President Officer Packet

Duties of the President

(from National Policy and Procedures Manual section D, policy 9)

- To act as the chief executive officer of the chapter.
- To call special meetings in accordance with the chapter bylaws.
- To see that the officers of the chapter discharge their duties impartially, accurately, faithfully, and promptly.
- To enforce the strict observance of Delta Sigma Pi's Bylaws, Policies and Procedures.
- To appoint such committees provided for in the chapter bylaws.
- To appoint such officers provided for by Delta Sigma Pi's Bylaws, Policies and Procedures.
- To countersign all chapter checks.
- To ensure that the chapter Executive Committee develops and maintains a strategic plan, in coordination with the vice president-chapter operations. Such plan, including updates, must be submitted to the Central Office semi-annually.
- To serve as delegate to the Provincial Council unless unable to attend.
- Attend and actively participate in Presidents' Academy unless having the most urgent reason to not be present. If unable to attend, the chapter president will find one substitute from the chapter's executive committee to attend and actively participate based on the nationally recognized line of succession beginning with senior vice president. The nationally recognized line of succession following senior vice president is as follows: 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; vice president-alumni relations.

The Role of the President

As President you have been elected by your fellow brothers to ensure that the chapter will operate successfully throughout your tenure. The role of chapter President is to be the overall manager and motivator of the entire chapter.

Since it is your responsibility to ensure that all of the officers of your chapter fulfill their duties, it is essential that you have full knowledge of the duties of each officer, as well as your own responsibilities. It is important that you are familiar with all areas of the chapter's operations so that you can give informative advice.

The President should see the "big picture" and be the catalyst that keeps chapter programs moving rather than doing everything alone. Chapter officers and committee chairmen relieve the President from monitoring all of the details, and the committees allow everyone to contribute to the operation of the chapter. If an officer or committee chairman is not performing, they need to be replaced by someone who will do the job.

Helpful Hints for the President

- Regularly review chapter CMP status through the Hub.
- Talk with the Chapter Advisor at least once per week.
- Discuss chapter issues with District Director at least once per month.
- Inform the dean and/or appropriate administration officials about chapter activities every month.
- Verify the chapter's financial situation before signing checks.
- Understand and enforce the Standard Pledge Education Program of Delta Sigma Pi.
- Proof terms and spelling of chapter publicity.
- Assist Chancellor (Ritual Chair) in ensuring that the initiation ritual is memorized and presented well.
- Review format and accuracy of meeting minutes.
- Plan ahead with specific, measurable goals for all areas of chapter operations.
- Thoroughly read all publications and correspondence sent to the chapter.
- Review the Individual Discipline Policy and familiarize yourself with the standards in which all brothers are expected to be held to.
- Familiarize yourself with the line of succession and know how to proceed in the event someone in it is unavailable.
- Review the Risk Management Policy and know how to uphold chapter and brotherhood standards and how to proceed when risk management is called into question.

Where to Find Answers to Your Questions

Every chapter has access to all chapter operations manuals and guides online for their use. Information about all areas of the chapter, new ideas, and answers to most questions can be found in these manuals and guides. Encourage each officer and chairman to thoroughly read the manuals and/or guides that apply to their area.

Additional questions, comments, or concerns may be directed to your chapter's District Director, Chapter Advisor, Regional Vice President, and members of the Central Office staff. Your District Director and Regional Vice President can answer questions about Fraternity events and policies and can also provide information about projects and

activities other chapters in the region are planning. The Chapter Advisor serves as a liaison between your chapter and other faculty and school administrators. The Central Office staff reviews the programs of every chapter, and also carries out the day-to-day administrative functions of the Fraternity. The staff is available to answer questions concerning all areas of chapter and Fraternity operations. Utilize all of these sources if you need their assistance.

Executive Committee*

The Executive Committee of a chapter should consist of the 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, Vice President-Alumni Relations and local chapter officers (if applicable). The President is the chairman of the Executive Committee. The purpose of the Executive Committee is to establish chapter policy and be a research and advisory committee for the chapter. The Chapter Advisor may also be included in the Executive Committee without a vote.

Executive Committee meetings provide an opportunity for chapter officers to discuss chapter issues in an informal setting. It is suggested that an Executive Committee meeting be held before each chapter business meeting (usually weekly) as an opportunity to plan for the upcoming business meeting and discuss the details of issues that will be brought before the chapter.

For example, if the social committee cannot decide what dinner choices to offer at the Rose Banquet, then they should bring a list of final choices to the Executive Committee to make a final decision to present to the chapter. This will cut down on frivolous discussions during chapter meetings.

Note: Delta Sigma Pi does not have an "Executive Board".

The Role of Committees

The chapter should make use of committees to assist with the planning and implementation of various chapter activities. All chapters are encouraged to have a recruiting/marketing and a fundraising committee. Many chapters also have a professional, community service, scholastic development and awards, a social activities committee, and other specialized committees that are deemed necessary.

The committees are a chance for each brother to get involved with the operations of a specific area of the chapter with each committee usually consisting of 3-5 chapter members.

The committees should meet frequently to discuss the progress of current and future activities. The completed work of each committee can be discussed at the executive committee meetings with each committee chairperson (usually an officer) giving a report on the status of their committee.

The committees should be used in the chapter's planning process. The chapter strategic plan should include all areas of chapter operations and is due every six months according to CMP instructions. Each committee should meet early in the term to brainstorm ideas for planning chapter activities.

After editing their list to realistic ideas, each committee should bring their ideas to the entire chapter so that every chapter member will have a chance to express their opinion of the proposed activities. The top 3-5 are then determined, and the committees are given direction by the entire chapter about what to accomplish in the coming months.

Presidents' Academy Representative

Presidents' Academy is a national professional development program available to chapter presidents. This program will complement, not replace, other Delta Sigma Pi training vehicles. It is designed to equip collegiate chapter presidents to develop their leadership potential in a way that has immediate benefits to them personally, the chapters they lead, and the Fraternity as a whole.

It is expected that Chapter President's attend Presidents' Academy unless they have the most urgent reason to not be present. Should the President not be able to attend, they will need to find a suitable substitute from the chapter's executive committee to attend and actively participate based on the nationally recognized line of succession beginning with senior vice president.

The nationally recognized line of succession is as follows:

- 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
- vice president-alumni relations

Provincial Council Delegate

It is the responsibility of the chapter president to serve as delegate to the Provincial Council held during the spring LEAD Provincial Conference. If unable to attend, the chapter must elect a representative to serve as the chapter delegate and promptly submit the Provincial Council Alternate Form through the Hub.

For the chapter to have voting representation, the chapter must be in good standing as of February 1. This means that the chapter must not be on university or Fraternity probation and must not be indebted to the National Fraternity for any sum of money past due over 30 days.

Before attending the LEAD Provincial Conference, the delegate should fully register for the event and review the agenda and any legislation with the chapter. The delegate will need to seriously consider all issues brought before him/her and vote in the best interests of the Fraternity. Once at the conference and prior to the opening business meeting, the delegate will need to report to the official credentials desk to verify their eligibility to vote.

The delegate is not bound to vote the way the chapter had previously decided if there is new information presented or discussed during the meeting.

When the delegate returns, they must report back to the chapter all business conducted at the Provincial Council.

Ensure Delegate Elected for Grand Chapter

As chapter president, it is important to ensure the chapter is represented at Grand Chapter Congress. For the chapter to have voting representation, the chapter must be in good standing as of June 30. This means that the chapter must not be on university or Fraternity probation and must not be indebted to the National Fraternity for any sum of money past due over 30 days.

Collegiate chapters entitled to voting representation at Grand Chapter must elect an official delegate, and any alternates, prior to the end of the academic term immediately preceding Congress. Please note that the chapter's representatives must also be enrolled at the university in the academic term immediately following Congress. The names of such delegates and alternates must be reported to the Central Office through the appropriate Hub form before July 1. Only those delegates and alternates reported to the Central Office by July 1 receive official Fraternity communications regarding Congress legislation and/or elections.

Before attending Grand Chapter Congress, the delegate and any alternates should fully register for the event—only fully registered attendees can serve as delegate or alternate. The delegate and alternates should also review any legislation and nomination information with the chapter.

Once at the conference and prior to the opening business meeting, the delegate will need to report to the official credentials desk to verify their eligibility to vote. The official delegate of each chapter, unless rotating with an alternate delegate, is required to attend each business session of the Grand Chapter Congress including the orientation session. To rotate with an alternate, the delegate must report to the official credential desk. If the delegate or alternate fails to be in attendance at any session, the chapter's Grand Chapter Travel fund will be reduced proportionately. Absence at any roll call or during a fractional part of one session exceeding thirty (30) minutes in length will constitute an absence, unless the Grand President has officially excused the delegate or officer for a good cause.

The delegate is not bound to vote the way the chapter had previously decided if there is new information presented or discussed during the meeting.

When the delegate returns, they must report back to the chapter all business conducted by the Grand Chapter.