

*Per National Policy, the Pledge Education Guide, including this document
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Pledge Education Meeting Plan 4

Regional and Local Structures

Broad Topics: Regional Organizational Structure; Local Chapter Organizational Structure, dsp.org, CMP

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 in
- 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 identify at least two (2) pertinent pieces of information found on dsp.org

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:


- ★ 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 & Delta*.

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 the online module, 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>	

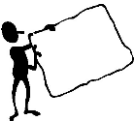
10/15	Structure and Role of the Fraternity	<p>Needed: <u>The Crown & Delta</u></p> <p>Suggested: DISPLAY (for Chapter Locator)</p>
 Pg. 19	<p>Prior to beginning the discussion and exercise, the VPPE should have completed the empty spaces on page 19, 20, 22, 25, and 26 to ensure appropriate/relevant information is correct. All leadership positions can be found at dsp.org/chapter-locator.</p>	
 Pg. 19	<ul style="list-style-type: none"> • <i>Who can tell me what is the highest elected level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> ○ Board of Directors • <i>What are the ten (10) officers on the Board of Directors?</i> <ul style="list-style-type: none"> ○ If pledges are having a difficult time identifying all the members of the Board of Directors, the VPPE can prompt them to use page 19 in <i>The Crown & Delta</i> 	
 Pg. 19	<p>The VPPE will then have pledges take turns reading aloud the responsibilities of the Board of Directors on page 19 of <i>The Crown & Delta</i>. As reading, Pledges should identify the individuals and record them in <i>The Crown & Delta</i>.</p> <p>When all National officers are identified and filled in, they move on to the Provincial level.</p>	
	Provincial Level	
 Pg. 20	<ul style="list-style-type: none"> • <i>Who can tell me what is the next level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> ○ The Provincial Level • <i>Who leads the Provincial Level?</i> <ul style="list-style-type: none"> ○ The Provincial Vice President (PVP) • <i>And how many Provinces does the Fraternity have?</i> <ul style="list-style-type: none"> ○ Five (5) • <i>Can anyone tell me what Province our chapter is in?</i> <ul style="list-style-type: none"> ○ 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. • <i>And who, in our volunteer structure, is supervised by the PVP?</i> <ul style="list-style-type: none"> ○ Regional Vice Presidents ○ Provincial Vice Presidents will oversee five (5) – seven (7) regions within their province 	

	Regional Level
 Pg. 20	<ul style="list-style-type: none"> • <i>Who can tell me what is the next level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> ○ The Regional Level • <i>Who leads the Regional Level?</i> <ul style="list-style-type: none"> ○ The Regional Vice President (RVP) • <i>Can anyone tell me what Region our chapter is in?</i> <ul style="list-style-type: none"> ○ If pledges cannot identify the Region the chapter is in, the VPPE can either tell pledges or provide them with resources such as dsp.org. • <i>And how many Regions does our Province have?</i> <ul style="list-style-type: none"> ○ VPPE should confirm the correct answer • <i>Does anyone have any idea how many regions the organization has in total?</i> <ul style="list-style-type: none"> ○ The VPPE can provide pledges with resources such as dsp.org. ○ Thirty-two (32) • <i>And who, in our volunteer structure, are appointed and supervised by the RVP?</i> <ul style="list-style-type: none"> ○ 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.

 Pg. 20	<p>The VPPE should instruct pledges to turn to page 20 in <i>The Crown & Delta</i> and have a pledge read aloud the passage. After reading the passage, pledges should utilize their resources to fill in the information regarding the province and region.</p> <p>The VPPE should have the information completed ahead of time to assist and ensure the information pledges are recording is correct.</p>
	Additional Volunteer Structures
 Pg. 21	<p>The VPPE should instruct pledges to turn to page 21 in <i>The Crown & Delta</i> and have a pledge read aloud the passage. It's encouraged to have different readers for the 5 passages. After reading the passage, pledges should utilize their resources to fill in the information regarding the province and region.</p>
	<p><i>To better illustrate the reach and resources Delta Sigma Pi has, on page 22 are a couple of spaces for you to explore fraternity membership statistics. The information can be found on the chapter locator at the bottom of dsp.org.</i></p>
 Pg. 22	<p>The VPPE should instruct pledges to turn to page 22 in <i>The Crown & Delta</i> and give a couple of minutes for pledges to complete the three information blocks. Once all completed the group should share their findings aloud to confirm information is correct.</p>
	Chapter Level
	<ul style="list-style-type: none"> • <i>What is the final level of the Fraternity organizational structure?</i> <ul style="list-style-type: none"> ○ The Chapter Level • <i>Who leads the Chapter Level?</i> <ul style="list-style-type: none"> ○ The Chapter President

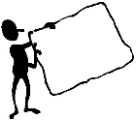
	<ul style="list-style-type: none"> • <i>Who are the non-collegiate members who support the Chapter President and the Chapter most directly?</i> <ul style="list-style-type: none"> ○ The Chapter Advisor, District Director (DD), and if applicable an Assistant DD • <i>And what are the ten (10), including chapter president, nationally recognized chapter officers?</i> <ul style="list-style-type: none"> ○ As pledges are naming the Chapter Officers, the VPPE should fill in the names 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 pages 23-24 in <i>The Crown & Delta</i> 	
 Pgs. 24-25	<p>VPPE should ask pledges to read aloud the responsibilities of the officer role, and the group should be able to identify the individual in the officer role.</p> <p>Pledges should be adding the current names of the nationally recognized officers as they appear in The Crown & Delta (in national succession order). The names of the offices should reflect the officers listed in the hub.</p>	
10/25	Organizational Structure Trivia	<p>Needed: Game Board and Answer Key (located at end of this document)</p> <p>Suggested: Display for Game Board</p>
	<p>This activity can be played in a team or individual format. Either format can be utilized in a “game show” format, timed format (how many can you/team answer in a specific amount of time), or a “race to the finish” format.</p> <p>The ultimate goal is for all of the questions to have been correctly answered for the pledges so they have a clearer understanding of the different levels of the Fraternity and the roles of it’s officers.</p>	
5/30	Local Chapter Policies	<p>Needed: Access to local chapter governing documents</p> <p>Suggested: Printed copies of local chapter governing documents</p>
	<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 an 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 can 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>	

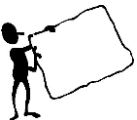
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	<p>The VPPE should take the time to discuss with pledges any unique practices of the chapter as well as provide copies or access to the chapter's local Bylaws and Policies and Procedure manual. Things that could be discussed:</p> <ul style="list-style-type: none"> Any local attendance policies for chapter meetings and/or events Any additional committees, officers, or chairperson roles (beyond the ten (10) national recognized officers) and their responsibilities Officer election procedures <ul style="list-style-type: none"> When are the majority of officers elected Are there officers elected on a term basis vs other elected for an annual term? 	
10/40	CMP Information	<p>Needed: DISPLAY (chapter's current CMP report (dsp.org/CMP))</p> <p>Suggested: DISPLAY (CMP Guide (dsp.org search: CMP Guide))</p>
 DISPLAY	<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 CMP report.</p>	

	<p><i>The Chapter Management Program (or CMP) is a chapter health evaluation 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 six operational/functional areas of chapter health. Within the operational areas are individual indicators that provide information regarding chapter performance.</i></p> <p><i>Good reporting by all officers through CMP assists in identifying “in the moment” areas of excellence and opportunity for improvement, 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>Chapters are expected to maintain a CMP health evaluation between marginal and strong health throughout the year. Chapters are continually recognized for CMP performance.</i></p>
	<ul style="list-style-type: none"> <i>Why would an organization like Delta Sigma Pi have a program like the CMP?</i> <ul style="list-style-type: none"> Establishes minimum expectations for every chapter; provides a base for volunteers and staff to assist chapters <i>What are the benefits of completing the requirements of the CMP?</i> <ul style="list-style-type: none"> 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


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 DISPLAY	<p>After introducing CMP, the VPPE should take a few moments to show pledges where the chapter's report can be found on dsp.org/CMP. The VPPE can highlight specific areas of the report. It is recommended to review Officer Operations 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 dsp.org/CMP. By viewing these reports, members and advisors can ensure the elected officers are completing required items in a timely manner.</i></p> <p><i>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 CMP Guide. 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>

 DISPLAY	<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: dsp.org>Resources>Collegiate Chapter Resources>Forms and Manuals then scroll down to "Chapter Management Program Guide"</p> <p>This will be useful as many pledges will assume chapter officer roles at some point</p>
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15/55	Professional and Service Events	Needed: <i>The Crown & Delta</i>
	<p><i>Part of a chapter's CMP requirements are to host professional and service events throughout the year. Each chapter is expected to host at least one (1) professional and (1) service event each month with at least 50% of the chapter present at each.</i></p> <p><i>The role of service events is for brothers to engage in giving of their time, talents, and/or treasure to serve the greater good. Service is a strong component of the Fraternity, but also the business community. Service events may be passive, such as collecting creating bookmarks or flash cards for local schools in support of our national literacy initiative. Some service events may be more active in nature. Brothers could be in nature cleaning up trails or participating in a local after school program reading to students. The primary focus of service events is the <u>impact</u> you are making on the community. There is no service event too big or too small that won't have some sort of impact!</i></p> <p><i>Professional events are intended to educate brothers in specific topics. They could be for a specific business or internship/job search preparedness. Events could be on a smaller scale and could be added to the end of a chapter meeting agenda, such as a resume review with the Career Center. Others can be larger scale such as a sponsored speaker for the entire school of business or planning a tour and Q&A session with a major corporation. For professional events to be counted for CMP credit, they must be presented by a professional in a particular field. While the chapter may conduct internal workshops led by brothers, they will not count for CMP credit, unless it is an alumni member who is a professional in the field.</i></p>	

	<ul style="list-style-type: none"> ● <i>Why would Delta Sigma Pi require chapters to participate in service and professional events?</i> <ul style="list-style-type: none"> ○ It is part of our Purpose as a Fraternity: <ul style="list-style-type: none"> ■ “...to encourage social activity and the association of students for their mutual advancement...” ■ “...promote a closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.”
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 Pg. 36	<p><i>I want to give you all the opportunity to think about the different moving parts involved in planning an event. Specifically, a professional event. I am going to give you approximately ten (10) minutes to plan a professional event. In The Crown & Delta on page 36 there are some prompts to think about and resources you can use for planning. After you have planned the event, I am going to ask you to present it.</i></p>	
	<p>The VPPE should break the pledges up into smaller groups of 3-5. If necessary, the VPPE can assign the smaller groups specific types of professional events such as, workshops, presentation, tour, etc.</p> <p>Once the time has elapsed, pledges should briefly present their events.</p>	
5/60	Wrapping up Meeting 4	
	<p>During this meeting we covered:</p> <ol style="list-style-type: none"> 1) The Organizational Structure of the Fraternity 2) Our Regional and Local Information 3) Understanding of the Chapter Management Program (CMP) 4) Event Planning 	
	<p>Assign online module 4: Living the Purpose.</p> <p>Remind pledges:</p> <ul style="list-style-type: none"> ● When modules are expected to be completed with satisfactory score ● Date/time/location/attire of next chapter meeting ● Date/time/location of next pledge education meeting ● Date/time/location/attire of any chapter events pledges should attend <ul style="list-style-type: none"> ○ Be mindful pledges may not participate in organized Fraternity activity in excess of six (6) hours per week (Sunday-Saturday) <p>Adjourn</p>	

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	Chapter Level	Executive Committee Responsibility	Regional Level	Provincial Level	National Level
1pt	This is the Greek Letter Name of our chapter.	This officer is responsible for the overall inner workings of the chapter.	This is the region of Delta Sigma Pi our chapter is located in.	This is the province of Delta Sigma Pi our chapter is located in.	This is the full legal name of our Fraternity.
2pts	This is the number of nationally recognized officers on the executive committee.	This officer is responsible for the facilitation of the chapter's recruitment strategy.	This is the email address of our Regional Vice President.	This is the email address of our Provincial Vice President.	This is the name given to the "supreme body" that governs Delta Sigma Pi.
3pts	This faculty/staff member has been elected by the chapter to serve as our Chapter Advisor.	This officer is responsible for our connection with graduated members of the Fraternity, not just our chapter.	This is the name of our Regional Vice President.	This is the name of our Provincial Vice President.	This is the name of the Fraternity's current Grand President.
4pts	The name of the tool utilized to indicate the current health of a chapter is this.	This officer is responsible for serving as chair of the chapter Standards Committee, facilitating its training and ensuring all Fraternity Ritual Ceremonies are conducted properly.	Regional Vice Presidents are responsible for appointing these alumni volunteer advisors.	A Provincial Vice President is elected to not only serve the interests of their province, but also the Fraternity by sitting as a member of this Fraternity body.	This is the name given to members serving on the decision-making board of the Delta Sigma Pi Leadership Foundation.

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Answer Key (* indicates there is supplemental information provided below the key)

	Chapter Level	Executive Committee Responsibility	Regional Level	Provincial Level	National Level
1	This is the Greek Letter Name of our chapter. *What is: <u>CHAPTER NAME</u>	This officer is responsible for the overall inner workings of the chapter. Who is: Chapter President	This is the region of Delta Sigma Pi our chapter is located in. *What is: <u>REGION NAME</u>	This is the province of Delta Sigma Pi our chapter is located in. *What is: <u>PROVINCE NAME</u>	This is the full legal name of our Fraternity. *What is: The International Fraternity of Delta Sigma Pi, Inc.
2	This is the number of nationally recognized officers on the executive committee. *What is: 10	This officer is responsible for the facilitation of the chapter's recruitment strategy. Who is: Senior Vice President	This is the email address of our Regional Vice President. What is: <u>REGIONNAME</u> <u>@dsp.org</u>	This is the email address of our Provincial Vice President. What is: <u>PROVINCENAME</u> <u>@dsp.org</u>	This is the name given to the "supreme body" that governs Delta Sigma Pi. What is: The Grand Chapter
3	This faculty/staff member has been elected by the chapter to serve as our Chapter Advisor. *Who is: <u>ADVISOR NAME</u>	This officer is responsible for our connection with graduated members of the Fraternity, not just our chapter. Who is: VP-Alumni Relations	This is the name of our Regional Vice President. Who is: <u>RVP NAME</u>	This is the name of our Provincial Vice President. Who is: <u>PVP NAME</u>	This is the name of the Fraternity's current Grand President. Who is: Erica Kolsrud (KOHLZ-rood)
4	The name of the tool utilized to indicate the current health of a chapter is this. What is: the Chapter Management Program or CMP	This officer is responsible for serving as chair of the chapter Standards Committee, facilitating its training and ensuring all Fraternity Ritual Ceremonies are conducted properly. Who is: Chancellor	Regional Vice Presidents are responsible for appointing these alumni volunteer advisors. Who are: District Directors	A Provincial Vice President is elected to not only serve the interests of their province, but also the Fraternity by sitting as a member of this Fraternity body. What is: the Fraternity Board of Directors	This is the name given to members serving on the decision-making board of the Delta Sigma Pi Leadership Foundation. What is: Foundation Trustee

Supplemental Information

- Chapter Level/1 pt:** Our chapter was founded at INSTITUTION NAME on FOUNDING DATE.
- Chapter Level/2 pts:** The 10 nationally recognized officers are President, Senior VP, VP-Pledge Education, VP-Chapter Operations, Chancellor, VP-Professional Activities, VP-Community Service, VP-Scholarship and Awards, and VP-Alumni Relations. All other officers are unique to our chapter.
- Chapter Level/3 pts:** Our advisor can be found in the DEPARTMENT and their office is located OFFICE BUILDING NUMBER.
- Regional Level/1pt:** Our region has REG collegiate chapters and REG alumni chapters.
- Regional Level 4 pts:** Our District Director is NAME. They can be reached at CONTACT INFORMATION.
 - (IF APPLICABLE) We also have an Assistant District Director NAME. They can be reached at CONTACT INFORMATION.
 - (IF NO DD ASSIGNED): Since we don't yet have a District Director assigned, our Regional Vice President serves as DD.
- Provincial Level/1pt:** Our Province has PROV regions.
- National Level/1pt:** That is the long form. Short forms include DSP and Deltasig with no space and lower case "s."