

# Congress Beacon



Newsletter of the 51<sup>st</sup> Grand Chapter Congress — Nominations Edition \* August 16-20, 2017 \*  
Sheraton New Orleans

## Join Your Brothers in The Big Easy!

Invest in your Future by Attending the  
2017 Grand Chapter Congress in New Orleans!

*The Congress Beacon (October '16 Edition) is a special publication series leading up to the 2017 Grand Chapter Congress in New Orleans. The publication will bring you insightful information, including deadlines, reminders and news. Please read this issue thoroughly, as you'll find much information about nominations; submitting proposals for Bylaws, Policies and Ritual; delegate/alternate details and much more. Visit [www.dsp.org](http://www.dsp.org) for even more details!*

## Letter from the Nomination Committee Chairman

*Mark Chiacchiari, Past Grand President*

In the year of a Grand Chapter Congress, it becomes the most important and necessary duty of each chapter, national officer and interested brother to seek out and recommend qualified candidates for the offices of Grand President, Vice President–Finance, and Provincial and Regional Vice Presidents.

This is your formal notice that elections for these positions are planned for election at the 51<sup>st</sup> Grand Chapter Congress, August 16-20, 2017, to be held at the Sheraton New Orleans.

The Bylaws and Policies describe the qualifications needed to serve in these leadership roles, the election and tenure of office, the nominations process, the order of elections, balloting and non-majority results. Please review them for more information on these important topics.

Please be aware that nominations procedures **have changed** relative to years past.

Nominations will begin to be published online beginning in January 2017. Additionally, certified candidates will be introduced at the provincial conferences to be held in February and March 2017.

The Nominations Committee will continue to assemble a list of candidates to be presented to the delegates through July 1. Any nominations occurring after July 1 may be submitted from the floor of the Grand Chapter Congress in accordance with the Bylaws and Policy N.1.B.

After the Grand Chapter 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. The electronic form that complies with Policy N.3. must be completed and be certified by the Nominations Committee prior to being announced to the Grand Chapter as a floor nominee. No seconding speeches will be in order (thus there will be no seconding speeches).

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.

It is your privilege and your fraternal obligation to determine which brothers will serve as your Grand Officers during the next biennium, so please do not procrastinate - exercise your franchise NOW!

*Questions? Contact Nomination Committee Chair Chiacchiari at [PastGrandPresident@dsp.org](mailto:PastGrandPresident@dsp.org).*

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## Views of All Chapters Sought

Several vital Fraternity issues will be decided at the Grand Chapter Congress. Every collegiate and alumni chapter is strongly encouraged to send at least one delegate and two alternates to Grand Chapter Congress for the grand event. These issues and more could await Congress delegates:

- Electing a Grand President and six Vice Presidents to the National Board of Directors
- Voting on changes to the Fraternity's Ritual
- Voting on changes to the Fraternity's Bylaws
- Initiating the 2017 National Honorary Member
- Electing Regional Vice Presidents

This newsletter contains the information you and your chapter will need to help decide these important issues. April 15 (or sooner), a compilation of any proposed changes to the Fraternity's Ritual and governance will be provided. These issues may have a long-term impact on Delta Sigma Pi, so each chapter should have a candid discussion on them. Of course, the Provincial Council Meetings this spring also allow for discussion and evaluation of the issues, but be sure to have a full chapter discussion as well. Beginning in January, a list of nominees for the top leadership positions in Delta Sigma Pi will be posted on the Fraternity website and will be updated weekly with nominees through July 1.

[www.dsp.org](http://www.dsp.org)

## Chapters Change Delta Sigma Pi

Time is running out to submit proposals and amendments for consideration! In order for chapter-proposed changes to Bylaws, Policies and Ritual to be considered at Grand Chapter Congress, they must first be considered and adopted at the chapter's respective Provincial Council Meeting. Following are the deadline dates, by province, for proposals to be considered at the Provincial Council Meetings:

**Western** - Must be received by 11:59 p.m. **December 20**, 2016 by Provincial Vice President Patrick Bonfrisco

**Northeastern** - Must be received by 11:59 p.m. **December 27**, 2016 by Provincial Vice President Tricia Smith

**Southern** - Must be received by 11:59 p.m. **January 3**, 2017 by Provincial Vice President Janene Markuske

**North Central** - Must be received by 11:59 p.m. **January 10**, 2017 by Provincial Vice President Jodi Schoh

**South Central** - Must be received by 11:59 p.m. **January 17**, 2017 by Provincial Vice President Henry McDaniel

If an amendment or proposal passes the Provincial Council, it is forwarded to the Central Office by the Provincial Vice President to be included with other legislation for Grand Chapter Congress.

In this *Congress Beacon*, a copy of the suggested format for proposal/amendment submissions is included for your reference. Go to [dsp.org](http://dsp.org) for a downloadable copy.

## Nomination Process and Requirements

Once every two years, brothers are nominated to serve as the elected leaders of Delta Sigma Pi. At GCC, the chapters of Delta Sigma Pi will be electing brothers to fill the top Board positions including the five Provincial Vice Presidents. Regional Vice Presidents, while not on the Board of Directors, will also be elected at Congress. The brothers elected to these positions will serve for the 2017-2019 biennium.

**All nominations for elective office must be submitted online using the electronic submission form.** Go to [dsp.org](http://dsp.org) to access the form. Nominations must be received at the Central Office by 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 on July 1 following the nominations due date. Please be sure to complete the entire form.

**What are the requirements for serving in a national office of the Fraternity?** For each position, these fundamental requirements must be met:

- The brother must have been an initiated member of Delta Sigma Pi for at least three years at the time of their election. *Note: There are no exceptions to this rule and it is strictly enforced.*
- For Provincial leadership positions, the brother must live in the province in question. This rule is also strictly enforced.
- For Regional leadership positions, the brother must live in the region in question or within a reasonable distance outside of any border of the region except as specified in section 4 of the related policy. Regional Vice President nominations for those residing outside of the region made from the floor at Congress must receive written approval from the nominations committee prior to submitting the nomination.
- The brother must be an alumni, faculty, or honorary member in good standing. **Collegiate members are not eligible for these positions.**
- The brother should have proven administrative ability (in business as well as the Fraternity), exhibiting sound decision-making faculties, creativity and imagination, resourcefulness, and confidence in the prudence and soundness of personal actions. Nominees must acknowledge adherence to the Leadership Code of Conduct with their signature (see below). Note that incumbents must also submit a new Leadership Code of Conduct affirmation at the time of re-nomination.
- The brother should have demonstrated unqualified interest in, and dedication to, the Fraternity.
- Brothers who serve in these positions do so as volunteers. They are not financially compensated for the time they devote to the Fraternity. Only necessary out-of-pocket costs and travel expenses may be reimbursed. Travel, postage, phone, e-mail costs, etc. are covered up to a pre-determined level for each position. *It is strongly recommended that all candidates have e-mail access as official Fraternity business is conducted via e-mail.*

- Nominees (including Regional Vice President nominees) must be able and willing to attend a National Leadership retreat near Cincinnati, OH, scheduled for September 15-17, 2017.

These requirements are only the basics for brothers interested in serving the Fraternity at this level. Please refer to [www.dsp.org](http://www.dsp.org) Grand Chapter Congress for additional information on Electronic Campaign Requirements, car insurance form, and Code of Conduct.

Listed in the sections that follow are the specific duties and responsibilities your top leaders assume upon their election. They are found in the Bylaws and the Policy and Procedures.

## Grand Officer Duties and Qualifications

*Policies, Section N, Policy 1A. 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.

*Policies, Section CC, 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.

*Policies, Section CC, Policy 2. Leadership Code of Conduct*—Volunteer leaders and staff will carry out the mission of Delta Sigma Pi by:

- Recognizing that the chief function of Delta Sigma Pi is to serve its membership;
- Conducting themselves with professional competence, fairness and impartiality according to the highest standards of business ethics and practices;
- Implementing and upholding Delta Sigma Pi Bylaws, Policies and Procedures;
- Keeping the membership informed about relevant issues;
- Conducting their duties with leadership that includes communication, dedication and compassion;
- 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;

- Avoiding any interests, activity or conduct in conflict with official duties;
- Not attempting to exercise individual authority over the organization; and
- Committing to positive and constructive forms of interaction.

*Bylaws, Article II, Section 10. Board of Directors* --- The Board of Directors shall be the supreme executive, legislative, and judiciary body of this Fraternity in the interim when the Grand Chapter is not meeting in session and shall consist of the Grand President, the immediate Past Grand President, the Vice President-Finance, the five (5) Provincial Vice Presidents, the two (2) most recently named Collegians of the Year, and the Executive Director. The Executive Director shall serve without a vote. The members of the Board of Directors and the Regional Vice Presidents shall constitute the Grand Officers of this Fraternity.

*Bylaws, Article IV, Sections 4 & 5. Qualifications for Office* --- No one shall be elected or appointed as a Grand Officer of this Fraternity, except the Collegians of the Year and the Executive Director, until such individual has been a member of this Fraternity for three (3) years and is an Alumni Member. Members are allowed to be nominated for Grand Office, except the Collegians of the Year and the Executive Director, as long as they reach the three (3) year membership requirement by the date of their election. The two (2) Collegian of the Year members of the Board of Directors are the two (2) most recently installed Collegians of the Year. In order to be nominated or elected as a Provincial Vice President, the legal residence of the member so nominated or elected shall be within the confines of that Province. A Grand Officer may not be appointed over a chapter for which the Grand Officer is a Chapter Advisor and any Grand Officer who accepts a position as a Chapter Advisor of a chapter supervised by the Grand Officer shall automatically become ineligible for office and such office shall be declared vacant.

*Election and Tenure of Office* --- All Grand Officers, except the Collegians of the Year and the Executive Director, shall be elected at the Grand Chapter Congress. The Grand President and the Vice President-Finance shall be elected by the Grand Chapter. The Provincial Vice Presidents shall be elected by the chapters in their respective Provinces. The Regional Vice Presidents shall be elected by the chapters in their respective Regions. All Grand Officers, except the Collegian of the Year and the Executive, shall take office immediately upon the final adjournment of the Grand Chapter Congress at which they are elected and shall serve for a period of two (2) years and until their successors are elected and duly qualified. No Grand Officer shall serve in the same office for more than two (2) consecutive full terms with the exception of Provincial Vice Presidents and the Regional Vice Presidents who may serve four (4) consecutive full terms. Any election to fill a vacancy covering a partial term will not be considered in ascertaining the number of consecutive terms. The Collegians of the Year shall be selected as prescribed by the Board of Directors and the Laws of the Fraternity and shall serve a two (2) year term as designated by the Board of Directors.

*Bylaws, Article IV, Section 1. Duties and Powers* --- The Board of Directors shall have the following duties and powers:

- a. To approve the granting of charters for the establishment of chapters as hereinafter prescribed.
  - b. To select and appoint the Executive Director and determine the length and terms of contract under which the Executive Director shall be employed.
  - c. To review and approve the annual performance evaluation of the Executive Director.
  - d. To discipline individuals and chapters and to receive and decide appeals regularly brought before the Board as hereinafter prescribed in the Laws of the Fraternity.
  - e. To establish a National Endowment Fund as hereinafter prescribed in the Laws of the Fraternity.
  - f. To determine the place and date of the Grand Chapter Congress.
  - g. To fill vacancies in the office of Grand President, immediate Past Grand President, Vice President-Organizational Development, Vice President-Finance, or a Collegian of the Year as prescribed in the Laws of the Fraternity.
  - h. To review and approve an annual budget for the operation of this Fraternity and the expenditures made by the Executive Director in accordance with that budget.
  - i. To determine the initiation fees and dues of Collegiate and Alumni Members as prescribed in the Laws of the Fraternity.
  - j. To enforce the strict observance of the Laws of the Fraternity.
  - k. To cause an independent audit to be made annually of the financial statements and records of the International Fraternity of Delta Sigma Pi, Inc., and related corporations by a firm of certified public accountants and to cause such report to be made available to all members.
  - l. To authorize the initiation of all Faculty and Honorary Members.
  - m. To issue an annual report to each chapter.
  - n. To provide interpretations of the Laws of this Fraternity.
- The Board of Directors shall have such further powers as may be prescribed in the Laws of this Fraternity.

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

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

## Grand President

*Bylaws, Article V, Section 1. Grand President* --- The Grand President shall be the chief elected officer of this Fraternity and shall have the following duties and powers:

- a. To determine that the Grand Officers and committees of this Fraternity discharge their duties faithfully, impartially, accurately, and promptly.
- b. To appoint a Chancellor to preside over those sessions of the Grand Chapter Congress as prescribed in these Bylaws and the policies of the Fraternity.
- c. To sign all charters and certificates of membership.
- d. To act for this Fraternity in all emergencies.
- e. To issue, from time to time, official communications not inconsistent with the Laws of this Fraternity. Such official communications shall be considered as a part of the Laws of this Fraternity until the next meeting of the Grand Chapter Congress or until such time within the President's term of office as may be designated in the official communication.
- f. To serve on the Board of Trustees of the Delta Sigma Pi Leadership Foundation.
- g. To conduct, with the immediate Past President, an annual performance evaluation of the Executive Director and present such evaluation to the Board of Directors for review and approval.

The Grand President shall have such further powers and duties as may be prescribed by these Bylaws and the policies of this Fraternity.

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

## Vice President-Finance

*Bylaws, Article V, Section 3. Vice President-Finance* --- The Vice President-Finance shall be the chief financial officer of the Fraternity. The Vice President-Finance shall have the following duties and powers:

- a. To chair the Finance Committee.
- b. To serve as a member of the Organizational Development Committee.
- c. To oversee the development by the Finance Committee of an annual budget and to submit that budget to the Board of Directors for approval.
- d. To monitor the financial performance of the Fraternity and provide financial reports to the Board of Directors at least once each quarter.

- e. To oversee development and regular updating of the investment policy of the Fraternity and present this policy for review and approval by the Board of Directors.
- f. To monitor the performance of the investments of the Fraternity and report such performance to the Board of Directors at least once each quarter.
- g. To oversee the annual audit of the finances of the Fraternity and ensure that the annual financial report is made available to all chapters.

The Vice President-Finance shall have such further powers and duties as may be prescribed by the Laws of this Fraternity.

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

## Provincial Vice President

*Bylaws, Article V, Section 4. Provincial Vice Presidents* --- The Provincial Vice Presidents shall chair their respective Provincial Councils and have the following duties and powers:

- a. To be responsible for the actions of the Regional Vice Presidents within their provinces.
- b. To plan and conduct at least one Provincial Council meeting in their respective provinces each year.
- c. To oversee the efforts within their provinces to achieve national priorities, directives, goals and objectives.
- d. To appoint the chairs and members of provincial standing and special task committees, in accordance with these bylaws and the Laws and policies of the Fraternity, and monitor their performance.
- e. To appoint the members of the Provincial Discipline Committee with the approval of the Provincial Council.

The Provincial Vice Presidents shall have such further powers and duties as may be prescribed by the Laws of this Fraternity.

*Policies, Section I, Policy 6. 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.

## Regional Vice President

*Bylaws, Article VIII, Sections 1, 2 & 3. Duties and Powers* --- The Regional Vice Presidents shall have responsibility for the guidance and leadership of all collegiate and alumni chapters within their Regions; shall appoint District Directors as hereinafter provided; shall conduct educational conferences as directed by the Provincial Council; and shall promote the expansion and reactivation of

chapters and award programs within their Regions. The Regional Vice Presidents shall be accountable to their respective Provincial Vice Presidents. A Regional Vice President shall perform such other duties as may be assigned by the Provincial Council or the Laws of the Fraternity.

**Qualifications for Office** --- To be eligible for election or appointment, a Regional Vice President shall have been a member of the Fraternity for at least three (3) years at time of election or appointment, shall be an Alumni Member and shall reside within the Region or within a reasonable distance outside of any border of the region, except as specified in section 4 of this article. Regional Vice President nominations for those residing outside of the region made from the floor at Congress must receive written approval from the nominations committee prior to submitting the nomination.

**Election and Tenure of Office** --- All Regional Vice Presidents shall be elected by the chapters in good standing in their respective regions at the Grand Chapter Congress. They shall take office immediately upon adjournment of the Grand Chapter Congress and shall serve for a period of two (2) years and until their successors are elected and duly qualified. Regional Vice Presidents may serve four (4) consecutive elected terms.

*Policies, Section J, Policy 2. Duties of Regional Vice Presidents*—In addition to the duties outlined in Bylaws Article VIII, the Regional Vice President will: 1) Continually monitor the performance of each chapter in the Region by maintaining regular contact (by telephone, mail or electronic mail) with the president and/or other officers of those chapters. 2) Personally visit each chapter in the region at least once each biennium or more often if deemed necessary to provide needed assistance. 3) Within 14 days after visiting a chapter or having significant contact with a chapter, provide the Provincial Vice President a report summarizing the current operations of the chapter and including appropriate recommendations for follow up action. 4) Recommend to the Provincial Vice President specific assistance or disciplinary action that may be required to assist a chapter to improve its performance or correct violations of Fraternity laws and policies. 5) Establish minimum performance standards for each of the Region’s District Directors and review their performance with them at least once each year. 6) Require such reports from the District Directors as may be deemed necessary. 7) Actively encourage the chapters in the Region to participate in Fraternity-wide programs such as the Chapter Management Program, leadership programs, the Leadership Foundation, community service and regional and national awards programs. 8) Encourage each chapter in the Region to send an official delegate to each Provincial Council Meeting and Grand Chapter Congress. 9) Strive to identify collegiate and alumni members who have the desire and qualifications to serve the Fraternity and encourage their participation as officers and committee members on the regional, provincial and national levels. 10) Coordinate with the National and Provincial Officers and committees to assist in the dissemination of information about the programs, goals and objectives of the Fraternity. 11) Solicit feedback and suggestions from the chapters in the Region and forward these to the Provincial Vice President and/or provincial committees. 12) Provide such reports as may be required by the Provincial Vice President, the Board of Directors or the Central Office.

## CONGRESS FUNDING FOR CHAPTERS

Don't forget each collegiate chapter has been "saving" funds for Congress through the Congress Reserve Fund! Each August and January every chapter is invoiced \$100 for later use by chapter delegates and/or alternates for Congress attendance. This spreads the costs of Congress over the biennium and insures funds are available for chapter use. Actual use of the funds is up to each chapter, as long as they are used for Congress expenses (registration, hotel, travel, etc.). The funds will be distributed as follows: 1) Chapter must have a voting-eligible delegate seated at Grand Chapter Congress to receive disbursement. Chapters on probation, which otherwise meet all criteria for a voting delegate, are exempted from this provision and will receive disbursement if representatives fulfill all other related requirements. 2) Money from the fund will not be distributed before Grand Chapter Congress. 3) The Congress reserve fund will be issued as a credit in the chapter's account to each eligible chapter within 14 days after Congress. If the chapter prefers the fund to be disbursed via check, the request must be made at least 14 days prior to the start of the event. The check will be made payable to the chapter and given to the chapter delegate upon check-in to the event. 4) Checks will be made payable to the chapter.

Chapters may now elect to deposit additional funds to the Congress reserve fund, which may be used for any prepaid expenses in advance of Congress such as registration fees or transportation costs. **See Policies, Section L., Policy 8. for complete policy details.**

Per policy, chapters without a delegate will forfeit the \$400 collected for the biennium. This obviously encourages sending delegates, but also ensures each chapter helps fund its "share" of the Fraternity's "government." Congress is a costly endeavor and every chapter has an obligation to help make it happen. Additional funds which are over and above the minimum billed amount are not subject to forfeitures or restrictions except in the case of chapter closure.

## **DETERMINATION OF GOOD STANDING**

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

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

To be eligible to vote at Grand Chapter Congress, all alumni chapters, both established and newly chartered, must complete all chartering and/or annual franchising requirements by June 30 of the fiscal year immediately preceding Congress (which is equivalent to June 30 of the same calendar year as Congress). Additionally, an alumni chapter must be franchised by June 30th 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.

## **IMPORTANT DATES**

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| <ul style="list-style-type: none"><li>➤ <b>January 1</b> –Nomination information is posted at <a href="http://www.dsp.org">www.dsp.org</a>.</li><li>➤ <b>January 2</b>–Nominations for 2017 Lifetime Achievement Award due</li><li>➤ <b>February/March</b> – Candidates introduced at provincial conferences</li><li>➤ <b>February 3-5</b>–Western LEAD Provincial Conference/Council Meeting, Seattle</li><li>➤ <b>February 10-12</b>–Northeastern LEAD Provincial Conference/Council Meeting, Pittsburgh</li><li>➤ <b>February 17-19</b>–Southern LEAD Provincial Conference/ Council Meeting, Atlanta</li><li>➤ <b>February 24-26</b>–North Central LEAD Provincial Conference/ Council Meeting, Chicago</li><li>➤ <b>March 3-5</b>–South Central LEAD Provincial Conference/ Council Meeting, Houston</li><li>➤ <b>March 1</b>–Congress registration rates increase.</li><li>➤ <b>April 1</b> (prior to the end of school)–Collegiate chapters elect GCC delegate and alternates and report to Central Office. (<i>Bylaws, Article III, Section 3 and Policy M.2.</i>)</li><li>➤ <b>April 15</b> (or sooner)–Proposed amendments are posted at <a href="http://www.dsp.org">www.dsp.org</a>.</li></ul> | <ul style="list-style-type: none"><li>➤ <b>June 1</b> – Congress registration rates increase.<ul style="list-style-type: none"><li>– Chapter and Individual Recognition award applications due.</li></ul></li><li>➤ <b>June 30</b>–Sheraton New Orleans (500 Canal Street, New Orleans, LA 70130; <a href="http://www.sheratonneworleans.com">www.sheratonneworleans.com</a>;) room rates increase. Make reservations well before this! Click <a href="#">special reservation rate</a> or call 504-525-2500.</li><li>➤ <b>June 30</b>–Submit all chapter financial obligations to the Central Office <u>before</u> this date to ensure good standing for voting.<ul style="list-style-type: none"><li>– Alumni Chapter franchise deadline</li></ul></li><li>➤ <b>July 1</b>–Due date for alumni chapters to elect GCC delegates and alternates and report to Central Office. (<i>Bylaws, Article III, Section 3 and Policy M.2.</i>)<ul style="list-style-type: none"><li>– Final due date for reporting collegiate chapter delegates and alternates to Central Office (see April 1).</li><li>– Congress registration rates increase.</li><li>– Online nominations for office are due <b>received</b> at the Central Office in order for nominee info to be published in Congress advance materials. (<i>Policy N.1.B. and N.3.</i>)</li></ul></li><li>➤ <b>August 16-20</b>–Enjoy New Orleans and the 51<sup>st</sup> Grand Chapter Congress!</li></ul> |
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## Your Chapter's Congress Representation: Selecting Delegates & Alternates

*Policies, Section M, 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.

Note: The form for reporting delegate and alternate information (GCC Delegate/Alternate Submission) can be found in the Hub forms module and must be submitted by a nationally recognized chapter officer. It is important that summer addresses be provided so information concerning the convention can be sent to the delegates and alternates as necessary. Submitting the form does not automatically register a brother for the Congress. Every person attending the Congress must submit a registration form and registration fees; and all delegates and alternates must be fully registered.

Qualification criteria and duties for delegates and alternates are as follows:

### *Bylaws Article III, Section 3. Representation and Participation*

--- To be entitled to any representation or vote in the Grand Chapter Congress, a Collegiate Chapter shall be in good standing and shall send one (1) delegate who shall be a Collegiate Member of the chapter represented and who will return the following academic term as a student in a qualified program where the chapter is situated. In order to be entitled to any representation, or vote in the Grand Chapter Congress, an Alumni Chapter shall be in good standing, shall have a minimum membership of ten (10), and shall send one (1) delegate who shall be a member of the chapter represented and who will return to the locality in which the chapter is situated as a member of that chapter. No member of this Fraternity except official delegates and Grand Officers shall have the right to introduce or second motions, or to make nominations on the floor of the Grand Chapter Congress. Any Collegiate Member, Alumni Member, Faculty Member, or Honorary Member in good standing may be present at or speak to any question before the Congress.

*Policies, Section M, 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.

*Policies, Section M, 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.

*Policies, Section M, 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.

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Candidates for delegate/alternate should also have the following characteristics:

- Should possess good verbal communication skills. The representation of a chapter should not be impeded by shyness on the part of its delegate.
- Should be knowledgeable in Fraternity law, policies and procedures, both local and Fraternity-wide.
- Should be the person most capable of representing the chapter. The president for the upcoming year is generally the most logical choice.
- Must be a full registrant for Grand Chapter Congress. Partial registrants are not eligible to be a delegate or alternate.
- A delegate should not be selected on the basis of personal financial participation. Each collegiate chapter has already funded at least \$400 toward expenses in the GCC Travel Fund administered by the Central Office. Chapters should help pay additional expenses of their representatives. Your business dean or local businesses may also provide funding. Be sure to ask them!

Any convention travel allowance available from the Fraternity for each collegiate chapter may be proportionately reduced for nonattendance or tardiness at required functions.

**Any chapter with outstanding financial obligations to the Fraternity will not be entitled to have a delegate seated at Congress.** Be certain that all chapter financial obligations are satisfied before members leave school for the summer months.

Chapters currently on a disciplinary status should choose delegates and alternates in case the chapter is removed from disciplinary status at the National Board of Directors meeting held immediately prior to Congress. These delegates and alternates should be prepared to discuss and possibly vote on the issues before the Congress.

See Policy Sections L., M., N. and GG. for additional information.

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## National Election and Campaign Policies

### *Policies, Section N, Policy 4. National Election Policies—*

- A. **Accountability**—The selection of our Fraternity’s leaders is a serious and important process that requires the highest standards of ethics and integrity. Our collegiate and alumni members look to their officers for leadership and conduct befitting a member of Delta Sigma Pi. It is the responsibility of ALL candidates to deal solely with the issues and responsibilities of the respective position, and to refrain from any statement, action or conduct, which might slander or libel another brother. Candidates are responsible for the conduct of their supporters and should ensure that any campaigning is done according to policy parameters and in the most ethical manner possible.
- B. **General Campaign Policies**—
1. 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.
  2. There will be no campaigning for Grand Officer positions of any kind prior to or during Provincial Conferences or other Fraternity meetings or gatherings (except Grand Chapter Congress and in case of vacancies as noted in Policy N.1.C.). 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.
  3. Proper nominations submitted by February 15<sup>th</sup> will guarantee allowance to campaign beginning March 16<sup>th</sup>. Nominees receive notification from the Nominations Committee once their nomination has been validated, or if further action is required to properly complete the process.
  4. Nominations submitted after February 15<sup>th</sup> must wait for notification from the Nominations Committee validating the nomination. Nominees will receive notification from the Nominations Committee that their nomination has been validated (or if further action is required) and when campaigning will be allowed.
  5. 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.
  6. Once a candidate's nomination is officially validated by the Nominations Committee, but no earlier than January 1 preceding Grand Chapter Congress, the candidate may utilize electronic campaigning to promote his or her views and to interact with fraternity members, in accordance with the Electronic Campaigning Guidelines Document. The candidate is responsible for all costs related to the design, hosting, and maintenance of his or her electronic campaigning activity. Certain electronic identifiers may be provided to the Nominations Committee for inclusion on a designated section of the Fraternity website. Each candidate is responsible for all content posted on his or her campaign website or any other electronic communication reasonably attributable to his or her campaign (see Section A. above).
- C. **Campaign Policies for Elections at Grand Chapter (see B.2. above)**—
1. Promotional items such as flyers, brochures, hats, buttons, pencils, etc., may begin to be distributed at a time or place, as specified by the Nominations Committee, with the exception of the General Session room, on behalf of only those candidates having been previously validated by the Nominations Committee. At no time will any campaign items be distributed in the General Session room.

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

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

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

*Policies Section M, Policy 10. Balloting Considerations During Grand Chapter*

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

For further guidance regarding the use of electronic communication, please refer to the [Electronic Campaign Guidelines](#) found at [www.dsp.org](http://www.dsp.org).

## **DELTA SIGMA PI PROPOSAL/RECOMMENDATION FORM**

This form (or its basic format) is to be used by chapters in good standing to submit proposals or resolutions to be considered by their Provincial Council. Proposals to be considered by a formal meeting of the Provincial Council are to be submitted no later than 45 calendar days prior to the meeting. Otherwise, proposals may be considered by an electronic or mail ballot of the provincial council, according to policy. Ritual or Bylaws change proposals to be (ultimately) considered by the Grand Chapter must include any current Bylaws or Ritual wording, as well as the proposed wording. For any legislation to be considered by the Grand Chapter, the "Summary of the Proposal" may not exceed 100 words. Bylaw proposals and Resolutions require a simple majority to pass Provincial Council, but a 2/3 favorable vote to pass at Grand Chapter. Ritual changes also require simple majority of Provincial Council, but require 3/4 at Congress. Refer to the policies and Bylaws for further details.

***Submitted By:*** (Include chapter name, individual contact name, address, phone, fax and email, if available)

***Date:***

***\*Brief Summary of the Proposal/Recommendation and reason(s) for its submission (may not exceed 100 words if ultimately submitted for Grand Chapter Congress consideration):***

***\*Proposal Details (and/or exact Policy, Bylaw or Ritual Language proposed -- use ALL CAPS for new language and ~~strikethrough~~ for deletions.)***

***\*Positive aspects of implementing Proposal/Recommendation***

***\*Negative aspects of implementing Proposal/Recommendation***

***\*Provide a brief financial analysis (cost and benefits) of the Proposal/Recommendation (if applicable). Contact Central Office staff to discuss details as warranted.***

***Recommended implementation date and logic for selecting this date***

\*The National Fraternity reserves the right to provide additional information to the delegates in these categories.