accounts must be changed each time new officers are elected, and the passwords to any accounts shall only be known by the President, Vice President-Finance, and Senior Vice President. Read-only account access shall be established and maintained for chapter advisor/volunteer leader/staff use. Chapter credit cards are not permitted. Electronic documentation of all cash flows should be printed and retained in hard-copy format as a part of the chapter's financial records, to be audited annually. No cash withdrawals are to be made from these accounts other than for replenishing chapter petty cash and should not exceed \$50 dollars without express written authority of the President and another nationally recognized officer other than the Vice President-Finance. All receipts for cash transactions must be retained. Such transactions that do not follow this policy should be flagged by the auditor.

**Policy 23. Electronic Payment Methods**—Any and all electronic payment services, including, but not limited to, Venmo, PayPal and Square, are permitted and are the responsibility of the chapter's Vice President-Finance. The passwords/controls to each of these accounts must be changed each time new officers are elected, and the passwords/controls to any accounts shall only be known by the President, Vice President-Finance and Senior Vice President. Read-only account access shall be established and maintained for Chapter Advisor/volunteer leader/staff use. All accounts are to be set up as business accounts. All accounts shall include "Delta Sigma Pi" and the Greek letter chapter name in their account title, such that the public is aware that it is a fraternity account. No cash disbursements are to be made from any electronic account with the exception of reversing a previous transaction. Such transactions must be authorized by the President and confirmed by the Vice President-Finance. The authorization may be electronic, but must include a description of the payee, the amount of the payment, and the

purpose of the payment. All services must be set to automatically transfer any monies received directly to the chapter's checking account, if available, or must be done manually on a weekly basis. As such, these electronic services should be used only for cash collection, not for cash disbursement. Any electronic documentation of cash flows should be printed and retained in hard-copy format as a part of the chapter's financial records to be audited annually.

**Policy 24. Chapter Investments**—Chapter funds may only be held on deposit with the chapter's college or university, federally insured (FDIC or NCUA) institutions (in checking accounts, savings accounts, money market accounts, or certificates of deposit), or the Delta Sigma Pi Leadership Foundation.

## E. ALUMNI CHAPTERS (SEE EE. FOR RECOGNITION PROGRAM)

**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 their 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. A "member" of an alumni chapter refers only to those who have paid their alumni chapter dues and completed the alumni chapter membership form for the current fiscal year. This member would be listed as part of the official alumni chapter roster. 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.

**Policy 3. 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, vice president-chapter operations, vice president-collegiate relations and vice president-finance. Chapters may have additional officers on the executive committee based on their chapter bylaws. The president is the chairman of the executive committee.

**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 their 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 membership dues.

**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. Alumni chapters are permitted to use electronic banking and debit cards, so long as all accounts are set up as business accounts. Such financial mediums are the responsibility of the chapter's Vice President-Finance. Chapter credit cards are not permitted. Any electronic documentation of cash flows should be printed and retained in hard-copy format. Any and all electronic payment services, including, but not limited to, Venmo, PayPal and Square, are permitted and are the responsibility of the chapter's Vice President-Finance. The passwords/controls to each of these accounts must be changed each time new officers are elected, and the passwords/controls to any accounts shall only be known by the President and Vice President-Finance. All bank and electronic payment service accounts shall include "Delta Sigma Pi" and the alumni chapter name in their account title, such that the public is aware that it is a fraternity account. No cash disbursements are to be made from any electronic account with the exception of reversing a previous transaction. All services must be set to automatically transfer any monies received directly to the chapter's checking account, if available, or must be done manually on a weekly basis. As such, these electronic services should be used only for cash collection, not for cash disbursement. Any electronic documentation of cash flows should be printed and retained in hard-copy format as a part of the chapter's financial records.

**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 \$27.50, a copy of the chapter bylaws, and a charter renewal fee of \$27.50 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**—Policies and procedures related to the Alumni Chapter Recognition Program are found in the *Alumni Chapter Recognition Program Guide* ([www.dsp.org](http://www.dsp.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 submit a request to the Central Office. Approval of the name change is at the discretion of the Executive Director or their 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. Prior to request, a name change must be approved by vote of the chapter.
- E. Alphabetical listings of alumni chapters are to be determined by the first word of the city/state beginning in the alumni chapter name.

**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.

**Policy 23. Chapter Investments**—Chapter funds may only be held on deposit with federally insured (FDIC or NCUA) institutions (in checking accounts, savings accounts, money market accounts, or certificates of deposit), or the Delta Sigma Pi Leadership Foundation.

## F. 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 the Executive Director the responsibility of determining what programs may be allowed at schools in their own province.

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 startup group 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 (Permanent Removal)—**

- 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, any time 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.

#### **C. Procedure for Voluntary Withdrawal**

1. Completion of the voluntary withdrawal application form in its entirety is required. An alumni member requesting voluntary withdrawal must submit the application to the Central Office staff.
2. A collegiate member requesting voluntary withdrawal must submit the application to the executive committee of their chapter for consideration. A simple majority of executive committee members must review and vote on the application for voluntary withdrawal within 14 days. Upon approval the application will be updated with the vote results.
3. If the executive committee approves the application for voluntary withdrawal, the decision will then be submitted to Central Office staff for review within seven days of the meeting. Staff must review the application and approve or deny within 14 days of receipt.
4. Upon approval of the application, the Central Office will send a letter notifying the requester and chapter (if applicable) of the decision.

#### **Policy 7. Inactive Status (Collegiate, during an academic term)—**

- 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 their family. Hurricanes, floods, tornadoes, earthquakes, forest fires, etc. causing an immediate effect on the brother or their 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. 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.

**C. Procedures:**

1. Completion of the 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 their chapter for consideration. A simple majority of executive committee members must approve a brother’s request for inactive status. Upon approval the application will be updated with the vote results.

3. If the executive committee approves the application for Inactive Status, the decision should be submitted to the Hub. The chapter officers 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 meeting.
4. The application for inactive status will be review by the Central Office staff within 14 days of receipt, and if approved, the Central Office will issue a credit to the chapter's account when the application is received within 60 days of the first day of classes in each academic term. The Central Office will send a letter notifying the member, chapter and local leadership of the decision.

**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.*

**Policy 9. Alumni Member Status Change**—At the discretion of the Provincial Vice President, a collegiate member may be granted alumni status due to special circumstances. The Provincial Vice President will provide documentation to the Central Office with the member's identifying information and reason for the status change. Upon receipt the Central Office will send a letter notifying the member and the chapter of the change.

## **G. PLEDGING AND INITIATIONS**

**Policy 1. Election and Voting on Pledges**—To elect a pledge to membership or voting to remove a pledge from the pledge process will be done in accordance to Article XII. Section 11 and Section 12 of the National Bylaws, subject to the following requirements:

- A. Ballots will be collected and counted by the presiding officer and two other chapter officers present.
- B. Votes must be cast anonymously.
- C. Voting systems must provide confirmation only those present at the meeting have cast votes.

**Policy 2. 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 is responsible for coordinating regalia shipping with the Central Office in a timely manner.
- D. Vice president-finance ensures badges are ordered and paid for at least 21 days before each initiation each term. They ensure 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 3. Guide to Pledging and Initiation—**

#### **Campus Requirement**

Executive Director in consultation with the Regional Vice President, District Director, Assistant District Director and Chapter Advisor approval is required any time a collegiate chapter wishes to initiate new collegiate or honorary members at a location other than the college or university where the chapter is chartered.

**Policy 4. Standard Pledge Education Program—**Sections A. through E. of this policy provide the standard pledge education program all chapters are required to follow. The pledge program is four (4) to five (5) weeks long and is coordinated with the academic calendar of the respective college or university. In cases when a school break falls during a pledge education program schedule, a program may be extended to six (6) weeks in order to accommodate this, but there are still no more than five (5) pledge meetings. An individual may not be in a pledge program longer than six (6) weeks (42 days) from pledging ceremony to initiation unless approved by Central Office staff due to special circumstances, such as severe weather, campus interruptions or personal emergencies.

#### **A. PURPOSE OF PLEDGE EDUCATION**

The purpose of pledge education is to formally present Fraternity history and information to our potential members and to begin the integration into the chapter on a provisional basis in order to make the best possible brothers. In addition, pledges will learn the business operational requirements of the Fraternity through the participation in various chapter events and activities. The pledges will become familiar with the opportunities and obligations available and expected through membership, including: knowledge of basic local and national Fraternity history, values, and operations; meeting procedures, etiquette and organizational skills; and the Fraternity's emphasis on personal and professional development of the individual. Pledge meetings will serve to reinforce Fraternity knowledge through discussions and activities.

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 of the pledge education program.

#### **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. Pledge Education Program Overview – The Delta Sigma Pi Pledge Education Program is intended to introduce pledges to the Fraternity before initiation. As such, pledges will be expected to be an active participant in a variety of chapter meetings, events and activities, in addition to their own pledge meetings. The primary

learning environment for pledges will be during their separate pledge meetings, which are described elsewhere in this policy, and the online learning system, which is where they will also take their quizzes and comprehensive exam. Since pledges are not yet members of the chapter, they may not present themselves as a representative of the chapter or Fraternity, hold chapter officer positions, vote on chapter matters and are not allowed in meetings during executive session or Ritual. However, pledges may participate on various chapter committees and may attend executive committee meetings, if invited by the chapter president.

2. Pledge Education Guide – The Pledge Education Guide is a comprehensive manual that all VPPEs are required to follow in order to properly implement the pledge education program. It contains a complete outline of pledge meetings, meeting agendas, teaching guide, activity descriptions and other relevant items needed for them to carry out a successful pledge education program.
3. Online Learning System – Pledges will use an online learning system for educational modules and to conduct quizzes and the comprehensive exam.
4. Educational Materials, Pledge Program and Chapter Bylaws and Policies – The chapter will provide each pledge with a personal copy of the pledge education program, chapter bylaws and chapter policies. The current national Fraternity bylaws and policies can be found on the Fraternity's website.
  - a. Each pledge must read *and* have a thorough understanding of all information within provided documents.
  - b. Each pledge must have thorough knowledge and understanding of the Risk Management Policy.
  - c. Although the pledge should be familiar with chapter bylaws and policies, information from these will not be included on the quizzes and comprehensive exam.
5. Quizzes and Comprehensive Exam – Quizzes and the comprehensive exam will be administered through the online learning system. The VPPE will communicate all due dates for quizzes and the comprehensive exam to pledges at the beginning of the pledge process. The most current answers to questions on the quizzes and comprehensive examination can be found on the Fraternity website. The VPPE is responsible for ensuring pledges are provided with all correct answers to quizzes and the comprehensive exam.
6. 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 pledge may not be charged more than the total initiation fee as outlined below in order to become a member of Delta Sigma Pi, including costs that might be associated with initiation, such as transportation and hotel costs.
  - a. The total initiation fee is \$150 per collegiate and it includes the following:
    1. The national initiation fee of \$82.00 per collegiate.
    2. The badge lease of \$50.00 per collegiate.
    3. The local initiation fee of \$18 per collegiate. This fee covers supplies and expenses for chapter participation.

"1" and "2" 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 chapter events where chapter members are also charged the same amount, initiation banquet and/or mementos, an optional jeweled badge, etc.

- 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-

c. The chapter may subsidize the costs above with chapter funds, at their discretion.

7. 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.

8. Risk Management – All pledges will receive training on risk management.
9. Meetings and Events – Pledges should attend all chapter meetings, pledge meetings and chapter events, but cannot be required to exceed a combined total of six (6) hours per calendar week (Sunday through Saturday) attending these meetings and events. If a pledge cannot attend an event or meeting, they should contact the VPPE. Attendance at pledging ceremony and initiation is mandatory, pending successful completion of the pledge education program.

The date and start time of chapter meetings, pledge meetings and initiation must be provided to pledges prior to the pledging ceremony. The date, location, start time and end time for all chapter events and activities must be provided to pledges no less than one week (seven (7) days) in advance. All chapter events, meetings and activities where pledges are present must be held between 8:00 a.m. and midnight (12:00 a.m.).

Exceptions to the time restrictions above may be approved by the PVP prior to the pledging ceremony.

10. Chapter Committees – If a chapter utilizes committees, pledges may serve on them, but this is not required. Pledges should not be expected to do anything on committees current chapter members are not required to do.
11. Big Brother Mentorship Program - Each pledge will be matched, one on one, with members of the chapter. Pairings will be announced at the first pledge meeting to take place on the same day of the pledging ceremony so that the Big Brothers can assist their Little Brothers from the beginning of the pledging process. The Pledge Education Guide outlines approved methods to be used as a means to introduce the pledges to their Big Brothers.

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, and mentor. The Big Brother 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 serves as the pledge's advocate throughout the pledging process.

Big Brothers are not to be encouraged or expected to purchase gifts of any value for the pledges. Pledges are not to be encouraged or expected to purchase any gifts for their Big Brothers at any time throughout the pledge process or following initiation.

### **C. 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. Due to the sensitive nature of the evaluation of pledges, all chapter discussions related to the evaluation of pledges must be done in executive session.

1. Attendance and Participation - Attendance of each pledge will be kept by 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 Exams - Each pledge will be evaluated on their success at periodic quizzes, and the comprehensive exam, the questions of which are found in *The Crown & Delta*. Pledges are expected to have a thorough understanding of the pledge education material and strive to do well on quizzes and the comprehensive exam. Scores 80% or better are considered satisfactory. Pledges with scores under 80% may be considered for removal from the pledge program, but the chapter may also give positive consideration to the pledge based on their attendance, participation and conduct as described above.

#### **D. LIABILITY STATEMENT**

Anything not explicitly written in this policy or the Pledge Education Guide (B.2) will not be allowed during the pledging process. This is not limited to, but includes such things as: participation or planning of events or activities except for those addressed in this policy; required phrases, lists of traditional projects, rules, expectations, suggestions or requirements not addressed in this policy; “ideas to remember”; “obligation of pledges”; dress codes outside of what chapter members are also required to wear as appropriate and reasonable for an applicable event or meeting, oral ceremonies, carrying of certain objects and votes of confidence. Additionally, there may be no requirement, expectation or suggestion pledges gave a gift (paddle, etc.) to Big Brothers, officers or the chapter. All activities 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 Central Office staff.

#### **E. SCHEDULE OF MEETINGS**

The VPPE has discretion to choose the date and time of the pledge meetings, but this must be communicated to recruits before they pledge.

#### **H. 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 Executive Director is empowered to offer the assistance of a receiver to a chapter experiencing specific operational need. This may be done at the discretion of the Executive Director or upon recommendation of the Board of Directors, the respective Provincial Council, the respective Grand Officers or the Grand President.

**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 Executive Director or designee, and delivered to the chapter officers, Chapter Advisor, and all associated national officers.

**Policy 9. After Acceptance of Receivership**—After acceptance of receivership by a chapter, the Executive Director will, after consultation with the appropriate Regional Vice Presidents and District Director, 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. Such requirements will specify the authority and responsibilities of the Receiver and of the chapter. The Executive Director 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. Offer of Reorganization**—An offer of Reorganization must contain the terms of the Reorganization, including the time period, requirements, the current Fraternity policy regarding Reorganization, and the procedure for acceptance. 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 15. 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 four 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 student's 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 10 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 16. Delegation of Authority**—Unless otherwise determined by the Grand President, all assistance actions requiring approval of the Grand President are delegated to the Executive Director, or their designee, to be designed in consultation with local leadership.

**Policy 17. Communicating Assistance Actions to Chapters**—Chapter assistance decisions are to be communicated to the chapter presidents within a reasonable timeframe of the decision. In the case of guidance or receivership, the decision must be communicated within five days, provided by the applicable District Director (primary) or Regional Vice President (secondary) insofar as possible, though terms of such may be communicated later. Written notice containing all applicable information will be issued from the Central Office, under applicable signature, within a reasonable time after the decision.

## I. CHAPTER DISCIPLINE

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

**Policy 2. Delegation of Authority**—Unless otherwise determined by the Grand President, all disciplinary actions requiring approval of the Grand President are delegated to the Executive Director, or their designee, to be designed in consultation with local leadership.

**Policy 3. Communicating Discipline Actions to Chapters**—Chapter disciplinary decisions are to be communicated to the chapter president within a reasonable timeframe of the decision insofar as possible. The notice of such decisions is to be provided by the applicable Regional Vice President (primary) or Provincial Vice President (secondary) insofar as possible. In the case of probation or suspension, the decision must still be communicated within five days, the notice of such decisions is to be provided by the applicable District Director (primary) or Regional Vice President (secondary) insofar as possible, though applicable information and 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.

## **J. DISCIPLINE OF THE INDIVIDUAL**

**Policy 1.** This policy 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 hearing. Any additional discipline by the Fraternity must follow the processes set forth in this policy.

**Policy 3:** Collegiate chapters must establish a Chapter Standards Committee of no fewer than the chancellor and three (3) additional initiated collegiate members trained per Fraternity guidelines. Collegiate chapters must maintain a Chapter Standards Committee at all times to ensure the integrity of this policy.

**Policy 4.** Allegations may be submitted for any of the following violations:

- A. Violating the oath of allegiance to Delta Sigma Pi or breaking the laws of this Fraternity or any chapter with which a member is affiliated.
- B. Acting in a manner unbecoming a member of this Fraternity.
- C. Engaging in, participating in, consenting to, aiding or abetting any act or acts of disloyalty or conduct.
- D. Delinquency for any sum of money past due or failing to discharge financial obligations to the chapter with which affiliated or this Fraternity.
- E. Non-participation in chapter events or meetings.

**Policy 5.** Should the chapter executive committee become aware of any organizational member involved in a conduct case being reviewed by the institution, any individual(s) involved with that conduct case may be excused from chapter meetings, events and obligations, without penalty, until the institutional process is resolved per their local policies and procedures.

**Policy 6.** Should a sexual harassment/misconduct/assault allegation be submitted to a collegiate chapter, it will be forwarded to the Provincial Standards Committee Chair for review by the Provincial Standards Committee.

**Policy 7.** The Chapter Advisor and District Director must be included in all notifications to a respondent or complainant.

**Policy 8.** As part of a hearing, both the complainant and respondent are permitted one support person each. The support person may only be a brother of the Fraternity, who is not a lawyer, and may not participate in the hearing except to consult with the individual they are supporting.

**Policy 9.** Institutional recesses (fall break, Thanksgiving break, winter break, spring break, etc.) are not considered as days a collegiate chapter is conducting business for the purposes of required dates to complete processes. Standards Committees may choose to conduct any business virtually, even during institutional recesses, if mutually agreed upon by all parties involved.

### **Policy 10. Allegation Review Process for Collegiate Chapters**

- A. All allegations can be made by any brother and submitted in writing to the chapter chancellor.
- B. Should an allegation arise involving the chapter chancellor, they may be directed to the chapter president. In this instance, the chapter president shall choose a member of the Chapter Standards Committee, who is not the chancellor, to serve in the role of chancellor.
- C. The Standards Committee has up to 14 days to review the allegation to determine its validity.
- D. Should the allegation be determined to be valid, the chancellor will have up to 14 days to schedule and conduct an administrative meeting with the respondent following the allegation being validated. The respondent will be presented with the allegation and have the opportunity to accept responsibility for all, some, or none of the allegations.
- E. Should a respondent not schedule an administrative meeting with the chancellor or fail to appear to an administrative meeting, this will be considered as not accepting responsibility for any allegations.
- F. The Chapter Standards Committee has up to 21 days to conduct a hearing (if necessary) and/or determine hearing outcomes and/or develop behavior-correcting measures.
  - 1. A hearing panel will be selected from the Chapter Standards Committee to conduct the hearing.
  - 2. The hearing panel will be comprised of three (3) members of the Chapter Standards Committee (the chancellor plus two (2) additional members).
  - 3. A hearing advisor must be present for any hearing.
- G. Chapter chancellor (or chapter president) will report all hearing outcomes and behavior correcting measures in the Hub within two (2) days of the conclusion of the hearing.
- H. The chapter chancellor will report on any hearing outcomes and behavior-correcting measures at the next regularly scheduled chapter meeting following the notification of the respondent and complainant.

### **Policy 11. Allegation Review Process for Provincial Standards Committee**

- A. All allegations can be made by any brother and submitted in writing to the Provincial Standards Committee Chair.
- B. The Standards Committee has up to 30 days to review the allegation to determine its validity.
- C. Should the allegation be determined to be valid, the Provincial Standards Committee Chair will have up to 30 days to schedule an administrative meeting with the respondent following the allegation being validated. The respondent will be presented with the allegation and have the opportunity to accept responsibility for all, some, or none of the allegations.
- D. Should a respondent not schedule an administrative meeting or fail to appear to an administrative meeting, this will be considered as not accepting responsibility for any allegations.
- E. The Standards Committee has up to 60 days to conduct a hearing (if necessary) and/or determine hearing outcomes and/or develop behavior-correcting measures.
  - 1. A hearing panel will be selected from the Provincial Standards Committee to conduct the hearing.
  - 2. The hearing panel will be comprised of three (3) members of the Provincial Standards Committee (the Provincial Standards Committee Chair plus two (2) additional members).
- F. Provincial Standards Committee Chair will report all hearing outcomes and behavior-correcting measures to the Central Office within seven (7) days of the conclusion of the hearing.

### **Policy 12. Appeals**

- A. Either party, the complainant or the respondent, may appeal a decision, to be reviewed by the National Standards Committee, on any of the following conditions.
  - 1. The Chapter or Provincial Standards Committee did not follow proper procedure for the review of allegation(s) and/or conducting a hearing;
  - 2. New evidence has become available that was not available at the time of the original hearing;
  - 3. A demonstrable bias existed during a hearing;
  - 4. The hearing outcome(s) and/or behavior-correcting measure(s) does not align with the violation for which the respondent has been found responsible.
- B. All appeals must be submitted within 30 days of receiving a hearing outcomes notification to the Executive Director.

- C. The National Standards Committee has up to 60 days to review the appeal information and render a decision.
- D. The National Standards Committee may return one (1) of the following decisions:
  - 1. Uphold the original hearing outcome(s) and/or behavior-correcting measure(s) of the Chapter or Provincial Standards Committee;
  - 2. Modify the behavior correcting measure(s) of the Chapter or Provincial Standards Committee;
  - 3. Vacate the results of the Chapter or Provincial Standards Committee and render a new hearing outcome and (if applicable) behavior-correcting measures.
- E. The chair will report their decisions to the Central Office within seven (7) days of the conclusion of the committee's review.

**Policy 13.** Allegations involving a member of the Board of Directors must be submitted to the Executive Director.

**Policy 14.** The Review of an allegation of a member of the Board of Directors will follow Policy 13. Allegation Review Process for Provincial Standards Committee with the following revisions:

- A. A hearing panel will be comprised of the members of the Board of Directors who are not the complainant, the respondent or serving as a witness.
- B. The Grand President shall serve as the hearing manager. In the event the Grand President is ineligible to serve as the hearing manager, a hearing manager will be identified as the next eligible officer in the following order of succession:
  - 1. The immediate Past Grand President
  - 2. Vice President-Finance
  - 3. A Provincial Vice President selected by the Executive Director
- C. There is no appeal for a decision of the Board of Directors

## **K. 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 DD.2.

**Policy 2. Board of Directors Eligibility**—In addition to the requirements set forth in Article IV, Section 2 of the Bylaws, all candidates for the Board of Directors must complete Tier 1 and 2 of the CDL Program prior to election or appointment. In the case of the Collegian of the Year, the training must be completed prior to assuming office.

**Policy 3. 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 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.

**Policy 4. Vice President-Finance Duties**—In addition to the duties listed in Bylaws Article V, Section 4, the Vice President-Finance will: 1) Review and approve any expense reports of volunteers at the request of the Executive Director. 2) 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.

**Policy 5. 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 6. 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 7. 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. 8) Keep in the Central Office a record of every initiate, showing their 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 8. 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, 12<sup>th</sup> Edition (2020), 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 their 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. Any member in good standing may request, from the Executive Director or their designee, the preliminary agenda for any regular or special board meeting. Agendas and any applicable supporting material will be made available no more than seven (7) days prior to regular meetings and three (3) days prior to special meetings. In order to conserve staff time, any updates made to the agenda or supporting items after the request for information has been fulfilled will be distributed as part of the official meeting narrative and may be requested separately.
7. 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, in good standing, may receive a copy of the meeting narrative upon written request to 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 their vote by the date specified in Rule D (3)(a) and try to obtain the vote. Such contact may be by email, fax, telephone, U.S. Post Office, UPS, FedEx or any combination thereof.
  5. Any member may cast their vote by telephone with the Central Office before the date specified in Rule D(3)(a). However, the member must mail, email or fax their 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.
  11. Any vote conducted by mail, in order to be adopted, must result in unanimous approval by all voting eligible members of the Board of Directors. Any mail vote that does not achieve unanimous approval can be presented at the next regularly scheduled or special meeting of the Board of Directors for consideration and potential adoption. As the Past Grand President shall only vote to break or create a tie, they will not be considered an eligible voter for the purposes of mail votes.

#### **L. REGIONAL VICE PRESIDENTS, DISTRICT DIRECTORS AND ASSISTANT DISTRICT DIRECTORS**

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

**Policy 2. Regional Vice President and District Director Eligibility**—In addition to the requirements set forth in Article VIII, Section 2 of the Bylaws, all candidates for Regional Vice President must complete Tier 1 and 2 of the CDL Program prior to election or appointment. In addition to the requirements set forth in Article IX, Section 2 of the Bylaws, all candidates for District Director and Assistant District Director must complete Tier 1 of the CDL Program prior to appointment.

**Policy 3. 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 with the District Director, Assistant District Director and Chapter Advisor. 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) Ensure that 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 is taken. 5) Establish minimum performance standards for each of the Region's District Directors and Assistant District Directors and review their performance with them at least once each year. 6) Require such reports from the District Directors and Assistant 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 4. 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 5. Assistant District Directors**—An Assistant District Director may be appointed by the Regional Vice President for a term expiring June 30<sup>th</sup> each year and may be removed at any time by order of the Regional Vice President. This is an optional position, at the Regional Vice President's discretion. There may not be more than one Assistant District Director assigned per chapter. All Assistant District Directors shall be alumni members. The Assistant District Director shall be accountable to the District Director and Regional Vice President. The Assistant District Director shall assist the District Director in the management of their district and may assist a chapter in coordination with the District Director and Regional Vice President. The Assistant District Director shall not be a substitution of or supersede the responsibilities or authority of the District Director or Regional Vice President. When there is a vacancy for District Director, the Assistant District Director does not serve as District Director by default.

**Policy 6. National Fraternity Leaders Information Posting on Website**—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 website. Others listed on any Fraternity-related website 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 7. Election Procedures and Interim Appointments for Regional Vice Presidents**—See Policy P.1.C.

## M. 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 DD.2.

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

- a) In addition to the requirements set forth in Article VI, Section 1 of the Bylaws, all candidates for appointment by the Grand President to Chair a standing committee must complete Tier 1 and 2 of the CDL Program prior to appointment.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- 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 and Standards 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) The Grand President, Executive Director or Board of Directors may at any time assign responsibilities to a committee that are additional to those stated in the Bylaws or policies.

**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 and Standards 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 Organizational Development, Alumni Development, Scholastic Development and Awards, Community Service and Professional Development Committees, subject to approval by the Board of Directors. The Grand President will also appoint the Chair of the National Standards Committee, 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.

National Committee Chairs must be initiates of the Fraternity and may not be current collegiate members.

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

**Policy 6. National Organizational Development Committee**—The Organizational Development Committee will:  
 1) 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. 2) Seek out and recommend to the Grand President prospective members to serve on National committees. 3) Maintain the annual and long-range plans of the Fraternity as required to serve the best interests of the Fraternity. 4) Support and provide leadership to other committees and task groups. 5) In collaboration with staff, other National Committees and other Fraternity leadership, coordinate the recruitment, appointment, training and assignment to chapters of Subject Matter Experts—a team of trained volunteers organized to provide additional assistance and support to collegiate chapters and volunteers that support those chapters.

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

The Finance Committee will: 1) Annually review current and potential sources of non-dues revenue and make appropriate recommendations to the Board of Directors. 2) 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. 3) 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. 4) 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. 5) Recommend to the Board of Directors a certified public accounting firm to perform the annual audit of the Fraternity's financial records. 6) Annually review Fraternity audit and annual budget and bring any concerns to staff or the Board of Directors appropriately. 7) Review quarterly financial statements and bring any concerns to staff or the Board of Directors appropriately.

**Policy 8. National Alumni Development Committee**—The Alumni Development Committee will: 1) Coordinate national, provincial and regional efforts to create, charter and franchise alumni chapters. 2) Recommend to the Board of Directors minimum performance standards required for alumni chapters to remain in good standing. 3) Work closely with the Delta Sigma Pi Leadership Foundation and collaborate on promotional efforts and programs. 4) Research and recommend opportunities to promote and support alumni engagement and Fraternity programs and volunteer opportunities.

**Policy 9. National Community Service Committee**—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.

**Policy 10. National Professional Development Committee**—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.

**Policy 11. National Scholastic Development and Awards Committee**—

- A. **Appointments to the Committee:** The Grand President will appoint at least six but no more than 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 specific tasks or projects as needed. Committee membership is limited to eight.
- B. **Duties of the Committee:** 1) Monitor the Fraternity's awards and recognition programs at the regional, provincial and national levels and provide a status report to the Board of Directors, staff and Regional Vice Presidents as required. 2) In cooperation with the other national committees, set and maintain the Fraternity awards program including which awards will be presented, eligibility requirements, application process, selection criteria and/or judging process, etc. 3) Annually review continuing value of all awards and recognition programs and make appropriate revisions or termination of those programs.

**Policy 12. National Standards Committee**—

- A. **Appointments to the Committee:** The Grand President will appoint six alumni 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.
- B. **Duties of the Committee:** The Committee will 1) Develop all training elements for Provincial and Chapter Standards Committees with the support of Central Office staff. 2) Ensure each Standards Committee is adequately trained in the individual discipline process. 3) Serve as an appellate to any standards committee, Chapter or Provincial, decisions. 4) Serve as an ongoing resource for all standards committees.

**Policy 13. National Collegiate Advisory Committee**—The National Collegian of the Year serving their second year on the Board of Directors will serve as the chair of this committee. The National Collegian of the Year serving in the first year on the Board of Directors, as a committee member, will be responsible for logistical and directional support for the committee and will support the committee chair in their duties.

- A. The committee will include at least 17 members selected through a process managed by the committee chair and confirmed by the Grand President. Membership will include:
  - 1. The two currently serving National Collegians of the Year.
  - 2. A minimum of 15 collegiate members to the committee; divided amongst each Province, so all Provinces are represented.
- B. Duties of the Committee:
  - 1. Facilitate communication and feedback related to collegiate chapters. Report and make recommendations to the Board of Directors as required to improve collegiate chapter operations and programs.
  - 2. Facilitate communication and feedback related to the collegiate member experience and the strategic initiatives of the Fraternity. Report and make recommendations to the Board of Directors as required to improve the overall collegiate experience.
  - 3. Collaborate with other National Committees to align their programs, activities and recommendation with the needs of collegiate members and chapters.
  - 4. Give support to the Board of Directors by giving the collegiate perspective and feedback on recommendation and other topics as desired.
  - 5. Serve as a resource as needed to the staff, Board of Directors, National Committees, Provincial and Regional Leadership Teams in helping include the collegiate voice in decision making, programs and execution of responsibilities.

**Policy 14. 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 15. 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.

**Policy 16. 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 17. Provincial 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 Provincial Scholastic Development and Awards Committee will consist of a minimum of five alumni members appointed by the Provincial Vice President. The Provincial Vice President may also serve on the committee as a non-voting member. One member of this committee will be designated as Provincial Committee Chair. Additional non-voting members can be added to the committee to focus on Scholastic Development at the discretion of the Provincial Vice President.
- B. **DUTIES OF THE COMMITTEE:** 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.
- C. **FAILURE TO MEET COMMITTEE REQUIREMENTS:** In the rare cases where a Provincial Committee is unable to select a provincial winner due to either not submitting a winner on time or having an incomplete committee, the National Committee may assume those responsibilities and vote on a provincial winner before moving on to national awards discussion and selection.

**Policy 18. Regional 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 Regional Scholastic Development and Awards Committee will consist of a minimum of three alumni members appointed by the Regional Vice President in each region. The Regional Vice President may also serve on the committee as a non-voting member. One member of this committee will be designated as Regional Committee Chair.
- B. **DUTIES OF THE COMMITTEE:** 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.
- C. **FAILURE TO MEET COMMITTEE REQUIREMENTS:** In the rare cases where a Regional Committee is unable to select a regional winner due to either not submitting a winner on time or having an incomplete committee, the Provincial Committee may assume those responsibilities and vote on a regional winner before moving on to provincial awards discussion and selection.

**Policy 19. Provincial Standards Committee**—The Provincial Vice President shall appoint four to six alumni members as committee members, one of which will serve as chair. Also refer to “Discipline of the Individual.”

**Policy 20. 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.

## N. 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. Opening and Closing Ritual is expected to be conducted prior to the call to order and following the adjournment respectively.

- a. Call to order
- b. Memorial Service
- c. Presentation of delegate credentials
  - i. Seat the delegates
- d. Adoption of agenda
- e. Report of the Rules and Resolutions Committee
  - i. Approve the standing rules
- f. Report of the Grand President
- g. Report of the Nominations Committee
- h. Reports of the vice presidents and committees as requested by the Grand President
- i. Bylaws Amendments
- j. Ritual Amendments
- k. Chapter Revocation Appeals
- l. Charter Presentations
- m. Elections
- n. Administer the oath of office to new Grand Officers (Ritual)
- 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. “Official Host(s)”** —Following its selection of a Grand Chapter Congress site, the Grand President may designate a group of members as the Congress Host Committee and will designate a Host Chair from among the group members. The Host Chair 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 Chair, 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 7. Congress Reserve Fund for Collegiate Chapters** – Chapters may elect to deposit funds to the Congress reserve fund. Fund deposited are not subject to any forfeitures or restrictions except in the case of chapter closure.

- A. 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.
- B. 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 mailed via check, made payable to the chapter, within 14 days upon the conclusion of Congress.
- C. 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.
- D. Chapters will be provided an accounting detail of their reserve fund balance by submitting a written request to the Central Office.

**Policy 8. 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 9. 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.

## **O. 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 to the National Fraternity at the time of the Congress Opening Session that had been invoiced on or before the 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-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, the caucus moderator(s) and members of the Nominations Committee 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 election, all candidates for each particular office will select one non-delegate member to act as an observer of the election process on the candidate's behalf. Provincial Vice President and Regional Vice President candidates may select themselves to be their observer.
- C. 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 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.
- D. The Nominations Committee Chair will count the votes. The Nominations Chair may delegate the responsibility of counting the votes to caucus moderators or other members of the Nominations Committee. In all such cases, the counting will be witnessed by each candidate's observer.
- E. 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.
- F. 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.
- 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. Meetings, Quorum, Delegates and Credentials**

1. The Grand Chapter Congress *session* consists of a series of *meetings*, with each meeting at separate times and/or on separate days. 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. All challenges to floor access will be resolved by the credentials registration desk.
2. The presence of a quorum will be established by a credentials report at the beginning of each meeting of Congress. An updated credentials report will be provided each day.
3. Each delegate must receive their electronic voting device (if applicable) from the designated area prior to taking their seats on the floor. Voting devices will be available approximately fifteen (15) minutes prior to the start of each meeting.
4. A credentialed alternate may substitute for the official delegate from their chapter. However, the alternate may not be seated and recognized until the Credentials Chair is notified, in writing on such form as they may specify, of the substitution. Once seated, the alternate will have all duties and privileges of the delegate until the Credentials Chair is notified of another change (if any).

**B. 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 the Initiation Ritual will, upon passage, also automatically amend the Honorary Initiation Ritual.

**C. Debate**

1. 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.
2. One delegate representing a body listed in the proposed legislation amendment as submitting a Bylaw or Ritual Proposal will have a maximum of two minutes to introduce such proposal. In the case where there are multiple submitting bodies of a proposal, a single delegate will be recognized to speak on behalf of all bodies. If the proposing body is not the Board of Directors, a representative of the Board may present information about Board discussion and/or recommended vote to the delegates. The Board presentation will not exceed two minutes.
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.

#### **D. Voting**

1. The method of voting will be at the discretion of the Chair, which may include voice vote, placard vote, or electronic device vote. When a vote is taken by electronic device, voting will be conducted using the designated voting platform. The Chair will announce how long the vote will remain open. The results will be announced once the vote is closed.
2. In accordance with 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 the Policy and Procedures Manual, a two-thirds (2/3) vote of delegates assembled is required to approve any proposed Resolution.
4. A one-third (1/3) vote of the delegates assembled is required to cause a roll call vote on any main motion considered under Bylaw or Ritual Amendments. A roll call vote will not be in order on any other question or under any other circumstances.
5. No member may cast a vote for more than one chapter on any issue.

#### **E. 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.

#### **F. Testimonials**

1. Testimonials may be submitted to the Congress Secretary in writing via [dsp.org/testimonials](http://dsp.org/testimonials).
2. Those testimonials submitted by the deadline specified by the Chair and deemed appropriate by the Rules and Resolutions Committee will be included in the Official Congress Proceedings. Any additional submissions may be allowed at the discretion of the Chair.

#### **G. 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 their 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.

## **P. 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-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 that complies with Policy P.3. and received at the Central Office no later than July 1 in odd-numbered years in order to be published as the Nominations Committee Report that is posted on the Fraternity website (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 upcoming Grand Chapter Congress.

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. No seconding speeches will be in order (thus there will be no seconding speeches).

Additional floor nominees will then be presented to the delegates of the Grand Chapter by the Nominations Committee, as a supplemental report of the committee, in the following order: Grand President, Vice President-Finance, Provincial Vice President, and Regional Vice President. Candidates wishing to be considered a floor nominee must submit the electronic form that complies with Policy P.3. and be certified by the Nominations

Committee prior to being announced to the Grand Chapter as a floor nominee. After the Grand Chapter Congress has accepted the supplemental report of the Nominations Committee, each of the names contained therein will be considered as placed in nomination for the respective offices indicated. Attempted floor nominations without prior submission of the form, or in violation of these procedures, will be ruled out of order by the chancellor. No seconding speeches will be in order (thus there will be no seconding speeches). Nominations forms from floor nominees will be posted in an area designated by the nominations chair.

Additional nominations may be made during the course of a Grand Chapter Congress at the beginning of each scheduled business meeting. No nominations will be in order upon concluding the first day of business proceedings or 6:00 p.m. local time of the first day of business proceedings, whichever is later.

- 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 themselves, 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 that complies with Policy P.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. 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.
  7. 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.
  8. 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.

9. 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. In the case that there be two or more candidates with none receiving a majority of votes, a second vote of the two candidates with the most votes shall be administered to all chapters in the Region or Province, respectively.
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 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-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 speech, two minutes in length, on behalf of each candidate will be in order. This speech will serve to 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 Grand Officers**—

1. The Central Office staff will be responsible for ensuring an electronic nomination form is available and at a minimum collects, or in cases where already known displays, the following information:
  - a. Office being nominated for (including province or region where appropriate)
  - b. Name of nominee
  - c. Chapter of initiation
  - d. Date of initiation
  - e. Home address
  - f. Contact information for the nominee
  - g. Nominee’s employment information
  - h. Graduation date
  - i. Collegiate chapter offices or responsibilities held by the nominee
  - j. Brief description of employment responsibilities
  - k. Whether nominee is affiliated with an alumni chapter and if so, name of primary affiliated alumni chapter
  - l. Alumni chapter offices or responsibilities held
  - m. National activities or responsibilities held
  - n. Statement of platform

In situations where free-form text is collected, the Nominations Committee may set character limits that are uniformly enforced across all candidates for a given election. Staff shall ensure the character limitations are enforced on submissions.

2. All nominees must agree to abide by and support all Fraternity Bylaws, Ritual and Policies (refer to “Leadership Code of Conduct” Policy DD.) and indicate so by signing or acknowledging the certification statement found in Policy P.3.8.). 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 P.1.A.). Incumbent officers seeking re-election must submit a new signed Leadership Code of Conduct affirmation.
3. By submitting the electronic nomination 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 July 1 will be posted on the Fraternity website for consideration prior to Congress. After July 1, any further nominations for election at Congress can be made as outlined in this policy (the electronic form can still be used after July 1).
5. Nominations to fill PVP or RVP vacancies are due to the Central Office within the timeframe stated in the Call for Nominations.
6. Candidates are responsible for proofing their own submission.
7. The city of residence, state and an email address for all nominees will be posted on the Fraternity website. No other contact information will be published related to election purposes.
8. Candidate Affirmation of Residency and Leadership Code of Conduct – All nominees must agree via electronic signature to the following statement:  

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.
9. Candidates for office must submit their own nomination form.
10. Separate nomination forms must be submitted for each position a candidate wishes to be nominated for.

**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. Campaign Policies—**

1. Nominees receive notification from the Nominations Committee once their nomination has been validated, or if further action is required to properly complete the process.

2. Once candidates' nominations are officially validated by the Nominations Committee, but no earlier than January 15 preceding Grand Chapter Congress, candidates may campaign to promote their views and to interact with Fraternity members. If January 15 falls on a weekend or Fraternity staff holiday, campaigning would begin the following business day.
3. No additional advance nominations will be approved after July 1<sup>st</sup>. Additional nominations, considered floor nominations, will occur in accordance with this policy.
4. Definition of campaigning: The unsolicited approach of a candidate, or candidate's supporters, to a delegate or other organizational member or chapter for the purpose of promoting the candidacy of the candidate. Delegates, organizational members and chapters are encouraged to proactively interact with candidates. A candidate responding to an inquiry from a delegate, organizational member or chapter is considered permissible at any time.
5. Announcements or introduction of candidates as part of a Provincial Conference or other Fraternity meetings or gatherings do not constitute campaigning and may be made so long as such occasions adhere to the following criteria: a) all certified candidates at the time of the announcement or introduction for any office that is presented must be included and b) the Nominations Committee has previously approved of such occasion and the method in which the announcement or introduction is to occur.
6. Distribution of promotional items such as flyers, signs, brochures, hats, buttons, pencils, etc., is permitted by candidates who have previously been validated by the Nominations Committee, with the following exceptions:
  - a. Distribution of promotional materials is prohibited at regional, provincial, or national events with the exception of Grand Chapter Congress.
  - b. No items (flyers, banners, signs, etc.) may be posted in the buildings or on the grounds of Fraternity event sites.
7. Candidates are responsible for any costs related to their campaign activity. Fraternity equipment, supplies, and staff time may not be used for Fraternity election campaign purposes of any kind, with the exception of elections to fill PVP and RVP vacancies, during which the Central Office will, upon request, provide chapter contact information at no cost to candidates.
8. Hospitality suites, meals, entertainment, or other forms of meetings or gatherings for the purpose of providing food, refreshments, or other items or experiences of value as an inducement to attract delegates to meet a candidate or for influencing voting are prohibited.
9. Delegates seeking to meet with a candidate for an expression of their 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.
10. 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.
11. Candidates directly (or indirectly, through their supporters) violating policies (1) through (10), or other guidelines established by the Nominations Committee, will be advised to cease and desist by the Nominations Chair. Infractions after an initial warning will be announced to chapter officers or delegates. 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 (10) is material to the



election such that chapter officers or delegates should be immediately notified of the violation, an announcement to the chapter officers or delegates 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 than disqualify the candidates).

## **Q. 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 their 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. A roll call vote will not be in order under any circumstances.
3. A Council action becomes effective upon the adjournment of the meeting at which it was adopted unless a different time therefore is specified.
4. Voting by proxy is not allowed, as per Bylaws Article II, Section 7.
5. 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. Old business.
- l. New business.
- m. Legislative review (for Grand Chapter Congress).
- n. Determine the date and location of future Annual Meetings.
- o. General announcements.
- p. Closing Ritual.
- q. 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."
- 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 their 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 their 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.

**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 Chi (Illinois State University), Kappa Sigma (Indiana-Purdue-Indianapolis), and Kappa Omega (Purdue University).

*Inactive Collegiate Chapters:* Iota Sigma (University of Evansville) and Lambda Omega (Quincy University).

*Alumni Chapters Franchised for 2023-24:* None.

- 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 Psi Omega (Capital University).

*Inactive Collegiate Chapters:* Omicron Tau (Ohio Dominican University).

*Alumni Chapters Franchised for 2023-24:* Cincinnati.

- c. **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 2023-24:* Chicago and Milwaukee.

- d. **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 2023-24: Des Moines-Central Iowa, Lincoln/Greater Nebraska and Sioux Falls/Greater South Dakota.*

- e. **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 Kappa (Michigan State University), Epsilon Omicron (Western Michigan University), Lambda Xi (Grand Valley State University), Mu Phi (Saginaw Valley State University), Pi Tau (Albion College), Phi Omega (Cleary University), Omega Tau (Northwood University).

*Inactive Collegiate Chapters:* Theta (University of Detroit), Gamma Theta (Wayne State University), Gamma Rho (University of Detroit), Delta Rho (Ferris State University), Eta Phi (Eastern Michigan University) and Iota Lambda (Indiana-Purdue-Ft. Wayne).

*Alumni Chapters Franchised for 2023-24: Detroit-Motown.*

- f. **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), Nu Tau (University of St. Thomas), Omega Phi (College of Saint Benedict & Saint John's University) and Omega Sigma (University of Minnesota-Duluth).

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

*Alumni Chapters Franchised for 2023-24: Twin Cities (MN).*

### 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:* Gamma Sigma (University of Maryland), Epsilon Kappa (Shepherd College), Iota Rho (Howard University), Xi Rho (George Washington University), and Omicron Chi (Frostburg State University).

*Inactive Collegiate Chapters:* Mu (Georgetown University), Chi (Johns Hopkins University), Iota Kappa (James Madison University), Mu Tau (George Mason University) and Nu Psi (Trinity University).

*Alumni Chapters Franchised for 2023-24: DC Metro and Frederick (MD).*

- b. **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), Epsilon Sigma (LaSalle University), Zeta Pi (St. Joseph's University), Mu Omega (College of New Jersey), Omicron Omega (University of Delaware) Rho Tau (Rutgers University-New Brunswick) and Omega Chi (Drexel University).

*Inactive Collegiate Chapters:* Omega (Temple University), Epsilon Pi (Monmouth College) and Eta Xi (Jefferson University-East Falls),.

*Alumni Chapters Franchised for 2023-24:* None.

- c. **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:* Beta Omicron (Rutgers University), Zeta Eta (Saint Peter's University), Kappa Rho (Adelphi University), Pi Phi (Pace University-Westchester), Pi Psi (City University of New York-Baruch College), and Upsilon Omega (Stony Brook University).

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

*Alumni Chapters Franchised for 2023-24:* Jersey City-New Jersey Area and New York City.

- d. **New England Region**, to comprise the chapters in Maine, New Hampshire, Massachusetts east of Interstate Highway 495, Rhode Island north of Interstate Highway 95, north of Interstate Highway 195, Nova Scotia, New Brunswick, Newfoundland, and Prince Edward Island.

*Active Collegiate Chapters:* Gamma (Boston University), Gamma Upsilon (Babson College), Lambda Tau (Bentley University), Xi Phi (University of Massachusetts-Boston), Xi Psi (Bryant University), Sigma Omega (Northwestern University), and Omega Upsilon (Providence College).

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

*Alumni Chapters Franchised for 2023-24:* Boston and Hartford Connecticut.

- e. **Niagara Region**, to comprise the chapters in New York (except chapters south of Interstate Highway 84 in New York City and west of Interstate Highway 87), northeastern Pennsylvania (north of Interstate Highway 80 and east of Route 219) and Quebec.

*Active Collegiate Chapters:* Alpha Kappa (University at Buffalo), Epsilon Lambda (Rochester Institute of Technology), Kappa Lambda (Binghamton University), Xi Tau (Syracuse University), Omicron Rho (Cornell University) and Omega Psi (St. John Fisher College).

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

*Alumni Chapters Franchised for 2023-24:* None.

- f. **North Atlantic Region**, to comprise of the chapters in Massachusetts west of Interstate Highway 495, Rhode Island south of Interstate Highway 95 and south of Interstate Highway 195, Connecticut, New York east of Interstate Highway 87 and Vermont.

*Active Collegiate Chapters:* Zeta Psi (University at Albany), Theta Iota (University of Connecticut), Theta Upsilon (Siena College), Nu Sigma (Roger Williams University), Pi Rho (University of Massachusetts-Amherst) and Phi Chi (University of Rhode Island).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 2023-24:* Albany Upstate New York and Hartford Connecticut.

- 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 University), Iota Tau (Robert Morris College), and Mu Xi (LaRoche College).

*Alumni Chapters Franchised for 2023-24:* Cleveland-Akron.

#### 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 in St. Louis), Beta Sigma (Saint Louis University), Eta Nu (University of Missouri-St. Louis), Iota Nu (Truman State University), Kappa Omicron (Missouri State University), and Sigma Psi (Lindenwood University).

*Inactive Collegiate Chapters:* Eta Sigma (Southern Illinois University-Edwardsville).

*Alumni Chapters Franchised for 2023-24:* 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), Gamma Mu (Tulane University), Delta Nu (Loyola University-New Orleans), Eta Tau (McNeese State University), and Kappa Xi (University of Louisiana-Lafayette).

*Inactive Collegiate Chapters:* 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 2023-24:* Baton Rouge-Red Stick and Lake Charles-Lagniappe (LA).

- h. **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), 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), Iota Psi (Texas A&M University-Corpus Christi), and Mu Omicron (University of Houston-Victoria).

*Alumni Chapters Franchised for 2023-24:* Austin, San Antonio (TX) and Space City Houston.



- i. **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 2023-24:* Kansas City.

- j. **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), Eta Theta (Angelo State University), and Chi Psi (University of Texas-Dallas).

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

*Alumni Chapters Franchised for 2023-24:* Angelo Concho Valley (TX), Arlington Area Lone Star, Dallas Area and Fort Worth Cowtown.

- 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) and Sigma Chi (Cameron University).

*Alumni Chapters Franchised for 2023-24:* Oklahoma City Tornado Alley

#### 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), Kappa Pi (University of North Florida) and Kappa Chi (Savannah State University).

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 2023-24:* Jacksonville.

- 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 Tau Phi (Jacksonville State University).

*Inactive Collegiate Chapters:* Gamma Delta (Mississippi State University), Zeta Iota (Mississippi College), and Lambda Rho (University of West Alabama).

*Alumni Chapters Franchised for 2023-24:* Birmingham-Magic City and Pensacola (FL).

- 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), Alpha Xi (University of Virginia), Zeta Upsilon (Virginia Polytechnic Institute and State University), Iota Omega (University of North Carolina-Greensboro), Kappa Nu (Longwood University), Nu Chi (University of Lynchburg), Xi Sigma (Wingate University), Omicron Pi (Radford University), Rho Omega (University of Richmond), Sigma Tau (Duke University), Phi Psi (Elon University), and Chi Omega (Old Dominion University).

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

*Alumni Chapters Franchised for 2023-24:* Richmond (VA).

- 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:* Omicron (Vanderbilt University), Alpha Zeta (University of Tennessee), Epsilon Psi (Christian Brothers University), Zeta Theta (Western Kentucky University), Kappa Psi (Bellarmine University), and Tau Upsilon (University of Louisville).

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

*Alumni Chapters Franchised for 2023-24:* Louisville and Memphis.

- 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), Rho Psi (University of South Florida-St. Petersburg), and Upsilon Phi (Eckerd College).

*Inactive Collegiate Chapters:* Mu Sigma (Barry University), Xi Omega (Florida International University), and Pi Upsilon (University of South Florida-Polytechnic).

*Alumni Chapters Franchised for 2023-24:* St. Pete-Clearwater.

- 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), Zeta Lambda (Georgia Institute of Technology), Iota Mu (Georgia College and State), Kappa Tau (Clemson University), Nu Pi (Kennesaw State University), and Tau Psi (Coastal Carolina University).

*Inactive Collegiate Chapters:* Theta Mu (Columbus College), and Omicron Upsilon (Francis Marion University).

*Alumni Chapters Franchised for 2023-24:* Atlanta and Columbia.

#### Western Province

- a. **Bay Area Region**, to comprise chapters in San Luis Obispo, 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:* Gamma Xi (Santa Clara University), Delta Omicron (San Francisco State University), Zeta Tau (Cal State University-Hayward), Theta Chi (San Jose State University), Kappa Mu (California Polytechnic State University-San Luis Obispo), and Pi Chi (University of California - Santa Cruz).

*Inactive Collegiate Chapters:* Rho (University of California-Berkeley), Gamma Omicron (University of San Francisco), and Zeta Rho (Menlo College).

*Alumni Chapters Franchised for 2023-24:* San Francisco Bay Area.

- b. **Desert Mountain Region**, to comprise chapters in Arizona, New Mexico, 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).

*Alumni Chapters Franchised for 2023-24:* Phoenix-Thunderbird.

- c. **Pacific Coast Region**, to comprise chapters in San Diego, Riverside, Orange, San Bernardino, and Imperial Counties of California, and the Mexican states of Baja California North and Baja California South.

*Active Collegiate Chapters:* Iota Pi (San Diego State University), Lambda Pi (University of San Diego), Lambda Sigma (California State University-Fullerton), Xi Pi (University of Redlands), Omicron Sigma (University of California-San Diego), Pi Sigma (University of California-Irvine), Rho Phi (Concordia University), and Sigma Phi (Chapman University).

*Inactive Collegiate Chapters:* Lambda Chi (University of California-Riverside).

*Alumni Chapters Franchised for 2023-24:* Inland Empire and Orange County.

- d. **Pacific Northwest Region**, to comprise the following geographic areas: Oregon, Washington, Idaho, Hawaii, Montana, Alaska, British Columbia, Alberta, Saskatchewan, the Northwest Territories, and the Yukon.

*Active Collegiate Chapters:* Lambda Psi (University of Hawaii-Hilo), Omicron Psi (Washington State University), Rho Chi (University of Hawaii-Manoa), Sigma Upsilon (University of Washington), and Upsilon Psi (University of Washington-Bothell)

*Inactive Collegiate Chapters:* None.

*Alumni Chapters Franchised for 2023-24:* Hawaii.

- e. **Rocky Mountain Region**, to comprise chapters in 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 University).

*Alumni Chapters Franchised for 2023-24:* Denver.

- f. **Sierra Nevada Region**, to comprise chapters in Nevada and Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kern, Kings, Lassen, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba Counties in the state of California.

*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 Tau Chi (University of California-Merced).

*Inactive Collegiate Chapters:* Mu Nu (University of Nevada-Las Vegas) and Nu Rho (University of California-Davis).

*Alumni Chapters Franchised for 2023-24:* Fresno CenCal, Reno Sierra Nevada, and Sacramento Valley.

- g. **South Pacific Region**, to comprise chapters located in Santa Barbara, Ventura, and Los Angeles Counties in the state of California.

*Active Collegiate Chapters:* Delta Sigma (Loyola-Marymount University), Eta Chi (California Polytechnic State University-Pomona), Iota Upsilon (California State University-Northridge), Lambda Phi (California State University-Long Beach), Xi Omicron (University of California-Los Angeles), Rho Sigma (University of California-Santa Barbara), Rho Upsilon (Pepperdine University), Tau Omega (University of La Verne), and Upsilon Chi (California Lutheran University).

*Inactive Collegiate Chapters:* Phi (University of Southern California).

*Alumni Chapters Franchised for 2023-24:* Los Angeles and North Hollywood.

## R. 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. Registration:**

1. Reasonable and fair registration fees will be budgeted by the Executive Director. Such fee shall cover all costs associated with the Conference, 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 Provincial Conferences to collectively “break even” at no more than three-fourths of expected attendance based on history, location, venue, etc. This combination of the Provincial Conference registration fees for a given year is targeted to meet all expenses for those combined events. (Any particular conference may have a budgeted loss; but collectively the budget should be break even.) The Board of Directors may supplement Provincial Conference budgets with other resources in order to reach a desired registration fee.
3. The Central Office will handle pre-registration with regular updates to the Board of Directors and Regional Vice Presidents.
4. The Executive Director will establish registration rates and deadlines for any discounted rates.
5. Central Office staff will be responsible for ensuring registration is handled, which may be done by staff or volunteers.

**B. Conference Programming:**

1. The conference program, including educational programming curriculum, professional, service and social activities, will be developed by Central Office staff, in conjunction with the Executive Director and Board of Directors, to meet the variety of needs of conference attendees.
2. The Provincial Vice President of the host province, or their designee, will serve as emcee for the event. If they are not available, the Grand President and Provincial Vice President will work in concert to determine who will lead the efforts at the conference—it may be them, another Board Member, staff, or a combination of people to achieve the best results.

**C. Publicity:**

It will be the joint responsibility of the Provincial Vice President, any Regional Vice Presidents and Central Office to promote the Conference.

**D. Accounting:**

The Executive Director is required to make available a detailed profit and loss statement to the Board within 90 days after the final Provincial Conference of the fiscal year.

**E. 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. LEAD Schools—**

**A. 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.) The Board of Directors may supplement LEAD School budgets with other resources in order to reach a desired registration fee.
3. The Central Office staff will handle pre-registration with regular updates to the Board of Directors and Regional Vice Presidents.
4. The Executive Director will establish registration rates and deadlines for any discounted rates.
5. Central Office staff will be responsible for ensuring registration is handled, which may be done by staff or volunteers.

**B. Programming:**

1. The program, including educational programming curriculum, professional, service and social activities, 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.
2. 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.
3. Provincial Vice Presidents 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.

**C. Publicity:**

It will be the joint responsibility of the Central Office staff, Board, and Regional Vice Presidents to promote the School.

**D. Accounting:**

The Executive Director is required to make available a detailed Profit and Loss Statement to the Board within 90 days after the Schools.

**Policy 3. Presidents’ Academy**—In order to be eligible for reimbursement or to qualify for expenses to be covered, all travel arrangements for approved collegiate members attending the Delta Sigma Pi Presidents’ Academy **must** be coordinated through Delta Sigma Pi’s approved Travel Agent, unless otherwise approved by the Executive Director or their designee.

Registration deadlines will be set and communicated to chapters throughout the fall term. If a chapter does not meet the registration deadline and has not communicated with the Travel Agent or Central Office by that deadline, the chapter may incur some travel expenses due to late booking.

- A. **Travel Policies** - In order to be eligible for reimbursement or to qualify for expenses to be covered, all travel arrangements for approved collegiate members attending the Delta Sigma Pi Presidents’ Academy must be coordinated through Delta Sigma Pi’s approved Travel Agent, unless otherwise approved by the Executive Director or their designee.

Registration deadlines will be set and communicated to chapters throughout the fall term. If a chapter does not meet the registration deadline and has not communicated with the Travel Agent or Central Office by that deadline, the chapter may incur some travel expenses due to late booking.

**B. Cancellations, Change Requests and Travel Delays (see also Policy 6.G.)**

1. Cancellations – Once booked, in the event an attendee needs to cancel attendance at the Academy, attendee must contact the Fraternity’s Travel Agent immediately. It is the responsibility of the attendee to make certain that all airline, train, hotel, care and shuttle services are cancelled. If the Travel Agent cannot be reached, the attendee must contact the airline/train and Central Office staff as soon as possible.

Unless otherwise specifically approved, the full cost of the airline ticket (train or other) as paid by Delta Sigma Pi will be due from the attendee/chapter within 30 days of cancellation.

Special circumstances for cancellation will be considered on a case-by-case basis for emergency requests.

2. Change Requests – In the event an attendee needs to change travel plans, the attendee must contact the Fraternity’s Travel Agent immediately. The Travel Agent will work with the attendee to change the travel plans, but any costs associated with changing the travel will be due in full by the attendee/chapter at the time of the change—payable via credit card.

Special circumstances for changes will be considered on a case-by-case basis for emergency requests.

3. If an attendee is delayed on the way to the airport and misses their flight, attendee must make sure the airline is notified prior to the departure time or the unused ticket will have no value—contact the airline immediately! Also contact the Fraternity’s Travel Agent immediately. The attendee should proceed to the airport and take the next available flight to the Presidents’ Academy. Any change fees will be the responsibility of the attendee/chapter and will be payable direct at the airport.

Special circumstances for changes will be considered on a case-by-case basis for emergency requests.

**C. Transportation:**

1. Actual cost of coach, economy, or equivalent non-refundable base fare for air travel will be covered for trips of greater than 350 miles one-way. Airlines used by Delta Sigma Pi generally allow a carry-on and personal item at no cost. Some airlines will allow checked baggage at no cost. Delta Sigma Pi will not reimburse for checked baggage – checked bags (if any) will be the responsibility of the attendee. With this being a two night event, it is anticipated attendees can reasonably pack in carry-on luggage for the event.
2. Travel arrangements must be finalized with the Travel Agent no less than 21 days before the event. After that date, chapters are subject to transportation expenses.
3. For collegians traveling within 350 miles one-way of the Presidents’ Academy destination, Delta Sigma Pi’s Travel Agent will assess if driving (rental car or personal), train, air or other transportation is most cost and time effective – and will book and arrange costs and/or mileage reimbursement accordingly.
4. If a rental car is deemed most cost effective, the Travel Agent will book on behalf of the collegiate attendee, but the attendee will need cover costs with a credit card at the rental company. Receipts provided to Delta Sigma Pi will result in reimbursement of the agreed upon rental car fee, fuel for rental car, and tolls. If attendee does not have a credit card, Travel Agent will seek other

arrangements. Rental car options may be limited due to attendee location, age (under 25), credit card availability.

5. If a personal car is approved and used for travel to the Presidents' Academy, mileage will be reimbursed to the attendee at a rate not to exceed the IRS standard mileage rate, as well as tolls. The reimbursable rate will be available from the Travel Agent on request and is set at the approved IRS charitable organization rate.
6. If a train is deemed most cost effective by the Travel Agent, Agent will book the train tickets and pay the ticket fee. Reasonable transportation expenses (up to \$40 one way or as approved by the Travel Agent) from the St. Louis train station to the hotel will be reimbursed to the attendee. The Travel Agent will advise on best options for transport to the hotel – and advise of other attendees also on the same train for ride-sharing.
7. If flying, a complimentary hotel shuttle is available to attendees from St. Louis Lambert Airport to the Presidents' Academy hotel and for the return to the airport also. Attendees should use that option. If private car service, taxi or other transportation is used, that will not be reimbursed by Delta Sigma Pi (unless approved by the Travel Agent).
8. Parking expenses, as well as transportation expenses to/from airport, train station and rental car centers, are the responsibility of the attendee/chapter.

**D. Meals:**

Delta Sigma Pi will provide the following meals:

Friday – Dinner

Saturday – Breakfast, Lunch, Dinner

Sunday – Breakfast

Additional meals or snacks while traveling or during the Presidents' Academy are at the cost of the attendee/chapter.

**E. Lodging:**

1. Lodging will be provided to attendees for two nights room & tax, and reservations will be managed by the Travel Agent based on double occupancy. Attendees will be paired with another attendee by gender. If an attendee would like a room to themselves, they will pay 100% of room cost and that will be arranged through the Travel Agent. All attendees must stay at the Academy hotel.
2. If additional nights are desired (beyond the two nights), the cost of any additional nights will be incurred by the attendee in full. Exceptions may be granted for additional nights if flight availability is limited.
3. Room service, movies, laundry services, business center or any other incidental expenses will be the responsibility of the attendee. The hotel will require a credit card at check-in for such expenses. The room expenses will not be billed to the attendee. If no credit card available, you will not be able to make any charges to your room.
4. Internet in sleeping rooms and meeting space may be negotiated at no expense to the attendee. You will be provided a code at check-in by the hotel. If not available complimentary, the attendee may need to incur this expense if necessary.

**F. Travel Reimbursement:**

1. A travel expense report form will be provided to attendees with travel expenses that are reimbursable (as previously defined for rental cars, personal cars, etc.) and must be completed for all travel reimbursements with receipts attached. Travel expense reports should be submitted to



Delta Sigma Pi Accounting Department for approval as quickly as practical, but no later than 30 days after the Presidents' Academy concludes. Once received, reimbursement checks will be sent to the attendee within a reasonable time frame.

2. The chapter should reimburse incidental expenses such as parking; transportation to/from airport, train station or rental car facilities; meals not included as part of the program.

**G. Attendance:**

All chapters are expected to have a collegiate officer representative attend the Presidents' Academy, and that attendee is expected to participate fully in the events of the Presidents' Academy. Failure to have a representative attend and/or participate fully may result in financial, CMP and/or chapter assistance/discipline action.

**H. Registration Fee**

Collegiate chapters are charged \$200 annually (July 1-June 30) for Presidents' Academy registration, to be invoiced in two equal installments of \$100 each on September 15 and February 1. Chapters will owe registration regardless of sending a representative to the conference.

**S. 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 Master's 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 startup group 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 startup group and subsequently petitioning for a Delta Sigma Pi charter.
- E. **Location** – Consideration of any program outside the United States; 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 and insurance 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 startup group 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 startup group 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 startup group and subsequently a chapter of Delta Sigma Pi must be submitted to the Central Office with the signatures of two or more interested students. The startup group will be recognized by the common usage name of their college or university followed by the word “Startup Group”. (e.g., a startup group at New York University would be named New York Startup Group, a startup group at Northwestern University-Chicago would be named Northwestern-Chicago Startup Group and a startup group at the City University of New York-Baruch College would be named CUNY-Baruch Startup Group.) (The startup group is essentially a local fraternity seeking a charter from the National Fraternity).

**B. Communications** – The startup group 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 the Executive Director (or their designee) to work with the group at the local level. The startup group must maintain ongoing communications with these volunteers and the Central Office staff.

**C. Operations & Activities** – The startup group 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 website ([www.dsp.org](http://www.dsp.org)), volunteers, and via the Central Office staff. A startup group uses the same Fraternity materials as existing chapters, with the exception of ritualistic materials. Startup groups 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 startup group 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. At least 20 members must be returning to campus for two semesters or quarters after installation. The startup group may not recruit students in their term of graduation. The startup group is required to obtain a Startup Group Advisor, who must be reported with the report of officers. Startup Group offices are to parallel those required of chapters in policy Section D, with the exception of the vice president-pledge education.

2. **Meetings** – Weekly meetings should be held and reported monthly to the Central Office. When startup group membership exceeds ten, the executive committee (officers) should begin an additional weekly meeting to plan for the startup group meeting and to review the status of all objectives.

3. **Activities** – The startup group must plan a variety of professional events, service activities, and fundraising events and report them monthly according to procedures in CMP. Social events, while not required for installation, should be reported in CMP as well.

4. **Academics** – Startup Group 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 Startup Group Bylaws will be provided to each startup group after a properly executed statement of intent is received. The startup group 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 startup group member.

6. **National Event Attendance** – The startup group is encouraged to regularly attend national events (LEAD School, LEAD Provincial Conference, and Grand Chapter Congress).

7. **Reporting Requirements** - The startup group must utilize the Chapter Management Program.

D. **Satisfying Requirements** – The startup group 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. Per Bylaws Article XVI, Section 1, at the time of petitioning, the startup group must have 25 or more members excluding alumni, honorary, and faculty initiates. 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.
2. The startup group must complete at least 5 professional activities, 4 service activities, and 2 fund raising events within the 13 months prior to submitting its petition. 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 startup group must have participated in one or more of each type of event to enable a startup group member to pledge the Fraternity. With the approval of the pledge educator and the startup group, additional events can be held during the pledge process for startup group members to fulfill these membership requirements.
3. The startup group must have at least two petitioning members who have attended at least one national event each (LEAD School, LEAD Provincial Conference, or Grand Chapter Congress). Startup Group members may attend any LEAD event.
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 startup group and District Director must submit a summary report at the end of each academic term to the Executive Director (or their designee), 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 startup group members and prospective members).
6. Within 90 academic days (excludes summer and December break) of a startup group's founding (the date the startup group was officially recognized by the National Fraternity), the startup group must submit a payment of \$200.00 toward its charter fee. Within 60 days thereafter, the startup group must submit additional payments of \$200.00 or more every 60 days. This process continues until either the startup group has paid the full charter and initiation fees or has petitioned, in which case, the full balance on the charter fee is due with the petition along with the per person initiation fees and badge leases.

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 startup group.

7. A startup group 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.

E. **Applying for a Chapter Charter** – When the startup group 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 startup group 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 startup group 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. Startup Group 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 startup group 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 startup group and a complete list or description of all professional, service, fundraising, scholastic, and social events conducted by the group. This startup group history must include all events for the duration of the startup group'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 startup group 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 startup group. 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 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 startup group 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 the Executive Director (or their designee) must discuss and agree on an installation date with the startup group 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 startup group president, Grand President and Executive Director (or their designee). A Pledging Ceremony is then conducted at least 30 days prior to the installation date, at a date agreed upon by the startup group president and Central Office staff. 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 startup group 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 startup group alumni 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 formation of a startup group.

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 startup group will be prepared by Central Office staff and must be at least 30 days in length, concluding with initiation and chapter installation. The pledge education program is administered by the startup group pledge educator (see Policy 3.C. below). The Executive Director (or their designee) will ensure that program materials, membership applications, jewelry or any other needed items are provided to the designated startup group pledge educator.
5. Members of a petitioning group who are either abroad (out of the area/country), or on a work training program that makes them not able to attend startup group functions may be initiated the next term after they have returned to school. They may only be absent from school a maximum of one term (either a quarter or semester).

The following must be completed in order for these startup group members to be listed as Charter Members.

1. The members returning to school must have participated in one or more of each type of event (Professional, Community Service and Fundraising) to pledge the Fraternity.
2. A Pledging Ceremony is held for the returning members at least 30 days prior to their initiation date.
3. The members returning must participate in the same pledge education program that the former startup group members (their pledge brothers) participated in and must be at least 30 days in length, concluding with initiation.
4. The initiation of the individual(s) must be completed before the new chapter has the Pledging Ceremony for their first pledge class.

If these steps cannot be completed, the individual(s) may seek invitation from the chapter to join a future pledge class.

#### **I. Startup Group 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 startup group. If the same startup group 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 startup group and the startup group 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 startup group. A celebratory banquet is held following the first initiation and the startup group (or each member) is responsible for the cost. All attendees (startup group members, family, friends, etc.) must be charged an appropriate registration fee, or such costs must be paid from the startup group treasury. If the startup group desires music, decorations, or any other items at or after the banquet, they assume responsibility for payment of those items. The startup group is responsible for all hotel or other meeting location arrangements including meal selection, room costs, payments, etc. The startup group 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 startup group 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 startup group 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:

1. A framed charter with the names of each new member inscribed upon it.
2. A plaque to record all the winners of the Delta Sigma Pi Scholarship Key Award.
3. Eight copies of the Fraternity’s Ritual book.
4. A gavel engraved with the chapter name and installation date.
5. A guest registry and programs for the installation ceremonies.
6. A supply of pledge pins, recruiting materials, and any other reporting forms, operations manuals or other resource materials not available from the Fraternity website.

#### **Policy 3. Policies and Procedures for Volunteers and Staff Assisting a Startup Group—**

- A. **District Director** – A startup group 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 startup group 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 Executive Director (or their designee). 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 startup group must elect a Startup Group Advisor in accordance with the “Chapter Advisor” qualifications and duties found under “Collegiate Chapters.”
- C. **Startup Group Pledge Educator** – An alumni member of the Fraternity, agreed upon by the Regional Vice President and Provincial Vice President, in consultation with the Executive Director (or their designee), administers the pledge education program for a startup group after its petition has been approved. The Regional Vice President has ultimate authority to select the individual. The startup group pledge educator may be the Startup Group 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) they designate, is in charge of the installation.
1. The Executive Director (or their designee) 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 Executive Director (or their designee) 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 of initiation, utilizing additional alumni as needed.
  3. Initiation is coordinated by the Executive Director (or their designee) 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 is coordinated by the Executive Director (or their designee), usually utilizing collegiate members from nearby chapters, at their 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 initiation 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 startup group 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 startup group. The Executive Director (or their designee) 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, specifically Policies 15.C.7., 15.D.2. and 15.E.1.
- E. **Installation Banquet Program** – A printed program for the banquet will be prepared by the Executive Director (or their designee). Costs are paid by the National Fraternity.
1. The startup group and the startup group 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 the Executive Director (or their designee) 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 startup group. (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 startup group 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 startup group 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. Reactivation**—The Board of Directors must approve reactivation at any school or campus where Delta Sigma Pi used to have an active chapter within the past four years before proceeding with formation of a startup group.

**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

**T. 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.



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 \$100 annually for 2023-24 (\$50 each for fall 2023 and spring 2024 terms), 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. 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 \$33.00 for Faculty and Honorary initiates. Initiation fees for collegiate initiates for 2023-24 are \$82.00.

**Policy 4. Current Pledge Pin Fee**—Pledge pins are \$8.50 each.

**Policy 5. Current Badge Lease Fee**—Badge lease fee is \$50.00 each.

**Policy 6. Current Alumni Dues**—Alumni dues are currently set at \$0.

**Policy 7. Current Charter Fee**—The fee a petitioning startup group must pay for a charter is \$1500.

**Policy 8. 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 9. Overdue Balance**—

- a. Interest Charges—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 30 days.
- b. Cash-Only Status/Revocation of Credit—Any chapter, individual and/or entity which have an outstanding balance that is aged greater than 90 days will be placed on cash-only status. This status will remain in effect until all balances aged greater than 90 days have been satisfied.

**Policy 10. Late Initiation Fee Charges**—Charge an additional \$25 per individual initiate if a chapter’s initiation fees are not paid within 14 days of initiation.

**Policy 11. Bad Debt Collection**—The Central Office is authorized to refer chapters to any qualified debt collection agency for collection of past due accounts.

**Policy 12. 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 13. Regalia Fees**—Collegiate chapters are charged \$50 annually (July 1-June 30) for regalia usage fees, to be billed in two equal installments of \$25 each at the beginning of each semester or the beginning of the first two quarters.

**Policy 14. Regalia Fines**—

- A. **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.
- B. **Regalia Replacement:** At the discretion of the Executive Director, chapters that are deemed responsible for lost or damaged regalia items will be charged a processing fee of \$25, as well as a per item replacement cost.

**Policy 15. 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 startup groups 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). 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 Central Office accounting department staff 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 Executive Director (or their designee) within 30 days of implementation.

Reallocations of funds between volunteers or between budget categories may be approved by the PVP, who must notify the Executive Director (or their designee) 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.
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, Provincial Conferences and LEAD Schools 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.

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 (to include online software if made available). 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. 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.

**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. The Regional Vice President does not need prior approval if the event is a joint regional event between their region and another region and is hosting outside of their region.
- 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, startup group visits, meetings, initiations 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 \$50 per day. Receipts are required in order to receive reimbursement for meal expenses. If any meals are provided as part of the meeting or function, the per diem will be reduced as follows: \$12 for breakfast; \$16 for lunch; \$22 for dinner. These reductions are subject to change based on specific events. Notification of change will be sent to all affected.
- Mileage at the IRS rate or, when reasonable and appropriate, rental car costs.
- Chapter or regional event registration fees.
- Grand Chapter Congress registration fees are not reimbursable. (See below)

- 2) Funds allocated to District Directors by Regional Vice President for travel expenses.

2. *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).

3. *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).

4. *Provincial Conferences and LEAD Schools* – Regional Vice Presidents will be reimbursed from the National Fraternity's National Event Leadership Budget to attend one Provincial Conference and one LEAD School each year. The Provincial Conference they attend must be the one in their province. A Regional Vice President may attend a LEAD School outside of their province with prior approval by the Provincial Vice President and notification to the Executive Director. The Grand President, in consultation with the Vice President-Finance, may approve reimbursement for the Regional Vice President to attend more than one Provincial Conference or LEAD School a year in special circumstances. Regional Vice Presidents are expected to be active participants at events as outlined and communicated by their respective Provincial Vice President. A Regional Vice President may be denied reimbursement for a Provincial Conference or LEAD School by their Provincial Vice President, who will consult with the Vice President-Finance, should the Regional Vice President not fulfil participation expectations. A Regional Vice President may appeal this decision to the Board of Directors.
  - a. *Registration:* Regional Vice Presidents will receive a complimentary registration, but must submit a registration form for the event.
  - b. *Hotel:* Regional Vice Presidents pay the hotel directly for room and incidental charges, unless otherwise instructed by the Executive Director. Regional Vice Presidents will be reimbursed for one half the negotiated double room rate plus tax for event dates (usually Friday night and Saturday night of the event). If the Regional Vice President shares a room with another individual(s) who is receiving reimbursement for a hotel room, the reimbursement amount will be reduced as appropriate.
  - c. *Travel:* Regional Vice Presidents may expense:
    - The lower of: the lowest available economy airfare plus reasonable baggage fees not to exceed one bag; the equivalent in miles driven at the current IRS rate; or rental car costs plus fuel for driving to and from the event for the days which Regional Vice Presidents must be present at the event plus reasonable travel time. Any costs incurred from incidental travel while at the event will not be eligible for reimbursement unless previously approved. In the unfortunate event a Regional Vice President cannot attend the full event, a prorated amount will be determined (in advance where possible by the Grand President and Vice President-Finance).
    - 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.
  - d. *Meals:* Meals that are not provided by the event are reimbursable to the Regional Vice Presidents up to the following amounts: \$12 for breakfast; \$16 for lunch; \$22 for dinner. This covers meals during the Regional Vice President's reasonable travel time and time at the event.

5. *Grand Chapter Congress Expense Reimbursement:* Grand Chapter Congress full registration is required in order to be reimbursed for travel expenses to Grand Chapter Congress unless approved in advance by the Grand President for partial attendance at the event.
  - 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. In the unfortunate event a Regional Vice President cannot attend the full Grand Chapter Congress event dates, a prorated amount will be determined (in advance where possible by the Grand President and Vice President-Finance).
    - 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, partner 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 reimbursable 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, startup group visits, meetings, initiations 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 \$50 per day. Receipts are required in order to receive reimbursement for meal expenses. If any meals are provided as part of the meeting or function, the per diem will be reduced as follows: \$12 for breakfast; \$16 for lunch; \$22 for dinner. These reductions are subject to change based on specific events. Notification of change will be sent to all affected.
- Mileage at the IRS rate or, when reasonable and appropriate, rental car costs.
- Chapter or regional event registration fees.
- Grand Chapter Congress registration fees are not reimbursable (see below).

2) Funds allocated to Regional Vice Presidents, District Directors or other volunteers by Provincial Vice Presidents for travel expenses.

2. *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.

3. *Provincial Conferences and LEAD Schools* – Provincial Vice Presidents will be reimbursed from the National Fraternity’s National Event Leadership Budget to attend Provincial Conference and LEAD Schools. A Provincial Vice President must receive prior approval from the Grand President, who will consult with the Vice President-Finance, for attending a Provincial Conference or LEAD School outside of their home province in order to qualify for reimbursement. The Grand President is responsible for coordinating the representation of members of the Board of Directors at national events based on the allocated resources. Provincial Vice Presidents are expected to be active participants at events as outlined and communicated by the Grand President. A Provincial Vice President may be denied reimbursement for a Provincial Conference or LEAD School by the Grand President, who will consult with the Vice President-Finance, should the Provincial Vice President not fulfil participation expectations. A Provincial Vice President may appeal this decision to the Board of Directors.

a. *Registration:* Provincial Vice Presidents will receive a complimentary registration, but must submit a registration form for the event.

b. *Hotel:* Provincial Vice Presidents pay the hotel directly for room and incidental charges, unless otherwise instructed by the Executive Director. Provincial Vice Presidents will be reimbursed for one half the negotiated double room rate plus tax for event dates (usually Friday night and Saturday night of the event). If the Provincial Vice President shares a room with another individual(s) who is receiving reimbursement for a hotel room, the reimbursement amount will be reduced as appropriate.

c. *Travel:* Provincial Vice Presidents may expense:

- The lower of: the lowest available economy airfare plus reasonable baggage fees not to exceed one bag; the equivalent in miles driven at the current IRS rate; or rental car costs plus fuel for driving to and from the event for the days which Provincial Vice Presidents must be present at the event, plus reasonable travel time. Any costs incurred from incidental travel while at the event will not be eligible for reimbursement unless previously approved. In the unfortunate event a Provincial Vice President cannot attend the full event, a prorated amount will be determined (in advance where possible by the Grand President and Vice President-Finance).
- 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.

d. *Meals:* Meals that are not provided by the event are reimbursable to the Provincial Vice President up to the following amounts: \$12 for breakfast; \$16 for lunch; \$22 for dinner. This covers meals during the Provincial Vice President’s reasonable travel time and time at the event.

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 \$50 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). If any meals are provided as part of the meeting or function, the per diem will be reduced as follows: \$12 for breakfast; \$16 for lunch; \$22 for dinner. These reductions are subject to change based on specific events. Notification of change will be sent to all affected.

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, partner 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 by a Provincial Vice President for the installation of a new chapter within their province are reimbursable from the National Fraternity's installation budget.
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-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-Finance, and Collegians of the Year (Executive Director expenses are charged to other budget lines.):

- a) Travel expenses to 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 \$50 per day. Receipts are required in order to receive reimbursement for meal expenses. If any meals are provided as part of the meeting or function, the per diem will be reduced as follows: \$12 for breakfast; \$16 for lunch; \$22 for dinner. These reductions are subject to change based on specific events. Notification of change will be sent to all affected.
- 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.

2. *Installation Expenses* – Travel expenses incurred with the installation of a new chapter are reimbursable from the National Fraternity’s installation budget for the national officer who has been designated the primary installation officer (typically the Grand President or Past Grand President), the Provincial Vice President of the province where the chapter is located, and the Regional Vice President of the region where the chapter is located. The Provincial Vice President may serve as the primary installation officer. All other Board members attending may be reimbursed from their own individual expense budgets. (See E. I. “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. *Provincial Conferences and LEAD Schools* – Board Members covered by this section will be reimbursed from the National Fraternity’s National Event Leadership Budget to attend Provincial Conference and LEAD Schools. The Grand President is responsible for coordinating the representation of members of the Board of Directors at national events based on the allocated resources. Individuals covered by this section, with the exception of the Grand President, must receive prior approval from the Grand President, who will consult with the Vice President-Finance, for attending a Provincial Conference or LEAD School in order to qualify for reimbursement. Board Members covered by this section are expected to be active participants at events as outlined and communicated by the Grand President. A Board Member covered by this section may be denied reimbursement for a Provincial Conference or LEAD School by the Grand President, who will consult with the Vice President-Finance, should the Board Member not fulfil participation expectations. A Board Member may appeal this decision to the Board of Directors.

- a. *Registration:* Board Members will receive a complimentary registration, but must submit a registration form for the event.



- b. *Hotel:* Board Members pay the hotel directly for room and incidental charges, unless otherwise instructed by the Executive Director. Board Members will be reimbursed for one half the negotiated double room rate plus tax for event dates (usually Friday night and Saturday night of the event). If a Board Member shares a room with another individual(s) who is receiving reimbursement for a hotel room, the reimbursement amount will be reduced as appropriate.
- c. *Travel:* Board Members may expense:
  - The lower of: the lowest available economy airfare plus reasonable baggage fees not to exceed one bag; the equivalent in miles driven at the current IRS rate; or rental car costs plus fuel for driving to and from the event for the days which Board Members must be present at the event, plus reasonable travel time. Any costs incurred from incidental travel while at the event will not be eligible for reimbursement unless previously approved. In the unfortunate event a Board Member cannot attend the full event, a prorated amount will be determined (in advance where possible by the Grand President and Vice President-Finance).
  - 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.
- d. *Meals:* Meals that are not provided by the event are reimbursable to the Board Member up to the following amounts: \$12 for breakfast; \$16 for lunch; \$22 for dinner. This covers meals during the Board Member's reasonable travel time and time at the event.

6. *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 \$50 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). If any meals are provided as part of the meeting or function, the per diem will be reduced as follows: \$12 for breakfast; \$16 for lunch; \$22 for dinner. These reductions are subject to change based on specific events. Notification of change will be sent to all affected.

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.

- 7. *The National Collegian of the Year* selected in the spring prior to the Grand Chapter Congress will have their 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 16. Account Write-Off Policy—**

- A. The Finance Committee, in collaboration with the Executive Director and Provincial Vice President, can waive debt of a chapter by unanimous vote of the committee up to the total expense approved in budgeting process for the given fiscal year. A list of all written off debt will be distributed to the Board of Directors with the next financial statements.
- B. The Executive Director (or their designee) is 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 or Finance Committee.

**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 their designee for approval for write-off.

**Policy 17. 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(s) of the investment policy and its objectives for each class of funds for which the Board of Directors is responsible for.
  2. All investment portfolios of the Fraternity are given investment guidance and limitations.

**B. Investment Roles and Responsibilities:**

1. Responsibility of the Executive Director

The Executive Director of the Fraternity is responsible for investing the Fraternity's Funds. The Executive Director shall discharge their duties solely for the purpose of providing benefits to the Fraternity and defraying reasonable expenses of administering the plan. They are also responsible for classifying (or reclassifying) all Funds, as either a "Class I" Fund or a "Class II" Fund (Investment Classes are defined in Section C of this Policy). The Executive Director will make certain, that "Class II" funds are maintained at such a level that operations can continue for at least a six month period in the event of catastrophe. The executive director or their designated representative will be responsible for the implementation of all investment transactions. The Executive Director, with the approval of the Finance Committee, is empowered to open or close accounts as long as funds are maintained according to the remainder of this policy.

The Executive Director is authorized to commingle individual Funds for investment purposes when they deem 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.

Any change to the asset classifications will be immediately communicated to the Board of Directors, 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. Responsibility of the Board of Directors

The Board of Directors has the responsibility to consider adjustments to this policy after careful consideration of advice and recommendations of the Vice President Finance, the Finance Committee or if they themselves deem an adjustment is necessary.

## 3. Responsibility of the Vice President Finance

The Vice President Finance is responsible for recommending (at least annually) to the Executive Director, the level at which "Class II" funds must be maintained. The Vice President Finance is also responsible for ensuring that the Finance Committee discharges their responsibilities with respect to enforcement of this policy.

## 4. Responsibility of the Finance Committee

The Finance Committee is a standing committee of the Fraternity, whose duties are further defined in policy K. 7. The committee is responsible for reviewing investment performance, policy, guidelines and ensuring that the requirements specified in Policy T.18. are satisfied. The Committee may confer with the Investment Manager as necessary after notifying the Executive Director. It also makes recommendations (if any) as to investment policy and Investment Manager changes to the Board of Directors.

## 5. Responsibility of the Investment Manager

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 their responsibility for the safekeeping and guidance of the Funds. The Investment Manager is also responsible for providing timely investment performance reports to the fraternity. In addition, the Investment Manager will notify the fraternity any time there is non-compliance with this policy or at any such time the manager feels they are unable to comply with this policy.

### C. **Investment Objectives:**

The investment objective of the Fraternity is subject to the terms set forth within this policy. The Investment Manager should keep in mind that reasonable efforts must be made in the areas of preservation of capital, risk aversion and consistent application of the investment discipline for which they were hired.

To accomplish the investment objective, assets are divided into two categories:

#### 1. Class I Funds

The investment objective of "Class I" funds is to attain a favorable total return by utilizing a strategy which encompasses a mixture of capital appreciation, dividend and interest income. It is the goal of "Class I" funds to obtain an average annualized total return of 4-5% plus inflation over a 10 year investment horizon. This objective will be sought by utilizing equity, fixed income or cash / cash equivalent asset classes in

accordance with the asset allocation guidelines for “Class I” funds defined in Section D of this policy. Asset types which may be included within equity, fixed income or cash / cash equivalent asset classes are defined in section D.2 of this policy.

2. Class II Funds

The investment objective of “Class II” funds is to provide short term liquidity to the fraternity by maintaining an asset base greater than the amount of cash required to support operations for at least six months. This objective must be met by utilizing cash or cash equivalents which are defined within the investment guidelines section of this policy.

Each Investment Manager will be notified, at least annually, what percentage of assets under their management must conform to each “Class” of funds. The board may designate any grouping of assets such as the National Endowment Fund (NEF) to contain any mixture or grouping of these asset categories. For example, the Board may determine that the NEF may contain 75% in “Class I” Funds and 25% in “Class II” Funds. The Investment Manager will be notified of the category mix and the assets must be managed per section D of this policy.

**D. Investment Guidelines:**

1. Asset Allocation

It is the philosophy of the Board of Directors that the asset mix of Class I Funds should be:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Preferred</u>
Equities	55%	70%	60%
Fixed Income	30%	45%	35%
Cash and Equivalents	1%	10%	5%

Each Investment Manager must manage their respective portfolio pursuant to the above asset allocation guideline independent from any other investment portfolio that the Fraternity may maintain. If a deviation from the approved asset allocation is desired, the Investment Manager may request a deviation from the Executive Director or their authorized representative. After reviewing the request with the Board of Directors and the Finance Committee, the Investment Manager will receive written notification either granting or denying the deviation. If granted, the deviation will be reviewed on a quarterly basis by the Finance Committee.

In the event that the above asset allocation guideline is violated, for reasons including but not limited to market price fluctuations, the Executive Director or appointed representative will instruct the Investment Manager(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager’s portfolio is in violation with its specific guidelines, for reasons including but not limited to market price fluctuations, the Fraternity expects that the investment manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the board of directors.

2. Asset Classes and Transaction Types

**Allowable Asset Classes:**

Equity Securities (Applicable to “Class I” Funds Only):

- Common Stocks
- Open-End and Closed-End Diversified Domestic Mutual Funds. If the fund is sector specific, the exposure may not exceed 5% of the total equity allocation.
- Open-End and Closed-End Diversified International / Global Mutual Funds. If the fund is sector specific, exposure may not exceed 5% of the total equity allocation.
- Exchange Traded Funds. If the fund is sector specific, exposure may not exceed 5% of the total equity allocation.
- Convertible Notes and Bonds
- Convertible Preferred Stocks

- American Depository Receipts (ADRs) Of Non-U.S. Companies
- Common Stock Of Non-U.S. Companies (Ordinary Shares)
- Covered Option Strategies

Fixed Income Securities (Applicable to “Class I” Funds Only):

- Corporate Bonds and Notes
- State, County and Municipal Bonds
- U.S. Government and Agency Securities
- Open-end and Closed-end Bond Mutual Funds
- Convertible Bonds
- Preferred Stocks
- Mortgage Backed Bonds
- Trust Preferred Securities

Cash or Cash Equivalents (Applicable to “Class I” and “Class II” Funds):

- Treasury Bills
- Money Market Funds
- Commercial Paper
- Banker’s Acceptances
- Repurchase Agreements
- Certificates of Deposit
- Short Term Investment Fund (STIF)

Prohibited Asset Classes (Applicable to All Classes of Funds)

- “130 / 30” Mutual Funds or Exchange Traded Funds
- Any investment which seeks to double or triple returns of any asset class or index, either short or long (Ex. Direxion Bull / Bear Funds)
- General or Limited Partnerships
- Improved or Unimproved Real Estate
- Closed-Ended Real Estate Investment Trusts (REITS)
- Options, excluding “covered” calls where the underlying security is held in the portfolio (these transactions are allowable in mutual funds so long as it is not their primary objective)
- Derivatives of Any Type
- Commodities
- Currencies
- Any security which has not been registered with the Securities and Exchange Commission
- Penny Stocks (defined as any stock selling for less than \$5 per share)
- Initial Public Offerings (IPOs)
- Zero Coupon Bonds In Excess of Ten Year Maturities
- Stripped Mortgage-Backed Securities (MBS)

Prohibited Transaction Types

Prohibited transactions include but are not limited to the following:

- Short Selling
- Margin Transactions

If a particular security type or transaction is not listed in any category, the Investment Manager must seek approval from the Vice President Finance prior to its purchase. The Vice President Finance will follow the exception process stated in this policy to either grant or deny approval for that request.

3. Diversification of Securities

The goal of this policy is to construct a well-diversified portfolio that consists of various types of securities which attempt to reduce overall portfolio risk. With that in mind, the following asset classes are required to have the following diversification strategy:

Equity Securities (Applicable to “Class I” Funds Only):

- Not more than 20% of the total portfolio’s market value at the time of purchase may be invested in any one general industry or sector.
- No more than 5% of the total portfolio’s market value at the time of purchase may be invested in any single equity.
- The market capitalization of any single investment must be greater than \$100 million.

Fixed Income Securities (Applicable to “Class I” Funds Only):

- Fixed income securities, excluding issues of the U.S. Government and its Agencies, will be rated investment grade or above by both Moody’s and Standard & Poor’s.
- No more than 5% of the total portfolio market value at the time of purchase may be invested in the securities of any one issuer. Issues of the U.S. Government and its Agencies are exempt from this requirement.

Cash or Cash Equivalents (Applicable to “Class I” and “Class II” Funds):

- All Cash or Cash Equivalents, wherever and whenever possible, should be invested in interest bearing securities with maturities of 12 months or less.
- Securities in this category must be rated investment grade or above by both Moody’s and Standard & Poor’s.

#### **E. Investment Reports and Review Process:**

1. The following reports and statements must be provided by the Investment Manager and forwarded to the Executive Director and the members of the Finance Committee:
  - a. Monthly Statement of Accounts to include all transactions and holdings for the period
  - b. Quarterly Investment Performance Report
  - c. Quarterly Asset Allocation in both dollar and percentage units
2. The Investment Manager should notify the Executive Director, as soon as possible, if issues occur (outside of normal market volatility) which could have negative material impact on the value of the portfolio or asset allocation model. The Executive Director will engage the Vice President Finance and the Finance Committee so that appropriate action may be determined based upon the advice of the Investment Manager
3. The Investment Manager should meet no less than annually, either in person or other means, with the Executive Director to, at a minimum:
  - a. Determine whether or not the Investments 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 Investments have 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 benchmark, for each asset class. The benchmark for each asset class is as follows:

Equity Securities:

Domestic Equity:

- S&P 500 Index
- S&P Mid-Cap 400 Index
- S&P Small-Cap 600 Index

International Equity:

- MSCI EAFE Index

Fixed Income Securities:

- Barclays Aggregate Bond Index
- 10-Year U.S. Treasury Bond

Cash or Cash Equivalents:

- IBC's Money Fund Report Averages

- b. If the approved benchmark is unavailable for any one of the time periods, a comparable benchmark may be used so long as the comparable benchmark is clearly identified.
- c. Comparisons for each asset class and the overall portfolio must be shown for each of the following time ranges (if available):
  - Most Recent Quarter
  - Year to Date (YTD)
  - One Year
  - Five Year
  - Ten Year
- d. Investment performance figures should be shown both gross and net of all investment fees. These fees may include, but are not limited to management fees, load fees, mutual fund expense fees and trading commissions. In addition, fee schedules supporting charges by any third parties should be included if the Investment Manager utilizes a 3<sup>rd</sup> party.

**F. Other Guidelines:**

1. Authorization to Transfer/Withdraw Funds

The Executive Director of the Fraternity is empowered to realize and liquidate gains within any grouping of Investment Funds. Amounts other than gains may be transferred by the Executive Director only after consultation with the Grand President, the Vice President - Finance and the Investment Manager. Any transferred funds must be treated as income (when appropriate) and may only be transferred to the General Fund to meet Fraternity obligations.

2. 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.

3. Comingling of Funds across Asset Categories

Funds designated by the Board as either “Class I” or “Class II” must be held in separate accounts specifically titled for that purpose. Funds may be transferred between “Class I” and “Class II” accounts per the guidelines set forth within the Investment Policy.

4. Availability of Funds

Barring extraordinary circumstances such as market disruption or other unforeseen catastrophe, it is the goal of this policy to have availability to all funds governed by this policy available within three (3) business days inclusive of any time needed for settlement.

**Policy 18. 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, they 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 their 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 the Executive Director and their designee 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.

**Policy 19. Public Release of Financial Information**—Any or all of the following items shall be made available to any member in good standing upon request. The request must be delivered in either written or electronic format to the Executive Director. The finance committee will be notified anytime a request is made.

1. Annual Independent Auditor’s Report which contains audited financial statements
2. Board approved summary annual budget
3. Unaudited quarterly income statement and balance sheet

**Policy 20. Special Circumstances Travel Budget**—Occasionally, a need will arise where a volunteer leader will need to travel in addition to normal expectations in order to support a specific chapter or initiative. The intent of these funds is not to supplement normal duties; rather it is to fund specific special circumstance for which is pre-approval is obtained as outlined below.



1. Funding process: During the annual budgeting process, the VP Finance will work with the Executive Director and their designee to determine an amount to be budgeted for “Special Circumstances Travel”. Once an amount is established and published in the proposed budget, it will be discussed and approved during the January Board meeting.
2. Eligibility: Provincial Vice Presidents may request funds on behalf of themselves, Regional Vice Presidents, District Directors or other volunteer leaders within their province in which a need for special circumstances travel exists. The Grand President may request funds for National Committee Chairs or other volunteer leaders in which a need exists.
3. Request process: All requests must be written (email is acceptable) and sent to the Executive Director (or their designee) who will forward the request to the finance committee for approval. The request must state the reason, the requested amount and the proposed dates of travel. The committee will approve, deny or modify the requested amount and notify the Executive Director (or their designee) who will notify the requestor. It is expected that the requestor will wait for approval of their request prior to any expectation of reimbursement. Priority of requests are given on a first come, first serve basis.

Request deadlines are semi-annual:

- January 10th for travel between January 11th and July 10th
- July 10th for travel between July 11th and January 10th

It is the responsibility of the requestor to ensure that approval has been obtained prior to making any commitments or expenditures for which the requestor expects reimbursement.

4. Reimbursement process: Reimbursement requests will be handled via the normal expense reimbursement process and must be requested within thirty (30) days of incurring the expense.
5. Approval expiration: Funds must be used for expenses incurred in the period in which they were requested. Any unused funds will go back to the pool and if additional funds are needed, a new request must be submitted and approved.

**Policy 21. Memorials to Deceased Brothers**—The Executive Director has discretion to honor deceased brothers and Fraternity supporters with memorial gifts up to \$100. These contributions may be made to the Leadership Foundation or to an entity suggested by the family. The Fraternity will make these donations from the general fund, instead of sending memorial flowers. The Executive Director will also use discretion in determining when to send a formal letter of condolences signed by the Executive Director and/or Grand President.

In unusual circumstances, additional memorials (or a larger contribution) may be provided, upon agreement of Executive Director, Vice President-Finance and Grand President.

## U. 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 website.

*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.

### **V. 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 support of the Foundation.

Foundation desires that Provider furnish to Foundation fundraising services, program services and general administrative services including donor data management 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 business-level office and related technology usage (including standard phone, computer and related, not including telethon campaigns, non-standard cellular/data usage, etc.); use of *The Deltasig* magazine for promotional and recognition services; and general office supplies. It does not include copies, paper, printer toner, postage or stationery. Those items will be charged at cost.

Provider will provide management of donor data and maintain within new or existing systems, tools reasonably deemed necessary for such services. All data will be considered owned by the Provider regardless of initial sourcing.

Foundation agrees it will be held accountable to any existing or future data privacy restrictions as created by the Provider, and Provider has right to reject storing or adapting any data. Foundation may request any enhancements or changes to provided systems to be completed at Foundation's expense. Provider has right to deny requests in cases where request would negatively impact Provider's otherwise operations.

Provider will provide office space within its 330 South Campus Avenue, Oxford, Ohio Central Office for Foundation staff. Any costs for additional remote office space will be paid directly by Foundation.

- a. For clarity, compensation and benefits for three Leadership Foundation "majority time" employees (EVP, Executive Assistant and an additional executive level position, as well as partial time accounting, programming, meeting planning and administrative support staff, are included in this agreement.
2. Provider agrees that its activities hereunder shall be to perform the fundraising services and activities to support the educational needs of Delta Sigma Pi Fraternity, while seeking to improve net results and levels of accomplishment.
3. The Foundation will maintain its own budget to cover staff expenses related to Foundation travel for Fraternity and Foundation events, donor meeting needs, training activities and other travel expenses as may be identified. Foundation may also remit to Provider Provider's 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 two-year period, but may be terminated by either party, effective July 1, with written notice to the other no later than April 1 of the preceding year.
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.
6. This agreement will be reviewed for potential revision prior to its expiration date.
7. The Fraternity may, at its discretion, discount the annual fee.

8. Notwithstanding the terms in contract item 6. above, the Agreement may be renegotiated at any time by mutual agreement of both parties.
9. “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 (including Foundation EVP) does not report directly to Foundation Board or Foundation President.

**Policy 2. Bequests Made in Name of the Fraternity**—In cases where a donor had Delta Sigma Pi Leadership Foundation legacy/planned giving documentation on file, yet bequest payments are made in the name of the Fraternity, it will be presumed donor intent was for payment to the Leadership Foundation and the funds will be routed there.

Similarly, in cases where there is documented interest of intent for bequests to support scholarships, endowments or any other Leadership Foundation endeavors, the funds will be routed there.

For bequest gifts paid to the Fraternity where there is no documentation of intent, Fraternity and Leadership Foundation staff and leaders will collectively determine best approach for placement of the funds.

## **W. 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 DD.2.

**Policy 2. Employee Handbook**—An employee handbook will be created and maintained by the Executive Director and provided to all staff. Some items from the *Policy and Procedures Manual* may be duplicated in the employee handbook at the discretion of the Executive Director. The decision whether to include does not impact the right to change or enforce. Copies are available to members on request.

**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 ensure 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 \$600 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.

## **X. 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.

## **Y. 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.

## Z. PUBLICATIONS AND WEBSITES

**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 members with good email addresses, is available on the website and is available on request. The magazine is physically mailed to all current collegiate officers, startup group officers, 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, business deans or economics chairs at universities with current active chapters, Board of Directors, Regional Vice Presidents, Leadership Foundation Trustees, Trustee Emeriti, 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, other members and other friends of the Fraternity at the discretion of the Executive Director.

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 Websites**—Chapters may issue such publications and create such websites 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 website it holds to be detrimental to the best interests of the chapter or of Delta Sigma Pi. All chapter-related websites, 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 Executive Director (or their designee).

**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, Assistant 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. The Executive Director shall additionally maintain a fraternal privacy policy, which will be made publicly and readily available and shall comply with necessary and appropriate laws and best practice of such policies.

**Policy 5. Website Privacy**—Individuals holding Fraternity office shall have their name and their email address listed on the Fraternity website. Others listed on any Fraternity-related website must give their permission to be listed – or access to the information must be secured via an identification verification system. Exceptions are made for contact information included in publications which are ultimately posted on the website but were originally published for non-electronic distribution.

**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.

## AA. 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. 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 partner or spouse of a brother, the brother’s fiancé(e) or the parents of a brother.

**Policy 3. Badges Found in Public Sales**— 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.

**Policy 4. Jeweled Badges**—The Board of Directors authorizes sale and distribution of jeweled badges (by vendors secured by the Executive Director and designated as official) containing jewels in any and all combinations that fit the basic historic design and size of the jeweled badge. Such badges may be worn by any member of Delta Sigma Pi.

### **The following policy will go into effect with the selection of the 2024-2025 Collegians of the Year:**

**Policy 5. Collegian of the Year Badge**—The Executive Director will distribute (by vendors secured by the Executive Director and designated as official) a badge of special material that will only be awarded through the Collegian of the Year program. The badge must match in all other ways the historic style and design of a badge of Delta Sigma Pi. The National Scholastic Development and Awards Committee will be responsible for determining distribution requirements through the Awards and Recognition Guide.

## BB. 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 or two years of service in 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.
- Chairs of national standing committees who have served as chair for four years.

Individuals unable to complete the specified terms due to extenuating circumstances may be considered for membership at the discretion of the Board of Directors.

### CC. 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. Only vendors officially licensed by the Fraternity (or through its agents) have the right to produce merchandise using the Delta Sigma Pi name, letters or insignia. The following additional restrictions are also in place:

- a) 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, Grand President or Provincial Vice 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, gross sexual innuendo or images, or any item promoting or alluding to any action or ceremony in violation of risk management. Upon request, the Executive Director, Grand President, or Provincial Vice President will review designs for compliance with this policy prior to production.
- b) Anyone deemed in violation of this policy will be notified and must immediately cease use or sale of the item and may no longer be authorized by Delta Sigma Pi to use its name, letters, or insignia. Any representation of the item that is publicly displayed, including photographic representations on any website, must be removed immediately.
- c) Failure by any licensed vendor to meet the contractual obligations of their licensing, including but not limited to violations of trademark use, violation of licensing agreement, or failure to pay any stated commissions or fees, will subject them to termination of licensed status, and may result in legal action.
- d) 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 and may result in legal action.
- e) The following rules will apply to any licensed product or service utilizing the Delta Sigma Pi trademarks or symbols, including the Greek letters, “Deltasig”, “Delta Sigma Pi”, “DSP”, coat of arms, badge, or any logos representing Delta Sigma Pi events or programs, specifically but not limited to the following categories of products:
  - Apparel (shirts, shorts, jackets, etc.)
  - Press Releases
  - Flyers
  - Banners
  - Manuals
  - Glassware
  - Publications
  - Party Favors (cups, frames, key chains, etc.)
  - Posters
  - Computer Web Pages
  - Newspaper Articles & Advertisements

There may not be:

Any depiction of alcohol, alcoholic beverage use, kegs, beer cans, alcohol bottles, beer bong, or brand names;

Any depiction of drugs, drug use, drug slogans or slang words, or drug paraphernalia;

Any depiction in a demeaning way, of minorities, ethnicities, or cultural segments;

Any religious depictions in a demeaning way;

Any depictions of individuals in a demeaning way;

Any depictions relating to sex, sexual paraphernalia, or sexual orientation;

Any use of profanity;

Or any use of licensed or copyrighted characters, phrases, logos, or materials without permission from the property owner.

Additionally, the “Deltasig” trademark may only be used in the following styles and spellings:

- Sentence Case: “Deltasig”
- All Uppercase Letters: “DELTASIG”

There are no restrictions based on colors, fonts, or other stylistic choices outside of content.

## **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 Central Office staff will coordinate a process for chapters to request space, in a designated area of the meeting facility, to sell merchandise. Space allotted may be limited and chapters may be required to share table space or other resources. As such, chapters will not pay exhibit fees. Requests for space at any LEAD event will be due no fewer than 10 days prior to the stated start of the Conference. Anyone selling or representing the chapter at the table 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. The Fraternity will not store or display chapter sales items during the events. The chapter selling merchandise is responsible for securing their own merchandise at all times, and no extra accommodations for event services will be granted to aid in the handling of merchandise. Hotel policies must be complied with throughout the event by chapter sellers – including no hanging of items on walls or hotel fixtures. The local Provincial Vice President for the event, or their designee, will be responsible for ensuring onsite compliance with this policy.
- 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.
- 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**

- 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.
- 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.

## **DD. 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, Assistant 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.

## **EE. CHAPTER MANAGEMENT AND ALUMNI CHAPTER RECOGNITION PROGRAMS**

**Policy 1.** The Executive Director (or designee) is responsible for the development, administration and execution of a Chapter Management Program (CMP), which shall set and enforce minimum standards for collegiate chapter operations, and encourage operational excellence, and provide a platform in order for volunteers to monitor the health of chapters.

**Policy 2.** The *Alumni Chapter Recognition Program Guide*, published on the Fraternity website ([www.dsp.org](http://www.dsp.org)) contains all policies and procedures related to the Alumni Chapter Recognition Program. It is updated as often as needed.

## FF. AWARDS

**Policy 1.** The official *Awards and Recognition Guide* will govern the Fraternity awards and recognition program. It is published on the Fraternity website ([www.dsp.org](http://www.dsp.org)) and updated as needed. Except when otherwise stated by Bylaws or these Policies, the National Scholastic Development and Awards Committee will be responsible for maintaining and updating its contents.

**Policy 2. Chapter Awards** – The Fraternity awards program will recognize chartered and active or franchised collegiate and alumni chapter for organizational excellence.

**Policy 3. Individual Awards and Recognition** – The Fraternity awards program will include opportunities to recognize both members and non-members for their individual achievements and/or service to Delta Sigma Pi.

- A. National Collegian of the Year – The National Scholastic Development and Awards Committee will establish and execute the selection criteria and process for naming one National Collegian of the Year annually from the, then current, collegiate membership.
- B. Lifetime Achievement Award – The National Scholastic Development and Awards Committee will establish the selection criteria and process for naming a Lifetime Achievement Award recipient biennially. The National Scholastic Development and Awards Committee will present two candidates for the award to the Board of Directors at their spring meeting prior to a regular Grand Chapter Congress. The Board of Directors will select a winner in executive session.
- C. Career Achievement Award – The National Scholastic Development and Awards Committee will establish the selection criteria and process for naming up to one Career Achievement Award recipient annually. The Grand President and Executive Director may present up to two candidates for the award to the Board of Directors at their spring meeting. The Board of Directors will select a winner, if any, in executive session.
- D. National Honorary Initiate – The National Scholastic Development and Awards Committee will establish the selection criteria and process for naming National Honorary Initiates. Candidates for membership will be presented to the Board of Directors who will select a recipient.
- E. Distinguished Service Certificate – The National Scholastic Development and Awards Committee will establish the selection criteria and process for naming recipient(s) of the Distinguished Service Certificate. Candidates for recognition will be presented to the Board of Directors who will select recipient(s), if any, by 2/3 vote in executive session.
- F. Scholarship Key – The National Scholastic Development and Awards Committee will establish the selection criteria and process for awarding the Delta Sigma Pi Scholarship Key.
- G. Other Recognitions – The National Scholastic Development and Awards Committee may develop other recognition opportunities as it deems appropriate.

**Policy 4. Certified Deltasig Leader (CDL)** – The National Professional Development Committee will develop and maintain a certification program to recognize individuals for their demonstrated leadership training and experience.

- A. Tier 1 Certification – Tier 1 Certification will encompass core leadership training.
- B. Tier 2 Certification – Tier 2 Certification will encompass both core leadership and advanced leadership training.

## GG. 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**.

## **HH. 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.

## II. 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 website. 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.

## **JJ. 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.