

## **DELTA SIGMA PI NEW MEMBER ORIENTATION**

The New Member Orientation is to go over the important things that all brothers should know and to introduce the new brothers to our ritual. Although some of these items are covered throughout the pledge education process, this orientation is to help reiterate the most important things about our Fraternity.

- I. Terminology**
- II. 10 Things Every Member Should Know**
- III. Minimum Standards for Chapters**
- IV. National and Chapter Structure**
- V. Ritual Review**

## **Terminology**

**Deltasig**—The abbreviation for Delta Sigma Pi and the name of our magazine. (Delta Sigma Phi men's general Fraternity uses Delta Sig).

**Fees**—Monies charged to non-members (pledges) or monies charged for a service. Examples include initiation fees (national and chapter), badge lease fees, regalia fees and late payment fees.

**Dues**—Monies charged to members to support various programs of the organization. (Pledges do not pay dues).

**Recruiting**—The process used by Delta Sigma Pi to promote membership and invite business and economics students to scheduled meetings and activities so they may be considered for an invitation to membership. Delta Sigma Pi only uses the term *rush* when a business school has several competing business fraternities (Alpha Kappa Psi, Phi Gamma Nu, Phi Chi Theta). A *rush* is a series of open forum events conducted simultaneously by competing organizations where interested students go from one to the next in order to determine which group they may want to pursue.

**Pledging Ceremony**—The Delta Sigma Pi Ritual meeting preceding the pledge education period where invited students or faculty are presented with a pledge pin. (Delta Sigma Pi does not use the term *pinning ceremony*.)

**Pledge**—A business/economics student or faculty who pledged to Delta Sigma Pi during a Pledging Ceremony, but is not yet an initiated member.

**Neophyte**—A term used only during Ritual.

**Initiation**—The Delta Sigma Pi Ritual following the pledge education process when pledges take the oath of allegiance to the Fraternity. (Delta Sigma Pi does not use the terms *induction*, often used by honor fraternities, or *crossing*, primarily used in historical black fraternities and sororities.

**Collegiate Brother**—An initiated member of Delta Sigma Pi who is enrolled in school and matriculating towards a degree in business or economics (or approved major).

**Alumni Brother**—An initiated member of Delta Sigma Pi who has graduated or withdrawn from school and is no longer in the collegiate chapter.

**Executive Committee**—A standing committee of chapter officers (not an Executive Board).

**Inactive Status**—The status of a collegiate member whose application has been approved for one term due to an extenuating circumstance.

**Badge**—Symbolic jewelry worn near the heart of members. (member or Fraternity badge)

**Pin**—Symbolic jewelry worn on the lapel or near the heart by pledges. (pledge pin)

## **10 Things Every Member Should Know**

1. Membership is for a lifetime.
  - There is no renewal process or life member fee.
  - No one quits unless removed by disciplinary action or withdraws (with Board of Directors approval) due to permanent conflict of belief or interest.
  - Never say, "I was a member." Correct those who do.
2. Collegiate members pay national dues twice per year without regard to number of credit hours or level of participation. National dues are payable within the first 30 days of each fall and spring term. Most chapters also have local dues.
3. The only inactive status permitted is for reasons and effects of extenuating circumstances such as natural disaster, death in family, development of long-term illness or other unexpected and unpredictable changes in work and family matters. Approved inactive status is good for one semester or quarter term per application.
4. Membership in alumni chapters after college is optional, but encouraged. There are no national alumni dues, but some chapters have annual local dues.
5. The abbreviation for Delta Sigma Pi is Deltasig. (one word, no spaces, lower case 's').
6. Chapter Presidents are sent copies of *The DELTASIG* magazine to distribute to chapter members. After graduation, an annual donation to the Delta Sigma Pi Leadership Foundation maintains an annual subscription.
7. The Delta Sigma Pi Risk Management, Insurance and Conduct Policy applies to every member without regard to status as a pledge, collegiate member, alumni member, faculty, national officer, or staff.
8. Every collegiate and alumni chapter in good standing is entitled to one vote at Provincial Council meetings and the biennial Grand Chapter Congress. Each chapter is expected to always have a delegate at each of these meetings.
9. Every collegiate chapter is expected to recruit, pledge, and conduct initiation at least twice per year. Each initiation should include a minimum of six new student members.
10. Member and business charitable donations are only tax-deductible if made to the Leadership Foundation; not to chapters or the general Fraternity. Delta Sigma Pi is an IRS 501(c)7 organization and operates on the fiscal year July 1-June 30. The Delta Sigma Pi Leadership Foundation is a 501(c)3 organization.

## **Minimum Standards for Collegiate Chapters**

### **Chapter Management**

- Each chapter must submit a report of officers 3 times per year. Fall officers must be reported between August 1 and the first 14 days of fall term; spring officers must be reported between December 1 and the first 14 days of spring term; summer officers must be reported between April 1 and 14 days of spring commencement.
- Each chapter must submit a chapter strategic plan by December 15 and June 15 each year.
- Each chapter must submit a copy of the chapter's bylaws and policies & procedures manual by June 15 each year.

### **Pledging/Initiation**

- Each chapter must conduct a recruitment period, pledging, and initiation at least twice per year (fall and spring). More are permitted as long as each pledge period is at least 30 days.
- Each chapter must submit a pledge program including the chapter's regalia reservation for the following term's pledge class by June 1 and December 15.
- Each chapter must order the most current edition of the Manual for Pledge Education for each pledge within at least 14 days after the pledging ceremony. Basic information is submitted by the chapter for potential pledges. Those individuals then complete their own membership application before the Pledging Ceremony. The chapter then must report who pledged within 7 days after the Pledging Ceremony. Each chapter must order badges and report any badges on hand before initiation.
- Each chapter must report every new initiate through the initiation report and pay their initiation fees within 14 days after initiation.

### **Financial Management**

- Each chapter must submit national member dues (including roster and payment) two times per year within the first 30 days of each fall and spring term.
- Each chapter must submit budgets and financial statements by January 15 and June 15 each year.
- Each chapter must have a review of all chapter finances each year by June 15.

### **Professional/Service**

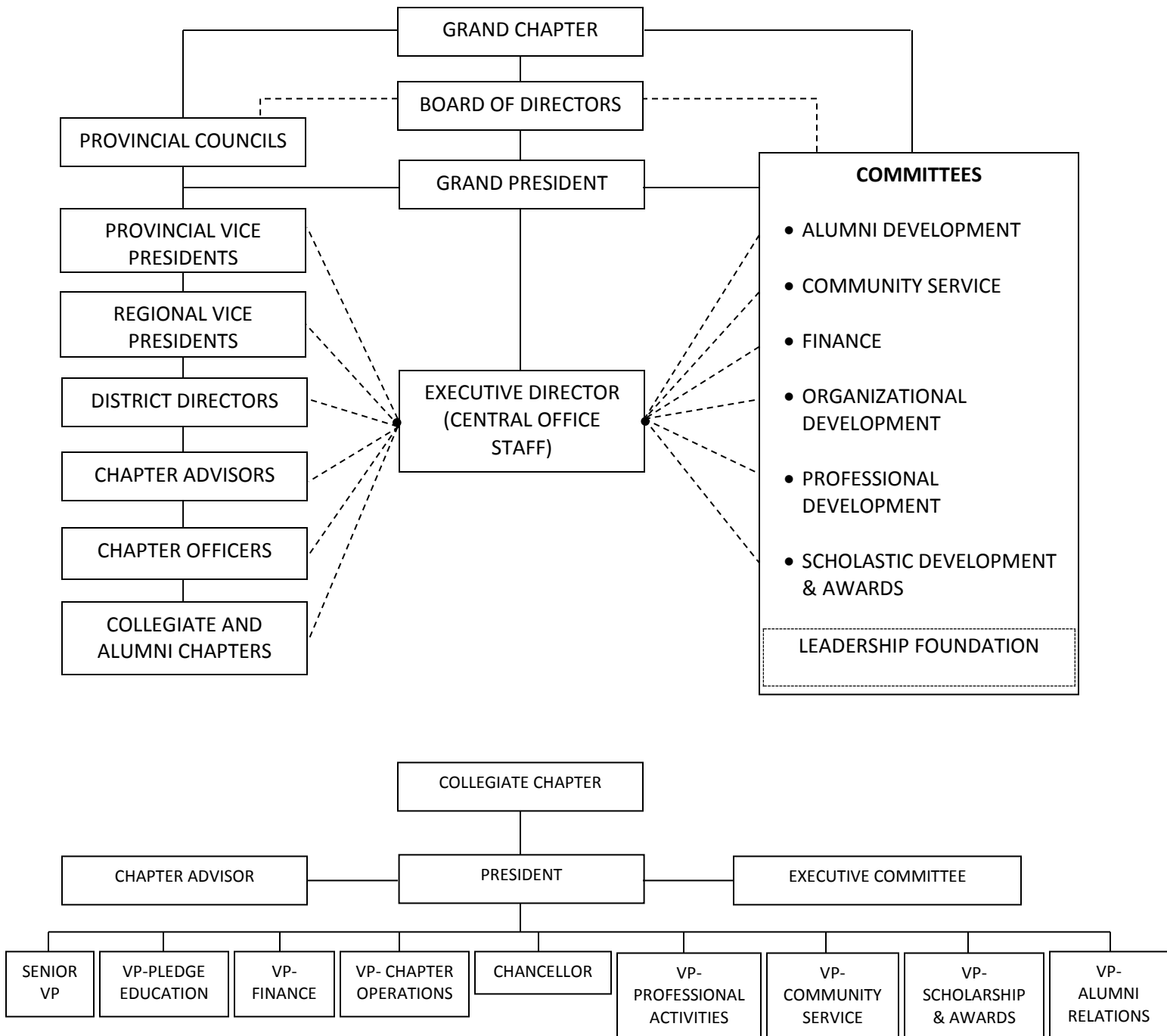
- Each chapter must conduct or host at least 8 professional activities per year.
- Each chapter must conduct or participate in at least 6 service activities per year.

### **National Involvement**

- Each chapter must have at least one fully registered member at one LEAD School and a fully registered delegate at the chapter's LEAD Provincial Conference and Grand Chapter Congress, during Congress years.

Specific or additional details on these requirements can be found at [www.dsp.org](http://www.dsp.org) in the Chapter Management Program, National Policies & Procedures, National Bylaws, and Officer Packets.

## National and Chapter Structure



Each chapter elects a Provincial Vice President and a Regional Vice President at Grand Chapter Congress in every odd-numbered year. The chapter's Regional Vice President then appoints a District Director to the chapter every year. The Board of Directors, including the Provincial Vice Presidents, Regional Vice Presidents, District Directors, and Committee Members are volunteers and do not get paid. Central Office Staff Members, on the other hand, are employed by the Fraternity, hired by the Executive Director, and do get paid.

#### **Board of Directors**

- Grand President
- Past Grand President
- Vice President-Finance
- Provincial Vice Presidents (5—one from each Province)
- National Collegian of the Years (2)

Each chapter also elects 10 officers (listed below) and a chapter advisor who is employed by the university. The chapter may also elect additional officers per the chapter's bylaws. The President appoints Committee Chairs.

#### **Chapter Officers**

- President
- Senior Vice President (SVP)
- Vice President-Pledge Education (VPPE)
- Vice President-Finance (VPF)
- Vice President-Chapter Operations (VPCO)
- Chancellor
- Vice President-Professional Activities (VPPA)
- Vice President-Community Service (VPCS)
- Vice President-Scholarship and Awards (VPSA)
- Vice President-Alumni Relations (VPAR)

Duties of each officer and be found in the National Policies and Procedures Manual.

## **Ritual Review**

### **Initiation**

- Obligations of Membership
- Fundamental Principles of Delta Sigma Pi
- Fraternity Grip
- Code Words

### **Chapter Business Ritual**

- Purpose of Delta Sigma Pi
- Oath

### **Regulations Governing the Ritual of the International Fraternity of Delta Sigma Pi (from the National Policies and Procedures)**

*Note: This language is taken from the Delta Sigma Pi Ritual Book. The Ritual Book contains all the definitive information on Ritual. Related (unconfidential) information is included in the policies for ease in reference (after review and approval by the Board of Directors). Changes to Ritual require a ¾ vote of the Grand Chapter.*

The Ritual contained herein is established under the authority provided in the Bylaws of the International Fraternity of Delta Sigma Pi.

**Article I. Governing Documents**—The Ritual contained in this book shall, with the Bylaws, constitute the primary laws of the Fraternity. Any other policies, rules and regulations created by the Fraternity must be in accordance with the laws of the Fraternity.

**Article II. Initiation to Membership**—Every member of this Fraternity, regardless of classification, must be initiated in due form, according to the provisions of the Ritual of the International Fraternity of Delta Sigma Pi, and shall take the entire Oath of Allegiance as provided for therein. For such initiation to be valid, the members of the High Tribunal must use the official regalia provided by the Central Office. To qualify for membership, compliance with the Ritual is required.

**Article III. Voluntary Withdrawal**—Although membership in this Fraternity is for life, members may submit an application to the Board of Directors for voluntary withdrawal. Such application does not automatically mean termination of membership. The Board of Directors shall establish guidelines for acceptable terms for withdrawing from the Fraternity.

**Article IV. Installation of the Board of Directors**—All members of the Board of Directors shall take the oath of office as provided in the Ritual.

**Article V. Meetings**—The Ritual must be used at all business meetings of chapters and the Grand Chapter.

**Article VI. Ritual Chairman**—The Ritual Chairman is an appointive and required officer. He shall have charge of all ritualistic work of the chapter, and rehearsals of the same. He shall have such other duties and powers as may be prescribed in the laws of this Fraternity.

**Article VII. Ritual Books**

Section 1. Each chapter must possess eight (8) Ritual books of this Fraternity. These Ritual books are the property of this Fraternity and are loaned to the chapter, so long as it shall remain in good standing. The president shall have the custody of the Ritual books of the chapter.

Section 2. Changes to the publication information, the design and layout of this book, and any non-ritualistic graphics, shall be the responsibility of the Executive Director of the Fraternity.

Section 3. Any graphic demonstrating the proper execution of Ritual is a ritualistic graphic, and must be true to the written Ritual. Any changes to ritualistic graphics must be approved by a three-fourths (3/4ths) vote of the members of the Board of Directors.

Section 4. The Board of Directors, by a three-fourths (3/4ths) vote, may elect to include in the Ritual book information taken from the Bylaws, rules and/or regulations of the Fraternity. The inclusion of any information from the Bylaws, rules and/or regulations is included for the convenience of the Fraternity and is not Ritual. All such information shall be clearly designated.

Note: Information in this Ritual book shown in italics is from Bylaws or policy and is not official Ritual. It is provided for convenience.

**Article VIII. Amendments to the Ritual**

Section 1. Proposed changes or suspensions in whole or in part relating to the Ritual must be presented in writing.

- a. Changes Proposed by the Board of Directors—The Board of Directors may, by majority vote, propose changes, suspensions in whole or in part of this Ritual.
- b. Changes Proposed by a Chapter—Any chapter of this Fraternity in good standing may, by a majority vote of its members in good standing, propose changes, suspensions in whole or in part of this Ritual. Changes proposed by a chapter shall be presented in writing to the Provincial Vice President of the Province in which the chapter is located not less than forty-five (45) days prior to the Provincial Council Meeting held during that Province's Provincial Conference. The Provincial Vice President shall notify the delegates of the Provincial Council in writing of the proposed changes no less than thirty (30) days prior to the Provincial Conference. Proposed changes approved by a majority of the Provincial Council delegates, present and voting, during the Provincial Council Meeting shall be submitted, in writing, to the office of the Executive Director for consideration by the Grand Chapter under Section 3 of this Article.

Section 2. To Change the Ritual—The Ritual of this Fraternity may be amended, or suspended in whole or in part, by a three-fourths (3/4ths) vote of the delegates in Grand Chapter Congress assembled, or by a three-fourths (3/4ths) vote by mail of all collegiate and alumni chapters in good standing and voting.



Section 3. Procedure—

- a. At the Grand Chapter Congress—All proposed changes to the Ritual shall be presented to the office of the Executive Director by March 15 preceding the meeting of the Grand Chapter. The Executive Director shall notify all collegiate and alumni chapters in good standing, as well as the members of the Board of Directors, of such proposed changes by mail by April 15 preceding the meeting of the Grand Chapter.
- b. Between sessions of the Grand Chapter Congress—After the receipt of any proposed changes in the Ritual received in regular order by the Executive Director, the same shall be submitted to the Board of Directors for consideration. The Board of Directors may by a majority vote recommend that such proposed changes shall be submitted immediately by the Executive Director to the collegiate and alumni chapters by mail for rejection or adoption. In the absence of such recommendations, the proposed changes shall be submitted at the next following Grand Chapter Congress, providing that the requirements set forth in the foregoing paragraph of this section are met.

**Article IX. Regalia**—The Board of Directors may replace or repair regalia due to damage, age or availability of new products, etc. as deemed necessary by the Board. The Board may at no time remove, alter, or change regalia without comparable replacement; nor may the Board add additional regalia items without a three-fourths (3/4ths) vote of the delegates in Grand Chapter Congress assembled, or by a three-fourths (3/4ths) vote by mail of all collegiate and alumni chapters in good standing and voting. See the “Guide to the Pledging and Initiation Ceremonies” (page 30) for a description of the regalia of this Fraternity.

**Article X. Emergency Powers**—To enable the Fraternity to act promptly in any emergency, and in order that the best interests of the Fraternity may be served, special and emergency powers are hereby granted to the Board of Directors of the Fraternity to make such temporary amendments to the Ritual as they may deem advisable for the best interests of the Fraternity. A three-fourths (3/4ths) vote of the members of the Board of Directors shall be required to adopt such emergency amendments, and these emergency amendments shall remain in effect only until the next meeting of the Grand Chapter, at which time they shall either be approved by the Grand Chapter for permanent adoption or returned to their previous phraseology.

**Guide to Ritual (from the National Policies and Procedures)**

*Note: This language is taken from the Delta Sigma Pi Ritual Book. The Ritual Book contains all the definitive information on Ritual. Changes to Ritual require a ¾ vote of the Grand Chapter.*

The Ritual serves both as a highly positive first impression for new and future members and also as a touchstone for more experienced members to remind themselves about the purpose and principles of the Fraternity. The Ritual is used at a variety of events, including Chapter Business Meetings, Initiation, the Pledging Ceremony, the Installation of New Officers and the Graduating Senior Ceremony.

This “Guide to Ritual” provides general information on how Ritual events are to be conducted. Please review this guide closely before beginning any event where Ritual is used.

## **Additions, Revisions or Deletions**

All Fraternity members are required to strictly follow the provisions in the Ritual without making additions, revisions, or deletions. In the extremely rare case where a university or college regulation may conflict with this Ritual, the chapter must contact the Executive Director at the Central Office to resolve the conflict.

## **Admission**

No one may be admitted to any Fraternity event while Ritual is being recited. Fraternity members arriving during Ritual are expected to wait outside until the Ritual is finished before they may enter the room. Persons who are not Fraternity members may attend chapter business meetings between the opening and closing portions of the Ritual. Students being considered for membership are often permitted to attend chapter meetings. Only the New Member Induction Ceremony for Alumni Chapters, Memorial Service and Tribute to a Deceased Brother, which are public ceremonies, may be attended by anyone.

## **Chapter Meetings**

The Ritual for Chapter Meetings is to be used whenever a meeting is conducted. Pledges and university administrators are frequent guests to chapter meetings and may attend these meetings except for the Ritual opening and closing. Some topics may arise in chapter meetings which only Fraternity members should discuss. If such a topic arises in a meeting, guests should be excused before continuing the discussion. Please review the information described by the Junior Warden in Part II of the Initiation to determine what topics are inappropriate for non-members.

## **Election to Membership**

Membership in Delta Sigma Pi is by invitation only. Election is by secret ballot of the collegiate members in good standing of the chapter, present and voting at a meeting, as provided for in the Bylaws of this Fraternity. After being duly elected, the candidate should be approached promptly and invited to membership. It is extremely important that the chapter designate a well-qualified member or committee to extend a comprehensive and positive invitation in a dignified manner. The purpose of the Fraternity and the scope of its activities should be explained to the candidate, as should the financial and other obligations of membership. Should the invitation be accepted, the candidate should be instructed to appear for the Pledging Ceremony at a specified date, time and place.

## **Memorization**

Memorization of speaking parts in all ceremonies is strongly encouraged. The Pledging Ceremony and Parts I and II of the Initiation are to be memorized whenever they are conducted. Many chapters also memorize the Chapter Business Meeting Ritual. Memorization of the Ritual not only makes a favorable and lasting impression on the neophytes, but also serves to instill a greater appreciation of the true significance of the objectives and purposes of the Fraternity.

## **Ritual Books**

Eight (8) Ritual books are assigned to each collegiate chapter. The chapter president is responsible for their safekeeping. The president is permitted to loan the Ritual to brothers so they may memorize their High Tribunal assignments or for brothers to improve their understanding and knowledge of the Ritual. Each brother to whom a copy is issued is charged with its safekeeping at all times. The chapter president is ultimately responsible for the chapter's inventory of eight Ritual books.

Ritual books must be carefully guarded against loss at all times. Since every member has taken an oath never to reveal any of the secrets of the Fraternity, under no circumstances may this Ritual be shown or given to any person other than members of the Fraternity. Likewise, copies of any portion shall not be made for any reason.