

SIGMA SIGMA SIGMA  
*ever forward*

## OFFICER MANUAL

November 2011 – December 2012

# CHAPTER OFFICER

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Other CAB Members \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

House Corporation \_\_\_\_\_

Campus Fraternity/Sorority  
Advisor \_\_\_\_\_

Assistant Director of Chapter  
Services \_\_\_\_\_

College Panhellenic  
Assistant \_\_\_\_\_

Regional Consultant \_\_\_\_\_

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## Expectations of Chapter Leaders

### Model the Way

- Set an example of high standards and conduct by being an example in all aspects of chapter life (by paying dues on time, meeting participation standards, appropriate behavior at all times, being respectful of others, achieving success academically, upholding Tri Sigma's values, attending meetings and participating in Essential Sigma).
- Uphold and support the *Bylaws of Sigma Sigma Sigma*, *The Rituals of Sigma Sigma Sigma*, National Policies and Position Statements of Sigma Sigma Sigma and the Declaration of Principles of Sigma Sigma Sigma.
- Strive to be an ethical leader and an example for all Sisters. Remember what is popular is not always right, and what is right is not always popular.

### Inspire a Shared Vision

- Promote teamwork, communication and full participation among all chapter members.
- Hold members, including officers, accountable.

### Challenge the Process

- Set individual goals which will support chapter goals.
- When in doubt, ask! We don't expect you to know everything, but we do expect that you seek to educate yourself!

### Enable Others to Act

- Develop good communication with the chapter and the CAB. Keep all members informed and involved in chapter activities and committees.
- Keep in regular contact with corresponding National Officers to ensure that all reports are completed in an accurate and timely manner. E-mails should be reviewed and responded to within 24-36 hours, even if it is just to say, "I received your email, and I'm working on a response."
- Train your successor.
- Some leaders assume that the job will not get done unless they do it themselves. Empower your chapter members to do things they have never tried before; they might find a hidden talent.

### Encourage the Heart

- Conflict can be both positive and negative. Conflict can be positive when people have a different idea on how to solve a problem. It is part of a good brainstorming process. However, PERSONAL conflict will decompose your officer team. Seek help on how to best address a conflict, address immediately and rationally, and then move forward after a decision is made!
- Accentuate the positive: The best way to get credit is to give it away. Often, "nice job" is all the praise necessary to make a woman feel she is contributing to the chapter.

*"I believe we can change the world if we start listening to one another again. Simple, honest, human conversations. Not mediation, negotiation, problem solving, debate, or public meetings. Simple, truthful conversation where we each have a chance to speak, we each feel heard, and we each listen well."*

~Margaret J. Wheatley

## Duties of all Chapter Officers

- Uphold National Ideals
- Be an Informed Leader
- Oversee Chairmen
- Implement National Programs – OTP, ATP, ES, Accreditation & Awards, and Honor Council
- Enforce Risk Management Policies
- Submit National Reports
- Complete general operations to run the chapter
- Plan National Visits
- Participate in Officer and Chapter Meetings

## POSITION DESCRIPTIONS

*This section contains an overview of all positions who work with collegiate chapters – advisors, national support resources, officers, and chairs.*

### Officers Position Descriptions

*Officers must maintain a 2.0 semester GPA and a 2.5 cumulative GPA average to hold office. If you fall below these requirements, do the right thing...notify your President and advisor immediately so the position can be filled. School comes first. It is hard to step-down but doing so sooner than later is better for your grades, will ensure the new officer has as much as possible to learn about her new position, and it is the ethical choice instead of waiting until the chapter gets the grade report. Character Counts!*

#### President (CP)

- Ensures all officers are fulfilling their duties and responsibilities.
- Copies CAB and Regional Consultant on chapter emails and communication.
- Conducts chapter goal setting meetings in the first 1-2 weeks of each semester and monitors chapter progress toward goals throughout the semester.
- Coordinates, hosts, and runs weekly chapter officer meetings and chapter meetings.
- Oversees Officer Election process and follows up to make sure 100% of officers and chairs complete OTP by the given deadlines.
- Ensures new member program follows all Tri Sigma policies and procedures.
- Works with the Social and Risk Chairmen to complete and verify Social Event Plans.
- Forms Bylaw Review committee each year to review local bylaws and make suggestions for revisions. All bylaws should be updated and revised and submitted to your Regional Consultant by the reporting deadlines outlined on the Collegiate Monthly Reports page in Sigma Connect.
- Ensures 5<sup>th</sup> Year Senior Status or Inactive Status requests are submitted between April 1 and August 15. Late applications are not accepted.
- Reviews and endorses all chapter award nominations.
- Notifies Asst. Director of Chapter Services of officers that may need to be removed (GPA, Honor Council, or not fulfilling their duties), membership terminations, CAB or House Corporation issues or concerns and any potential member who is being sent to Honor Council for hazing.
- Fills out member transfer information.
- Coordinates or delegates coordination of Regional Consultant and National Officer Visits.
- Oversees the Crisis Management plan and ensures chapter is annually educated on the plan.
- Serves as the main contact for media and publications by reviewing any statements with

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- National Executive Director prior to submission.
- Appoints Chairmen and any officer vacancies.
- **Support Contacts:** CAB, Regional Consultant, Asst. Director of Chapter Services, National Headquarters
- **Accreditation Support Role:** Ensures that chapter is planning for and striving to meet all accreditation standards by training and supporting the Accreditation Chair/Committee. Read and review accreditation information in this manual to be knowledgeable of dates, deadlines and standards, prepares for monthly RC calls by examining the online Accreditation Verification tracking list, work with National Organization to seek support and help to meet 100% of accreditation standards.

### Vice President (VP)

- Oversees Arc Sequence of Essential Sigma and ensures all components of the Arc Sequence (including the National Test) are completed by new members online.
- Manages the Essential Sigma Admin page for the Arc Sequence.
- Selects and trains Arc Sequence Group leaders.
- Management new member forms and fees:
  1. Has all new members complete 2 copies of the M476 card on bid day
  2. Submits the online P109 within 24 hours of bid extension
  3. Works with Treasurer to mail P109, M476 cards, and new members fees to National Headquarters within 7 days of bid extension.
  4. Submits Depledge report within 24 hours of depledging.
  5. Ensures all new members have submitted an RM1 in the online Arc Sequence within 2 weeks of Arc Degree (note – your regional consultant sends regular updates on who still needs to sign)
  6. Works with Treasurer to collect badge fees 2 weeks before initiation and submit the Badge Order Form no later than 48 hours after initiation. It is important to note that ***new members should have a choice in the badge style they wish to purchase.*** Examples are on the national website.
- Works with Risk Management Chairman to educate new members on Risk Management Policies and Procedures
- Works with Ritual Chairman to host ritual education program with new members, pre-initiation meeting, and post-initiation meeting.
- Selects and trains those members who may assist with Arc Sequence.
- Works with Education Director to present programming and provide scholarship support for new members
- Assists the chapter in being accredited by ensuring completion of all items assigned to the VP (see the Accreditation section of this manual for specific standards).
- Acts as President, until an election can be held, in the case of a vacancy in this position.
- **Support Contacts:** CAB, assigned Regional Consultant, Asst. Director of Chapter Services, National Headquarters – Collegiate Membership Coordinator and Accountant.

### Treasurer (CT)

- Utilizes BillHighway Financial Management system for all chapter accounting procedures. Implementation is required for all chapters.
- Charges new member fees within 48 hrs of Bid Distribution, and then notifies Secretary to submit roster changes once new members have paid their fees.
- Mails new member fees to NHQ with P109 and M476 cards within 7 days of bid distribution. DO NOT SEND PERSONAL INDIVIDUAL CHECKS. NHQ accepts chapter checks only.
- Submits Badge Order no later than 48 hours after initiation. (New members must pay all outstanding fees and badge fees before being initiated.)
- Creates reimbursement system for members where a member should submit a request for purchase in advance. The Treasurer should approve the item and the amount, and the member would then be able to purchase and submit a receipt. ONLY IF a receipt was

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- submitted would the Treasurer then write a check for that amount.
- Creates and enters budget into BillHighway by given reporting deadlines.
- Balances financial records monthly.
- Tracks all receipts and disbursements.
- Submits women to Honor Council monthly who are delinquent more than \$25 past due more than 7 days.
- Must have 2 check approvers on the BillHighway account.
- Only accepts member dues payments through BillHighway – NO CASH or CHECKS.
- DO NOT FRONT MONEY – don't purchase a T-shirt for someone who hasn't paid, don't pay National dues for someone who hasn't paid the chapter, etc. Instead, send them to Honor Council.
- Ensures taxes are resolved with you Financial Services Coordinator by June 30. Late taxes may result in paying a \$200+ audit fee.
- Collects, records and tracks member payments.
- Submits National dues and fees – failure to do so by the due dates may result in a suspension of activities, additional fees, or Chapter Supervision.
- Resolve Pending item at National Headquarters by given deadlines to avoid a suspension of activities.
- Send all donations to the Foundation within 7 days of collection.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the Treasurer (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, assigned Regional Consultant, Financial Services Assistant, Housing Director, Asst. Director of Chapter Services, National Headquarters.

### **Secretary (CS)**

- Takes minutes at chapter AND officer meetings. Chapter Meeting minutes should be read and approved at the next chapter meeting. Once approved, upload to Google Documents and share with at least chapter officers, CAB, RC, and ADCS.
- Maintains permanent Minutes Books – these serve as history and legal records. **Minutes should never be discarded.**
- Ensures the Chapter's Officer Contact Information for is always accurate with names, addresses, phone numbers, and emails. This includes the chapter C202 and "Contact Tab" on your Chapter Snapshot in Google Documents.
- Submits roster corrections (note: initiations, depledges, transfers, 5<sup>th</sup> Year or Inactive Status Request, and terminations require additional forms to be submitted – see the collegiate monthly reports page to obtain these forms)
- Submits roster status changes to notations of those women who are designed as Seniors.
- Maintains chapter directory which has all sisters' contact information (names, emails, phone numbers, and addresses).
- Maintains chapter history – updates several weeks before the end of year/semester, reads to chapter for approval (note: you can purchase permanent history books from National Headquarters).
- Sends Thank you cards to those who helped with Philanthropy events, Recruitment Events, Alumna Recommendations, etc.
- Send Cards/notes to other campus chapters for installations, Founder's Day, winning awards or recognition, good luck on finals, etc.
- Maintains the chapter "Calendar tab" of the Chapter Snapshot.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the Secretary (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, assigned Regional Consultant, Asst. Director of Chapter Services, National Headquarters

### Membership/Recruitment Director (MRD)

- Completes an Annual Recruitment Questionnaire to create your chapter's recruitment action list in your Recruitment Toolkit.
- Communicates with President and National College Panhellenic Assistant BEFORE submitting any recruitment infractions.
- Ensures all new members have at least a 2.5 cumulative GPA before a bid is extended. If this does not occur, the new member must be depledged immediately.
- Coordinates all recruitment events with the assistance of a Recruitment Committee.
- Reviews Legacy Policy with all chapter members. Ensure full adherence.
- Contacts National Headquarters within 24 hours if a legacy is released.
- Educates chapter on ranking, voting, rotation groups, communication skills and other programs to prepare for recruitment.
- Ensures all members understand Panhellenic policies and procedures in order to host an ethical recruitment.
- Plans formal, informal, and dynamic recruitment events.
- Reads alumna references and ensures a thank you card is sent to the alumna.
- On Bid Day of Formal Recruitment, calls National Headquarters to report quota, number pledged, and number of bids accepted.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the MRD (see the Accreditation section of this manual for specific standards).
- Develops a recruitment incentive plan for members.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Regional Support Team member, assigned Regional Consultant.

### Education Director(ED)

- Oversees the Triangle Sequence of Essential Sigma, which will assist in the planning of all Accreditation education programs.
- Manages the Essential Sigma Admin page for the Triangle Sequence.
- Coordinates Chapter Academic Support program (It may include study hours, individual scholarship plans, or other means of academic support. There is no single requirement other than the chapter to have a plan to support members' academic success.)
- Ensures that Academic Support Program requirements are outlined in your local chapter Bylaws. If your chapter has a standard for missed study hours that will result in being submitted to Honor Council, this must be outlined in your local Bylaws as well.
- Collects member GPA information before the report is due (October & February). If university has not provided this, please ask all members to print and submit an unofficial transcript with their semester and cumulative GPA.
- Submits any member with a GPA below a 2.5 cum. (this includes a 2.4999) to Honor Council within 5 days of receiving the chapter grade report. If an officer or Honor Council member has less than a 2.0 semester and/or less than a 2.5 cum., they must be submitted to Honor Council. Immediately contact your Asst. Director of Chapter Services for guidance.
- Creates and implements academic incentive programs to encourage scholarship and academic achievement.
- Provides members with campus academic resources – study labs, computer labs, writing or math labs, tutoring centers or services, counseling or health support services, etc.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the ED (see the Accreditation section of this manual for specific standards).
- Submit Scholarship Ring applications for eligible members.
- Conducts the Essential 10 Recommitment Ceremony each September.
- Promotes Scholarship funds available through the Sigma Sigma Sigma Foundation.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Director of Programs, assigned Regional Consultant

### Panhellenic Delegate (CPHD)

- Attends Panhellenic Meetings or ensures alternate is present for all meetings

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- Send Panhellenic Meeting minutes to your Regional Consultant and College Panhellenic Assistant.
- Reports weekly at chapter meetings on Panhellenic events, activities, and meeting topics.
- Seeks the chapter input on Panhellenic matters then votes on behalf of the chapter.
- Communicates with your College Panhellenic Assistant (a National Officer assigned to support you chapter with Panhellenic decisions or changes) and Regional Consultant before votes on changing campus total, extension, changes to recruitment rules or structure, or modifications of the Panhellenic alcohol policy.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the ED (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, College Panhellenic Assistant, assigned Regional Consultant

## Chairs/Committees

*Local and National committee chairs are appointed by the Chapter President. All chairs (local and national) must have at least a 2.5 cumulative GPA to hold a chair position.*

### Alumnae Relations Chairman (AR)

- Coordinates the Circle Sequence for seniors as part of Essential Sigma.
- Manages the Essential Sigma Admin page for the Circle Sequence.
- Maintains the chapter Sigma Connect group – ensures a majority of alumnae are members and posts monthly updates to keep alumnae informed.
- Assists with Founders Day and Chapter Anniversary Planning by coordinating with alumnae.
- Maintains a list of local alumnae (not limited to just chapter alumnae) who should be invited to special events and occasions.
- Maintains contact and communication with local Alumnae chapter.
- Educates chapter members on Alumnae Chapter Life, opportunities for Sigma involvement after college, and Tri Sigma volunteer opportunities.
- Ensures that recent graduates maintain their address and contact information with both the chapter and the National Organization.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the AR (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Director of Programs, and assigned Regional Consultant

### Accreditation/Awards Chairman (AAC)

- Works with President to select chapter individuals to be nominated for National individual awards (There is a November 1 deadline for all individual award nominations).
- Works with chapter officers to submit Chapter Award applications (Due December 1).
- Collects information/responses for award applications BEFORE being submitted to review for accuracy, grammar, spelling, clarity, etc.
- Sends Chapter Advisor(s) award nominations BEFORE they are submitted, as they will need to review and endorse.
- Assists the chapter in being accredited by ensuring completion of all items assigned (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, assigned Regional Consultant

### Efficiency Chairman (EFF)

- Works with officers and chairmen to ensure reports are submitted by stated deadlines (All reports and deadlines are listed on the Collegiate Monthly Reports page of the Sigma Connect).
- Receives and files a copy of all submitted forms and reports. Reports should be kept as part of chapter history.
- Makes sure CAB receives a copy of all reports submitted.

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- Files all report submission confirmation emails/letters for accreditation verification.
- Submits corrections for points or reports to your Regional Consultant.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the EFF (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, Director of Chapter Services, assigned Regional Consultant

### **Foundation/Philanthropy Chairman (F/PC)**

- Plans at least one community service event per semester.
- Plans fundraisers to benefit the Tri Sigma Foundation and raise at least the minimum requirements for Accreditation.
- Works with PR Chairman to promote events.
- Educates members/new members on the Foundation, RPM, Foundation Grants, Foundation Scholarships, and ways to donate to the Foundation.
- Shares with chapter any dates and deadlines for scholarships, grants and UIFI funding support. Scholarships forms and deadlines can be found on the Foundation section of the National website.
- Encourages individual giving to the Foundation.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the F/PC (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Foundation (via National Headquarters), assigned Regional Consultant

### **Honor Council Chairman (HC)**

- Oversees Honor Council and ensures all members are fulfilling job duties and responsibilities.
- Conducts training for newly elected Honor Council members.
- Hosts annual Honor Council education program for entire chapter and then with all new members.
- Works with President, Treasurer, Education Director, and Secretary to ensure members are being submitted for outstanding dues, GPA below 2.5 cumulative (and 2.0 semester if officer) or Honor Council member), and participation points.
- Keeps all chapter members informed of the Zero Tolerance Hazing policy.
- Ensures that Honor Council is a fair, consistent, respected group within the chapter.
- Communicates with both the President and CAB on issues, concerns, and reoccurring problems within the chapter.
- Ensures the appropriate officers are receiving information about a member's Honor Council goals so they may follow-up and effectively do their jobs.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the HC (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Director of Chapter Services, assigned Regional Consultant

### **Music Chairman (MC)**

- Ensures a song is sung at the opening of each chapter meeting (regular and CBM).
- Teaches chapter songs for Ritual and CBMs.
- Initiates practice for songs for Founders Day, Initiation, recruitment, etc.
- Teaches Stately and Royal to new members.
- Works with the Awards Chairman to submit Song of the Triennium award nomination.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Ritual Coordinator, assigned Regional Consultant

### **Parliamentarian**

- Assists President with parliamentary procedures for chapter meetings.
- Works with members/new members to educate on the local chapter bylaws.

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- Collaborates with Chapter President to ensure local chapter Bylaws are reviewed, revised, and submitted for the November 1 report deadline.
- Hosts Roberts Rules of Order workshop annually for all members/new members.
- Ensures quorum is met for chapter business meetings.
- Works with Ritual Chairman to counts votes.
- Maintains order during chapter meetings – no side talking, following Robert’s Rules of Order, women stand to address the chapter and say “Madam President” before speaking, proper motions are made, following agenda, keeping the meeting on time by limiting conversations/debates on motions.
- Reads officer criteria before voting during officer elections.
- Leads Bylaw discussion during Pre-initiation Meeting.
- Ensures chapter’s participation point system is outlined in local Bylaws.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, assigned Regional Consultant

### **Public Relations Chairman (PR)**

- Works with Membership Recruitment Director and Philanthropy chairman to write thank you notes for events, create ads for school or local news paper, create posters or flyers for campus and coordinates any recruitment PR efforts.
- Coordinates chapter letter day and badge day.
- Ensures all t-shirts and apparel are appropriate and portray Tri Sigma’s ritual and values.
- Works to ensure members are involved in other campus organizations and clubs and track which organizations members participate in.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters Director of Marketing and Communication, assigned Regional Consultant

### **Risk Management Chairman (RM)**

- Works with Chapter President to educate chapter on Risk Management Policies and Procedures and help enforces policies.
- Works to ensure RM1 – Policy and Procedure Acknowledgement Form (RM1) and Fidelity Bond (RM2) form has been submitted before Oct 1 of each year AND for new members within 2 weeks of Arc Degree (located in their online Arc Sequence modules).
- Works with the Vice President to educate new members on all Risk Management Policies and Procedures and Crisis Management Plan.
- Ensures that new member program follows Tri Sigma’s hazing policies.
- Reviews and signs Social Event Plan to verify all policies and processes have been followed.
- Conducts semester Fire Drill, House Inspection, and alcohol awareness program.
- Works with Chapter President on the completion of any Chapter Supervision sanctions.
- Collaborations with President on the Chapter Crisis Management Plan. It should be updated each semester, reviewed with the chapter, and then a practice scenario created to help members review the plan each semester.
- Completes the Out of Town Event form for any event more than 30 minutes away from campus.
- Is responsible for all information in the Risk Management and Insurance section of the manuals.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, Director of Chapter Services, National Risk Management Coordinator, assigned Regional Consultant
- **Accreditation Support Role:** meeting the standards under Risk Reduction and Safety.

### **Ritual Chairman (RIT)**

- Works with Chapter President to host a CBM once a month, Officer Installation, Arc Degree, Triangle Degree, Pre-initiation meeting, and Post-initiation meeting.
- Maintains ritual chest and conducts semester Ritual Inventory (submit using the link in the Collegiate Monthly Reports page.)
- Orders new ritual equipment when necessary (Note: CCF may be utilized to purchase ritual equipment. Contact Accountant at National Headquarters to inquire about amount in savings)

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and complete withdrawal information.)

- Sends Post-Initiation Report. This form is located behind in Sigma Connect on the Collegiate Monthly Reports page. See the first section with the new member forms.
- Ensures members are wearing appropriate attire for rituals. If not, they should not enter the ceremony.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the Ritual Chairman (see the Accreditation section of this manual for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, National Ritual Coordinator, assigned Regional Consultant

### **Triangle Chairman (TRI)**

- Collects photos from chapter events and activities to submit to the Triangle.
- Submit an article on major events such as Chapter Anniversaries, Installation, Awards, and Alumnae events on behalf of the chapter.
- Submits Triangle Article information – 2 submissions a year (see Collegiate Monthly Reports for specific deadlines)
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, National Collegiate Triangle Editor, assigned Regional Consultant

## **Chapter Advisory Board**

*\*Alumnae members NOT serving as a Chapter Advisory Board or the House Corporation should not be attending chapter meetings, officer elections, CBMs etc.*

### **Chapter Advisor (CA)**

- Officer Assignments: President, Secretary, Panhellenic and chairmen as assigned
- Chapter Advisory Board (CAB) Chairman – organized monthly CAB meetings, holds other CAB members accountable for position duties, and addresses issues within the CAB.
- Contact ADCS immediately if emergency occurs.
- Contact ADCS with any situation that does not comply with National Policies or procedures.
- Be knowledgeable of and support National Policies.
- Develop a chapter Organizational Chart to show which Chapter Advisory Board (CAB) volunteers to work with which specific officers and support chairs.
- Be knowledgeable in other CAB positions.
- Ensure CAB Reports are complete. See Collegiate Monthly Reports page in Sigma Connect for exact deadlines.
- Collaborate with Panhellenic/Fraternity/Sorority Advisor regularly.
- Assist with chapter bylaws revisions.
- Work with Chapter President to coordinate Officer Training and Transition by hosting the Officer Retreat, ensure all officers and chairs complete the online components, and ensuring the chairman retreat is conducted by the officers.
- Integrate newly appointed CAB volunteers, train on local information, and communicate with ADCS to ensure National training is complete.
- Work with assigned officers to:
  1. Guide decisions regarding 5<sup>th</sup> year senior status, inactive status, and Special Consideration
  2. Make roster updates and corrections
  3. Assist in the goal setting meeting.
  4. Insure monthly calendar is created and added to the Chapter Snapshot
  5. Insure weekly minutes are typed and distributed to Regional Consultant, CAB, and officers
  6. Verify Accreditation reports and award applications

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7. Submission of National Reports
  8. Assist with 100% of members submitted an RM1 by October 1 to avoid membership terminations
- Review local Panhellenic Constitution and Bylaws.
  - Be knowledgeable of NPC Manual of Information, also known as the Green Book.
  - Be familiar with Panhellenic Judicial Policies.

### **Financial Advisor (FA):**

- Officer Assignments: Treasurer and chairmen as assigned.
- Work with Foundation Chairman to make sure donations are sent immediately after the event.
- Work with Chapter Treasurer on BillHighway
- Review BillHighway reports monthly to ensure members who are delinquent have been sent to Honor Council within 7 days of due date, budgets are balances, taxes, and the all National fees have been collected/submitted.
- Help present annual budget to chapter and enter the approved budget into BillHighway
- Help prepare and collect payment plan contracts from the members.
- Work with the Essential Sigma Advisor and Vice President to insure all new members are financially ready for initiation.
- Make sure all financial records are properly kept.
- Assist with changing approval names for checks in BillHighway.

### **Membership/Recruitment Advisor (MRA):**

- Officer Assignments: Membership/Recruitment Director and chairmen as assigned.
- Conduct an annual evaluation of recruitment strengths and weaknesses.
- Serve on the Chapter Recruitment Committee as a coach - work with the MRD to implement all action steps in the Recruitment Toolkit.
- Assist with the development of Formal and Dynamic Recruitment Plans, meeting national semester recruitment goals, and recruitment training.
- Assist the MRD in preparing for recruitment workshops and skill building sessions.
- Be present for recruitment events and assist in ranking/voting, preparing the final bid list, and Bid Matching.
- Ensure adhere to the legacy policy
- Understand Recruitment Rules and make sure the chapter follows them as such.
- Help build a potential new member file through the use of Alumnae Recommendation.
- Ensure all new members meet Tri Sigma's GPA policy. Failure to meet the GPA requirement should result in a New Member immediately being depledged.

### **Scholarship Advisor (SA):**

- Officer Assignments: Education Director and chairmen as assigned
- Serve as the CAB volunteer on the Education Committee
- Review members' semester/cumulative GPA with Education Director - ensure members below a 2.5 cumulative GPA are sent to Honor Council AND that officers below a 2.5 cumulative GPA or 2.0 semester GPA are removed from their position.
- Work with Education Director to implement a Chapter Scholarship Plan (study hours, support programming, etc.)
- Assist with full implementation of the Triangle Sequence – chapter contemplations, member participation in the program, and submissions to Honor Council as necessary
- Helping Education Director implement academic incentive programs.
- Assist in meeting chapter GPA goals associated with Accreditation
- Work with Nominating committee to determine GPA eligibility for slated officers and Honor Council.

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- Ensure committee chairs (both local and national positions) meet 2.5 cumulative GPA requirement.

### **Accreditation & Awards Advisor (AA):**

- Assigned Chairmen: Accreditation Chairman and Awards Chairman.
- Work with officers to develop and track Accreditation action plan.
- Collaborate with other CAB members on completion of the Accreditation standards for positions they advise.
- Hold monthly Accreditation progress and achievement reviews with chapter.
- Work with your Regional Consultant on completion of standards and questions on standard completion.
- Assist in the completing of the Accreditation Verification meeting held each November.
- Meeting with the President/Accreditation Chairman monthly to review progress.

### **Alumnae Relations Advisor (ARA):**

- Solicit alumnae recommendations and work with the Recruitment Advisor.
- Assist the chapter in achieving all Alumnae Engagement Standards of Accreditation.
- Serve as the liaison between the alumnae chapter and collegiate chapter.
- Insuring chapter has current alumnae contact information.
- Help facilitate events between the collegiate and alumnae chapter.
- Assist the National Organization with recruitment of new CAB volunteers to fill vacancies.
- Communicate with local Alumnae Chapter on possible joint events or support for the collegiate chapter.
- Oversee fall and spring newsletter to Alumnae.
- Assist with the planning of Circle Degree, Founder's Day, and chapter Anniversaries or alumnae celebrations.
- Responsible for communicating with a university assigned Faculty Advisor.
- Ensure chapter hosts Circle Degree each semester for graduating seniors. If necessary, help find an alumna in the area to conduct the ceremony.

### **Essential Sigma Advisor (ESA):**

- Assigned Officers: Vice President and Arc Sequence Group Leaders. If the chapter does not have a Scholarship or Alumnae Advisor, this position should also assist with Triangle and Circle Sequence implementation of Essential Sigma.
- Work with the chapter to fully understand and implement all sequences of Essential Sigma.
- Insure Arc sequence Group leaders (no longer called Crew Leaders) have been assigned and trained.
- Help the Vice President develop a calendar for the new member program.
- Attend new member meetings as necessary.
- Be knowledge of Tri Sigma Ritual and National policies and procedures.
- Insure overall member participation in all sequences.
- Working with the Scholarship Advisor to insure presentation of programs.

### **Honor Council Advisor (HCA):**

- Assist with training of newly elected Honor Council members.
- Hold a mock Honor Council Intervention meeting before the beginning of each semester for the chapter.
- Ensure proper forms are being used including signing Honor Council policies and procedures acknowledgement forms each semester.
- Work with the Recording Secretary to maintain organized and details records of all meetings, outcomes, and goal completion.
- Be included on all communication between Honor Council member and chapter members.
- Attend Honor Council meetings as necessary. Attending all phase 4 meetings is required.

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- Communicate with Chapter Advisor, House Corporation and Assistant Director of Chapter Services on any possible Phase 4 Terminations and issues – house residents who might be terminated, women who may be depledged, etc.
- Work with Honor Council Meeting Planner to obtain GPA, financial and participation information which may need to be addressed.
- Ensure the Honor Council report is completing National reports as outlined on the Collegiate Monthly Reporting page in Sigma Connect.
- Guide Honor Council in Special Consideration meeting.

#### **Housing Corporation Liaison (HCL):**

- Member of the Chapter Advisory Board and should be invited to attend House Corporation Meetings.
- Participates in the selection and training of the Housing Manager.
- Works with the university on any housing related items.
- Works with House Manager and Chapter Advisory Board to:
  1. Relay CAB information at Housing Corporation Meetings
  2. Assist with the coordination of House meetings
  3. Notify of any outstanding bills and fees
  4. Communicate vacancies
  5. Assist in filling the house
  6. Reporting maintenance needs
- Ensure Chapter is educated on Housing Policies.
- Collaborate with Honor Council Advisor to ensure house issues are being addressed.

#### **Ritual Advisor (RA):**

- Ensure ritual equipment is properly kept and that the chapter has a full set of ritual equipment.
- Ensure voting on new members follows procedures as outlined in the *Rituals of Sigma Sigma Sigma*.
- Works with the nominating committee on the ritual aspects of elections.
- Assist chapter with practice and set-up of ceremonies, cleaning and storage of equipment, and ordering new or missing equipment.
- Complete with the Ritual Chairman, the ritual inventory each semester.
- Ensure new member receive programming on ritual and values during the Arc Sequence plus attend the Pre-initiation meeting and Post-initiation meeting.
- Be informed on ritual practices by reading the ritual book.
- Attend 1 ritual ceremony a semester.
- Make sure 1 CBM is held a month
- Make sure chapter is practicing Arc Degree and Triangle Degree.
- Communicate with Asst. Director of Chapter Services and National Ritual Coordinator on any chapter questions, issues, or concerns with reference to ritual.

If you have an alumna who is interested in serving on your CAB, please send her name and information to the Director of Alumnae and Volunteer Services (aimeejensen@gmail.com).

Have the alumna begin the process by completing the Volunteer Service Application on the National Web site. To serve on a CAB, an alumna must be current with NHQ on her National Alumnae Dues: \$45 per year or \$130 for the triennium. These can be paid online too!

## CAB Expectations

- Participate in Alumnae Training Program (ATP) - Be knowledgeable of, personally uphold, and enforce the *Bylaws of Sigma Sigma Sigma*, Declaration of Principles, and the National Policies and Position Statements.
- Contact Asst. DCS IMMEDIATELY REGARDING ANY SITUATION WHICH MAY NOT BE IN COMPLIANCE WITH NATIONAL POLICY AND POSITION STATEMENTS.
- Provide mature judgment and adult experience – say NO when necessary and appropriate. Be sure to explain why and educate so students understand and learn.
- At a minimum, attend one chapter officer and one chapter meeting per month.
- Communicate regularly with other CHAPTER ADVISORY BOARD members, officers, and Asst. DCS
- Have an email account that is checked at least once a week; daily is recommended
- Work with Asst. DCS to recruit and recommend CHAPTER ADVISORY BOARD members to fill vacancies
- Communicate with your assigned collegiate positions at least once a week. Get them in the habit of calling you. Collaborate with and supervise assigned officers and chairmen to ensure position responsibilities are being met, including reports and programming
- Facilitate the officer transition program (OTP)
- Attend and advise nominating committee (There should be at least 1 advisor present and the Chapter Advisor should coordinate the CAB member to advise the committee)
- Assist in following up on National Officer or Consultant requests
- Work to ensure follow-up items from chapter visits are completed
- Make every effort to attend training and development opportunities such as conference call training sessions, Convention, Leadership Programming, Officer/Advisor national programs, webinars, etc.
- Help instill in the members the spirit of Tri Sigma, regard for high ideals, and a feeling of Sisterhood among themselves.

## CAB Responsibilities:

- Model leadership – effectively & appropriately addressing conflict, accountability, mutual respect
- Support National Organization policies – during investigations, uphold as a member, and assist in enforcing, completing sanctions.
- Be a role model for the chapter – drinking with the chapter or supplying the chapter with alcohol is inappropriate. This also includes personal choices with alcohol (stories to chapter & drinking in locations where students may be present) and following policies at National conventions or conferences.
- Work to develop a positive relationship with other CHAPTER ADVISORY BOARD, campus/university Fraternity/Sorority Advisor, and other campus sorority advisors
- Work to keep yourself informed with new information by reading the Sigma Standard, information sent in mailings, webinars, Triangle, etc.
- Meet once a month as an entire advisory team – either conference call or in person. Work as a team of advisors by coordinating your activities and advice.
- Encourage chapter to work toward the achievement of awards.
- Participate in the annual Chapter Advisory Board review and evaluation process hosted by your ADCS.

## National Support System

See MEET US section our National Website ([www.trisigma.org](http://www.trisigma.org)) for current names and contact information for staff members.

### **NATIONAL OFFICER SUPPORT**

#### **Awards Coordinator:**

The Awards Coordinator is responsible for coordinating the annual recognition programs for collegiate chapters, alumnae chapters, and individuals

#### **College Panhellenic Assistants (CPHA):**

The College Panhellenic Assistants are charged with assisting chapters with resolving Panhellenic issues on the campus and with helping our chapters maintain positive Panhellenic/interfraternal relationships on their respective campuses. They work directly with your College Panhellenic Delegate.

**Financial Services Assistants (FSA):** Assigned to a region to support the work of Treasurers and Financial Advisors. RCs are your first contact for BillHighway issues and then FSA assist with more complex items or billing needs. Your FSA will be your primary contact for the revised Billing Plan to be implemented Fall 2012.

#### **Housing Coordinator:**

The Housing Coordinator is responsible for the general oversight of collegiate chapter housing facilities and collaborates with housing corporations to ensure the safety and well-being of those collegiate members residing in Sorority properties.

#### **Regional Support Team (RST):**

Corresponds with 3-5 assigned chapters to support officers and CABs in recruitment planning and addressing any barriers to recruitment success. RSTs focus on problem-solving long-term issues.

#### **Ritual Coordinator:**

Corresponds with all chapter Ritual Chairmen to offer advice and support in maintaining the continuity of Tri Sigma's ceremonials.

#### **Risk Management Coordinator:**

Monitors liability, risk areas and concerns regarding insurance program.

#### **Volunteer Recruitment Coordinator:**

The Volunteer Recruitment Coordinator is responsible cultivating a national network of volunteers for Collegiate Advisory Board positions, national resource personnel, and National Officers in order to ensure the Sorority provides sufficient support to membership, collegiate chapters, and alumnae chapters.

***To see who you work with directly, see the "Regional Chapter Breakdown" link in the Officer Resource Center. It lists each chapter by region and which volunteer works with that region.***

### **Staff Support**

**Woodstock NHQ Staff:** work to support chapters in a variety of areas: supplies, initiation, accounting and billing, special membership status, and general technology questions. See the Meet Us section for a full outline of positions, contact information, and specific duties.

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### **Executive Director:**

Develops strategies that support, expand, sustain and promote membership growth; develops and refines leadership, educational and sisterhood opportunities; develops alternative revenue streams and enhances current financial position; executes the strategic planning process; serves as property manager for Mabel Lee Walton House; serves as executive manager for National Headquarters.

### **Director of Chapter Services:**

Director of Chapter Services is critical in the overall health and development of collegiate chapters and overall programming. She serves as the primary contact for collegiate department volunteers and staff members as well as oversees the implementation of collegiate related strategic initiatives. Oversees the Assistant Director of Chapter Services and the Regional Consultant staff.

### **Assistant Director of Chapter Services**

Works with 1 region, is critical in the overall health and development of collegiate chapters/colonies, serves as the primary contact for advisors, Fraternity/Sorority professionals, and Regional Support Team volunteers in her assigned region; acts as the project manager for all assigned chapters and is responsible for achieving strategic initiatives and recruitment goals.

### **Assistant Director of Colony/New Chapter Development:**

Responsible for the success of new colonies and the stability of newly installed chapters. She collaborates with the expansion department on colony marketing, develops all colonization plans once Tri Sigma is invited to colonization, supports colony members and advisors on skills to meet installation goals, and works to ensure a healthy transition to chapter life and achieving accreditation goals.

### **Regional Consultant:**

Regional Consultant serves as the primary contact for collegiate chapter leaders and members, oversees the general operations of designated chapters including Accreditation success, collaborates with National volunteers to implement Individualized Chapter Support Plans, and must represent the National Organization positively at all times by upholding all policies and procedures regardless of personal opinions.

### **Director of Programs:**

Director of Programs is responsible for the development and execution of all leadership and educational programs. This position will create new and innovating programming and/or build upon existing programs for all members.

### **Director of Alumnae and Volunteer Services:**

Responsible for managing the development, implementation and execution of new and existing alumnae programs and services designed to foster a lifelong involvement in Tri Sigma. She also oversees the Volunteer Recruitment Coordinators.

## **Who to Contact and Web site Resources**

### **Tri Sigma Question/Concern**

- First, look in your manual! Answers to most questions can be found in officer/chairmen manuals, the National Web site, the National BYLAWS, or the *Rituals of Sigma Sigma Sigma*
- If not, your first call/e-mail should always be to your Chapter Advisor or someone on your CAB.
- If you do not have an advisor, contact your Regional Consultant.
- If you do not receive a response from your RC within 48 hours, contact your Assistant Director of Chapter Service.
- If you still have no response, contact the Director of Chapter Services.

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- If you still have no response, call or e-mail National Headquarters (sigma@trisigma.org/540.459.4212)

### Campus Question/Concern

- First look at any President's resources your campus has provided—binder, notebook, website, Panhellenic Bylaws or Recruitment Rules.
- If your answer is not there, e-mail or call your campus Fraternity/Sorority Advisor. If you have a Chapter Advisor or faculty advisor, be sure to include them on the e-mail.

### Need a manual?

- All collegiate manuals are posted behind the Sigma Connect section of the National Web site. Having trouble logging in? Contact National Headquarters (sigma@trisigma.org).

### What else is on the web?

- All **collegiate forms**—see the Sigma Connect section of National Web site to find form links, downloads, form and report samples/examples, deadlines, and the Efficiency Point Excel spreadsheet to verify report receipts by the National Organization
- **Awards**—there are two full pages dedicated to collegiate awards, including an updated Awards Chairman manual, awards submission checklist, detailed instructions for submitting awards and Accreditation Verification forms and contact information for questions.
- **Collegiate Resource Center** —includes a link for almost ever chapter operations or position. Each link includes 4 sections – Learn More, Examples and Ideas, Assess and Act, and Develop Your Members.
- **Not getting mail or the Sigma Standard?** - update your contact information by signing into the Sigma Connect and revising your profile.
- **UIFI**—Want a scholarship to attend the Undergraduate Interfraternal Institute? Application information is on the web!
- **Training**— get details on officer and chairman training programs (OTP) in the Essential Sigma section of Sigma Connect. This is also where the Arc, Triangle, and Circle Sequence programs are located.
- **Shining Sigmas**—Has you or a sister done something great? Get it posted on the National Web site by emailing the National Webmaster with your success story.
- **Honor Council**—all forms, manuals, and training resources are also posted behind Sigma Connect in the Collegiate Resource Center.
- **Regional Consultants**— want to know more or apply for the position? Visit Sigma Connect to see a job description, deadlines for applications and review the application process.
- **Walton House**—interested in planning a Chapter Retreat to the Walton House? Go to the Meet Us section of the National Web site to get more details and download a form in Sigma Connect.
- **Triangle**—if you missed your last edition, you can view it online!
- **Conferences and Convention**—special sites are designed to provide information about dates, deadlines, locations and registration. If you can't find what you're looking for, call National Headquarters.
- **Alumnae**—find a chapter, learn more about how to volunteer, and get connect using the Alumnae Connect section on the National Web site.



## Sigma Speak

"No Frills Recruitment"	Coined after a 1991 NPC Resolution, it is an NPC effort to eliminate high cost and time demands for decorating and entertainment. Recruitment should focus on normal conversational communication with potential new members.
Accreditation	National program which outlines the minimum standards and expectations for collegiate chapters. It is determined annually in December for each collegiate chapter.
Alumna	A Sorority member who is no longer in college (plural is alumnae). Not Alumni or alum.
Assistant Director of Chapter Services	National Headquarters staff member who works with assigned collegiate chapters and a Regional Support Team of 5-6 volunteers. Provides support in all areas of chapter operation, makes chapter visits, and assists with developing national programs and resources.
ATP	Advisor Training Program—educational experience for all newly appointed advisors as well as provides ongoing education for experienced advisors. Required for all advisors and impacts the chapter's accreditation status if it is not completed.
Badge	This is the proper term for the triangle badge given only to initiated members. It is not a pin.
BillHighway	Collegiate chapter financial management system used for budgets, checking and savings accounts, invoicing members & new members for fees, and member payments.
Chapter	A membership unit of a sorority or fraternity. We belong to a sorority and chapter, not a house.
Chapter Advisory Board (CAB)	This is group of Tri Sigma alumnae and/or campus faculty who support, guide, and work with collegiate chapters in all phase of operations. Positions may include Chapter Advisor, Membership/Recruitment, Scholarship, Honor Council, Financial, Accreditation/Awards, Ritual, Housing Liaison, Alumnae Relations, Essential Sigma, or Scholarship Advisors.
Chapter Supervision	National chapter accountability process. It is much like Honor Council, but is used on a National level to hold chapters accountable for risk management violations.
Chapter Suspension	Term to describe times when all chapter activities have been suspended due to failure to meet basic expectations —meetings, new member programming, social, campus, and alumnae. This is not the same as chapter closure. This is a temporary status put in place until pending items are resolved. Implemented monthly during the academic year for pending items and outstanding fees.
Circle Degree	The third and final degree of Tri Sigma membership and ritual.
College Panhellenic Asst.	National Officer volunteer working with chapters and campus Fraternity/Sorority Advisors on Panhellenic topics,
Colony	The term used to describe a new Tri Sigma group before they have become installed and receive their charter. A colony is a chapter as a new member is to an initiated sister – all rights and privileges but not yet privy to the ritual. ( <b>Colonization</b> is the recruitment process of starting a new colony.)
Convention	Convention is the supreme governing body of the Sorority.
COR	Continuous Open Recruitment—A style of recruitment where there is no specific ending or beginning with the exception of campus that have dates specific to bid issuing periods. Chapters extend membership invitations throughout the semester. Many schools implement this for at least one semester during the year.
Disaffiliate	The period immediately preceding recruitment and not to exceed thirty days, in which recruitment counselors and College Panhellenic officers disaffiliate from their respective sororities so as to remain neutral and impartial to the recruitment process. The period of Disaffiliation should not exceed 4 weeks according to NPC.

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Essential Sigma (ES)	A comprehensive membership education program that spans the new member period through graduation and beyond. The purpose of the Essential Sigma program is to foster the development of well-rounded Sigma women. It has 3 sequences—Arc Sequence (new member program), Triangle Sequence (education from Initiation to senior year), and Circle Sequence (senior educational programming).
Expansion	Term used when a campus invites another fraternity or sorority to open on its campus. Once the group is formed, it is called a colony until installation.
Formal Recruitment	This refers to the recruitment period coordinated by the college Panhellenic. It includes 4 models of recruitment (CR, MSR, PSR, FSR). See Panhellenic/Recruitment section of this manual for descriptions of each structure.
Honor Council	The collegiate chapter member accountability process. Used to ensure members are meeting membership standards in the areas of financial stability, academics, participation, and conduct.
Installation	The event that makes a colony a chapter. All colony members will receive the Triangle degree and the colony will receive the charter, making it an official Tri Sigma chapter.
Membership Review	Process facilitated by the National Organization in response to repeated risk management or membership concerns. Involves interviewing all members and can result in immediate membership termination. This is the last course of action before considering chapter closure.
National	Proper term used to describe the national organization. It is singular. "Nationals" would refer to more than one national organization.
New Member	A woman who has accepted the offered bid of a sorority and has taken the first step toward full membership but has not yet been initiated. She is not considered a pledge, "baby", "baby violet," newbie, etc.
NPC	National Panhellenic Conference comprised of 26 national women's sororities.
OTP	Stands for Officer Training/Transition Program. This program is a series of training sessions which assists chapters in officer elections, officer training and transition, chairmen appointments, and chairmen training. All chapter officers are asked to complete OTP before their January Officer Academy.
Panhellenic	The cooperative campus organization of collegiate members belonging to National Panhellenic Conference (NPC) sororities represented. Often referred to as a "CPH".
Potential New Member (PNM)	Anyone regularly enrolled in a college and eligible for membership according to College Panhellenic requirements and interested in becoming a member of a sorority. Not to be referred to as rushee or recruit.
Quota	The number of women each sorority may pledge during a concentrated recruitment period (e.g., FSR, PSR). Quota is set after the final invitational round. Each sorority is entitled to fill quota at any time during the year; even if by doing so, the chapter's size exceeds Total.
Recruitment Counselors	Functioning as a committee of the College Panhellenic during recruitment, these disaffiliated women of member sororities serve as an objective source of information and support to the potential new members. Not to be referred to as Rho Chi.
Regional Consultants (RC)	Recent Tri Sigma graduates who are paid staff members who travel to collegiate chapters to provide leadership training and chapter operations support.
Release Figures Method (RFM)	Statistical method with the designed intent to bring parity to the NPC groups and to maximize the number of PNMs ultimately affiliating with a sorority. Release figures must be followed by all chapters. Failure to do so may result in disciplinary consequences.
Regional Support Team (RST)	Team of 5-6 National Officer volunteers assigned to work with a single region of collegiate chapters. RSTs assist chapters in completing individualized chapter support plans, recruitment success, accreditation, and solving long-term chapter concerns.
Sigma Connect	Members Only section of the National website—contains chapter resources, provide networking opportunities, ability to form groups like Facebook, and connect with alumnae.

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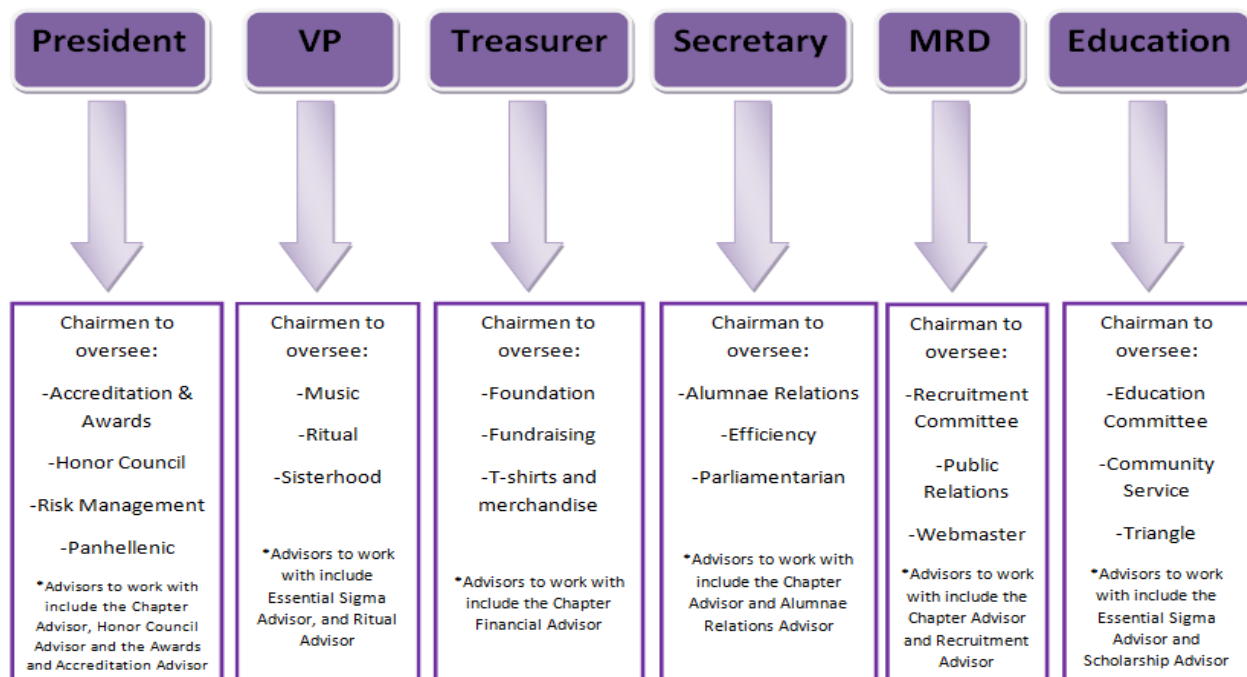
Sigma Standard	Electronic newsletter which is distributed to collegiate members and new members, Chapter Advisory Boards, and Fraternity/Sorority Advisors.
Termination	Proper term used when a woman no longer wishes to be a Tri Sigma. Not to be referred to as de-pin, de-sisterize, or de-initiate.
Total	The maximum number of women a chapter is allowed to have on their roster. The only exception is in the case of formal recruitment where taking quota will place a group over total. A chapter is always allowed to pledge quota. When this term is seen on reports, it is not asking for the total number of students on your campus, it is inquiring about Panhellenic Total.
Tri Sigma	Proper term to describe Sigma Sigma Sigma, not Tri Sig.
The Triangle	National magazine of Sigma Sigma Sigma. Sent to all collegiate and alumnae members 2 times a year. If you are not receiving, update your address with National Headquarters.
Vice President	Proper term for the vice president. Not pledge mom or new member mom.

## Organization Chart

Each chapter should have an organizational chart which outlines the chairs assigned to work with officers and then which advisors will be working with which officers. There should be no officer or chair position without a support system. There is no exact way to set up the organization chart, it is simply an expectation that each chapter has and uses on based on what fits their structure best.

Here is one example:

### Chapter Organizational Chart (Sample)



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## Being Successful in your Leadership Position

### Get Organized

If your files and information are not in an orderly format that you can quickly access and use, get organized! Look at the information and materials provided from previous committees, jot down your notes and thoughts on why you accepted the position, and make a list of questions you may have about the position as you get organized.

### Be in the Know

Have a clear understanding of the following:

1. What are my duties and responsibilities?
2. What are the goals and objectives for this position/committee?
3. What resources do I have to help me with this position?

If you don't know the answers to some of these questions, you need to get them. If your position is not one specifically outlined in this manual, you should be able to get information from your advisors, officers or a woman previously holding the position. In an ideal situation, your chapter should have a system to assign each committee and/or chairperson to an officer or CAB member for guidance. This is called an organization chart.

### Leave Your Mark

Anyone reading this and thinking "we don't have any of this (or all) in place?" Great! You'll be able to make a big difference in your chapter. Our hope by including this section is that at some point in the near future, most chapters will read the information above and think—okay, we do that! If you don't right now, the solution starts with you! Start a binder, file box, a system of saving documents, or even better a supplement to this manual which includes local information. Some things to include:

- Your goals and purpose statement,
- Templates used for documents and resources,
- Explanation of what you did and how you did it (did you see the action plan example...what if you had received that at the beginning of your position? Great guidance right?),
- Contacts and other sources for help,
- Suggestions, tips, and things you think could have improved \_\_\_\_\_.

Remember, you don't have to reinvent the wheel every year! Just because an event or program wasn't as successful as you might have liked doesn't mean it was a bad event. It might have meant you started from scratch with few resources. Next time, the tools you leave will allow for a committee to start at a more informed place. The most important thing you can do is take time to TRAIN the next person. Was handing you a box of stuff and saying, "Here you go?" enough? No? Then let's not repeat that same behavior when you're done. You've worked hard; now enable someone else to be successful too!

### Be an Effective Delegator

Delegation is more than just a way of getting people to do things for you. It is also a powerful leadership and coaching tool. When it comes to delegation, the Nike approach ('Just do it.') does *not* work. The more you prepare, the better your results. As you saw in the Chapter Organizational chart, Officers oversee chairs related to their officer position.

Why delegate? It saves time, develops others, grooms your successor and gets a group motivated toward a common goal. If not done effectively, the benefits could quickly dwindle and result in frustration, confusion, and a poor final product.

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**When preparing to delegate a task, ask yourself questions like:**

- What needs to be done in a particular way?
- Where does the person have some creative freedom?
- How much authority do they have with this project?
- What specific outcomes am I looking for?
- How likely is it that the person will succeed?
- What training and support might they need?
- Who else needs to be kept informed?
- What resources do we have for this?

**SMARTER Delegation**

	<b>Okay</b>	<b>Better</b>
<b>Specific</b>	Plan an event with another club.	Plan a service event to benefit the campus community with another fraternal organization.
<b>Measurable</b>	I'd like a lot of people to be there for a pretty good amount of time.	It would be great if 75% or more of our chapter could be present for 3-4 hours.
<b>Agreed</b>	Are you cool with this? Response: Yeah, sure. I'm on it.	Is the service event, participation goal, and length of the program acceptable to you? Are you willing to take the lead on this program?
<b>Realistic</b>	Let's have this together by next week.	To make sure the event is effectively planned and well attended, and plan on hosting this no later than 6 weeks from now.
<b>Timeline</b>	Keep me informed every now and then on your progress.	Co-sponsoring organization determined by ____. Notification sent to members by ____.
<b>Ethical/Excited</b>	I'm so pumped!	I really think this could make an impact on our community! Thank you for stepping up here and making this happen! You really are the most qualified person for the task.
<b>Recorded</b>	So we both took notes! Cool.	I'll send you a copy of our conversation and what we agreed upon. Let me know if you have questions or corrections. Otherwise, this will be our plan.

**Steps to Effective Delegate**

1. Define the task. Confirm in your own mind that the task is suitable to be delegated. You have to be okay letting go of the task.
2. Select the individual or team—What are your reasons for delegating to this person or team? What traits and talents do they bring to the task? What are they going to get out of it? What are you going to get out of it?

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3. Assess ability and training needs—Is the other person or team of people capable of doing the task? If not, what can you help them learn to do the task? Keep in mind...not everyone may be suited for the task. Don't count out a person simply because you may need to spend a little time helping. This can also be a learning experience.
4. Explain the reasons—You must explain why the job or responsibility is being delegated. And why to that person or people? Why is the task important?
5. State required results—What must be achieved? Clarify understanding by getting feedback from the other person. How will the task be measured? Make sure they know how you intend to decide that the job is being done successfully.
6. Consider resources required—Discuss and agree on what is required to get the job done. Consider people, location, premises, equipment, money, materials, other related activities and services.
7. Agree on deadlines—When must the job be finished? Or if an ongoing duty, when are the review dates? When are the reports due? And if the task is complex and has parts or stages, what are the priorities?

At this point you may need to confirm understanding with the other person of previous points, getting ideas and interpretation. As well as showing you that the job can be done, this helps to reinforce the person's commitment. Methods of checking on the task and the control must be agreed with the other person. Failing to agree on this in advance will cause this monitoring to seem like interference or lack of trust.

8. Support and communicate— Think about who else needs to know what's going on and inform them. Involve the other person in considering this so they can see beyond the issue at hand. Do not leave the person to inform your own peers of their new responsibility.
9. Feedback on results—It is essential to let the person know how they are doing and whether they have achieved their aims. If not, you must review with them why things did not go to plan and deal with the problems. You must be able to absorb the consequences of failure and pass on the credit for success.

### **Schedule Checkpoints**

At the beginning of the task or project, schedule a series of checkpoint meetings. As the project goes on, the checkpoints can be less frequent. During checkpoint meetings:

- Review the work that has been accomplished to date and give feedback on how well it is meeting the criteria established.
- Identify anything you would like the person to do differently. Ask them to repeat back your requested modifications to ensure they understand.
- Ask them questions like: Are you encountering any problems? If so, what are you doing about them? Are you staying within your limits of authority? Are you on track to complete the task or project on time?
- Provide encouragement, coaching and feedback.
- Set the next checkpoint meeting (if you don't already have a preset schedule).

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<http://www.businessballs.com/delegation.htm>

## **Collegiate Fees & Chapter Suspension**

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### Chapter Suspension

Chapters who have pending items past due more than 14 days will be placed on Chapter Suspension. This includes a **suspension of all activities and privileges** until the pending items are resolved. This occurs monthly to ensure a timely collection of forms and fees.

### Collegiate Dues

Collegiate dues are billed once a year and based on your chapter annual Membership Goals. 50% of the bill is due November 1 and the other 50% is due by April 1. If paid in full by November 1, chapters received financial benefits for early payments.

### New Member Dues

New Member Dues are billed each semester based on the number of women your chapter needs to recruit to achieve their semester recruitment goal. Bills are distributed for the fall semester July 1 and are due November 1. Bills for the spring semester are distributed December 1 and due April 1.

### Late Fees

If the balance still has not been paid by November 7th (fall fees) or April 7th (spring fees), the chapter will be placed on Chapter Suspension, their accounts will be frozen until the bill is paid, and a **1.5% finance charge** will be assessed to the outstanding balance. So if a chapter owes \$1500.00 and has not paid by Nov. 7th, they would be charged \$22.50 in late charges resulting in a total amount owed of \$1522.50.

***This penalty will be assessed on all fees.***

## National Dues and Fees

### New Member Fee

Chapters will determine their per person fees to charge new members. These fees are (non-refundable) and includes:

- A new member fee which covers access to the online ***Essential Sigma*** and the use of a new member pin.
- Convention/Conference Fee for the year
- Liability Insurance Fee
- Loyalty Fund Fee which assures financial stability for the Sorority and loans for housing and scholarships
- Annual National Collegiate Dues
- subscription to the Triangle magazine, membership certificate and Tri Sigma history book.

**Chapters are billed \$165 x the # of new members to recruit to achieve their membership goals. The chapter decides how to assess individual fees to pay the bill in full by November 1.**

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	<p><i>The fee is paid through BillHighway. We recommend collecting a portion of the fees <u>before</u> Arc Degree. If it is not paid, the new member should not go through Arc Degree. The money is not due to NHQ until November 1.</i></p>
<p><b><u>Badge Fee</u></b></p>	<p>\$75- \$200 depending on the style a new member selects. New Members also have the option of purchasing a chapter guard.</p> <p>*Prices may vary based on the price of gold. See current T8-Badge Order Form for up-to-date prices.</p> <p><i>The fee is paid <u>before</u> Triangle Degree (a.k.a. Initiation). If it is not paid, the new member should <b>NOT</b> be initiated. It should be mailed to NHQ within 48hrs of initiation so be sure to collect it prior to initiation.</i></p>
<p><b><u>Alumna Initiation Fee</u></b></p>	<p>\$60.00 (non-refundable) and the candidate does <u>not</u> pay a national new member fee. <b>ALUMNAE INITIATES MUST ALSO PURCHASE A BADGE.</b></p> <p>*Contact National Headquarters for manual on the Alumnae Initiate program.</p>
<p><b><u>Collegiate Dues</u></b></p>	<p>Chapters will determine their per person fees to charge members. These fees are (non-refundable) and includes:</p> <ul style="list-style-type: none"> <li>• Annual National Collegiate Dues</li> <li>• Convention/Conference Fee - These fees will be invested by the national organization under the direction of Executive Council to help defray the costs of the Convention and Leadership Conferences. Some of the expenses of each chapter's Convention delegate will be paid from this fund when she attends Convention.</li> <li>• Legacy Fund - This fee goes to support the upkeep, maintenance, and ongoing improvements to the Walton House.</li> <li>• Liability Insurance - for more information on the insurance coverage, please see the risk reduction and insurance section of this manual.</li> </ul> <p><b>Chapters are billed \$185 x their annual membership goal. The chapter decides how to access individual fees to pay 50% of the bill by November 1 and the second 50% of the bill by April 1.</b></p>



<p><b><u>Property Insurance Premium</u></b></p>	<p>This fee varies from chapter to chapter based on the chapters needs. This covers the costs of a chapter’s umbrella policy, bond and property insurance premiums.</p> <p>*for more information on the insurance coverage, please see the risk reduction and insurance section of this manual. Chapters with and without houses are invoiced for this fee.</p>
<p><b><u>National Programming Registration Fees</u></b></p>	<p>Chapters should be putting money into their budgets and savings for Convention 2013, Officer Academies each year, the Volunteer Summit which is held before Conventions and the summer leadership programs are held during non-Convention years.</p> <p>The chapter will be invoiced for these fees 30 days before the due date. The typical deadlines are:</p> <ul style="list-style-type: none"> <li>• Officer Academy – chapter is billed annually July 1 and due by November 1</li> <li>• Dunham Women of Character Institute &amp; Volunteer Summit – chapter is billed December 1 and due by April 1</li> <li>• Convention - chapter is billed in Convention Years on December 1 and due by April 1</li> </ul>
<p><b><u>Membership Status Change Fees</u></b></p>	<p>For women requesting to have their membership reinstated (after termination), repledges, or to be placed on Inactive or 5th Year Senior Status, a \$30 processing fee will be assessed. The Treasurer is responsible for billing and collecting the fee from the individuals. If a check is not included with the Membership Status Change Request form, the chapter will be billed for the \$30.</p>
<p><b><u>Policy Violation Fee</u></b></p>	<p>If a chapter is placed on Chapter Supervision for violating risk management policies and procedures, the chapter will be responsible for paying a Policy Violation fee with is approximately \$80 per member. The amounts may vary based on annual insurance premiums. The fee is due within 30 days of being placed on Chapter Supervision.</p>

## Using Tri Sigma Insignia

### **General Rules**

- All members may use the Greek letters and words of our sorority on their belongings. Initiated members also reserve use of the coat-of-arms of our Sorority on specified belongings.
- If you are in doubt about the use of our insignia, answer these two questions:
  1. Am I using Tri Sigma insignia with respect?
  2. Am I using our Sorority insignia in good taste?
  3. Is alcohol involved? For example, references to “partying” or alcohol images (kegs, wine glasses, martini glasses, etc.) should not be included with any of Tri Sigma insignia.
- After Arc Degree, new members are permitted to and SHOULD BE wearing letters of any kind (block, stitched, t-shirts, jackets, etc.). Failure to do so is considered hazing. New members voting on or deciding to not wear letters as a group is still unacceptable and inappropriate.

### **Coat of Arms (i.e. The Crest)**

Any item bearing the Coat of Arms should be ordered only through the official jeweler and vendor of Sigma Sigma Sigma. The Coat of Arms is never worn on informal clothing, reproduced on party favors, or alcoholic beverage containers. The Coat of Arms may be used on giftware (like awards or

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jewelry) owned by initiated members of Sigma Sigma Sigma."

No casual clothing (denim, sweatshirts, t-shirts) but clothes that are regionally appropriate for a business meeting, dressier chapter function, or a dressy Panhellenic function are fine. She needs to purchase the item through a Greek licensed vendor, just like any other!

### **How to Wear the Badge**

- Wear the badge on business clothing, formal wear, and business casual clothing.
- Never wear your badge on any kind of casual wear, including sportswear, denim, Khaki, shorts or t-shirts.
- Use the "hand and finger test" to decide the best spot to affix the badge. Place the thumb of your right hand into the hollow of your neck, spreading your fingers and extending them downward. The tip of your ring finger then indicates the correct spot to place your badge.
- If you have a guard it is properly worn when the top of the guard is in line with the bottom of the badge.

### **Can we smoke or drink in our letters, badge, or in Sigma Insignia?**

The simple answer is NO, regardless of circumstances or special occasions. Tri Sigma's letters should not be on any type of alcoholic container, and in much of the same way we should not be in letters if consuming alcohol or in a bar setting. It is conduct unbecoming of a sister and a member may be sent to Honor Council. Keep this in mind if Tri Sigma's letters will be placed on philanthropy or community shirts made by other organizations – is it possible they might consume alcohol in the shirt?

### **Using Sigma Insignia in Other Ways**

- The badge of Sigma Sigma Sigma may be reproduced by photography or drawing only in the college yearbook or in campus Panhellenic publications.
- Any gift items or clothing bearing the coat-of-arms should be ordered only through the current official jeweler and vendor of Sigma Sigma Sigma.
- The Greek letters or words, "Sigma Sigma Sigma," may be worn on blouses, hats, jackets, sweatshirts, t-shirts, or be placed as decals on cars, books and notebooks.
- The coat-of-arms is never worn on informal clothing.
- Gifts for Sigma sisters may bear Sigma's name in letters or in words. The coat-of-arms may also be used on giftware owned by initiated Tri Sigmas.
- Tri Sigma's coat-of-arms is never reproduced on party favors.
- Paddles and alcoholic beverage containers may not have Sigma's name, Greek letters or coat-of-arms on them.
- You cannot recreate Tri Sigma's insignia and combine with any local symbols. Be sure to read the "brand standards guide" posted in Sigma Connect before using Tri Sigma's logos. You can locate this by searching for "brand standards" in Sigma Connect.

### **What to Do with Outgrown or Worn out Sigma Items**

- Destroy it yourself – don't give it away.
- Remove Sigma Sigma Sigma decals from your car before the car is sold.
- Remember only lawful Sigmas use Tri Sigma insignia – it is *our* insignia, so don't give it away!

**When a Sigma Joins Omega Chapter** the badge may be buried with the deceased member, or the badge, as property of the Sorority, should be sent to National Headquarters as expressed by the Sister's wishes.

**When a member Terminates her membership**, she is no longer entitled to wear Tri Sigma's logos, letters, or symbols. Letters may be passed down to other members but not kept. The terminated member's badge and membership certificate must be returned to National Headquarters. There is no reimbursement for the cost of any of these items.

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## National Programs: Advisor Training Program

The Advisor Training Program has 4 main objectives:

1. Provide a comprehensive training program.
2. Ensure advisor retention
3. Increase alumnae participation after graduation.
4. Educate advisor to ensure accountability.

**The Advisor Training Program is broken into three phases.**

- Phase I--Orientation.
- Phase II— Training and Chapter Information
- Phase III—Professional Skill Development

### Advisors and Accreditation

Each appointed advisor should complete this program within 90 days of being appointed. It is a requirement for Chapter Accreditation that all advisors complete the ATP program. Failure to be current on Alumnae dues or complete ATP within the given timeline will result in removal from the position.

### What can an advisor expect to learn during ATP?

- Responsibilities and expectations of an advisor
- Sigma Speak
- National Support Team members and contact information
- Individual Officer/Chair Position Training
- National Policies and Position Statements
- Risk Management policies and procedures – Social Events with alcohol and anti-hazing
- Officer/Chairmen duties based on the advisors position title
- Working with the Millennial Generations
- Coaching Skills
- Advising Dilemmas
- And other programs to know about like Accreditation, Honor Council, OTP, and Dynamic Recruitment

ATP is completed online and an advisor may go through the program at her own pace provided it is completed within 90 days of orientation. Tests and completion points are recorded at National Headquarters through the online program submissions. Failure to complete the program within the given 90 days may result in removal from the CAB position. If an advisor is removed for failure to pay dues or complete ATP, she will need to wait six months in order to reapply to volunteer. If you have questions on the program, please email your Assistant Director of Chapter Services.

### Advisor Accountability Process

Just like our accountability process for chapters and members, we also have a 3 step process for advisors who are not participating, following through on duties, or failing to uphold policies.

1. The advisor will receive a written communication from Asst. Dir. Chapter Services with a written warning and plan to correct.
2. If no response is received from the CAB within 10-15 days, the advisor will be removed.
3. If another issue occurs or previously addressed concerns are not corrected, the advisor will be removed.

If you have concerns about Chapter Advisory Board (CAB), please contact your Assistant Director of Chapter Services. This includes concerns about participate or attitudes and behaviors while participating. Being an alumna advisor is a great responsibility! Advisors should be role models and Collegiate Members should treat their CAB with respect and consideration. You are working together to represent Tri Sigma, develop members, and contribute to the community.

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## National Programs: Essential Sigma

The Essential Sigma is a member development program based on the founding principles and core values of Sigma Sigma Sigma. Through this program, Tri Sigma is committed to providing all members (collegians and alumnae) educational and learning opportunities to understand and live our values on a daily basis.

Through participation in Essential Sigma, members first learn and identify what it means to be a Sigma and then move on to understand and find daily relevance in our core values of faith, hope, love, power and wisdom.



### **ARC SEQUENCE: Essential Member**

The Arc Sequence is the new member education program that is coordinated by the Vice President. This education consists of online learning modules enhanced by small group meetings. There are 9 online sessions that go hand-in-hand with the chapter/small group Arc Group meetings outlined in the Vice President Manual. Everything a new member needs in order to complete the program and pass the National test is online. Chapter Vice Presidents have administrative ability to add chapter specific information (including points system, study hours requirements, and chapter dues information) and to check the progress of the new members. The VP manual contains the facilitator guide for the Arc Sequence. New members should be completing the online modules independently and there is follow-up with a large group session and then a small group (Arc Group) session each week.

### **TRIANGLE SEQUENCE: Essential Education**

The Triangle Sequence offers each member an opportunity for personal development. Women enter the Triangle Sequence after initiation and complete this sequence annually until they are a senior. Each member will have access to online Triangle Sequence modules and contemplations that should be completed as directed by the Education Director. By viewing "launch the tour" members can learn about their individual completion expectations.

At a minimum, a chapter will select and host six Triangle Sequence Seminars per calendar year. This list should include one addressing each core value, plus the Essential 10 Commitment Ceremony. To be considered for Accreditation with Honors, a chapter should host additional seminars.

The implementation and oversight of the Triangle Sequence of Essential Sigma is managed by the Chapter Education Director. To see a list of all seminars available as a part of the Triangle Sequence, go to the Collegiate Resource Center container on Sigma Connect and click on the Educational Programs link.

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## **CIRCLE SEQUENCE: Essential Alumnae**

*\*Officers should participate in this sequence too until their senior year. They should move into the Circle Sequence their senior year.*

The Circle Sequence offers programming for graduating seniors and alumnae members. Women should start this program in August/September each year (includes both December & May graduates). There are Circle Sequence modules on Sigma Connect which seniors complete on their own time. The chapter Alumnae Relations Chairman manages this sequence and organizes seniors into a Circle Club which meets a minimum of once to participate in the Lifelong seminar. The Lifelong seminar is facilitated by the Chapter Advisory Board.

This sequence culminates in the Circle Degree, the official Tri Sigma ceremony for moving into alumnae life.

*\*Chapters can determine how they would like to handle 5<sup>th</sup> year seniors or women who complete school in less than 4 years. Each woman should be in a sequence.*

## **Lifelong Library**

As membership is a lifelong commitment, education is also a lifelong focus for Tri Sigma. We are never too old to learn more about who we are and the values that tie us together as sisters. Lifelong offers a number of personal enrichment opportunities for all members. Each month the library will highlight a new program.

## **National Programs: Officer Training Program**

### **Purpose**

The purpose of the program is to properly train the incoming officers and chairmen. It provides a great overview of the general skills and knowledge needed to successfully fulfill the requirements of the specific positions.

### **Deadlines**

- Officers—all components completed and passed by February 1
- Chairmen—all components completed and passed by February 15

### **Components of the Program**

- **Officer Transition**—a time to transition with the outgoing officer; there will be suggestions and handouts on how to do this online
- **General Officer Training and Exam**—Information all officers should know; online interactive training with automatically scored exam
- **Specific Position Training**—Information for each specific officer position; recorded training with automatically scored exam;
- **Social Event Tutorial**
- **Hazing Prevention Tutorial**
- **Officer Retreat**—Outline and facilitator guide for a 3 hour retreat for officer team. Officer team can facilitate on own or have an advisor facilitate.

### **Quick and Important Notes**

- All components are online under the Essential Sigma in Sigma Connect.
- Your chapter's C202 must be correct in order for individual members to access the information they need. Each position is tailored to their position. For example, the secretary will not be able to access her personal tutorial and information unless she is

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- listed on the C202 as secretary. The outgoing secretary should update this for all newly elected officers. Failure to update your C202 is not an excuse for late completion.
- Tests and exits exams are automatically graded and posted to your personal NHQ database record. When you retake, it replaces with the most recent score. Additionally, your president will receive an email with your test score for completed components.
  - Since the scores are posted to your record, you must sign in with your own Members Only ID and password. **You cannot share logins and get credit for completion.** Be sure your email address is correct and that you have access to Sigma Connect.
  - You must complete all components listed above by the given deadline to receive credit for Accreditation.
  - Women who fail to complete their program on time should be sent to Honor Council.

### **What if I do not pass the first time?**

At the end of the test, you see your score and there is a button to retake the exam as many times as you need to achieve a passing score.

## **National Programs: Chapter Support Plans**

### **Why do we have them?**

The areas are your goals! Chapter Support plans were designed with the intent to help chapters map out action plans to assist with certain areas of chapter programming and development. How can Tri Sigma be relevant to our campus communities? To hold us accountable to following through on the support plans, completing your Chapter Support Plan is a required component of Chapter Accreditation.

### **What are focus areas?**

Chapter Support plans contain action steps for no more than 3 areas of focus. The idea here is to prioritize needs and focus on a few things rather than trying to work on everything at once...we can agree on the top 3 priorities and work together to move forward. Additionally, incorporating the support plan into Accreditation allows your chapter to tailor some pieces of accreditation to your chapter's greatest needs.

### **How are focus areas determined?**

The chapter and National Support Team members work together to determine the areas of focus each calendar year. At the end of the fall semester, an evaluation link is distributed to chapters, officers, and advisors for their feedback on all the possible areas of focus. After completing a series of questions, the survey helps us prioritize the focus areas. Once no more than 3 focus areas are selected, each chapter will receive a basic focus plan template for their selected areas of focus.

### **Will the plans fit the needs of my campus and chapter?**

Chapter Offices, Advisors, and Regional Support Teams will work together to personalize the focus area templates as well as set dates and deadlines. The templates are a base to build upon considering your chapter needs—we might eliminate some action items, add some new ideas, or tweak current items to fit your campus environment.

### **Who is responsible for completing the action steps?**

When the focus area action steps are combined into 1 document, this is considered your Chapter Support Plan. It is an agreement on the things we'll evaluate, focus our training efforts, and collaborate on closely to improve or maintain. Action plans are not just for officers! There might be action steps for your consultant, advisors, chairs, the Assistant Director of Chapter Services or the Director of Chapter Services. We all work together!

### **How does the National Organization know if we're completing the Support Plans?**

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Chapter Support Plans are part of each chapter's Monthly Chapter Snapshot reports. There is space to provide progress notes, ask questions, and seek additional support. Chapter Support Plans also come with a number of additional resources located in the Sigma Connect. In this section, there are links for each of the focus areas. Once on your focus area page, you can find resources to help you complete your action plans. There are educational programs, videos, recordings, survey links, and much more.

### **What if our needs change?**

If at any point you feel the chapter dynamic has changed and there needs to be another focus or a change to the plan, we're happy to work with you! Again, the Chapter Support Plan is an agreement on the things we work on together. If your chapter or campus needs change, we're here to work with you to modify the plan and focus on your greatest needs.

**The key part here is communication and collaboration.**




**If a chapter does not offer feedback on which focus areas they think should be selected, then your Assistant Director of Chapter Services will determine which areas is a priority.**

## **National Programs: Chapter Accreditation**

It is our goal that each Sigma Sigma Sigma collegiate chapter establishes the foundation for a quality lifetime experience for its members. Chapter Accreditation outlines the minimum standards for chapter achievement and operations. Chapters are evaluated annually in December to monitor growth, determine progress, and offer recognition through the national awards program.

### **Values, purpose, relevancy**

Accreditation is divided into 9 categories of relevant organizations. These areas of relevancy are aligned with Tri Sigma's values and our mission statement.

-  **Friendship:** Recruitment, Alumnae Engagement, and Panhellenic
-  **Character:** Members Development & Living our Ritual, Foundation/Philanthropy
-  **Conduct:** Financial Stability, Risk Reduction and Safety, Scholarship, Chapter Organization

### **Accreditation status defined:**

- **Accredited Chapter with Honors:** chapter meets 100% of expectations as outlined in Sigma Sigma Sigma Chapter Accreditation and additionally fulfills 15 or more of the Honor Status categories. Chapter is eligible to receive National Awards.
- **Accredited Chapter:** chapter meets 100% of expectations as outlined in Sigma Sigma Sigma Chapter Accreditation. Chapter is eligible to receive National Awards for the academic year.
- **Non-Accredited Chapters:** chapter does not meet all expectations as outlined in Sigma Sigma Sigma Chapter Accreditation causing Chapter Intervention Program to be implemented. Chapter is NOT eligible to receive National A/CAC Awards.

### **Accreditation Progress Reports**

All chapters submit this with their monthly reports and provide updates to their National Support team. The progress updates are recorded on the Accreditation tab of your Chapter Snapshot Google Document and should fully outline how the chapter has met each of the Accreditation standards. This tab is organized by items to update each month and helps everyone benchmark full achievement throughout the semester. An Accreditation link is located under the collegiate section of the National website with additional resources.

### **Semester Standards**

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Because the recruitment and GPA standards may require more than 1 year to be achieved, semester goals have been established for the recruitment/membership and GPA standards. This is in an effort to support a chapter's improvement. Smaller goals are set for each semester. Semester goals need to be achieved both semesters to be accredited.

### **Accreditation Verification & Appeals**

This process is conducted with your Regional Consultant each month. She will review your Chapter Snapshot and calendar for events which meet the standards, work with the chapter to verify the event/activity and then update a master tracking list. A chapter no longer has to complete an end of the year report to verification accreditation. It occurs on a month to month basis throughout the year. All standards must be completed by November 15 of each year. Appeals are conducted via phone following the distribution of Accreditation outcomes on December 1.

### **Show Cause Presentations & Chapter Closure**

Chapters that are not accredited for 3 consecutive years will be required to participate in a Show Cause Presentation. A chapter will be required to make a presentation to a review panel consisting of collegiate leaders, advisors, and National Officers outlining their plan to be accredited. The review panel will make recommendations to Executive Council on the future of the chapter (i.e. another opportunity to be accredited or chapter closure).

If a chapter is not accredited after their Show Cause Presentation but has made significant improvements, there may be an opportunity for an Administrative Review process; however, failure to be accredited following an administrative review will result in Chapter Closure.

**It is critical that chapters keep their new members informed of potential closure due to membership size, show cause, risk management, or otherwise. Once a woman is initiated, she cannot join any other National sorority. If you are in jeopardy of closure due to risk or Accreditation, ask for an extension for initiation to ensure you achieve your standards.**

## **Accreditation Checklist & Verification Points**

This document is a resource to help your chapter track your progress, make notes to communicate with your Regional Consultant, and work as a team on Chapter Accreditation. This is for your use only and does not need to be submitted. It is aligned with the online Accreditation tracking document which the consultants monitor and update after you monthly calls. This is a great tool to use each month to review with all officers/chairs that have responsibilities in accreditation.

Some notations you'll see:

CHECKPOINTS = suggested items to think about on a local level to determine your progress toward accreditation.

VERIFICATION = the items Regional Consultants will be looking at and when to verify if X standard is achieved for Accreditation.



	Accreditation Standards	Verification Points & Notes
<b>Recruitment</b>	To meet both the spring and fall semester recruitment goals as set by the chapter's ADCS.	<input type="checkbox"/> <b>VERIFICATION:</b> Spring Recruitment Goal of _____ achieved by April 15 (allows for initiation by the end of the semester) <input type="checkbox"/> <b>VERIFICATION:</b> Fall Recruitment Goal of _____ achieved by Nov 15 <b>NOTES:</b> <ul style="list-style-type: none"> <li>• ADCS will provide preliminary goals by May 1/Nov 1 and invite CAB and Officers to engage in further discussion on the goal. If no response, ADCS will determine and finalize.</li> <li>• ADCS will email final goals to Officers and CAB May 15 for the fall and Nov 15 for the spring</li> </ul>
	Overall chapter membership retention rate is above 80% (this looks at retaining both new members and undergraduate members) as of April 15 and November 15	<input type="checkbox"/> <b>VERIFICATION:</b> Spring chapter retention was above 80% as of April 15 <input type="checkbox"/> <b>VERIFICATION:</b> Fall chapter retention was above 80% as of Nov 15 <b>NOTES:</b> <ul style="list-style-type: none"> <li>☐ To calculate...retention rate = <math>100 - ((\text{Depledges} + \text{Terminations}) / (\text{Beginning Members} + \text{New Members}) * 100)</math></li> <li>☐ Information based on NHQ roster plus depledge and termination paperwork.</li> <li>☐ Withdrawals, transfers, inactive or 5<sup>th</sup> year senior status do not negatively impact a chapter's retention percentage.</li> </ul>

**COMPLETION NOTES:**

	HONORS Standards	Verification Points & Notes
<b>Recruitment - HONORS</b>	Recruitment plans encompass dynamic recruiting practices (i.e. <i>I Heart Recruitment</i> )	<p><b>VERIFICATION:</b> RC will review your Chapter Snapshot to see if your recruitment tab includes dynamic recruitment. The following is a list of some of the items included in dynamic recruitment. It is not required to implement 100% of the items listed below.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities held to generate names</li> <li><input type="checkbox"/> Skills training (communication, Feel/Felt/Found, Quality Response Guide, Bump and Squeeze, Conversation Funnel)</li> <li><input type="checkbox"/> Advanced planning and training for all members</li> <li><input type="checkbox"/> SPAM</li> <li><input type="checkbox"/> Members have an elevator speech</li> <li><input type="checkbox"/> Members can talk about Features v Benefits</li> </ul> <p><b>Resources:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phired Up and Dynamic Recruitment recorded webinars</li> <li><input type="checkbox"/> The book <i>I Heart Recruitment</i></li> <li><input type="checkbox"/> Dynamic recruitment handouts posted on webinars page</li> <li><input type="checkbox"/> Recruitment training in OTP</li> </ul>
	Chapter develops and implements plan for member motivation, morale, and senior engagement with recruitment and submits to Consultant	<p><b>VERIFICATION:</b> the plan is posted on Google documents and shared with your RC. The chapter can demonstrate implementation during you monthly call or in your chapter snapshot.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Action steps for your plan are included on your Chapter Snapshot calendar and/or To Do list. This helps us know your progress in: <ul style="list-style-type: none"> <li>o March updates</li> <li>o September updates</li> <li>o November updates</li> </ul> </li> <li><input type="checkbox"/> Consider doing an evaluation of your motivation/morale plan twice a year: <ul style="list-style-type: none"> <li>o April with graduating seniors</li> <li>o December with the entire chapter</li> </ul> </li> </ul> <p>*Conducting the evaluation is not a part of the Accreditation verification process. This is only a suggestion to help ensure you plan is relevant to members.</p>

**COMPLETION NOTES:**

	Accreditation Standards	Verification Points & Notes
<u>Alumnae Engagement (AR Chair)</u>	Chapter hosts a Founders Day event and local/chapter alumnae are invited to attend	<input type="checkbox"/> <b>VERIFICATION:</b> one of the following is completed – information in you meeting minutes, you discuss on a month call, updates are on your accreditation tab, or you share photos of the event.  <b>Resources:</b> <input type="checkbox"/> Other ways we can verify: <ul style="list-style-type: none"> <li>o Meeting minutes and chapter snapshot calendar indicate Founders Day hosted around April 20<sup>th</sup></li> <li>o Meeting minutes indicate Alumnae were invited to attend and date/method of the invite</li> <li>o</li> </ul> <input type="checkbox"/> Founders Day program is sent from NHQ and can be downloaded from Sigma Connect <input type="checkbox"/> You may request an alumnae list from Jessica Jett at NHQ or start to use a Chapter Sigma Connect group to communicate with alumnae
	Chapter hosts at least 1 alumnae event in addition to Founders Day (may be chapter alumnae or local area alumnae)	<b>Checkpoints:</b> <input type="checkbox"/> Have list of local alumnae in the area <input type="checkbox"/> Know closest alumnae chapter <input type="checkbox"/> Set event date of _____ <input type="checkbox"/> Type of event: _____ <input type="checkbox"/> # of number alumnae who were involved _____  <b>VERIFICATION:</b> one of the following is completed – information in you meeting minutes, you discuss on a month call, updates are on your accreditation tab, or you share photos of the event.  <b>Alumnae event ideas:</b> This event should be in addition to your Founder's Day event with alumnae. So, a total of two events should be held a year with alumnae.  <input type="checkbox"/> Pot Luck lunch/dinner (Example: Alumnae members bring main dishes, collegiate members bring soft drinks, desserts, paper products) <input type="checkbox"/> Luncheons <input type="checkbox"/> Sisterhood Events <input type="checkbox"/> Homecoming <input type="checkbox"/> Greek Week Events <input type="checkbox"/> Philanthropy Events <input type="checkbox"/> Community Service/volunteerism <input type="checkbox"/> Campus/Guest Speakers <input type="checkbox"/> Campus Events <input type="checkbox"/> Community Events <input type="checkbox"/> Sports events <input type="checkbox"/> Holiday Time - Adopt a family, caroling, holiday potluck, secret Santa

**COMPLETION NOTES:**



	HONORS Standards	Verification Points & Notes
<b>Alumnae Engagement HONORS</b>	Chapter (or current CAB) works to recruit local alumnae or faculty to serve as advisors	<b>VERIFICATION:</b> The Director of Alumnae and Volunteer Development as well as your Assistant Director of Chapter Services will keep a running list of those chapters who are working to recruit their own advisors. We will verify and give at the end of each semester.
	Chapter has alumnae initiates (must be initiated within 45 days)	<b>VERIFICATION</b> from Collegiate Membership Coordinator: <input type="checkbox"/> NHQ received initiation forms and fees by Dec 15 for fall alumnae initiates <input type="checkbox"/> NHQ received initiation forms and fees by May 15 for spring alumnae initiates  <b>Resources:</b> Download the Initiated as an Alumnae Manual in Sigma Connect for forms, fees, and detailed information on the process.
	Chapter co-sponsors an event with a near-by Alumnae Chapter or Key Alumnae	<b>VERIFICATION:</b> meeting minutes indicate date of event, event description, and who many attended  <b>NOTES:</b> This is more than just inviting them – collegiate and alumnae chairs work together in the event planning whether it is service, sisterhood, educational event on alumnae life, etc.

**COMPLETION NOTES:**

friendship | *character* | conduct



	Accreditation Standards	Verification Points & Notes
<b>Panhellenic (CPH Delegate)</b>	Delegate attends College Panhellenic meetings and reports information back to the chapter during weekly chapter meetings.	<b>VERIFICATION:</b> chapter has credit for CPH meeting minutes being submitted for at least 75% of the year.  Note: points are awarded monthly and can be verified using the Points Tracking document. There is a link in the collegiate resource center.
	Chapter participates in College Panhellenic programming	<b>VERIFICATION:</b> <input type="checkbox"/> Chapter Snapshot Calendar indicates CPH programming dates and % of member attendance  <b>NOTE:</b> There is no required percentage of members who need to attend Panhellenic programming. If there is a campus requirement, we ask chapters to strive to achieve this standard or higher.
	Follows the rules of the NPC and the College Panhellenic (i.e. no major infractions or judicial hearings with an outcome of accountable)	<b>VERIFICATION:</b> In May and November of each year, contact will be made with your Fraternity/Sorority Advisor to ensure you have received no major recruitment infractions or violated any campus risk management policies.  <b>NOTES:</b> <input type="checkbox"/> Major infractions are defined things like bid promising, inappropriate communication with PNMs outside of recruitment events, alcohol during recruitment events, etc. <input type="checkbox"/> Your accreditation status would not be impacted if someone leaves with a napkin or fines from late list submissions. These are still very important so please adhere to the set guidelines.
	Release Figure Method reports indicate that chapters followed all provided release figure carry numbers during each round of recruitment	<b>VERIFICATION:</b> <input type="checkbox"/> NPC Reports indicate return figures were followed during your campuses formal recruitment  <b>NOTES:</b> <input type="checkbox"/> NHQ receives RFM reports from all RFM campuses. There is no need for the chapter to submit any report verifications here. We are able to verify the # of PNMs each chapter is to invite back each round as well as the number actually invited. It is essential that chapters adhere to carry figures during each round of recruitment. <input type="checkbox"/> This standard only applies to those campuses issuing RFM. <input type="checkbox"/> If you'd like to know if you are an RFM campus, contact your College Panhellenic Assistant or ADCS.  CONSEQUENCE: If carry figures are not followed and chapter did not pledge quota during formal recruitment, quota must be obtained no later than 10 days after Bid Day. Failure to do so will result in suspension of social privileges with alcohol until quota is achieved.

**COMPLETION NOTES:**

	HONORS Standards	Verification Points & Notes
<b>Panhellenic HONORS</b>	100% of members attend at least 1 College Panhellenic Meeting OR a sponsored program each semester	<b>Checkpoints:</b> <input type="checkbox"/> Chapter develops semester tracking process <input type="checkbox"/> Information shared with the chapter <input type="checkbox"/> Progress update is sent to RC – April 1 <input type="checkbox"/> Progress update sent to RC – November 1  <b>VERIFICATION:</b> <input type="checkbox"/> Discuss how you manage this program and record attendance during your spring and fall RC Accreditation Verification Call.
	A chapter officer to meet with the campus Fraternity/Sorority advisor at least once a month during the academic year	<b>Checkpoints:</b> <input type="checkbox"/> Jan. Meeting w/ _____(officer) <input type="checkbox"/> Feb. Meeting w/ _____(officer) <input type="checkbox"/> Mar. Meeting w/ _____(officer) <input type="checkbox"/> Apr. Meeting w/ _____(officer) <input type="checkbox"/> Sep. Meeting w/ _____(officer) <input type="checkbox"/> Oct. Meeting w/ _____(officer) <input type="checkbox"/> Nov. Meeting w/ _____(officer)  <b>VERIFICATION:</b> RC will email your Fraternity/Sorority Advisor in November/December to verify monthly meetings were held
	Chapter has member(s) serving as Panhellenic Officers or Recruitment Counselors	<b>VERIFICATION:</b> RC will email your Fraternity/Sorority Advisor in November/December to verify.

**COMPLETION NOTES:**

	Accreditation Standards	Verification Points & Notes
<b>Member Development &amp; Living our Ritual (VP, ED, Service, CAB, CP)</b>	Sent required chapter representative(s) to all National Leadership Programming (Officer Academy, Convention, Volunteer Summit, <u>and</u> Dunham Women of Character)	<p><b>Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place program dates and locations on the chapter calendar</li> <li><input type="checkbox"/> Be sure you know the registration dates, deadlines, and fees as well as who needs to attend (often in the Sigma Standard)</li> <li><input type="checkbox"/> Arrival/Departure times determine. Flights books 4 weeks early if possible</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 4 members attended Officer Academy (verified by 100% program attendance)</li> <li><input type="checkbox"/> Convention Delegate attended <u>all</u> of convention (verified by attendance to 100% of business sessions and programming – NEXT CONVENTION IN 2013)</li> <li><input type="checkbox"/> At least one advisor attended the Volunteer Summit (verified by 100% program attendance information from Director of Programs, July 15)</li> <li><input type="checkbox"/> Undergraduate emerging leader attends all of the Dunham Women of Character Institute (verified by 100% program attendance information from Director of Programs, July 15)</li> </ul>
	Chapter demonstrates volunteerism in their local area (includes campus or local community) with 75% or more of membership volunteering at least 10 hrs a year	<p><b>Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Process for collecting volunteer information (Feb)</li> <li><input type="checkbox"/> % of members with 10 hrs in Feb 15 _____</li> <li><input type="checkbox"/> % of members with 10 hrs in April 15 _____</li> <li><input type="checkbox"/> % of members with 10 hrs in Oct 1 _____</li> <li><input type="checkbox"/> % of members with 10 hrs in Nov 1 _____</li> <li><input type="checkbox"/> % of members with 10 hrs in Dec 1 _____</li> </ul> <p><b>VERIFICATION:</b> send (or share through Google documents) the volunteerism tracking spreadsheet to your regional consultant by Dec 1 (or earlier if everyone has met the 10hr requirement)</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteerism can be defined as philanthropic work, community service, or volunteering as a leader/member of another organization. It is up to your chapter to define “volunteerism” and what would “count” for the hours.</li> <li><input type="checkbox"/> It will be important that you develop a system for members to report their hours AND a system for how you will track these hours. A spreadsheet would be helpful for tracking and make it easy for you to submit verification information.</li> <li><input type="checkbox"/> IDEAS: <ul style="list-style-type: none"> <li>o It might be easy for you to add an additional tab to your Chapter Snapshot and use this same document to track your chapter member’s volunteer hours</li> <li>o Google Docs also has a forms feature you can learn more about. Basically, you can send your members a form link, they complete the information you request, and it goes automatically into a spreadsheet on Google docs you can share with others. So, there is no need to collect hard copy information and input the information yourself. Members do it all. You can also set up the form to send the “author/creator” a notification when new submissions have been input.</li> </ul> </li> </ul>

**COMPLETION NOTES:**



**STANDARD: Implements all components of the Member Development Programming (OTP, ATP, Arc Sequence, Triangle Sequence, and Circle Sequences) according to the program timelines**

<p><b>Arc Sequence Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arc Group Leaders used</li> <li><input type="checkbox"/> Held Arc Group leader Training _____(date)</li> <li><input type="checkbox"/> Arc Degree held within 7 days and all new member fees paid</li> <li><input type="checkbox"/> NMs all use online tools for Arc Sequence and can sign into Sigma Connect</li> <li><input type="checkbox"/> Big/Little Reveal held in week 4</li> <li><input type="checkbox"/> Inspiration week aligned with National values (dates should be on your Chapter Snapshot calendar)</li> <li><input type="checkbox"/> Pre-initiation Meeting held before Triangle Degree</li> <li><input type="checkbox"/> Triangle Degree held within 8 weeks of Bid day</li> <li><input type="checkbox"/> Post-initiation Meeting held with 7 days of Triangle Degree</li> <li><input type="checkbox"/> Welcome to NMs held within 2 weeks of Triangle Degree</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter has chapter-specific information entered for the Arc Sequence (VP does so through her Chapter Admin page in Sigma Connect)</li> <li><input type="checkbox"/> <b>Spring:</b> Any woman pledged by March 15 is initiated by May 1. Verified with all forms and fees being received at NHQ by May 15.</li> <li><input type="checkbox"/> <b>Fall:</b> Any woman pledged by Oct 25 is initiated by Dec 1. Verified with all forms and fees being received at NHQ by Dec 10.</li> </ul>	<p><b>Triangle Sequence Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Education director is assigning members to Triangle Sequence groups using the online admin tools</li> <li><input type="checkbox"/> Women who have not completed programs in the spring sent to Honor Council (April 15)</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Education Director tracks completion and discusses during the chapter Accreditation Verification call how they will be correcting/address those who haven't completed.</li> <li><input type="checkbox"/> Essential 10 Recommitment Ceremony held at the beginning of the fall semester and no later than Oct 1. Meeting minutes should verify completion.</li> <li><input type="checkbox"/> Meeting minutes indicate contemplations were completed:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Feb 15</li> <li><input type="checkbox"/> April 1</li> <li><input type="checkbox"/> Oct 1</li> <li><input type="checkbox"/> Nov 1</li> </ul> </li> </ul>	<p><b>Circle Sequence Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Circle Clubs formed in Sigma Connect using the Circle Sequence Admin features</li> <li><input type="checkbox"/> All Circle Clubs met each semester</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Alumnae Relations Chair tracks completion and discusses during the chapter Accreditation Verification call how they will be correcting/address those who haven't completed.</li> <li><input type="checkbox"/> NHQ received Circle Degree forms May 15 for spring graduates and Jan 15 for fall graduates</li> </ul>
<p><b>OTP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Officer Installation held by Dec 15</li> <li><input type="checkbox"/> All can access Sigma Connect and OTP site</li> <li><input type="checkbox"/> Individual meeting with outgoing officers before Officer Academy</li> <li><input type="checkbox"/> All have current manuals</li> <li><input type="checkbox"/> GPA issues with officers addressed before Jan 15</li> <li><input type="checkbox"/> Chairs appointed with C202 updated by Feb 1</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Feb 1:</b> Verification of officer retreat being held by submitting expectations developed at the retreat to your RC via Google doc</li> <li><input type="checkbox"/> <b>Feb 1:</b> All Officers on C202 have completed OTP according to NHQ database (General Officer, SET, Haze-free, and position tests)</li> <li><input type="checkbox"/> <b>Feb 15:</b> All spring Chairs on C202 have completed OTP according to NHQ database (General Chair, SET, Haze-free, and position tests)</li> <li><input type="checkbox"/> <b>Feb 15:</b> Verification of chairmen retreat by reviewing program evaluation link.</li> </ul>	<p><b>ATP Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All advisors appointed more than 4 months have completed ATP (ADCS reviews monthly)</li> <li><input type="checkbox"/> All advisors appointed less than 4 months are on track for completion (ADCS reviews monthly)</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>May 1 &amp; Dec 1:</b> All advisors appointed more than 4 months have completed ATP (reviewed monthly with follow-ups provided by ADCS)</li> <li><input type="checkbox"/> <b>May 1 &amp; Dec 1:</b> All advisors appointed less than 4 months are on track for completion (reviewed monthly with follow-ups provided by ADCS)</li> </ul>	

**COMPLETION NOTES:**

	HONORS Standards	Verification Points & Notes
<b>Member Development &amp; Living our Ritual HONORS</b>	Received recognition at a College/University or Panhellenic/Greek Awards Celebration.	<b>VERIFICATION:</b> Have your Fraternity/Sorority Advisor email notification to your Regional Consultant and include award title & date awarded
	Chapter member(s) attend UIFI	<p><b>Checkpoint:</b> List names of member(s) and session to attend:</p> <p>1. _____</p> <p>2. _____</p> <p><b>VERIFICATION:</b> National Organization will email the NIC to obtain a list of Sigmas who attended UIFI over the summer.</p> <p><b>As a reminder,</b> the Foundation sponsors several UIFI scholarships each year. Look for information on applications in mid-spring. Normally information is included in the Sigma Standard and posted on the Collegiate reporting page.</p>
	Members volunteer for the National Organization as mentors (areas of recruitment, accreditation, scholarship, etc), assist with colonization or other chapter's recruitment, or volunteer for a National committee/project.	<p><b>Checkpoint:</b> List names of member(s) and position/role:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p><b>VERIFICATION:</b> done monthly by the DCS, ADCS, and Dir. Of Programs</p> <p><b>Some ideas for volunteering include:</b></p> <ul style="list-style-type: none"> <li>• Contact local alumnae chapter hosting Convention and serve as volunteers for Convention</li> <li>• Members serve as Accreditation Mentors</li> <li>• Member serves on the Accreditation Show/Cause Committee</li> <li>• Assist with Colonization's (recruitment, Arc Degree, Initiation, or supporting the colony with apparel goodie bag</li> </ul>

**COMPLETION NOTES:**

	Accreditation Standards	Verification Points & Notes
<u>Philanthropy/Foundation (Phil/Foundation Chair)</u>	Chapter raise/donation \$5 per capita to the Tri Sigma Foundation and has submitted collected funds by chapter check before November 15	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Per capita # is based on the chapter's October 15 roster</li> <li><input type="checkbox"/> Donations to be received by the Foundation before Nov 15.</li> <li><input type="checkbox"/> Donations include the FP4-Foundation donation form with the check for payment. This ensures the check is properly applied.</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Be sure checks are made out to the Sigma Sigma Sigma Foundation. If you leave off the word "Foundation" the check may be sent to NHQ for deposit and your foundation donation will not be recorded.</li> <li>• There is a master spreadsheet the Foundation maintains for the Collegiate Department. Your Regional Consultant can verify your donations at any time. Feel free to check in a few times throughout the semester to ensure fees have been sent.</li> </ul>
	Chapter donation/raised \$5 per capita for the Leadership Development Fund (chapters send chapter donation to Foundation and earmark donation for Collegiate Leadership Programming before April 15)	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Per capita # is based on the chapter's Feb 15 roster</li> <li><input type="checkbox"/> Donations to be received by the Foundation before April 15.</li> </ul> <p><b>NOTES:</b></p> <p>Each Foundation donation check should also include the Foundation Contribution (FP4) form. It can be found at the top of the collegiate monthly reports page. Download, complete, and send in with your check. You'll a space at the bottom which indicated LEADERSHIP Programs. You'll need to note this on the form to have the money allotted to that part of the Foundation.</p>

	HONORS Standards	Verification Points & Notes
<u>Philanthropy/Foundation HONORS</u>	90% or more of chapter membership is a member of the Foundation's 3Sigma collegiate donor program.	<p><b>VERIFICATION:</b> much like the Foundation donations, we'll review the chapter's roster as of April 15 and November 15 to determine the current % of participants. If the chapter has 90% or more in either the fall OR the spring (does not need to be both) then this Honors standard will be achieved.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• This standard is reviewed on an annual basis so members would need to elect to participate in this program each year.</li> <li>• Verification of the # of members in this process thus far can be done by simply emailing your Regional Consultant to inquire.</li> <li>• This does not replace the donation expectations from the chapter – this is addition to those donations.</li> <li>• Members can donate by going to the trisigma.org (not members only section), clicking on GIVE, completing the donor form, and then selecting the option for <b>\$18.98 Undergraduate Giving</b></li> </ul>
	Chapter member received an academic scholarship from the Foundation OR UIFI scholarship	<b>VERIFICATION:</b> Director of Programs oversees distribution of this scholarship each spring. Your RC will confirm the recipients with her and then give credit.
	Chapter received either a Convention Destination Sigma travel grant OR local area Hospital Grant	<b>VERIFICATION:</b> Your Regional Consultant will verify with the Foundation.

**COMPLETION NOTES:**

friendship | *character* | conduct

	Accreditation Standards	Verification Points & Notes
<b>Financial Stability (CT plus House Manager)</b>	Current on all National financial obligations as of April 1 and November 1 (include all monies and new member/initiation processing forms and fees)	<p><b>Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verified items to be resolved monthly using the Pending Notification List</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current April 1</li> <li><input type="checkbox"/> Current Nov 1</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There is a pending notification list posted on the collegiate forms page in the Instructions table. It'll indicate informational reminders and "PAST DUE" contact NHQ. It is updated weekly.</li> <li><input type="checkbox"/> It is the chapter's responsibility to work with NHQ to resolve the items and submit necessary information.</li> <li><input type="checkbox"/> We determine "pending" new member forms by looking at their Arc Degree dates. We would expect to have NM fees, M476 Cards, and P109 within 2 weeks of the Arc Degree date. We would look to have T8 and Badge fees within 10 weeks of Triangle Degree. If not, we consider it pending.</li> </ul>
	Fully implemented Bill Highway accounting program	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter has no pending credits on their member aging report in BillHighway.</li> <li><input type="checkbox"/> All outstanding balances have either by paid by Dec 1 or women have been held accountable according to the Honor Council timeline (i.e. 7 days past due = phase 1 of Honor Council, 30 days past due = phase 2 of Honor Council, 60 days past due = phase 3 of Honor Council, or 90+ days past due = phase 4 and membership termination. (It is up to the chapter as to whether or not you use the BH collections process. Collections is not a requirement for Accreditation.)</li> <li><input type="checkbox"/> Budget entered for fall and spring by April 1 AND it includes funds for all Nat'l programming</li> <li><input type="checkbox"/> No tax penalties (July 1) – verified with National Headquarters Accountant</li> <li><input type="checkbox"/> No other checking or savings accounts opened (verified when members sign the RM2 document due Oct 1 of each year)</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you need help, you can always call BillHighway at 1.866.BILL.HWY.</li> <li><input type="checkbox"/> If you need a refresher, call BillHighway at any time to schedule a Drive-Thru.</li> <li><input type="checkbox"/> If you have problems with the BillHighway support (phone or email) response time, please notify your Regional Consultant.</li> </ul>
	Chapter housing facility is at least 95% capacity	<p><b>VERIFICATION:</b> Our National Housing Director will communicate with your House Corporation to verify that the House was at 95% occupancy at one point during the academic year.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Being at housing capacity is really about ensuring the financial stability of the house. Without all rooms being paid, some of the house savings could be impacted, there may be a strain on paying bills, or it might be necessary to increase rent.</li> </ul>

**COMPLETION NOTES:**



	HONORS Standards	Verification Points & Notes
<b>Financial Stability HONORS</b>	Chapter has reserve funds in their BillHighway savings account	<b>Checkpoints:</b> <input type="checkbox"/> Fall semester transfer to savings <input type="checkbox"/> Spring semester transfer to savings  <b>VERIFICATION:</b> RC Checks savings account balance Feb 25 and September 25. There must be record of a fall and spring transfer of funds according to BillHighway.
	Due to excellent chapter financial management, the chapter is able to send more women than required to National Programming.	<b>VERIFICATION:</b> RC communicates with the Director of Programs after national programming to confirm attendance.
	Chapter has a House Corporation of 5 or more	<b>VERIFICATION:</b> RC will... <input type="checkbox"/> Verify with National Housing Director May 1 <input type="checkbox"/> Verify with National Housing Director Dec 1
	Chapter has a specific outlined process for check request and reimbursement process.	<b>VERIFICATION:</b> share information during a monthly call or email resources/processes shared with your members to your RC.

**COMPLETION NOTES:**

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	Accreditation Standards	Verification Points & Notes
<b>Risk Reduction and Safety</b>	Chapter hosts a fire drill each semester (if no house, drill should be conducted during chapter meeting for safe building evacuation)	<b>VERIFICATION:</b> <input type="checkbox"/> Spring fire drill (date) _____ – verified with spring Housing report on the Chapter Snapshot <input type="checkbox"/> Fall fire drill (date): _____ – verified with fall Housing report on the Chapter Snapshot
	Sorority Education programs regarding alcohol use/misuse must be presented each semester.	<b>VERIFICATION:</b> <input type="checkbox"/> Spring alcohol education program held by March 15 – verified with chapter calendar and meetings <input type="checkbox"/> Fall alcohol education program held by November 1 – verified with chapter calendar and meetings  <b>NOTES:</b> <ul style="list-style-type: none"> <li>This is a great opportunity to utilize your campus resources – attend a Panhellenic/IFC speaker, contact someone from your health &amp; wellness center to do a program, or invite someone to facilitate a program like TIPS or the CHOICES Alcohol Awareness program</li> </ul>
	Chapter has a Crisis Management Plan	<b>Checkpoints:</b> <input type="checkbox"/> Crisis Management Plan uploaded to Google Documents and shared with your RC and ADCS <input type="checkbox"/> Date planned for review of the crisis management plan with the chapter  <b>VERIFICATION:</b> <input type="checkbox"/> <b>Spring:</b> Chapter Snapshot Calendar indicates the date the Crisis Management Plan was reviewed with your Chapter by March 1 <input type="checkbox"/> <b>Fall:</b> Chapter Snapshot Calendar indicates the date the Crisis Management Plan was reviewed with your Chapter by October 1
	Complies with all Tri Sigma's National policies (not on Chapter Supervision)	<b>Checkpoints:</b> <input type="checkbox"/> VP is using the Admin page to ensure all new members have completed the RM1 <input type="checkbox"/> Secretary updates chapter Roster by Sept 1, ensures approval, THEN President pulls and prints the RM1 form from the collegiate reports page.  <b>VERIFICATION:</b> <input type="checkbox"/> <b>Spring:</b> Not placed on Supervision (verified May 15) <input type="checkbox"/> <b>Spring:</b> All NMs have RM1 completed as of May 1 <input type="checkbox"/> <b>Fall:</b> RM1 Submitted by Oct 1 <input type="checkbox"/> <b>Fall:</b> RM2 submitted by Oct 1 <input type="checkbox"/> <b>Fall:</b> Not placed on Supervision (verified Dec 15) <input type="checkbox"/> <b>Fall:</b> All NMs have RM1 completed as of Dec 1  <b>NOTES:</b> <input type="checkbox"/> If you'd like to verify if NMs have completed the RM1 components as part of the Arc Sequence, Regional Consultants can access this information for you at any time. Simply email them with the request. <input type="checkbox"/> The RM1 opens each year September 1 – November 15 <sup>th</sup> . The report is due October 1. It remains open for those women who did not submit on time, have been sent to Honor Council, and still need to complete the report. We'll expect all members to complete the report by November 15 or terminate their membership. Risk reduction and safety is critical. <input type="checkbox"/> During the month of September, RCs send out weekly reports to indicate collegiate members who have not yet signed the RM1. The chapter should work with those individuals to have the complete the online tutorial then the RM1.

**COMPLETION NOTES:**

friendship | *character* | conduct



	HONORS Standards	Verification Points & Notes
<b>Risk Reduction and Safety HONORS</b>	Chapter participates in (or hosts) Hazing Prevention Week activities and events	<p><b>VERIFICATION:</b></p> <input type="checkbox"/> Letter/email of verification from the FSA to your Regional Consultant by November 1 to confirm role
	Acknowledges chapter issues and seeks help and guidance from a National Support resource on changing a risky behavior BEFORE investigation/supervision	<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• If you'd like to know more about Hazing Prevention Awareness Week, visit <a href="http://www.hazingprevention.org">www.hazingprevention.org</a>. There are sample fliers, programs, resources, and everything you'll need to get this program started on your campus.</li> <li>• This week is normally early fall so you'll want to start thinking about doing this program in the spring so you can get it on your campus calendar for the fall, seek funding, and coordinate with your Fraternity/Sorority Advisor and Panhellenic.</li> </ul> <p><b>Checkpoints:</b></p> <input type="checkbox"/> Not on Chapter Supervision <input type="checkbox"/> Issue proactively brought to the attention of the ADCS or RC <input type="checkbox"/> Change agreements made with ADCS which address the issues raised
		<p><b>VERIFICATION:</b> changes that were agreed upon were implemented (with 6 weeks, before Dec 1). Your ADCS will verify through your CAB.</p>

**COMPLETION NOTES:**



	Accreditation Standards	Verification Points & Notes
<b>Scholarship(ED)</b>	Meets chapter fall and spring semester GPA requirement as set by the National Organization (must have university GPA report as verification by Oct 15 for spring grades and Feb 15 for fall grades)	<p><b>Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Necessary removal/replacements due to GPA done by Jan 10 for officers</li> <li><input type="checkbox"/> Members with GPA below 2.5 sent to HC by Feb 1</li> <li><input type="checkbox"/> Members with GPA below 2.5 sent to HC by Sept 1 (collect over summer!)</li> <li><input type="checkbox"/> Necessary removal/replacements due to GPA done over the summer (if CP, elections to occur at first chapter meeting)</li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> RC has GPA report from campus by Feb 15 and chapter met semester GPA requirement</li> <li><input type="checkbox"/> RC has GPA report from campus by Oct 15 and chapter met semester GPA requirement</li> </ul>
	Submits annual chapter scholarship plan (including awards and recognition for academic success) by Feb 1 of each year and demonstrates implementation of their plan	<p><b>Checkpoints:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scholarship progress report given during monthly meeting: <ul style="list-style-type: none"> <li>o on track April 1</li> <li>o on track Oct 1</li> <li>o on track Dec 1</li> </ul> </li> </ul> <p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Scholarship plan uploaded to Google docs and shared with RC &amp; ADCS by Feb 1 and progress report on October 1.</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> There is not a specific template here – so be creative with your plan and presentation of the plan.</li> <li><input type="checkbox"/> Some important components: <ul style="list-style-type: none"> <li>o How you'll work with Honor Council</li> <li>o Plan to support women with X GPA. Consider providing various levels of support based on their GPA range.</li> <li>o Incentives and recognition</li> <li>o Study skills programming and university resources</li> </ul> </li> </ul>

**COMPLETION NOTES:**

	HONORS Standards	Verification Points & Notes
<b>Scholarship - HONORS</b>	Less than 15% of members have a semester GPA below a 2.5	<p><b>VERIFICATION:</b> RC will look at grade information submitted for your Feb 1 scholarship report and Oct 1 scholarship report.</p> <p><b>CHECK POINTS</b></p> <p><input type="checkbox"/> # of members on roster Feb 15 _____</p> <p><input type="checkbox"/> # of members below a 2.5 semester GPA Mar 1 _____</p> <p><input type="checkbox"/> # of members on roster Nov 1 _____</p> <p><input type="checkbox"/> # of members below a 2.5 semester GPA Nov 1 _____</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>We'll be using the National Roster here to please be sure it is accurate with members and new members. We'll remove freshmen members from the count in the fall since they would not have a college GPA yet. They would count in the spring.</li> <li>GPA verification must come from the Fraternity/Sorority Advisor or from member's transcripts. If you need to collect transcripts, no need to mail these to NHQ – simply put information into a spreadsheet and email to your RC.</li> </ul>
	Implemented scholarship plan incorporates university resources such as academic advising, tutoring or specialty labs, etc. plus requires individual member to develop and implement personal scholarship plans.	<p><b>VERIFICATION:</b> Scholarship plan submitted to RC includes use of one or more of the following resources:</p> <p><input type="checkbox"/> Academic Advising</p> <p><input type="checkbox"/> Tutoring or Specialty Labs</p> <p><input type="checkbox"/> Individual Scholarship Plans completed</p> <p><input type="checkbox"/> Other:</p> <p><b>Reminder</b> – scholarship plans should be uploaded to your Google docs account and shared with your RC</p>

**COMPLETION NOTES:**

	Accreditation Standards	Verification Points & Notes
<u>Chapter Organization (CP and Efficiency Chair)</u>	Has a CBM once a month (Sept, Oct, Nov, Feb, Mar, Apr)	<p><b>VERIFICATION:</b> at least once a month the meeting minutes include CBM notations (i.e. using ritual abbreviations instead of President, Vice President, etc.)</p> <input type="checkbox"/> Feb (date) _____ <input type="checkbox"/> Mar (date) _____ <input type="checkbox"/> Apr (date) _____ <input type="checkbox"/> Sep (date) _____ <input type="checkbox"/> Oct (date) _____ <input type="checkbox"/> Nov (date) _____
	Submits 100% of required reports on time for 9 of the 12 reporting deadlines (including necessary uploads)	<p><b>VERIFICATION:</b></p> <input type="checkbox"/> Dec 1 – reporting spreadsheet will be reviewed looking for 9 or more A's
	Effectively implemented and utilized Honor Council	<p><b>NOTES:</b></p> <input type="checkbox"/> RC award points each month and post them on the Google doc. The link to the Google points verification form is posted on the collegiate forms page. There is a tab for each month = Y indicates "yes, the report was received" or X for "no report received". There is also a tab for the overall reporting year. If all reports were received for the month, the overall reporting page will contain an A for that month. <input type="checkbox"/> To be accredited, there should be an A for 9 of the 12 months. <input type="checkbox"/> We no longer grant extensions. We have chapters a 7 day window to submit reports for reporting points. For example, if a report is due September 1 a chapter can receive reporting credit if it is received by September 7 <sup>th</sup> . Because of the 7 day grace period, we no longer grant extension. So, plan ahead. <input type="checkbox"/> December 1 reports do not have the 7 day grace period. Because of the Accreditation verification process, we need to have the information on December 1. So, all reports should be <u>received</u> before December. <input type="checkbox"/> If you see something wrong with your reporting points, email your RC to inquire and request an update.
		<p><b>VERIFICATION:</b> RC will communicate with Honor Council Chairman to ensure all 3 components outlined below:</p> <p><b>1. Demonstrate timely meetings held each semester for:</b></p> <input type="checkbox"/> Outstanding fall payments and missed Jan 25 payments <input type="checkbox"/> Fall GPAs <input type="checkbox"/> Participation
		<p><b>2. As part of Honor Council reporting,</b> Goals Coordinator to email RC their goals tracking spreadsheet (Apr 1 &amp; Dec 1)  <b>3. Host Annual Honor Council Review with members signing the Honor Council Policies and Procedures form annually</b>  <b>4. Conduct Honor Council Installation Ceremony</b></p> <p><b>Friendly reminders on when women get sent to Honor Council:</b></p> <input type="checkbox"/> Money - more than 7 days past due, owes more than \$25 <input type="checkbox"/> GPA - below a cumulative 2.5 GPA, we do not send those below a 2.5 semester GPA to Honor Council <input type="checkbox"/> Participation - less than 85% of participation points 2 consecutive months)

<p>Chapter successfully completes all Chapter Support plan actions items for all focus areas</p>	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Feb 1 – CSP indicates who will be working on each action item &amp; deadlines for each item</li> <li><input type="checkbox"/> Mar 1 – CSP tab on your snapshot is updated for all items due before March 1.</li> <li><input type="checkbox"/> April 1 – CSP tab on your snapshot is updated for all items due before April 1.</li> <li><input type="checkbox"/> May 1 – CSP tab on your snapshot is updated for all items due before May 1.</li> <li><input type="checkbox"/> Oct 1 – CSP tab on your snapshot is updated for all items due before Oct 1.</li> <li><input type="checkbox"/> Nov 1 – CSP tab on your snapshot is updated for all items due before Nov 1.</li> <li><input type="checkbox"/> Dec 1 – CSP complete and new survey for the next year submitted.</li> </ul> <p><b>NOTE:</b> This verification process will occur as Consultants review and award points for your monthly Chapter Snapshot updates.</p>
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	HONORS Standards	Verification Points & Notes
<b>Chapter Organization HONORS</b>	<p>Holds practices with Officers before Arc Degree, Initiation, and Welcome to New Member ceremonies</p>	<p><b>VERIFICATION:</b> Dates of practices for the following are on your Chapter Snapshot calendar:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arc Degree</li> <li><input type="checkbox"/> Triangle Degree</li> <li><input type="checkbox"/> Welcome to NM's</li> <li><input type="checkbox"/> Pre-initiation Meeting</li> <li><input type="checkbox"/> Post-initiation Meeting</li> </ul>
	<p>50% or more of membership participants in performance evaluation process for all support systems (i.e. RSTs, NHO Staff, and CABs)</p>	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____% complete as of May 1</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Your ADCS or the DCS will send out an evaluation link on April 1. Members will have the entire month of April to complete. The forms will close at 12:01am eastern on May 1.</li> <li>• If more than 50% of your members participated, then your chapter will receive credit for this standard.</li> <li>• We'll review your chapter roster (including members and new members) on April 1 to determine the number which would equal 50%.</li> </ul>
	<p>Chapter submits both individual and chapter award applications</p>	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Application(s) received by Nov 1</li> <li><input type="checkbox"/> Chapter Award Application(s) received by Dec 1</li> </ul> <p><b>NOTE:</b> It is not required that you submit an application for all awards but rather those you feel are relevant to your chapter successes.</p>
	<p>Chapter participates in the development of their support plan with their RC, ADCS, and RST</p>	<p><b>VERIFICATION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Focus area survey submitted by the chapter by December 1</li> <li><input type="checkbox"/> Officers Attend and participate in the process at Officer Academy</li> <li><input type="checkbox"/> Meeting minutes indicate that following the officer academy, a presentation was made on the focus area selection to the chapter. To be done by Feb 15.</li> </ul>

**COMPLETION NOTES:**

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## National Programs: Honor Council

### Purpose

Tri Sigma was founded to ensure a perpetual bond of friendship, to develop strong womanly character and to promote high standards of conduct. Honor Council is charged with upholding the standards of membership as outlined in Honor Council Jurisdiction and for ensuring positive member development through accountability. Honor Council is slated and elected each year like officer elections. These are held at the same meeting.

### Chapter Education

The Honor Council should host an annual chapter education on Honor Council process and procedures.

### Reasons a member should be sent to Honor Council

1. **Financial:** individual owing more than \$25.00 to the National Organization/Local Chapter for a period longer than 7 days past due
2. **Scholastic:** cumulative GPA below 2.5 (and chapter officers or Honor Council members below a 2.0 semester GPA)
3. **Participation:** less than 85% of total possible monthly participation points for 2 consecutive months
4. **Essential Sigma**—failure to participate as outlined in the program sequence requirements.
5. **Violation of National Policies:** whether on or off Tri Sigma property, the possession or use of illegal substances, hazing, alcohol, or any other action that may result in a university or local citation at chapter sponsored events. (Note: This includes National Housing policies such as rules about men in common areas and visitation hours. If there is no established House Corporation, Honor Council may address issues concerning rent and contracts. Otherwise, the House Corporation should address these issues)
6. **Conduct unbecoming of a Sister:** any behavior that causes concern for a member's well being or misrepresents the goals, mission, values, or Rituals of Sigma Sigma Sigma.
7. **Special Consideration Requests**
8. **Honor Council Accountability**
9. **Meeting Appeals**

### Phases

There are four phases of Honor Council Intervention. A member progresses from Warning, Probation, Suspension, to Termination by continued violations, failure to meet established goals from a previous Honor Council meeting, or not attending a scheduled meeting.

### Termination Phase—The Chapter Vote

A chapter may choose to suspend the member's local chapter privileges, but termination is imposed only by Executive Council. So, when you present the vote to the chapter on members at the Termination Phase, you are voting on whether or not they may have local privileges (attending meetings, service, etc.) while Executive Council is voting on the termination. You are not voting on their termination.

### National Officer Involvement

It is important to know that National Officers, Asst. Director of Chapter Services, Director of Chapter Services, or Regional Consultants may "override" the timeframe to address issues that need immediate attention, and that CAB may be asked to oversee the process if a National Officer or Regional Consultant is not onsite to address personally. It is our intention for Honor Council to be a chapter-run process, but it is important to know that the National Organization has the authority to step in and appropriately address a situation if it is not being handled properly.

### CAB Submitting Intervention Request Forms (IRFs)

A CAB member may submit the Intervention Request Form provided they have first discussed it with the chapter's Assistant Director of Chapter Services.

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### **New Members sent to Honor Council**

Honor Council is the membership accountability process for members AND new members. If a new member is on a Phase of Intervention (meaning not in Good Standing), the new member may not be initiated until the goals are met.

### **Manual and Forms**

The Honor Council Resource Guide/Manual is located in Sigma Connect Chapter Resource Center under Honor Council. All members may view, read, and possess the Honor Council Manual and Resources.

## **National Programs: Awards**

### **Deadlines & Submitting**

Individual awards are due November 1 and Chapter awards are due December 1.

There is an Awards section of Sigma Connect designed to help chapters walk through the Chapter Award Nomination Process.



Listed below are the awards for which the chapter will receive nomination forms and the respective criteria for these honors.

### **Individual Collegiate Awards:**

**Mabel Lee Walton Leadership** - Awarded to a collegian that excels in campus, community, and Tri Sigma leadership. *The winner of this award will serve as Chairman of the A/CAC.*

**Margaret Freeman Everett Outstanding Senior** - Given to a collegiate senior who has been outstanding in Tri Sigma activities and chapter leadership.

**Outstanding Member of the Region** - Presented to a collegian that excels in campus, community, and Tri Sigma leadership. One woman per collegiate area will be selected as the winner of this award.

**Outstanding Senior of the Region**- Honors a collegiate senior who has been outstanding in Tri Sigma activities and chapter leadership. One woman per collegiate area will be selected

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for this award.

**CAB of the Year** - Presented to a fully staffed CAB who provides outstanding leadership and advice to a collegiate chapter. The CAB must have 100% efficiency.

**Advisor of the Region** – Presented annually to an advisor from each area that provides outstanding leadership and guidance and encourages lifetime commitment to Tri Sigma. The advisor must be current on her National Alumnae Dues.

**Fraternity/Sorority Advisor of the Year** - Presented to the outstanding Fraternity/Sorority Advisor on a campus where a Sigma chapter is located.

**Scholarship Ring** - Members who earn a 4.0 GPA for two consecutive semesters or three consecutive quarters. The Education Director should complete the K-86 – Scholarship Ring Order Form and submit it to the sigma@trisigma.org email address when a woman qualifies.

## **Chapter Awards**

**Chapter of the Year** - Presented to one collegiate chapter who exemplifies high performance in all areas of Chapter Accreditation. The chapter must be Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in all areas of Accreditation. *This is an A/CAC award.*

**Jane E. Kinderman Standards of Efficiency** – Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation's area of Chapter Organization. *This is an A/CAC award.*

**Member Development & Educational Programming** - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation's areas of Member Development, Sisterhood and Group Life, Scholarship, and Campus & Chapter Leadership. *This is an A/CAC award.*

**Recruitment** - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation's area of Membership Selection. *This is an A/CAC award.*

**Ritual and Values** - Presented to one chapter that is Accredited or Accredited with Honors and demonstrates commitment to continued excellence and improvement in Accreditation's area of Rituals and Values. *This is an A/CAC award.*

**Commitment to Excellence** - Presented to one chapter who is non-accredited and has demonstrated remarkable change and commitment to becoming a model chapter after being on chapter supervision. *This is an A/CAC award.*

**Creative Program** - Recognizes the chapter with the best locally prepared and submitted education program.

**Web site of the Year** - Given to the chapter with the best organization and format of a Web site. The Web site should be both useful to its members and well represent the chapter and the Sorority as a whole.

**Panhellenic**— National Organization recognizes College Panhellenic Councils who do outstanding programming and promote a sense of Fraternity/Sorority community.

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## **Other Chapter Recognition**

The following are other honors that are given annually to collegiate chapters. These awards, however, do not require self-nominations or applications.

**Accredited** – Chapter must meet all Accreditation Standards.

**Accredited with Honors** - Chapters must meet all Accreditation Standards and 15 of the Honors Criteria.

**Accreditation Achievement Certificates** – presented to chapters who meet all standards within an area of Accreditation. Chapter is non-accredited.

**Recruitment Improvement** - presented to the chapter with the highest percentage increase working toward campus total. Chapter does not need to be Accredited or Accredited with Honors to receive.

**Outstanding Achievement in Standards of Efficiency** - presented to the chapters who receive an “A” for reporting efficiency for each month and the bonus months with new member reporting. Chapter does not need to be Accredited or Accredited with Honors to receive.

**Scholastic Improvement** - Presented to the one Sigma chapter who has the highest cumulative chapter GPA increase. Chapter does not need to be Accredited or Accredited with Honors to receive.

**Scholastic Achievement/Comparative Standing** - Presented to the chapter with the highest cumulative chapter GPA.

## **Foundation Awards**

**Largest Contribution to the Foundation** - Presented to the chapter with the largest financial contribution to the Sigma Sigma Sigma Foundation.

**Largest Per Capita Contribution to the Foundation** - Presented to the chapter with the largest financial per capita contribution to the Sigma Sigma Sigma Foundation.

## **Triennial Awards**

These awards are presented every three years at the National Convention to collegiate chapters.

**Chapter of the Triennium** - Presented to the chapter who has been Accredited during each year of the triennium and whose application demonstrates a continued effort to improve and grown in all areas of Accreditation.

**Chapter Achievement** – Presented to the chapter who has demonstrated most improvement in all areas of Chapter Accreditation. Chapter does not need to be Accredited or Accredited with Honors to receive.

**Song of the Triennium** – presented to the chapter who authors the best new recruitment or chapter song of the Triennium.

**House Corporation of the Triennium** – presented to the one House Corporation serving a chapter which resides in a free-standing house AND House Corporations serving a chapter which resides in a university-owned house, lodge or suite.

**Standards of Efficiency Triennial Achievement** - Presented to chapters with 100%

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reporting for all three years of the Triennium.

**Highest Contribution to the Foundation over the Triennium** - Awarded to the chapter with the highest contribution total for the three years of the triennium.

**Highest Contribution Per Capita to the Foundation over the Triennium** - Given to the chapter with the highest per capita contribution for the three years total of the triennium.

**Chapter Accreditation Achievement** – presented to chapters who have been Accredited all three years of the Triennium.

**Chapter Accreditation Honors Achievement** – presented to chapters who have been Accredited with Honors all three years of the Triennium.

**Award Submission Checklist**

<b>Individual awards Due November 1</b>		<input checked="" type="checkbox"/>
Mabel Lee Walton Leadership		
Margaret Freeman Everett		
Outstanding Member of the Region		
Outstanding Senior of the Region		
Housing Corporation of the Year		
CAB of the Region		
CAB of the Year		
Fraternity/Sorority Advisor of the Year		
<b>Chapter Awards Due December 1</b>		<input checked="" type="checkbox"/>
Chapter of the Year		
Jane E. Kinderman Standards of Efficiency Award		
Member Development & Educational Programming Award		
Recruitment Award		
Ritual and Values Award		
Commitment to Excellence		
Website of the Year Award		
Panhellenic Award (two categories: less than 4 sororities <u>and</u> 5 or more sororities on campus)		
Creative Programming Award		
Triennial Awards when convention is the following summer		

## Leadership Tips

- **Plan carefully how you will achieve your goals.** You may have to redefine or develop your own new aims and priorities. Leadership can be daunting for many people simply because no-one else is issuing the aims - it often means you have to create your own from a blank sheet of paper. Set and agree clear standards. Keep the right balance between 'doing' yourself and managing others 'to do'.
- **Build teams.** Ensure you look after people and that communication and relationships are strong. Select good officers and chairmen and help them to develop. Develop people through training and experience. Give them tasks and responsibilities that will interest them and mold them. Always support people while they strive to improve and take on extra tasks. Utilize delegation and make sure your officers are doing the same. Good leadership principles should cascade through the whole chapter with everyone focused on managing, communicating and developing members.
- **Communication is critical.** Listen, consult, involve and explain why and what needs to be done.
- **Lead by Example.** Some leaders lead by example and are very 'hands on,' while others are more distanced and let their people complete tasks. Your example and the way you work and conduct yourself is what you should expect from your chapter. If you set low standards, you are to blame for low standards in your chapter.
- **Always give your people the credit for your achievements and successes.** If you want to rapidly earn respect and trust among your chapter, then always give your members the credit for your achievements and successes. You must however take the blame and accept responsibility for any failings or mistakes that your members make. Never publicly blame another person for a failure. Instead, have a meaningful conversation to understand what went wrong from all sides and try to resolve for future projects.
- **Take time to listen to and really understand people.** Make sure you ask and learn about what members do and think, and how they think improvements can be made.
- **Accentuate the positive.** Express things in terms of what should be done, not what should not be done. If you accentuate the negative, people are more likely to veer towards it.
- **Have faith in people to do great things.** Given space, air and time, everyone can achieve more than they hope for. Provide your members with relevant and interesting opportunities. Also, give them proper rewards and they will more than repay your faith in them.
- **Take difficult decisions bravely.** Be truthful and sensitive when you implement them.
- **Constantly seek to learn from the people around you.** They will teach you more about yourself than anything else. They will also tell you 90% of what you need to know to achieve your chapter goals
- **Embrace change,** but not for change's sake.
- **Begin to plan your own progression as soon as you assume office.** Also make sure that the only promises you should ever make are those that you can guarantee to deliver.

### Gaining Cooperation From Others

This is the first important step in the leadership process, if you cannot get anyone to buy into what you are saying as a chapter officer then you will not be very effective. Some key tips for doing this are as follows:

- **Acknowledge the importance of other people.** *The deepest principle in human nature is the craving to be appreciated.* -William James
- **Show enthusiasm and energy.** *Enthusiasm is by far the highest paid quality on earth, probably because it is one of the rarest; yet it is one of the most contagious.* -Frank Bettger
- **Encourage and facilitate two-way conversation.** *Education is a kind of continuing dialogue, and a dialogue assumes, in the nature of the case, different points of view.* -Robert Hutchins
- **Ask other people's opinions.** *I have opinions of my own -- strong opinions -- but I don't always agree with them.* -George Bush
- **Ask questions instead of giving orders.** *Never tell people how to do things. Tell them what*

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*you want them to achieve and they will surprise you with their ingenuity.* -Gen. George S. Patton

- **Show sincere gratitude.** *God gave you a gift of 86,400 seconds today. Have you used one to say "thank you?"* -William A. Ward
- **Give strength-centered compliments.** *The life of many a person could probably be changed if someone would only make him feel important.* -Dale Carnegie

### Tips for Resolving Conflict

Conflict will always arise in a group. Here are some good ways to help mediate disagreements that will arise in your chapter.

- **Be proactive instead of reactive.** Good plans shape good decisions. That's why good planning helps to make elusive dreams come true. -Lester R. Bittel
- **Be slow to anger, especially over petty issues.** Anger is always more harmful than the insult that caused it. -Chinese Proverb
- **Instead of telling people they are wrong, point out mistakes indirectly.** A person convinced against his will is of the same opinion still. -Samuel Butler
- **Look for some type of common ground as soon as possible.** A compromise is the art of dividing a cake in such a way that everyone believes he has the biggest piece. -Ludwig Erhard
- **If you find that you are in the wrong, admit it.** It's easier to eat crow while it is still warm. -Dan Heist
- **Admit one of your own poor decisions before pointing out a similar error by others.** A man should never be ashamed to own he has been in the wrong, which is but saying... that he is wiser today than he was yesterday. -Alexander Pope, from *Miscellanies* by Jonathan Swift
- **Mend fences whenever possible.** Never does the human soul appear so strong as when it forgoes revenge, and dares forgive an injury. -E.H. Chapin

## Officer Etiquette

### Phone

- Always return calls. Even if you don't yet have an answer to the caller's question, call and explain what you're doing to get the requested information, or direct them to the appropriate place to get it.
- When you initiate a call and get a receptionist or secretary, identify yourself and tell them the basic nature of your call. That way, you'll be sure you're getting the right person or department and the person you're trying to reach will be able to pull up the appropriate information to help you more efficiently.
- If you leave a message, be sure to speak slowly and leave your name, phone number and reason for calling. Before hanging up, SLOWLY repeat your name and phone number. Many messages are lost when someone quickly leaves their phone number or assumes the person still has it on file

### Emails

- Be sure to check and respond to emails daily. If you are busy with school work, at least reply and let the person know you received their message, explain you have a test/paper, and let them know when you'll get them a full response.
- Make the subject line specific. Think of the many messages you're received with the generic subject line, "Hi!" or "Just for you."
- Use appropriate signatures instead of slang like SLAM.
- DON'T TYPE IN ALL CAPS. IT'S TOO INTENSE, and you appear too lazy to type properly.

### Dress/Appearance

Being wrinkled, smelly, or unkempt (for example, X's on your hand from the social outing night

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before) communicates, intentionally or unintentionally, that you don't care enough about the situation, people or chapter to present yourself respectably. If in doubt, always err on the side of conservative. If you think jeans may be OK for a social event but aren't sure, show up in casual dress attire, such as nice pants and top. If you think a situation may call for dress slacks, wear badge attire. If you have any inkling that a suit may be called for, dress to the nines.

### **Thank yous**

1. Don't underestimate the power of a nice hand-written thank you note. Yes, hand written — not an email, e-card, or text message. A prompt thank you note sent within two weeks will always be appreciated.
2. Take your time and write a message specific to the person, how they helped or what they donated, and how it impacted you and/or the chapter.
3. Sign appropriately using "In our bonds," "sincerely," "fraternally," etc.

## **Parliamentary Procedures**

### **Parliamentary Law**

Parliamentary Law is a system of rules and customs generally used in deliberative groups to conduct the business and secure action on proposals.

### **Purposes:**

- Keeps meetings organized and moving.
- Allows full, significant participation.
- Achieves the will of the majority while protecting the minority opinion.
- Gets decisions made.
- Provides justice and courtesy to all.
- Handles one item at a time.

### **Example**

Member: The member rises, remains standing, waits for recognition, and addresses the Chair: "Madam President" or "Madam Chairman."

President: Recognizes member. "The Chair recognizes (member's name, if known)."

Member: State the motion. "I move that. . ." or "I move the adoption of the following resolution." (Resolution is stated.)

Another Member: "I second the motion." (Seconding member need not address the Chair or be recognized.)

President: State the motion. "It is moved and seconded that..." "Is there any discussion?" Members wishing to speak for or against the motion must rise, address the chair, and be recognized. Members generally speak only once and limit their remarks to pertinent comments. When there seems to be a lull in the discussion, the Chairman may ask, "Are you ready for the question?" If no one objects, the Chairman puts the motion to a vote.

President: The Chairman again repeats the motion. "It has been moved and seconded that..." "All in favor say 'Aye'." All those opposed say 'No'." The Chairman then announces the results. "The motion is carried." or "The motion is lost." If the Chairman is not sure of the vote, he may ask for a show of hands or a standing vote. On some important matters, there may be need for a roll call vote. This is also the time for a call for the division of the house.

### **Specific Information for the President:**

- Stand to call the meeting to order, putting a motion to vote, or when recognizing *friendship | character | conduct*

- 
- speakers.
  - Follow an agenda. Request Secretary to type up agenda for officers and members. Keep the meeting to its order of business.
  - Recognize each member as she stands to speak.
  - The President does not enter the discussions.
  - The President does not make a motion, however may ask for a motion. A motion must be made and seconded before discussion takes place.
  - State each motion before it is discussed.
  - The President votes only when there is a tie.
  - When using the gavel, rap once to call the meeting to order, to maintain order, and declare adjournment.

### Simple Parliamentary Terms

- The Chair: presiding officer (President, Chairman, moderator, or speaker).
- The House: members.
- The Meeting: a gathering of the members.
- Address the Chair: to speak to the presiding officer.
- Obtaining the Floor: securing the right to speak.
- Motion: a proposal that certain action be taken by the organization.
- Seconding the Motion: another member signifies approval of the motion.
- Amending a Motion: to change or modify it.
- Put the Question: take a vote.
- The Question: means the motion before the house.
- Quorum: the number of members that must be present in order for business to be legally transacted.
- Pro and Con: usually applied to arguments for and against.
- New Business: business brought before the house for the first time.
- Adjourn: to close a meeting.
- Point of Order: This means that there has been a breach of rules, the Constitution, Bylaws, etc. It is in order at any time. A member may stand and interrupt the speaker.

## Recruitment

### Resources

The online Recruitment Tool Kit (new as of 2012) provides information on planning formal recruitment, informal and continuous recruiting events. Additionally, the recruitment planner provides workshops to help your chapter prepare for recruitment. There is also a section on tips and organizing rotation groups.

The Panhellenic Manual of Information explains quota, total, Panhellenic Agreements, infractions, Panhellenic mediation meetings to address infractions, and all Panhellenic recruitment rules, methods for bid matching and setting quota, various recruitment methods (fully structured, partially structured, minimally structured, COR).

Be sure you also know your campus recruitment rules and policies.

### Infractions

If Tri Sigma is planning to submit an infraction on another group OR an infraction has been submitted on Tri Sigma, the chapter should contact their Asst. Director of Chapter Services AND College Panhellenic Assistant immediately. If you do not have their contact information, please contact National Headquarters. **No infraction should be filed by the chapter without first reviewing**

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with your assigned College Panhellenic Assistant.

### Seven Standards of Membership

1. Alumna reference
2. Moral and ethical character
3. Creditable scholastic standing
4. General background, culture, compatibility
5. Adaptability and potential contribution to group life
6. Pleasing personality and appearance
7. Financial stability

### Ranking during Recruitment

After each recruitment event, including COR events, members gather for a discussion. The Membership/Recruitment Director (MRD) conducts the meeting. The Membership/Recruitment Advisor is present.

1. **Ranking sheets** are distributed to each member. The potential members' names should already be pre-printed on the ranking sheets prior to distribution.
2. The chapter reviews the **Membership Selection Standards** on a **poster**.
3. The chapter reviews the **ranking system** on a **poster**. The numbers used to rank are:
  - 3 -she is outstanding
  - 2 -she would be an asset to the chapter
  - 1 -didn't meet or get to know her
  - 0 -Used ONLY if a member physically met and spoke to the PNM
4. Membership/Recruitment Director calls name.
5. Clerical Chairman reads information from card file, if necessary, and pictures, if available, are shown.
6. Membership/Recruitment Director asks if there is any discussion. (Discussion following first and second parties will be brief. A time for individual discussion should be determined in advance by the chapter.) In order to keep discussion brief, chapter members whose opinion has been voiced by a Sister should not repeat the same. Only in cases of differing opinions should discussion continue. Many times an inordinate amount of time is spent echoing someone else's same opinions instead of moving on. If the group as a whole agrees, move to the next potential member's name. In order to determine this, if it is unclear, ask if everyone is in agreement.
7. Membership/Recruitment Director instructs members to rank the potential members by placing the number representing their evaluation of the potential member next to the potential member's name on their ranking sheet.
8. The process is repeated until all potential members have been ranked.

### Voting

Provision for voting is in the *Rituals of Sigma Sigma Sigma* and the **BYLAWS OF SIGMA SIGMA SIGMA**. Voting is done to decide who to invite to the preference party. Any potential member invited to the preference party must appear on one of the bid lists. Voting is the final activity before preference party invitations are prepared.

### **Workshops which should occur before recruitment:**

- Ranking and Voting
- Communication
- Selling Sigma
- Review of recruitment rules and Panhellenic policies
- Legacy Policy 101
- Seven Standards of Membership
- Rotation Groups
- Foundation review
- Explanation of dues and Bill Highway

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- Review of difficult questions and how to handle unique PNM situations (see MRD manual for sample workshops)
- Discussion on how your chapter defines a Tri Sigma
- Practice each round
- Review and walk-through of Preference ceremony
- Detailed review of each round of recruitment—you should pair up with another chapter or divide members to be members/PNMs. Practice the events not just talk about them.
- Chants and Songs
- Review New Member program
- Essential Calendar of events
- Infractions and how to file on you campus

If you need help or resources for these events, please contact your Regional Consultant. Hosting all of these programs is critical to your success in recruitment.

### **Pledging A Legacy**

Sigma Sigma Sigma recognizes the value of pledging legacies. They are to be given careful consideration and attention.

A Tri Sigma legacy is a woman who:

1. Already has bonds to the Sorority
2. Already knows through family experience that Tri Sigma is an opportunity for lifetime participation
3. Already realizes the commitment needed to enjoy the positive experience of Tri Sigma membership
4. Already is a special ambassador for Tri Sigma

THEREFORE, the Executive Council of Sigma Sigma Sigma has approved the following legacy policy:

- The definition of a Legacy is a sister, daughter or granddaughter of a Sigma Sigma Sigma.
- Each Sigma Sigma Sigma Legacy is to be invited back to the first invitational recruitment event and each chapter member is obligated to make every effort to get to know her.
- A Legacy invited to a Preference party should be placed on the chapter's first (or A) Bid list.
- If a Legacy does not go through recruitment, the chapter is obligated to make a personal visit to get to know her.
- If a chapter chooses to release a Legacy, the Membership/Recruitment Director must notify the Assistant Director of Chapter Services and National Headquarters within 24 hours.

**All potential members not meeting the minimum grade requirement are deleted from consideration. This includes legacies!**

During times of COR, the legacies need to be given extra consideration but there are not "policies" outlining how many events they need to attend before a bid is extended.

### **Release Figures**

Recruitment is a mutual selection process for both the potential new member and the chapter. With Fully Structured Recruitment and occasionally with other styles of recruitment, both the PNMs and the chapters are eliminating their opportunities to eventually arrive at a match. The potential new member must accept fewer and fewer invitations and the chapters invite fewer and fewer women to their parties.

The purpose behind the use of Release Figures is threefold:

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- To enable each sorority to invite a sufficient number of PNMs to each event in order to attain Quota at the conclusion of recruitment. Quota is a number representing an equal allocation of the PNM pool;
- To allow each PNM to methodically investigate available options and ultimately to match with a sorority for which she has a preference; and,
- To maximize the number of PNMs that ultimately affiliates with a sorority through FR.

Release figures should be used whenever quota is being used. Even if your campus does not use a recruitment style that employs release figures, your chapter should still maintain recruitment statistics to help understand the recruiting strengths and weaknesses.

**Release figures must be followed.** Meaning, if you are asked to invite back 120 then invite back 120 not 119 or 121. Failure to do so will result in the suspension of all social activities until quota is achieved.

### **A/B Lists after Preference**

Your chapter will need to put together an A list and B list after preference. The A list is in alpha order while the B list is in ranked order. 100% of PNMs who attended Preference must be listed on one of the two lists.

### **Bid Matching**

In systems that do not utilize the release figures method, they may look to creating bid lists for sororities by using a bid matching method. Compiled by hand or on a computer, this allows for each chapter to receive a list of women that they would like to extend an invitation of membership to. Each organization gives a list to the College Panhellenic leadership of women that they are interested in extending bids to.

If completed by computer, the data for each chapter will be entered into a program that mutually selects women for the chapter based on both the chapter's ranking and each PNM's ranking that indicates the chapters that they would accept an invitation to membership from.

When compiled by hand, each chapter send an advisor/representative to assist in hand-matching women according to both the chapter's and the PNM's preferences for invitations to membership. This is a lengthier process, as each woman's ranking card is read individually, in order of her choices. It is important that no collegian is involved with ANY part of the bid matching process. This is confidential to the PNMs and it is up to the chapter, the College Panhellenic and the CAB to preserve the integrity of the matching process.

### **Positive Panhellenic Contact**

**Silence** rules inhibit friendly and natural outreach to unaffiliated women. We must remember that collegiate and alumnae members of NPC sororities are the best advocates of the benefits of sorority membership and it is essential to inform potential new members and their families of the benefits of sorority membership during both their college and pre-college years. NPC has resolved that College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round. NPC advocates silence rules apply only for the specific hours between the final round of formal recruitment and the presentation of invitations to membership, not to exceed 24 hours.

### **Disaffiliation/Disassociation**

Recruitment Counselors and College Panhellenic officers are empowered to hold the welfare of the College Panhellenic Association as their highest priority. They must "disassociate" from their respective NPC sororities for the period immediately preceding recruitment (not to exceed 30 days)

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and during recruitment, so that their actions and decisions support the welfare and best interests of the Panhellenic community.

### **Extension**

Prior to the College Panhellenic voting to add another sorority to the campus, a study should first be conducted to determine the need and benefit of another sorority. Usually consideration of extension is warranted if a majority of the existing sororities have consistently maintained membership at or over campus total and have consistently filled quota for a minimum of three years.

When extension is being considered, each NPC member group represented in the College Panhellenic should notify their respective National Panhellenic Conference Delegate prior to voting on extension. In the case of Tri Sigma, you may contact your chapter's College Panhellenic Assistant and she will immediately notify our National Panhellenic Conference Delegate. Together, they will advise your chapter in the appropriate decision so that the best interests of your chapter as well as the College Panhellenic are considered.

## **PROCESSES AND PROCEDURES**

### **Reporting and Efficiency Points**

#### **When**

Reports are due each month August thru July, chapter officers and/or chairmen will have reports due to the National Organization.

#### **Where**

All reports can be found on Sigma Connect on the Collegiate Monthly Reports page. The reports are organized by month showing the date the reports are due, links to the reports, and the chapter leader or advisor who should be submitting the report. There are also reports listed under 'New member forms' .These reports will be due based on your local academic year and calendar programming.

#### **Who**

The leader responsible for submitting the report is listed on the collegiate forms page along with point values and special instructions.

The Chapter Efficiency Chairman is responsible for ensuring all reports are submitted on time and tracking chapter efficiency points. The term "efficiency points" refer to collegiate reporting. Not to be confused with Participation points which are points received by members for attending chapter events and activities.

#### **Chapter Snapshot—Google Docs**

We use Google Documents to share report information with your officer team, advisory board, and national support systems. Google Documents allows multiple people to view, edit, and share information in a single place without being posted to a public internet site. This system eliminates numerous email attachments and provides a space for everyone to make updates so that information is always current. The Chapter Snapshot is housed as a Google Doc. This report should be updated at least once a month to provide your support team progress reports. There is a short video tutorial posted in the General Officer section of OTP on using Google Docs and how to complete your Chapter Snapshot.

#### **Efficiency Credits**

Efficiency points are awarded for each month for completing your reports. As part of Chapter Accreditation, a chapter is required to submit 100% of the reports at least 9 of 12 reporting deadlines

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to be accredited. There will be two bonus opportunities - New member reports will be reviewed Dec 15 and May 15. If all items are submitted (M476 cards, P109, new member fees, T8, Initiation/Badge fees, holdover reports, depledges, etc.), then the chapter will receive an additional reporting credit. So if a chapter only submitted 100% of points for 8 deadlines but had all new member items current Dec 15 then they'd receive the additional credit and be at 9 of the 12 deadlines.

### Resources

In order to help with completion, example forms are posted on the website which can be viewed, printed, downloaded, and distributed to those leaders responsible for completing the reports.

### Verifying your Reporting Points

There is also a link to view a Points Spreadsheet. This spreadsheet is updated and posted on Tuesdays. Chapters may view this spreadsheet to ensure reports have been received and that points were awarded. If you have problems or concerns with your reports, please email your Regional Consultant for assistance.

### Suggestions

- Post meeting minutes each week to ensure they are received by the monthly deadline.
- From time to time, export your Google documents and create a back-up file of the information for your officer team.
- Be sure your CAB members all have access to your Google documents.
- Use your chapter Gmail account to post information to Google. Use your given email account name from your RC to ensure documents can still be viewed after officer transitions.

## Chapter Bylaws

- Amendments can and should be made whenever needed by the chapter. **At a minimum, the Chapter Bylaws should be reviewed and revised each semester according to the reporting deadlines.**
- A bylaw review committee should be appointed by the Chapter President and revisions should be made annually.
- The appointed committee should read in detail the chapter bylaws, make notes of any recommendations for change (to correct old information, updates based on new National programming, new "rules" to govern the chapter, etc.)
- The recommendations should be presented to the chapter at one chapter meeting and membership should be given a list of the revisions to be made to the chapter bylaws. This gives them a change to read, review, and ask the bylaw revisions committee about recommended changes.
- The following meeting, the head of the bylaw revisions committee will need to make a motion on the changes. A motion can be made to accept all changes presented by the committee OR the chapter may choose to vote on each change individually.
- The Chapter Bylaws should also be revised during the year following Convention to incorporate changes made at Convention.
- All members and advisors should have a copy of the Chapter Bylaws

### What should be included in your local Bylaws?

- Day of week & time for chapter meetings.
- Meeting of the month that will be a CBM (2<sup>nd</sup> week, 3<sup>rd</sup> week, etc.)
- Quorum to conduct business
- Local dues amounts (initiated/new members)
- Any housing fees are parlor fees that are due AND when they are due (i.e. annually, one time in spring of second year, etc.)
- Requirements for living in the house and 100% occupancy (including if your local chapter

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- requires officers to live in the chapter house)
- Scholarship program and requirements for member participation.
- Other reasons a member would be sent to Honor Council (skipping study hours X number of times, refusing to live in the house, etc.)

### **Checkpoints for bylaw amendments**

#### 1. Do they agree with National Bylaws of Sigma Sigma Sigma?

1. Amendments cannot be lower than National standards. For example, the National GPA standard for membership is cumulative 2.5 GPA. A chapter cannot lower the standard and accept new members with a 2.2 GPA because it is in their chapter bylaws. A chapter CAN raise the bar by requiring a 2.7 GPA.
2. Do they agree with local and National Panhellenic Conference regulations? For example, local Panhellenic GPA for women to join, recruitment rules for events, alumnae involvement in recruitment, etc.
4. Is the amendment filling an immediate need versus a long-term solution? For example, your chapter has raised the requirement to be an officer to a 2.7 cum GPA and 2.2 semester GPA. However, this year someone that the chapter REALLY wants to be Vice President has a 2.5 cum and semester 2.1. It meets the National standards, but not the chapter standards.

It may be tempting to either ignore the local bylaws and make an exception in this case OR try to change the local Bylaws for elections. Does this fill an immediate need versus a long-term solution?

**If you don't have (or can't find) your Chapter Bylaws**, there is an example copy in the Parliamentarian's manual. You can also contact your Assistant Director of Chapter Services or Regional Consultant.

**National Bylaws are also posted in Sigma Connect.**

## **Removal of Chapter Officers**

In the Officer Installation Ceremony, each officer pledges to uphold the Constitution, Bylaws and National Policies of Sigma Sigma Sigma and those of her chapter. Therefore, any officer failing to comply with Tri Sigma's chapter bylaws or policy should be sent to Honor Council.

If an Officer violates a policy or bylaw:

- Submit an Intervention Request Form to Honor Council immediately
- Notify your Chapter Advisor and Asst. Director of Chapter Services
- If the officer is found accountable, the ADCS will contact her and remove her from office.
- President will immediately (within 72 hours) appoint a new officer to fill that position.
- The CAB and other officers may be consulted on who is best to fill that position.
- President should personally call and ask the member if she would be willing to serve in the officer role. It is acceptable to appoint a current officer to fill the vacant role and then appoint another member to fill the other officer's role. Keep in mind; you now have two women in new officer positions instead of one. However, make a decision on who best can fulfill the officer duties.
- Hold officer installation at the next chapter meeting.
- Secretary should update C202 within 24 hours of appointment and send campus Fraternity/Sorority Advisor, CAB, Regional Consultant, and ADCS contact information

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for the new officer.

**If vacancies occur in a chairman position,** they should be appointed by the President within 72 hours. Should a vacancy occur in an elected office, the President shall appoint a member to serve until the next regular election.

**If the Chapter President is removed from office,** the Vice President will assume the presidency until the next regularly scheduled chapter meeting at which time a new president will be elected. Nominations will be taken from the floor and a secret ballot election should be held at that meeting.

**BE SURE TO CHECK GPAs before making appointments or hosting elections!**

## Membership Status Changes

### **Graduate Members**

- If allowed by your local university or Panhellenic, chapters may recruit graduate students on their campus. The participation and membership requirements stay the same as any other member (money, participation, Arc Sequence, etc.)
- Women who are staying for an additional year(s) may remain active members in collegiate chapters. The key word here is MAY. If they do not wish to remain an active collegian, then women working on a graduate degree may be listed as Graduated on you chapter roster therefore being an alumna.

### **Returning Students**

An undergraduate member returning as an undergraduate student after a prolonged absence is considered an alumna member. The chapter must vote for women to return to active collegiate membership if they have not been enrolled at the university for a period longer than a year. If a chapter votes "no" to the women returning to undergraduate membership, then the woman would remain an alumna.

### **Transfer Member Information**

#### **Member transfers to another Sigma Sigma Sigma Campus—**

Any Tri Sigma member transferring from one college to another MAY affiliate with the chapter located at the place of transfer. There are three requirements:

1. The desire for affiliation is mutual.
2. There must be a favorable recommendation of the transfer from the chapter of her initiation to the chapter of affiliation.
3. The member must be in good standing (meet GPA requirements, financial standing, etc.)

It is expected that a member of Tri Sigma would be welcome in any chapter, and would desire to affiliate.

### **5<sup>th</sup> Year Senior Status**

#### **Steps to Request Fifth Year Senior Status:**

1. Member submits written request to Chapter President
2. The chapter officers and CAB approve or deny the request (must pay the \$30 processing fee before officers approve)
3. If approved, send to National Headquarters between April 1 and August 15 with:

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- ✓ the member's written request,
  - ✓ and college/university transcripts
  - ✓ the Fifth Year Special Status Request Form,
  - ✓ \$30 personal check from the member for the \$30 processing fee.
4. If denied, the chapter officers and CAB must provide written documentation explaining the rationale as to why the request was denied. Information still must be submitted to National Headquarters.
  5. Once approved, NHQ will update your chapter roster to remember the member. If you did not include a \$30 personal check with the request, the chapter will be billed the \$30 processing fee.

### **Inactive Status**

#### **Steps to request Inactive Status:**

1. Written request is submitted by the member to the chapter officers.
2. The chapter officers and CAB approve or deny the request. (must pay the \$30 processing fee before officers approve)
3. Send to National Headquarters between April 1 and August 15 with:
  - ✓ the member's written request and Inactive Status Request Form with CAB endorsement
  - ✓ If the chapter officers or CAB deny the request, they are to explain situation and give reason. All information must still be submitted
  - ✓ \$30 personal check from the member for the \$30 processing fee.
4. Assistant Director of Chapter Services will then approve or deny the request. Chapter and member will receive written notification from National Headquarters
5. Once approved, NHQ will update your chapter roster to remember the member. If you did not include a \$30 personal check with the request, the chapter will be billed the \$30 processing fee.

**Inactive Status and 5th Year Senior status is for the loyal member in good standing.**

### **Special Statuses**

#### **Important Notes for both 5<sup>th</sup> Year and Inactive Status**

- Requests must be made between April 1 and August 15. Requests received after August 15 will be not granted.
- If a woman participates in Formal Recruitment, she is no longer eligible to receive Fifth-Year Senior Status or Inactive Status.
- Both statuses are for the entire academic year. A member may not apply for the single semester unless a member is graduating in December, then she may receive for the fall.
- Inactive Status typically will not be granted for those members simply wishing to no longer participate or tough class schedule. Use Special Consideration in these cases.
- Members should anticipate paying local and National dues until they receive notification from National Headquarters. If there is a payment due date prior to receiving notification from National Headquarters, the member should be billed through BillHighway. If granted, the fees will be reimbursed or canceled in BillHighway.

**What the difference between Inactive and 5th Year?** Both are inactive status. If you are a 5th year senior, it is automatically granted if all paperwork is submitted. If you are NOT a 5th year senior, then your status must be approved.

#### **Criteria in order to be granted for either status:**

1. All local financial obligations have been paid.
2. All National dues and fees have been paid.
3. The member must have been a fully participating member and in good standing.

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4. Member must be requesting the status for an entire year. Single semester needs should be addressed using Special Consideration.

**If granted by the Executive Council:**

1. The status will remain in effect for the entire school year.
2. The member will be removed from the chapter roll.
3. Chapter should notify Panhellenic Office or Fraternity/Sorority Advisor of the member's status change
4. The member may not participate in any recruitment functions of the chapter.
5. Member is not eligible to participate in any chapter activities including socials (other than those specifically including all alumnae such as Founder's Day or Homecoming).
6. Member will not have to pay annual national collegiate dues.

**Membership Terminations**

**The Bylaws of Sigma Sigma Sigma provides for three kinds of terminations:**

1. Termination by Executive Council - When a member is delinquent in payment of national dues or fees or has behaved in a manner detrimental to Tri Sigma's Declaration of Principles, termination can be initiated by Executive Council or through a membership review. Further, Executive Council gives women representing the National Organization authority to terminate members during a risk management investigation.
2. Termination at the request of the collegiate chapter - When Honor Council has been followed according to outlined steps and the member has not resolved situation within the time limit set by the chapter officers, the chapter, by two-thirds vote, can suspend the member from chapter privileges. National Headquarters is informed of the action taken and after receiving verification from the President and a member of the Chapter Advisory Board, the Executive Council may vote to terminate the membership.
3. Self-termination - If a member wishes to have her membership terminated, she may write a letter stating her reason for termination using the online Self-Termination Request form. The member, officers, and CAB should have worked together to find other resolves before a member terminates her membership.

A chapter never terminates a member. A chapter may vote to suspend the member's chapter privileges, but termination is granted only by Executive Council. When a termination is granted, the Executive Director writes a letter to the President authorizing the termination and includes forms to be filled out and returned.

Every effort should be made to secure the membership certificate and badge of the terminated member. The membership certificate and badge are returned to National Headquarters. The badge is the property of the Sorority which retains legal title. This is stated in the ***Bylaws of Sigma Sigma Sigma***.

Try to avoid terminations. As soon as any member becomes delinquent in payment of dues or fees, or does not attend meetings, Honor Council should be initiated. Contact Asst. Director of Chapter Services for assistance.

**Membership Reinstatement**

Prior to Convention, a member who terminated her Tri Sigma membership could request to have her membership reinstated immediately – the next day, week, month...there was no waiting time. Delegates voted to implement a 5 year waiting period for those members terminated for a policy violation. There is a \$30 processing fee assessed to the member before the reinstatement is granted.

TIPS:

- Honor Council meeting minutes must clearly indicate when members are held accountable for **friendship | character | conduct**



- policy violations.
- Members will have their records marked at NHQ to ensure they cannot be reinstated for at least 5 years.
- Any reinstatement request will first be reviewed with the Chapter President and Advisor before being sent to Executive Council for review.

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## Procedures for Termination

### **Self-Termination**

1. The member should submit in writing the request through the online termination form found behind Sigma Connect.
2. When a Self-termination request is submitted, the member is contacted by a collegiate services staff member to ensure all other possibilities have been explored on the local level. There may be some occasions when the President or Advisors are consulted before approving the termination request.
3. If approved, the Collegiate Services staff member forwards the request to Executive Council for review.
4. If approved by Executive Council, a letter notifying the chapter of the termination is sent to the President along with two termination forms. One form is retained for the chapter files and one is sent to National Headquarters. A letter from the Executive Director is sent to the terminated member notifying her that the termination is complete.

### **Termination as a Result of Honor Council**

1. The President and Honor Council write a letter to National Headquarters including all items as outlined in the Honor Council Manual.
2. Same as steps 3 & 4 for a self-termination.

NOTE: If a member or new member has been through the all Phases of Honor Council Intervention without resolution and the chapter should vote not to suspend her privileges, Executive Council may override the chapter vote and proceed with the termination.

NOTE: This form is sent from National Headquarters to the chapter for member terminations.

**Sigma Sigma Sigma Termination Form**

Name: \_\_\_\_\_ Initiation # \_\_\_\_\_ Chapter: \_\_\_\_\_

**Date of termination:**

The National Executive Council of Sigma Sigma Sigma has reported its decision to terminate the membership of this member, for the following reasons:

We have notified the terminated member of this action, announced it in regular chapter meeting, recorded it in the Minutes, and marked all membership records to show the termination.

**Send to National Headquarters:**

- 1. Membership Certificate

\_\_\_\_\_  
(Yes or No)

\_\_\_\_\_  
(date sent)

- 2. Triangle Badge

\_\_\_\_\_  
(Yes or No)

\_\_\_\_\_  
(date sent)

- 3. Other Sigma articles (please list and indicate date sent)

If these items are not sent, explain why.

Other Remarks:

fill out in duplicate and distribute as follows:

1 – Sigma Sigma Sigma  
c/o Executive Director  
225 North Muhlenberg Street  
Woodstock, VA 22664-1424

2 - Place second copy in permanent file

Signed \_\_\_\_\_, President

Address \_\_\_\_\_  
\_\_\_\_\_

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## National Visitors

In July, chapters will be assigned a Regional Consultant for the academic year. Regional Consultants will make contact with chapters in August to schedule visits for the year. It is our goal that all chapters will receive at least one Regional Consultant visit each year; however, each semester is the ideal. While your Chapter Advisory Board should be your first line of communication, the Regional Consultant's position is to serve as a main resource for collegiate members and leaders.

For those of you who have never come across a Regional Consultant, you're probably nervous about what to expect. Don't worry! Regional Consultants are ambassadors from the National Organization sent to help your chapter with such issues ranging from recruitment to sisterhood. They will be working with you the entire chapter year, not just during visits, to answer any questions you may have about your positions. She will be able to help you with pending items, getting materials sent to your chapter, verifying that an event would meet and accreditation standard, or answering any questions you may have about her visit.

### Interested in applying to be a Regional Consultant?

Applications are due December 1 of each academic year.

Visit the Sigma Connect section of the National Web site for more details on the position, job responsibilities, and application process.

**It is not JUST the President's responsibility** to "take care" of the Consultant. The President should ensure all visit arrangements are made but seek the help of the chapter for meals, entertainment, and being hostesses. Planning will be key for a successful visit.

### **Costs and Fees**

Her visit is one way in which members can see the return of their National dues. Her flight/train costs are paid from the National Treasury; however, your chapter is to provide:

- **Meals** - Your chapter treasurer may choose to provide her with a campus meal ticket, pay for the meals through your house meal plan, or assign a hostess for each meal.
- **Transportation** – to the next chapter or to/from the airport or train station. Be sure to read the tips for a good visit for more on transportation.
- **Lodging** - You should make arrangements for her to use an extra bed in the room or apartment of a member, or at the chapter house. Make sure all linens are clean and have clean towels for her. Also, before making any plans for accommodations ask your visitor if she is allergic to any pets that may live in the house. Locations which would not be appropriate for visitors to stay include: places where men or boyfriends may also be living, locations where the only bathrooms are co-ed, places where the visitor may need to sleep on the floor.
- **Meeting Space** - She will need a room in your chapter house, in the residence hall where Sigmas live, or a room on campus to allow her space to hold meetings, work on Sigma reports, and visit with chapter members. It would be helpful to assign a member to be a hostess and escort the visitor around campus so that she will arrive on time for all appointments.

Your National visitor should be contacting you shortly about exact travel plans, meetings to schedule, and working with you on visit outcomes. We will be working with you to tailor your visit to your chapter needs – this *may* mean she does not meet with all leadership positions. So, before you start scheduling meetings please talk with the national representative to visit your chapter.

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## What should I bring to my individual meetings?

The National visitor will host a pre-visit call with the chapter leadership to outline the meetings to schedule. This is a list of materials each officer should bring to the conference if the National visitor requests a meeting. The President shall review this list at the chapter officers meeting and add additional materials when necessary.

**EVERYONE should bring pen, paper, planner, manual, ideas, and questions!**

<p><b><u>PRESIDENT</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Visit schedule</li><li><input checked="" type="checkbox"/> Requested information</li><li><input checked="" type="checkbox"/> Chapter Goals</li><li><input checked="" type="checkbox"/> <i>Bylaws of Sigma Sigma Sigma</i></li></ul> <p><b><u>VICE PRESIDENT</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> New Member Orientation Program/Calendar</li><li><input checked="" type="checkbox"/> Membership Book</li><li><input checked="" type="checkbox"/> Membership Card File</li><li><input checked="" type="checkbox"/> <i>Bylaws of Sigma Sigma Sigma</i></li></ul> <p><b><u>TREASURER</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Have access to online BillHighway</li><li><input checked="" type="checkbox"/> List of these figures to give to visitor - Local dues, new member dues, house or room dues, housing fund, chapter debts, balance of loan from national treasury, list of members' delinquent in dues with amount due and last report on CCF</li><li><input checked="" type="checkbox"/> Names and addresses of House Corporation</li></ul> <p><b><u>SECRETARY</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Permanent History Book</li><li><input checked="" type="checkbox"/> Permanent Minutes Book</li><li><input checked="" type="checkbox"/> Directory Card File</li><li><input checked="" type="checkbox"/> Chapter Letter File</li><li><input checked="" type="checkbox"/> Samples of chapter stationery</li></ul> <p><b><u>RISK MANAGEMENT CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manual</li><li><input checked="" type="checkbox"/> Report file</li></ul> <p><b><u>AWARDS CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Manual</li><li><input checked="" type="checkbox"/> Most recent award submissions</li></ul> <p><b><u>EFFICIENCY CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> File of copied reports completed and sent in</li></ul> <p><b><u>MEMBERSHIP/RECRUITMENT DIRECTOR</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Copy of local Panhellenic Recruitment Rules</li><li><input checked="" type="checkbox"/> Recruitment file</li><li><input checked="" type="checkbox"/> Recruitment Booklets</li><li><input checked="" type="checkbox"/> File of successful parties</li><li><input checked="" type="checkbox"/> Sigma Sigma Sigma Recruitment Planner</li></ul>	<p><b><u>EDUCATION DIRECTOR</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Record of grades (box file or notebook)</li><li><input checked="" type="checkbox"/> Latest campus scholarship rating</li><li><input checked="" type="checkbox"/> List of members and new members below 2.5 GPA</li><li><input checked="" type="checkbox"/> Sorority Education Materials</li></ul> <p><b><u>PANHELLENIC REPRESENTATIVES</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> NPC Manual of Information</li><li><input checked="" type="checkbox"/> Local Panhellenic Constitution</li><li><input checked="" type="checkbox"/> Copy of NPC Housing Agreement (if one)</li></ul> <p><b><u>ALUMNAE RELATIONS CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Alumnae Recommendations file</li><li><input checked="" type="checkbox"/> Plans for Founders Day</li><li><input checked="" type="checkbox"/> Past Alumnae Newsletter</li></ul> <p><b><u>FOUNDATION/PHILANTHROPY CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Report file</li><li><input checked="" type="checkbox"/> Information/plans for recent or upcoming events</li></ul> <p><b><u>MUSIC CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Original songs</li><li><input checked="" type="checkbox"/> Suggestions for Greek Sings</li><li><input checked="" type="checkbox"/> Songs Sigmas Sing</li><li><input checked="" type="checkbox"/> Chapter Songbook</li></ul> <p><b><u>PARLIAMENTARIAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Chapter Bylaws</li><li><input checked="" type="checkbox"/> <i>Bylaws of Sigma Sigma Sigma</i></li></ul> <p><b><u>PUBLIC RELATIONS CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Card file</li><li><input checked="" type="checkbox"/> Publicity</li><li><input checked="" type="checkbox"/> Clippings</li></ul> <p><b><u>TRIANGLE CORRESPONDENT</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> File of articles to <i>The Triangle</i></li><li><input checked="" type="checkbox"/> File of photographs</li></ul> <p><b><u>RITUAL CHAIRMAN</u></b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> The Rituals of Sigma Sigma Sigma</li><li><input checked="" type="checkbox"/> List of properties in Chapter Chest</li><li><input checked="" type="checkbox"/> Inspection of Ritual Inventory</li></ul>
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## UPHOLD NATIONAL IDEALS

*This information is important for you to know as a representative of your chapter and role model for members and new members.*

### Mission

Sigma Sigma Sigma exists to provide a lifelong sorority experience for women. In conjunction with the formation of this Mission, we reaffirm our commitment to the Sigma Sigma Sigma Declaration of Principles. These Principles elaborate on three basic tenets, which are the reasons for our existence as a Sisterhood.

- Promotes a perpetual bond of friendship
- Develops strong womanly character
- Inspires high standards of ethical conduct



### Vision

Sigma Sigma Sigma inspires exceptional lifelong learning and friendships.

### Values

Sigma Sigma Sigma reaffirms its long standing core values of wisdom, power, faith, hope, and love.

### Declaration of Principles

- Establishes a perpetual bond of friendship.
- Develops strong womanly character.
- Prepares the individual for life-long democratic participation.
- Rewards scholastic attainment.
- Maintains alumnae connections with the college.
- Offers opportunity for wholesome and gracious group life.
- Develops social consciousness.
- Furnishes a small workable nucleus for campus activities.
- Encourages sense of responsibility for a task.
- Impresses realization of the relative rights of the group and the individual.
- Stabilizes emotional life in uncertain times.
- Extends training of family relationship.
- Fosters interest in self-development.
- Discovers hidden talents and abilities.
- Gives association with trained leaders.
- Emphasizes consideration for others.
- Inspires adherence to ideals through rituals.

friendship | *character* | conduct

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## Walton House History

Our National Memorial Headquarters (Walton House) is located in Woodstock, Virginia. At the 1962 Convention, the delegates approved the purchase of a home in Woodstock, Virginia. In June, 1963 the home was purchased and named the Mabel Lee Walton House to honor our third National President.

The house was originally built by Mabel Lee's brother and through the years has served as a home for families, a tourist house, and even a hospital! Extensive renovations took place to renew Walton House to its original splendor. In April of 1966, the home was completed and dedicated. At the 1968 Convention, the mortgage was burned, symbolizing that the home was debt free.



## Our Founding

Tri Sigma's eight Founders (Margaret Batten, Louise Davis, Martha Featherston, Isabella Merrick, Sallie Michie, Lelia Scott, Elizabeth Watkins, and Lucy Wright) formed a special friendship at the Normal School in Farmville, VA. Lucy Wright and Lelia Scott led the first meetings of the S.S.S. Club in 1897. They announced the founding of Sigma Sigma Sigma on April 20, 1898.

The early Sigmas saw the need for legal recognition as a social body and a written record of organization. Thus the early Alphas filed documents with the Commonwealth of Virginia, and Sigma Sigma Sigma received its Charter of Incorporation on February 12, 1903. Tri Sigma's first constitution was adopted by the Alpha Chapter in April 1903.

Giant steps were taken in Sigma's first decade with the establishment of additional collegiate chapters and the meetings of the entire membership at Conventions. The national nature of Tri Sigma was established with the publication of *The Triangle*, the standardization of a ceremony for new members and the creation of a program to celebrate Founders' Day.

The circle of friendship that began in the 1890s, with eight women sharing common experiences, now encompasses more than 100,000 women representing the diversity found on the college campuses of today. The growth and change that occurred in the many decades to follow always stayed true to the ideals of friendship espoused by the Founders.

Each initiated member receives the latest edition of Tri Sigma's story, our National History, which chronicles the beginning of each collegiate chapter as well as the evolution of our National Organization. Members also receive a lifetime subscription to our national magazine, *The Triangle of Sigma Sigma Sigma*, which charts Sigma's progress two times a year.

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## Visiting the Mabel Lee Walton House

Chapters may schedule weekend visits to the Walton House. Visitor may arrive anytime after 5:00 p.m. on Friday and must depart before 8:00 a.m. Monday.

### **COSTS**

At this time, Walton House does not have a full-time hostess in residence. As a result, arrangements must be made in order to have one available for your stay. It costs \$100 per night to stay at the Walton House plus there is also a \$20 linen fee per person. We expect our guests to utilize the linens provided.

### **MEALS**

Walton House has a small kitchenette available where light meals can be prepared. There are several convenience stores in the vicinity, including a Food Lion supermarket and a Wal-Mart Super Center. There are also multiple restaurants and fast food eateries in or nearby Woodstock.

### **SLEEPING FACILITIES**

There is space for 20 women to stay at Walton house. Towels, washcloths, bed sheets and pillowcases are furnished and available for guests. We expect our guests to utilize the linens provided

### **ACTIVITIES**

We do not have staff or facilities to provide activities for our visitors, and your group is responsible for providing their own games and materials. Walton House operates under the same housing policies that pertain to all Tri Sigma housing facilities. As a result, alcohol and drugs are prohibited from entering the Walton House property and there are to be no male visitors in any private bedroom areas.

### **ARRIVAL TIME**

To be considerate of your Walton House Hostess, we ask that you plan your travels in order to arrive at Walton House no later than 9:00 p.m.

### **HOSTESS**

A hostess will be present in the house to give guests a tour and to be present in the case of an emergency. It is the responsibility of National Headquarters Staff, not the chapter, to schedule a hostess for your visit.

### **RESERVATIONS**

To schedule a Walton House visit, submit the Walton House Reservation Form, found in the "When Needed" section of the Collegiate Monthly Reports section of Sigma Connect. Your visit dates will not be reserved until the form and payment is received. Upon receipt, you will receive a confirmation letter that includes your confirmed visit dates, any remaining balances due upon arrival and additional instructions for your visit.

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## Traditions

### Doll Collection

This tradition, established in 1950, calls for each chapter to dress a doll in the fashion of the year at the time of installation to display in our doll collection. This priceless collection contains over 160 dolls representing active and inactive collegiate chapters. It is currently on display at the Mabel Lee Walton House.

### Founders Day

On April 20 each year, Tri Sigmas around the country celebrate and honor the eight women whose initiative and vision established the beginnings of our Sisterhood. Functions held by Sigmas to celebrate our Founders' Day feature a symbolic program prepared for this special occasion.

### Sigma Inspiration

A sacred part of Conventions, leadership conferences and other Sigma gatherings. Sigmas share their favorite prayers, verses from Scripture, poems or thoughts during this special time.

### Hanging of the Shields

This ceremony marks the official opening of every National Convention, with a presentation of alumnae and collegiate chapter delegates to the Convention body. Dressed in white, each delegate is escorted to the front table and podium to introduce herself and her chapter. She carries a shield displaying her chapter's name and its date of installation and hung facing the Convention body. The delegate adds her signature to the back of the shield, continuing a timeless tradition performed by previous chapter delegates.

### Circle Degree

Circle Degree is the final degree of membership of Sigma Sigma Sigma. This may be performed by initiated members of an alumnae or collegiate chapter for those who have not received the degree. This is also held at Convention.

### Honor Initiates

At each Convention since 1939, one new member has been selected from a pool of outstanding new members nominated by collegiate chapters to be the Honor Initiate at Convention. Beginning with the 1992 Convention, this tradition has been extended to an Alumna Honor Initiate selected by the Executive Council.

### Traditional Songs

Singing is a common way to bring members together. Songs can be used to add to a ceremony, a recruitment event, or just to have fun. Stately and Royal, the ceremonial song of Tri Sigma, is sung at Initiation, Founders Day and Convention but is not sung in regular chapter business meetings.

### Sigma Send-on/Circle of Friends

*(full outline of program is found in Alumnae Relations section of Committee Manual)* Sigma Circle of Friends is an event held as a transition between collegiate and alumnae life. It is usually given by an alumnae chapter in late spring. It is for all collegiate members who will be leaving college at the end of the semester. Alumnae in the area should be handling the details for Sigma Circle of Friends. It is

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the responsibility of the Alumnae Relations Chairman to contact the alumnae to assist them and to submit the necessary paperwork at the conclusion of the event. Alumnae chapters or National Officers may conduct Circle Degree for graduating seniors during their last semester enrolled in school.

### **Alumnae/Collegiate Advisory Committee (A/CAC)**

This group of alumnae and collegiate chapter representatives works with members of Executive Council to discuss National programs, initiatives, and issues to then make recommendations. A/CAC is selected once a year and representatives consist of alumnae and collegiate award winners as well as special guests of the National President. They meet throughout the year by conference call and discuss upcoming National events to provide feedback and member insight to Council.

## **Alumnae Initiates**

Membership in Sigma Sigma Sigma is a lifetime commitment. The Sorority has much to offer each member beyond her college days, and in turn, each member contributes to the strength of the national organization as an alumna. In order to provide membership opportunities to outstanding women, it is often necessary to seek women who can be initiated at the alumnae level. All National Panhellenic Conference organizations have this type of program. It is NOT a new idea. Sigma Sigma Sigma has initiated at the alumnae level in several areas of the country for many years.

Refer to the *Initiated As An Alumna* Manual for more information. This can be downloaded from Sigma Connect and contains all of the necessary forms and processes necessary for mothers, friends, or other women who would like to be a Tri Sigma and are not undergraduate students.

**Qualified women who can be initiated at the alumnae level are sought for several reasons:**

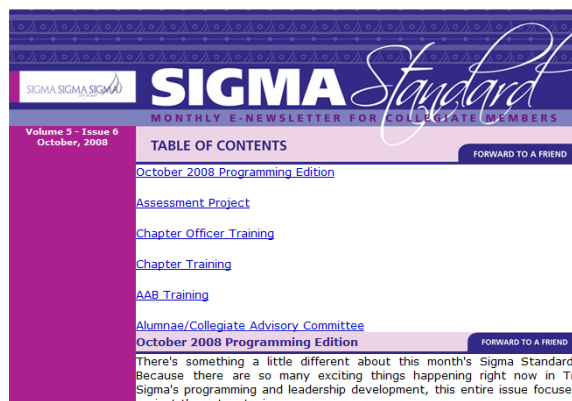
- To afford the opportunity of belonging to a National Sorority to a woman who, through an already-existing friendship or relationship with a Tri Sigma, expresses sincere interest in doing so.
- To strengthen an established alumnae chapter or to build a new alumnae chapter in a collegiate chapter city or colony site.
- To staff a collegiate chapter or colony Advisory Board and Housing Corporation. However, House Corporation members do not necessarily have to be Tri Sigma members.

## **OFFICER SUPPORT AND RESOURCES**

### **Sigma Standard**

The Sigma Standard is an E-newsletter sent to all undergraduate members and new members, National Volunteers, and campus Fraternity/Sorority Advisors. It contains essential and current information for chapter officers on upcoming dates and deadlines, ideas and suggestions, awards, and recognition.

If you are not receiving, please view your membership records by signing into Sigma Connect to update your profile to ensure your email address is current.



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## Triennial Plan

### Executive Council Elections

The Executive Council, elected by the voting delegates at Convention, is composed of a National President, National Treasurer, and 4 National Vice Presidents. We also have a National Panhellenic Conference Delegate who is appointed by the National President and attend Council meetings as requested by the National President.

Tri Sigma operates on a three-year cycle referred to as a Triennium. It includes Convention, Dunham Women of Character Institute, and other national programming.

### National Convention

Convention is the supreme governing body of the Sorority. Sigmas travel to a Convention city to conduct Tri Sigma's business and to share ideas. Sorority affairs and projects are reviewed, and Executive Council members are elected by the accredited Convention delegates, which include collegiate chapter delegates, alumnae chapter delegates, Executive Council, and National Officers. Using parliamentary procedure, the Convention body votes on amendments to the National

**Bylaws of Sigma Sigma Sigma.** Any member in good standing may attend Convention. Discussions are open to visiting members and delegates alike. However, only delegates have the privilege of voting. These delegates are charged with sharing their experiences with their collegiate and alumnae chapter Sisters upon their return from Convention. Between Conventions, the Executive Council serves as the supreme governing body with the full power to act. Actions taken by the Council are in force until they can be affirmed when Convention reconvenes.



## Leadership Programming

Every year, Sigma Sigma Sigma provides leadership training for chapters. It may be a summer leadership institute, Convention programming, regional training sessions or a Regional Consultant visit. Be sure to check the National website for new programs, resources and registration information.



The *Tri Sigma Officer Academy* is a regional program for newly elected officers to learn to lead using the values of Tri Sigma as their guide. This is more about skill development for women leaders not specific manual position training. You receive this training by reading your manual and completing OTP.

The *Dunham Women of Character Institute* is a two and a half day National event focusing on the training and empowerment of our younger members. The Institute is designed to prepare women to take on leadership roles in their chapter. Each chapter is encouraged to send at least one emerging leader to the Institute.



The *Labyrinth Leadership Experience* is a five day intense leadership journey based in Washington, D.C. and Woodstock, VA focusing on the five core values of Tri Sigma. The curriculum each year is based upon a chosen book that each participant must read prior to the experience. The Labyrinth Leadership Experience is open to collegiate and alumnae members through an annual nomination and application process.

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The *CAB & Volunteer Summit* is a two and half day National event focusing on cutting edge skill development to continually prepare our volunteers to lead and guide Tri Sigma. This is often held in conjunction with *Convention* or the *Dunham Women of Character Institute*.



Tri Sigma is committed to developing their members at all levels. Therefore, attendance and full participation is expected and required by all chapters for Dunham, Convention, Officer Academy and the Summit. Failure to do so may result in being non-accredited, being placed on Chapter Supervision, and reimbursing the National Organization for registration fees or other costs incurred. Chapters should budget accordingly each year for registration and travel.

## Sigma Sigma Sigma Foundation

Your chapter may be used to calling the "Foundation," "RPM" or "RPM Fund." That name is incorrect – it is the "Sigma Sigma Sigma Foundation."

### Mission

The Foundation distributes funds for charitable, philanthropic, educational, and other benevolent purposes, including, but not limited to, the establishment of programs:

- To promote educational and leadership skills of women to meet the demands of contemporary society
- To provide scholarships and grants to worthy students
- To foster community service by the membership with special emphasis on support of therapy programs for children

### UIFI

The Sigma Sigma Sigma Foundation by application is providing funding for collegiate women to attend the Undergraduate Interfraternity Institute (UIFI), a program of the North-American Interfraternity Conference, held each summer. Applications are available in the Spring semester. See the Collegiate Forms page for the link and an announcement in the Sigma Standard.

UIFI is a program designed to help fraternity and sorority leaders transform their communities through values-based action. The program takes a principle-centered approach to creating change within a Fraternity/Sorority Community. It helps participants identify the timeless principles through which they can define themselves individually and organizationally. UIFI then helps participants recognize how they can act out these principles by honing important life skills in areas such as leadership, group dynamics, service and organizational change and development.

### Foundation History

The Sigma Sigma Sigma Foundation was formed in 1992 – a brand-new philanthropic organization, bringing together two of the sorority's long-established former charitable arms: The RPM Fund and The SSS Educational Foundation.

In 1951, a young boy – Robbie Page, the son of Sigma national president Mary Hasting Holloway Page – contracted polio and died. Members started the Robbie Page Memorial Fund (now referred to as the RPM Fund) to remember this little boy who once said, "I want to have all my birthdays right now so I can grow up and help people." **The fund originally supported the March of Dimes, which funded polio research projects including the Salk vaccine trials.**

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In 1954, the Robbie Page Memorial Fund became the official philanthropy of Sigma Sigma Sigma Sorority. As a cure was found for polio, the Fund became a pioneer in the support of play therapy programs for hospitalized children.

In 1984 another philanthropic group of Tri Sigma was incorporated: The Sigma Sigma Sigma Educational Foundation. This Foundation was formed to educate women about their roles and responsibilities in society and to provide scholarships to worthy students.

**In 1992 the Robbie Page Memorial Fund joined with the Educational Foundation to create the new organization, Sigma Sigma Sigma Foundation.** Sigma Sigma Sigma Foundation's programs encompass the goals of both previous organizations: funding of scholarships, providing training and education opportunities, and supporting programs (locally and nationally) that help children.

**See the Foundation Website for information on funding for Leadership Training, Scholarships, Service to Children, and Local Grant Applications**

#### **HOW CAN THE FOUNDATION HELP YOU?**

- You can apply for a scholarship to help fund your education.
- You can attend a leadership/training program which will give you a competitive edge in your profession.
- Someone in your family may benefit from one of the child life or therapy programs funded by the Foundation.
- You can receive a Young Alumnae pin for your first individual gift to the Foundation after you graduate.

#### **HOW CAN YOU HELP THE FOUNDATION?**

- By participating actively in your chapter's fundraisers
- By becoming familiar with its programs
- By making donations regularly throughout your lifetime
- Please keep in touch with your National Organization by up-dating your address, phone number, and email in our records!

The Foundation's future is unlimited – but only with your help. For your first gift made within ten years of your graduation, you will be given a special Young Alumnae Pin.

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friendship | *character* | conduct

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