



# **Chapter**

# **Delta Sigma Pi**

## **Policy and Procedures**

**Updated as of  
September 2020**

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.

**This document is designed to help each chapter format its own policies and procedures. Each chapter should update and add language to fit the needs of the chapter and to follow any university policies or requirements.**

## **Policy and Procedures**

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## A. ATTENDANCE AND PARTICIPATION

**Policy 1. Duties of Membership** - (See National Bylaws, Article XII. Section 4 and Ritual Book pages 61-63)

- a. Attend all meetings, activities, and events of the chapter unless there is an important reason for absence. The President, or his or her designee, must be notified in advance of all planned absences.
- b. Completely perform all assigned duties when elected to office or appointed on committees.
- c. Actively search for candidates most qualified for membership in the Fraternity.
- d. Assist fellow members to fulfill the Purpose of the Fraternity.
- e. Pay all financial obligations in full and on time.
- f. Actively support the Fraternity throughout your lifetime.
- g. Live up to the highest standards of business principles and honesty.

**Policy 2. Reporting Absences** - Any member who knows they will miss ANY chapter event (except for social events) should report to the VP-Chapter Operations or President prior to the event (either in person, by phone call, text, or by email). If an emergency arises, the person should notify the President or VP-Chapter Operations as soon as possible. All reported absences will be excused.

**Policy 3.** *[Insert individual chapter attendance policy here, such as specific event expectations, motivational techniques, point systems, attendance rewards, etc. Avoid any negative or punishable notions as corrective efforts for excessive failure to participate are covered by separate policy.]*

## B. AWARDS

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

**Policy 2. Chapter Individual Awards** – *[Insert any local chapter awards here, such as scholarship programs or gifts, Brother of the Semester/Year, New Member of the Semester, Professor of the Semester/Year, and criteria or procedure for winner selection.]*

**Policy 3. Campus and Community Awards** – *[Insert any awards sponsored by the chapter for other campus initiatives, philanthropy, Outstanding Local Business, Business Person of the Year, etc. that are given to an individual or group who is NOT a member of the chapter.]*

## C. BYLAWS

**Policy 1. Chapter Bylaws** - (See National Policies, Section C, Policy 1.) The Chancellor will be responsible for updating chapter bylaws with any necessary edits and submitting them to Central Office by October 1<sup>st</sup> of every year. Proposed changes to chapter bylaws may be submitted at any time and must be approved by a national reviewer before they are implemented by the chapter.

## D. CHAPTER MANAGEMENT PROGRAM

**Policy 1. CMP Deadlines** - All CMP information (such as event reports) will be submitted to the Vice President-Chapter Operations at least five days prior to the published national deadline so that the submission can be verified by the Vice President-Chapter Operations prior to the national deadline. *[Alternatively, the chapter may choose to list chapter officers and their individual CMP responsibilities.]*

## E. COMMITTEES

**Policy 1. Standing Committees** - Please see Article VII of the chapter's bylaws for a complete list of standing committees and their duties.

**Policy 2. Ad hoc Committees** - See the Chapter President or other officers for ad hoc committee opportunities. Typical ad hoc committees in the chapter include: *[Insert common ad hoc opportunities such as refreshments during recruitment, games night during recruitment, faculty reception, annual service project, conference travel coordinator, etc.]*

**Policy 3. Committee Meetings** - Standing Committees are *[select year or semester-long]* and meet weekly, typically in advance of each chapter meeting, so they can provide adequate update reports at each chapter meeting. Committee meeting minutes should be submitted to the Vice President-Chapter Operations within five days of each meeting, so they can be included or referenced in all chapter meeting minutes.

## F. DISCIPLINE

**Policy 1. Individual Discipline Policy** - (See National Policies, Section H) *The Individual Discipline Policy*, published on the Fraternity website (www.dsp.org) contains all policies and procedures related to the discipline of an individual. It is updated as often as needed.

## G. DRESS CODE

**Policy 1. Chapter Meetings** - The dress attire for regular chapter meetings is *[insert chapter directive]*.

**Policy 2. Pledging Ceremony and Initiation** – The dress attire for these ceremonies is professional business attire as directed by Fraternity Ritual.

**Policy 3. Professional Events (speakers, tours, etc.)** – The dress attire for professional events is *[insert chapter directive]*.

**Section 4. Policy 4. Dress Code Specifics**- The specifics of professional dress can be found in the [Awareness Tips: Recommended Business Dress](#).

**Policy 4. Other Events.** – The dress attire for recruitment, service, fundraising, faculty receptions, academic programs, alumni reunions, socials and all other occasions will be determined by the officer or committee hosting the event and will be communicated to all members in advance.

## H. ELECTIONS

**Policy 1. Nominations for Officer Elections** - Nominations for officers must be submitted and received by the *[name which chapter officer]* at least *[state number of days]* prior to the election. Self-nominations are encouraged, and also follow the same prior notification.

**Policy 2. Reporting Officers to Central Office** - The Vice President-Chapter Operations must report new officers to Central Office via the Hub within seven days of an election.

## I. FINANCES

**Policy 1. Dues** - Dues are payable on a semester basis in fall and spring terms. Dues are currently set at \$*[insert total amount]* (including \$42.50 national dues). *[Quarter schools adjust language to suit your academic schedule by collecting in three parts per fall, winter, and spring quarter or collecting fall and spring only to coordinate with*

*national invoicing.*] *[Insert an annual dues discount if applicable]* (Dues are not collected locally or nationally during summer terms)

**Policy 2. Dues Payment** – Semester *[or Quarter]* dues must be submitted to the Vice President-Finance within 21 days of the start of fall and spring term so the chapter dues payment can be sent to Central Office within 30 days of the start of each fall and spring term.

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

**Policy 4. Reimbursement Policy** - Receipts must be submitted for all expenses that are covered by the budget. Unused monies from specific officer or committee expense budgets are forfeited. The allocated funds must be utilized during the current semester or fiscal year to be claimed. Expense requests **must** be submitted to the Vice President-Finance within 30 days of purchase for reimbursement. Reimbursement expense requests not received by the deadline will not be reimbursed. Any request for reimbursement for items that is not covered by an officer or standing committee budget must be approved by a majority vote of the chapter executive committee.

## J. MEETING MANAGEMENT

**Policy 1. Chapter Meetings** - Chapter Meetings will be held *[frequency of meeting]* on *[day of week and time]* at *[location]*.

**Policy 2. Meeting Agenda** - The meeting agenda can be found in the chapter's bylaws.

**Policy 3. Minutes** - Minutes will be *[specify method: sent out via email, posted to website, etc.]* to all chapter and faculty members within seven days after each regular meeting. Members can also request copies from the Vice President-Chapter Operations at anytime.

## K. MEMBERSHIP

**Policy 1. Qualifying Majors** - The following majors at *[Insert College / University / Business Division]* are currently accepted by the National Fraternity into membership: *[The list of approved qualifying majors for each chapter can be found via the Hub Reports Module or the Chapter Locator at [www.dsp.org/chapter-locator](http://www.dsp.org/chapter-locator).]*

**Policy 2. Verifying GPA for Membership** - As grades are considered confidential, to obtain verification of a recruit's eligibility to pledge, a list of all recruit names will be provided to the Chapter Advisor who will mark 'yes' or 'no' by each name to indicate if the candidate does or does not have the required GPA to pledge as set forth in the bylaws of the chapter.

## L. NATIONAL EVENTS

**Policy 1. Description** - National Events include Grand Chapter Congress, LEAD Provincial Conference, LEAD Schools and Presidents' Academy. Details for each event are posted at [www.dsp.org](http://www.dsp.org)

**Policy 2. Delegates for Provincial Council and Grand Chapter Congress** - The Chapter President is the voting delegate to the LEAD Provincial Council. If the President is unable to attend, the President will appoint an alternate to represent him/her and report that substitution to the Provincial Vice President. The delegate and alternates (up to two) to Grand Chapter Congress may be any collegiate member in good standing who will be returning to fall term after the Grand Chapter Congress and are elected by chapter vote in spring term prior to the Grand Chapter Congress. The delegates and alternates (up to two) must be reported to Central Office by established deadlines in advance of the Grand Chapter Congress.

## M. OFFICER AND COMMITTEE REPORTS

**Policy 1. Officer and Committee Reports** - Officers and committee chairs should prepare and present oral reports for each chapter meeting and should prepare a written report due at the last meeting before elections that will be distributed to the chapter before chapter elections.

**Policy 2. Report Contents** - All written reports should include the following:

- a. Progress of Goals
- b. Activity of Officer and/or Committee
- c. Status of any spending by officer or committee (The Vice President-Finance should give a complete update on the financial status of the chapter including current balance.)
- d. Status of any CMP submissions (The Vice President-Chapter Operations should give a complete update on the total CMP credit for the chapter.)

## N. PLEDGE (NEW MEMBER) EDUCATION PROGRAM

**Policy 1. Standard Pledge Education Program** - The Standard Pledge Education Program can be found in the National Policies and Procedures Manual Section. G. Policy 4.

**Policy 2. Big Brother Mentorship Program** (From National Policy and Procedures Manual Section E. Policy G.4.B.11) - Each pledge will be matched, one on one, with members of the chapter. Pairings will be announced at the first pledge meeting to take place on the same day of the pledging ceremony so that the big brothers can assist their little brothers from the beginning of the pledging process. The Pledge Education Guide outlines approved methods to be used as a means to introduce the pledges to their big brothers.

The member (big brother) will meet with the pledge (little brother) throughout the pledge education program. The big brother acts in many roles similar to a coach, trainer, aide, guide, host, and mentor. Each pledge is given this personal opportunity to have a reliable source of assistance with any pledge requirement, academic strains, conflicts, or concerns that may develop. The big brother serves as the pledge's advocate throughout the pledging process.

**Policy 3. Eligibility to be a Big Brother** – All collegiate chapter members in good standing, with both finances and participation, may be eligible to serve as a big brother to a pledge. *[Insert any chapter expectations or preference criteria such as training, LEAD attendance, standard of conduct, never had a little, graduating senior, participation record, etc.]*

## O. 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.

**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. Any changes made by the Executive Committee must be communicated to chapter members with seven days of approval.

## P. RISK MANAGEMENT POLICY

**Policy 1. Risk Management, Insurance and Conduct Policy** - The National Policy and Procedures Manual, published on the Fraternity website (www.dsp.org), contains all policies and procedures related to Risk Management. (See National Policies, Section B. Policy 1.)

**Policy 2. Individual Code of Conduct** - All chapter members must adhere to the Individual Code of Conduct as listed in National Policies, Section A, Policy 1. and all University policies related to the Student Code of Conduct.

## Q. TRANSITION

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

**Policy 2. Individual Officer Transition Meetings** - Each officer and committee chair should properly transition individually their successor within 14 days after the election.

- A. Review duties and responsibilities relating to National Bylaws, National Policies and Procedures, Chapter Bylaws, Chapter Policies and Procedures, the Ritual Book, and University policies for student organizations.
- 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 individual position budget by reviewing old budget, and making new budget based on the assessment of the prior term and any new opportunities.

## R. COLLEGE AND UNIVERSITY POLICIES

**Policy 1. Campus Policies** - All collegiate chapter members are responsible for knowing and following the Student Code of Conduct and related policies for student organizations at *[Insert name of college/university].*

**Policy 2. Reserving Rooms on Campus** – *[Insert campus policy, contacts, authorizations, building times, etc.]*

**Policy 3. Posting Signs/Using Message Boards** – *[Insert campus regulations for publicity.]*

**Policy 4. Fundraising** - Policies regarding campus fundraising can be found *[Insert reference document, office, or contact person.]*. All bake sales, other food sales, and any form of solicitation for funds must be compliant with university policies and approved as needed.

**Policy 5. Applying for Money** - Funding is available for *[specify as appropriate on your campus. May include: travel to approved professional conferences, recruiting receptions, speaker fees, campus printing and more.]* *[Insert campus resources, contacts, Student Activity Fund, application processes, reference to policy, dates/deadlines, etc.]*