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## Pledge Education Meeting Plan 4 **Organizational Structure and Living the Purpose** *(for use only with a four meeting Pledge Education Program)*

**Broad Topics:** Regional Organizational Structure; Local Chapter Organizational Structure, dsp.org, CMP, Personal Values Clarification, Organizational Purpose, Ideal Member, Ideal Chapter, Initiation Preparation

**Learning Outcomes:**

- Pledges will identify the four (4) levels of the Fraternity organizational structure (local/chapter, regional, provincial, national)
- Pledges will identify the Region and Province their chapter is located.
- Pledges will identify their Regional Vice President (RVP) and Provincial Vice President (PVP)
- Pledges will identify the ten (10) nationally recognized collegiate chapter officer positions
- Pledges will be able to articulate the connection between their personal values and the Purpose of the organization.
- Pledges will be able to identify at least two (2) national events and at least one (1) unique component of each

**Materials Needed for Meeting:**

- [\*The Crown & Delta\*](#)
- Access to dsp.org
- DISPLAY

**Additional Suggested Items for Meeting:**

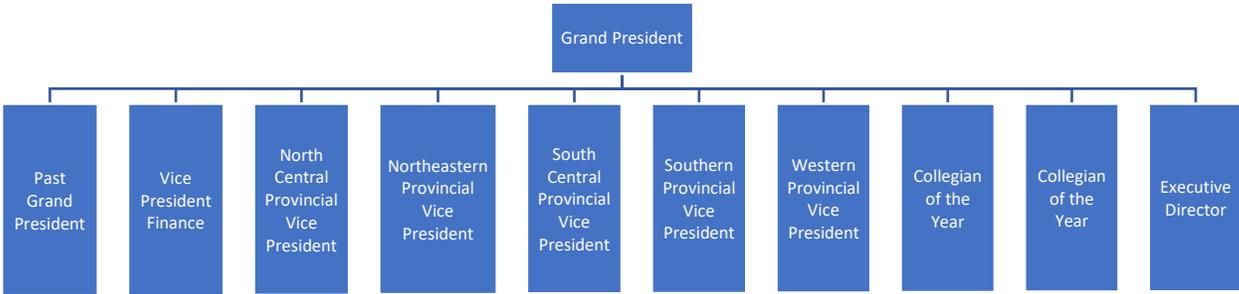
- DISPLAY with access to dsp.org

**Notes for Meeting:**

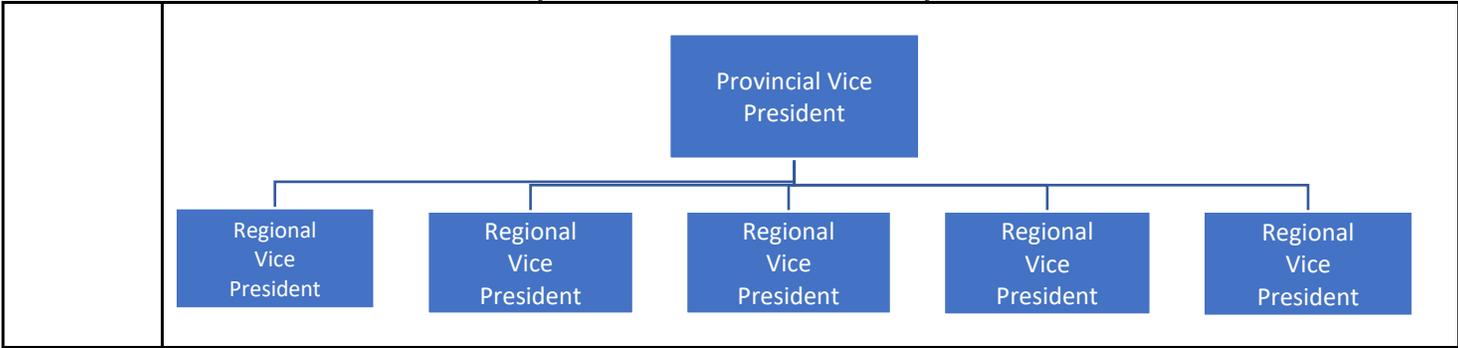
- ★ This meeting is expected to last 75 minutes.
- ★ In preparation for the meeting/exercises, the VPPE should have empty diagrams prepared on a DISPLAY. These should mirror the diagrams pledges have in their copy of *The Crown and Delta*.
- ★ The second half of this meeting will be a very discussion heavy. Much of the discussion will be interpretive and introspective, meaning there will be few absolute right or wrong answers. The role of the VPPE in this meeting will be to ensure pledges are fully processing through their thoughts and reach sound observations.

5/5	Meeting Objectives/Module Recap	
	Prior to the start of this meeting pledges will have watched and answered questions regarding Delta Sigma Pi's Chapter and Organizational Structure. Pledges should be made aware during this in-person session, they will utilize the knowledge of the Chapter and Organizational Structure to engage in the exercises of this pledge education meeting	
	<i>During online module 3, organizational structure, you spent time learning about the different structures within the Fraternity. We are going to spend a few minutes reviewing those different levels and the responsibilities of the officers who fill those different roles. All the leadership we are about to discuss are volunteers, except for the Fraternity's Executive Director. So, they have full time jobs, families, and other responsibilities outside of the Fraternity. They give of their time, talents, and treasure, to advance the organization and be valuable to members not only as collegians, but also as alumni.</i>	

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15/20	<b>Structure and Role of the Board of Directors</b>	<p><b>Needed:</b> <a href="#"><u>The Crown &amp; Delta</u></a></p> <p><b>Suggested:</b> <b>DISPLAY</b> (for diagrams)</p>
 <b>Pg. 19</b>	<ul style="list-style-type: none"> <li>• <i>Who can tell me what the highest elected level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> <li>○ <b>Board of Directors</b></li> </ul> </li> <li>• <i>What are the eleven (11) officers on the Board of Directors?</i> <ul style="list-style-type: none"> <li>○ As pledges are naming the Grand Officers, the VPPE should fill in the diagram (see below) on the <b>DISPLAY</b></li> <li>○ If pledges are having a difficult time identifying all of the members of the Board of Directors, the VPPE can prompt them to use page 19 in <i>The Crown &amp; Delta</i></li> </ul> </li> </ul> <p>Once all the officers have been identified, the VPPE should instruct pledges to turn to page 19 in <i>The Crown &amp; Delta</i> to complete their diagram.</p>	
		
 <b>Pg. 19</b>	<p>Once pledges have filled in the diagram. The VPPE will then have pledges take turns reading aloud the responsibilities of the Board of Directors on page 19 of <i>The Crown &amp; Delta</i>.</p> <p>After reading aloud the responsibilities, pledges will then utilize their resources to fill in the names of the officers located on page 19 in <i>The Crown &amp; Delta</i>. Their resources include <i>The Crown &amp; Delta</i>, The VPPE, and dsp.org.</p> <p>When all National officers are identified and filled in, move on to the Provincial level.</p>	
	<b>Provincial Level</b>	
 <b>Pgs. 20-21</b>	<ul style="list-style-type: none"> <li>• <i>Who can tell me what is the next level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> <li>○ <b>The Provincial Level</b></li> </ul> </li> <li>• <i>Who leads the Provincial Level?</i> <ul style="list-style-type: none"> <li>○ <b>The Provincial Vice President (PVP)</b></li> </ul> </li> <li>• <i>And how many Provinces does the Fraternity have?</i> <ul style="list-style-type: none"> <li>○ <b>Five (5)</b></li> </ul> </li> <li>• <i>Can anyone tell me what Province our chapter is in?</i> <ul style="list-style-type: none"> <li>○ If pledges cannot identify the province the chapter is located in, the VPPE can either tell pledges or provide them with resources such as dsp.org.</li> </ul> </li> <li>• <i>And who, in our volunteer structure, is supervised by the PVP?</i> <ul style="list-style-type: none"> <li>○ <b>Regional Vice Presidents</b></li> </ul> </li> </ul> <p>Provincial Vice Presidents will oversee five (5) – seven (7) regions within their province</p>	

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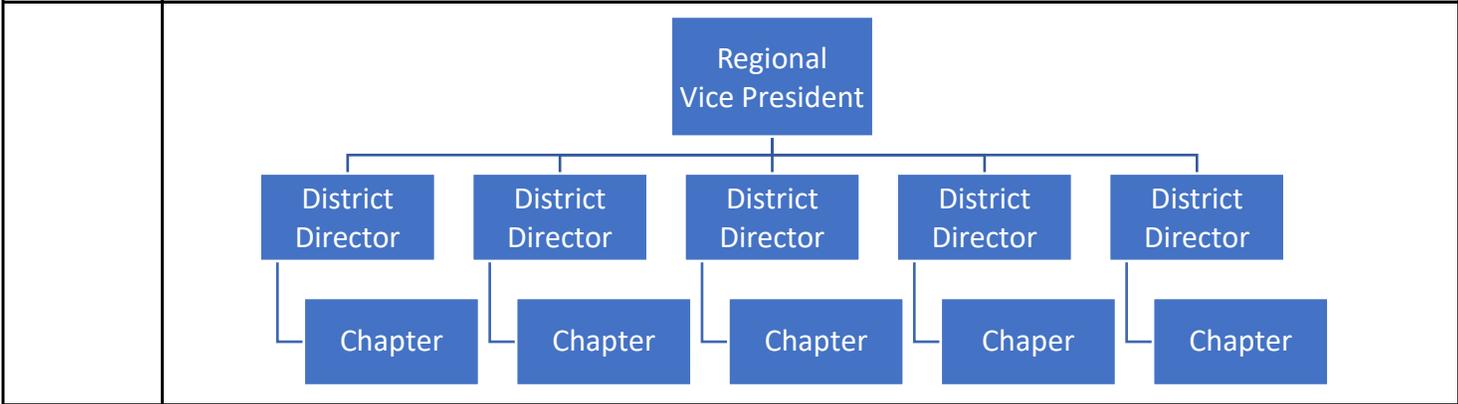


Once all the officers have been identified, the VPPE should instruct pledges to turn to page 20-21 in *The Crown & Delta* to utilize their resources to fill in the names of the officers and diagram with officer titles.

When all officers are identified and filled in move on to the Regional level.

**Regional Level**

- *Who can tell me what is the next level of the Fraternity organizational structure?*
    - **The Regional Level**
  - *Who leads the Regional Level?*
    - **The Regional Vice President (RVP)**
  - *Can anyone tell me what Region our chapter is in?*
    - If pledges cannot identify the Region the chapter is located in, the VPPE can either tell pledges or provide them with resources such as dsp.org.
  - *And how many Regions does our Province have?*
    - **VPPE should confirm the correct answer**
  - *Does anyone have any idea how many regions the organization has total?*
    - The VPPE can provide pledges with resources such as dsp.org.
    - **Thirty-two (32)**
  - *And who, in our volunteer structure, are appointed and supervised by the RVP?*
    - **District Directors and Assistant District Directors**
- While there is no limit to the number of chapters within a Region, the number of collegiate chapters currently range from as few as (3) to upward of fifteen (15). Additionally, District Directors and Assistant District Directors are not limited to supporting only one chapter.

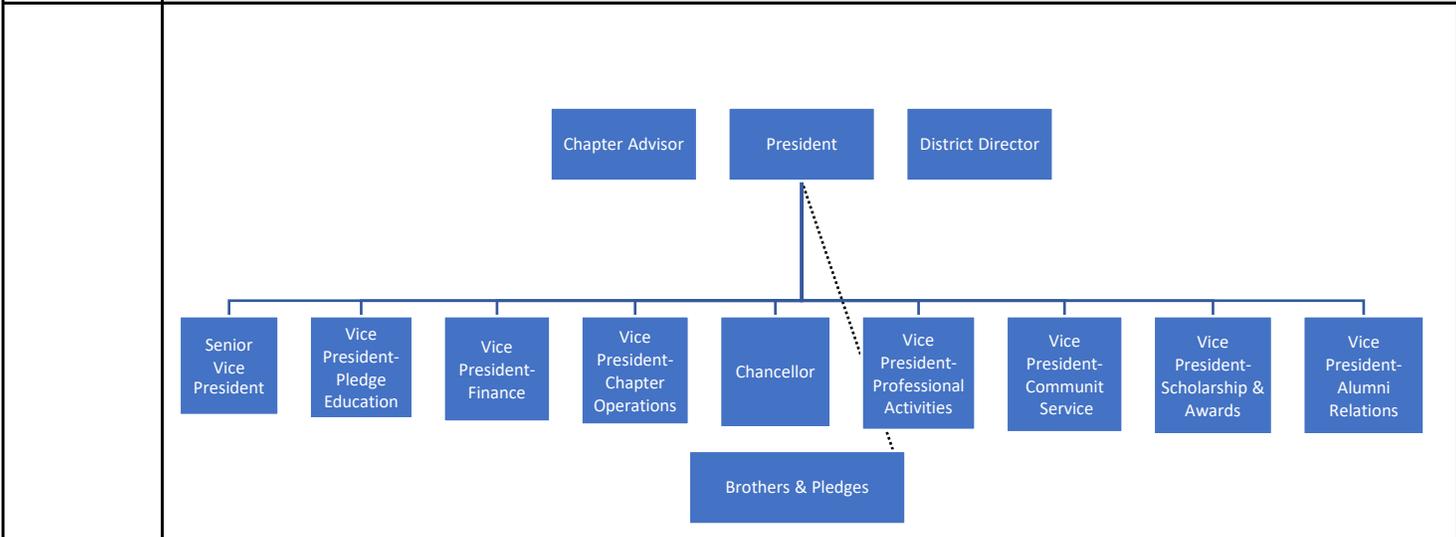


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 <p><b>Pg. 21</b></p>	<p>Once all the officers have been identified, the VPPE should instruct pledges to turn to page 21 in <i>The Crown &amp; Delta</i> to utilize their resources to fill in the names of the officers and diagram with officer titles.</p> <p>Once pledges have filled in the diagram. The VPPE will then have a pledge read aloud the responsibilities of the Regional Vice President on page 21 of <i>The Crown &amp; Delta</i>.</p> <p>When all officers are identified and filled in, move on to the Chapter level.</p>
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**Chapter Level**

- *What is the final level of the Fraternity organizational structure?*
  - **The Chapter Level**
- *Who leads the Chapter Level?*
  - **The Chapter President**
- *Who are the non-collegiate members who support the Chapter President and the Chapter most directly?*
  - **The Chapter Advisor, District Director (DD), and if applicable an Assistant DD**
- *And what are the ten (10), including chapter president, nationally recognized chapter officers?*
  - **As pledges are naming the Chapter Officers, the VPPE should fill in the diagram (see below) on the DISPLAY**
  - **If pledges are having a difficult time identifying all of the members of the Executive Committee, the VPPE can prompt them to use page 24 in *The Crown & Delta***
  - The VPPE should place the nationally recognized chapter officers in the places they see in the diagram below. The diagram below is the chapter order of succession as noted in the Fraternity's National Bylaws.

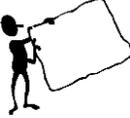


 <p><b>Pg. 25</b></p>	<p>Once all the officers have been identified, the VPPE should instruct pledges to turn to page 25 in <i>The Crown &amp; Delta</i> to utilize their resources to fill in the diagram with officer titles.</p> <p>Once pledges have filled in the diagram. The VPPE will then have pledges take turns reading aloud the responsibilities of the chapter officers on page 25 of <i>The Crown &amp; Delta</i>.</p> <p>After reading aloud the responsibilities, pledges will work with each other and the VPPE to fill in the officers on page 25 in <i>The Crown &amp; Delta</i>.</p>
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	<p><i>The Fraternity’s organizational structure, policies, procedures, and bylaws are universal to the Grand Chapter and all individual chapters. Each individual chapter does have some opportunity to develop some local governing documents, in concert with national governing documents, that provide unique instruction to just our chapter. Some chapters may see a need or benefit to additional chapter officers or committee chairs. Each chapter has the opportunity to develop their own individual attendance policy. Chapters have the option to choose when officers are elected and when transitions happen. Many of these will be unique to our chapter and are adaptable to our campus resources. Our local governing documents do get reviewed annually by a small group of national volunteers to ensure they are not in conflict with national governing documents.</i></p> <p><i>I wanted to spend a little time reviewing some of these local chapter policies. Some of these you may have already seen in action during chapter meetings.</i></p>	
	<p>VPPE should spend a couple of minutes reviewing the local (non-nationally recognized) officers and/or committee chairs, committees, attendance policies, and election policies. Some of these may already be understood by the pledges through their meeting attendance, however, the VPPE should still provide space to answer questions pledges may have.</p>	
<p><b>10/30</b></p>	<p><b>CMP Information</b></p>	<p><b>Needed: DISPLAY (chapter’s current <a href="https://dsp.org/CMP">CMP report</a> (dsp.org/CMP))</b></p> <p><b>Suggested: DISPLAY (<a href="https://dsp.org">CMP Guide</a> (dsp.org   search: CMP Guide))</b></p>
 <p><b>DISPLAY</b></p>	<p>The VPPE will provide a high-level review of the Chapter Management Program (CMP) to help pledges understand the importance of the chapter’s national requirements and expectations. Hopefully pledges have seen the chapter’s current standing and reporting during the chapter meeting. This section is intended to provide more context for the program and why it is important for the chapter and the Fraternity.</p> <p>Prior to starting the section, the VPPE should retrieve their chapter’s current <a href="#">CMP report</a>.</p>	
	<p><i>The Chapter Management Program (or CMP) is a three-tiered program with guidelines and operational requirements for all chapters that has existed, in some form, within Delta Sigma Pi since 1931 when it was known as Chapter Efficiency Contest. It helps collegiate chapter officers keep track of chapter operations and formal communication with the national 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 an incentive to manage their operations well, and credit for activities completed throughout the year.</i></p> <p><i>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. CMP reporting is also a good historical record for the chapter. Officers can review previous submissions of events and forms when planning for their upcoming term.</i></p> <p><i>The Accredited Chapter tier, which is the minimum operational expectations for all chapters, focuses on basic operations of the chapter. Some of these include recruitment/pledging, membership, finances, professional and service programs, and 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.</i></p>	

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	<p><i>The next tiers, Chapter of Recognition and Chapter of Excellence, focus on connecting the chapter with alumni and faculty. This can happen through events, celebrations, and education.</i></p>
	<ul style="list-style-type: none"> <li>● <i>Why would an organization like Delta Sigma Pi have a program like the CMP?</i> <ul style="list-style-type: none"> <li>○ <b>Establishes minimum expectations for every chapter; provides a base for volunteers and staff to assist chapters</b></li> </ul> </li> <li>● <i>What are the benefits of completing the requirements of the CMP?</i> <ul style="list-style-type: none"> <li>○ <b>To keep a historical record of governing documents and events, programs, and operations; to assist brothers in the planning process for an academic year; aid chapter members in ensuring their elected officers are completing their duties</b></li> </ul> </li> </ul>
 <p><b>DISPLAY</b></p>	<p>After introducing CMP and the tiers, the VPPE should take a few moments to show pledges where the chapter’s report can be found on <a href="http://dsp.org/CMP">dsp.org/CMP</a>. The VPPE can highlight specific areas of the report. It is recommended to review Officer Reports, Strategic Plans, Bylaws and Policies, Risk Management Event, Pledge Education Program Requirements, and programming/events.</p>
	<p><i>CMP Status Reports can be viewed by anyone, whether they be members, campus administrators, pledges or parents, online at <a href="http://dsp.org/CMP">dsp.org/CMP</a>. By viewing these reports, members and advisors can ensure the elected officers are completing required items in a timely manner.</i></p> <p><i>Additionally, chapters can review their progress and achievements over a period of multiple years as well as seeing how they are progressing among other chapters within the region or nation. A thing to remember is chapters should not compare themselves to other chapters because institutional academic calendars and resources may be different in a region or across the country. The only true comparison is against ourselves.</i></p>
	<p><i>As we have already discussed the responsibilities of the officers, many of those responsibilities connect back to some part of the CMP. To assist officers in fulfilling their duties and reporting completed CMP requirements, the Central Office produces and updates a <a href="#">CMP Guide</a>. The CMP Guide contains all policies and information about CMP, including details and submission information for each requirement. While the reporting is a duty of officers, planning, execution, and evaluation of the requirements is a function of the entire chapter.</i></p>
 <p><b>DISPLAY</b></p>	<p>The VPPE can navigate to the CMP Guide to show pledges where to find it and what it looks like. It can be found by using the following path:  <a href="http://dsp.org">dsp.org</a>&gt;Resources&gt;Collegiate Chapter Resources&gt;Forms and Manuals then scroll down to “Chapter Management Program Guide”</p>

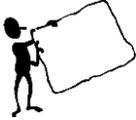
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<b>10/40</b>	<b>Personal Values Clarification</b>	<b>Needed: <i>The Crown &amp; Delta</i></b>
 <b>Pgs. 38-39</b>	<p><i>As we move into the final pieces of the Pledge Education Program, we are going to explore how our personal values influence our leadership and connect us to being an ideal member.</i></p> <p><i>Turn to pages 38-39 in <i>The Crown and Delta</i>. There you will find a list of values. Since this is not an exhaustive list, there are a few lines for you to add some of your own. I am going to give you five (5) minutes to rank your top five (5) values from the list. You must select five! This is to be done silently and independently.</i></p>	
<p>After the five minutes have passed, the VPPE will bring the group back together to discuss the activity.</p> <p>The VPPE should not ask pledges to share ALL the values they ranked. Instead, only identify any that are relevant to the following questions. There are no right or wrong answers to the questions, they are intended to engage pledges in their thoughts about their selection process.</p> <ul style="list-style-type: none"> <li>● <i>Were there any values you were surprised to see on the list?</i></li> <li>● <i>Were there any values you were surprised you ranked for yourself? Why were you surprised?</i></li> <li>● <i>Was this a difficult task? Why?</i></li> </ul>		
<p><i>All these values, as well as others not noted here, are pieces of each of us. Individuals will display different values more strongly than others. Our chapter and the Fraternity need a variety of members who engage in their own individual values to thrive. Each of these values are pieces that make up an ideal member.</i></p>		
<b>10/50</b>	<b>Organizational Values and Purpose</b>	<b>Needed: <i>The Crown &amp; Delta</i>, DISPLAY</b>
 <b>Pgs. 38-39</b>	<p><i>Now what I would like you to do is to put stars next to the five (5) qualities/values you would identify as best resembling the ideal member. The five you choose do not have to be ones you have identified in your personal top five. The stars should be placed in the “values” column. Nothing should be marked in the “group ranking” column at this time. This is also to be done silently, independently, and quickly.</i></p>	

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**Pgs. 38-39**



**DISPLAY**

Once pledges have completed their personal lists and identify the qualities of the ideal member the VPPE will instruct them to create groups of three (3) to five (5). They will complete the Group Values Ranking together.

The VPPE will instruct pledges to:

- 1) Collectively rank their top five values from 1-5 and they **MUST** rank five and only five.
- 2) Come to a consensus as a group; they cannot vote with majority ruling. Everyone must come to an agreement.
- 3) Refer to previous activities and the Purpose of Delta Sigma Pi (pg. 3 in *The Crown & Delta*) to help them in their discussion.
- 4) Take 10 minutes to complete the activity.
- 5) Stop when 10 minutes have elapsed, the VPPE should have the pledges report out. While reporting, the VPPE should record their responses on a DISPLAY.
  - When discussing the VPPE should encourage pledges to explain why they chose particular values.

Once all the values have been reported out, the VPPE should write above all of the responses “IDEAL CHAPTER.”

There are no right or wrong answers to the questions, they are intended to engage pledges in their thoughts about their selection process.

- *What was challenging about this activity?*
- *How did you go about making your decisions and working through differences?*
- *Do you notice any similarities?*

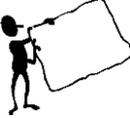
*All the values you have identified for the ideal member, are collectively what makes up an ideal chapter. Back in meeting two, we talked about our Founders, their personal history, and their leadership styles. These four individuals and their individual values identified the Purpose of this Fraternity and what the ideal chapter would be. Having ideal members with multiple qualities, values, identities, and experiences helps us to be an ideal chapter.*

*To help us understand those two things more and help us achieve them, the Fraternity has a number of national events to attend.*

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5/55	National Events	Needed: <i>The Crown &amp; Delta</i>
 <b>Pgs. 32-33</b>	<p><i>As you learned in your online module the primary National events hosted by the Fraternity are:</i></p> <p>VPPE should ask pledges to provide some of the information they learned from the online module about each of the national events. If they need additional guidance, the VPPE can prompt them to find it in <i>The Crown &amp; Delta</i> (pgs. 32-33).</p> <ul style="list-style-type: none"> <li>● <i>LEAD School/Summit</i> <ul style="list-style-type: none"> <li>○ <b>Hosted in the fall</b></li> <li>○ <b>LEAD School: Friday/Saturday event with educational workshops and networking opportunities</b></li> <li>○ <b>LEAD Summit: One day with more focused agenda on leadership development</b></li> <li>○ <b>Recognition of awards (in non-Congress years)</b></li> </ul> </li> <li>● <i>LEAD Provincial Conference</i> <ul style="list-style-type: none"> <li>○ <b>Hosted in the spring</b></li> <li>○ <b>Weekend long event with educational workshops and networking opportunities</b></li> <li>○ <b>Closing banquet recognizing award winners such as Leadership Foundation giving levels, alumni service recognitions, and regional, provincial, and national Collegians of the Year</b></li> <li>○ <b>Provincial Council Meeting to vote on any pending legislation</b></li> </ul> </li> <li>● <i>Presidents' Academy</i> <ul style="list-style-type: none"> <li>○ <b>Hosted in January for all elected presidents</b></li> <li>○ <b>Networking and professional development event</b></li> <li>○ <b>Goal setting, organizational understanding and skill development</b></li> </ul> </li> <li>● <i>Grand Chapter Congress</i> <ul style="list-style-type: none"> <li>○ <b>Held in August of odd numbered years</b></li> <li>○ <b>Multi-day event with educational workshops and networking opportunities</b></li> <li>○ <b>Discussion and voting on any pending legislation of the Fraternity including Bylaws and Ritual updates</b></li> <li>○ <b>Election and installation of the Board of Directors and Regional Vice Presidents</b></li> </ul> </li> </ul>	
15/70	Preparing for Initiation	Needed: <i>The Crown &amp; Delta, DISPLAY</i>
<p><i>As we wrap up the Pledge Education Program, we need to spend just a few more moments reflecting on our Purpose. We are going to shift our conversation about our personal values to a conversation about our collective values. As members of Delta Sigma Pi, we come together through our shared connection to the values of the Fraternity and our Purpose. As members we must understand what these mean.</i></p>		
<p>VPPE should list four organizational core values of the Fraternity on a DISPLAY.</p> <ul style="list-style-type: none"> <li>● Professionalism</li> <li>● Service</li> <li>● Social</li> <li>● Scholarship</li> </ul>		

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 <p><b>Pg. 40</b></p>  <p><b>DISPLAY</b></p>	<ol style="list-style-type: none"><li>1. The VPPE should divide pledges up into four (4) groups.<ul style="list-style-type: none"><li>○ If the number of pledges is smaller than eight (8) divide pledges into two groups</li><li>○ If the number of pledges is more than thirty (30) divide them into eight (8) groups.</li></ul></li><li>2. Have each group create a definition for one of the four values.<ul style="list-style-type: none"><li>○ VPPE must ensure all four values are assigned to a group.</li></ul></li><li>3. Each member of the group should discuss what the particular value means to them.</li><li>4. Pledges will have five (5) minutes to discuss, develop, and record in <i>The Crown &amp; Delta</i> on page 40 the definition they decide upon.</li><li>5. When the five (5) minutes elapse, the VPPE should have the groups share their definitions one by one.</li><li>6. After each group has shared, the entire group should devise ways to put that value/definition into action.</li></ol> <p>The VPPE should record these responses on a DISPLAY</p>
 <p><b>Pg. 40</b></p>	<p><i>Our values are only useful if we understand them, connect with them, and act upon them. Over the past few weeks, we have discussed the history of our organization, our policies and procedures, and the organizational structure. We have also just spent time clarifying our personal values, our groups values, and connecting those to the four organizational values of the Fraternity. With all that knowledge turn to page 40 in <i>The Crown &amp; Delta</i> and take a few moments to reflect on the Purpose of Delta Sigma Pi one last time as part of the Pledge Education Program. Read the words, connect with them personally, professionally, and organizationally. How does it speak to you?</i></p>
	<p>The VPPE should allow pledges approximately five (5) minutes to independently record their thoughts in <i>The Crown &amp; Delta</i>.</p>
	<p>VPPE should not directly ask pledges to share their personal reflections, but the process of their reflection with the following questions. There are no right or wrong answers to these questions. They are intended to think about the individual's understanding and connection to the Pledge Education Process and the Purpose of the Fraternity.</p> <ul style="list-style-type: none"><li>● <i>If you look back at information from our first meeting, compare your thoughts on what you feel the Purpose of Delta Sigma Pi is to that of your big brother. What are the differences? What are the similarities?</i></li><li>● <i>How has the Pledge Education Program helped you to understand the Purpose of the organization?</i></li><li>● <i>How do you feel this guiding statement may benefit you personally and professionally moving forward?</i></li><li>● <i>Based on the understanding of your personal values, group values, and organizational values, does being a member of Delta Sigma Pi achieve our definition of IDEAL MEMBER? Why or why not?</i></li></ul>

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5/75	<b>Meeting 4 Wrap Up</b>	
	<p>In this meeting we have:</p> <ul style="list-style-type: none"><li>• Explored some of our personal values</li><li>• Discussed what an Ideal Member looks like</li><li>• How having Ideal Members, contributes to having an Ideal Chapter</li><li>• Learned about how chapters, brothers, and the Fraternity are benefitted by the Leadership Foundation</li><li>• Connected the values of the Fraternity to it's Purpose.</li></ul>	
	<p>The VPPE should congratulate pledges on the completion of their pledge education meetings. There <u>should not be any special activities to commemorate the occasion</u>. Participating in the Initiation Ceremony serves that purpose. Remember there is not to be any organized Fraternity activity with pledges within 24 hours of initiation.</p> <p>Instruct them on the date and time for which the comprehensive final examination module must be completed. Pledges must be reminded the module will contain only the questions from prior modules. Additionally, pledges must be reminded they must complete and achieve an acceptable/passing score and have all fees paid prior to being initiated.</p> <p>The VPPE should remind pledges where their Initiation will take place, what time to arrive, and the attire for the event, and <u>remind them to wear their pledge pin</u>.</p> <p>They should also make them aware there may be brothers in attendance they have never met before. These could be alumni from the chapter, alumni from other chapters, members of an alumni chapter, and/or regional, provincial, or national leaders.</p>	