

## ALUMNI CHAPTER SAMPLE POLICIES AND PROCEDURES

The document that follows is a sample policy and procedures manual for alumni chapters. **This sample is designed to help the chapter format its own policies and procedures, and it is not a requirement that chapters follow any of the specific sample policies.** The chapter may choose to use some of these policies exactly as stated, but should make necessary changes to fit the needs of the chapter. Below is a list of items that would be helpful to place in the alumni chapter's policies and procedures manual, most of which are also contained in the following sample:

- Risk Management, Insurance and Conduct
  - Please refer to National Policies, Section A including Policy 3.A.9.
  - Additional alcohol policies including how many designated drivers or sober monitors and how those people are chosen
- Bylaws
  - National Bylaws, Article XI. Section 3 and National Policies, Section C. Policy 1
  - The Vice President-Chapter Operations is responsible for updating chapter bylaws
  - Bylaws must be submitted to Central Office during the franchising period
- Additional Duties of Officers
- Committees
  - List of standing committees
  - Responsibilities of each committee
- LEAD events (Grand Chapter Congress, LEAD Provincial Conferences, LEAD Schools)
  - Delegates for Provincial Council and Grand Chapter Congress
  - Reimbursement of attendees, if any
- Dress code
  - Chapter Meetings, Professional Events, Other chapter events
  - What is allowed and what is not
- Finances
  - Payment of dues
  - Submission of budgets
  - Reimbursement policies
  - Fundraising
  - Investments, if any
  - Donations to Leadership Foundation
- Awards
  - National
    - Responsible for submission and help with submission
    - Guidelines to follow
  - Chapter- Specific awards given every year
- Elections
  - How nominations and elections are conducted
  - Making appointments
- Meeting management
  - National Bylaws, Articles XI. Section 5. - Requires each chapter to hold at least 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.
  - The Bylaws also require that the officers or directors of each alumni chapter meet at least 4 times during each fiscal year.
  - Time and place
  - Copy of minutes available
  - Agenda

- Transition
  - How conducted
  - Who is in attendance
- Scholarship
  - Chapter scholarship requirements
  - Maintenance of chapter scholarships
- Officer Reports
  - How often to report
  - What to include in reports
- Communications
  - Best way to communicate to members
  - Distribution and other information about member directories
- Publications and Website
  - Updates
  - Privacy of Members Information
- Revision to policies amendments
  - How amended by chapter
  - How amended by Executive Committee
- Miscellaneous



# **SAMPLE Alumni Chapter Delta Sigma Pi**

## **Policy and Procedures Manual**

**Updated as of  
July 2012**

These policies are in compliance with the National Bylaws and Policies and all chapter business should be conducted in observation of them. A copy of this chapter's policies and procedures should also be given to all chapter members so that they may become familiar with them.

**SAMPLE Alumni Chapter of Delta Sigma Pi  
Policy and Procedures Manual**

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## A. REVISION TO POLICIES

**Policy 1. Changes Made by the Chapter-** Changes to these policies and procedures can be made by a majority vote of those in attendance at a regular or special meeting, or by mail/email vote.

**Policy 2. Changes Made by the Executive Committee-** Changes to these policies and procedures can be made by a three-fourths (3/4) vote of the Executive Committee with endorsement by chapter at next meeting.

## B. RISK MANAGEMENT, INSURANCE AND CONDUCT

**Policy 1. General Risk Management Policy-** The National Policy and Procedures Manual, published on the Fraternity website ([www.dspnet.org](http://www.dspnet.org)), contains all policies and procedures related to Risk Management. It is updated as often as needed. (See National Policies, Section A.)

**Policy 2. Purchasing Alcohol with Chapter Funds-** (See National Policies, Section A, Policy 3.A.9.) Alcoholic beverages may be purchased using Alumni Chapter funds only for these designated events. Alumni chapter events where alcohol is provided must conform with the following guidelines:

- a. These events must be scheduled in advance and clearly promoted in writing to the Chapter's membership. Only Alumni Chapter members and invited guests are permitted to attend.
- b. Single venue events at locations including but not limited to bars, restaurants, wineries or breweries are acceptable.
- c. Alcohol must be served by a professional bartender fully covered by liability insurance.
- d. These events must be consistent with Section A. Risk Management, Insurance, and Conduct Policy 2 of the Policies and Procedures.
- e. These events may be held in conjunction with National and Provincial events, but only with the prior approval of the Executive Director. For events in conjunction with Provincial events, the prior approval of the Provincial Vice President is also required.

**Policy 3. Individual Code of Conduct-** All chapter members will sign a declaration when submitting annual dues that they will follow the Individual Code of Conduct as listed in National Policies, Section A, Policy 1.

## C. BYLAWS

**Policy 1. Updating Bylaws-** (See National Policies, Section C, Policy 1) The Vice President-Chapter Operations will be responsible for updating chapter bylaws and submitting them to Central Office annually during the franchising period.

## D. FRANCHISING

**Policy 1. Annual Franchising-** All franchising requirements should be submitted to Central Office by June 15<sup>th</sup> to insure the June 30 deadline is met.

**Policy 2. Vice President-Chapter Operations Duties Related to Franchising-** The Vice President-Chapter Operations is responsible for updating and submitting the chapter roster, a copy of the most recently updated chapter bylaws and the online officer report to Central Office before the franchising deadline.

**Policy 3. Vice President-Finance Duties Related to Franchising-** The Vice President-Finance is responsible for paying the franchising fee and insurance premium to Central Office before the franchising deadline.

## E. DRESS CODE

**Policy 1. Chapter Meetings-** The dress code for chapter meetings is casual dress.

**Policy 2. Professional Events-** The dress code for professional events is professional dress. Business casual may be optional for some professional events. If this is the case, members will be notified.

**Policy 3. Other chapter events-** The dress code for service and social events is casual. Members will be notified of the dress code for collegiate relation events.

**Policy 4. Dress Code Specifics-** Professional dress includes suits for men and suits or dresses for women. Business casual dress for men includes dress pants and a collared shirt. Business casual dress for women includes dress pants and a dressy shirt or a dress. Jeans and t-shirts are not acceptable for business casual.

## F. MEETING MANAGEMENT

**Policy 1. Chapter Meetings-** Chapter Meetings will be held (generally) quarterly on the third Tuesday of January, April, July, and October. Times and locations of each events will be made available to all members through proper notification.

**Policy 2. Agenda-** The order of business at all stated or special meetings shall be as follows:

1. Opening Ritual
2. Roll Call
3. Approval of minutes of previous meeting
4. Officer Reports
5. Committee Reports
6. Old Business
7. New Business
8. Remarks for the good of the chapter
9. Adjournment
10. Closing Ritual

**Policy 3. Minutes-** Minutes of each meeting will be available within 14 days of the meeting. Minutes will be sent out via email to all chapter members and will be available on the chapter's website. Members can also request copies from the chapter Vice President-Chapter Operations at anytime.

## G. ELECTIONS

**Policy 1. Nominations for Officer Elections-** Nominations for officers must be submitted and received by the Vice President-Chapter Operations at least 14 days prior to the election. The nomination forms will then be emailed when possible to all members at least 10 days prior to elections. Nominations from the floor may then be accepted from any member.

**Policy 2. Nomination Form-** The nomination form must contain the following items to be allowed for submission:

- a. Position
- b. Name
- c. Chapter, Roll Number, and Date of Initiation
- d. Home Address and Home Phone
- e. Name of Employer, Job Title, Work Address, and Work Phone
- f. Preferred Email
- g. College or University and Date of Graduation
- h. Collegiate Chapter Offices or Responsibilities Held

- i. Alumni Chapter Offices or Responsibilities Held
- j. National Activities or Responsibilities Held
- k. Brief description of employment responsibilities
- l. Reasons for Running for Office

**Policy 3. Reporting Officers to Central Office-** The Vice President-Chapter Operations must report new officers to Central Office within seven days of an election.

## H. OFFICERS

**Policy 1. Officer Duties-** Specific officer duties are listed in Article VI of this chapter's Bylaws. Refer to National Policies and Procedures as well.

## I. COMMITTEES

**Policy 1. Executive Committee-** The 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. The President chairs the executive committee.

**Policy 2. Professional Committee-** The committee will research and plan programs that will strengthen the professionalism of the chapter's members. The committee will also be a liaison to collegiate chapters in promoting the use of chapter members for professional events. The committee will also plan at least one professional event and invite local collegiate members. The committee should report all professional events to the Provincial Alumni Development Committee Chair.

**Policy 3. Service Committee-** The committee will research and plan service activities that will help those in need and strengthen the view of the chapter in the community. The committee will also plan at least one service event and invite local collegiate members. The committee should report all service events to the Provincial Alumni Development Committee Chair. It will also promote and encourage members to participate in community service activities individually, with the chapter, and with local collegiate chapters. The committee will also promote donations to the Leadership Foundation.

**Policy 4. Finance Committee-** The committee will seek out and evaluate new opportunities to generate non-dues income for the chapter and make appropriate recommendations to the Executive Committee. The committee handles the chapter's funds by preparing all necessary financial statements. The Vice President-Finance will also report chapter finances at every meeting. The committee is also responsible for trying to endow the annual scholarship awarded by the chapter. The Vice President-Finance chairs the finance committee.

**Policy 5. Membership Committee-** The committee will seek out new ways to recruit new members into the chapter and plan programs aimed towards recruiting new members. The committee will also manage potential member lists and effectively communicate the benefits of joining the chapter, as well as any upcoming events. The President chairs the membership committee. The committee is responsible for notifying the Central Office about any updates to the chapter roster.

**Policy 6. Brotherhood Committee-** The committee will plan programs that will strengthen the personal bond between brothers by planning activities that follow the risk management policies outlined in National Policies and Chapter Policies.

**Policy 7. Collegiate Relations Committee-** The committee will plan programs that further develop relations with local collegiate chapters in the area. The committee will work closely with other committees to insure activities are

planned that will strengthen the bond between the alumni chapter and the local collegiate chapters. The Vice President-Collegiate Relations chairs the collegiate relations committee.

## J. TRANSITION

**Policy 1. Participants-** All officers and appointed committee chairs should take part in transition. The chapter's District Director and Regional Vice President should also be invited to the chapter transition meeting.

**Policy 2. Prior to Any Transition Meetings-** Before any transition meetings occur, the following items should be done:

- A. President finds and appoints committee chairs
- B. Vice President-Chapter Operations preplans calendar searching for holidays, Fraternity Events (Grand Chapter Congress, LEAD Schools, Provincial Conferences, etc), and other important events
- C. President provides the following to new officers
  1. Copies of National Bylaws and National Policies and Procedures from [www.dspnet.org](http://www.dspnet.org)
  2. Copy of Chapter Bylaws and Chapter Policies
  3. Copy of past year's financials including budgets and financial statements
  4. Calendar with important preset dates
  5. Blank Goal Sheet including areas for both personal and chapter goals
  6. Agenda for transition meeting
  7. List of new officers and chairs with contact information

**Policy 3. Individual Officer Transition Meetings-** Each officer and committee chair should properly transition their successor within 21 days of the election.

- A. Review duties and responsibilities relating to National Bylaws and Policies and Procedures, Chapter Bylaws and Policies and Procedures and the Ritual Book
- B. Review and set officer goals by reviewing goals from last term and establishing new goals which are detailed, measurable, attainable, realistic, and time specific
- C. Brainstorm new ideas for activities in all chapter areas
- D. Set preliminary dates for activities on calendar
- E. Prepare budget by reviewing old budget and making new budget based on new activities

**Policy 4. Prior to Chapter Transition Meeting-** Each officer will need to prepare the following items for the chapter transition meeting after being individually transitioned:

- A. Brainstorm ideas for professional, community service, social, collegiate relations, and recruiting events
- B. Submit a budget to the Vice President-Finance
- C. Submit tentative event dates to Vice President-Chapter Operations

**Policy 5. Chapter Transition Meetings-** The chapter transition meeting should take place within 30 days of officer elections.

- A. Expectations of officers and committee chairs
- B. Review goals from last year, discuss individual goals, and discuss chapter goals based on individuals suggestions
- C. Set tentative calendar for year
- D. Set budget by reviewing last year's financials, identifying expected income from dues and fundraising opportunities, reviewing individual budget proposals, making adjustments to proposed budget, and approving chapter budget with proposed changes
- E. Review available resources ([www.dspnet.org](http://www.dspnet.org), National Leaders, Central Office Staff)

**Policy 6. Post Transition-** The finalized calendar, goals, budgets, and current contact information for all new officers and chairs should be distributed to all chapter members within 10 days of the chapter transition meeting.



## K. FINANCES

**Policy 1. Dues-** Annual dues are currently set at \$40.

**Policy 2. Dues Payment-** Annual dues must be submitted to the Vice President-Finance between April 15 and June 1 to insure a complete list of dues paying members can be submitted to Central Office by June 30. Members who submit dues before June 1 will receive a \$10 credit towards their dues for the following year. Dues must still be paid after June 1, but this does not guarantee your name will appear on the official roster or in the annual directory. Dues paid in advance are prorated by quarter of joining.

**Policy 3. Completing Budgets-** All officers and committee chairs must submit a budget for their elected term in office to the Vice President-Finance within 30 days of their election. If a budget is not submitted, the Finance Committee will create an appropriate budget for the officer.

**Policy 4. Reimbursement Policy-** Receipts should be submitted for all expenses. Unused monies from specific officer expense budgets are forfeited. The allocated funds must be utilized during the current fiscal year to be claimed. Expense reports **must** be submitted to the Vice President-Finance for reimbursement. All expense reports must be submitted within 60 days of purchase for reimbursement. Expense reports not received by the deadline will not be reimbursed.

**Policy 5. Financial Reports-** The Vice President-Finance should complete all financial reports by July 15<sup>th</sup> to be audited and reviewed. A copy of this report should be sent the Regional Vice President. (See National Policies, Section X, Policy 1)

**Policy 6. Chapter Investments-** Chapter investments are maintained by the Vice President-Finance in the regular checking account or money market accounts, except in the case of a special vote of the chapter in unusual circumstances.

**Policy 7. Donations to the Leadership Foundation-** The chapter suggests that each member donate at least \$25 annually to the Leadership Foundation.

## L. NATIONAL EVENTS

**Policy 1. Description-** National Events include Grand Chapter Congress, LEAD Provincial Conference, and LEAD Schools.

**Policy 2. Delegates for Provincial Council and Grand Chapter Congress-** The delegate of the chapter voting at Provincial Council and Grand Chapter Congress shall be the President. If the President is unable to attend, the chapter will elect another member to represent the chapter. Delegates and alternates for Grand Chapter Congress are reported to Central Office. Any alternates for a Provincial Council must be reported to the Provincial Vice President.

**Policy 3. Reimbursement of Attendees-** The chapter will reserve \$100 annually for each LEAD School, \$250 annually for each Provincial Conference and \$650 annually for Grand Chapter Congress (\$1300 over 2 years). Registration for the delegate and half of the alternate's registration will be paid from each reserve. The remaining amount (or complete reserve for LEAD Schools) will be divided equally among all attendees (including the delegate and alternate). Members can only be reimbursed for travel, lodging, and registration. All other items must be paid for by the attendee. Reimbursement will not occur until after the event with proper reimbursement forms submitted.

## M. COMMUNICATIONS

**Policy 1. Member Directory-** A directory of members will be distributed at the July meeting and will be available from the Vice President-Chapter Operations or President at any other time. Members should contact the Vice President-Chapter Operations or President to update their information anytime it changes.

**Policy 2. Communication-** The President (or designee) will send out monthly emails updating members about upcoming events and other important information. When needed, the President may also mail items to members.

## N. PUBLICATIONS AND WEBSITE

**Policy 1. Privacy of Membership Records-** No member information will be published by the chapter unless authorized by the individual member. Member information will be submitted to Central Office annually as part of franchising requirements.

**Policy 2. Website Privacy-** Individuals elected to office shall have their name and their choice of phone number, postal address or e-mail address listed on the Fraternity website. Others listed on the chapter website must give their permission to be listed – or access to the information must be secured via an identification verification system, with the stated restriction that Social Security Number is not to be used in this authentication process.

**Policy 3. Chapter Website-** The Vice President-Chapter Operations or appointed webmaster is responsible for keeping the chapter website up-to-date.

## O. AWARDS

**Policy 1. National Awards-** The official *Awards and Recognition Guide* contains all policy and procedures related to awards and recognition. It is published on the Fraternity website ([www.dspnet.org](http://www.dspnet.org)) and should be followed precisely by the submitter.

**Policy 2. Applying for Awards-** The President, with the assistance of the Vice President-Chapter Operations, is responsible for applying for National Awards every year.

**Policy 3. Chapter Awards-** The chapter will award a Brother of the Year Award once annually. Nominations and a vote for the winner will take place at the second to last meeting or at the last event previous to the last meeting. The award will be presented at the last meeting of the year or other appropriate time decided upon by the Executive Committee. The Brother of the Year will be exempt from dues for the following year.

## P. SCHOLARSHIP

**Policy 1. Chapter Scholarship-** The chapter will award a \$250 scholarship to a local collegiate member each August. Each eligible member must complete and submit an application and essay detailing what they have given to Delta Sigma Pi and what they plan to do in the future for the Fraternity by June 30.

**Policy 2. Choosing a Recipient-** The Executive Committee will evaluate all applications and choose the recipient of the annual scholarship. If no applications are received or none are worthy enough, the Executive Committee may choose not to award the scholarship for the year.

**Policy 3. Maintenance of Scholarship-** The Finance Committee will be responsible for managing the money used for the annual scholarship and for endowing it for the chapter.

**Policy 4. Endowment-** Policies regarding endowing scholarships can be found in the Delta Sigma Pi Leadership Foundation Policies and Procedures Manual.