



Delta Sigma Pi

Alumni Chapter Officers Manual

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The following elected officers are the minimum required of each chapter:

- President,
- Vice President-Chapter Operations,
- Vice President-Collegiate Relations and
- Vice President-Finance.

Chapters may elect additional officers based on their own bylaws.

Alumni Chapter Operations Manual

www.dsp.org/docs/default-source/resources/alumni/alumnichapterops.pdf

National Bylaws

www.dsp.org/docs/default-source/organizational/bylaws.pdf

National Policies and Procedures Manual

www.dsp.org/docs/default-source/organizational/policy_procedure.pdf

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Alumni Chapter President

Duties of President

(from the National Policy & Procedures Manual Section C, Policy 7)

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. To develop and implement 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.
- m. Chapter bylaws may provide the President other duties and powers.

The Role of the President

As President you have been elected by your fellow brothers to ensure that the chapter will operate successfully throughout your tenure. The role of chapter President is to be the overall manager and motivator of the entire chapter.

Your responsibility is to ensure that all of the officers of your chapter fulfill their duties. You should have full knowledge of the duties of each officer, as well as your own responsibilities. You should be familiar with all areas of the chapter's operations so that you can give informative advice.

The President should see the "big picture" and be the catalyst that keeps chapter programs moving rather than doing everything alone. Chapter officers and committees relieve the President from monitoring all of the details, and the committees allow everyone to contribute to the operation of the chapter.

As referenced in the National Bylaws, Alumni Chapters will:

- include four chapter meetings each fiscal year with at least one meeting which a quorum of not less than 25% of the membership shall be present for the purpose of electing officers.
- have their Alumni Chapter Officers meet at least four times during the fiscal year.
- send their President, or elected alternate, to serve as the chapter's delegate on their Provincial Council at the spring LEAD Provincial Conference.

Executive Committee

The Executive Committee of a chapter should consist of the President, Vice President-Finance, Vice President-Chapter Operations, Vice President-Collegiate Relations and local chapter officers (if applicable). The President is the chairperson of the Executive Committee. The purpose of the Executive Committee is to establish chapter policy and be a research and advisory committee for the chapter. The Executive Committee will meet at least 4 times a year as an opportunity to plan for the upcoming events and discuss the details of issues of the chapter.

Setting Goals and Assigning Roles and Responsibilities

With the assistance of your leadership team, set clear and realistic chapter goals with timelines to help your chapter stay on track for the current year and beyond (i.e. 3-5 years). See additional information in the [Alumni Chapter Operations Manual](#): Goal Setting and Planning.

- Outline the roles and responsibilities of all Officers. See additional information in the [Alumni Chapter Operations Manual](#): Chapter Leadership.
- Provide job descriptions to help with the division of labor within the chapter. Chapter goals should be mirrored in your chapter's officers & committee's responsibilities.

The Role of Committees

The chapter should make use of committees to assist with the planning and implementation of various chapter activities. The committees are a chance for each brother to get involved with the operations of a specific area of the chapter with each committee usually consisting of 3-5 chapter members. Each committee should meet early in the term to brainstorm ideas for planning chapter activities.

Recruiting and Membership

As the chapter President, one of your roles is to retain existing members and recruit new members. Member retention is vital for chapter stability and leadership development for your chapter. Provide sufficient information on how to (re)join your alumni chapter. Recruiting new members is vital to chapter growth. Outline your recruiting plan and promotional materials to recruit brothers interested in joining your chapter. See additional information in the [Alumni Chapter Operations Manual](#): Membership.

National Events and Leadership Foundation

As the President you should attend national events such as LEAD Provincial Conferences in the spring as delegate (unless another chapter member is named as delegate) and the Grand Chapter Congress in odd year summers. Your chapter has a vote, use it! Encourage National Event attendance in your chapter to advance their own professionalism. Promote the Leadership Foundation to your members. See additional information in the [Alumni Chapter Operations Manual](#): Involvement and Support.

Chapter Bylaws Responsibilities

As Alumni Chapter President, you are expected to be familiar with the Fraternity's [Bylaws](#) and [Policy & Procedures](#) and your Chapter's Bylaws and Policy & Procedures (if applicable). Your Chapter Bylaws are submitted to the Central Office annually during alumni chapter franchising (April 1 through June 30). It should be prepared using the [template](#) provided by the Central Office. As President, you may be required to assist with updates to your Chapter's Bylaws and Policy & Procedures.

Parliamentary Procedure

All meetings should be conducted according to Robert's Rules of Order. If there are any questions about proper parliamentary procedure, refer to Robert's Rules of Order.

Meeting Agenda

An agenda should be prepared by the President with input from the Executive Committee for each Chapter meeting. The agenda should be provided to all chapter members before the meeting. See Sample Business Meeting Agenda.

Where to Find Answers to Your Questions

The [Alumni Chapter Operations Manual](#) is full of information and answers. Information about all areas of the chapter, new ideas, and answers to most questions can be found in these manuals and guides. Encourage each officer and chairperson to thoroughly read the manuals and/or guides.

Additional questions, comments, or concerns may be directed to your chapter's District Director, Regional Vice President, and the Central Office staff. Your District Director and Regional Vice President can answer questions about Fraternity events and policies and can also provide information about projects and activities other chapters in the region are planning. The Central Office staff is available to answer questions concerning all areas of chapter and Fraternity operations. Utilize all of these sources if you need their assistance.

Helpful Links

- Risk Management FAQ – www.dsp.org/docs/default-source/resources/risk.pdf
- Alumni Chapter Resources – www.dsp.org/about/resources/alumni-resources
- Alumni Chapter Operations Manual - www.dsp.org/docs/default-source/resources/alumni/alumnichapterops.pdf
- Chapter Franchising – www.dsp.org/alumni-members/alumni-chapters/franchising-an-existing-alumni-chapter
- Facebook Group “Delta Sigma Pi Alumni Chapter Resource Group” - <https://www.facebook.com/home.php#!/groups/174313273243/>
- Chapter Bylaws Template – www.dsp.org/docs/default-source/resources/alumni/alumni-bylawsformat.doc
- Educate Your Chapter About the Leadership Foundation – www.dsp.org/foundation/about-the-foundation

Alumni Chapter Vice President-Chapter Operations

Duties of Vice President-Chapter Operations (VPCO)

from the National Policy & Procedures Manual Section C, Policy 8

The Vice President-Chapter Operations has the following duties and powers:

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

Chapter Franchising

Chartered chapters are required to franchise annually to remain up-to-date. To be recognized continuously as an alumni chapter of Delta Sigma Pi, your alumni chapter will need to complete franchising requirements for the upcoming fiscal year between April 1 and June 30.

- Update dues paying members through the Area Alumni Module of Hub. National Bylaws require a minimum of 10 members living in the same general locale.
- Update Alumni Chapter Officers through the Officers Module of the Hub.
- Complete "Alumni Chapter Franchising" Form within the Forms Module of the Hub. This includes verifying chapter officers, verifying number of alumni chapter members and uploading the current version of the chapter's bylaws. An example and template of how to write alumni chapter bylaws is posted at www.dspnet.org.
- Once the "Alumni Chapter Franchising" Form has been submitted, the chapter will be invoiced \$25 for franchising fees and \$50 for liability insurance fee. All fees can be submitted via the Dashboard Module of the Hub or directly sent to the Central Office.

Chapter Communications

As the VPCO you will provide monthly communications to your members about your alumni chapter and the national Fraternity. Some members of your alumni chapter may never attend events but want to stay informed of Fraternity events through your newsletter. Supply information on a variety of Fraternity topics including direct links to the topics for further information when appropriate. Keep your chapter roster and email lists updated. See additional information in the [Alumni Chapter Operations Manual](#): Communications.

Utilize technology to keep in contact with local alumni, as well as alumni around the world. Keep your chapter website up to date with events, contacts, and information.

- Use social media, such as Facebook, yahoo groups, Evite, LinkedIn, etc. to reach prospective members and keep in better touch with your existing members.
- Create a chapter email address.
- Store documents for future leaders of the chapter.

Responsibility for Minutes

The VPCO, acting as the secretary, is responsible for keeping a record of what happens during chapter meetings. These records are known as minutes. The minutes serve as a general overview of items discussed and voted upon during a meeting. The opinion of the person, favorable or otherwise, should never be reflected in the minutes.

Promoting your Chapter through National Publications

Providing articles for *Deltasig in the News* and *The DELTASIG* magazine give your chapter more exposure. See additional information in the [Alumni Chapter Operations Manual: The DELTASIG](#).

Helpful Links

- Alumni Chapter Resources – www.dsp.org/about/resources/alumni-resources
- Alumni Chapter Operations Manual - www.dsp.org/docs/default-source/resources/alumni/alumnichapterops.pdf
- Franchising an Alumni Chapter – www.dsp.org/alumni-members/alumni-chapters/start-or-reactivate-a-chapter
- Facebook Group “Delta Sigma Pi Alumni Chapter Resource Group” - <https://www.facebook.com/home.php#!/groups/174313273243/>
- Submissions for *The DELTASIG* magazine - magazine@dsp.org
- Chapter Bylaws Template – www.dsp.org/docs/default-source/resources/alumni/alumni-bylawsformat.doc

Alumni Chapter Vice President-Collegiate Relations

Duties of Vice President-Collegiate Relations (VPCR)

from the National Policy & Procedures Manual Section C, Policy 9

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

The VPCR has a unique position within an alumni chapter. Not only are you sharing alumni experiences with the collegiate brothers, but often you will be the first person they will contact after graduation to join your alumni chapter.

Below, you will find information and resources to help you better understand your role and how to make your efforts more effective. You should also refer to other manuals and guides that are available under the Resources section of the website, such as: VPAR officer packet, Alumni Chapter Best Practices Manual, Alumni Chapter Operations Manual, etc.

Collegiate Chapter Relations

Reach out to the Vice President-Alumni Relations (VPAR) and Vice President-Professional Activities (VPPA) at local collegiate chapters. Alumni participation in collegiate activities is often a win/win situation for both the collegiate and alumni chapters. The alumni/collegiate interaction will produce many benefits to the alumni chapter including program development and assistance with future recruiting efforts. The alumni chapter should work with the collegiate chapters and their national officers to ensure that all Fraternity policies are followed.

Be sure the alumni chapter representative will get involved with the collegiates, attending some of their meetings and functions whenever possible (and invited), without conflicting with the normal activities of the chapter.

Joint Events

Alumni chapters and collegiate chapters can host events together or work together to complete a major project. Chapters can co-host professional, service, social, and fundraising events together. This is especially beneficial when additional manpower is needed to put on an excellent event.

Assist collegiate brothers with the transition from the collegiate experience to the alumni experience for example, planning senior send-offs, promoting volunteer opportunities and ways to stay involved, recruiting for your alumni chapter or sharing information about finding an alumni chapter if they are moving.

Your chapter should also have joint functions with the collegiates each year so you can expose them to alumni chapter events. Collegiates can be invited to most alumni chapter events. Interaction with collegiate chapters also encourages local collegiate members to be involved after graduation.

Chapter Operations Advice

Many times collegiate chapters need advice. The expertise and support of local alumni can help collegiate chapters with any issues or problems the collegiate chapter might run into. Share with your collegiate chapters that you chose this role because you want to work with collegiate brothers, reinforcing that they should not be shy about contacting you or the alumni chapter. Remember to be careful about interfering with the chapter operations.

Professional Development

The alumni chapter can also provide professional assistance to collegiate members by offering workshops or speakers about interviews, resumes, business etiquette, professional dress, and much more. Alumni members can also serve as contacts for professional speakers and professional tours for the collegiate chapters.

Planning

Create a VPCR Annual Plan to assist you with event planning and recruiting activities. This plan would usually run from July 1 through June 30 (or the end of the next summer). This plan includes a calendar of events which includes the collegiate relations events and recruiting activities. The plan would also include a Communications Plan for the year including various communication methods and communication frequency

For planning a successful recruiting program, you will need to create/update a database or spreadsheet for all collegiate relations. This database/spreadsheet can be used to track when collegiates are graduating and where they are locating upon graduation. This information will be helpful for recruiting.

See the **VPCR Resource Guide** for additional information including samples of the graduating senior and recent graduate spreadsheets.

Helpful Links

- VPCR Resource Guide – www.dsp.org/docs/default-source/resources/alumni/vpcr_guide.pdf
- Alumni Chapter Resources – www.dsp.org/about/resources/alumni-resources
- See also Collegiate Chapter Vice President-Alumni Relations Officer Packet – www.dsp.org/docs/default-source/resources/Officer-Packets/vpar.pdf
- See additional information in the **Alumni Chapter Operations Manual: Programming** - www.dsp.org/docs/default-source/resources/alumni/alumnichapterops.pdf
- Alumni Presentation – www.dsp.org/docs/default-source/resources/alumni/alumni-presentation-for-collegiates.ppt
- Alumni Benefits Brochure – www.dsp.org/docs/default-source/resources/alumni/alumnibenefitsbrochure.pdf
- Best Practices Manual – www.dsp.org/about/resources/alumni-resources/alumni-chapter-best-practices
- Certified Deltasig Leader (CDL) Information – www.dsp.org/leadership/leadership-training/become-a-certified-deltasig-leader
- Update Contact Information – www.dsp.org/contact-us/update-contact-info-submit-life-events
- “Will You Be My Mentor?” Presentation - http://theginsystem.adobeconnect.com/cdl_mentor/
- VPCR Database – www.dsp.org/docs/default-source/resources/alumni/vpcr_database.xls

Alumni Chapter Vice President-Finance

Duties of Vice President-Finance (VPF)

from the National Policy & Procedures Manual Section C, Policy 10

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.
- f. Chapter bylaws may provide the Vice President-Finance other duties and powers.

Financial Goals

Outline your chapter's financial needs yearly such as franchising, recruiting, etc. Franchising information is due annually by June 30. See additional information in the [Alumni Chapter Operations Manual](#): Financial Management.

Budget

The budget needs to be established for the chapter each year help to help the chapter manage its cash flow. Individual budgets should be obtained from each officer or committee and compiled into one chapter budget which should be reviewed by the Executive Committee and approved by the chapter. July 1 - June 30 is the fiscal year of the Fraternity.

Revenue Sources

Revenue will come into the chapter through a variety of sources. Document and record all income promptly, and provide receipts as necessary. Sources of income include:

- Membership dues
 - Provide information on how to (re)join your alumni chapter and make the process easy. By keeping dues low, you'll encourage membership (i.e. \$20-30 annual dues).
 - Membership dues are to be paid within the timeframe as designated in the chapter's bylaws. If a member does not renew their membership in the designated time period, remove them from your membership roster but consider including them on your chapter's recruiting list.
 - Some chapters offer discounted dues for:
 - Recent graduates (within the last year)
 - Multi-year membership dues
- Corporate sponsorships
- Alumni contributions; other donations
- Profitable fundraising events

Fundraising

Set simple and clear fundraising goals. Consider raising money to meet your financial goals and needs for the year. The chapter may not accept revenue from sales of any product or service that violates a state law, federal law, or the Delta Sigma Pi Risk Management, Insurance and Conduct Policy.

Chapter Expenses

Expenses incurred by the chapter include many that are similar to what any business would incur. The chapter also pays national dues and initiation fees for each member.

- Each chapter is required to have adequate insurance coverage for liability, fire, theft, etc. The Fraternity secures the appropriate coverage and bills each chapter accordingly. Insurance is paid with the franchising fee.
- Other chapter expenses are those related to officers, committees, activities and overall operations. Here is a list of common chapter expenses:
 - Recruiting materials
 - Chapter awards; recognition gifts
 - Charitable donations including the Leadership Foundation
 - Savings; scholarship fund
 - Travel Fund for Grand Chapter Congress and Provincial LEAD Conference, etc.
 - Holiday Party &/or Summer Picnic
- Meeting room fees
- Refreshments
- File maintenance or web services
- Storage/mailbox fees
- Bank service charges; checks
- Advance costs with fundraising

National Financial Policies

The fiscal year of the Fraternity is July 1 - June 30. Each chapter must follow the same fiscal year and should have zero accounts payable to the Fraternity at June 30 each year.

Federal and State Tax Information

Each chapter has its own federal employer identification number (EIN), which is effectively a social security number for businesses regardless of whether or not it has employees. If a chapter is not sure of its EIN, the VPF should contact the Accounting Department at the Central Office where a master list is maintained.

Although your chapter and the International Fraternity are organized on a not-for-profit basis, the Internal Revenue Service (IRS) and various states may require the filing of income and/or informational tax returns. Central Office staff files the 990-N (e-Postcard) for all active chapters. If the annual gross receipts of the chapter are more than \$25,000, contact the Central Office at accounting@dsp.org for more information about additional filing requirements.

Helpful Links

- Fundraising Manual – www.dsp.org/docs/default-source/resources/fundraising.pdf
- Franchising Chapter – www.dsp.org/alumni-members/alumni-chapters/start-or-reactivate-a-chapter
- Alumni Chapter Operations Manual - www.dsp.org/docs/default-source/resources/alumni/alumnichapterops.pdf

Additional Alumni Chapter Resources

Event Programming

- Match the programming with the chapter's wants and needs.
 - Rotate your programming based on your chapter goals. Decide the types of events and frequency that makes sense for your chapter.
 - Create a diverse range of recruiting programs to attract brothers at all stages of life. Offer programming to target different audiences (newly graduated, married with children, retired).
 - Host signature events yearly.
 - Focus on activities rather than meetings.
 - Try to include at least one alumni/collegiate event each year that is done for the collegiate brothers (such as recruiting, professional development, etc).
- Plan events at least 2 months ahead to allow for more attendance. Regularly scheduled meetings/events encourage attendance.
- Attend collegiate events such as pledging ceremonies and initiations.
- See additional information in the Alumni Chapter Operations Manual: Programming.

Alumni Awards and Recognition

- Recognize the efforts of your chapter members through individual awards. Utilize awards yearly such as the Anthony Z. Fernandez Distinguished Alumni Service Award.
- Create your own awards such as Collegiate and Alumni Brother(s) of the Year, Officer of the Year, Leader of the Year award, etc. Recognize officers, committee members, etc.
- Promote Service Awards. There are Silver, Golden and Diamond Helmet awards, the Ten Year Alumni Service Award, or you can create an award for chapter members who have 5, 10, 15 years of alumni service.
- Apply for Fraternity awards to recognize your chapter efforts. The complete awards guide can be found online at http://www.dspnet.org/site/images/pdfs/manuals/Awards_rec.pdf
- See additional information in the Alumni Chapter Operations Manual: Alumni Awards.

Fraternity Leadership and Volunteer Development

- Encourage serving on the national level as a National Officer (Board of Directors member, Regional Vice President, District Director), national committee member, and your alumni chapter leadership & participation. How Alumni Stay involved with the Fraternity/Volunteering/Alumni Leadership Roles: http://www.dspnet.org/site/index.php?option=com_content&view=article&id=32&Itemid=28
- Develop leadership within your alumni chapters and collegiate chapters.
- Groom brothers through projects/events, committees and offices.
- Encourage members to apply to be a Certified Deltasig Leader (CDL) - <http://theginsystem.na6.acrobat.com/cdoverview/>

Chapter Franchising

- Franchising information due by June 30
http://www.dspnet.org/site/index.php?option=com_content&view=article&id=68&Itemid=58
- See additional information in the Alumni Chapter Operations Manual: Franchising an Existing Alumni Chapter.

Online Alumni Chapter Resources

- Alumni Information - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=43&Itemid=98
- Alumni Chapter Resources - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=47&Itemid=43
- Alumni Chapter Operations Manual - <http://www.dspnet.org/site/images/pdfs/alumni/AlumniChapterOps.pdf>
- National Bylaws (Note: Article XI is specifically about Alumni Chapters) - <http://www.dspnet.org/site/images/pdfs/manuals/Bylaws.pdf>
- National Policy and Procedures (Note: section C is specifically about Alumni Chapters) - http://www.dspnet.org/site/images/pdfs/policy/Policy_Procedure.pdf
- Alumni Chapter Best Practices Manual - <http://www.dspnet.org/site/images/pdfs/alumni/AlumniBestPractices.pdf>
- Chapter Directory - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=94&Itemid=18
- Alumni Chapter Directory (and their contacts) - http://www.dspnet.org/Site/about_us/alumnichapters.aspx
- Awards Manual (see page 9 for alumni relations; and page 17 for collegiate relations) - http://www.dspnet.org/site/images/pdfs/manuals/Awards_rec.pdf
 - Chapter Awards Application Information and submission due by June 1
 - Anthony Z. Fernandez Distinguished Alumni Service Award
- Fraternity eNewsletters - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=53
- “Delta Sigma Pi’s Alumni Chapter Resources Group” (ACRG) on Facebook - <https://www.facebook.com/home.php#!/groups/174313273243/>
- How Alumni Stay involved with the Fraternity/Volunteering/Alumni Leadership Roles - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=32&Itemid=28
- Alumni Chapter Resource Page - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=47&Itemid=43
- Alumni Benefits brochure - <http://www.dspnet.org/site/images/pdfs/alumni/alumnibenefitsbrochure.pdf>
- Alumni Presentation for collegiate members - <http://www.dspnet.org/site/images/pdfs/alumni/Alumni%20Presentation%20for%20Alumni.ppt>
- Leadership Foundation - http://www.dspnet.org/site/index.php?option=com_content&view=article&id=42&Itemid=10
- Change of Address Form - http://www.dspnet.org/site/about_us/contact_us.aspx