

Officer Manual

Chapter General Officer

December 2017-December 2018



**TRI
SIGMA**
empowered

General Officer

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Expectations of Chapter Leaders

Model the Way

- Set an example of high standards and conduct by being a model 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 volunteers and staff 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."
- Thoroughly train your successor. Be available to answer their questions and provide support as they begin their position.
- 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" and "thank you" are all the praise necessary to make a woman feel she is contributing to the chapter.

Duties of all Chapter Officers

- Uphold National Ideals
- Be an Informed Leader
- Oversee Chairmen

"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. When

- Implement National Programs – OTP, ATP, ES, Accreditation & Awards, and Honor Council
- Enforce Risk Management Policies
- Submit National Reports via Chapter Portal
- 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 time 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 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 Chapter Portal.
- Ensures 5th 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.
- Oversees the Special Consideration process. President collaborates with the applicable officer to determine the requesting member's status.
- 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 National Executive Director prior to submission.
- Appoints Chairmen and any officer vacancies.
- **Support Contacts:** CAB, Consultant, Asst. Director of Chapter Services, National Headquarters

Vice President of New Member Education (VPNME)

- Oversees Essential Sigma – New Member Education and ensures all components of New Member Education (including the National Test, Membership Agreements, RM-1, and Greeklife Edu) are completed by new members online.
- Manages the administrative pages of the new member education as well as reports in Portal to ensure all members are on track to be initiated and have active the necessary accounts (individual Sigma Connect accounts and Billhighway).
- Selects and trains New Member Education Group leaders.
- Manages new member forms and fees:
 1. Has all new members complete 1 copy of the M476 cards on bid day for chapter records.
 2. Submits the Add New Member on Chapter Portal within 24 hours of bid extension for ALL new members.
 3. Works with Treasurer to ensure members have Sigma Connect and Billhighway access, and new members fees are assessed.
 4. Submits Depledge report on Manage New Members in Chapter Portal within 24 hours of depledging.
 5. Ensures all new members have submitted an RM1 in the online within 2 weeks of Arc Degree.
 6. Works with Treasurer to collect badge fees 2 weeks before initiation and submits 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 New Member Education.
- 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.
- **Support Contacts:** CAB, Consultant, Asst. Director of Chapter Services, National Headquarters – Collegiate Membership Coordinator and Accountant.

Vice President of Operations (VPO)

- Ensures that chapter is planning for and striving to meet all accreditation standards for the decided pillar. It is expected that every collegiate chapter attain, at a minimum pillar 2 in order to be accredited.
- Read and review accreditation information on the Accreditation Progress Report in Chapter Portal to be knowledgeable of standards
- Assists the chapter President when necessary.
- Acts as President until an election can be held in the case of a vacancy in that position.
- Provide support and guidance to social event planners.
- Ensures that the Social Event Plan is in compliance with Tri Sigma's National Policies.
- Collaborates with Honor Council on any post-event accountability.
- Ensures that national policies, position statements and procedures are reviewed each term with all members and are followed by the chapter at all times.
- Ensures that risk management education programs are conducted on a regular basis.
- Works with Chapter President on the completion of any Chapter Supervision sanctions.
- Ensures the Risk Management Chair has updated and reviewed with the chapter the Crisis Management plan each semester.
- Meets with Honor Council chair at least once a semester. Works with the Honor Council to ensure it is meeting regularly and holding members accountable.
- Assist the President with all Social Event and risk management procedures including planning, execution, follow-up, and event evaluations.
- **Support Contacts:** CAB, Accreditation Specialists, SAFE team, Consultant, Assistant Director of Chapter Services

Treasurer (CT)

- Utilizes Billhighway Financial Management system for all chapter accounting procedures.

Implementation is required for all chapters.

- Submits Badge Order on Chapter Portal no later than 48 hours after initiation. (New members must pay all new member and badge fees prior to 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 submitted would the Treasurer then write a check for that amount.
- Creates and enters budget into BillHighway and Chapter Portal by given reporting deadlines.
- Balances financial records monthly.
- Tracks all receipts and disbursements.
- Submits women to Honor Council monthly who owe any amount that is past due.
- 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 the 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 to NHQ by required deadlines – failure to do so by the due dates may result in a suspension of activities, additional fees, or Chapter Supervision.
- Send all donations to the Foundation within 7 days of collection.
- Tracks and assists President with Special Consideration requests for finances.
- 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, 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. Log meeting minutes in Chapter Portal.
- Maintains permanent Minutes Books – these serve as history and legal records. Minutes should be printed and kept in the minutes books or saved in an electronic file. **Minutes should never be discarded.**
- Ensures the Chapter's Officer Contact Information is always accurate with names, addresses, phone numbers, and emails. This can be updated in the Chapter Portal.
- Submits roster corrections on Chapter Portal when necessary.
- 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.
- Sends Cards/notes to other campus chapters for installations, Founder's Day, winning awards or recognition, good luck on finals, etc.
- Maintains the chapter calendar on GIN and Chapter Dates in Chapter Portal.
- Assists the chapter in being accredited by ensuring completion of all items assigned to the Secretary (see the Accreditation Progress Report on Chapter Portal for specific standards).
- Assists President with Special Consideration requests for participation.

- **Support Contacts:** CAB, Regional Consultant, Asst. Director of Chapter Services, National Headquarters

Membership/Recruitment Director (MRD)

- Completes Recruitment Plan in Chapter Portal prior to Primary Recruitment.
- 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 in order for the chapter to achieve campus total each semester.
- Reviews Legacy Policy with all chapter members. Ensure full adherence.
- Contacts National Headquarters prior to releasing a legacy. Following discussion, if approval is granted submits Legacy Release Form on Chapter Portal.
- 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 primary, informal, and dynamic recruitment events.
- Reads alumna references and ensures a thank you card is sent to the alumna.
- On Bid Day of primary recruitment, report quota, number pledged, and number of bids accepted in Chapter Portal. Report campus total updates in Portal on bid day, or as the new total is established (this should happen each semester).
- Assists the chapter in being accredited by ensuring completion of all items assigned to the MRD (see the Accreditation Progress Report in Chapter Portal for specific standards).
- Develops a recruitment incentive plan for members.
- **Support Contacts:** CAB, Consultant, Asst. Director of Chapter Services, Recruitment Specialists

Education Director(ED)

- Oversees Essential Sigma
- Manages the Essential Sigma Admin page
- 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 from the University. 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 cumulative GPA (this includes a 2.4999) to Honor Council within 5 days of receiving the chapter grade report. If an Officer or Honor Council member falls below a 2.0 semester GPA, 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 Progress Report in Chapter Portal for specific standards).
- Submits Scholarship Ring applications for eligible members.
- Promotes Scholarship funds available through the Sigma Sigma Sigma Foundation.

- **Support Contacts:** CAB, Consultant, Asst. Director of Chapter Services, National Headquarters – Asst. Vice President of Education and Training and Asst. Director of Education and Leadership

Panhellenic Delegate (CPHD)

- Attends Panhellenic Meetings or ensures alternate is present for all meetings.
- Upload Panhellenic Meeting Minutes to Chapter Portal after each meeting.
- 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 Asst. Director before voting 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 CPHD (see the Accreditation Progress Report in Chapter Portal for specific standards).
- **Support Contacts:** CAB, Consultant, Asst. Director of Chapter Services, College Panhellenic Coordinator, College Panhellenic Specialist

Chairs/Committees

Local and National committee chairs (except for the Risk Management chair and Honor Council chairman, who are elected) 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 Essential Sigma – Graduating/ Senior Member Education.
- Manages the Essential Sigma Admin page.
- 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 Progress Report in Chapter Portal for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Director of Alumnae and Volunteer Services, Consultant

Awards Chairman (AAC)

- Works with President to select chapter individuals to be nominated for National individual awards (There is a December 15 deadline for all individual award nominations).
- Works with chapter officers to submit Chapter Award applications (Due December 15).
- 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.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Consultant, Awards Coordinator, Assistant Director of Education and Leadership

Efficiency Chairman (EFF)

- Works with officers and chairmen to ensure reports are submitted in a timely manner in Chapter Portal.
- Files all report submission confirmation emails/letters for accreditation verification.
- Submits corrections for reports to the VPO or ADCS.

- Assists the chapter in being accredited by ensuring completion of all items assigned to the EFF (see the Accreditation Progress Report in Chapter Portal for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, Director of Chapter Services, Consultant

Foundation/Philanthropy Chairman (F/PC)

- Plans at least one community service event per semester, if a Community Service chairman is not a part of the chapter's chairmen structure.
- 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, March of Dimes, 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 Progress Report in Chapter Portal for specific standards).
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Foundation (via National Headquarters), Director of Communications and Chapter Fundraising, Consultant

Honor Council Chairman (HC)

- Oversees Honor Council and ensures all members are fulfilling job duties and responsibilities.
- Ensure all paperwork is uploaded to Chapter Portal.
- 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 VPO, Treasurer, Education Director, and Secretary to ensure members are being submitted for outstanding dues, GPA below 2.5 cumulative 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 VPO 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 Progress Report in Chapter Portal for specific standards).
-
- **Support Contacts:** CAB, Asst. Director of Chapter Services, Director of Chapter Services, Consultant, Honor Council Specialist

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, Consultant

Parliamentarian

- Assists President with parliamentary procedures for chapter meetings.
- Works with members/new members to educate on the local chapter bylaws.
- Collaborates with Chapter President to ensure local chapter Bylaws are reviewed, revised, and voted on by chapter membership prior to being submitted in Chapter Portal each year.
- 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.
- 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, 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 newspaper, create posters or flyers for campus and coordinates any recruitment PR efforts.
- Coordinates chapter letter day and badge day. Coordinates chapter social media accounts.
- 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, Director and Assistant Director of Marketing and Communication, Consultant

Risk Management Chairman (RM)

- Works with Vice President of Operations to educate chapter on Risk Management Policies and Procedures and help enforces policies.
- Works to ensure RM1 – Policy and Procedure Acknowledgement Form (RM1) 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 of New Member Education 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 Vice President of Operations on the completion of any Chapter Supervision sanctions.
- Collaborations with Vice President of Operations 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.
- Is responsible for all information in the Risk Management and Insurance manual.
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, Assistant Executive Director, SAFE team member, National Risk Management Coordinator, Consultant

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 via Chapter Portal
- Sends Post-Initiation Summary on Chapter Portal after Initiation.
- 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 Progress Report in Chapter Portal for specific standards).

- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, National Ritual Coordinator, National Ritual Committee members, 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 – will be asked for content via NHQ
- **Support Contacts:** CAB, Asst. Director of Chapter Services, National Headquarters, National Collegiate Triangle Editor, Director of Marketing and Communications, Consultant

Chapter Advisory Board

**Alumnae members NOT serving on the Chapter Advisory Board or the House Corporation should not be attending chapter meetings, officer elections, CBMs etc. unless otherwise agreed upon with your ADCS*

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.
- 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 5th year senior status, inactive status, and Special Consideration
 2. Make roster updates and corrections
 3. Assist in the semester goal setting meeting.
 4. Ensure monthly calendar is created
 5. Ensure weekly minutes are typed into Chapter Portal
 6. Verify Accreditation reports and award applications
 7. Submission of National Reports
 8. Ensure 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 via electronic transfer on BillHighway.
- Work with Chapter Treasurer on BillHighway.
- Review BillHighway reports monthly to ensure members who are delinquent have been sent to Honor Council, budgets are balanced, taxes, and the all National fees have been collected/submitted.
- Help present annual budget to chapter and enter the approved budget into BillHighway and Chapter Portal. Remember the budget should be voted on by the members.
- Help prepare and collect payment plan contracts from the members.
- Work with the Essential Sigma Advisor and Vice President of New Member Education to ensure 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 a successful recruitment plan that allows the chapter to achieve campus total both semester.
- Assist with the development of Primary 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 adherence to the legacy and alumnae recommendation policies.
- 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 potential 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. (Contact the ADCS as they are the only person who can remove an officer or chairmen from their leadership role)
- Work with Education Director to implement a Chapter Scholarship Plan (study hours, support programming, etc.)
 - Assist with full implementation of the Essential Sigma – Membership Education program.
 - Helping Education Director implement academic incentive programs.
 - Help the chapter to exceed all women’s’ average for the institution.
 - Work with Nominating committee to determine GPA eligibility for slated officers and Honor Council.
 - Ensure committee chairs (both local and national positions) meet 2.5 cumulative GPA requirement.

Accreditation/Awards Advisor (AA):

- Assigned Chairmen: Vice President of Operations, Efficiency Chair, 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 Accreditation Specialist on completion of standards and questions on standard completion.
- Meet with other CAB members and Officers to ensure all are informed of the chapter’s current standing and progress.

Alumnae Relations Advisor (ARA):

- Solicit alumnae recommendations and work with the Recruitment Advisor when recommendations are received.
- Assist the chapter in achieving all Alumnae Engagement Standards of Accreditation.
- Serve as the liaison between the alumnae chapter and collegiate chapter.
- Ensure 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 of New Member Education, if the chapter does not have a Scholarship or Alumnae Advisor, this position should also assist with those positions.
- Work with the chapter to fully understand and implement all sequences of Essential Sigma.
- Ensure New Member Education Group 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 knowledgeable of Tri Sigma Ritual and National policies and procedures.
- Ensure overall member participation in all sequences.
- Work 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 and upload all paperwork to Chapter Portal.
- 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.
- 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 to obtain GPA, financial and participation information which may need to be addressed.

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 at least 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 that is interested in serving as an advisor, have them begin the process by completing the Volunteer Service Application on the National Website. 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, uphold, and enforce the **Bylaws of Sigma Sigma Sigma**, Declaration of Principles, and the National Policies and Position Statements.
- Contact ADCS 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 ADCS
- Have an email account that is checked at least once a week; daily is recommended
- Work with ADCS 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. Failure to do so could result in removal from your position.
- 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, Weekly Updates, 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.

National Support System

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

NATIONAL OFFICER SUPPORT (Volunteers)

Awards Coordinator:

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

College Panhellenic Specialists (CPHS):

The College Panhellenic Specialists 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. They are your first contact for BillHighway issues as well as debt collection or other more complex financial issues.

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 Coordinator:

4 volunteers who are experts in areas of chapter operations (Accreditation, Honor Council, Recruitment, and Advisor Development). Oversee one volunteer per region in their area of specialty. You will more regularly communicate with the Specialist for each of the 4 areas assigned to your region.

Regional Specialists:

Corresponds with chapters within the region to support officers and CABs in 4 areas of specialty, planning and addressing any barriers to success. RSTs focus on problem-solving long-term issues related to Accreditation, Honor Council, Recruitment, and Advisor Development.

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.

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.

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.

Assistant Executive Director

Works in conjunction with the Executive Director. Oversees areas of Risk Management, Housing, and Technology.

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 Consultant staff.

Director of New Chapter Development:

Responsible for the success of new colonies and the stability of newly installed chapters. She 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.

Associate Director New Chapter Development:

Responsible for the overall health and success of New Chapters. She works to support these chapters as they develop communication, organization, and accreditation goals. The Associate Director of New Chapter Development is vital in the transition process as a new chapter moves towards becoming an established chapter within a region.

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 Extension:

Responsible for coordinating the extension process and colonization efforts. She reviews potential extension opportunities, coordinates efforts to present on campuses, and after we receive an invitation to join a campus community, this position works with the Recruitment Consultants to plan and oversee the colonization process through Bid Day.

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.

**Assistant Vice President,
Education and Training**

Oversees and directs our Character Counts! Initiative through developing programs to intertwine Character Counts! Into our educational programs and procedures as a National Organization.

**Associate Director of Education
and Leadership :**

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 Lifetime Engagement:

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 Website Resources

Tri Sigma Question/Concern

- First, look in your manual! Answers to most questions can be found in officer/chairmen manuals, the National Website, 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 ADCS.
- If you do not receive a response from your ADCS within 48 hours, contact the Director of Chapter Services or a Consultant who may have recently visited your chapter.
- 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 on your chapter's GIN systems website and are incorporated into Officer Training modules.

What else is on the web?

- **Chapter Portal**—To change member statuses, submit necessary reports, view your National bill, or accreditation progress. A user manual is available on all Chapter Portal functions.
- **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 member education sequences are located.
- **Honor Council**—all forms, manuals, and training resources are also posted behind Sigma Connect in the Collegiate Resource Center. All tracking should be filed on Chapter Portal.
- **Consultants**— want to know more or apply for the position? Visit the national website 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,
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.

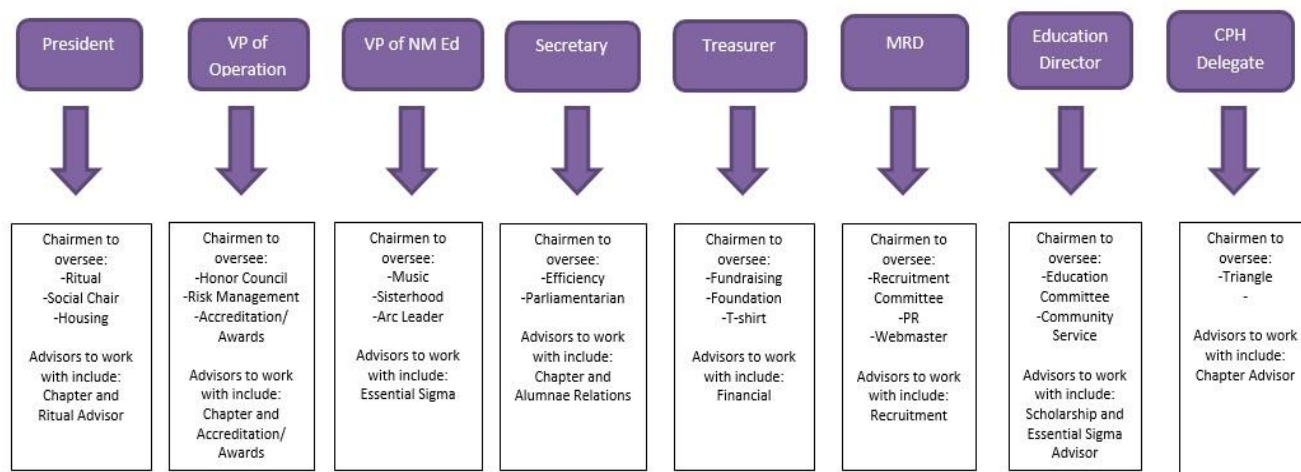
Disaffiliate	The period immediately preceding recruitment and not to exceed thirty days, in which recruitment counselors and College Panhellenic officers disaffiliate from their respective sororities so as to remain neutral and impartial to the recruitment process. The period of Disaffiliation should not exceed 4 weeks according to NPC.
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.
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.
Primary 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.
Consultants	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.
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 of New Member Education	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

Chapter Organizational Chart (Sample)



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.

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

	Okay	Better
Specific	Plan an event with another club.	Plan a service event to benefit the campus community with another fraternal organization.
Measurable	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.
Agreed	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?
Realistic	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.
Timeline	Keep me informed every now and then on your progress.	Co-sponsoring organization determined by ____ . Notification sent to members by _____.
Ethical/Excited	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.
Recorded	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 Delegation

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?

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

Collegiate Dues

Collegiate dues are billed once a year and based on your campus total. A full bill for collegiate fees will appear in portal. 50% of the bill is due November 1 and the other 50% is due by April 1.

If fees are not transferred to NHQ on November 1st or April 1st a notice will be sent to your chapter by your ADCS. If the funds are not transferred within the specified amount of time, but they are available in your chapter's Billhighway the ADCS will transfer these fees and asses a \$30 fee. If they are not available, the chapter may be suspended.

Chapter Suspension

Chapters who have pending items past due more than 7 days will be placed on Chapter Suspension. This includes a ~~stop~~ **loss of all activities and privileges** until the pending items are resolved. This occurs monthly to ensure a timely collection of forms and fees, but most commonly in associated with unpaid collegiate dues as mentioned above.

New Member Dues

New Member Dues are billed automatically through Chapter Portal based on the number of new members your chapter reports. Fall new member dues are due November 1 and spring new member fees are due April 1.

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 \$190 x the # of new members they report. The chapter decides how to assess individual fees to pay the bill in full by November 1.

The fee is paid through BillHighway. We recommend collecting a portion of the fees before 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.

Badge Fee

\$125- \$485 depending on the style a new member selects. New Members also have the option of purchasing a chapter guard.

*Prices may vary based on the price of gold. See current Badge Order Form for up-to-date prices, located in the Chapter Portal.

The fee is paid before Triangle Degree (a.k.a. Initiation). If it is not paid, the new member should NOT be initiated. A badge order form should be submitted within 48 hours of initiation.

Alumna Initiation Fee

\$60.00 (non-refundable) and the candidate does not pay a national new member fee. **ALUMNAE INITIATES MUST ALSO PURCHASE A BADGE.**

*Contact National Headquarters for manual on the Alumnae Initiate program.

Collegiate Dues

These fees are (non-refundable) and include:

- Annual National Collegiate Dues
- 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.
- Billhighway usage
- Liability Insurance – for more information on the insurance coverage, please see the risk reduction and insurance manual
- Technology fees – Used to cover the usage of GreekLife EDU and Chapter Portal
- Legacy Fund - This fee goes to support the upkeep, maintenance, and ongoing improvements to the Walton House.

Chapters are billed \$210 x their total range. 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.

Property Insurance Premium

This fee varies from chapter to chapter based on the chapter's needs. This covers the costs of a chapter's umbrella policy, bond and property insurance premiums.

*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.

Please note that Property insurance premiums are only paid in the fall and are due October 15th.

National Programming Registration Fees

Chapters should be putting money into their budgets and savings for Convention (2019 and every 3 years), Presidents Academy each year, Prevention Institute the Volunteer Summit which is held before Conventions and the summer leadership programs are held during non-Convention years.

- Presidents Academy and Prevention Institute– chapter is billed annually July 1 and due by November 1
- Dunham Women of Character Institute & Volunteer Summit – chapter is billed December 1 and due by April 1
- Convention - chapter is billed in Convention Years on December 1 and due by April 1

Membership Status Change Fees

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.

Policy Violation Fee

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.

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 three 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 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.

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.

Greek Licensing

As an owner of various trademarks, which include our Greek letters, name, and other insignia, Tri Sigma has a *legal obligation and responsibility to control this use of our marks*. In order to protect our marks and ensure that the future generations can enjoy them, we must control their use. This is important not only when products and designs with our marks do not align with our organization's standards, but also when the product and designs are of high quality and truly reflective of our values. In order to effectively accomplish this, Tri Sigma has adopted a trademark licensing program.

Our partner in this efforts is a company called Affinity Consultants. Affinity Consultant administers the comprehensive trademark licensing programs of 97 inter/national fraternities and sororities. The Affinity Constants team is dedicated to helping us protect Tri Sigmas trademarks and grow our licensing program. Collectively, the organizations they represent do not approve products that attempt to glorify alcohol, hazing, racism, sexism, or any other image or design that is offensive or hurtful to others.

Your understanding and respect for our licensing program is crucial to its success and one of the ways *you can help to improve the public's perception of the Greek community* as a whole. By exclusively purchasing Official Licensed Products, *you are guaranteed* a quality product, and you are also helping to create an awareness and appreciation for the values that most accurately represent our organization.

<https://greeklicensing.com/clients/sigma-sigma-sigma/1051/search> is a terrific resource to learn even

more about our licensing program. Through this innovative website you can search for vendors based on specific criteria such as geographic location, product type, etc.

If you have any questions regarding Greek licensing or our trademark licensing program, please feel free to contact National Headquarters. If you would like to nominate a vendor to become licensed or apply to become an Official Shopper, you can contact Affinity Consultant directly:

Nominate a Vendor: vendors@greeklicensing.com

Apply to become an Official Shopper: officialshopper@greeklicensing.com

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 ATP Completion

Each appointed advisor should complete this program within 90 days of being appointed. 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.
4. Alumnae violations of Tri Sigma's Bylaws, policies or positions statements may result in disciplinary action, up to and including membership termination.
5. The Director of Alumnae and Volunteer Services is granted authority to receive referrals, conduct investigations and hold alumnae members accountable when necessary, up to and including recommendations for termination of membership.

If you have concerns about Chapter Advisory Board (CAB), please contact your Assistant Director of Chapter Services. This includes concerns about participation 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.

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.

New Member Education: Essential Sigma

The new member education program that is coordinated by the Vice President of New Member Education. 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 meetings outlined in the Vice President of New Member Education's 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 systems, study hour requirements, and chapter dues) and to track the progress of the new members. The VPNME manual contains facilitator guides for the new member education. New member education should be complementing the online .

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.

Member Education: Essential Sigma

Member Education offers each member an opportunity for personal development. Women enter the general member education phase after initiation and complete this sequence annually until they are a senior. Each member will have access to online modules that should be completed as directed by the Education Director. This is not required of every member, and is instead education that members can opt in to be a part of!

Member Education is undergoing a major change in 2018 and in the fall members will be given the option to complete additional education as a part of their ongoing development. If they opt-in to this program they will submit a completion record and receive recognition from the National organization for their participation. Again, this will not be in place until Fall 2018.

Senior Education: *Essential Sigma*

The Senior Education 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 modules on Sigma Connect which seniors complete on their own time.

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

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. Facilitation should be a collaboration between the chapter president and the CAB.

Quick and Important Notes

- All components are online under the Essential Sigma in Sigma Connect.
- Your chapter's Report of Chapter Leaders (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 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 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. It is expected that every collegiate chapter attain at least pillar 2, in order to be accredited. Chapters are evaluated annually in December to monitor growth, determine progress, and offer recognition through the national awards program. Accreditation cycles run on a calendar year, January to December.

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:** Member Development, Living our Ritual, Foundation/Philanthropy

Accreditation Status Defined

Your chapter officers should work together during the officer training retreat to determine which pillar you intend to strive for. It will be your job to work with the chapter to ensure the decided pillar is met. Every chapter is expected to achieve pillar 2, otherwise the chapter will not be considered an accredited chapter of Sigma Sigma Sigma.

This accreditation program is designed so that the chapter can determine their ideal level of achievement. This program also offers chapters the opportunity to set goals that are important to chapter success on the local level. The chapter's percentage of goal achievement will also help in deciding the chapter's status with accreditation at the end of the year. These goals should be something that are important to your chapter as a whole! The chapter should determine its goals during the semester planning meeting. The chapter President as well as the VP of Operations have instructions in their manual on how to host this goal setting meeting.

- **Pillar 1** – Non-Accredited – the chapter achieves only pillar 1 standards, or less than 100% of pillar 1 standards.
- **Pillar 2** – Accredited – the chapter achieves 100% of the standards outlined in pillar 1 and achieves 85% of the pillar 2 standards plus 50% of the chapter's submitted goals. Additionally, a chapter may not achieve pillar 2 if the chapter has surpassed step 1 of chapter supervision. Therefore, it is possible to be on step one of supervision and be accredited.
- **Pillar 3** – Accredited and eligible to win National Chapter Awards – the chapter achieves 100% of pillar 1 and 2 standards and 85% of pillar 3 standards plus 70% of the chapter's submitted goals. Additionally, a chapter may not achieve pillar 3 if the chapter was on chapter supervision at any point in the accreditation year.
- **Pillar 4** – Accredited and eligible to win top collegiate National Chapter Awards, : chapter achieves 100% of expectations as outlined for pillars 1, 2, and 3 and additionally achieves 85% of the pillar 4 standards. The chapter should also attain 90% of the chapter's submitted goals. Additionally, a chapter may not achieve pillar 4 if the chapter was on chapter supervision at any point in the accreditation year.

Accreditation and Monthly Reporting

Chapter Officers shall be responsible for submitting actions in Chapter Portal. All actions should be completed in Chapter Portal as tasks are complete.

Accreditation Verification & Appeals

Your chapter's Accreditation Progress Report in Chapter Portal will be reviewed every December. The Consultants (during a visit) and/or your Accreditation Specialist will review the Accreditation Progress Report on a monthly basis and reach out with any reminders/feedback for chapter completion. Final Accreditation verification outcomes will be sent to your chapter in December. If you disagree with your initial accreditation outcome your chapter may appeal. Appeals are conducted via phone following the distribution of Final Accreditation verification outcomes at the end of December.

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 in the next year. 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.

Note that if your chapter is accredited following a show cause year the chapter is placed on Accreditation Probation for one year. It is essential that the chapter be accredited in that probationary year. If the chapter is not accredited in that probationary year they will return to Show Cause status and will need to host another presentation. The same is true for Administrative Review. If a chapter is accredited after an Administrative Review the chapter is again placed on Accreditation Probation. However, in the case of Administrative Review the Probationary Period is actually for 2 years. This status is put in place to allow for continued support for Chapter Accreditation. This mirrors the Probationary Status a member may be placed on as a part of Honor Council once they have achieved their goals.

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 & Points

See the next few pages for a breakdown of the Accreditation standards for 2017. This can serve as a resource to help your chapter track your progress, make notes to communicate with your ADCS, 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 Accreditation Progress Report in Chapter Portal. This is a great tool to use each month to review with all officers/chairs that have responsibilities with Accreditation.

<p>Pillar 1: 100% achievement required</p>	<ol style="list-style-type: none"> 1. (P) - RFM reports indicate that chapter followed all provided release figures and carry numbers, including flex plus and flex minus list for the primary and secondary pools; or worked with assigned RFM support to receive approval to not follow release figures and carry numbers. 2. (AR) - Chapter engages alumnae by either hosting or attending Founders day with local or chapter alumnae. 3. (R) – Chapter submits primary recruitment plans. For fall primary recruitments – plans are due May 15th for all spring primary recruitments – plans are due December 15th 4. (MD) – All new member forms are submitted on time in accordance with the VP of New Member Edu manual (P-109) 5. (MD) – All new member are reported as initiated and badges ordered immediately following initiation. 6. (MD) – Member Roster is accurate and updated as changes occur 7. (MD) – Seniors are marked as graduated immediately following graduation. 8. (MD) Chapter Leaders (C-202) are accurate and updated as changes occur. 9. (Ritual) - Chapter performs Arc and Triangle Degree 10. (Ritual) - Chapter performs Stately and Royal, Tri Sigma Grace and recites the opening prayer. 11. (Foundation) - Chapter donations submitted to the Foundation no later than June 1 for spring and November 15 for fall. 12. (Housing) - Chapter has and utilizes a written process for filling the house to 100% capacity 13. (RM) – No more than 3 members failed to completed the RM1 resulting in membership termination. 14. (Operations) - Chapter submits bylaws each fall has local chapter bylaws that are reviewed annually 15. Bylaws detail the chapter’s participation requirement (include dues, participation, and quorum)
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	<ol style="list-style-type: none">16. (Operations) – Chapter will have the membership capacity and members eligible to maintain an officer team where no one is serving in more than 1 role on the board.17. (Operations) - All Officers complete OTP ; modules should be completed by January 5th.18. All Chairs complete OTP ; modules should be complete by January 15th.19. (Financial) Chapters with university accounts submit all tax forms and a bank statements by June 30. Chapters with no university account should reclassify any necessary deposits and approve all transfers before June 30.20. Chapter has activated and customized their GINsystems website and is not utilizing another webpage.
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Pillar 2

All chapters are expected to achieve pillar 2. The chapter is considered accredited if pillar 2 is achieved.

<p>Pillar 2: Accredited</p> <p>100% of Pillar 1 must be achieved,</p> <p>PLUS 85% of Pillar 2 standards,</p> <p>PLUS 50% of the chapter's submitted goals achieved</p> <p>Chapters may not be above step 1 of Chapter Supervision</p>	<ol style="list-style-type: none"> 1. (P) - Chapter must be active participant in Panhellenic events. 2. (R) - Chapter must meet recruitment goal in the Fall semester by Nov. 15th. 3. (R) - Chapter must meet recruitment goal in the Spring semester by April 15th. 4. (MD) - Chapter must attend and fully participate President's Academy for 2018. 5. MD) - Chapter must attend and fully participate Prevention Institute for 2018. 6. (MD) – Chapter Delegate must attend and fully participate in the Dunham Women of Character Institute in 2018. 7. (MD) – Chapter officers participate in the transition retreat lead by chapter CAB as outlined in OTP. To be completed by February 15th. 8. (MD) – Chapter chairmen participate in the transition retreat lead by chapter CAB as outlined in OTP. To be completed by February 15th. 9. Chapter annually donates \$10 per member to the Foundation. All donations should be submitted within 7 days after philanthropy event. 10. (Ritual) - Chapter has 100% of ritual equipment 11. (Ritual) - Hosts a CBM once a month 12. (Foundation) - Philanthropy Chair hosts or coordinates one education program a year on one of our Sigma Serves Children initiatives: Robbie Page Memorial or March of Dimes. 13. (Service) - Chapter must perform service within their community. 10 hours per member, 95% of members complete by December 1. 14. (R) - Overall new member retention is at or above 85% 15. (Foundation) - Chapter raises awareness during one of the following: Play Therapy Week (February), Child Life Month (March), or Prematurity Awareness Month (November). 16. (Scholarship) - The chapter has a GPA which is at or above all women's average in either the fall or spring semester 17. (RM) - Chapter hosts a fire drill 18. (RM) – Chapter Hosts a program on Alcohol Abuse Prevention 19. (RM) – Chapter Hosts a program on Hazing Prevention 20. (Financial) – Chapter submits monthly financial action plan during the academic year 21. (RM) – Chapter has submitted and practiced their crisis management plan by February 15th. 22. (Financial) – The chapter has a zero balance as of December 1 and May 1.
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Pillar 3

If the chapter achieves this pillar the chapter is eligible to win national chapter awards

<p>Pillar 3: Eligible for National Collegiate Chapter Awards</p> <p>100% of Pillars 1 and 2 must be achieved,</p> <p>PLUS 85% of Pillar 3 standards,</p> <p>PLUS 70% of their submitted goals were achieved</p> <p>Also the chapter was not on Chapter Supervision at any point in the Accreditation Year</p>	<ol style="list-style-type: none">1. (P) - Chapter has member(s) serving as Panhellenic Officers or Recruitment Counselors2. Chapter has members attend regional leadership conferences, including UIFI3. (R) - Chapter is at campus total both semesters4. (R) - Maintains 90% chapter retention (transfer members are not counted in a chapter's retention percentage)5. Participates in Character Counts week!6. (Scholarship) – Chapter's GPA is at or above the all-women's average both semesters.7. (RM) - Chapter participates in Hazing Prevention week8. (Operations) - Honor Council submit all HC forms in Chapter Portal9. (Operations) – Honor Council is utilized for all standards of membership which includes but is not limited to scholarship, participation, financial, conduct unbecoming of a sister, violation of National Policies.10. (AR) Chapter must engage alumnae and foster alumnae relationships and involvement after college.11. (Foundation) - Members apply for an academic scholarship, UIFI scholarship or Destination Sigma scholarship.12. (MD) Chapter hosts 6 educational programs (to be verified in meeting minutes and program summary by November 15th)13. (Foundation) - Chapter receives and/or applies for RPM Grant for local children's hospital or participate in a Matching Grant. (LEAD). RPM grant applications are due by April 30th. Matching Grant information can be obtained by contacting the Foundation directly.14. (Foundation) - At least 50% of chapter members participate in the Undergraduate Giving Club for both spring and fall.
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Pillar 4

*By achieving pillar 4 the chapter is eligible to receive our highest awards. *

<p>Pillar 4: (eligible for highest awards)</p> <p>100%of Pillars 1,2,and 3 PLUS 85% of Pillar 4</p> <p>PLUS 90% of submitted goals were achieved</p> <p>Also the chapter was not on Chapter Supervision at any point in the Accreditation Year</p>	<ol style="list-style-type: none">1. (P) - 100% of members attend at least 1 College Panhellenic meeting OR a sponsored program each semester2. (AR) – Chapters sponsors or hosts an Alumnae initiate3. (Service) - Chapter must perform service within their community. 20 hours per member, 95% of members complete.4. (Scholarship) - Grades do not cause officer turnover5. (P) – Chapter wins campus awards and recognition6. (R) - The chapter is at campus total plus pledges and retains quota7. (R) - Overall chapter membership retention is at or above 95%8. Chapters hosts or attends educational programming on sexual assault prevention and/or awareness in addition to the 6 other programs held as a part of pillar 39. (Foundation) - 75% or more of chapter members participate in the Undergraduate Giving Club for both spring and fall.10. Chapter Advisors continue ongoing development through their participation in Alumnae Engage.11. (Foundation) - Chapter annually donates \$20 per member to the Foundation unrestricted within 7 business days after philanthropy event.
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Accreditation Standard Clarification

Pillar 1:

1. **(P) - RFM reports indicate that chapter followed all provided release figures and carry numbers, including flex plus and flex minus list for the primary and secondary pools**

RFM (Release Figures Method) is for chapters who participate in structured recruitment. This standard is verified by the Assistant Director after the chapter participates in structured recruitment (in Spring or Fall for the Accreditation year) and received the report from the College Panhellenic. No form submission by the chapter necessary. To receive this point, the MRD and officers will work to ensure that the chapter is following ALL “carry figures” given by the Greek Life office. If the figures were not followed and if the support contact was not consulted prior to the deviation your chapter will not be given credit.

More information in the Recruitment Director Manual in regards to RFM

2. **(AR) - Chapter engages alumnae by either hosting or attending Founders Day with local or chapter alumnae.**

The chapter should host a Founders Day event using the program provided by the National Organization or the chapter may attend a local alumnae chapter’s Founders Day event. The individual chapter can determine how they are going to invite alumnae. To receive this point, an alumnae event must be submitted in Chapter Portal (Operations > Actions > Accreditation > Submit Events).

3. **(R) – Chapter submits primary recruitment plans. For fall primary recruitments – plans are due April 1st for all spring primary recruitments – plans are due November 1st**

To receive this point, the recruitment plan must be submitted in Chapter Portal (Recruitment > Actions > Submit Primary Recruitment Plan).

4. **(MD) – All new member forms are submitted on time in accordance with the VP of New Member Education Manual (Add New Members in Portal).**

The Vice President of New Member Education is responsible for ensuring all forms have been filled out for all new members. To receive this point, the VPNME must submit the P109 in Chapter Portal (Membership > Actions > Add New Members). This is looking at New Members date of bid acceptance and when they are entered in Portal to be done within 48 hours.

5. **(MD)- All new members are reported as initiated and badges ordered immediately following initiation.**

To receive this point, all new members must be marked as initiated in Chapter Portal (Membership > Actions > Manage New Members) within 48 hours of their scheduled initiation. Note: be sure that all Initiation Requirement are complete in Portal well in advance of initiation.

6. **(MD) – Member Roster is accurate and updated as changes occur.**

The roster should be updated in Chapter Portal with changes as they occur throughout the year (at least once per semester). To receive this point, ensure the roster on Chapter Portal is always accurate (Membership > Actions > Manage Members). This is looking at the effective date as entered in Portal for changes and the date they are entered in Portal to be done within 7 days. For example, if a member withdrew on August 1st you need to mark her as “left school” on the roster within 7 days.

- 7. (MD) - Seniors are marked as graduated immediately following graduation.**
To receive this point, mark all graduated members on the roster on Chapter Portal (Membership > Actions > Manage Members). This is looking at the effective date as entered in Portal for changes and the date they are entered in Portal to be done within 7 days. For example, if graduation is on May 15th you need to mark those members as “graduated” on the roster within 7 days.
- 8. (MD) – Chapter Leaders (C-202) are accurate and updated as changes occur.**
Chapter Leaders (C-202) should be updated in Chapter Portal with changes as they occur throughout the year. To receive this point, ensure the Chapter Leaders (C-202) on Chapter Portal is always accurate (Operations > Actions > Update Positions > Change Chapter Leaders (C-202)). This is looking at the effective date as entered in Portal for changes and the date they are entered in Portal to be done within 7 days. For example, if officer installation is on Dec. 1st you need to make those officer changes within 7 days.
- 9. (Ritual) - Chapter can perform Arc and Triangle Degree.**
To receive this point, Arc Degree and Triangle Degree should be reported as a chapter event on Chapter Portal (Operations > Actions > Accreditation > Submit Events).
- 10. (Ritual) - Chapter can sing Stately and Royal, sing Tri Sigma Grace and also can say the opening prayer.**
To receive this point, the chapter will upload a video of the chapter singing Stately and Royal, Tri Sigma Grace and saying the opening prayer on Chapter Portal (Operations > Actions > Accreditation > Submit Accreditation Verification).
This point can also be verified by a National Visitor, when applicable.
- 11. (Foundation) - Chapter donations submitted to the Foundation no later than June 1 for spring and November 15 for fall.**
To receive this point, the Treasurer must make this donation to the Foundation via Billhighway prior to the deadline.
- 12. (Housing) - Chapter has and utilizes a written process for filling the house to 100% capacity**
The chapter should have a written process in the local bylaws and/or housing bylaws to ensure that the house is filled to 100% capacity as set by housing corporation or landlord. To receive this point, the chapter must submit the Housing Report on Chapter Portal (Operations > Actions > Submit Annual Housing Information). *This standard is chapters with housing only.
- 13. (RM) - No more than 3 members failed to completed the RM1 resulting in membership termination.**
To receive this point, this should be completed by all members by October 1st. The list of members that still need to complete the RM1 can be found under Membership > Reports > RM1 needs to complete.
- 14. (Operations) - Chapter has local chapter bylaws that are reviewed annually.**
The chapter should read, review, revise, and resubmit the local bylaws every year. To receive this point, bylaws must be submitted in Chapter Portal (Operations > Actions > Submit Operations Documents > Submit Bylaws) once per year sometime between Jan. 1st and Dec. 1st.

15. (Operations) – Bylaws detail the chapter’s participation requirement (including dues and participation).

To receive this point, bylaws (including this information) must be submitted in Chapter Portal (Operations > Actions > Submit Operations Documents > Submit Bylaws) every Fall semester. A revised copy of the bylaws should be uploaded into Portal anytime changes are made.

16. (Operations) – Chapter will have the membership capacity and GPA so they may have a full officer team where no one is serving in more than 1 role on the board.

The chapter officers will ensure that no officer is serving in multiple positions on the officer team. To receive this point, the Chapter Leaders (C-202) form on Chapter Portal (Operations > Actions > Update Positions > Change Chapter Leaders (C-202)) has all officers correctly listed and not serving in more than one role on the officer board.

17. (Operations) - All Officers and Chairmen complete OTP (Officer Training Program). Officer modules should be completed by February 1st and Chairmen modules by February 15th .

To receive this point, the chapter should ensure that all officers and chairmen have completed OTP prior to the deadline.

18. (Financial) Chapters with university accounts submit all tax forms and a bank statement by June 30. Chapters with no university account should reclassify any necessary deposits and approve all transfers before June 30.

The Financial Services department will reach out to all chapters in their region to ensure that appropriate tax forms are filled out. These forms can be found and completed on Chapter Portal.

19. Chapter has activated and customized their GINsystems website is not utilizing another webpage.

To receive this point, the chapter must be utilizing GINsystems and not any other webpage.

Pillar 2:

1. (P) - Chapter must be active partner within Panhellenic events.

The chapter should be working to serve as an active CPH partner for the entire year. To receive this point, the chapter must submit all Panhellenic events in Chapter Portal (Operations > Actions > Accreditation > Submit Events). Chapter Portal is looking for at least 3 submissions for Panhellenic events throughout the year from Jan. 1st to Dec. 1st.

2. (R) - Chapter must meet recruitment goal each semester (Goal must be achieved April 15th for spring, and November 15th for fall)

The chapter will receive the recruitment goal for the upcoming semester by the Assistant Director, located in the Chapter Information on Chapter Portal. To receive this point, the chapter roster on Chapter Portal must be updated to reflect the chapter meeting the recruitment goal (all new members must be added).

3. (MD) - Chapter must participate in and attend Officer Academy and Prevention Institute for 2016.

The chapter must send the required number of women to Officer Academy and Prevention Institute. This is verified based on those registered as well as attendance reports throughout the conference.

4. (MD) - Chapter must send 1 delegate to participate in and attend the Dunham Woman of Character Program in 2016.

The chapter should be sending one emerging leader to the Dunham Woman of Character Institute. This is verified based on those registered as well as attendance reports throughout the conference.

5. (MD) – Chapter officers and chairmen participate in the transition retreat led by chapter Cab as outlined in OTP. To be completed by February 15th.

To receive this point, chapter officers and chairmen must participate in retreat led by CAB.

6. (Foundation) – Chapter annually donated \$10 per member to the Foundation. All donations should be submitted within 7 days after philanthropy events.

To receive this point, the Treasurer must submit all philanthropy event donations within 7 days of the event.

7. (Ritual) - Chapter has 100% of Ritual equipment -which is kept nicely (to be verified by report or in person national visitor)

To receive this point, the chapter must complete the ritual inventory form on Chapter Portal (Operations > Actions > Accreditation > Submit Ritual Inventory). If the chapter has missing equipment, the supply order form must be completed on Chapter Portal (Operations > Actions > Order Supplies).

8. (Ritual) - Hosts a CBM once a month

The chapter shall host a CBM once a month. To receive this point, CBMs must be outlined in chapter meeting minutes in Chapter Portal (Operations > Actions > Submit Operations Document > Submit Meeting Minutes).

9. (Foundation) – Philanthropy Chair hosts or coordinates one education program a year on one of our Sigma Serves Children initiatives; Robbie Page Memorial or March of Dimes.

To receive this point, this education program must be submitted on Chapter Portal (Scholarship > Actions > Submit Educational Program).

10. (Service) - Chapter must perform service within their community. 10 hours per member, 95% of members completed by Dec. 1st.

To receive this point, all volunteer hours must be submitted on Chapter Portal (Volunteerism > Actions > Submit Service Hours Per Member).

11. (Financial) – Zero balance as of December 1st and May 1st.

The chapter can view your NHQ balance on Chapter Portal (Operations > Reports > Chapter Financial Statement). They should then bill this to members with ample time to collect and submit the payment to NHQ through Billhighway. To receive this point, the Treasurer needs to ensure all portions of the chapter's bill has been transferred to NHQ via Billhighway prior to the deadline.

12. (R) – Overall new member retention is at or above 85%

Retention is tracked for NMs all year long. The NM retention will be looked at specifically for this standard on April 15th and November 15th. The chapter will be awarded this standard if the chapter's maintains 85% throughout the year.

13. (Foundation) - Chapter raises awareness during one of the following: Play Therapy Week (February), Child Life Month (March), or Prematurity Awareness Month (November).

To receive this point, the event must be submitted on Chapter Portal (Operations > Actions > Accreditation > Submit Events).

14. (Scholarship) - The chapter has a GPA which is at or above all women's average in either the fall or spring semester.

To receive this point, the scholarship report must be submitted on Chapter Portal (Scholarship > Actions > Submit Scholarship Report).

15. (RM) - Chapter hosts a fire drill

The chapter should be hosting a fire drill at some point during the accreditation year. To receive this point, the chapter must submit the Housing Report (with date of fire drill) on Chapter Portal (Operations > Actions > Submit Annual Housing Information).

16. (RM) - Chapter Hosts a program on Alcohol Abuse Prevention AND a program on Hazing Prevention.

To receive this point, this education program must be submitted on Chapter Portal (Scholarship > Actions > Submit Educational Program).

17. (Financial) - Chapter submits monthly financial action plan during the academic year.

To receive this point, the monthly financial plan must be submitted on Chapter Portal by the 1st of every month (Operations > Actions > Accreditation > Submit Financial Action Plan).

18. (RM) - Chapter has submitted and practiced their crisis management plan by February 15th .

To receive this point, the crisis management plan must be submitted on Chapter Portal (Harm Reduction > Action > Submit Prevention Plan Document > Submit Crisis Management Plan).

Pillar 3:

1. (P) - Chapter has member(s) serving as Panhellenic Officers or Recruitment Counselors.

To receive credit for this point please be sure to report on this information in you Panhellenic meeting minutes submitted via Chapter Portal. Or may be verified manually by ADCS.

2. The chapter has members attend regional leadership conferences, including UIFL.

To receive credit for this point please be sure to report on this information in you Panhellenic meeting minutes submitted via Chapter Portal. Or may be verified manually by ADCS.

3. (R) - Chapter is at campus total both semesters.

The chapter should always be striving for campus total. To receive this point, the chapter roster on Chapter Portal must be updated to reflect the chapter meeting campus total (all new members must be added).

4. **(R) - Maintains 90% chapter retention (transfer members are not counted in a chapter's retention percentage)**
Chapter retention is tracked all year long. The chapter will be awarded this standard if the chapter maintains 90% throughout the year.
5. **(Service) - Participates in Character Counts Week!**
The chapter should send a member to DWCI to get ideas and resources on CC! week. The DWCI should lead the CC! committee in hosting something for the campus to get involved with. To receive this point, the event must be submitted on Chapter Portal (Operations > Actions > Accreditation > Submit Events).
6. **(Scholarship) – Chapter's GPA is at or above the all-women's average both semesters.**
To receive this point, the scholarship report must be submitted on Chapter Portal each semester (Scholarship > Actions > Submit Scholarship Report).
7. **(RM) - Chapter participates in Hazing Prevention Week**
The chapter must do something to participate in Hazing Prevention Week. To receive this point, the event must be submitted on Chapter Portal (Operations > Actions > Accreditation > Submit Events).
8. **(Operations) – Honor Council submits all HC forms on Chapter Portal.**
To receive the point, Honor Council must submit all forms on Chapter Portal (Harm Reduction > Actions > Manage Honor Council. This is used to report Honor Council meeting outcomes. This should be completed for both accountable and not accountable outcomes. It is recommended that you have this form open during Honor Council meetings and submit following the meeting. Complete this like meeting minutes for the IRF meetings.
9. **(Operations) – Honor Council is utilized for all standards of membership which includes but is not limited to, scholarship, participation, financial, conduct unbecoming of a sister, violation of National Policies.**
To receive this point, all HC forms must be submitted on Chapter Portal. Also, the chapter's HC should be encouraged to utilize the Honor Council Specialists for any questions regarding these jurisdictions.
10. **(AR) – Chapter must engage alumnae and foster alumnae relationships and involvement after college.**
To receive credit please report alumnae events or events designed to engage seniors after college on Chapter Portal by submitting events (Operations – Actions – Accreditation – Submit Events)
11. **(Foundation) – Members apply for an academic scholarship, UIFI scholarship or Convention Designation Sigma Scholarship.**

Will be verified by the Foundation if applications from the chapter are received.
12. **(MD) - Chapter hosts 6 educational programs by November 15th.**
To receive this point, this education program must be submitted on Chapter Portal (Scholarship > Actions > Submit Educational Program).

13. **(Foundation) - Chapter receives and/or applies for RPM Grant for local children's hospital or participate in a Matching Grant. (LEAD). RPM grant applications are due by April 30th. Matching Grant information can be obtained by contacting the Foundation directly.**
14. **(Foundation) – At least 50% of chapter members participate in the Undergraduate Giving Club for both spring and fall.**

Pillar 4:

1. **(P) - 100% of members attend at least 1 College Panhellenic Meeting OR a sponsored program each semester**
To be verified by submitting attendance via Chapter Portal (Operations – Actions – Accreditation – Submit Accreditation Verification)
2. **(AR) – Chapter sponsors or hosts an Alumnae initiate**
The chapter needs to sponsor or host and alumnae initiate by December 1st for accreditation.
3. **(Service) - Chapter must perform service within their community. 20 hours per member, 95% of members complete.**
To receive this point, all volunteer hours must be submitted on Chapter Portal (Volunteerism > Actions > Submit Service Hours Per Member).
4. **(Scholarship) - Grades do not cause officer turnover**
To receive this point, the scholarship report must be submitted on Chapter Portal (Scholarship > Actions > Submit Scholarship Report and Submit Grades by Member). For any officer turnover, this must be noted on the Chapter Portal as they occur throughout the year. Ensure the Chapter Leaders (C-202) on Chapter Portal is always accurate (Operations > Actions > Update Positions > Change Chapter Leaders (C-202)).
5. **(P) – Chapter wins campus awards and recognition**
To be verified by reports awards received via Chapter Portal (Operations – Actions – Accreditation – Submit Campus Awards)
6. **(R) - The chapter is at campus total plus pledges and retains quota**
This is when the chapter is at the highest number of members possible which is called optimum membership. Optimum membership is defined as being at total and obtaining quota. The chapter would achieve this during primary recruitment. To receive this point, ensure the roster (with all new members) is correct.
7. **(R) - Overall chapter membership retention is at or above 95% both semesters**
Chapter retention is tracked all year long. The chapter will be awarded this standard if the chapter maintains 90% throughout the year.
8. **Chapters hosts or attends educational programming on sexual assault prevention and/or awareness.**

The chapter must host or attend education on sexual assault prevention and/or awareness. They can get resources from the National Organization or University. To receive this point, this education program must be submitted on Chapter Portal (Scholarship > Actions > Submit Educational Program).

- 9. (Foundation) – 75% of more of chapter members participate in the Undergraduate Giving Club for both spring and fall. Will be verified by the Foundation.**

To be verified by the Foundation.

- 10. Chapter Advisors continue ongoing development through their participation in Alumnae Engage.**

Chapters will receive credit based on ADCS approval and review, as well automatic coding for advisors who complete the Alumnae Engage program.

- 11. (Foundation) - Chapter donates \$20 to the Foundation per capita annually by November 15th**

To receive this point, the chapter should make a donation of \$20 per member to the Foundation through Billhighway.

Accreditation Verification

Accreditation Verification occurs in December. Your chapter's Accreditation Progress Report in Chapter Portal will be reviewed and your chapter officers/advisors will receive notification on your Final Accreditation Verification outcome. If you disagree with your initial accreditation outcome your chapter may appeal. Appeals are conducted via phone or email following the distribution of Final Accreditation verification outcomes at the end of December.

Accreditation appeals is a duty of the outgoing leaders NOT the newly elected or appointed leaders. Feel free to invite them to call for experience. This is a good shadowing and transition opportunity.

Tips to Be Accredited *without* Appeals (collaborate with President here):

1. Complete all actions in Chapter Portal throughout the year. Please note that your chapter will not receive credit for items that are completed in December (at final verification time) that should have otherwise been completed months prior.
2. Bring everyone to the table. Ensure anyone who has a role in Accreditation is completing their actions in Chapter Portal in a timely manner.
3. Be Prepared: Review the Accreditation Progress Report in Chapter Portal.

Timeline (May vary from year to year based on the academic calendar)

- December 15th: Accreditation status determined and Final Accreditation Verification Outcome Notifications sent to chapters.
- December 16th – 21st: Appeals with the Assistant Director of Chapter Services. Information on how to appeal will be outlined in your chapter's Accreditation Verification Outcome Notification Letter.
- December 22: Notification sent to indicate the outcome of the appeals and a final Accreditation outcome for your chapter.

- ❑ January 26: Show Presentation drafts due to the Director of Chapter Services (only for those chapter non-accredited for 3 consecutive years).
- ❑ February 1 - 3: Show Cause Presentations

Appeals

If your chapter chooses to appeal, you will be asked to complete a form as outlined in the Final Accreditation Outcome Letter. If the standards that your chapter missed are technology issues and the points can be granted, then no call will be required. If not, the ADCS will communicate to schedule an appeals call.

Appeals will be done with the Assistant Director of Chapter Services if you did not receive credit for a particular area of Accreditation. All chapters will receive the link to sign up for an Appeals Meeting with the Director of Chapter Services when they are notified of their Accreditation outcome.

If an appeals meeting is scheduled by the ADCS it is intended to provide additional information and documentation to demonstrate either:

- a) Achievement of standard
- b) Efforts made to achieve a standard although it was not achieved
- c) Present plans to achieve the standard in the next year therefore requesting special consideration for the current year with a promise to achieve the item in the upcoming year.

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. It is expected that every collegiate chapter attain at least pillar 2, in order to be accredited. Chapters are evaluated annually in December to monitor growth, determine progress, and offer recognition through the national awards program.

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 members who have an outstanding balance due to the collegiate chapter
2. **Scholastic:** cumulative GPA below 2.5 or a higher standard as outlined in the local chapter bylaws
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 wellbeing or misrepresents the goals, mission, values, or Rituals of Sigma Sigma Sigma.
7. **Failure to complete duties and responsibilities:** any Officer or Chair who has not completed the assigned duties and responsibilities of her position.
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

As of 2015, chapters no longer vote on suspending individual member privileges if she reaches phase four. If a woman is found accountable at this phase, her local privileges are automatically suspended, and Honor Council should submit the proper paperwork to National Headquarters.

National Officer Involvement

It is important to know that National Officers, Asst. Director of Chapter Services, Director of Chapter Services, or 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 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.

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.

Officers and Special Consideration

Officers now grant the special consideration process for collegiate chapter members.

Manual and Forms

The Honor Council Resource Guide/Manual is located in GIN System. All paperwork must be submitted in Manage Honor Council tab in Chapter Portal. All members may view, read, and possess the Honor Council Manual and Resources.

National Programs: Awards

Deadlines & Submitting

Individual and Chapter awards are due December 15th. In order to be eligible for any collegiate chapter award the chapter must achieve at least pillar 3 in the accreditation program.

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 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 F. 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.

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.

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% 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.

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 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 of the night 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 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 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 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:
 - o 3 – she is outstanding
 - o 2 – she would be an asset to the chapter
 - o 1 – didn't meet or get to know her
 - o 0 – Used ONLY if a member has a severe concern with this PNM joining the chapter's membership
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
- 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 Recruitment Specialist or Assistant Director of Chapter Services. 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, granddaughter, niece, step-daughter, or step-mother 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:

- 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 and will affect the chapter's accreditation status.

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) 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 the Chapter Portal.

Who

All chapter officers have access to each report on the Chapter Portal. We recommend that in Officer meetings you review the portal and ensure information is up to date and accurate and assign necessary report updates to each officer team member.

Resources

In order to help with completion, you can access the Chapter Portal user guide.

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 (2nd week, 3rd 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 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.
6. **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 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.

If an Officer falls below the required required semester GPA to serve in their position (2.0 minimum for the semester), contact the ADCS for removal. The chapter cannot officially remove an officer, only the ADCS can do that!

If an Officer or Chairmen is not fulfilling her duties, the President can work with an advisor and Assistant Director to determine the best course of action. This may include submission to Honor Council a written warning with expectations, and outcomes for what will occur should those expectations not be fulfilled.

When an officer is submitted to Honor Council, the Intervention Request Form should immediately be sent to the Honor Council Specialist and your Assistant Director of Chapter Services. Once the meeting has been held, the officer has 24 hours to appeal Honor Council's decision. Honor Council then has 24 hours to grant the appeal or deny it, giving the officer 48 hours to know if she will be removed or not. Within 48 hours of the meeting, Honor Council must notify the ADCS of whether the officer was held accountable or not. If held accountable and an appeal denied, your ADCS will notify the member that they are removed from her position. The Honor Council Chair will announce at the next meeting that the officer was removed from her position after being found accountable by Honor Council. It should be clear the individual was removed, not stepping down.

The 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 the report of chapter leaders (C202) in Portal within 24 hours of appointment and send campus Fraternity/Sorority Advisor, CAB, Consultant, and ADCS contact information for the new officer.

If vacancies occur in a chairman position, he 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 of Operations 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

Women who are staying for an additional year(s) cannot remain active members in collegiate chapters if they have already received their undergraduate degrees. Members working on a graduate degree should be listed as Graduated on your chapter roster in Chapter Portal 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.

The president will receive a notification from Chapter Portal when a chapter member has transferred to their university. If a member from your chapter is transferring to a school with a Tri Sigma chapter, this should be indicated when the member is removed from the roster.

Special Consideration

When a member chooses to request special consideration, she must apply by contacting the chapter president. The chapter president should then call together the applicable officers for the special consideration meeting to determine the requested status (see below for specific instructions on which offers should be present for each type of request). The member requesting the status must participate in the meeting.

Special Consideration Request for Participation – President, Secretary or whomever is responsible for tracking participation.

Special Consideration Request for Financial Reasons – President and Treasurer

This status would apply to members who are in good standing and/or have extenuating circumstances that prevent them from fulfilling all membership standards. A member may request this status when she still hopes to participate in the chapter and does not wish to go inactive or terminate. This can be a great short-term option for members with a particularly trying academic schedule, or for members who are experiencing some financial hardships.

Officers can apply for Special Consideration for Finances only. The meeting would be led by the President with collaboration from the Treasurer. If an officer finds herself needing Special Consideration for points and participation, there needs to be a conversation held with this member about whether she can realistically continue in her position with all of the time constraints that she is under. If the President needs Special Consideration for finances, the meeting would be led by the Vice President of Operations with collaborating from the Treasurer to determine her status.

Special Consideration Status Meeting

When a member chooses to request special consideration, she must apply by contacting the chapter president. The chapter president should then call together the applicable officers to schedule a meeting to decide the outcome of the member's request. The president should determine which officers should be present based off of the reason for the request special consideration (see below for specific instructions on which officers should be present for each type of request).

Options that may be offered with Special Consideration:

- Adjustment of local fees and dues. (National Dues cannot be waived.) If the chapter budget allows it is possible to asses \$0 in local dues to meet a member's need.
- Limited chapter participation until time conflicts are resolved.
- Others at the request of the member.

Note, these are only options not requirements. It is not guaranteed that dues will be reduced or adjusted. The chapter officers will need to collaborate locally on what can be allowed.

NATIONAL FEES OR DUES MAY NOT BE WAIVED FOR MEMBERS RECEIVING SPECIAL CONSIDERATION.

During the meeting the following should occur:

- Review the individual's requests for Special Consideration. Ask questions of the member to better understand their needs and what sort of participation or financial plan is acceptable for them.
 - If approved, come to an agreement on member's level of participation and duration of Special Consideration Status. If the request is for financial reasons outline a payment schedule and what fees will need to be paid.
 - If denied, help the member understand what her options are and why the request is being denied.
 - Once agreements are made regarding the member's level of participation or their financial plans complete the "Special Consideration Form" which is at the end of your manual.
 - A copy of the form should be given to each officer as well as the individual who requested the status.

Attendance: The member requesting Special Consideration and the applicable officers.

- Special Consideration Request for Participation – President, Secretary or whomever is responsible for tracking participation
- Special Consideration Request for Financial – President, Treasurer

In the case of absence:

- If the member requesting Special Consideration is not in attendance, the meeting may not occur and Special Consideration should not be granted.
- Only if the absence is due to a family emergency or another excuse as outlined in the chapter's bylaws should the meeting be rescheduled. Otherwise, the member will not receive special consideration, nor should she be reconsidered for Special Consideration that semester.
- If the President cannot be present the Vice President of Operations may conduct the meeting.

Special Consideration Agreement Form

Instructions: Secretary or Treasurer will complete Date, Chapter, Member's Name, reason for Special Consideration, agreements of special consideration, and duration of status. Once the listed sections are completed, the form should be given to the member within 48 hours of meeting. The responsible officer should update any tracking system which applies within 48 hours (Billhighway or other billing method, or points tracking for member participation)

Date _____

Chapter _____

Member's Name _____

Reason for Special Consideration _____

Special Consideration Expectations

Expectations	Duration of Status
1.	
2.	
3.	
4.	
5.	

Member's Reflection of Process:

Member's Signature _____ Date _____

Secretary or Treasurer Signature _____ Date _____

President's Signature _____ Date _____

5th 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 via Chapter Portal between April 1 and August 15 with:
 - ✓ the member's written request,
 - ✓ and college/university transcripts
 - ✓ the officer and cab support letters,
 - ✓ \$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 via Chapter Portal 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 5th 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.
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 related visit (STRIDES, investigations, Membership Reviews, etc.)
2. Termination at the request of the collegiate chapter Honor Council- National Headquarters is informed of the action taken and after receiving verification from the Honor Council, the Executive Council may vote to terminate the membership.
3. Self-termination - If a member wishes to terminate her membership, she must submit a letter stating her reasoning for termination to the designated chapter officer/CAB. The members, officer and CAB should have worked together to find other resolves before the member terminates her membership. Steps that should have been taken prior to termination include:
 - Discussing conflicts to find a resolution
 - Inactive status (if within the window for applications)
 - Special Consideration
 - Confirming they are not simply withdrawing from school or transferring. These changes would not result in membership termination. Only a simple manage member update is needed to indicate they left school.

A chapter never terminates a member, termination is granted only by Executive Council. When a termination is granted, the Executive Director writes a letter to the President notifying her of the terminating and ensuring the badge/certificate have been 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***.

Chapter Expectations for a Meeting to discuss a members' intent to self-terminate:

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.

Selecting the meeting facilitator

At the beginning of each semester, the chapter leadership and CAB should meet to discuss which officer or CAB will be the designated contact for self-termination requests. This sort of meeting should occur prior to completing the termination paperwork in Chapter Portal.

Be a Facilitator

Ask questions. Understand why the member feels this is the best course of action. Whomever is chosen will have the responsibility of receiving self-termination requests, discussing with the member her request and submitting the paperwork to chapter portal.

Select a person who is unbiased and a good listener.

When considering a member for this role within your chapter, we recommend you consider the following characteristics:

- This member should be organized and have demonstrated ability of record keeping
- This member should be solution oriented and trained on other options for members such as special consideration and other membership statuses
- This member should be compassionate; many of the women who chose to self-terminate have extenuating circumstances and there must be a sensitivity toward those instances
- This member should be efficient with reporting. She should have the ability to collect requests, schedule meetings and provide the appropriate follow up to the president (if necessary) within 48 hours of the meeting.

Plan ahead with some questions to help the conversation get going.

We've outlined a few questions and topics to cover when you meet with the member wishing to self-terminate. The questions listed below are items your ADCS will need outlined in the self-termination forms of Chapter Portal.

- Why do you wish to self-terminate?
 - Does the member believe self-termination is her only option? Some members think if they are withdrawing, taking the semester off or transferring, studying abroad, student teaching, etc. that termination is their only option. If this is the case, please explore other membership status options with the member
- What is occurring that is causing you to want to give up the lifelong commitment you made at initiation?
- How has your understanding of Tri Sigma's lifelong commitment changed?
- Is there an issue or conflict you would be willing to discuss before terminating your membership?
- Would Special Consideration or inactive status (if during the applicable timeframe) be an option you would consider before terminating?
 - If you've already looked into and/or granted these options previously, please outline these efforts in the letter to your ADCS
- Is there anything the member feels the chapter could have done differently which would have led her to retain her membership?
- Are you aware that past balance will still need to be paid?
- Are you aware that your badge, membership certificate and any applicable Sigma memorabilia will need to be returned? What is the best way for us to do this privately and with sensitivity?
- How is the badge and membership certificate being returned to National Headquarters?
 - Mailed by the member on:
 - Mailed by chapter officer on:
 - Badge lost/stolen or never received

Take notes so you to aid in your summary to NHQ

Here are some things you'll want to be sure to include

- Additional reasons for wanting to terminate not already outlined in their letter
- Efforts made to consider other statuses or resolve concerns before resorting to termination
- Plans and efforts to collect her badge, membership certificate and Sigma apparel
- Did you review the need to pay outstanding fees?
- Did you learn anything from the member which might lead to a change in processes or support for members in the future?

Membership Reinstatement

A terminated member can request to have her membership reinstated at any time. However, there is 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 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.

Procedures for Termination

Self-Termination

1. The member should submit a written request detailing her reasoning for self-termination to the designated chapter officer/CAB and turn in her badge, guard (if applicable) and membership certificate
2. If the chapter has not already met with the member to discuss her self-termination, the designated officer/CAB should schedule a meeting. This meeting is best held in person but email and text are acceptable if the member is unresponsive or unwilling to meet.
3. Following the meeting, the member's self-termination request should be uploaded to Chapter Portal under membership → actions → manage members
4. Along with the member's letter, a document containing a summary of the meeting (or screenshots of electronic communication) showing all other options have been considered should also be uploaded by a chapter leader. This summary should highlight the best practice questions listed above.
5. Once submitted through chapter portal, your ADCS will review for approval to send to Executive Council. Your ADCS may reach out to you or the member wishing to self-terminate with clarifying questions if the documentation does not clearly show the efforts made to explore every other option before termination.
6. If approved, the member's request is passed on to Executive Council for final review.
7. During the review and approval process, the office/CAB should mail in the member's badge and certificate. In an attempt to collect all terminated member badges the individual will be contacted by NHQ to request their badge if not mailed in right away. Their request will be held until the badge is returned or when 30 days passes.
8. If approved by Executive Council, a letter notifying chapter of the termination is sent to the President and advisors.

Termination as a Result of Honor Council

1. These will be automatically submitted as a result of a phase 4 paperwork being submitted in the Chapter Portal by Honor Council. Officers should work with the Honor Council to collect the member's badge and membership certificate.

National Visitors

Typically before the semester starts the chapter will be notified if they will receive a visit from a National representative, most often a Consultant. It is our goal that all chapters will receive at least one Consultant visit during the triennium, but hopefully once a year.

For those of you who have never come across a Consultant, you're probably nervous about what to expect. Don't worry! 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.

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 travel 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 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.

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 is the National visitor requests a meeting. The President shall review this list at the chapter officers meeting and add additional materials when necessary.

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 will provide exceptional experiences that will empower women to change the world.

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.

Sigma Sigma Sigma Creed

We, the women of Sigma Sigma Sigma Sorority, throughout our lives,
strive to steadfastly uphold our vows and cherish our bonds of sisterhood;
to become inspired leaders;
to support causes greater than ourselves;
to seek wisdom and joy;
and to live a purposeful life of integrity, faith, empathy, understanding and love.

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.

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.

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 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.

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, a Consultant visit, or our Service Immersion trips. Be sure to check the National website for new programs, resources and registration information.



The *Tri Sigma Presidents' Academy* is a regional program for newly elected presidents 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.

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*.



Service Immersion Trips- Tri Sigma offers opportunities to participate in Service Immersion Trips in order to give back to developing communities. Previous site location have been in West Virginia and Negril, Jamaica. Check www.trisigma.org for more information!

SERVICE *immersion*

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

Create opportunities for donors to support leadership development, scholarship, philanthropy and service.

Vision

The Tri Sigma Foundation will be a philanthropic priority for the members of Tri Sigma.

Values Statement:

In everything we do, we seek to positively impact the members of Tri Sigma by developing donor relationships and acting with integrity.

The Sigma Sigma Sigma Foundation is a non-profit corporation to collect and distribute funds that will be used for programs which promote the educational aims, leadership skills and community service goals of Tri Sigma and its membership. Funding 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 play therapy programs for hospitalized children
- To emphasize philanthropy among members by supporting the mission of March of Dimes

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...polio was a disease for which there was no cure.

As a young boy – Robbie Page, the son of Tri 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 trial**

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.

What is play therapy?

Because the natural progression of a child's physical, emotional and intellectual development occurs through play, chronically ill children who are frequently hospitalized need to have the opportunity for play to occur in the hospital setting. Through therapeutic play, a child's illness will not halt his/her development. Play therapy also helps hospitalized children to accept and understand their diseases and treatments, to decrease stress and anxiety, and to increase coping through developmentally appropriate support and education.

What is therapeutic play?

In 2013, the RPM Committee of the Foundation recommended to the Board that "play therapy" be replaced with the phrase "therapeutic play." When the therapy began, it was called "Play Therapy," but since its earliest beginnings – supported by Sigma Sigma Sigma – the field has grown to encompass play therapy, child/life programs, recreational therapy, and a wide range of other programs. The Foundation is actually funding a wide variety of programs, more accurately called "Therapeutic Play" by therapists and medical people in the field. The Board accepted this change and will reflect it from now on in its explanation of its programs.

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.

In 2013...The Denver Area Alumnae Chapter and Eta Pi Chapter proposed that the chapters try to raise \$25,000 which the Foundation would match to endow the therapeutic play programs at all Children's Hospitals throughout the State of Colorado. The Denver chapters and Foundation hope that this new "matching grant" project will expand the Foundation's outreach to many other communities where Sigma Sigma Sigma chapters are located. When the Denver project is complete, the alumnae hope to turn their attention to helping other chapters in other areas reach similar goals and develop new Sigma Sigma Sigma play areas or endowed spaces.

In 2016...Tri Sigma adds March of Dimes as national philanthropic partner.

See the Foundation Website for information on funding Leadership Development, Scholarships, and Sigma Serves Children.

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 therapeutic play programs funded by the Foundation.
- You can join the Foundation's collegiate giving society

HOW CAN YOU HELP THE FOUNDATION?

- By participating actively in your chapter's fundraisers and service projects
- By raising awareness for the Foundation and March of Dimes
- By making donations regularly throughout your lifetime
- By promoting your chapter's fundraisers with alumnae and other Tri Sigma chapters

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