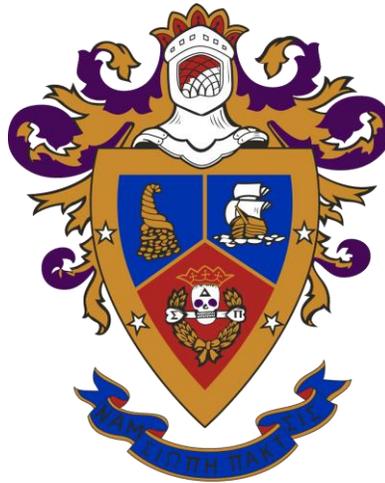


# ***Chancellor Officer Packet***



## **Duties of the Chancellor**

*(from the Policy and Procedures Manual)*

- To preside over the meetings of the chapter.
- To oversee the individual discipline process, including serving as the chair of the Chapter Standards Committee, ensuring all members of the Chapter Standards committee have been trained in accordance with Fraternity standards and reporting hearing results to the chapter.
- To preside over all hearings conducted by a hearing panel.
- To ensure that any violations of the Bylaws of this Fraternity within the chapter are reported to the Central Office. The Chancellor has no penal rights whatsoever.
- To cast a deciding vote in the case of a tie, providing the Chancellor has not already voted on the motion (such as in hearings or election of pledges).
- To serve as Ritual Chair, unless the Chancellor and President agree to delegate this duty to another brother.
- To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- To ensure that chapter bylaws are updated and electronically submitted to the Central Office each year.

## **Additional Resources**

- [CMP Guide](#)
- [Robert's Rules of Order](#)
- [Bylaws Template](#)
- [Policy Sample](#)
- [Individual Discipline Policy](#)
- Ritual Book

## Chapter Meetings

One of the largest responsibilities of the Chancellor is to preside over the chapter meetings. By National Bylaws, chapters are required to hold at least one business meeting a month at which quorum is present. Most chapters, however, have weekly meetings so it is very important for the Chancellor to prepare.

The goal of most chapter meetings should be to exchange information, solve problems, make decisions, share concerns and discuss issues. Members need to attend so that they can share ideas, comments and suggestions that benefit the goals and objectives of the organization. It also helps individuals improve their communication and leadership skills.

### *Preparing for Chapter Meetings*

Even before you start thinking about chapter meetings, it is important for each member of the organization to know the purpose of the meeting and the purpose of them attending the meeting. The goal of most chapter meetings should be to exchange information, solve problems, make decisions, share concerns and discuss issues. Members need to attend so they can share ideas, comments and suggestions that benefit the goals and objectives of the organization. It also helps individuals improve their communication and leadership skills.

The Executive Committee should be meeting sometime prior to each chapter meeting so the agenda for the chapter meeting can be established. Committees and other members may also submit items to the Chancellor to be added to the agenda. The deadline to add items to the agenda should be clearly stated and once the agenda is complete, it should be provided to all chapter members before the meeting.

Plan each regular meeting to last approximately one hour. Any less and brothers will not see the value in attending. If you believe the meeting will be longer than an hour, such as meetings that involve selection of pledges, officer elections, or a guest speaker, notify brothers in advance. If you believe a meeting will go long, you may move some items of the agenda to a future meeting. If you believe it may be less than an hour, you may ask the vice president-professional activities or social chair to plan additional activities. It is best if guest speakers make presentations prior to or after chapter business; rather than during the meeting itself.

### *A Sample Meeting Agenda*

Chapter, Date

- |      |      |   |
|------|------|---|
| 7:00 | I.   | Opening Ritual                                |
| 7:03 | II.  | Roll Call                                     |
| 7:05 | III. | Reading of Minutes from Previous Meeting      |
| 7:08 | IV.  | Officer Reports                               |
|      |      | A. President                                  |
|      |      | B. Senior Vice President                      |
|      |      | C. Vice President-Pledge Education            |
|      |      | D. Vice President-Finance/Financial Report    |
|      |      | E. Vice President-Chapter Operations          |
|      |      | F. Chancellor                                 |
|      |      | G. Vice President-Professional Activities     |
|      |      | H. Vice President-Community Service           |
|      |      | I. Vice President-Scholarship and Awards      |
|      |      | J. Vice President-Alumni Relations Chancellor |
| 7:25 | V.   | Committee Reports                             |
|      |      | A. Fundraising Chair                          |
|      |      | B. Publicity Chair                            |
|      |      | C. Recruiting Committee                       |

*(Vote during Old and New Business as needed)*

- 7:35 VI. Old Business (taken from minutes of last meeting; not called from the floor)
  - A. Choose Faculty to be initiated this semester, Dr. Joyner/Dr. Hogan/Dr. Wayland/Ms. Eilers
- 7:40 VII. New Business
  - A. Fundraiser - Candy Sales Feb. 4 (from Fundraising Chair)
- 7:45 VII. Announcements
- 7:50 VIII. Remarks for the good of the chapter
- 8:00 IX. Closing Ritual

Before the meeting, be sure the Vice President-Chapter Operations emails or posts the minutes of the previous meeting. This will save time reading the minutes during the meeting.

Be sure to review the agenda prior to the meeting beginning. This will acquaint you with the specific items to be discussed. If you have any questions about any of the items, make sure to ask the appropriate parties or research the information before the meeting starts. This will help the chapter make more knowledgeable decisions.

### ***During the Meeting***

All meetings should be conducted according to Robert's Rules of Order (more about parliamentary procedure is in the next section). Ensure members know how to make motions, what the gavel raps mean, and the effects of abstained votes. As chancellor, you will need to maintain a professional environment. Practice parliamentary procedure, avoid inappropriate language or conduct and eliminate personal matters so business can be conducted effectively.

The agenda should be handed out, written on the black/whiteboard or projected on a screen so members can follow along. Be sure to arrive early so the agenda is ready when others join.

Start the meeting promptly at the published or announced starting time. Each meeting should start with opening Ritual and end with closing Ritual. Have guides stationed at the doors so members can be challenged as they enter the meeting room. You can also save time by having members memorize the oath.

A quorum, or the number of members required to legally conduct business, must be present. Quorum is determined in the chapter's bylaws and cannot be less than one-third (1/3) of the chapter membership. Only collegiate members in good standing are counted towards quorum. Quorum is established during the roll call.

Officers and committee chairs should give brief, but detailed reports. Only officers and chairs who have reports should be called on. Have officers and committee chairs stand or move to the front of the chapter to give their reports. This will add formality and organization while giving them more valuable speaking experience. It also causes the rest of the chapter to pay closer attention. Limit discussions following reports. The chapter meeting is not to debate small details, which can be determined by the executive committee or a committee.

Before business is discussed, remember to excuse alumni, pledges, and other guests during confidential business such as pledge discussions. Alumni may not vote or participate in discussion or debate on chapter business (except when the chapter asks for advice or assistance). Never ask for old business. Old business should come from minutes of the previous meetings. If there is any, state it on the agenda ahead of time.

As Chancellor, you will need to moderate discussions. Avoid unnecessary interruptions, observe specific time limits, and refrain from distractions. When you are speaking, express yourself clearly, include everyone, summarize as needed, and offer suggestions. Give members the opportunity to express their thoughts, react to new ideas and combine their skills to reach solutions. Listen carefully, respect opinions, be courteous, and consider suggestions. If it appears a decision will not be made, table the issue to another meeting or suggest a referral or an officer or committee. Summarize final decisions and make sure everyone understands all of the decisions made throughout

the meeting. Repeat any follow-up assignments to make sure members know who is responsible for each task, what they are doing, how they are doing it, and when the task will be completed.

Before adjourning the meeting, remind members of the time and place of the next meeting.

## **Parliamentary Procedure**

Every chancellor should be familiar with Robert's Rules of Order and conduct every meeting accordingly. If there are any questions about proper parliamentary procedure, refer to Robert's Rules of Order Newly Revised. If your chapter does not have one, it would be a good idea to purchase one or visit your library.

### ***An Explanation of Terms***

**Amend:** To change formally.

**Appeal:** The transfer of a case from a lower to a higher form of authority for reconsideration.

**Discipline:** Telling the brother they are not "carrying their weight", helping them "carry their weight" and, if necessary, punishing them for not doing so.

**Good Standing:** Members who are not in arrears financially to the Grand Chapter (national dues) and are not on probation or suspension by this Fraternity or the school in which they may be enrolled.

**Impeachment:** To charge an officer with misconduct; to make an accusation against them. For the procedure for removing one from office refer to Fraternity policy).

**Majority:** A number more than half of the total number in a group. (50% + 1 vote or 51%)

**Motion:** A formal proposal to put a vote into action.

**Move:** To start a motion.

**Quorum:** The number required to be present to conduct official chapter business/vote. It may not be less than 1/3 of the chapter membership.

**Recall:** The procedure by which an officer may be removed from office by a 2/3 vote of the chapter members in good standing. (Refer to Fraternity Policy)

### ***How to Make a Motion***

The proper way of handling a motion:

1. Obtain the floor. Address and be recognized by the presiding officer before presenting a motion.
2. State the motion. This is usually done by saying, "I move that..."
3. The motion must be seconded. A motion cannot be discussed unless it is seconded. Also, unless it receives a second, it is lost. Any eligible voter other than the one making the motion may second it. Simply say "second."

4. The Chancellor must repeat the motion in full and call for any discussion. Main motions should be put in writing to assist the Chancellor with the vote and to assist the Vice President-Chapter Operations with minutes. This practice also ensures the motion is presented clearly, therefore saving meeting time.
5. The motion is then open for discussion. This is done by members who obtain the floor by addressing and being recognized by the chancellor. The person who made the motion is usually given the opportunity to open and close the discussion.
6. Call for the previous question. To close discussion, a member must call for the previous question. This is done by being recognized by the chancellor and saying "Call for the previous question," or "Move to close debate." If there is a second, the members will vote to close discussion. If it passes, discussion is closed and a vote will be taken on the motion on the floor. If then it fails, discussion remains open.
7. Voting. A vote is taken by one of the following ways: raising hand, roll call or ballot. In larger groups, a vote may be taken by saying "aye" / "no" and the presiding officer determines if which way a majority voted. If it sounds close, a member has the right to call for a division. This is done by simply saying "Division" and does not need the recognition of the Chancellor. If a division is called, the vote will then be taken by raising hands and counting.
8. Once voting is completed, the Chancellor announces the results.

Note: Secret ballot votes are required for selecting pledges. Ballots may also be used for other confidential matters and can be very helpful for the minutes. Officer elections are another example when ballots may be most effective and avoid any personal offenses that could be interpreted if voting was verbal or visible.

For more information about parliamentary procedures see the attached table.

### ***Percentages Necessary for Voting***

Election of Pledges	If twenty percent (20%) of the members present and in good standing, or five (5), whichever is greater, cast an unfavorable vote for the prospective pledge, the candidate shall be considered rejected.
Vote to Keep Pledges	Not allowed
Vote to Remove a Pledge	More than three days prior to initiation: a <b>majority</b> of chapter members in good standing, present and voting. Less than three days: a <b>4/5</b> vote of chapter members in good standing, present and voting.
Impeachment	<b>1/4</b> vote of executive committee, then a majority of chapter members in good standing, present and voting.
Recall	<b>2/3</b> vote of members in good standing, present and voting.

### **Individual Discipline Procedures**

You should familiarize yourself with the information in the Individual Discipline Policy to conduct the processes effectively. If you do not have a current copy of the Individual Discipline Policy, it is available [online](#) for downloading and printing. Your role is, as Chief Judicial Officer, to preside over the Individual Discipline Policy process, ensuring all requirements are met and the processes are followed correctly.

Remember, a hearing does not always mean an individual is responsible and should be expelled. What it does mean is determining if a brother is "carrying their weight" and, if necessary, holding them accountable for not fulfilling membership obligations. Expulsion means the individual is no longer a member of Delta Sigma Pi and should be a last resort. All allegations must be properly resolved through the Individual Discipline Policy processes.

## **Bylaws and Policy & Procedures**

As Chancellor, you are expected to be familiar with the Fraternity's Bylaws and Policy & Procedures and your Chapter's Bylaws and Policy & Procedures. You may also be required to assist with updates to your Chapter's Bylaws and Policy & Procedures. These documents should be prepared according to the style and format provided by Central Office in the [bylaws template](#) and [policies sample](#). Revisions must be submitted in advance to the office of the Executive Director for review and approval and do not become effective until they are so approved.

A complete copy of your Chapter Bylaws and Policy & Procedures should be submitted to the Central Office via online upload through the Hub. October 1 is the suggested deadline to submit Chapter Bylaws and Policy & Procedures, with the final deadline being June 15. A review of Chapter Bylaws and Policy & Procedures is completed by staff and volunteers upon submission and reviewed on staff consultation visits to the chapter.

## **Serving as Ritual Chair**

The Chancellor serves as the Ritual Chair, unless the Chancellor and President agree to delegate this duty to another member. As Ritual Chair, you are in charge of all ritualistic work of the chapter including chapter meeting Ritual, Pledging Ceremony and Initiation. Below are some tips for different Ritual ceremonies.

### ***Chapter Business Meetings***

- Have members challenge (by whispering) at the door to save time during the meeting. Ask all guests and pledges to wait in the hallway or a nearby room during the opening Ritual.
- No one may be admitted into the room while Ritual is taking place.
- Ensure the secret code word given in the challenge is the same one spoken aloud during opening Ritual. Both should never be spoken aloud together unless disguised in ordinary conversation.
- Remember that three raps of the gavel indicate members should stand; one indicates members should sit; two should be used to quiet talking.
- After a few weeks of repeating the oath line by line, once the newest members are comfortable, it should be recited together.

### ***The Pledging Ceremony***

- The ceremony must be conducted in a room that is sufficiently lit to clearly see the chapter officers' faces and walk safely to seats and doorways, up and down stairs, etc.
- The ceremony is the pledges' first glimpse into our Fraternity and should be professional, respectful, and a reasonable length.
- Memorization is suggested for an impressive delivery and expected to be well performed.

### ***Initiation***

- The initiation ceremony must be well lit. The pledges must be able to see the faces of those seated at the altar and be able to walk safely in and out of the room.
- Ensure every member of the ritual team has read ALL pertinent information in the Ritual Book, not just the bold text for the speaking parts. This includes the Guide to Ritual, Guide to Pledging and Initiation Ceremonies, and the entire Initiation Ceremony. Nothing outside of the written Ritual and directions should take place.
- The Ritual Book does not indicate that a gavel should be used, except as it is used in parliamentary procedure and to signal when to sit, stand, and adjourn. It should never be used to disrespect an individual.
- Initiation is suggested to be memorized and expected to be well performed. The ceremony is far more meaningful if it is memorized and delivered with meaning.

## ***Ritual Memorization***

A memorized Ritual can be more effective than one that is read, and it really is not as difficult or as time consuming as it may seem when broken down into steps. Encourage Ritual team members to follow these steps to memorize their parts effectively.

1. Skim the entire section of Ritual where your speaking part lies to help you understand the flow of the Ritual as well as the purpose for all the parts.
2. Read your speaking part for content. The Ritual has a very important message in each speaking part. If you understand the message before trying to memorize the words, the memorization will be much easier.
3. Articulate the message to yourself. Say out loud what you think your part is trying to communicate. You should be able to say in your own words the three, four or five most important messages in your part. What is it from your part the new members should hear or remember?
4. Re-read your part out loud, word for word, 4-5 times. This step will increase your familiarity with the flow and syntax of the words. In general, our Ritual is written in very rhythmic, almost poetic language.
5. Say as much of your part as you can, looking at the book only when you need to. Once you have successfully recited your part without looking at your book, say it twice more.
6. Practice. The first five steps have helped you place your part in the short-term memory. Practicing over time will reinforce the Ritual in your long-term memory. It is recommended each member practices each night for two weeks before initiation. Read your part carefully, word for word, and then speak the part approximately three times without using the book. Practice with other brothers when possible.
7. Relax! Initiation is the time when new members come to learn about the best parts of the Fraternity. Do your best to get the message across – if you forget a “the” or an “and” – do not worry about it. The most important thing is that the new members understand the message your part was written to convey. And remember, your brothers, not strangers, surround you!

## A Quick Look at Parliamentary Procedure (Robert's Rules of Order)

Motions	You say...	Seconded?	Debatable?	Amendable?	Vote Required	Reconsidered ?
Make a Motion	"I move that..."	Yes	Yes	Yes	Majority	Yes
To Amend a Motion	"I move to amend the motion by..."	Yes	Yes	Yes	Majority	Yes
To Vote On a Motion	"I move we vote to approve..."	Yes	Yes	Yes	Majority	Yes
Reconsider	"I move to reconsider the vote to..."	Yes	No	No	Majority	No
Postpone Discussion	"I move to postpone the discussion until..."	Yes	Yes	Yes	Majority	Yes
End Debate and Amendments	"I move the previous question..."	Yes	No	No	2/3	No
Look Into a Motion Further	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority	Yes
To Postpone a Motion	"I move to table the motion."	Yes	No	No	Majority	No
To Reconsider a Postponed Motion	"I move to take from the table the motion relating to..."	Yes	No	No	Majority	No
To Adjourn a Meeting	"I move that we adjourn."	Yes	No	No	Majority	No
To Nominate	"I nominate..."	No	Yes	No	Majority	No
To Close Nominations	"I move that nominations be closed."	Yes	No	Yes	2/3	No
Call an Intermission	"I move that we recess for..."	Yes	No	Yes	Majority	No
Request Information	"Point of information."	No	No	No	None	No
Complain About Noise, Heat, Room, etc.	"I rise to a question of privilege..."	No	No	No	None	No
Protest Breach of Rules or Conduct	"I rise to a point of order."	No	No	No	None	No
To Be Excused	"I move that I be excused from..."	Yes	Yes	Yes	Majority	Negative Vote Only