

DELTA SIGMA PI CHAPTER MANAGEMENT PROGRAM

DEMONSTRATION FOR PLEDGES

The *Chapter Management Program Demonstration for Pledges* is a high-level review of the Chapter Management Program (CMP) to help pledges understand the importance of the chapter's requirements and expectations.

Purpose of CMP

Instructions: Explain the purpose of CMP. During the time, you can show how the CMP Status Report is broken up by each tier and scroll through the different requirements without going into detail of each item.

The Chapter Management Program (CMP) is a three-tiered program with guidelines and operational requirements for all chapters. It helps collegiate chapter officers keep track of chapter management and formal communication with the Fraternity through its web-based program. The program is divided into three annual achievement levels for collegiate chapters: Accredited Chapter, Chapter of Recognition and Chapter of Excellence. Tier designations give chapters both incentive to manage their operations well, and also credit for activities completed throughout the year. Good record keeping through CMP simplifies operations for chapter officers, and keeps lines of communication open between chapters and the national organization, so potential problems can be addressed quickly by reviewing a chapter's status online. The CMP Guide contains a wealth of information about CMP, including benchmarks for CMP tiers.

All chapters are expected to reach the first level, Accredited Chapter. When all requirements for the first level are completed, the chapter may seek to achieve the second level, Chapter of Recognition, and then the third, Chapter of Excellence. The Accredited Chapter represents basic operational requirements in the areas of:

- Recruitment
- Membership
- Finances
- Professional and Service Programs
- Leadership Development

These sections reflect the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member.

Additional optional requirements for Chapter of Recognition and Chapter of Excellence focus on alumni and faculty events, new member education, large scale events, and promotion of the national Fraternity. Chapters are recognized for the highest level they achieve so chapters are encouraged to set an annual goal of which tier to attain.

Chapter Responsibility

Instructions: Explain how CMP is a chapter responsibility. If possible, pull up a form, just so pledges have an understanding of how items are submitted. Go to dsp.org/cmp and show that anyone can access without a password.

Even though the Vice President-Chapter Operations (VPCO) has overall responsibility to ensure CMP submissions are made, CMP is a chapter responsibility. Each year, the chapter should set a CMP goal and update the chapter on a regular basis. The VPCO should ensure items are submitted completely and promptly by the appropriate deadlines, but everyone in the chapter needs to be aware of the program and their individual roles in this process. It is important for all members to know what items should be submitted and how to submit each. The VPCO should fully understand the CMP submission process and work with all officers and members to ensure reporting is done in a timely and accurate manner.

Only the ten nationally recognized chapter officers (President, Senior Vice President, Vice President-Pledge Education, Vice President-Finance, Vice President-Chapter Operations, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations) along with Chapter Fundraising Committee Chair and Webmaster have access to submit forms and other requirements through the Hub, an officer only online module. Your chapter might have additional officers or committee members that are better suited to submit specific items, but forms are only available to be submitted by the President, VPCO and the appropriate officer. Additional officers and committee members will need to provide the information for the submission to the President or VPCO to be submitted.

CMP Status Reports can be viewed by anyone (members, campus administrators, pledges, etc.) online at dsp.org/cmp. By viewing these reports, members can ensure the officers they elected are completing required items in a timely manner.

CMP Requirements

Instructions: Scroll through the CMP Status Report for Accredited Chapter as you explain the different areas.

As mentioned, the Accredited Chapter requires chapters to submit forms and reports to show the chapter is meeting the basic operational standards. Throughout a semester, the chapter must report the following items and reports:

- Officer Report- a report confirming officers
- Strategic Plan- a report by each chapter officer showing goals and tentative plans for the next term/semester
- Pledging and Initiation Process including, but not limited to:
 - Pledge Education Program
 - Pledge Manual and Badge Orders
 - A report of people pledging the chapter
 - A report of pledges initiated by the chapter

- Payment of National Initiation Fees to the Fraternity
- Dues Payment- National dues paid by each member to the National Fraternity
- Budget and Financial Statements
- Professional Events- each chapter is required to conduct eight (8) professional events annually
- Service Events- each chapter is required to conduct six (6) service events annually

Other items completed throughout the year include:

- Bylaws and Policies- governing documents of the chapter
- Risk Management Event- a review of the risk management policy or a risk management topic completed for chapter members
- Annual Financial Review
- Attendance to LEAD events and Grand Chapter Congress

The requirements of the pledge education program mirror many of the chapter's requirements in CMP. For example, each pledge is required to pay initiation fees, of which most is passed onto the National Fraternity. Each pledge class is required to conduct a professional and service event, because these are also required by the chapter.

CMP Resources

Instructions: Open the CMP Guide online (<https://www.deltasigmapi.org/docs/default-source/resources/cmp.pdf>) and show how each item is detailed in the manual.

The CMP Guide contains all policies and information about CMP, including details and submission information for each requirements.

Instructions: Go to www.dsp.org/cmp and run the multiyear report to show how the chapter has done over the last couple of years. Run a regional report to show how your chapter compares to others in the region.

By looking at the CMP reports available online, the chapter can strive to do better than before and/or better than others chapters.