

General Officer

2022 MANUAL



Table of Contents

WELCOME	8
Knowledge and Training Checklist	8
DUTY: BE INFORMED OF MANY FACETS OF TRI SIGMA	10
KNOWLEDGE	10
Guiding principles	10
Mission	10
Vision	10
Values	10
Sigma Sigma Sigma Creed	10
Basic History	10
Our Founding	10
Walton House History	11
Visiting the Mabel Lee Walton House	11
Traditions	11
Doll Collection	11
Founders Day	12
Sigma Inspiration	12
Hanging of the Shields	12
Circle Degree	12
Traditional Songs	12
Honor Initiates	12
Alumnae Initiates	12
Sigma Sigma Sigma Foundation	13
Tri Sigma Triennial Structure	13
Executive Council Elections	13
National Convention	13
National Bylaws	14
SKILLS	14
Accessing the proper technology platform	14
Know and use appropriate Tri Sigma terminology	14
Protect Tri Sigma insignia and logos	17
New members and letters	17
Coat of Arms (i.e., The Crest)	17
How to Wear the Badge	17
Brand Standards Guide	17
Greek Licensing	17
What to Do with Outgrown or Worn out Sigma Items	18
When a Sigma Joins Omega Chapter	18
When a member Terminates her membership	18
Smoking, vaping, and drinking in letters is prohibited	18
APPROACH	18
DUTY: COLLABORATE WITH YOUR SUPPORT SYSTEMS	19
KNOWLEDGE	19
Local Support	19
CAB Expectations	19
CAB Responsibilities	20
CAB Structure	20

Chapter Advisor (CA)	20
Financial Advisor (FA):	20
Membership/Recruitment Advisor (MRA):	21
Scholarship Advisor (SA):	21
Accreditation/Awards Advisor (AA):	22
Alumnae Relations Advisor (ARA):	22
Essential Sigma Advisor (ESA):	22
Honor Council Advisor (HCA):	22
Housing Corporation Liaison (HCL):	23
Ritual Advisor (RA):	23
Advisor Accountability	23
Working with your campus Panhellenic	24
Chapter Snapshot and National Support	24
National officer support (volunteers)	24
Staff Support	24
SKILLS	26
Answering Tri Sigma Questions/Concerns	26
Campus Question/Concern	26
Locating online tools	26
Utilize Tri Sigma communications	26
Weekly Update	26
Specialist or AD emails & conference calls	27
Preparing for a national visit	27
Costs and Fees of a national visit	27
What should I bring to my individual meetings?	28
APPROACH	28
Collaborate with your CAB	28
Build relationships with your campus resources	28
Be respectful of everyone's time	28
DUTY: LEAD THE CHAPTER AS A TEAM	28
KNOWLEDGE	28
Utilize your Essential Sigma Officer Training and Leadership Development	28
Understand which leaders do which tasks	29
Updating your local bylaws	29
Local housing policies	29
SKILLS	29
Help one another complete your OTP modules	29
Use Parliamentary procedures	29
Purposes:	29
Specific Information for the President:	29
Simple Parliamentary Terms	30
Example	30
Refer to your chapter bylaws	30
Information to include in your bylaws	30
Amending the bylaws	31
Revision checklist	31
Skills	31
Be a positive motivational leader	31
Be Organized	31
Advanced planning	31
Using polls and open meeting discussions	32

Standing meetings & agendas	32
Effective speaking and information sharing techniques for meetings	32
APPROACHES	32
Role modeling	32
Belonging	32
Officer Etiquette	32
Phone	32
Emails	32
Dress/Appearance	33
Thank you notes	33
Be diligent and thoughtful with your training	33
 DUTY: OVERSEE COMMITTEES AND GUIDE CHAIRS	 33
KNOWLEDGE	33
Local chapter organizational chart	33
Chapter Organizational Chart (Sample)	33
SKILLS	34
Training Chairs	34
Recruit chairs	34
APPROACH	34
 DUTY: IMPLEMENT NATIONAL PROGRAMMING	 34
KNOWLEDGE	34
Honor Council	34
Purpose	34
New Members and Honor Council	34
Honor Council Manual Reading	34
Officer GPA	35
Officer Accountability	35
Accreditation	35
Values, purpose, relevancy	35
Accreditation and Monthly Tracking	35
Determining which pillar to strive for during your officer term	36
Hosting a monthly accreditation meeting	36
Show Cause Presentations & Chapter Closure	36
Member Development	37
New Member Education: Essential Sigma	37
Lifelong Library	37
Officer/Chair Training Program	37
In-person leadership programs	37
Costs for programming	37
Membership Statuses	37
Portal Updates	37
Inactive and fifth Year	38
Membership Termination	38
Membership reinstatement	38
Transfers from another school	39
Self-termination Meeting Guide	39
Selecting the meeting facilitator	39
Select a person who is unbiased and a good listener.	39
Plan ahead with some questions to help the conversation get going.	39

Self-Termination Request Process	40
Oversee the Special Consideration process	40
Options that may be offered with Special Consideration	41
Who attends	41
Officers and Special Consideration	41
Meeting Objectives	41
In the case of absence	41
Special Consideration Agreement Form	41
SKILLS	41
Describe Honor Council correctly	41
Removal & Replacement of Officers	42
Speak correctly about dues and recruitment	42
Collegiate Dues	42
Financial Suspension of Operations	42
New Member Dues	42
Recruitment Rules and terms	43
Recruitment Infractions	43
Membership Selection Criteria	43
Difference between ranking and voting	43
Legacy policy	43
Release Figures	43
Bid Matching	44
Positive Panhellenic Contact	44
Disaffiliation/Disassociation	44
Extension	44
DUTY: WORK TO REDUCE HARMS IN YOUR CHAPTER	44
KNOWLEDGE	44
Harm Reduction Philosophy	44
Risk and Insurance Plan (MJ Insurance)	45
National Policies and Position Statements	45
Policies versus position statements	45
Full list of policies and procedures	45
Fundamental standards	46
Visitation and conduct in collegiate housing facilities	46
Controlled substances policy	46
Hazing definition	46
Anti-hazing policy	46
Zero Tolerance of Hazing	46
House director policy	46
Alcohol policy	46
Electronic and social media policy	47
Big brother organizations policy	47
Sexual harassment and human dignity	47
Beer company sponsorship policy	47
Non-discrimination	47
Women's auxiliary organizations to men's fraternities (position statement)	47
Gender Identity (position statement)	47
Hazing Prevention	47
Hazing and Power	48
It's NOT okay Just Because...	48
What Should Be Happening	48
Anti-Hazing Hotline	48
Chapter Accountability and Investigations	48
Chapter Investigation Procedures	48

Determination	49
Communication	49
Chapter Response	49
Chapter Supervision 3-STRIKE system	49
Appeal Process	50
Policy Violation Fee	50
STRIDES (Sigma Training on Risk - Intervention, member Development, and chapter Evaluation for Success) Retreat	51
Probationary Period	51
Suspension of Chapter Operations	51
SKILLS	52
Reviewing chapter contracts	52
Contracts cannot be in the university name for chapter functions	52
Anti-Hazing: program & event evaluation	52
Ensure the new member program is hazing-free	53
VP of Harm Reduction	53
President & VP of New Member Education	53
Length of Orientation Program and Initiation Date	53
New Members Attending Chapter Meetings	53
National Test & Requirements to Initiate	54
Pre/Post-initiation Meeting	54
Implement the Crisis Management Plan	54
APPROACH	54
Sisterhood and safety go hand in hand	54
RM1 & Membership Agreements	54
Officers are not exempt from the rules	54
INSURANCE OVERVIEW	54
Master insurance program	55
Liability of national organization for actions of a chapter or individual member	55
Named insureds	55
MJ Insurance	55
General liability	56
Important to share with members	56
Property Insurance Coverage	56
Renter's Insurance Must Be Purchased Individually	56
Chapter Event Planning	57
Procedure for Requesting Insurance Certificates/Additional Insureds	57
Evaluating Leased Facilities & Equipment	57
Binding Nature of Contracts	57
Additional liability considerations	57
Before signing a house/property lease	57
Collegiate Chapter Visits to Other Chapters	57
Vehicle Transportation	58
Designated Driver Programs	58
Sorority Sponsored Designated Driver Programs – No new members	58
Release of Information/Questionnaires	58
Merchandising/Direct Mail Programs	58
Fundraising by Outside Firms	58
Procedures for Travel on Behalf of Sigma Sigma Sigma	59

General Procedures for All Claims/Lawsuits	59
Additional Procedures - Property Loss Claims	60
Additional Procedures - Workers' Compensation Claims	60
What to Expect from an Insurance Adjuster	60
NEXT STEPS	61
Transition Meeting	61

Welcome

Congratulations on becoming an officer for your chapter. This manual will serve as a resource to onboard and orient you to the role of being an officer in the chapter and how the officer board works. This manual will give you a breadth of knowledge needed to be a successful officer. This manual is chocked full of important information that will help you be a more knowledgeable officer and team member. Please review in detail and then you can jump over to your specific officer manual to have a more in-depth dive into your officer role and more specific information relating to your new role.

Knowledge and Training Checklist

The table below serves as an overview of the topics and information all officers should be knowledgeable of and be informed of as a leader. There is a similar table for each individual officer position, and this should serve as a position summary similar to a job description.

Duties	Knowledge	Skills	Approach
Be informed of many facets of Tri Sigma	<ul style="list-style-type: none"> <input type="checkbox"/> Mission, Vision, Values, Creed, and Declaration of principles – can articulate all and is aware of where to find them in manuals and on the website <input type="checkbox"/> History – Walton House, Founding, Traditions of the Sorority nationally <input type="checkbox"/> What is Tri Sigma Foundation and how does it relate to the sorority/your chapter <input type="checkbox"/> Tri Sigma traditions <input type="checkbox"/> Triennial structure: Convention & Executive Council elections <input type="checkbox"/> National Bylaws – contents and implications for collegiate chapters 	<ul style="list-style-type: none"> <input type="checkbox"/> Use appropriate Sigma Terminology <input type="checkbox"/> Use the right technology platform <input type="checkbox"/> Protect Tri Sigma insignia and logos <input type="checkbox"/> What to do with your old Tri Sigma items <input type="checkbox"/> Enforcing smoking, vaping, drinking in letters is prohibited 	<ul style="list-style-type: none"> <input type="checkbox"/> Not only be informed of but encourage alumnae initiate programs in your chapter <input type="checkbox"/> Promoting and supporting the Sigma Sigma Sigma Foundation, not just RPM <input type="checkbox"/> Understanding that you are a part of something larger than your campus <input type="checkbox"/> Importance of celebrating Founders Day <input type="checkbox"/> How to conduct meaningful ritual ceremonies
Collaborate with your support systems	<ul style="list-style-type: none"> <input type="checkbox"/> Local support <input type="checkbox"/> CAB expectations, responsibilities, and accountability procedures <input type="checkbox"/> CAB structure <input type="checkbox"/> National support resources – volunteers and staff <input type="checkbox"/> Working with your local Panhellenic 	<ul style="list-style-type: none"> <input type="checkbox"/> Answering Tri Sigma questions <input type="checkbox"/> Answering campus questions <input type="checkbox"/> Locating online tools <input type="checkbox"/> Utilize Tri Sigma communications <input type="checkbox"/> Weekly updates <input type="checkbox"/> Preparing for a national visit 	<ul style="list-style-type: none"> <input type="checkbox"/> Collaborate with your CAB <input type="checkbox"/> Build relationships with your campus resources <input type="checkbox"/> Include a CAB report in the meeting agenda <input type="checkbox"/> Consider a weekly standing meeting with your advisor, so you have a set time to work on Sigma items together <input type="checkbox"/> Establish communication preferences – text, email, phone call, how late is too late to call? <input type="checkbox"/> Take advantage of webinar and support calls <input type="checkbox"/> Cancel meetings vs. no show

Lead the chapter as a team	<ul style="list-style-type: none"> <input type="checkbox"/> Use your Essential Sigma training and tools <input type="checkbox"/> Understand which leaders do which tasks <input type="checkbox"/> Officer abbreviations & basic position descriptions <input type="checkbox"/> Local bylaws – what, how to revise, items to be included <input type="checkbox"/> Local housing policies & live-in requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Help one another complete OTP <input type="checkbox"/> Use parliamentary procedures <input type="checkbox"/> Refer to your chapter bylaws <input type="checkbox"/> Be organized <input type="checkbox"/> Be a motivational leader <input type="checkbox"/> Effective speaking and information sharing during meetings 	<ul style="list-style-type: none"> <input type="checkbox"/> Officer etiquette <input type="checkbox"/> Properly upholding the GPA standard, because school comes first <input type="checkbox"/> Be thoughtful and diligent with your officer training <input type="checkbox"/> How to effectively use the local bylaws <input type="checkbox"/>
Oversee committees and guide chairs	<ul style="list-style-type: none"> <input type="checkbox"/> Chapter organization chart or how to develop so that all chairs or committees are mentored by an officer <input type="checkbox"/> An advisor should be assigned for each officer, and an officer should be assigned for each chair (refer to organizational chart) <input type="checkbox"/> Appointment process for chairs 	<ul style="list-style-type: none"> <input type="checkbox"/> Effective training techniques <input type="checkbox"/> Coaching skills <input type="checkbox"/> Identify women’s strengths and encouraging them to serve the chapter <input type="checkbox"/> Delegation 	<ul style="list-style-type: none"> <input type="checkbox"/> Support the younger women so you are helping to shape upcoming leaders in your chapter <input type="checkbox"/> Proactively assist- not just when there is an error made <input type="checkbox"/> Use the committees to help with the work of your position. For example – instead of making the t-shirt yourself, work with your t-shirt chair. This shares the workload and builds future leaders.
Implement national programming	<ul style="list-style-type: none"> <input type="checkbox"/> Honor council purpose & officer accountability <input type="checkbox"/> Honor council and new members <input type="checkbox"/> Officers required to have a 2.0 semester and 2.5 cumulative GPA <input type="checkbox"/> Accreditation purpose and how to track completion <input type="checkbox"/> Consequences of not being accredited three consecutive years - show cause <input type="checkbox"/> National member development programming: Essential Sigma, in-person programs, and officer training <input type="checkbox"/> Membership statuses 	<ul style="list-style-type: none"> <input type="checkbox"/> Describing honor council outcomes correctly <input type="checkbox"/> Removal and replace officers <input type="checkbox"/> Striving for a pillar of Accreditation <input type="checkbox"/> Hosting monthly accreditation meetings <input type="checkbox"/> Having a general understanding of national dues and fees <input type="checkbox"/> Informed on some recruitment basics - define release figures, positive Panhellenic contact, disaffiliation, understand terms “quota,” “total,” “optimum membership,” recruitment goal, where applicable <input type="checkbox"/> Host self-termination meetings <input type="checkbox"/> Submitting awards 	<ul style="list-style-type: none"> <input type="checkbox"/> Excited about attending national programs (representatives are required) <input type="checkbox"/> Being compassionate when a sister is in need <input type="checkbox"/> Taking the time to submit quality awards so your chapter can get recognition for your hard work <input type="checkbox"/> How to address and handle if a woman is sent to honor council for violating the zero-tolerance policy <input type="checkbox"/> Importance of the confidentiality agreement <input type="checkbox"/> When to explore phase 4 escalation of accountability
Work to reduce harms	<ul style="list-style-type: none"> <input type="checkbox"/> Harm reduction philosophy <input type="checkbox"/> Insurance overview <input type="checkbox"/> National policies and position statements <input type="checkbox"/> Hazing prevention <input type="checkbox"/> Chapter accountability and investigations <input type="checkbox"/> STRIDES <input type="checkbox"/> Policy violation fee 	<ul style="list-style-type: none"> <input type="checkbox"/> Reviewing chapter contracts <input type="checkbox"/> Evaluate events to prevent hazing <input type="checkbox"/> Ensuring new member program is hazing free <input type="checkbox"/> Implement the crisis management plan 	<ul style="list-style-type: none"> <input type="checkbox"/> RM1 – support completion vs. accepting terminations <input type="checkbox"/> Officers are not exempt from the rules

Duty: Be informed of many facets of Tri Sigma

KNOWLEDGE

Guiding principles

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.

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.

Basic History

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.

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.

Visiting the Mabel Lee Walton House

Chapters may schedule weekend visits to the Walton House. Visitors 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 host in residence. As a result, arrangements must be made 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, bedsheets, 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 are 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.

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.

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.

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.
- To staff a collegiate chapter advisory board and housing corporation. However, House Corporation members do not necessarily have to be Tri Sigma members.

Sigma Sigma Sigma Foundation

Your chapter may be used to calling the “Foundation,” “Robbie Page Memorial” or “RPM.” That name is incorrect –it is the “Sigma Sigma Sigma Foundation.” The Sigma Sigma Sigma Foundation is a non-profit corporation to collect and distribute funds that will be used for the key purposes:

empowered by...



LEARNING

Empowering achievement for members and our chapters through scholarship.



LEADING

Empowering leaders through programs such as Dunham Women of Character Institute.



GIVING

Empowering children involves philanthropy and service to support our children's health initiatives.

Mission: The Tri Sigma Foundation secures and provides enduring resources to support the leadership development, scholarship, and philanthropic initiatives of Sigma Sigma Sigma.

Vision: The vision of the Tri Sigma Foundation is to pave the way for empowering Tri Sigmas to change the world.

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

Learn more! Visit the foundation website: trisigma.org/foundation

Tri Sigma Triennial Structure

Executive Council Elections

The Executive Council, elected by the voting delegates at Convention, is composed of a national president, national treasurer, and four national vice presidents. We also have a national panhellenic conference, council of delegates representative who is appointed by the national president and attends council meetings as requested by the national president. National Bylaws: article IV, letter B, section 1. Tri Sigma operates on a three-year cycle referred to as a Triennium. It includes Convention 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. 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 and making motions. These delegates are charged with sharing their experiences with their collegiate and alumnae chapter Sisters upon their return from Convention. While all collegiate chapters are required to have a delegate present at Convention, a chapter must be in good standing to vote. This also applies to the chapter's ability to hang their shield. The collegiate chapter delegate is typically the chapter president. 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.

National Bylaws

Can be found in Sigma Connect under the heading Be Informed and then click on National Documents.

SKILLS

Accessing the proper technology platform

Platform	Purpose and access	Access
VeriSky	To registered events with alcohol or complete chapter supervision goals	<ul style="list-style-type: none"> Only accessible to those who complete the Social Event Planner Certification in Essential Sigma
Chapter Portal	Manage chapter documentation and run reports on chapter statistics	<ul style="list-style-type: none"> To submit forms to NHQ or pull reports from the database Officers (view all but GPA and HC), honor council (GPA, financial, and HC info), and ritual (ritual forms), CAB (view reports but cannot submit forms) Find things like: how to add/remove members, accreditation verification, submit GPA, service hours, honor council documents
Essential Sigma	Interactively educate and train members	<ul style="list-style-type: none"> Collegiate Chapter Officer Training and Advisor Training New member education Alumnae Engage
Sigma Connect	Access members only content	<ul style="list-style-type: none"> Resources for all members Program registration Awards applications Branding information Foundation and MOD templates Communities to connect
Trisigma.org	Externally market Tri Sigma	<ul style="list-style-type: none"> NHQ contact information Sorority initiatives overview News/Press
OmegaOne	Manage internal chapter communications and operations Display chapters public website	<ul style="list-style-type: none"> Officer/Chair manuals Chapter documents (i.e., bylaws) Meeting minutes and Points
BillHighway	Manage chapter finances and housing collection fee	<ul style="list-style-type: none"> Individual bill pay Chapter budgets Local/national dues Chapter fundraising
EverFi	Educate chapter members on safety	<ul style="list-style-type: none"> Prevention educations that focuses on alcohol, hazing, and sexual assault
OmegaRecruit	To assist chapter with recruitment efforts	<ul style="list-style-type: none"> Chapter ranking and voting

Know and use appropriate Tri Sigma terminology

Term	Description
“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 / Associate Director of Chapter Services (ADCS)	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 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.
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 phases 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.
Circle Degree	The third and final degree of Tri Sigma membership and ritual.
College Panhellenic Specialists	National volunteer working with chapters and campus fraternity/sorority advisors on panhellenic topics.
Consultants	Recent Tri Sigma graduates who are paid staff members who travel to collegiate chapters to provide leadership training and chapter operations support.
Convention	Convention is the supreme governing body of the Sorority. Convention is held every three years.
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 four 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.
Primary Recruitment	This refers to the recruitment period coordinated by the College Panhellenic.
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 new chapter a recognized and fully initiated and installed chapter. All new members will receive the Triangle degree, and the new chapter 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 Chapter	The term used to describe a new Tri Sigma group before they have become installed and receive their charter. A new chapter is a chapter as a new member is to an initiated sister – all rights and privileges but not yet privy to the ritual. (The extension process is recruiting to starting a new chapter.)
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 that assist chapters in officer elections, officer training and transition, chairmen appointments, and chairmen training. All chapter officers are asked to complete OTP before their required National Programming in January.
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. May have different nicknames or Greek letters assigned on some campus, not to be referred to as Rho Chi.
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.
Sigma Standard	Electronic newsletter which is distributed to collegiate members to provide updates about the collegiate experience.
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.
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, drop, or de-initiate.
The Triangle	National magazine of Sigma Sigma Sigma. Sent to all collegiate and alumnae members two times a year. If you are not receiving, update your address with National Headquarters.
Total	The maximum number of women a chapter can 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.
VP of New Member Education	Proper term for the vice president. Not pledge mom or new member mom.

Protect Tri Sigma insignia and logos

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:

- Am I using Tri Sigma insignia with respect?
- Am I using our Sorority insignia in good taste?
- 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.

New members and letters

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 not to 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. Members should 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.

Brand Standards Guide

You cannot recreate Tri Sigma’s insignia and combine it 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.

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 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 effort 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.

Working with Greek Licensed vendors will help ensure you are adhering to all guidelines. Here are few agreements a licensed vendor agrees to uphold:

- 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.

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.

Visit trisigma.org/shop to see a full list of all Greek Licensed vendors. 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

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

The former member 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.

Smoking, vaping, and drinking in letters is prohibited

The simple answer all three are prohibited for collegiate members and new members, regardless of circumstances or special occasions. Tri Sigma’s letters should not be on any type of alcoholic container, and in much of the same way we should not be in letters if consuming alcohol or in a bar setting. It is conduct unbecoming of a sister, and a member may be sent to honor council. Keep this in mind if Tri Sigma’s letters will be placed on philanthropy or community shirts made by other organizations – is it possible they might consume alcohol in the shirt?

APPROACH

Being informed is one thing, and it is another to promote the ideals of the national organization. Here are some examples of simple ways you can do:

- Not only be informed of but encourage alumnae initiate programs in your chapter. What would it look like to get the mothers of members to be alumnae initiates?

- Promote and support the Sigma Sigma Sigma Foundation, not just RPM. Be truly informed on the three components of the Foundation instead of making broad statements. For example, saying, “our foundation helps terminally ill kids” is a broad statement and isn’t really true.
- Understanding that you are a part of something larger than your campus. Get out of your campus bubble and celebrate the national sisterhood. If members more often refer to your chapter name than you think about the bigger national sisterhood, you may be in the campus bubble. Here are some simple ways to break free of the bubble:
 - Make celebrating Founders Day something special, important, and something people look forward to coming back to like a reunion. It is a day members across the country if not the world should be celebrating Tri Sigma. If it is a checklist for Accreditation and people come in for a 20 minute reading of the program, this isn’t special.
 - Conduct meaningful Ritual Ceremonies - Do more than go through the motions:
 1. Speak the words of the ritual like you’re giving a moving speech vs. reading a boring meeting report.
 2. Prepare, rehearse, and care about your presentation of the ritual.
 3. Keep the ritual equipment clean and pressed. Messy ritual equipment is like going to the ritual in PJs. You wouldn’t do that, we hope, so why do you allow the equipment to be wrinkled or stuffed into an overpacked suitcase?

Duty: Collaborate with your support systems

KNOWLEDGE

Local Support

Collegiate Advisory board (CAB) members provide quality support to our collegiate chapters for them to operate successfully and provide a satisfactory collegiate experience. The CAB oversees the work of the chapter officers, chairs, and the chapter who are ultimately responsible for managing all chapter operations and leading the chapter towards success. The CAB will advise and support the chapter to be successful in all endeavors.

CAB Expectations

- Be knowledge 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 NHQ staff counterpart.
- Have an email account that is checked at least once a week; daily is recommended.
- Work with staff counterparts to recruit and recommend chapter advisory board members to fill vacancies.
- Communicate with your assigned collegiate positions at least once a week. Work with them to determine best practices and expectations for weekly communication. For example, is there a time where they should call vs. text. What can wait till a 1:1 or what can be an email, etc.
- 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 one 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/visits.
- 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 and 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.
- Work to resolve conflicts on the local level and inform ADCS as necessary.

CAB Structure

Chapter Advisor (CA)

- Officer Assignments: president, vice president harm reduction, panhellenic, and chairmen as assigned.
- Organizes monthly CAB meetings and helps coordinate a schedule so that an advisor is present at chapter meetings. Advisors should be attending at least one meeting a month.
- Holds other CAB members accountable for position duties, and addresses issues within the CAB.
- Communicate with chapter president weekly and attend at least one chapter meeting a month.
- Contact staff counterpart immediately if emergency occurs.
- Contact staff counterpart 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 members are assigned to support specific officers and chairs. This is especially important if the CAB is not full and should be updated as new advisors are appointed or resign.
- Be knowledgeable in other CAB positions.
- Collaborate with 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 staff counterpart to ensure national training is complete.
- Work with assigned officers to:
 - Guide decisions regarding fifth year senior status, inactive status, and special consideration
 - Make roster updates and corrections
 - Assist in the semester goal setting meeting
 - Ensure monthly calendar is created
 - Ensure weekly minutes are typed into Chapter Portal
 - Verify accreditation reports and award applications
 - Submission of national reports
 - Ensure 100% of members submitted an RM1 by October 1 to avoid membership terminations
 - Host collegiate chapter elections
- Review local Panhellenic constitution and bylaws.
- Be knowledgeable of *NPC Manual of Information*.
- Be familiar with Panhellenic Judicial Policies.

Financial Advisor (FA):

- Officer Assignments: treasurer and foundation/philanthropy chairmen as assigned.
- Work with Foundation Chairman to make sure donations are sent immediately after the event via electronic transfer on Billhighway.

- Review BillHighway reports monthly to ensure members who are delinquent have been sent to honor council; budgets are balanced, taxes, and 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. It is important to ensure the chapter has budgeted properly for their yearly expenses as well as all national programs and fees.
- 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. This includes ensuring new members are billed two weeks prior to initiation for badge fees as well as initiation fees. As follow up, help to ensure the badge order is placed immediately following initiation and fees are transferred to NHQ for processing. Badges will not be ordered until paid for!
- Make sure all financial records are properly kept.
- Assist with changing approval names for checks in BillHighway.
- Communicate with the treasurer weekly and attend at least one chapter meeting a month.

Membership/Recruitment Advisor (MRA):

- Officer Assignments: membership/recruitment director and chairmen as assigned.
- Conduct an annual evaluation of recruitment strengths and weaknesses. This is reported by the chapter in their Post Recruitment evaluation. This evaluation is found in Chapter Portal.
- Ensure the chapter is updating all recruitment stats and plans in Chapter Portal.
- Serve on the chapter recruitment committee as a coach.
- Assist in 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.
- If the campus utilizes RFM - become familiar with RFM and ensure the chapter follows are carry figures. If there is any need to deviate from the carry figure or the requested flex lists, ensure the chapter contacts the staff counterpart, Panhellenic specialist, or RFM contact.
- Understand recruitment rules and make sure the chapter follows them as such.
- Help build a names list that the chapter manages year-round for potential recruitment and bidding opportunities.
- 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.
- Review local Panhellenic constitution and bylaws and recruitment rules.
- Be knowledgeable of *NPC Manual of Information*, also known as the Green Book.
- Communicate with the MRD weekly and attend one chapter meeting a month.

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 – to ensure:
 - members below a 2.5 cumulative GPA are sent to honor council AND 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 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.
- Help the 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.
- Communicate with the education director weekly and attend one meeting a month.
- Provide guidance and support over the education director as they chair the diversity, equity, and inclusion committee.

Accreditation/Awards Advisor (AA):

- Assigned officer: vice president of operations and other chairmen as assigned.
- Work with officers to develop and track Accreditation progress through the report on Chapter Portal.
- 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.
- Ensure the chapter and advisors are aware of the chapter's standing and history with Accreditation especially if the chapter is on probation, two years non-accredited, show cause, or administrative review.
- Communicate with the VPO weekly and attend one meeting a month.

Alumnae Relations Advisor (ARA):

- Assist the chapter in achieving all alumnae engagement standards of Accreditation.
- Should work with the chapter alumnae relations chair and or committee.
- Serve as the liaison between the alumnae chapter and collegiate chapter. Communicate with local alumnae chapter on possible joint events or support for the 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.
- Help the chapter design a strategy for communication with alumnae. This could look like a semester or yearly newsletter, a group on Facebook, updates to OmegaOne, etc.
- Assist with the planning of Circle Degree, Founders 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. Ensure those participating in the ceremony are updated in Chapter Portal prior to removing them from the roster or marking them as graduated.

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 could also assist with those positions.
- Assist with the training of newly elected or appointed officers – specifically the VPNME.
- Communicate weekly with the VPNME, especially during the new member period. Attend one chapter meeting per month.
- 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.
- Attend new member meetings as necessary.
- Help the chapter maintain a high retention percentage. If the chapter has any depledges help, the VPNME identify trends and improve the new member program or other aspects of chapter life for the most viable new member experience.
- Be knowledgeable of Tri Sigma Ritual and national policies and procedures.
- Ensure overall member participation in all components of Essential Sigma as assigned.
- Work with the scholarship advisor to ensure presentation of programs.
- Help the vice president of new member education to develop a calendar for the new member program. This should include the following critical dates:
 - Arc Degree
 - New member education meetings
 - Big little reveal @ weeks 2-4
 - Inspiration week
 - Initiation @ week 6
 - Due date for new member fees
 - Due date for badge fees and all online learning modules

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.

- Work with the recording secretary to maintain organized and detailed records of all meetings, outcomes, and goal completion and upload all paperwork to Chapter Portal.
- Be included on all communication between honor council members and chapter members.
- Attend honor council meetings as necessary. Attending all phase 4 meetings is required.
- Communicate with chapter advisor, house corporation, and staff counterpart 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 that may need to be addressed.
- Reach out to your staff counterpart if any officer is submitted to honor council.

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:
 - Relay CAB information at housing corporation meetings
 - Assist with the coordination of house meetings
 - Notify of any outstanding bills and fees
 - Communicate vacancies
 - Assist in filling the house
 - 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 as well as the post initiation evaluation each semester or as necessary.
- Ensure new members receive programming on ritual and values during the new member education period plus attend the Pre-initiation meeting and Post-initiation meeting.
- Be informed on ritual practices by reading the ritual book.
- Attend at least one ritual ceremony a semester.
- Make sure one CBM is held a month.
- Make sure chapter is practicing Arc Degree and Triangle Degree.
- Communicate with NHQ staff counterpart and national ritual coordinator on any chapter questions, issues, or concerns with reference to ritual.

Advisor Accountability

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.

- The advisor will receive written communication from NHQ staff counterpart with a written warning and plan to correct.
- If no response is received from the CAB within 10-15 days, the advisor will be removed.
- If another issue occurs or previously addressed concerns are not corrected, the advisor will be removed.
- Alumnae violations of Tri Sigma's bylaws, policies, or positions statements may result in disciplinary action, up to and including membership termination.
- The director of lifetime engagement 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 staff counterpart. 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.

Working with your campus Panhellenic

As an officer, it is important that you work, as a team, to adhere to Panhellenic rules and bylaws. The college panhellenic delegate should receive a copy of this information, and it should be shared with the officer team. For more information on collaborating with Panhellenic and your Tri Sigma Panhellenic resources, review the CPH Delegate manual.

Chapter Snapshot and National Support

Chapter Portal contains a number of reports to help you see trends and patterns in your chapter. This can also help the officer team set goals. Two key reports to view as you begin your term are the Operations > Reports > Chapter Snapshot. This provides a general overview of your chapter. Additionally, get familiar with your national support team (Operations > Reports > National Support. You can find all volunteer and staff contacts assigned to your chapter there!

National officer support (volunteers)

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 Specialists (FSS): 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 Panhellenic). Oversee one volunteer per region in their area of specialty. You will more regularly communicate with the specialist for each of the four areas assigned to your region.

Regional Specialists: Corresponds with chapters within the region to support officers and CABs in four areas of specialty, planning, and addressing any barriers to success. Specialists focus on problem-solving long-term issues related to Accreditation, honor council, recruitment, and Panhellenic.

Ritual Coordinator: Corresponds with all chapter ritual chairmen to offer advice and support in maintaining the continuity of Tri Sigma's ceremonies.

Risk Management Coordinator: Monitors liability, risk areas, and concerns regarding insurance program.

Volunteer Recruitment Coordinator: The volunteer recruitment coordinator is responsible for 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 chapter

Staff Support

The list below will give you insight into the larger Tri Sigma staff so you understand the roles and who to contact if you need support. All contact information can be found on the national website and in Portal under national 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;

oversees housing including 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, and technology. Executes the strategic planning process.

Senior Director of Chapter Services:

Director of chapter services is critical in the overall health and development of collegiate chapters and overall programming. They serve 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.

Associate Director of Chapter Services:

Works with five regions, is critical in the overall health and development of collegiate chapters, serves as the primary contact for advisors, fraternity/sorority professionals, and regional support team volunteers in their assigned region; acts as the project manager for all assigned chapters and is responsible for achieving strategic initiatives and recruitment goals. Assist with marketing, selection, and training of consultants.

Assistant Director of Chapter Services:

There are five staff members with this title, and they support Regions 1, 2, 3, 4, and 6, 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 their assigned region; acts as the project manager for all assigned chapters and is responsible for achieving strategic initiatives and recruitment goals.

Director of Growth Initiatives:

Responsible for coordinating the extension process and growth efforts. They review potential extension opportunities, coordinates efforts to present on campuses, and after we receive an invitation to join a campus community, this position works with a team of volunteers and staff to recruit the new chapter members. Oversees the overall growth strategy of the organization.

Assistant Director of Growth Initiatives:

Collaborates with staff and volunteers to support the development and execution of a comprehensive strategic and tactical plan for growth in the areas of new chapter establishment and membership recruitment.

Consultant:

Consultants serve as the primary contact for collegiate chapter leaders and members, oversees the general operations of designated chapters including Accreditation success, chapter growth, and retention. Collaborates with national volunteers to implement individualized chapter support plans and must always represent the National Organization positively by upholding all policies and procedures.

Director of Education and Training:

Responsible for the development and execution of all leadership and educational programs. This position will create new and innovative programming and/or build upon existing programs for all members.

Assistant Director of Education and Training:

Works with the director of education and training to assist in creating and executing leadership and educational programming. Also, assists in the planning and execution of Dunham Women of Character, Labyrinth, and our Service Immersion experiences.

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. They also oversee the volunteer recruitment coordinators.

Associate Director of Volunteer Engagement:

Oversees the appointment and training of advisors and volunteers. Additionally, this individual is responsible for recruitment of said volunteers and overall volunteer management.

SKILLS

Answering Tri Sigma Questions/Concerns

- 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 staff AD.
- If you do not receive a response from your staff counterpart within 48 hours, contact the Senior Director of Chapter Services or a Consultant who may have recently visited your chapter.
- If you still have no response, call or email 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, email or call your campus Fraternity/Sorority Advisor. If you have a chapter advisor or faculty advisor, be sure to include them on the email.

Locating online tools

- **Manuals** - collegiate manuals are posted on your chapter's OmegaOne systems website and are incorporated into Officer Training modules and can be found in Sigma Connect.
- **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 – Portal> Help > Resource Guide.
- **Awards**— The annual awards program celebrates the accomplishments of collegiate chapters, alumnae chapters, and individual members during the past calendar year. Chapter award categories highlight the connection between excellent operations and sisterhood while individual award categories recognize outstanding leadership within Tri Sigma and the local community. Applications open each October and close in December; winners are announced in conjunction with Founders Day celebrations. Visit Sigma Connect > Sisterhood Celebrations > Awards for a full listing of collegiate and alumnae categories and select each link for a preview of award requirements. Per the Bylaws of Sigma Sigma Sigma, the presidents of the chapters who have won chapter of the year, the Mabel Lee Walton Award winner, and the Emily Gates Award winner shall be part of the Member Advisory Panel the year they win their award.
- **SigmaPedia /Collegiate Resource Center** –includes a link for almost every chapter operations or position and a ton of other information to help you be successful. The drop-down menu is organized to help you find the resources you are looking for.
- **Not getting mail or the Weekly Update?** - update your contact information by signing into the Sigma Connect and revising your profile.
- **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. You can also contact your ADCS, and they can provide more information on how to apply and answer any questions you may have.

Utilize Tri Sigma communications

Weekly Update

On Mondays, all officers and advisors receive an email newsletter Weekly Update. This is a great item to go over during your weekly officer meetings! We also try to limit informational emails to twice a week, so you aren't receiving 101 emails from your AD. They will respond to your questions, but we will try to keep the communication we send out to twice a week. The updates contain reminders on upcoming deadlines, policy, or informational reminders for events like elections, or notifications on pending items.

The more you know the better you can do your job. Please make sure to review the weekly update and read all the information even if you think it does not pertain to your role. It is important to understand all the moving parts at different times of the year and how they relate to your role and chapter operations. The VPO should be talking through and reviewing at weekly officer meetings and chapter meetings. CAB should also be reviewing in their meetings.

Specialist or AD emails & conference calls

When specialist or AD reaches out, you should respond as soon as possible to the question or set up a call to discuss in more detail. If your advisor isn't copied on the email, please add them to the communication loop.

There will be some opportunities to sign up for calls with your AD or certain specialists during the academic year. Your AD will contact you about an opportunity to sign up for a meeting if necessary. The meetings are optional unless otherwise noted. The meeting could be held via conference call or through a video service. Sometimes these calls are offered to CAB as well.

Calls could be offered by the AD, or the following specialists:

- Accreditation: To answer any accreditation questions that arise during the year. If your chapter was non-accredited in the previous year, it is required of the chapter to have monthly calls with the accreditation specialist.
- Honor Council: To answer questions about processes or procedures, correcting paperwork in Chapter Portal, etc.
- Financial: To provide support for sending members to honor council and/or collections to collect outstanding debts, clear debts that cannot be collected, budgeting, etc.
- Recruitment: To provide support for primary and COR, support for chapters not at campus total, etc. *Calls could be required for chapters who are not at campus total.
- Panhellenic: To answer questions and provide support for Panhellenic procedures, potential expansions, RFM, etc.

Objectives of the meetings:

- First and foremost, it is an opportunity for you to bring any issues/concerns/struggles to the table to get advice and support from your AD or specialist. It might be a campus concern, members concern, or concern with a chapter issue. These calls are for you!
- Review Accreditation standards achieved since the last meeting and update any information that needs to be updated in Chapter Portal.
- Look at the calendars and action items in your manuals to inquire about any questions you may have on processes or procedures.
- Review areas of improvement and brainstorm on action plans for opportunities for chapter growth. This could pertain to operations areas such as retention, recruitment, chapter operations, etc.

Preparing for the call:

- ADs or the specialist will send you an agenda before you sign up for the call. Use this to determine if you all want to attend. Please note that depending on the topic some calls may be required for chapters. Your Assistant Director will keep you informed. Look at the agenda and assign women to attend – officers, chairs, or advisor.
- Send your AD or specialist a list of questions or topics YOU would like to discuss so she can be prepared to best support you.

Preparing for a national visit

When your chapter is notified that you will be hosting a national visitor, please share that news with the entire chapter as there will be action items for many during the visit. More detailed information about preparing for the visit is found in the Chapter President manual.

It is not JUST the president's responsibility to "take care" of the national visitor. 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 of a national visit

The visit is one way in which members can see the return of their national dues. The travel costs are paid from the national treasury; however, your chapter is to provide:

- Meals - Your chapter treasurer may choose to provide the staff member with a campus meal ticket, pay for the meals through your house meal plan, or assign a host for each meal.
- Transportation – to the next chapter or to/from the airport or train station. Be sure to read your visit notification as at times this is covered by the national office.
- Lodging - You should make arrangements for them 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 them. Also, before making any plans for accommodations ask your visitor if they are allergic to any pets that may live in the house. Locations that would not be

appropriate for visitors to stay include places where partners may also be living, places where the visitor may need to sleep on the floor, etc. Again, review your visit notification as at times this expense is also covered by the national organization.

- Meeting Space - They 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 they will arrive on time for all appointments.

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.

APPROACH

Collaborate with your CAB

- Include a CAB report in the meeting agenda.
- Consider a weekly standing meeting with your advisor, so you have a set time to work on Sigma items together
- Establish communication preferences – text, email, phone call, how late is too late to call?
- Respond to emails or opportunities for conference calls/webinars.

Build relationships with your campus resources

Chapter officers and members should be aware of and using campus resources. Make sure the chapter is educating members on campus resources and partnering with them to bring programming to the chapter as well.

Be respectful of everyone's time

Canceling a meeting with your AD, specialist, or consultant, please be considerate of their time and give them at least 24 hours' notice. If a chapter continues to be a no show for the meeting, it may be necessary to examine whether or not the chapter will be allowed to continue signing up for calls. It is not appropriate to be a no show to the calls. If you sign up or a meeting is requested, please place the meeting on your agenda and in your planner/calendar.

Duty: Lead the chapter as a team

KNOWLEDGE

Utilize your Essential Sigma Officer Training and Leadership Development

Every collegiate chapter officer and chairman will complete a sequence of lessons designed to develop their effectiveness in Tri Sigma and related leadership roles. However, Essential Sigma is more than new member education and officer training. Select Browse Catalog from the Essential Sigma landing page to view broad categories of lessons or search by keyword. Courses are routinely developed to meet the needs of members at various life stages. Utilize these offerings individually or select courses for your leadership team or entire chapter to complete and debrief as an educational program.

As a reminder:

- Officers—all components completed and passed by January 5.
- Chairmen—all components completed and passed by February 15.

All components are online under the Essential Sigma in Sigma Connect. Your Chapter Leaders must be correct in Chapter Portal for individual members to access the information they need. Each position is tailored to its position. Completion is marked and tracked in Portal. If appointed or elected in an "off cycle," the chapter leader has 30 days to complete the training.

Understand which leaders do which tasks

At the start of this manual, you saw a grid that listed the KSA for officers. In each officer manual you will also find specific KSA's for your officer role. It will be important for the officers to be familiar with each other's general duties as outlined in the KSA. See how your position might interact with another position by searching other officer manuals for your position title and abbreviation:

- Chapter president (CP)
- Vice president of operations (VPO)
- Vice president of new member education (VPNME)
- Vice president of harm reduction (VPHR)
- Treasurer (CT)
- Membership recruitment director (MRD)
- Education director (ED)
- Panhellenic delegate (PD)

Updating your local bylaws

The local bylaws should be reviewed on an annual basis, but members can suggest changes to the bylaws at any time. More details are located in the chapter president manual about local bylaws.

Local housing policies

Does your chapter have local housing policies that all officers need to be familiar with so they can uphold them and be able to explain them? Here are a few suggestions:

- Local Housing Policies & live-in requirements
- Should be in your local bylaws but cannot be changed without House Corporation approval

SKILLS

Help one another complete your OTP modules

If you feel like you have completed all of your trainings and it is not showing credit, please work with your chapter advisor to make sure all items are actually complete and that the directions portion of the modules has been read. If all of these have happened and it is still not giving you credit, please complete an IT Help ticket via Portal.

Use Parliamentary procedures

Parliamentary procedure 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.

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 VPO 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.

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.

Refer to your chapter bylaws

While the chapter president oversees the bylaws annually, it is important that all officers adhere to the bylaws. Additionally, help the president by referring to the bylaws before making decisions AND positively contributing to the bylaws by ensuring it is current and accurate. Lastly, all members and advisors should have a copy of the chapter bylaws.

Information to include in your 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 amount (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.)

Amending the 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 chance 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.

Revision checklist

Before proposing an amendment, review these questions to be sure it is an appropriate amendment.

Do they agree with National Bylaws of Sigma Sigma Sigma?

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.

Do they agree with local and National Panhellenic Conference regulations?

For example, local Panhellenic process for women to join, recruitment rules for events, alumnae involvement in recruitment, etc.

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 cumulative GPA and 2.2 semester GPA. However, this year someone that the chapter REALLY wants to be an officer has a 2.5 cumulative and semester 2.1. It meets the National standards, but not the chapter standards. This may create problems in filling officer roles and a chapter must be able to fill all officer roles to be in good standing.

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. Stick to the bylaws and don't make changes in the middle of the nominating and elections process.

SKILLS

Be a positive motivational leader

- Motivate members - set an example with the general members
- Delegation is a must
- How to correct behaviors without threats, fines, or aggressive behavior
- Remain attentive and support other members of the officer team during meetings, events, and messages being shared with the chapter

Be Organized

Advanced planning

- Goal setting should be done each semester.
- Calendar should be prepared at the start of each semester.
- All events shouldn't be mandatory – use points system.
- Use time wisely at officer meetings and chapter meetings.

Using polls and open meeting discussions

- Importance of giving the members a voice and engaging them in decisions.

Standing meetings & agendas

- Regular meetings to host: Officer Meeting - 1 hr, weekly, Chapter Meeting – 1 – 1.5 hr weekly, CBM – Monthly.
- Have an agenda for officer meeting and chapter meeting.

Effective speaking and information sharing techniques for meetings

- Being clear and concise so members know what you are expecting them to do.
- Avoid, when possible, saying you'll email out the details after the meeting. That's the purpose of the meeting, and so members can ask questions.
- Speak calmly and clearly – be direct in your message and provide necessary details.

APPROACH

Role modeling

- Properly upholding the GPA standard because school comes first. We need to ensure that the officer experience enhances a member's undergraduate career rather than prohibits the chapter leader from being successful academically.
- How to effectively use the local bylaws. A higher standard can be determined, but not a lesser standard.
- If at any time during the officer's service, they fall below the GPA standard the officer shall be removed.

Belonging

- Ensuring fair treatment of all members – no bullying
- Being inclusive
- Aim to be transparent to eliminate conflict within the chapter and distrust between the members and the chapter leadership

Officer Etiquette

Ensure your actions align with your words – if you ask something of the chapter, uphold this in your personal behavior (participation, risk, social, alcohol-use, attendance, being on-time, etc.) The chapter members look up to those they elect. If the officer is not adhering to expectations stated by the officers, they will then have reason to not attend events or maintain membership expectations.

Phone

- Always return calls. Even if you do not 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, identify yourself and tell them the basic nature of your call. That way, you will be sure you are 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 schoolwork, 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. Ever Forward, Empowered, Sigma Love and Mine, are a few appropriate examples.
- DON'T TYPE IN ALL CAPS. IT'S TOO INTENSE, and you appear too lazy to type properly or angry.

Dress/Appearance

Being wrinkled 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 respectfully. If in doubt, always err on the side of caution. If you think jeans may be okay for a social event but are not 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.

Thank you notes

- Don't underestimate the power of a nice handwritten thank you note. Yes, handwritten — not an email, e-card, or text message. A prompt thank you note sent within two weeks will always be appreciated.
- 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.
- Sign appropriately using "In our bonds," "sincerely," "fraternally," etc.

Be diligent and thoughtful with your training

- Leaving files & position resources in a better place than when they started –don't just hand someone a box of stuff when you're done with your positions.
- Using some outside facilitators and CAB for the OTP retreat components can be positive and offer new information.
- Reading your manuals before the training will help you with retaining the information.

Duty: Oversee Committees and guide chairs

KNOWLEDGE

Local chapter organizational chart

Each chapter should have an organizational chart that 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. An advisor should be assigned for each officer, and an officer should be assigned for each chair. Refer to the sample below. There is no exact way to set up the organization chart; it is simply an expectation that each chapter has and uses one based on what fits their structure best.

Chapter Organizational Chart (Sample)

CP	VPO	VPNME	VPHR	Treasurer	MRD	ED	CPHD
Chairmen to Oversee: 1. ritual 2. housing	Chairmen to Oversee: 1. honor council 2. parliamentarian 3. alumnae relations	Chairmen to Oversee: 1. sisterhood 2. NM small group leaders	Chairmen to Oversee: 1. social 2. formal	Chairmen to Oversee: 1. foundation 2. apparel	Chairmen to Oversee: 1. recruitment committee 2. PR/marketing	Chairmen to Oversee: 1. DEI	Chairmen to Oversee:
Advisors to work with:							
chapter advisor, ritual advisor, housing liaison	accreditation advisor, honor council advisor, alumnae relations advisor	Essential Sigma advisor	chapter advisor	financial advisor	recruitment advisor	scholarship advisor	chapter advisor

SKILLS

Training Chairs

You will need to make sure in addition to chairs modules in essential sigma that they are prepared to run meetings, make agendas, and communicate with committee members if applicable.

Recruit chairs

Identify women's strengths and encourage them to serve the chapter and take ideas from chapter officers. This should not be done in isolation.

APPROACH

You will need to make sure that you are supporting the women who are serving as chairs and help shape them into upcoming leaders of the chapter. Your mentorship and guidance will be needed. You should make sure that you are delegating the work of the committee to members and making sure to balance the workload. If will need to meet with chairs regularly and provide feedback and support.

Duty: Implement national programming

KNOWLEDGE

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 meeting type section and for ensuring positive member development through accountability. This is not a legal process. Therefore, honor council does not have the "burden of proof." They will make decisions based on what was most likely to have occurred and on the information presented in the Intervention Request Form (IRF) and/or meeting. Additionally, information discussed in honor council meetings are between the member and the honor council. We do not disclose information to the university about individual outcomes. We do not discuss meetings with parents/guardians unless the member provides written permission to discuss an IRF or meeting decision with a parent/guardian.

It is important to not only understand the purpose of honor council but also to remain in good standing. Officers and national chairs (those who have assigned modules in OTP) should be a role model in upholding basic membership expectations such as grades, paying dues on time, and fully participating. Chapter leaders should not get special treatment or a pass simply because they are in a leadership role. The expectations for officers and national chairs are higher, not lower. An accountable honor council outcome would result in removal from a leadership role. Additionally, officers have a shorter timeframe for their appeal submission, so the position does not remain vacant longer than a week.

New Members and Honor Council

- Honor council is the only acceptable accountability process for new members
- New members on a phase of honor council cannot be initiated

Honor Council Manual Reading

It will be important for Officers to take a look several headings/sections of the Honor Council Manual to be fully informed of how the honor council and office team collaborate. Take the time to read these sections of the Honor Council Manual. These can be located in the table of contents.

- **Meeting type:** reason and how often to be submitting an IRF
- **Members' voting privileges:** how to handle members not in good standing during chapter meetings

- **Whistleblower policy:** that IRFs should not be submitted in retaliation to another IRF submission
- **Bulk submissions:** how to quickly and easily submit 1 IRF for dues balances, GPAs, or participation
- **Collaborating with officers:** to further understand how the HC chair should be working with various officers
- **Setting automatic outcomes:** There are some basic reasons people may be sent to honor council that would use an automatic outcome for example falling below a certain GPA. Then goals would be given accordingly. Please make yourself aware of the standard goals that will be assigned for financial, GPA, and participation.
- **Advancing to phase 4:** the option and ability to request that, based on the member's behaviors, the member be advanced right to phase 4 membership termination. This is a request made to the ADCS, and they will forward to approval or denial.

Officer GPA

Officers are required to maintain a 2.5 cumulative GPA and a 2.0 semester GPA (your bylaws may note a higher GPA requirement). If an officer meets the 2.5 cumulative GPA requirement but does not meet the 2.0 grade requirement, submit a copy of her GPA to your assistant director of chapter services. Since the member is maintaining her cumulative requirement, she would not need to be sent to honor council but would need to be removed from her position through your ADCS.

Officer Accountability

In the Officer Installation Ceremony, each officer pledges to uphold the 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, not meeting membership expectations (dues, GPA, participation), or fulfilling their duties should be sent to honor council.

When an officer is submitted to honor council, the Intervention Request Form should immediately be sent to the honor council specialist and your staff counterpart. 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 staff counterpart of whether the officer was held accountable or not. If held accountable and an appeal denied, your staff counterpart 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.

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 attains 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 not an indicator of chapter health but rather of chapter operational strengths and organization.

Accreditation and Monthly Tracking

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

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 also submitted on Chapter Portal. We ask that you include as much information as possible. If enough details are not submitted via Portal, the chapter may be asked to participate in a call with the staff counterpart. Following all appeals, we will distribute final Accreditation verification outcomes by the end of December.

You can find your accreditation specialist's contact information in chapter portal under national support.

Determining which pillar to strive for during your officer term

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 is 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.

We have simplified the goals completion requirements for each pillar. To achieve pillar one, one goal must be achieved; for pillar two, two goals must be achieved; for pillar three, three goals; and four goals must be achieved to meet pillar four. Up to six goals can be submitted.

- **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 2-chapter 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 3-chapter 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 achieve 4-chapter goals. Additionally, a chapter may not achieve pillar 4 if the chapter was on chapter supervision at any point in the accreditation year.

Hosting a monthly accreditation meeting

For a complete list of Accreditation Standards, please see the Accreditation Progress Report on Chapter Portal. The VPO should be working with the officer team to review this list at least once a month to plan for upcoming deadlines or review for missing items where credit should be given. Refer to the Vice President of Operations manual for the following content:

- How to access and read the online National accreditation tracking list.
- How to request an extension and the deadline.
- Reports in Portal and how they connect to accreditation and general operations.
- Accreditation verification AND 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.

Show Cause Presentations & Chapter Closure

Chapters that are not accredited for three 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 placed on accreditation probation. However, in the case of administrative review, the probationary period is for two 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, administrative review, 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.

Member Development

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 six 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. Chapter VPNMEs 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.

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.

Officer/Chair Training Program

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.

In-person leadership programs

More information about national programming can be found here: <https://www.trisigma.org/leadership-programs/>
The website will give you more information pertaining to attendees, registration deadlines, etc. We will also communicate this in the weekly update and elections guide, so the incoming officers know what is required of them before being elected.

Costs for programming

Registration fees for the national programming were billed to chapters on their fall bills. Travel expenses to these programs are the responsibility of the chapter. Chapter treasurers should be including travel costs to these programs in the chapter's budget.

Membership Statuses

Officers should use the correct terms and know the various special statuses available to members:

- Returning Student
- Transfer Member
- New Member

More detailed information can be found in the VPO manual.

Portal Updates

- Withdrawal – When a member is no longer enrolled in classes. The roster in Portal is updated as “left school” to have her removed. A member may be added back if they re-enrolled in classes. If withdrawn, a member can only participate in activities like an alumna.
- Student Teaching – this would be handled under special consideration status – NOT any other status.

- Abroad – When a member is enrolled in classes but is not on-campus to be able to actively participate. The member would be added back to the roster after the study abroad program.
- Graduate Members - members who are staying for an additional year(s) to receive their masters degree 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, are alumnae.
- Adding members to the roster - 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. Prolonged absence = a period longer than one year

Inactive and fifth Year

- fifth year senior & Inactive Status – Both are inactive status, but the fifth year status is automatically granted, if requested, for those members in their fifth year of school and can be documented. Inactive status must be reviewed and approved by the chapter’s Assistant Director. For both:
 - Requests must be made between April 1 and August 15. Requests received after August 15 will not be granted.
 - Status good for the entire academic year and the member cannot participate in recruitment.
 - Members should anticipate paying local and National dues until they receive notification from National Headquarters.
 - Status must be approved locally with the processing fees collected from the member before being submitted by the chapter.
 - Must be in good standing to receive. If received, 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).
- Early Alumna Status – doesn’t exist.

Membership Termination

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

- Termination by Executive Council - When a member is delinquent in payment of national dues or fees or has behaved in a manner detrimental to Tri Sigma's Declaration of Principles, termination can be initiated by Executive Council or through a membership review. Further, Executive Council gives women representing the National Organization authority to terminate members during a risk management investigation.
 - A member who does not sign the RM1 by October 1 (February 1 for members abroad in the fall term) indicates that a member does not agree to the Tri Sigma policies and therefore will no longer be a member of Tri Sigma. Their Triangle Badge must be returned immediately to National Headquarters. New Members cannot be initiated until the form is submitted (in module 3). **Former members cannot request membership reinstatement until they are an alumna.**
- Termination at the request of the collegiate chapter - When honor council has been followed according to outlined steps, and the member has not resolved situation within the time limit set by the chapter officers, the chapter, by a two-thirds vote, can suspend the member from chapter privileges. National Headquarters is informed of the action taken, and after receiving verification from the president and a member of the chapter advisory board, the Executive Council may vote to terminate the membership.
- Self-termination - If a member wishes to have her membership terminated, she may write a letter stating her reason for termination to the applicable chapter officer. The general officer manual outlines the best practices for conducting self-termination requests. A meeting should be held with any member who wishes to self-terminate in order to ensure that she has explored every option to retain her membership.

Membership reinstatement

Prior to Convention 2013, a member who terminated her Tri Sigma membership could request to have her membership reinstated immediately – the next day, week, month...there was no waiting time. Delegates at the 2016 National Convention voted to implement a 5-year waiting period for those members terminated for a policy violation. If the termination was not related to a policy violation, a member can still petition to be reinstated. Collegiate members make the request through the chapter, and it is submitted via Chapter Portal. Alumnae members email a written request for consideration to sigma@trisigma.org.

Transfers from another school

There are three requirements:

- The desire for affiliation is mutual. The chapter president from the chapter the women was in needs to submit a letter of good standing to the new president.
- There must be a favorable recommendation of the transfer from the chapter of her initiation to the chapter of affiliation.
- 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.

Self-termination Meeting Guide

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 termination and ensuring the badge/certificate has 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*.

Terminations should be avoided due to disagreements, unresolved concerns, etc. As soon as any member becomes delinquent in payment of dues or fees, or does not attend meetings, honor council should be initiated. While the national requirement is only to host in-person meetings for phase 3 or 4, the local chapter may vote to host meetings sooner and for specific reasons such as GPA or financial.

Prior to any member submitting a self-termination letter, a self-termination meeting should be held. 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. Upon receiving this request, a meeting is to be scheduled to discuss alternative options or next steps. This meeting is best held in-person, but email and text are acceptable if the member is unresponsive or unwilling to meet.

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. The person selected should be prepared to be a facilitator, to ask questions, and to understand why the member feels this is the best course of action. Whoever 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 staff counterpart 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 staff counterpart
- 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?

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. How is the badge and membership certificate being returned to National Headquarters? For example:
 - Mailed by the member on:
 - Mailed by chapter officer on:
 - Badge lost/stolen or never received
- 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?

Self-Termination Request Process

- If the chapter has not already met with the member to discuss her self-termination, the designated officer/CAB should schedule a meeting.
- Following the meeting, the member's self-termination request should be uploaded to Chapter Portal under membership → actions → manage members
- After the member's self-termination request, include the meeting documentation 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.
- Once submitted through chapter portal, your staff counterpart will review for approval to send to Executive Council. Your staff counterpart 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.
- If approved, the member's request is passed on to Executive Council for final review.
- 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 pass.
- If approved by Executive Council, a letter notifying chapter of the termination is sent to the president and advisors.

Oversee the Special Consideration process

Sigma Sigma Sigma expects each chapter member to be a fully participating member. When a collegian has a special problem, officers should help her solve it on an individual basis. Because any dispensation adds an additional burden to other members, Special Consideration is granted to those with legitimate reasons (i.e., financial or time difficulty). Special Consideration may be granted for a specified length of time, but no longer than one school year.

Special Consideration is given only to those in a chapter who have been loyal, participating Sigmas, and are having difficulty - financial, personal, or scholastic - to help until the situation has resolved itself. Special consideration agreements will be established through the chapter president and in consultation with honor council, chapter VPO or participation chair, education director, and treasurer (depending on the situation).

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.

Options that may be offered with Special Consideration

- Adjustment of local fees and dues (National Dues cannot be waived).
- Limited chapter participation until time conflicts are resolved.
- Others at the request of the member.

Who attends

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).

- Request for Participation – President, VPO, and member making the request.
- Request for Financial Reasons – President, Treasurer, and member making the request.

Officers and Special Consideration

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 collaboration from the treasurer to determine her status.

Meeting Objectives

- 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.

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

A template is posted in Sigma Connect and OmegaOne. It should be used to document the meeting and agreements of the Special Consideration status. Be sure to have a shared drive or location for saving all special consideration forms.

SKILLS

Describe Honor Council correctly

Honor council is the local chapter's accountability process, not a mediation process. Be cautious of statements like, "Honor council is here to help you not get you in trouble" because the statement is inaccurate. While it may help honor council members feel better about the tough role they play in the chapter, it is confusing to members. When a member is held accountable, it feels like they are in trouble, not being helped. When they are frustrated with the process because it didn't feel the way it was described by honor council, it can result in hurt feelings, frustration, or questioning the meaning of sisterhood. This results in a negative impression of honor council or perhaps confidentiality violations because the member was complaining to her friends.

A more accurate statement may be “honor council wants to listen and understand how to help you uphold our membership standards by setting goals and/or adjusting expectations.” This statement creates a space for both accountability and sisterhood. Both are part of this process, and it is part of your job to help members understand how both can co-exist. It is sisterly to confront negative behaviors. It is sisterly to set goals to prevent future issues so we can help each other grow and be better women.

Removal & Replacement of Officers

The president will immediately (within 72 hours) appoint a new officer to fill a vacant position. There is no election unless the president position is vacant.

- 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.
- VPO should update 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, they should be appointed by the president within 72 hours. Should a vacancy occur in an elected office, the president shall appoint a member to serve until the next regular election.

If the chapter president is removed from office, the vice president 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.

Speak correctly about dues and recruitment

While the treasurer oversees paying national invoices and fees and the recruitment director plans recruitment, as an officer, you need to be able to speak accurately about both of these topics. This could be a good topic for weekly officer meetings to remind each other as questions arise.

Collegiate Dues

Collegiate dues are billed once a year and based on your campus total and the range. The treasurer manual outlines a chart showing the range each chapter would fall into based on their Panhellenic campus total. For a chapter at campus total, dues are approximately \$210 per person and include insurance, technology, prevention fees. Property insurance is billed separately even for chapters without a chapter facility.

A full bill for collegiate fees will appear in Portal by July 15 (due November 1) and December 15 (due April 1). If fees are not transferred to NHQ on time, a notice will be sent to your chapter by your staff counterpart. If the funds are not transferred within the specified amount of time, but they are available in your chapter’s Billhighway the staff counterpart will transfer these fees and assess a \$30 fee. If they are not available, the chapter may be suspended.

Financial Suspension of Operations

Chapters who have pending items past due more than seven days will be placed on chapter suspension. This includes 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 is associated with unpaid collegiate dues, as mentioned above.

New Member Dues

New member dues are billed per person as new members are reported. New member fees are due to NHQ within 60 days of reporting a new member. Similarly, badge fees are billed when a new member is reported as initiated and are due within seven days of submission.

Collegiate fees are non-refundable if a member is no longer a Tri Sigma (depledges, self-termination, Honor Council termination). A full list of all fees is included in the treasurer manual.

Recruitment Rules and terms

The membership recruitment director manual 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.

Recruitment 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 NHQ staff counterpart AND college Panhellenic specialist immediately. If you do not have their contact information, please contact National Headquarters or visit the chapter support information in Chapter Portal. No infraction should be filed by the chapter without first reviewing with your assigned college Panhellenic specialist.

Membership Selection Criteria

Membership selection criteria are the standards a chapter should utilize to make decisions on which potential new members (PNMs) the chapter will extend bids to. These standards are used by all Tri Sigma chapters and what helps to unite our membership as a national entity. These standards were applied to you when you were considered for membership in Sigma Sigma Sigma. It is important that you continue to contemplate if you are making every effort to uphold our membership selection standards. For a full outline of our membership selection standards, please see the membership recruitment director's manual.

Difference between ranking and voting

After each recruitment event, including COR events, members gather for a discussion. The ranking procedures are fully outlined in the membership recruitment director's manual. Ranking is the process of using these numbers used to rank PNMs based on the membership selection criteria:

- 3 –outstanding
- 2 – would be an asset to the chapter
- 1 – doesn't meet many of the membership selection criteria
- 0 – Used ONLY if a member has a severe concern with this PNM joining the chapter's membership

Voting is the process of say yes or no to bid extension. 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 because 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. Voting is also the only step necessary during COR unless there are more interested PNMs than the number of bids that can be extended.

Legacy policy

A legacy is defined as a sister, mother, daughter, granddaughter, niece, stepdaughter, stepmother, or stepsister of an initiated member. Tri Sigma will continue to recognize and celebrate Tri Sigma legacies, but potential new members who are legacies do not receive preferential treatment during the recruitment process.

Realizing the importance of equitable consideration for all women seeking membership in Tri Sigma and after recommendation by both departments of chapter services and growth initiatives, on July 6, 2020, Executive Council voted in favor of eliminating the legacy policy. We are confident this change will allow for greater opportunities for membership and will empower our collegiate members to have the autonomy to make their own membership selection decisions. This change means that chapters are not required to invite a legacy to the first invitational round during recruitment, nor is it a requirement to place legacies at the top of the bid list submitted after the final round of recruitment. Chapters are not required to receive approval from National Headquarters before releasing a legacy.

Release Figures

Recruitment is a mutual selection process for both the potential new member and the chapter. During a primary recruitment process where quota is used, the local college Panhellenic will provide each organization with the number of potential new members (PNMs) they may invite to the next round. This number is determined using what is called the Release Figure Method

(RFM). The purpose of RFM is to ensure the maximum number of PNMS receive a bid and that all chapters on campus have the best possible statistical chances of matching with quota.

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

Each organization gives a list to the college Panhellenic leadership of women that they are interested in extending bids to. 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.

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 specialist, 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.

Duty: Work to reduce harms in your chapter

While the vice president of harm reduction oversees many procedures related to harm reduction and risk management, all officers have a duty and responsibility to be informed of and support the national policies.

KNOWLEDGE

Harm Reduction Philosophy

Sigma Sigma Sigma Sorority is a values-based organization who strives to establish among its members a perpetual bond of friendship, to develop in them strong womanly character, and to impress upon them high standards of conduct. Sigma Sigma Sigma will provide exceptional sisterhood experiences that will empower women to change the world by establishing opportunities for personal leadership development and fostering a commitment to service. Sigma Sigma Sigma believes that risky behaviors and

alcohol abuse prevents individual members from realizing their full potential as citizens and from exemplifying these characteristics of sisterhood.

As a worthy Sigma Sigma Sigma each member is expected to set an example which reflects creditably upon her college, her chapter, and her Sorority by conducting herself in all places and at all times in a manner above reproach. While the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, the illegal use and abuse of alcoholic beverages is widely recognized as major problem in our society. Sigma Sigma Sigma recognizes the different attitudes of its members toward the use of alcohol as well as the twin concepts of individual freedom and the responsibility of each individual for the welfare of others. Therefore, Sigma Sigma Sigma upholds the following philosophy toward risk reduction:

- The Sorority urges all members to practice the principles of personal dignity, self-discipline, and dedication to social standards worthy of Sigma Sigma Sigma.
- The Sorority supports and enhances the mission of the institutions where we are present through integrating an organizational framework of character education for values-based living.
- As a subset of the campus community, the Sorority collaborates with the host institution to educate and address the problem of alcohol misuse and risky behaviors.
- The Sorority works to address the negative behaviors associated with alcohol misuse and abuse, and not simply the location of those behaviors. As such, Sigma Sigma Sigma, addresses these behaviors with a comprehensive educational approach.
- Through education, training, and mature adult guidance, we provide the tools to help students make responsible choices, and to understand the consequences of their choices. The organization will hold chapters and individual chapter members accountable for the choices they make.
- The Sorority expects personal responsibility from its members and accountability through local accountability.
- The Sorority follows a consistent and progressive discipline strategy with our chapters where we systematically assess student learning and development to track change and the impacts of the strategy.
- We are concerned about the safety and well-being of our members.

Risk and Insurance Plan (MJ Insurance)

Sigma Sigma Sigma's National Risk and Insurance plan is designed to provide broad protection throughout all levels of the Sorority. Keep in mind that no insurance policy covers everything, and that it cannot be considered a substitute for sound harm reduction practices. Furthermore, any actions which violate local, state, or federal law or the Sorority's national policies, or which exceed established levels of authority, may void this coverage. Intentional neglect or disregard of Tri Sigma's policies or procedures is excluded from coverage. It is also imperative that National Headquarters be notified of any changes in chapter or house corporation operations, as these may have important insurance implications. Please also read and be familiar with the details of the Risk and Insurance policies by reading the insurance overview at the end of this manual and the MJ insurance summary posted in Sigma Connect > Sigmapedia > Collegiate Resources > Manuals.

National Policies and Position Statements

Policies versus position statements

Policies are a required course of action (process/procedure), approved by the voting members of the Alumnae and Collegiate Classes while at Convention, to be followed by the membership. They are enforced and, if not upheld, may result in being placed on Chapter Supervision. Position statements are a formalized stance on an issue or topic, endorsed by Executive Council. These statements are our beliefs and what we hope our members will also do and believe.

Full list of policies and procedures

Each of the policies and position statements are in the most current copy of the national bylaws. *The Bylaws of Sigma Sigma Sigma* are located on Sigma Connect for all members under the section titled Be Informed. Please read the full policy in detail. The information below is a quick summary to provide some more detailed information on what the policy or position statement looks like in action.

Fundamental standards

Quick summary: Be a good values-driven person. Why? Each member is expected to set a good example, represent her chapter and Tri Sigma in a positive light, maintain self-respect and the respect of others, and be a woman of character.

Visitation and conduct in collegiate housing facilities

Quick summary: Chapter houses will establish visitation hours, have rules in place on conduct, prohibit male visitors in private areas of the house. Why? Chapter facilities exist for building sisterhood, friendship, and offer a wholesome and safe living environment.

Controlled substances policy

Quick summary: Tri Sigma members cannot use, sell, or possess drugs (as defined by the DEA Office of Diversion Control) including the misuse of prescription medication. Tri Sigma upholds the Federal Laws. Violation of this policy may result in immediate termination.

- DO have conversations with members that you are concerned about before sending them to Honor Council.
- DON'T justify the behaviors and ignore warning signs.

Hazing definition

Hazing is defined as any action taken or situation created, knowingly, whether on or off Sorority premises, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or an uncomfortable atmosphere. Such activities may include but are not limited to the following: use of alcohol; creation of excessive fatigue; physical or psychological shocks; engaging in public stunts or jokes; morally degrading or humiliating games and activities; scavenger hunts or quests which must be completed within a specific amount of time; late work sessions which interfere with regular class attendance or study time; and any other activities which are not consistent with the rules, policies, and regulations of the educational institution or the ritual, policies, and procedures of the National Organization.

Anti-hazing policy

Quick summary: provides Tri Sigma's definition of hazing and which activities are prohibited and considered hazing. Why? Tri Sigmas help develop and shape our new members. We are mentors and educators, not people who need to scare, intimidate, or abuse our new members. Tri Sigma will not tolerate hazing in any form and women found accountable by Honor Council for hazing will be terminated.

- DO hold people accountable and uphold our standards by using Honor Council or by having sisterly, caring conversations. DON'T redirect new members by yelling or having a gavel pass that calls people out.
- DO treat all members with kindness and respect. DON'T ask and expect more from your new members than you ask of initiated sisters including your seniors.
- DO report concerns and speak up against hazing in your chapter and on your campus. DON'T sweep it under the rug as a harmless prank or tradition.
- DO allow new members to wear letters in all forms. Withholding letters until initiation would be considered hazing.

Zero Tolerance of Hazing

Any member found accountable, by the local honor council, will no longer be a member of Tri Sigma.

House director policy

Sigma Sigma Sigma affirms that a chapter with a house is best served by engaging a house director. The individual house corporation will be charged with determining the policy for the chapter and a live-in house director.

Alcohol policy

Quick summary: Tri Sigma upholds the drinking laws at our functions and alcohol cannot be purchased with chapter funds. As such, all collegiate events need to be registered and follow the Events with Alcohol procedures. Why? We want to create a safe and responsible social environment.

- DO register any event the chapter is participating in where there is alcohol. DON'T have alcohol in your chapter houses.
- DO enforce the drinking age at your chapter events and encourage members to follow the law at all times. DON'T allow underage members to come to events intoxicated or use fake IDs.
- DO encourage members to represent themselves well in person and on social media when drinking. DON'T send them to Honor Council for simply having a solo cup on their social media if their conduct is still respectable.

Electronic and social media policy

Quick summary: When acting on behalf of the Sorority, members and staff must not use electronic communications and/or social media to post, transmit, store, retrieve, display, distribute, share or download content that is defamatory, violent, or sexually explicit material; or discriminatory language; and/or threats of violence; personal attacks based upon race, religion, color, sex, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, disability status; or promotion of illegal activities. All members and staff must be in compliance with copyright/trademark laws and may not disclose confidential information.

Big brother organizations policy

Quick summary: Tri Sigma chapters may not have a sweetheart program regardless of the title (beaux, Sigma sailors, etc.), engage in big/little brothers, or any men's auxiliary organization. Why? Tri Sigma is a fraternal organization for women and those identifying as a woman at the time of pledging.

Sexual harassment and human dignity

Quick summary: Tri Sigmas will not condone or participate in any activity that is destructive, demeaning, or abusive. Why? Tri Sigmas promote self-worth, human dignity, and a positive Greek image.

- DO decline an invitation to participate in a philanthropy event if the activities are demeaning. DON'T create event themes or shirts that are degrading.

Beer company sponsorship policy

Quick Summary: Sigma Sigma Sigma does not endorse beer company sponsorship of activities and does not support member or chapter participation in such activities.

Non-discrimination

Quick Summary: membership in each chapter shall be determined by performance, educational achievement, and criteria related to the goals and purposes of the Sorority. Judgments shall not be made based upon other factors such as individual race, color, sexual orientation, religion, national origin, age, or disability.

Women's auxiliary organizations to men's fraternities (position statement)

Quick summary: Tri Sigma does not endorse any women's auxiliary organizations to men's fraternities (i.e., being a fraternity sweetheart) and encourages its members to support and be dedicated to their sorority membership.

Gender Identity (position statement)

Quick summary: A potential new member who self-identifies as a woman shall be treated as a woman regardless of any other circumstances. She is therefore eligible for membership, following the seven standards of membership. Once initiated, all members shall have the opportunity for lifetime membership.

Hazing Prevention

Hazing is a very important issue in Greek life today. As a chapter leader, you are responsible for ensuring that your chapter is not involved in any activities that could be viewed as hazing.

Hazing and Power

Hazing can seem like a gray area at times. It's not. You must think about why you are doing the activity.

- Hazing is about power and often involves a mental game with initiation being held over member's heads (i.e., having to prove themselves).
- Hazing is NOT about respect or team building; it is the exact opposite and goes against our rituals and values.
- If you believe hazing gets your new members "in line" and teaches them how to be a good Tri Sigma, you're WRONG. It is time for a chapter change!

Respect is something that all members, initiated and new, should feel within Sigma Sigma Sigma. It is not earned within our organization. As a new member, you should never feel uncomfortable or concerned about what you have been asked to do.

It's NOT okay Just Because...

- A new member wanted to do it,
- A new member thought it was fun,
- It is a chapter tradition,
- A new member asked to be hazed,
- It happened to you and your big sister,
- You weren't trying to hurt anyone,
- Or no one happened to get hurt this time...It's still hazing!

What Should Be Happening

- New members should be permitted to wear letters in all forms following Arc Degree – block, stitched, t-shirt, spelled out. This also includes being able to put stickers on cars and decorations on doors, windows, or in their dorm/home.
- The new member period should not exceed eight weeks.
- New members should be told their initiation date at Arc Degree. Keeping it a secret is not okay.
- We have new members – not pledges, "babies," baby violets, "newbies," etc.
- We have VPs of new member education, not pledge moms.
- The pre-initiation meeting should be about explaining the process, so new members know what to expect. Trying to trick a new member about what will happen in initiation or making it seem scary is not only hazing but disrespectful and contradictory to the meaning of the ritual.

If you feel that there are hazing concerns within your chapter, please contact your chapter advisor, campus advisor, or any staff member at National Headquarters for assistance.

Anti-Hazing Hotline



Tri Sigma is a sponsor of the Anti-Hazing Hotline, an anonymous hotline that anyone can use to report hazing. It is a toll-free number. We encourage all sisters to call (888) NOT-HAZE or (888) 668-4293 if you have any concerns about hazing in your chapter.

If you have specific questions or would like more clarification about these activities, contact the National Risk Management Coordinator, your Assistant Director of Chapter Services, or the Senior Director of Chapter Services. We are also happy to evaluate chapter traditions with you to see if it is aligned with our ritual and values, needs to be eliminated, or slight modifications should be made.

Chapter Accountability and Investigations

Chapter Investigation Procedures

When a volunteer or National Headquarter staff, member becomes aware of a possible chapter policy violation, a National Policy Violation Report is completed.

- The National Policy Violation Report is submitted to and filed at National Headquarters
- National Headquarters staff will notify the National Risk Management Coordinator, chapter support team, the chapter advisor, and the Fraternity/Sorority Advisor on the respective campus.
- Pending the degree of concerns reported, a formal Policy Warning may be issued without a full investigation.
- If the report includes activities indicating imminent danger to the chapter, its members, or others, the risk management coordinator or senior director of chapter services will recommend that the executive director notify the chapter to cease and desist the risky behavior.
- National Policy Violation Reports are sent to the assistant executive director for investigation.
- An investigation should begin immediately and be completed within 20 business days of receiving a Report.
- The investigation may consist of telephone interviews with chapter leadership and others having pertinent information.
- Chapters must respond to requests for information within 48 hours. Failure to respond may be taken as an admission of guilt.
- Although it is not encouraged, the chapter is entitled to engage legal counsel to advise them with respect to the investigation at the expense of the chapter. The chapter's legal counsel, however, will not be permitted to participate in the investigation or determination processes.
- Results of investigation are forwarded to Risk Management Coordinator.

Determination

The results of the investigation are shared with the Risk Management Committee.

- The Risk Management Committee is appointed by Executive Council and consists of (at least):
 - One chapter advisor
 - Members at large
 - Executive director (non-voting)
- After reviewing the results of the investigation, the committee will determine if Chapter Supervision is warranted, and if so place the chapter on Supervision and assign sanctions.

Communication

Risk Management Coordinator communicates the result of the investigation and determination to the chapter

- A letter containing the result of the investigation, sanctions, and Appeal form is sent to the Chapter
- Fraternity/sorority advisor, chapter advisor, ADCS, consultant, Executive Council, and chapter support team are copied on the letter

Chapter Response

Chapter receives the communication and determines a course of action:

- Completes the sanctions within a designated reasonable time period as determined by the risk management committee and is returned to good standing by the risk management coordinator.
- Fails to complete sanctions with the designated time period, and is accelerated to the next step of Chapter Supervision by the risk management coordinator. Additional sanctions may be assigned at this time.
- Submits Chapter Supervision Appeal Form to National Headquarters requesting an appeal.

Chapter Supervision 3-STRIKE system

There are four phases to the Chapter Supervision program similar to honor council. Chapter Supervision has a number similarities to Honor Council – 4 “chances” before termination, appeal process, investigation, action steps to be completed to be returned to good standing, and a probationary period.

1st Violation: Chapter Warning

- First notice of the chapter's National Policy violation or the chapter fails to fulfill required commitments.
- In the case of egregious violations, the risk management coordinator may recommend a chapter be advanced immediately to Step 2.
- STRIDES retreat held to determine chapter action steps.
- Chapter is responsible for all financial costs related to the STRIDES retreat included by not limited to travel, lodging, meals, and supplies for the entire National team and chapter.
- Chapter remains on Chapter Warning until action steps are completed or until acceleration to Step 2 of the Chapter Supervision program is deemed appropriate by the risk management coordinator.

- A chapter may be accelerated to Step 2 for incomplete action steps more than 14 days past due.

2nd Violation: Chapter Probation

- Failure to complete action steps under Chapter Warning OR violation during the probationary period. Continued violation of policies, or violation of additional policies during specified time period, or failure to fulfill required sanctions.
- Additional action steps assessed and a national volunteer or staff visit is scheduled.
- Chapter assessed the policy violation fee.
- Chapter remains on Chapter Probation Program until action steps are completed or until acceleration to the Chapter Suspension program is deemed appropriate by the risk management coordinator
- A chapter may be accelerated to Step 3 for incomplete action steps more than 14 days past due.

3rd Violation: Chapter Suspension

- Failure to complete action steps under Chapter Probation Program.
- Continued violation of policies during specified time period.
- Additional action steps assigned up to an including a membership review or suspension of all chapter operations for a semester or more.
- Chapter assessed the Policy Violation Fee.
- Chapter remains on Chapter Suspension until action steps are completed or until acceleration to Charter Suspension is deemed appropriate by the risk management coordinator.
- A chapter may be accelerated to Step 4 for incomplete action steps more than 14 days past due.

4th Violation: Charter Suspension

- Risk management committee can recommend to Executive Council that a chapter's charter be suspended for:
- Failing to address inappropriate behavior
- Failing to implement corrective actions
- Failing to complete action steps
- Chapter performance or viability (i.e., recruitment, financial commitments, and image, etc.) is jeopardized or severely impacted.

Appeal Process

If the chapter believes that the documented facts presented to the committee are inaccurate, an appeal process is available. The chapter president must submit the Appeal Form to National Headquarters by certified mail within 10 days of notification of Chapter Supervision. Appeals will be considered by the Executive Council and are granted based upon new factual information not available at the time of the original investigation. The decision of Executive Council is final.

If the chapter requests an appeal, the following stipulations must be in place:

- Within 10 days of notification, the chapter president will submit the Chapter Supervision Appeal form to the executive director, who will determine whether the appeal is based upon new factual information not available at the time of the original investigation.
- If the executive director determines that the appeal contains no new factual information, she will notify the chapter that the appeal has not been accepted due to procedural issues.
- If the executive director determines that the appeal does contain new factual information, she will document the appeal and contact the risk management coordinator for a synopsis of the investigation.
- Documentation will be circulated to Executive Council, and a vote will determine if the appeal should be granted or denied.
- If the appeal discussion is granted, Executive Council will determine if the decision of the risk management committee should be reversed and return the chapter to good standing.
- The chapter is informed of the results, and copy of the notification is sent to the fraternity/sorority advisor, chapter advisor, ADCS, consultant, and the chapter support team.
- The decision of Executive Council is final.

Policy Violation Fee

Chapters that are placed on Step 2 or higher of Chapter Supervision will receive the imposition of a Policy Violation Fee, which will be due thirty (30) days from the date the chapter is placed on supervision. The policy violation fee is \$110 per person and is subject to change based on annual insurance rates. This fee is assessed due to the increased risk the chapter brings to the National Organization as a result of their policy violations.

STRIDES (Sigma Training on Risk - Intervention, member Development, and chapter Evaluation for Success) Retreat

A Chapter placed on STEP 1 of Chapter Supervision must participate in a STRIDES Retreat facilitated by a national representative. The STRIDES program works to evaluate current issues and collaborate with the chapter to determine necessary action steps to resolve policy violations.

Any member who desires to be an active member of the chapter must attend the Retreat. Failure to attend will result in individual accountability up to and including membership termination. The only acceptable excuses for missing the retreat include a class or sports event for university team (excluding intramurals). Any member terminated may appeal her termination.

- Member Termination Appeal Process
- A member may individually appeal the termination of her membership in writing to Executive Council.
- The letter must be postmarked within 10 days of the receipt of the notice of membership termination.
- Appeals postmarked after 10 days will not be considered.
- The decision of Executive Council is final.

As a result of STRIDES, goals will be created by the participants. The chapter is required to complete those goals and submit verification by the deadlines imposed. Risk management coordinator may approve an extension of the deadlines based upon the facts and circumstances of the chapter. Any request for extension must be submitted per action step in VeriSky. Approved extension requests will result in revised completion deadlines in VeriSky.

Probationary Period

Once the chapter goals and action steps have been completed, a chapter is placed on a 3-year non-restrictive probationary period. This probationary period is non-restrictive, but if another violation occurs within the probationary period, the chapter excels to the next step of the Chapter Supervision. If the chapter was on Step 2 Probationary Period and is accountable for another policy violation during the probation, they will be on Step 3 not Step 1 or 2. At the end of the 3-year probationary period, the chapter will be returned to Good Standing.

Suspension of Chapter Operations

When an investigation finds that a chapter commits an egregious violation of the national policies on alcohol and/or hazing, displays a deliberate disregard for those policies and/or demonstrates a pattern of violating the national policies on alcohol and/or hazing, immediate action is warranted. Executive Council may suspend operations of a chapter for a finite period of time.

If the decision of Executive Council is to suspend chapter operations, collegiate members, chapter advisory board, house corporation board, fraternity/sorority advisor, and regional staff/volunteers will be notified by electronic communication.

All new members (those not initiated) are released from membership and have the opportunity to affiliate with another Panhellenic sorority, if they so choose. Initiated members in good standing may retain the rights and privileges of membership.

According to our Bylaws, Article VII, I, Assets and Investments, the Executive Council assumes all assets of the chapter, including BillHighway checking/savings account funds, the chapter house, furnishings, and household equipment.

During the suspension period:

- Members are prohibited from wearing letters in any form – clothing, bags, cars, Facebook, jewelry, etc.
- All emblems and letters must be removed from chapter housing.
- Meetings, philanthropic, service, or group gatherings are prohibited, including Greek Week, homecoming, fraternity/sorority events.
- All chapter officers and leaders are released from their offices and duties. The chapter must elect one individual, who will serve as the single point of contact for questions, etc. This includes any fraternity/sorority campus leadership positions.
- The chapter and individual members may not hold Panhellenic offices or recruit and/or participate in campus activities as a Tri Sigma.
- The checking account will be frozen. Past due balances owed by members will need to be paid, but no new fees will be incurred until the suspension is lifted.
- The chapter may not vote at Convention.
- A violation of the terms of suspension may result in chapter's closure, member terminations, or an extended chapter supervision period.

During the suspension period, a Membership Review may be conducted by the National Organization.

SKILLS

Reviewing chapter contracts

If there is a contract related to a project any officer is overseeing, it can only be signed by the chapter president. The chapter president is the only person who may sign any type of contract for the chapter. She may do so only after MJ Insurance has reviewed the contract.

If the contract is for an event with Alcohol, it can submitted to Verisky for review. Typical chapter contracts include those for composites, sportswear, entertainment, room rentals, transportation, and merchandise. Remember that while most businesses are legitimate, some persons will act unscrupulously, and it is the president's responsibility to protect chapter finances and individual members by reviewing all proposals carefully, dealing only with established, reputable firms. If you are unsure as to whether or not your contract contains unfavorable language, please contact MJ Insurance, and they will be happy to review the contract for you. Request forms can be found under the Services menu at www.mjsorority.com.

Contracts cannot be in the university name for chapter functions

Contracts for chapter events must be in the name of the chapter. For example, "The Alpha Chapter of Tri Sigma" not "Longwood University." Additionally, your college/university should not be signing contracts for the chapter. If they review, that is fine and an additional measure to protect the chapter. However, the Chapter President must be the one signing the contract. The university cannot enter into a contract on behalf of the chapter because the chapter is an entity of Sigma Sigma Sigma, Inc. not the college/university. If your campus has a policy that someone other than the chapter president needs to sign a contract, please contact Tri Sigma's assistant executive director.

Anti-Hazing: program & event evaluation

All officers should be able to ask some basic questions to help consider whether or not an event would be appropriate.

- **What is the purpose of the activity?** – Consider whether or not there is true value in the activity. RED FLAG: If the only reason you have to do an event is the phrase, "We've always done it this way," take a closer look at the event! Ask your assistant director of chapter services or consultant about the event before you do it.
- **Is it legal?** Most new members are not 21. Giving them alcohol as a gift or asking them to drink is illegal. Stealing, trespassing, speeding during scavenger hunts, etc., is also illegal and unsafe.
 - TIP: take the activities or planned event/idea, then put it in another context: a family picnic, class reunion, job/professional situation, etc. Would it make sense? Would they do it? If not, it may be hazing.
 - Often times a positive tradition can become an inappropriate activity when the new group tries to make it bigger and better than the year before. For example, using the string game to find your big sister. One room, minimal string, at 1 p.m. on a Saturday afternoon may be okay, but when it goes through trees, includes 1000 yards of string, starts at noon, and may take new members 4-5 hours to find their big sister, *it is excessive!*
 - WARNING: activities planned sitting on a couch one night when a group of sisters is bored may need closer examination. Last-minute "fun" activities are often the ones that are investigated and found to be hazing. When in doubt, ASK! No chapter has ever gotten in trouble for an idea, only for implementing it. Ignorance is not an excuse, and the responsibility lies on the officers to be informed and make good decisions.
 - If at any point, you feel weird, uncomfortable, or hear that little voice in your head say, "hmmm," or "uh-oh," then the event may be a risky event. Be a leader; speak up when your gut tells you something may be wrong!
- **Is it a secret?** When little things are kept from new members because it is "secret" you may be tiptoeing on hazing. It may be an event at an inspirational place, while new members are told to just get in a car. What if there was an accident and no one knew where they were? What if they need to know how far away it is so they can get back to study? What if they can't enjoy the meaningful activity because they were scared the entire way there? Give them information. Help them feel safe and informed. BE CAREFUL. Just because they know what will happen and are okay with it doesn't mean it isn't hazing! If you know it is wrong and shouldn't be done, don't put a new member in the position to have to say "NO" to someone they probably love and respect.
- **What time is the event occurring?** An event beginning at 1 a.m. is anything but ideal. If you have 40 members to initiate, beginning at 9 p.m. is also not ideal. Very little good happens in the middle of the night – not only does this compromise academic performance, but it could also put members in unsafe situations/environments. This is an issue of safety and health/wellness (such as sleep deprivation). Are mandatory sleepovers the only way for new members to bond? Let's consider a Saturday afternoon retreat on another option that is safer for bonding.

- **Are new members examined or scrutinized for their behaviors while initiated members can do whatever they want?** Will a new member be scolded for their behavior out at a bar or football game while a senior or initiated sister doing the same thing is seen as funny ("That's just so and so...haha!")? If so, there is a problem.

These are not the only test questions you should use; they are just some points to get you thinking. When in doubt, ASK! Even if it happened to you, it is viewed as a tradition, or you enjoyed the event, it may not be aligned with our policies, ritual, and values.

It is okay to hold new members accountable. Use honor council. Holding a meeting after the chapter meeting to talk about new members isn't aligned with our accountability process. If a sister has a concern, send a new member to honor council. Keep in mind, however, that we must be consistent. Members and new members should be going to honor council for the same things. Be fair: otherwise, it may be hazing.

Ensure the new member program is hazing-free

VP of Harm Reduction

The president plays a vital role in the new member program by ensuring it is hazing free, modeling the importance of rituals by being prepared and genuine when performing Arc Degree and Triangle Degree, and participating in the Pre-initiation and Post-initiation meetings.

President & VP of New Member Education

The initiation date is set before Arc Degree, and **new members are to be informed of their initiation date at Arc Degree**. List the date of initiation for the new members in their materials. An announced initiation date gives the new members time to meet their financial obligations.

The vice president of new member education works with the president and ritual chairman. The ritual chairman sees that everything is well organized so that Arc Degree can be done smoothly. See the *Rituals of Sigma Sigma Sigma* book for the exact setup and preparation. Arc Degree should not be given unless the member has paid the chapter set portion of her new member fees.

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 not to wear letters, as a group, is still unacceptable and inappropriate.

Length of Orientation Program and Initiation Date

The ideal program should be six weeks in length. Members are to be initiated **no later than six weeks after acceptance of their invitation to membership**. If your Panhellenic has grade point requirements that cause new members to be held over until the following semester, or if you have new members that will not be initiated within six weeks, change their anticipated initiation date in Chapter Portal.

The initiation date is set before Arc Degree, and **new members are to be informed of their initiation date at Arc Degree**. List the date of initiation for the new members in their materials. An announced initiation date gives the new members time to meet their financial obligations.

Failure to do so is means you have not followed the *Rituals of Sigma Sigma Sigma*. Intentionally withholding their initiation date or holding the date over their heads might be considered hazing. Please be upfront and honest with new members on Initiation. Be sure to read all policies and procedures outlined in this manual. If you have questions, ask your Assistant Director of Chapter Services. **The vice president of new member education may be held responsible for new member programming which does not follow National policies.**

New Members Attending Chapter Meetings

New members are to attend chapter meetings, except for Ceremonial Business Meetings. When new members attend chapter meetings, they attend the **entire meeting, including opening prayer**. New members have the same privileges at chapter meetings as all initiated members. The exception is that they may not vote on officer elections or membership. This is the reserved right of an initiated member. Include new members on committees and give them co-chairmanships.

The following supplies will need to be brought to each meeting, by every member: pen/pencil, calendar, and paper; you may allow new members to take notes on a tablet or laptop if that is preferred, but you will want to ensure that new members are focused on the program instead of unrelated projects or websites. The vice president of a new member should have a copy of the *Bylaws of Sigma Sigma Sigma* and her manual.

National Test & Requirements to Initiate

Prior to initiation, you should be reviewing the New Member Initiation Status Report (located under Membership>Reports>New Member Initiation Status). This report tracks and shows completion of RM1, Membership Agreement, Greek Life Edu; essentially all new member education sessions. If a new member is showing up as not having completed one of these components, this means that you will not be able to mark them as initiated in Chapter Portal, and therefore will not be able to order their badge. Please reach out to your ADCS with any questions.

Pre/Post-initiation Meeting

Specific outlines for this meeting are located in the vice president of new member education manual and *The Rituals of Sigma Sigma Sigma*. Be sure to review and practice prior to the meetings.

Implement the Crisis Management Plan

In addition to working with the VP of harm reduction to educate the chapter on the policies, the president should also work with the officer team to educate the chapter each semester on the crisis management plan. All officers will have a role and should be aware of the crisis management plan. The plan needs to be submitted in Portal under the harm reduction tab via the actions tab. You can review the submitted plan under harm reduction under the reports tab.

APPROACH

Sisterhood and safety go hand in hand

Harm reduction is less about policies and more about taking care of one another, creating a culture of care, and caring enough to confront a sister when they may be harming themselves or others. You can not stand by and let things happen. You are an elected officer, and as such, you should be role modeling this behavior.

RM1 & Membership Agreements

RM1 – The chapter should be encouraging members to sign the RM1. If this is not complete by October 1 members will be terminated. If more than three members are terminated for not signing the RM1 a chapter will not receive the corresponding accreditation standard in pillar 1. For that reason, if members wish to self-terminate, but have not done so are planning to utilize this process instead, that could negatively impact the chapter with accreditation. Follow through with the self-termination rather than being terminated for not signing the RM1.

Officers are not exempt from the rules

If they are asking others to follow the rules, they better be, too. Remember you are elected because the chapter has great respect for you.

Insurance Overview

The Tri Sigma national risk management and insurance program is designed to provide broad protection throughout all levels of the sorority. The program is mandatory for all chapters. Keep in mind that no insurance policy covers everything and that it cannot be considered a substitute for sound prevention and safety practices.

Furthermore, any actions which violate local, state, or federal law or the sorority's national policies, or which exceed established levels of authority may void this coverage. Intentional neglect or disregard of Tri Sigma's policies or procedures is excluded from

coverage. It is also imperative that National Headquarters be notified of any changes in chapter or house corporation operations/location, as these may have important insurance implications.

MASTER INSURANCE PROGRAM

Tri Sigma utilizes master policies (covers all chapters in all locations) rather than individual policies for each chapter location. There are two major benefits of this approach: a broader scope of protection can be obtained for more reasonable premiums, and centralized administration affords greater efficiency and continuity given frequent changes in local personnel. The master policies are maintained at National Headquarters.

Liability of national organization for actions of a chapter or individual member

The following is taken from a memorandum prepared April 1991 by Harold Bucholtz, attorney, of Holland & Knight:

"The national organization is a separate legal entity from the chapters. The national organization must avoid becoming involved in the day-to-day running of a chapter, as distinguished from providing general guidelines for chapter operations. It may lessen its exposure to liability by consistently publicizing and enforcing its policies and communicating them to chapters both in writing and at Convention and leadership schools or workshops. Chapter officers and advisors should be expected to report violations and sanctions imposed for violations. This will show that actions by a chapter in violation of clearly stated policies were outside the scope of any authority granted to the chapter by the national organization.

The national organization is not obligated to police its chapters on a day-to-day basis for violations of national policies. When a possible violation is reported to the national organization, the national organization is required to investigate, but this would generally be done by telephone or email. Only if it appeared there may indeed have been a violation would a national representative become more directly involved in the matter."

Named insureds

Sigma Sigma Sigma's master insurance program is designed to provide coverage for individuals and entities at all levels of the sorority. Those afforded insurance protection include:

- Sigma Sigma Sigma, Inc.
- Sigma Sigma Sigma Foundation
- Sigma Sigma Sigma National Headquarters
- National volunteers, board or committee members
- All persons appointed by the officers or employees of the sorority
- Custodians or trustees of the sorority or its funds
- Collegiate chapters and colonies
- House corporations
- Alumnae chapters
- Parents clubs
- New and initiated members, advisors, house directors, housemothers, volunteers, employees, or other official personnel of the sorority

Insurance coverage does *not* extend to university officials, members' parents or family members, or guests of chapter members.

Please refer to MJ Insurance Summary for details of the policy, coverages, and resources provided by MJ Insurance.

MJ INSURANCE

Sigma Sigma Sigma's insurance administrator and risk management consultant is MJ Insurance, Inc. www.mjsorority.com. Sigma Sigma Sigma's Master Insurance Program provides the following coverages:

General liability

This protects Sigma insureds against claims or suits brought against them in the event of bodily injury or property damage. It includes the following special provisions:

- **Premises and Operations.** Covers personal injury or damage to others on or off chapter premises.
- **Products and Completed Operations.** Covers injury or damage when the chapter serves food or beverage, which causes bodily injury or property damage, or wrongful death.
- **Host Liquor Liability.** Covers the sorority when it is found responsible for damage resulting from alcohol consumption when not sold and not for profit. (NOTE: Our insurance company understands national policies disallow alcohol at any unregistered Sigma function or in chapter housing. Host liability is an automatic inclusion, and there is no additional premium. It does provide an added measure of coverage for unforeseen events, recognizing these occur and that chapters may, intentionally or unintentionally, incur host liability.)
- **Blanket Contractual.** Covers the sorority when it has assumed the liability of another party, such as the chapter leasing a hall for dance. The owner will want to be indemnified by the chapter in the event of a loss.
- **Business Automobile.** Provides liability coverage for the sorority for operation of automobiles, either owned, hired, or non-owned. In some cases, physical damage involving owned or hired, but not non-owned autos may also be covered. (Hired autos are those leased, rented, or borrowed from those other than your employees or partners and their families in connection with your business. Non-owned autos are those you do not rent, lease, or borrow that are used in connection with your business, including those owned by your employees or partners and their families, but only while used in your business.) In many cases, the members', volunteers' or employee's personal auto insurance is primary. Other coverage can come from a credit card company if a rental was charged on a major credit card.

A full list of coverages is included in the MJ insurance and risk management summary document located in Sigma Connect > Sigmopedia > Collegiate Resources > Manuals.

IMPORTANT TO SHARE WITH MEMBERS

The specific policies reviewed below are important for student leaders and advisors to share with their members and are summarized as a quick reference. This is not a replacement for reading the MJ insurance summary document.

Property Insurance Coverage

This protects Tri Sigma property. To assure proper protection, a detailed inventory with current replacement cost estimates should be done annually, and the values reported to the insurance administrator the Executive Director. It should be noted that coverage is not provided for the personal property of members. All Risks Coverage extends protection of physical loss or damage to include vandalism, theft, malicious mischief, and burglary. It should be noted that earthquake and/or flood damage coverage is included in standard property insurance policies.

Renter's Insurance Must Be Purchased Individually

The corporation's property insurance does *not* cover the personal items of chapter members who reside in the house, and its liability insurance does *not* cover members when they are acting as individuals, independent of chapter affairs. All members should be advised they need to find out if their property and liability are covered under their parents' homeowners insurance policy while they are away at school. To protect personal items and liability not covered, renter's insurance may be purchased. It provides coverage for personal items such as clothing, bicycles, stereos, computers, etc., when stolen or damaged, as well as liability.

- **Minimum Policy Amount.** First, determine the value of property to be insured. Most companies have a minimum amount of coverage of \$10,000-\$25,000. Note whether the policy includes full replacement cost, which will cover depreciation of property over time.
- **Coverage.** Generally, policies cover theft, fire, smoke, vandalism, windstorm or water damage, lightning, and personal liability (bodily injury or property damage claims for which you are liable). Be sure to read policies carefully to determine the exact coverage provided.
- **Premium/Deductible.** The cost of insurance, or premium, varies according to several factors. Price quotes from several companies for various levels of coverage are recommended. The deductible is the amount of loss you pay, usually \$100-500. In general, the higher the deductible, the lower the premium.
- **Restrictions.** Many companies place restrictions on coverage of households with two or more unrelated roommates, such as requiring each roommate to have an individual policy and placing a limit on the number of unrelated occupants per household. Let your insurance agent know of your living arrangements so that appropriate coverage can be secured.

Chapter Event Planning

This information is important for any member planning an event to know and understand. This includes social events with alcohol, philanthropy events, fundraisers, sisterhood events, etc.

Procedure for Requesting Insurance Certificates/Additional Insureds

When a facility owned by another party (such as an ice rink, swimming pool, or gymnasium) is used or leased for a chapter event, the chapter may be asked to provide some form of Indemnity Agreement or Certificate of Insurance to the property owner. If a facility owner requests the chapter sign a Hold Harmless Agreement or if there is a hold harmless clause in a contract, the chapter president must contact MJ Insurance before signing such an agreement and have MJ review the agreement. This request can be made by using MJ's website:

- Requests must be received in the insurance agent's office two weeks prior to the effective date requested.
- Requests must be submitted using the online form. www.mjsorority.com under the Services menu.
- The following information must be included with the request: sorority name, chapter name, school, mailing address, parties concerned, and their respective insurable interests or reason to provide evidence of insurance, requested effective date, and insured property values requested.
- There is no charge for evidence of insurance services. An additional fee may be required to add a third party as an Additional Named Insured and must first be approved by the executive director of the sorority.

Evaluating Leased Facilities & Equipment

Prior to accepting any facility, equipment, or grounds for an event, an inspection should be made. Any conditions which might present a hazard to participants or guests (for example, faulty diving boards, ice rink surfaces, bleachers) should be corrected by the owner or identified in the use contract. If a property is accepted in "as is" condition, the *chapter* may be liable for any damages or injuries which occur.

The potential need for evacuation of the facility or crowd control measures should also be considered. An inspection should note such factors as the number, location, and accessibility of exits, fire detection and control systems, barriers, emergency lighting, accessibility of medical support, and access of emergency medical vehicles. The community's Fire Marshall policies must be known and observed, particularly for maximum occupancy.

Binding Nature of Contracts

Contracts signed by students are generally binding by virtue of "apparent authority" - any reasonable person could reasonably assume the signer (such as a chapter officer or even a member) has the authority to bind the chapter to the contract.

ADDITIONAL LIABILITY CONSIDERATIONS

Before signing a house/property lease

This information is presented for informational use only. It should not be used in the development of a leasing program for Tri Sigma chapters. Tri Sigma chapters that are interested in securing rental property for residence should consult Tri Sigma's Housing Manual available from National Headquarters. Members of the organization cannot enter into leasing agreements on behalf of the national organization without the express permission of Tri Sigma.

Collegiate Chapter Visits to Other Chapters

Tri Sigma supports visits by one chapter to another, but prevention procedures and personal safety should be kept in mind. Chapter visits should be arranged with another chapter in advance, rather than appearing unexpectedly at a chapter's door. The identity of any visitors who arrive unannounced (or anyone who is not familiar) should be verified by photo identification, such as a student I.D. card or valid driver's license. If there is a question regarding membership status in Sigma Sigma Sigma, contact National Headquarters. While this may seem overly cautious, there have been cases of women falsely claiming to be members of an NPC sorority and asking to stay at a chapter house. The potential for theft and other problems should not be overlooked. All national policies, including the alcohol policy are still in effect during out of town visits. When possible, travel should be completed before dark.

Vehicle Transportation

Vehicle accidents often lead to large monetary awards or settlements when it can be shown that drivers did not possess valid licenses, driver training was inadequate, or driver selection procedures were indiscriminate. There are several measures which the chapter can take to reduce potential liability exposure.

Where possible, the chapter should arrange for a leased bus with a driver furnished by the bus company. When carpools are used, prudent measures should be followed to determine that drivers are licensed, insured and responsible individuals who have demonstrated good driving habits. Motor vehicle reports should be obtained whenever possible from the State Department of Motor Vehicles to confirm any driving record. The VP of harm reduction manual has detailed recommendations for out of town or carpool events.

Designated Driver Programs

Many Panhellenics or Greek Councils have organized designated driver programs in which assigned persons refrain from drinking at an event and provide a ride home for men or women who have been drinking. Before participating in such programs, chapter members should consider the following:

- The risk of individual liability should an accident occur. In the case of a claim, the driver/vehicle owner's auto insurance would be the primary coverage. Tri Sigma might be named on the basis that the member was on sorority business, but this would not likely be upheld, particularly considering the sorority's alcohol policy. (The national insurance policy would cover the sorority in the event of a judgment against it.)
- Personal safety. Are members prepared to deal with a passenger, particularly a male who may be physically larger and stronger, who becomes disorderly or makes unwanted advances while inebriated?

Sorority Sponsored Designated Driver Programs – No new members

New members are not permitted to participate as a designated driver. All members participating in this voluntary program must use their own vehicles. Designated drivers should only be used in case of an emergency. Taxi services should be utilized whenever possible. A member must be taken to their place of residence and may not be taken to a bar or another social event. Remember if an accident occurs, it is the driver's insurance policy that will provide primary coverage and benefits.

Release of Information/Questionnaires

Whenever a request for information pertaining to Tri Sigma, its chapters or individual members is received, it should be referred to the National Panhellenic Conference Delegate or other appropriate National Volunteer. This would include questionnaires, surveys, and media contacts.

Merchandising/Direct Mail Programs

Numerous companies market alumnae directories and other services to collegiate chapters, many of which require chapters to provide a list of members, including graduates. Other companies offer a range of merchandise including sportswear, gift items, and stationery, some of which does not provide a positive image for Tri Sigma. Therefore, the following policy was adopted:

"Whereas the confidentiality of membership information is entrusted to the national organization, and whereas each member has the right to privacy, therefore be it resolved that any direct mail or phone merchandising program requires the approval of Executive Council. Be it further resolved that the criteria for selection of merchandising programs be based on enhancing each member's affinity with Sigma Sigma Sigma and promotes a positive image."

Fundraising by Outside Firms

Some corporations conduct fundraisers for local chapters utilizing both chapter membership files and local community resources, in return for which they receive a percentage of the money collected. Participation in such programs requires the written approval of the National Organization. This approval may be obtained from the senior director of chapter services. When evaluating these proposals, consideration must be given to protecting individual privacy, excessive solicitation of alumnae, impact on fundraising efforts of the Sigma Sigma Sigma Foundation, maintaining a positive sorority image, and contractual arrangements such as the manner in which funds raised are allocated between the company and the chapter, control of funds, and the financial/contractual obligations of the chapter.

PROCEDURES FOR TRAVEL ON BEHALF OF SIGMA SIGMA SIGMA

Car rentals should only be used when the nature of the trip or the destination is such that use of local transportation (e.g., buses, taxis, trains, subways, and car service) is impractical or more expensive. Collegiate and alumnae chapters should provide local transportation when a national volunteer or Tri Sigma employee is visiting their chapter for any reason. It should be a rare occasion when they do not do so, and you need to rent a car.

National volunteers and staff traveling on Tri Sigma business may *not* rent or borrow a car unless prior authorization has been received from their department head. Such authorization is required by our insurance policy.

Car rental companies offer two kinds of insurance coverage when you rent a car; Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI). Note both insurance coverages cost extra which adds to the overall cost of the rental. It is Tri Sigma's policy to decline both the CDW and PAI.

Tri Sigma's insurance has a \$500 deductible that applies to rental cars.

Note some states require proof of insurance when renting a car. Make sure you understand the local state requirements where you are renting the car. If you are renting in a state that requires proof of insurance and you do not have personal auto insurance or cannot prove that you do, then you will be required to purchase the insurance from the rental car agency. **Note this will be at your own expense.** Tri Sigma will not reimburse you for this additional charge.

Employees and volunteers are covered under Tri Sigma's business auto insurance policy when driving a rental car on Tri Sigma business. This coverage includes accidents involving injuries to themselves/third parties and collisions with another vehicle/someone's property. It is important to note that this coverage is null and void if the Sigma representative is in violation of the rental agreement, for example, driving while intoxicated or under the influence of drug-related substances or receiving a citation for reckless driving.

As stated above, we have a \$500.00 deductible for rental car coverage. If the claim is determined to be the fault of the Tri Sigma volunteer or employee, they will be personally responsible for the deductible.

If you decide you do not want to or cannot take on the responsibility of the \$500 deductible, then you should consider purchasing the supplemental insurance offered by the rental car company at **your own expense.** Tri Sigma will not reimburse you for these additional fees.

The words "Sigma Sigma Sigma" should be written after the signature on a rental car agreement or other contract to provide clarity should a claim arise.

GENERAL PROCEDURES FOR ALL CLAIMS/LAWSUITS

The following procedures are required for *any* claim, regardless of its nature:

- **Report the claim promptly.** Tri Sigma's insurance agent is MJ insurance, Inc. After hours, follow the instruction on MJ's "In an Event of a Claim" page.
- **If suit, legal process, or claim notice** is served upon anyone, *immediately* notify MJ insurance, Inc., National Headquarters, and the insurance agent claims adjuster. Copies of the suit materials should also be sent immediately to the above parties.
- **Do not admit liability, accept responsibility, or make public statements.** The national insurance policy states that no one shall make any payment, assume obligations, or incur any expense other than for first aid. *Only* the insurance agent has the authority to accept responsibility, make payments, repair damages, defend or otherwise settle a claim under the policy.
- **Cooperate with the insurance agent** in the investigation, defense, and settlement of all claims. Authorize the insurance agent to obtain and inspect necessary records and other information.
- **Assist with the insurance agent's rights.** As requested, assist the insurance agent in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which your insurance applies.

Additional Procedures - Property Loss Claims

- **Protect the property from further damage.** Board up windows and roof holes to protect from the elements. Remove furniture and other items from wet areas. Remove any standing water. (In the event of a fire or natural disaster, do not return to the property until the fire department or appropriate authority has declared it safe.) Do *not* discard damaged property without authorization from the insurance agent or the claims adjuster.
- **Take special precautions if there is water damage.** Beware of falling ceilings which may collapse due to weakness or weight of collected water. Be careful if you attempt to drain the water. Puncture a small hole in the ceiling, being certain to have enough containers available to collect the drainage. However, it is best to contact professionals to do this. Be extremely cautious of electrical systems. Turn off the power and have an electrician check for electrical hazards before entering the area or restoring power. If carpets are water damaged, promptly contact professionals for water extraction/cleaning. Carpets can usually be restored or repaired if promptly dried and cleaned.
- **Maintain accurate records.** Keep an accurate log of any expenses for emergency or temporary repairs and save receipts for consideration in the settlement of a claim. Document all expenses related to a claim, particularly extra, unusual, and extraordinary expenses incurred as a result of the loss or claim.
- **Contact the proper authorities.** If the loss is a criminal act (such as burglary or theft), contact the local authorities, and request a copy of their report. If utilities (gas or electric power lines) are involved, immediately contact the utility company.
- **Inventory damages and document your claim.** Provide the most complete information possible, such as model and serial numbers, receipts or estimates which document property costs or values, etc. Pictures, descriptions, and inventories taken before the loss are very helpful.
- **Obtain repair estimates.** Do *not* begin any repairs, except those protecting the property from further damage, until the insurance agent adjuster has inspected the damaged property or until the adjuster or insurance agent authorizes them.

Additional Procedures - Workers' Compensation Claims

Failure to report Workers' Compensation claims promptly could result in penalties being assessed against you, the employer. These penalties generally are not covered by insurance, and the employer would be responsible for these costs. All employees should be instructed to report any job-related injury *immediately*.

- You *must* file a claim for any employee that reports a work injury. Report *all* claims for insurance agent handling as required by your state Workers' Compensation statute.
- Do make reports directly to the insurance company. Report claims to MJ insurance, Inc., as they must supply essential additional policy details when relaying your claim report to the insurance company or adjuster. Without this information, the claim process or payments can be delayed or completely stopped.
- Provide MJ Insurance, Inc. with the necessary information. Your initial telephone report should include the following information: 1) The employee's name, address, phone number, age, Social Security number; 2) The employee's wages, length of employment, hours worked per week, employee benefits provided; 3) The date and time of the accident, type of injury, cause of injury; 4) Names, addresses, and phone numbers of any doctors and/or hospitals used for treatment.
- Forward medical bills or doctor's reports to MJ insurance, Inc.

What to Expect from an Insurance Adjuster

- **Property protection and clean up.** The adjuster should be able to offer you help securing temporary repairs to prevent further damage and with initial loss clean-up.
- **Assistance in obtaining estimates and claim documentation.** The adjuster should be able to offer you help in obtaining repair estimates or establishing the value of damaged property, but *the chapter is responsible* for preparing claim documentation. Adjusters often obtain their own estimates for necessary repairs or the value of damaged property.
- **Assistance in evaluating estimates and suppliers.** The adjuster should be able to offer you help evaluating the estimates or property values and the potential service/product suppliers.
- **Settlement discussion and agreement.** Once the chapter and the adjuster compare and agree upon the repair estimates or damaged property values, the chapter may use the contractor or supplier of its choice to complete the claim recovery.

- **Assistance with agreement and understanding.** If the chapter and the adjuster do not agree on the amount of the claim, or something is unclear, MJ Insurance, Inc. can be contacted for assistance.
- **Appraisal and arbitration rights.** On rare occasions, if agreement on the claim amount cannot be reached, the insurance policy provides for a third-party appraisal and arbitration.

Next Steps

TRANSITION MEETING

Each officer is expected to host a transition meeting with the incoming candidate as they leave office. Below you will find some general questions to help in your personal processing. In answering the questions below, you may be able to provide helpful insight and information that you did not receive, to the incoming officer.

- What are some things that are going really well within the chapter right now?
- What are some things that you'd like to see the chapter improve on?
- How is your communication with the CAB? What is their level of involvement?
- What are some items going well within your team? What are some struggles the officer team has had this year?
- Does the chapter take HC seriously? Is it effective?
- What are the chapter's goals this year for accreditation? How are you tracking and communicating about your goals?
- Which chairmen report to which chapter officer? How are you all as a team working to support the chairmen and hold them accountable to upholding their duties and responsibilities?
- Address any concerns or collective chapter issues discovered during the visit that should be handled collaboratively by the officer team.

Topic Search

Topic	page
Accreditation	35
Accreditation and Monthly Tracking	35
Accreditation/Awards Advisor (AA):	22
Advanced planning	31
Advisor Accountability	23
Alcohol policy	46
Alumnae Initiates	12
Alumnae Relations Advisor (ARA):	22
Amending the bylaws	31
Answering Tri Sigma Questions/Concerns	26
Anti-Hazing Hotline	48
Anti-hazing policy	46
Anti-Hazing: program & event evaluation	52
Appeal Process	50
Beer company sponsorship policy	47
Before signing a house/property lease	57
Belonging	32
Bid Matching	44
Big brother organizations policy	47
Binding Nature of Contracts	57
Brand Standards Guide	17
Build relationships with your campus resources	28
CAB Expectations	19
CAB Responsibilities	20
CAB Structure	20
Campus Question/Concern	26
Chapter Accountability and Investigations	48
Chapter Advisor (CA)	20
Chapter Event Planning	57
Chapter Investigation Procedures	48
Chapter Organizational Chart (Sample)	33
Chapter Response	49
Chapter Snapshot and National Support	24
Chapter Supervision 3-STRIKE system	49
Circle Degree	12
Coat of Arms (i.e., The Crest)	17
Collaborate with your CAB	28
Collegiate Chapter Visits to Other Chapters	57
Collegiate Dues	42
Communication	49
Contracts cannot be in the university name for chapter functions	52
Controlled substances policy	46
Describe Honor Council correctly	41

Designated Driver Programs	58
Determination	49
Disaffiliation/Disassociation	44
Doll Collection	11
Dress/Appearance	33
Duty: Be informed of many facets of Tri Sigma	10
Duty: Collaborate with your support systems	19
Duty: Implement national programming	34
Duty: Lead the chapter as a team	28
Duty: Oversee Committees and guide chairs	33
Duty: Work to reduce harms in your chapter	44
Effective speaking and information sharing techniques for meetings	32
Emails	32
Ensure the new member program is hazing-free	53
Essential Sigma Advisor (ESA):	22
Evaluating Leased Facilities & Equipment	57
Example	30
Executive Council Elections	13
Extension	44
Financial Advisor (FA):	20
Financial Suspension of Operations	42
Founders Day	12
Full list of policies and procedures	45
Fundamental standards	46
Fundraising by Outside Firms	58
Gender Identity (position statement)	47
General liability	56
General Procedures for All Claims/Lawsuits	59
Greek Licensing	17
Guiding principles	10
Hanging of the Shields	12
Harm Reduction Philosophy	44
Hazing and Power	48
Hazing definition	46
Hazing Prevention	47
Help one another complete your OTP modules	29
History	10
Honor Council	34
Honor Council Advisor (HCA):	22
Honor Initiates	12
Hosting a monthly accreditation meeting	36
House director policy	46
Housing Corporation Liaison (HCL):	23
Housing policies	29
How to Wear the Badge	17
Implement the Crisis Management Plan	54
Important to share with members	56

In the case of absence	41
Inactive and fifth Year	38
Information to include in your bylaws	30
In-person leadership programs	37
Insurance Overview	54
It's NOT okay Just Because...	48
Know and use appropriate Tri Sigma terminology	14
Knowledge and Training Checklist	8
Legacy policy	43
Length of Orientation Program and Initiation Date	53
Liability considerations	57
Liability of national organization for actions of a chapter or individual member	55
Lifelong Library	37
Local Support	19
Locating online tools	26
Master insurance program	55
Meeting Objectives	41
Member Development	37
Membership reinstatement	38
Membership Selection Criteria	43
Membership Statuses	37
Membership Termination	38
Membership/Recruitment Advisor (MRA):	21
Merchandising/Direct Mail Programs	58
Mission	10
MJ Insurance	55
Motivational leader	31
Named insureds	55
National Bylaws	14
National Convention	13
National officer support (volunteers)	24
National Policies and Position Statements	45
National Test & Requirements to Initiate	54
National visit: costs and fees	27
New Member Dues	42
New Member Education: Essential Sigma	37
New Members and Honor Council	34
New members and letters	17
New Members Attending Chapter Meetings	53
Next Steps	61
Non-discrimination	47
Officer Accountability	35
Officer Etiquette	32
Officer GPA	35
Officer/Chair Training Program	37
Officers and Special Consideration	41
Officers are not exempt from the rules	54

Options that may be offered with Special Consideration	41
Our Founding	10
Oversee the Special Consideration process	40
Phone	32
Plan ahead with some questions to help the conversation get going.	39
Policies versus position statements	45
Policy Violation Fee	50
Portal Updates	37
Positive Panhellenic Contact	44
Pre/Post-initiation Meeting	54
Preparing for a national visit	27
President & VP of New Member Education	53
Prganizational chart	33
Probationary Period	51
Procedure for Requesting Insurance Certificates/Additional Insureds	57
Procedures - Property Loss Claims	60
Procedures for Travel on Behalf of Sigma Sigma Sigma	59
Programming Costs	37
Property Insurance Coverage	56
Protect Tri Sigma insignia and logos	17
Purpose	34
Ranking and voting	43
Recruit chairs	34
Recruitment Infractions	43
Recruitment Rules and terms	43
Refer to your chapter bylaws	30
Release Figures	43
Release of Information/Questionnaires	58
Removal & Replacement of Officers	42
Renter's Insurance Must Be Purchased Individually	56
Reviewing chapter contracts	52
Revision checklist	31
Risk and Insurance Plan (MJ Insurance)	45
Ritual Advisor (RA):	23
RM1 & Membership Agreements	54
Role modeling	32
Scholarship Advisor (SA):	21
Select a person who is unbiased and a good listener.	39
Selecting the meeting facilitator	39
Self-termination Meeting Guide	39
Self-Termination Request Process	40
Sexual harassment and human dignity	47
Show Cause Presentations & Chapter Closure	36
Sigma Inspiration	12
Sigma Sigma Sigma Creed	10
Sigma Sigma Sigma Foundation	13
Simple Parliamentary Terms	30

Sisterhood and safety go hand in hand	54
Smoking, vaping, and drinking in letters is prohibited	18
Social media policy	47
Sorority Sponsored Designated Driver Programs – No new members	58
Speak correctly about dues and recruitment	42
Special Consideration Agreement Form	41
Specialist or AD emails & conference calls	27
Specific Information for the President:	29
Staff Support	24
Standing meetings & agendas	32
STRIDES (Sigma Training on Risk - Intervention, member Development, and chapter Evaluation for Success) Retreat	51
Suspension of Chapter Operations	51
Technology platforms	14
Thank you notes	33
Traditional Songs	12
Traditions	11
Training Chairs	34
Transfers from another school	39
Transition Meeting	61
Tri Sigma Triennial Structure	13
Understand which leaders do which tasks	29
Updating your local bylaws	29
Use Parliamentary procedures	29
Using polls and open meeting discussions	32
Utilize Tri Sigma communications	26
Utilize your Essential Sigma Officer Training and Leadership Development	28
Values	10
Values, purpose, relevancy	35
Vehicle Transportation	58
Vision	10
Visitation and conduct in collegiate housing facilities	46
Visiting the Mabel Lee Walton House	11
VP of Harm Reduction	53
Walton House History	11
Weekly Update	26
Welcome	8
What Should Be Happening	48
What should I bring to my individual meetings?	28
What to Do with Outgrown or Worn out Sigma Items	18
What to Expect from an Insurance Adjuster	60
When a member Terminates her membership	18
When a Sigma Joins Omega Chapter	18
Who attends	41
Women’s auxiliary organizations to men’s fraternities (position statement)	47
Workers' Compensation Claims	60
Working with your campus Panhellenic	24

