



## Delta Sigma Phi

# Alumni Corporation Board Manual: A Resource for Chapter Volunteers

2012

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## INTRODUCTION

Congratulations on your decision to become a chapter volunteer for Delta Sigma Phi. Advisory support is one of the keys to successful chapters, regardless how long they have been in existence. Delta Sigma Phi knows that our best groups have involved volunteers who care about the welfare of the individual members and the collective group. The Fraternity benefits greatly from people like you; people who are committed to seeing the organization and the young men in the organization succeed.

This manual will help you get acquainted with the responsibilities, duties, and objectives of the Alumni Corporation Board (ACB). It is comprised of material taken from the official Delta Sigma Phi *Fraternity Manual* and also includes information gathered from alumni and friends of Delta Sig who have served in local level volunteer positions.

The ACB is comprised of two areas, a House Corporation and a Chapter Advising Team. Both components serve under the ACB umbrella. The House Corporation focuses on the daily operations of the ACB, including maintaining the physical structure (if applicable), handling all financial aspects of the ACB, coordinating alumni volunteer recruitment, alumni communication, and alumni events. If there is an Alumni Chapter in place, this group will coordinate the aforementioned alumni communication and alumni events. The Chapter Advising Team is an emerging component and is an excellent complement to the House Corporation because it provides the chapter with a larger and more diverse group of people who serve as resources. A model structure is provided, however, we encourage you to develop an arrangement that best fits the needs of your local group.

Thank you again for your dedication to Delta Sigma Phi. If ever you have a question, please do not hesitate to contact the Fraternity professional staff. We are here to help you, your fellow advisors, and the chapter.

## ***THE TEAM CONCEPT***

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Volunteers are part of an important team, ensuring Delta Sigma Phi's chapters succeed. The primary role is to provide leadership and guidance at the local level by serving as advisors and mentors to our members. Advisors do not operate independently. Rather, they are part of a larger group of individuals, each working with a different facet of the organization, to shape the group and help it become successful.

The volunteer structure is designed so that there is a sharing of responsibilities among a group of alumni and friends of Delta Sigma Phi. It reduces workload, the advising burden, and also brings in different viewpoints all focused on the same goal of providing the best possible support for the organization.

Whether you are the ACB Treasurer or the Growth Advisor, your purpose is clear: advise and support our members on a consistent basis. Too often our chapters fail for one reason, and that is lack of direction and focus. Involved advisors are key to making sure this does not happen. A team of advisors can work together to help brothers make the best decisions possible.

## ***THE ADVISING ROLE***

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The local organization is structured so that a group of advisors can assist members regularly on meeting Delta Sigma Phi's expectations. The volunteer team is important in providing guidance regularly on meeting these standards and helping the chapter grow. Quality advising support becomes all the more important, however, when difficulties are encountered and the undergraduate members need facilitation on solving problems. At this time, the needs of an advisor's involvement are dictated not necessarily by role, but by the moment.

The following three premises are proposed as the basis for such a concept of the advisor's role:

- The role is dynamic, not static. The volunteer team must continually adapt its activities to fit the ever-changing situation in the chapter.
- Close working relationships between the volunteer team, chapter, and Fraternity professional staff are very important. These relationships provide an opportunity for the advisors to serve as a unique combination of teachers, mentors, and friends.
- The advisors should be as interested in the members as individuals as they are in the collective welfare of the group.

Delta Sigma Phi's success with any chapter is ultimately the responsibility of individual members within that particular group; the volunteer team and Fraternity professional staff can only do so much. In view of this, it is clear the success of the team is directly dependent upon its ability to sense the changing needs of the organization, both promptly and accurately. To accomplish this, the advisors must get to know individual members of the group well. The process of getting acquainted is important because it provides the members with the opportunity to feel relaxed and at ease, and it also helps the members gain an understanding of the role advisors play in helping them be successful.

The advisor must be mindful of the importance of making his/her help and support available in ways that do not impose or interfere with the normal workings of the group. It is not the responsibility of the ACB to perform day-to-day functions of the chapter such as recruitment or educating new members. Intervening and accepting personal responsibility for the execution of a task that is normally the responsibility of the chapter will impede our members from learning the concepts of accountability and responsibility.

That being said, it is important to note that Delta Sigma Phi has placed confidence in the decisions of our advisors. Situations may arise when advisors choose to intervene, particularly when members are acting illegally, immorally, or unethically. Members must always conduct themselves in accordance with Delta Sigma Phi's *Code of Conduct*, the *Policy on Responsibility and Accountability*, as well as local, state, and national laws.

# **Section 2**

## **Alumni Corporation**

## ALUMNI CORPORATION

A fraternity chapter has legal status and is distinguished from the National Fraternity as a separate legal entity. The chapter is normally an un-incorporated organization whose legal rights and duties are governed by the chapter's host state. The authority of un-incorporated organizations is limited: under the law of most states, un-incorporated associations, such as chapters, are not usually allowed to contract or hold title to real property. Moreover, undergraduate members are residents at a college or university for a relatively short time. New members are brought in as older members leave. This rapid turnover is not conducive to long-range planning, warranting the creation of a perpetual legal body: the Alumni Corporation.

Each chapter's Alumni Corporation is composed of all the alumni of the chapter who are in good standing with the chapter and the National Fraternity. All members of undergraduate chapters automatically become members of their Alumni Corporation upon graduation or upon leaving school, providing they are in good standing in all respects.

The Alumni Corporation exists to oversee the financial and business affairs of the undergraduate chapter, to foster and maintain continued brotherhood and support for the undergraduate chapter among the alumni and community, and to hold title to all real estate in the exact name of the Alumni Corporation. All personal property of the chapter, such as furniture and fixtures, should be owned and held by the Alumni Corporation in order to apply the proper funds received from the undergraduate chapter or alumni.

The members of each Alumni Corporation must meet at least once a year, preferably at Homecoming or at a time when the greatest number can be present. Special meetings of the entire corporation membership may be called as necessary, but ordinarily the affairs of the corporation are administered between annual meetings by the ACB.

## ***ARTICLES OF INCORPORATION***

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Each chapter of Delta Sigma Phi must have an Alumni Corporation that can be organized by alumni, undergraduates or representatives of the National Fraternity. It is recommended that the name of the corporation be "(chapter name) Alumni of the Delta Sigma Phi Fraternity." After forming, each corporation must file articles of incorporation with the appropriate state official, usually the Secretary of State. Articles must be submitted to and approved by the Executive Director prior to filing with the proper state authorities.

The articles of incorporation are fairly straightforward. The exact name of the proposed corporation is required, and its purposes and non-profit status, 501 (c) 7, must be declared. If the articles are in proper order, the Secretary of State issues a charter that is usually permanent. Copies of the charter should be filed with the appropriate local official (usually the county clerk) and the Executive Director of Delta Sigma Phi, as well as kept in the ACB's minute book. Sample articles of incorporation are contained in the addenda section.

For tax purposes, each corporation must apply for an Employee Identification Number (EIN) by submitting form SS-4 from the IRS. This form may be obtained online at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>. This tax ID number should be forwarded to the Headquarters to the attention of the Director of Finance. The Headquarters must annually file a report informing the IRS which chapters and Alumni Corporations fall under our group exemption number (0588) and are therefore tax exempt. Certain states also allow real estate tax exemptions so be sure to check with your local officials to see if that is an option.

Once incorporated, the first duty of the Alumni Corporation is to hold the member's meeting, adopt bylaws covering the activities of the corporation and the ACB, (a sample set of bylaws is included in the addenda section) and take due legal steps for the transfer and the holdings of property of and for the chapter (if applicable.) The bylaws must explicitly reaffirm the subsidiary nature of the corporation to the National organization as defined in the articles of incorporation. All contracts must be in the name of the chapter corporation and all titles to property belonging to the chapter should be in the exact name and title of the alumni corporation.

## ***ALUMNI CORPORATION BOARD (ACB)***

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At each annual meeting of the Alumni Corporation, no less than four persons are elected to at least year-long terms on the ACB, which carries out the business and objectives of the corporation. ACBs have achieved best results when the directors live in the vicinity in which the chapter is located. This enables the board to meet frequently with the full board membership present, attend undergraduate chapter meetings when necessary and have full knowledge of chapter conditions. While there are no restrictions on board members from distant locations serving on the ACB, those close to the chapter would have greater flexibility in interacting with the chapter and the other board members. It is also advisable that, where possible, the composition of the board be a blend of experience and age. Youth has the vitality and enthusiasm to undertake large assignments while age and experience work effectively to channel that enthusiasm.

In addition to elected and appointed ACB positions, the undergraduate Chapter President and Chapter Treasurer carry a vote on the ACB. The two undergraduate chapter officers who serve as members of the ACB should serve as a liaison between the ACB and the chapter. Furthermore, ACB members can look to these two officers and the Chapter Advisor to see that the chapter carries out the decisions and policies of the board.

To be recognized as an ACB, they must meet a minimum of twice a semester or quarterly. The ACB may need to meet as often as once a month during the school year and as often as conditions warrant during the summer. Because the ACB cannot function efficiently without the regular attendance of its members, the bylaws of the Alumni Corporation should provide that if a member's absences exceed a given amount (to be determined by the Alumni Corporation), the member automatically forfeits the office and that position is filled by another volunteer.

## ***SEMI-ANNUAL ACB/CHAPTER MEETING***

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Holding a meeting of the full ACB with the undergraduate chapter is a good way to develop confidence and rapport with the chapter. This meeting should be held twice a year, once in the fall and again in the spring. At this meeting the ACB should disclose to the chapter members the assets and liabilities, accounts receivable and payables, as well as delinquencies. The ACB should evaluate the chapter's position as they view it so the undergraduate members may become aware of their needs and requirements for planning and cooperation.

The ACB president should then have an open forum for the undergraduate members to ask questions. Through frank and honest questions and answers, the ACB can clarify all questions the undergraduates may have. The ACB must remember that it is only the administrator and trustee and that these funds, assets and liabilities are those of the undergraduate chapter.

## ***DUTIES OF THE BOARD***

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### **Specific responsibilities of the Alumni Corporation Board:**

- Develop and oversee a strategic plan for the alumni and chapter pursuant to the 2015 benchmarks of Vision 2025.
- Delegate responsibilities to appropriate ACB members pursuant to the 2015 benchmarks of Vision 2025. (See Addenda section for specific goals).
- Oversee development and implementation of the chapter budget and provide consistent guidance over time in short/long range financial planning.
- Hold the real estate of the chapter or to provide a sound basis for rental if the chapter does not have real estate, if applicable.
- Hire, supervise and, when necessary, dismiss any employees of the chapter.
- Aid the chapter in collecting dues from current chapter members as well as alumni who have graduated with outstanding balances.
- Promote Chapter 21<sup>st</sup> Century Funds through the Delta Sigma Phi Foundation.
- Set and enforce standards of ethical conduct and academic success.
- Reward scholastic achievement and improvement.
- Aid and advise the undergraduate chapter as necessary.

### **If an Alumni Chapter or Alumni Association is not established, the following responsibilities are absorbed by the ACB:**

- Issue a newsletter for chapter alumni.
- Promote alumni interest in the chapter and the Fraternity, foster continued brotherhood among alumni and, encourage interaction between alumni and undergraduates.

## ***OFFICERS***

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Alumni Corporation Board Executive members are generally elected by the alumni membership at the annual meeting. Board members then elect the officers from within their own membership. The recommended officers are the president, vice president, secretary and treasurer. (Descriptions of officer duties and located in the sample bylaws located in the addenda section). Within 15 days of the election, a roster of board members and a copy of the minutes of the meeting must be sent to the Executive Director. In addition, the officers of the ACB appoint members to the Chapter Advising Team.

A full ACB consists of twelve members, six serving on the Executive Board/House Corporation and six members serving on the Chapter Advising Team. This allows for alumni and non-members to serve as mentors for the undergraduate members and spreads the workload and talents of the ACB members. It also enables those board members who do not hold an elected office to take on an advisory role in various areas such as finance, membership education, scholarship, community service, and recruitment.

## ***BOARD FINANCES***

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The ACB should work with the chapter finance committee, of which the ACB treasurer and Chapter Advisor are *ex officio* members, to develop a chapter dues structure and house bill adequate to finance the operating needs.

When establishing the house bill, the ACB should remember that the relationship between the Alumni Corporation and the Chapter is essentially that of landlord and tenant. The ACB should develop a financial contract for each undergraduate member that should be signed by both parties. Rent must cover operating expenses and projected taxes, insurance and upkeep. Such expenses are covered by the operating fund. A sample housing contract is in the Addenda.

As landlord, the ACB may find it necessary to settle accounts of members who have left school or graduated. The practice of pursuing financially delinquent brothers through expulsion from the Fraternity and, if necessary, through collection agencies, is encouraged. In addition, ACBs are also encouraged to employ Omega Financial, Inc. ([www.omegafi.com](http://www.omegafi.com)) to maintain up-to-date invoicing and collection records. Omega Financial also reduces the potential risk for embezzlement by chapter officers.

## ***FEDERAL TAXES***

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Each ACB is exempt from Federal Income Tax. All groups regardless of size or revenue are required to file an "Annual Information Return." It must be filed annually by the 15<sup>th</sup> day of the fifth month following the close of the ACB's or Chapter's fiscal year. For applicable forms see below.

If an ACB has annual gross receipts of \$50,000 or less, it must submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations. Link to filing: <http://epostcard.form990.org/>

If an ACB's annual gross receipts exceed \$50,000, but less than \$200,000 and have total assets at the end of the year less than \$500,000, it can file Form 990-EZ, instead of Form 990. Link to Form 990-EZ: <http://www.irs.gov/pub/irs-pdf/f990ez.pdf>.

If an ACB's annual gross receipts exceed \$200,000 or have total assets at the end of the year more than \$500,000, it is required to file Form 990. Link to Form 990: <http://www.irs.gov/pub/irs-pdf/f990.pdf>.

Under section 6652(c)(1)(A) of the Internal Revenue Code, a penalty of \$20 a day, not to exceed the smaller of \$10,000 or 5% of the gross receipts of the organization for the year, can be charged when a return is filed late. A similar penalty can be assessed against the officer who failed to file the return.

An independent audit of the chapter and ACB books must be completed annually. At large chapters, it may also be advisable to retain the services of a professional accountant to handle chapter and alumni books year round.

## ***ANNUAL BUDGET***

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By June 30<sup>th</sup> of each year, the ACB treasurer should prepare a budget for consideration and adoption by a majority of the ACB. Because the fiscal year of the undergraduate chapter begins during the fall semester/trimester, it is recommended that the fiscal year of the ACB coincide with the chapter's fiscal year. Copies of the approved budget are to be sent to the president of the undergraduate chapter.

Sources of revenue that should be considered in the budget are dues and house bill payments from the chapter or individual members, but other sources of revenue should be included, if appropriate. Alumni Corporations also receive donations from alumni. It should be noted that under Internal Revenue Service guidelines, such gifts are not tax-deductible, and all solicitations for donations must explicitly instruct potential donors of this. Certain expenses should also be included in the annual budget. At minimum, a provision should be made for bonding the alumni and chapter treasurer, purchasing supplies, publishing an alumni newsletter, sending the

chapter advisor to the national convention and covering professional fees. (An attorney member on the board as a donation can handle routine matters, but members should not be asked to undertake major legal operations.) Large scale legal issues should be handled by outside council. Any payments of interest or principal must also be included in the budget along with anticipated tax payments and insurance costs. A reserve fund to provide for emergencies should also be maintained. Such a fund should be kept at a level of at least \$5,000 or five percent of the budget, whichever is higher.

After the budget has been adopted, the treasurer of the ACB should present a financial report to the ACB each month. This report should be reviewed by the board at each meeting, and a summary of each month's report should be developed into an annual report at the end of each fiscal year with copies sent to all members of the Alumni Corporation within 15 days of the annual meeting.

The record and accounts of the treasurer of the ACB must be audited each year by a registered or certified accountant. A copy of the auditor's report must be sent to the ACB members.

### ***BUSINESS CONDUCT OF THE BOARD***

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The ACB is analogous to a board of directors of any business corporation, and a position on it is a serious responsibility and a challenge. An ACB that meets regularly, conducts itself in a businesslike manner, follows a strategic plan, and helps the chapter overcome problems when they arise as well as foresee potential ones, will engender a prosperous chapter with financial, social and fraternal success.

The general policies of the ACB should be clear, firm, fair and reasonable. The ACB should stress high ideals and the ability to work and plan together as members and, moreover, should stimulate pride in the undergraduate chapter and a desire to improve it.

The bylaws of the Alumni Corporation are the guide and rule of the ACB's conduct, and as such, no bylaw should ever be disregarded. Care should be taken in adopting each bylaw. The bylaws must carry specific provisions to the effect that all deliberations and operations are subject to the rules, regulations and Constitution of "The Delta Sigma Phi Fraternity," of which the Alumni Corporation and its board are a subsidiary. Whenever it is determined that a bylaw is no longer appropriate, the ACB should change the section affected. It should not let the progress of the ACB slow or stop due to outdated or inappropriate bylaws. If a bylaw needs to be changed, replace it immediately.

The meetings of the ACB are of vital importance because it is here that all decisions are made. Regular attendance is important to the success of each meeting. The following is a list of general guidelines that may further assist the efficiency of ACB meetings.

*Robert's Rules of Order* should be used at all meetings.

The ACB should have an "Order of Business" or agenda that is followed regularly.

Minutes of every meeting should be typewritten and kept. They are to be read and approved at the following meeting and signed by each member of the ACB. These minutes and all other important documents should be bound every five years.

## ***ALUMNI RECORDS***

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The ACB secretary should maintain a current record of all alumni and undergraduate chapter members, including new members and those who are deceased or have been expelled. This file must be updated regularly. The Headquarters can provide an updated list. Chapters and ACBs are also requested to assist in keeping records up to date by sending any address changes to the Headquarters.

## ***CONVENTION***

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Because of the need for properly trained and well-informed chapter advisors, it is very important that the Chapter Advisor be sent to the National Convention. It is the responsibility of the ACB to provide funds to pay the necessary travel expenses involved in sending him to convention. The individual ACB may decide whether these are to be raised by donations, benefits, or by appropriation from available funds.

From the Delta Sigma Phi Constitution:

§4. Each duly qualified Chapter Advisor in attendance at the Convention shall be allowed one vote. In the absence of the Chapter Advisor, his vote may be exercised by the duly elected president of the undergraduate chapter's Alumni Corporation Board, if present. However, in this event, the name of the Alumni Corporation Board president must be certified to and received by the Executive Director 20 days prior to the opening of the Convention.

## ***HOUSING***

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It is the responsibility of the ACB to see that the chapter has suitable housing. In many instances, this will mean securing rental property as a temporary measure until the chapter is in a position to buy or build. In this case, the ACB must make certain that the rent is not beyond the resources of the chapter and that the chapter's interests are protected by a properly executed lease. In some cases it is possible to rent with an option to buy if the house is suitable for a permanent chapter home. This possibility should not be overlooked.

Once a chapter house has been obtained, maintenance and responsibility for furniture and fixtures is also the responsibility of the ACB. On a regular basis, the condition of the chapter house, the need for repairs and, furniture, dishes, etc., should be carefully checked by the ACB. An inspection of sanitary conditions and fire safety must be made at least once a year before the annual Alumni Corporation meeting. Initiation equipment should be checked and locked in a safe, or at least a locking filing cabinet. If the chapter lacks a safe or a locking filing cabinet, the ACB should see that they are purchased.

Major repairs on of chapter property are financed by the ACB, and the ACB must specifically authorize such expenditures before being incurred. The purchase of furniture, dishes, linen, silverware, mattresses, etc., should be underwritten by the chapter or may be determined by the Executive Board of the chapter. If the ACB is to buy such items, the annual rent will have to be high enough to include these expenditures.

## ***INSURANCE***

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The ACB is responsible for insuring the chapter home and furniture against fire, flood, tornado, earthquake, riot and other hazards. Adequate insurance for both building and contents is essential, and the amount of coverage should be reviewed annually to be sure that it is in line with the current evaluation, expansion of facilities and new equipment.

Consideration should be given to purchasing the extended coverage feature of fire insurance, which can often be obtained at a very small additional cost. One form of such extended coverage is business interruption insurance, which in the event of severe damage to a chapter facility, will cover the cost of obtaining alternate housing for the chapter house occupants while the damage is repaired. If such coverage is not obtained, the ACB has a contractual obligation to obtain and provide housing for members at its own expense for the period remaining in members' housing contracts.

In addition to property insurance, each chapter is required to purchase liability insurance coverage through the Delta Sigma Phi Headquarters each year. This policy covers undergraduate chapters, Alumni Corporations, Alumni Chapters, Alumni Associations, and Alumni Clubs.

As a final precaution against catastrophe, the ACB should maintain a complete inventory of all furnishings and equipment in the chapter house each year. The inventory should specify the description and quantity of each article and the place, price and date of purchase, along with a copy of purchase invoices if available.

## ***REMOVAL OF CHAPTER OFFICERS***

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Through association with the officers of the chapter, ACB members should keep in touch with the work of each officer and make certain that each is carrying out his duties efficiently. When no aid is given a weak chapter officer fails. The ACB is authorized to ask for his resignation and to appoint another member to the office. This is especially necessary in connection with the offices of house manager, recruitment chairman, pledge educator, and the scholarship chairman. If a resignation must be sought, the ACB must notify the Executive Director of the action taken. The ACB also has power of final decision in engaging or releasing the cook or other paid employees; however, these matters are best handled in conjunction with the chapter officers.

## ***SUSPENSION/EXPULSION OF MEMBERS***

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The ACB may occasionally find it necessary to suspend or expel members due to financial or behavioral situations. The Constitution of Delta Sigma Phi affords both the chapter and the ACB the power to initiate such proceedings. More information on this process including expulsion forms can be found on the Fraternity website.

## ***CHAPTER BUDGET***

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Perhaps the most important function of the ACB is the advice given regarding chapter finances. Undergraduate chapter officers are usually less experienced in the handling of the financial affairs of the chapter than in any other phase of chapter operation.

The ACB must approve the undergraduate chapter budget each year. To ensure adequate communication of alumni concerns and undergraduate goals, the chapter advisor and ACB treasurer sit as ex officio non-voting members of the undergraduate chapter finance committee. Before approving the budget, it is a good idea for the ACB and chapter officers to review together the past record of the chapter and its present condition, and to consider goals toward which it should be striving. Each month throughout the school year the ACB should receive a budget report from the chapter treasurer, The ACB may instruct the chapter to make adjustments in its budget to more accurately reflect revenues or expenditures. Early adjustment in the budget can prevent the need for drastic action later.

Naturally, the size of the chapter must be discussed, as the budget is dependent upon the current number of members. It should be obvious that a small chapter cannot conduct the same level of programming and social activity as a large chapter, but this fact is commonly disregarded. Alumni can have a major impact in helping the chapter set and realize realistic financial goals.

## ***DISPOSITION OF CHAPTER PROPERTY***

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In the event that the Grand Council revokes the charter of an undergraduate chapter, or withdraws recognition of a colony, or in the event that an undergraduate chapter or colony becomes inactive, the ACB of such chapter or colony should take control of the assets of the chapter or colony, satisfy claims of creditors of the chapter or colony and then transfer the balance of the assets of the chapter or colony to the Fraternity to be held in escrow for the benefit of such chapter or colony, according to the procedures and requirements of the Fraternity.

# **Section 3**

## **Chapter Advising Team**

## CHAPTER ADVISING TEAM

The Chapter Advising Team is one of the most important resources available to the undergraduates. It is important for the team members to develop and maintain strong working relationships among one another so that they can more effectively support the chapter. The Chapter Advising Team consists of the following six positions:

*Chapter Advisor*  
*Leadership Training Advisor*  
*Responsibility & Accountability Advisor*  
*Academic/Faculty Advisor*  
*Campus & Community Involvement Advisor*  
*Growth Advisor*

### **Specific Responsibilities of the Chapter Advising Team include:**

Advise chapter officers on a regular basis, at least once per month face-to-face  
Communicate weekly with chapter officers  
Member of the team which attends weekly chapter executive board meetings  
Member of the team which attends weekly chapter meetings  
Help develop plans with undergraduate leadership to meet objectives  
Work with university officials and Greek Life office to help the chapter  
Communicate with the Headquarters Staff on the progress of the chapter

## **CHAPTER ADVISOR**

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Delta Sigma Phi is part of a larger university/college community. As such, members have a responsibility to maintain the standards of the institution they are a part of and promote the fraternity positively to those within the community. Delta Sigma Phi must add value to the university experience. The Chapter Advisor helps the chapter make this happen. The Chapter Advisor acts as a liaison between faculty, administration, the Chapter Advising Team, the ACB, and the undergraduate members.

The university often provides resources and the Chapter Advisor plays a role in helping the organization take advantage of them. A heavy emphasis should be placed on the academic welfare of chapter members. Educational sessions on time-management, study skills, and various other scholastic topics should be presented several times during the school year. Assistance should also be afforded in areas of campus programming. The chapter must be aware of all campus functions and should be represented well in organizations and activities. The Chapter Advisor helps these things occur.

### **Specific Responsibilities of the Chapter Advisor include:**

- Meet weekly with chapter officers
- Serve as a liaison between various constituencies
- Serve as the leader of the Chapter Advising Team, helping ensure that expectations are being met
- Assist with educational speakers
- Work with Academic/Faculty Advisor in helping maintain academic excellence
- Attend biennial Convention

## ***LEADERSHIP TRAINING ADVISOR***

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One of the key benefits of the Fraternity experience is the opportunity for undergraduates to better themselves through leadership development opportunities. The goal of the Leadership Training Advisor is to help ensure that every undergraduate participates in the Fraternity's Leadership training initiatives each year.

**Specific Responsibilities of the Leadership Training Advisor include:**

Ensure undergraduate members understand the leadership opportunities offered by the Headquarters, such as Regional Leadership Academy (RLA,) Summit, and Leadership Institute.

Ensure undergraduate members understand the leadership opportunities offered on campus

Advise the New Member Educator

## ***RESPONSIBILITY & ACCOUNTABILITY (R&A) ADVISOR***

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Delta Sigma Phi promotes the healthy lifestyles of its members. It is our responsibility as those interested in seeing the Fraternity thrive to make sure our members and their acquaintances remain safe. Since we are a fraternity of men, standards are to be upheld. Delta Sigma Phi has articulated a clear vision for these expectations in the *Code of Conduct*. This document emphasizes the standards that each brother in Delta Sigma Phi must uphold on a daily basis. The *Policy on Responsibility and Accountability* outlines the guidelines that chapters and colonies in Delta Sigma Phi must follow at all times. The policy dictates that alcohol abuse and misuse, hazing, and harassment will not be condoned. The Fraternity expects its members to be responsible as a standard of membership. If members or colonies/chapters are not responsible, Delta Sigma Phi will hold them accountable for their actions.

The Responsibility & Accountability Advisor's primary responsibility is to educate members on Delta Sigma Phi's *Code of Conduct* and *Policy on Responsibility and Accountability*. Another important role of the advisor is to make sure that members hold one another accountable for their actions. The Responsibility & Accountability Advisor can help members choose wise decisions that will keep the chapter headed on the right path.

**Specific Responsibilities of the Responsibility & Accountability Advisor include:**

Ensure the *Code of Conduct* is being upheld by members of the chapter  
Educate members on the *Policy on Responsibility and Accountability* regularly

Work with the chapter to conduct at least one educational session per term, including a focus on an alcohol-free social program

Work with Sergeant-At-Arms to educate all members on Responsibility & Accountability policies

Mentor the Sergeant-at-Arms and Social Chair

## **ACADEMIC/FACULTY ADVISOR**

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Those who join should benefit from membership by bettering themselves. After all, the purpose of Delta Sigma Phi is to *challenge each man to a greater good*. The Academic/Faculty Advisor plays a significant role in making sure that members take advantage and uphold this core value. The main duty of this position is to work with the men to achieve their scholastic potential.

Responsibilities include helping the vice president and/or scholarship chairman institute a well-developed academic program. The Academic/Faculty Advisor also ensures that the organization maintains and enforces its academic requirements, and that at least one member from the chapter applies to the Delta Sigma Phi Leadership Institute annually.

**Specific Responsibilities of the Academic/Faculty Advisor include:**

Ensure that the organization's GPA is above the all-campus GPA  
Work with Chapter Advisor and undergraduate officers to create and institute a well-written academic program  
Work with undergraduate officers to enforce academic requirements  
Mentor the undergraduate Vice President  
Assist the Undergraduate Vice President in the creation and coordination of a guest speaker program

## ***CAMPUS AND COMMUNITY INVOLVEMENT ADVISOR***

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Delta Sigma Phi has a responsibility to participate and take lead in the campus and community to which we belong. The Fraternity expects its members to contribute positively at all times to the campus and community thus ensuring the Fraternity is a value to those around us.

The Campus and Community Involvement Advisor enables chapter members to participate in community service projects, philanthropic activities, and other student activities and organizations on campus. The primary responsibility is to provide resources to members on campus opportunities, charitable organizations, and continually promote campus and community leadership as a cornerstone of Delta Sigma Phi.

**Specific Responsibilities of the Campus and Community Involvement Advisor include:**

Ensure every undergraduate is involved in at least one other campus activity with at least 25% of the chapter holding a leadership role  
Provide information and ideas on community service and philanthropic activities  
Promote involvement in activities other than Delta Sigma Phi  
Work with chapter officers to develop quality programs that involve the chapter in campus and community activities with each chapter member contributing at least 20 hours of service per academic year

## ***GROWTH ADVISOR***

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The Growth Advisor is responsible for assisting the chapter, primarily in the planning process of the recruitment of the right men to the chapter. Responsibilities include helping the recruitment committee develop a quality written program and helping educate the chapter members on the basics of recruitment (i.e. marketing, interpersonal communication skills, techniques, etc.).

The Growth Advisor should work closely with the recruitment chairman and committee in organizing activities in advance to adequately prepare for the upcoming recruitment efforts. The advisor's responsibilities will be largely utilized in the first year of development through documenting the recruitment program and assisting the undergraduates in their activities. Past the initial stage of development, the advisor will take more of a mentoring role by assisting the chapter through seminars on the how-to's of recruitment and making sure that the chapter is organized for upcoming activities. It is not the responsibility of the Growth Advisor to recruit men into the chapter. It is, however, the responsibility of the Growth Advisor to make sure that the chapter has prepared itself to be successful with recruitment.

### **Specific Responsibilities of the Growth Advisor include:**

Ensure the chapter's membership is at least at or above the average fraternity size for the campus

Assist the recruitment chairman and committee organize and execute recruitment activities

Educate the chapter members on the basis of recruitment

Help develop a year-round recruitment program that is written and documented

Organize transition between recruitment chairman and committee so that subsequent members are well-prepared and educated

POSITION	TIME COMMITMENT	WORKSITE	QUALIFICATIONS SOUGHT
ACB President	2 years 10-12 hrs/month	Home & Campus	Management experience (strategic planning, communication skills, vision, project development skills); Understanding of successful organizational operations
Vice President	1 year minimum 5-10 hrs/month	Home	Event planning, interpersonal skills, mentoring skills
Secretary	1 year minimum 5-10 hrs/month	Home	Written communication, effective project management skills
Treasurer	1 year minimum 5-10 hrs/month	Home & Campus	Financial management background, mentoring skills
Undergraduate President	1 year minimum 10-12 hrs/month	Campus Community	Effective communication and Leadership skills
Undergraduate Treasurer	1 year minimum 8-10 hrs/month	Campus Community	Understanding of financial management, leadership skills
Chapter Advisor	2 years 10-12 hrs/month	Campus Community	Effective communication skills, willingness to be a "counselor" for the chapter President; leadership training or experience
Growth Advisor	2 years 8-10 hrs/month	Campus Community	Recruitment, sales, or marketing experience and/ or background, creative thinker, ability to motivate, team player, and good verbal communication skills and an ability to teach transferable skills
Responsibility & Accountability Advisor	1 year minimum 5-8 hrs/month	Home & Campus	Willingness to educate members on the importance of upholding the <i>Code of Conduct</i>
Leadership Training Advisor	1 year minimum 5-8 hrs/month	Home & Campus	Leadership development & training experience
Campus & Community Involvement Advisor	1 year minimum 5-8 hrs/month	Home & Campus	Active involvement in the community
Academic/Faculty Advisor	1 year minimum 5-8 hrs/month	Campus Community	Background in higher education community

# **Section 4**

## **Addenda**



## Vision 2025

**The Future of Delta Sig and Today's Students:** A review of Vision 2025 and the metrics of 2015, along with an understanding of today's student

### Developing Strong Leaders

**Ambition:** Delta Sigma Phi Fraternity will create an unparalleled leadership experience that begins but does not end in college

#### Key Strategies:

Continue to expand and enhance leadership initiatives around a continuum of learning that in sync with the distinct stages of the membership experience.

Create mentoring, personal and professional development programs, and experiential learning initiatives that connect alumni and undergraduates.

Develop and launch mobile and online learning modules that have the ability to reach all of our members.

Seek out strategic relationships that further advance our ability to deliver relevant and cutting edge leadership development to members in real time.

#### Metrics: By June 30, 2015...

Prior to initiation, 100% of new members will receive education and training provided by the Fraternity that aids in their development as a member and leader.

Every undergraduate member will participate in the Fraternity's leadership training initiatives...every year.

100% of members graduating each year will participate in a transition experience that connects them with alumni who share a common interest.

1250 alumni volunteers will be trained and engaged.

## **Summer 2011 Progress Report**

More than 7500 men have received leadership training – including more than 1600 in the last year.

83% of chapters have a higher GPA, more than 50% now achieved at/above a 3.0 GPA.

The Summit was developed and launched to provide critical recruitment skills training to chapter presidents and recruitment chairmen – more than 725 men representing more than 95% of chapters have participated.

## **Building Stronger Chapters**

**Ambition:** Delta Sigma Phi Fraternity will be recognized as among the most respected and influential organizations on campus.

### **Key Strategies:**

Continue to reinforce the basic expectations of membership in Delta Sigma Phi Fraternity.

Chapters will outperform peer organizations on their campus in terms of academic excellence and membership growth.

Chapters and their members will set the standard for servant leadership through their active participation in the life of their campus community.

Alumni volunteers will actively provide sound guidance and counsel to chapters and their members while ensuring that the chapter experience is perpetual.

Delta Sigma Phi's relationship with the American Red Cross will align all chapters to direct their voluntary efforts locally and their philanthropic efforts nationally.

### **Metrics: By June 30, 2015...**

90% or more of chapters will outperform their own campus' fraternity community annual initiation rate;

At least 75% of all active chapters and colonies will meet or exceed their all campus GPA;

Every undergraduate will be involved in at least one other campus activity with 25% or more involved in a campus community leadership role;

All undergraduate chapters have an ACB and no fewer than 50% of ACB's have developed and use a strategic plan;

100% of undergraduate chapters will coordinate service initiatives with each chapter contributing on average of 20 hours per member per year.

### **Summer 2011 Progress Report**

Delta Sigma Phi initiates 45% more undergraduate members annually.

The average chapter size has grown by 9 men per chapter.

25 new and dormant chapters have been developed resulting in 17 chapter installations to date.

## **Being the strongest Fraternity**

**Ambition:** Delta Sigma Phi Fraternity will provide every living member a compelling reason to actively participate.

### **Key Strategies:**

Continue to actively manage organizational risk.

Execute and aggressive fraternity growth and development program.

Further enhance the relevance and reach of the Delta Sigma Phi brand.

Ensure adequate financial resources are available to provide the best lifelong membership experience and implement strategic initiatives.

Create a competitive chapter housing strategy.

### **Metrics: By June 30, 2015...**

A sustainable long-term risk management insurance solution is in place.

The Fraternity will grow to 125 undergraduate chapters and colonies with an average chapter size of 48 men.

Delta Sigma Phi will be recognized as best-in-class for its organizational marketing and communications programs and initiatives.

The Fraternity will utilize a multi-year model that projects revenue growth, ensures adequate reserves and prudently invests and manages assets.

Designate resources which support the implementation of the competitive chapter housing strategy.

### **Summer 2011 Progress Report**

Every chapter now has an ACB – up from 40% of chapters just five years ago.

Significant risk management activity has decreased by more than 75%.

A long-term and sustainable liability insurance solution has been achieved.

## **AVAILABLE RESOURCES**

The primary purpose of the Fraternity professional staff is to be of service and support our chapters, colonies, and volunteers. The Headquarters staff works out of Indianapolis and is on call to help you. If at any time you have a question, comment, or concern please do not hesitate to contact the Headquarters. The office can be contacted directly at (317) 634-1899 extension 0 or e-mail at "info@deltasig.org".

Delta Sigma Phi offers a wealth of publications, both written and electronic, that are useful to our volunteers. Here is a short list of what is available:

The Delta Sigma Phi web site: [www.deltasig.org](http://www.deltasig.org)

The *Carnation*, Delta Sigma Phi's magazine published twice per year

*Delta Sigma Philes*, the bi-weekly e-mail bulletin highlighting current happenings

The *Delta Sigma Phi Gordian Knot* Pledge Education Program

The *Fraternity Manual*

### **NEED TO KNOW**

**Alumni Corporation Board (ACB):** The officers of the Alumni Corporation that hold the title to local chapter properties or serve as alumni advisors for a chapter. The Chapter Advisor, the Chapter President, and the Chapter Treasurer are automatically members of the ACB. The other members of the ACB are elected or appointed by the alumni of the chapter.

**Alumni Association:** An organization, whether incorporated or not, which usually includes as members all alumni of Delta Sigma Phi living within the area, regardless of which chapter initiated them into the Fraternity.

**Alumni Chapter:** An organization, whether incorporated or not, which is comprised of all alumni from an individual chapter.

**Alumni Club:** An organization, whether incorporated or not, which can include either members of one Delta Sigma Phi chapter or alumni of various chapters living in a geographical area, who do not meet the definition of an official Alumni Chapter or Alumni Association.

**Alumnus:** A male graduate, or one who has left college. The plural is alumni. The female form of alumnus is alumna, the plural of which is alumnae.

**Badge:** A diamond-shaped pin worn only by initiated members of Delta Sigma Phi.

**Bid:** An invitation to membership.

**Big Brother:** The initiated member who serves as a special guide and counselor for a member of Delta Sigma Phi.

**Carnation (The):** The official magazine of Delta Sigma Phi.

**Chapter:** A group of undergraduate members, officially chartered and recognized by Delta Sigma Phi, at a given college or university.

**Chapter Advising Team:** A team of advisors whose primary purpose is to provide guidance and support at the local level.

**Chapter Advisor:** A Fraternity volunteer who oversees the daily operations of the chapter and works as a liaison between the chapter, ACB, chapter advising team, and the Fraternity Headquarters.

**Charter:** An official document that grants full authority for a chapter to function.

**Chartering:** The process of meeting the standards to receive a charter and become a chapter of Delta Sigma Phi.

**Coat of Arms:** The crest of Delta Sigma Phi that pictorially expresses the principles of the Fraternity.

**Colony:** The status of a new group of undergraduate members at a given college or university prior to meeting the standards for chartering and becoming a chapter of Delta Sigma Phi.

**Commissioner:** A Fraternity volunteer appointed by the Grand Council. He is appointed on a project basis (i.e. strategic planning, recruitment assistance, build/restructure an ACB, leading a chapter retreat, etc.).

**Convention:** A biennial meeting of all member constituents of the Fraternity.

**Executive Director:** A full-time, paid officer who is hired by the Grand Council to run the Fraternity Headquarters and direct the national staff.

**Expansion:** The process conducted by the professional staff to identify colleges and universities to cultivate interest in starting new colonies of Delta Sigma Phi.

**Foundation:** A separate corporate entity that assists the Fraternity by providing scholarships and funding for leadership and educational programs.

**Fraternity:** An organization of college students and alumni; from the Latin noun fraternitas meaning "brotherhood."

**Fraternity Headquarters:** A central office with staff members dedicated to providing services to chapters and individual undergraduate and alumni brothers.

**Gordian Knot:** Delta Sigma Phi's new member education manual.

**Grand Council:** A nine-member governing body responsible for all business and administrative affairs of the Fraternity. The Grand Council is analogous to a board of directors of a business corporation.

**Greek:** Term applied to members of fraternities and sororities.

**Greek Advisor:** A professional administrator who is hired by the college or university to advise the fraternity/sorority community on campus.

**Hazing:** Any act or attempt to embarrass, humiliate, intimidate, ridicule, shame or endanger physically or mentally any person, or to compel physical activity or do physical or emotional harm to any person, or to require consumption or ingestion of liquids, food, or other materials. Hazing is strictly forbidden in Delta Sigma Phi.

**Initiate:** A member who has participated in the initiation ritual of Delta Sigma Phi.

**Interfraternity Council (IFC):** The local fraternity governing body at a college or university established to promote the Greek community and maintain relationships among all member organizations.

**Leadership Institute:** Delta Sigma Phi's annual summer leadership program aimed at making more well-rounded, well-educated undergraduate leaders.

**Legacy:** Any young man who has a relative that is a member, in good standing, of Delta Sigma Phi Fraternity. It is encouraged that chapters consider legacies for membership, but being a legacy does not guarantee an invitation to join.

**New member:** An uninitiated, member of a chapter and of a fraternity.

**Recruitment:** The process of recruiting and selecting new members into a fraternity or sorority.

**Risk Management:** The process of minimizing accidents and liable situations.

**Sorority:** The common term for a women's fraternity, from the Latin word "soro," meaning "sister."

**Taggart Mansion:** The building, located in Indianapolis, which houses the Fraternity Headquarters.

## NICE TO KNOW

**National Association of Latino Fraternal Organizations (NALFO):** A body of 20 Latino fraternities and sororities.

**National Pan-Hellenic Council (NPHC):** A body of 9 historically African-American fraternities and sororities.

**National Panhellenic Conference (NPC):** A body of 26 women's national and international fraternities

**North-American Interfraternity Conference (NIC):** A federation of 75 men's national and international fraternities.

**Panhellenic Association:** The local sorority governing body at a college or university established to promote the Greek community and maintain relationships among all member organizations.

**Order of Omega:** An honorary organization for upperclass members of fraternities and sororities.

**Undergraduate Interfraternity Institute (UIFI):** The NIC's five-day program aimed at helping Greek leaders transform their communities through values-based action.

# **SAMPLE ARTICLES OF INCORPORATION**

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## **ARTICLES OF INCORPORATION OF THE (CHAPTER NAME) CORPORATION BOARD OF THE DELTA SIGMA PHI FRATERNITY**

The undersigned natural persons of the age of eighteen or more, acting as incorporators of a non-profit corporation under the state of *(State Name)*, do hereby adopt the following Articles of Incorporation for such Corporation.

### Article I Name

The name of the Corporation is the *(Chapter Name)* Corporation Board of the Delta Sigma Phi Fraternity.

### Article II Non-profit Status

The Corporation is a non-profit corporation.

### Article III Duration

The period of its duration is perpetual.

### Article IV Purpose

The Corporation is organized to make a positive and productive contribution to the *(College or University Name)* undergraduate members of Delta Sigma Phi. The Corporation is charged with the responsibility and duty of maintaining and providing a home for the chapter and shall hold title of the same, shall have full authority in the acquisition and disposition of property, shall be authorized to incur indebtedness in the purchase or maintenance of property, and may issue bonds, notes, deeds and other evidences of indebtedness and/or may enter into any lawful contracts and incur obligations essential to the transaction of affairs to carry out the purposes for which this Corporation was formed. In addition, the directors of the Corporation shall be trustees of surplus funds accumulated by *(Chapter Name)* chapter and shall assume duties and responsibilities as may be specifically delegated to it by *(Chapter Name)* chapter and Delta Sigma Phi Fraternity.

### Article V Management

Management of the affairs of the Corporation shall be vested in its officers.

Article VI  
Property Value

The estimated value of the property and money possessed by the Corporation at the time of the filing of these articles of incorporation is the sum of *(Total Amount)*. Revenue of this Corporation shall be derived from the sale of real property, from assessments on *(Chapter Name)* chapter, and from gifts and donations.

Article VII  
Directors

The names and addresses of the persons who are to serve as the directors of the Corporation until their successors are elected and qualified in accordance with the bylaws are:

<i>(Director Name)</i>	<i>(Director Address)</i>

Article VIII  
Incorporators

The names and addresses of the incorporators are:

<i>(Incorporator Name)</i>	<i>(Incorporator Address)</i>
<i>(Incorporator Name)</i>	<i>(Incorporator Address)</i>
<i>(Incorporator Name)</i>	<i>(Incorporator Address)</i>

Article IX  
Registered Office and Agent

The address of its initial registered office is *(Address)* and the name of its initial registered agent at such address is *(Name)*.

Article X  
Dissolution

If the Board of Directors votes to dissolve or terminate the operations of the Corporation, the net assets of the Corporation, if any, after (a) all liabilities and obligations have been paid satisfied and discharged, (b) all assets requiring return, transfer or conveyance upon dissolution have been so returned, transferred or conveyed and (c) sufficient reserves have been established to pay, satisfy and discharge any anticipated future obligations and after complying with any other requirements of applicable law shall be distributed to the Delta Sigma Phi Fraternity.

**IN WITNESS THEREOF**, the undersigned have set their hand this *(Day)* day of *(Month)*, *(Year)*.

*(Incorporator Signature)* \_\_\_\_\_  
*(Incorporator Name)*

*(Notary public will sign and place stamp here)*

*(Incorporator Signature)* \_\_\_\_\_  
*(Incorporator Name)*

*(Notary public will sign and place stamp here)*

*(Incorporator Signature)* \_\_\_\_\_  
*(Incorporator Name)*

*(Notary public will sign and place stamp here)*

**BYLAWS OF  
(CHAPTER NAME) CORPORATION BOARD  
OF THE DELTA SIGMA PHI FRATERNITY**

Article I  
The Corporation

Sec. 1 *Organization.* The *(Chapter Name)* Corporation Board of the Delta Sigma Phi Fraternity, hereafter called the Alumni Corporation Board or ACB, is a non-profit corporation under the laws of the state of *(State Name)* and under the jurisdiction and instruction of the Delta Sigma Phi Fraternity. This organization adopts the Constitution of the Delta Sigma Phi Fraternity as well as the bylaws located herein.

Article II  
Purpose

Sec. 1 *Advising.* The ACB is responsible for making a positive and productive contribution to the *(University or College Name)* undergraduate members of Delta Sigma Phi. This will be accomplished by providing positive role models and advisory support to the members.

Sec. 2 *Housing.* The ACB is charged with the responsibility and duty of maintaining and providing a home for the chapter and shall hold title of the same, shall have full authority in the acquisition and disposition of property, shall be authorized to incur indebtedness in the purchase or maintenance of property, and may issue bonds, notes, deeds and other evidences of indebtedness and/or may enter into any lawful contracts and incur obligations essential to the transaction of affairs to carry out the purposes for which this corporation was formed.

Sec. 3 *Accumulated Funds.* The directors of the ACB shall be trustees of surplus funds accumulated by *(Chapter Name)* chapter and shall assume duties and responsibilities as may be specifically delegated to it by *(Chapter Name)* chapter and Delta Sigma Phi Fraternity.

## Article III Directors

Sec. 1 *Eligibility.* Membership on the ACB shall be open to anyone that is in line with the purpose and goals of the Fraternity. This would include but is not limited to those alumni members of (*Chapter Name*) chapter, other alumni of Delta Sigma Phi, and any campus or community members who understand the goals and values of the Delta Sigma Phi Fraternity, are interested in its progress, and are willing to devote time and energy for the benefit of the Fraternity. All volunteers shall familiarize themselves with the Fraternity structure and operating methods.

Sec. 2 *Members.* The board shall consist of twelve voting members: two of whom shall be the undergraduate President and Treasurer of (*Chapter Name*) chapter; four of whom shall be the ACB President, Vice President, Secretary, and Treasurer; and five specialized advisors: Leadership Training, Responsibility & Accountability, Academic/Faculty, Campus & Community Involvement, and Growth. The Chapter Advisor will serve as an ex officio voting member.

Sec. 3 *Elected Positions.* ACB board members are elected by the alumni membership at the annual meeting. These board members then elect the officers from within their own membership. The elected officers shall be: President, Vice President, Secretary and Treasurer.

Sec. 4 *Appointed Positions.* The appointed positions on the board shall be chosen by the elected officers of the ACB. The appointed positions will consist of the following: Chapter Advisor, Leadership Training Advisor, Responsibility & Accountability Advisor, Academic/Faculty Advisor, Campus & Community Involvement Advisor, and Growth Advisor.

Sec. 5 *Term of Officers.* The ACB President, Chapter Advisor, and other Advisors will serve two-year terms. The ACB Vice President, Secretary and Treasurer will serve terms of one year. Volunteers may hold an unlimited number of consecutive terms.

Sec. 6 *Board Vacancies.* Should a vacancy occur on the board, the ACB President may appoint a replacement for the remainder of the term.

Sec. 7 *Removal of Office.* Any director may be removed by a majority vote of the other members of the ACB.

Sec. 8 *Salary of Officers.* No officer or director of this board shall draw a salary or compensation for services rendered in connection with the performance of his/her duties as an ACB member.

Article IV  
Duties of Officers

Sec. 1        *President*

Shall be the presiding officer at meetings and shall be ever willing to devote his best interest to the chapter and shall perform such other duties as may be delegated to him by the board.

Shall be an ex officio member of all committees appointed by his office.

Shall keep ongoing communication with ACB members, Headquarters and the undergraduate chapter.

Shall facilitate ACB meetings and goal-setting sessions.

Sec. 2        *Vice President*

Shall preside at meetings in the absence of the President and shall perform such other duties as may be delegated to him.

Shall mentor the undergraduate Alumni Relations Chair.

Shall coordinate alumni functions and events.

Shall recruit new volunteers.

Shall administer the Alumni Ritual.

Shall assist Alumni Chapters/Associations/Clubs

Sec. 3        *Secretary*

Shall communicate with alumni.

Shall work closely with the undergraduate Alumni Relations Chair and the Vice President of Alumni Involvement.

Shall maintain all official ACB records.

Shall maintain local membership database.

Sec. 4            *Treasurer*

Shall be custodian of all deeds, insurance policies, notes and other important documents which shall be kept in a secure place.

Shall receive and be custodian of all funds of the ACB and issue a receipt therefore, a duplicate of which will form a part of the permanent records of the board.

Shall keep a separate record of income from the chapter improvement fund.

Shall deposit all monies received from all sources in the bank account of the ACB, and all disbursements shall be made by check on this account.

Shall be under valid bond for the security of all funds to which he may be entrusted.

Shall be responsible for the prompt payment of all bills and accounts when due, thus protecting the credit of the ACB.

For collection purposes, shall keep a directory of members who are obligated financially to the ACB and *(Chapter Name)* chapter.

Shall receive rent and note funds by the *(Date)* of each month from the Chapter Treasurer.

Shall be responsible for all financial reports being forwarded to the national Fraternity when due.

Shall receive a copy of the monthly operating statement from the Chapter Treasurer and interpret it at board meetings.

Shall keep a complete record of accounts of all transactions of his office and have it audited by a recognized public accountant once each year and shall present his records to the ACB upon request.

Shall mentor the Chapter Treasurer.

Shall create and maintain an annual budget for the ACB.

Shall complete all necessary tax related documents.

Shall perform other duties as may be delegated to him by the ACB.

Sec. 5 *Undergraduate President*

Shall keep regular communication with the Chapter Advisor and ACB President.

Shall coordinate chapter goals in conjunction with ACB goals.

Shall ensure positive relationships between ACB and chapter officers.

Sec. 6 *Undergraduate Treasurer*

Shall share monthly chapter financial report with ACB President and Treasurer

Shall make recommendations for action to be taken against delinquent brothers.

Shall work with ACB Treasurer to develop chapter budget.

Sec. 7 *Chapter Advisor*

Shall lead the Chapter Advising Team.

Shall mentor the undergraduate President.

Shall maintain regular communication with ACB President and appropriate college/university administrators.

Sec. 8 *Leadership Training Advisor*

Shall ensure undergraduate members understand the leadership opportunities offered by the Headquarters.

Shall ensure undergraduate members understand the leadership opportunities offered on campus.

Shall work with the New Member Educator to organize the new member program.

Sec. 9 *Responsibility & Accountability Advisor*

Shall mentor the Sergeant-At-Arms and Social Chair.

Shall work with the Sergeant-At-Arms to educate all members on Responsibility & Accountability policies.

Sec. 10 *Academic/Faculty Advisor*

Shall mentor the undergraduate Vice President.

Shall work with the undergraduate Vice President to develop an academic program.

Shall assist the undergraduate Vice President in the creation and coordination of a guest speaker program.

Sec. 11            Campus & Community Involvement Advisor

Shall mentor the Community Service Chair.

Shall work with the Community Service Chair to create a well-rounded involvement program.

Shall work with the Community Service Chair to plan regular service projects.

Shall create opportunities for members to understand the purpose of community involvement.

Sec. 12            *Growth Advisor*

Shall mentor the Recruitment Chair.

Shall assist the Recruitment Chair and New Member Educator to facilitate recruitment aspects of the New Member Program.

Shall facilitate the organization of a one-day retreat to identify core values, improve communication skills, and market the Fraternity through the creation of a recruitment plan.

Article V  
Meetings

Sec. 1                    *Regular.* The ACB shall meet regularly on the first (*Day of Week*) of each month, the time and place of such meeting to be decided upon agreement at preceding meeting.

Sec. 2                    *Special.* The President of the undergraduate chapter or the ACB President may hold special meetings for the purpose of conducting urgent or important business. Due notice of at least 72 hours must be given to all members.

Sec. 3                    *Votes.* Each ACB member present shall be allowed to cast one vote. Voting by proxy shall be allowed except for the transaction of such business as set forth in Article V, Sec. 4, of these bylaws. A simple majority shall decide all issues submitted for vote.

Sec. 4                    *Quorum.* For the conduct of ordinary or routine business, a quorum shall consist of one undergraduate member and six volunteer members. For the conduct of business at which transfer of property, indebtedness of the chapter or the incurring of obligations is involved, all board members must be present.

Sec. 5                    *Meeting Conduct.* *Robert's Rules of Order* shall govern meetings.

Article VI  
Legal Advisor

Sec. 1           *Selection.* The ACB shall have authority to obtain legal advice when services of legal nature are considered necessary.

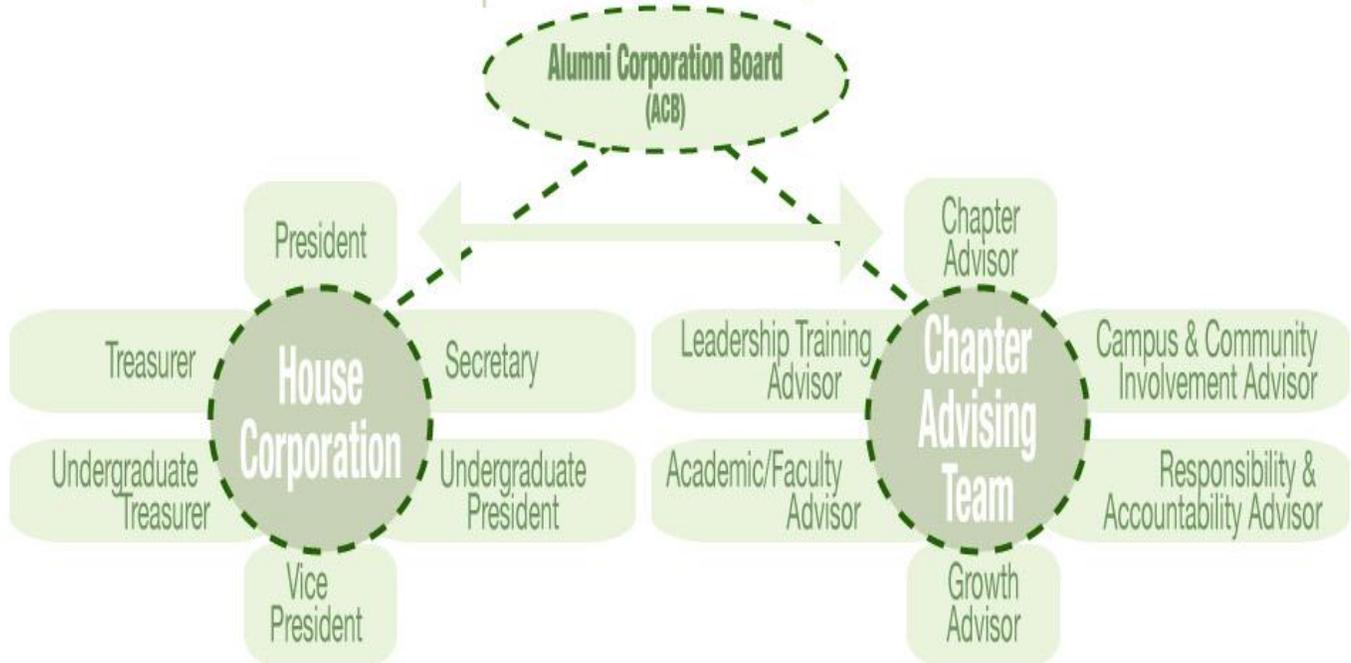
Sec. 2           *Duties.* The duties of the legal advisor shall be to advise the chapter and ACB in matters requiring legal assistance and service in the collection of delinquent accounts and to cooperate with the general counsel in matters under his/her jurisdiction.

Article VII  
Amendments

Sec. 1 *By Alumni Corporation Board.* These bylaws may be amended by a two-thirds majority vote of the directors present at any regular meeting or at any special meeting if at least seven days' written notice is given of an intention to alter, amend or repeal the bylaws or to adopt new bylaws at such meeting.

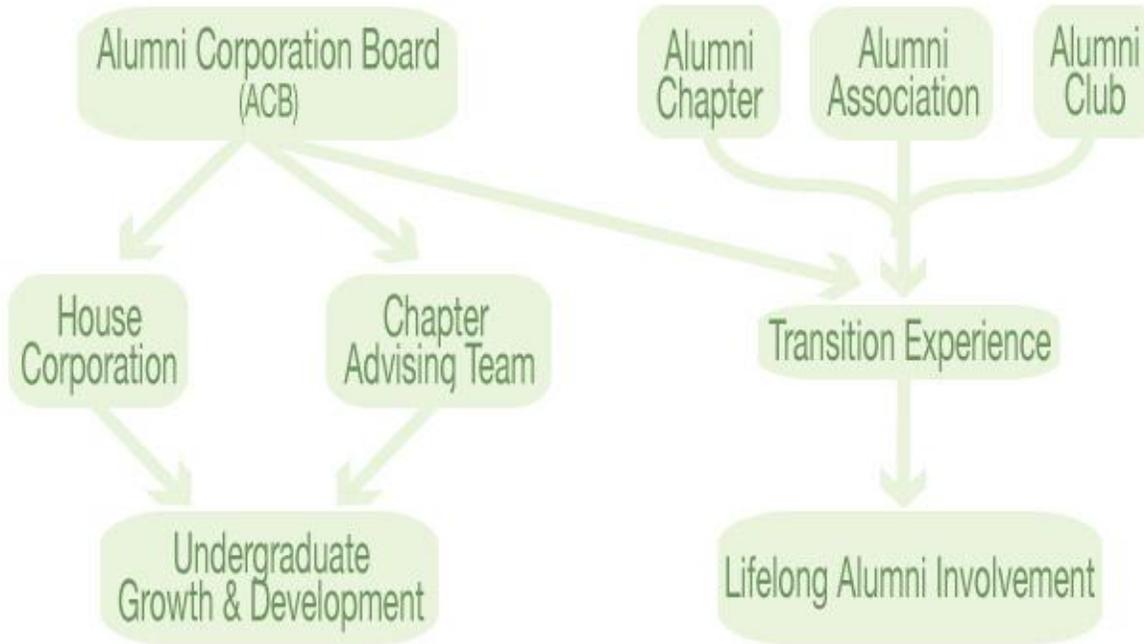
Sec. 2 *By Fraternity Manual.* Be it further provided that nothing contained herein shall be in contrast with the *Fraternity Manual*, and upon receipt of revised National rulings and regulations, these bylaws shall be made to conform to those changes without regard to Article VII, Sec. 1, of these bylaws.

# Alumni Corporation Board Organizational Chart



# DELTA SIGMA PHI

## Lifelong *Alumni* Experience



# Official Agreement for Delta Sigma Phi Fraternity Members

(Chapter Name) Chapter - School Name



This Official Agreement for Delta Sigma Phi Fraternity – (Chapter Name) Chapter Members, made and entered into as of (Day) \_\_\_\_\_, (Month) \_\_\_\_\_, (Year) \_\_\_\_\_, between the (Chapter Name) DELTA SIGMA PHI ALUMNI CORPORATION BOARD (ACB), hereinafter referred to as “**Fraternity**,” and (First) \_\_\_\_\_ (Middle Int.) \_\_\_\_\_ (Last) \_\_\_\_\_, a student at (School Name), hereinafter referred to as “**Active Brother**,” is made in consideration of the mutual promises enumerated below and for other valuable consideration, and it is mutually AGREED:

Active Brother is expected to fulfill any and all of their financial commitments to the Delta Sigma Phi Chapter name Chapter in full and by the requested due dates outlined in their semester billing.

This expectation is non-negotiable and failure to meet this standard may result in any or all of the following:

- Late fee accumulation
- Suspension from Fraternity
- Removal from Chapter
- Property Expulsion from the Fraternity
- Collections Process & Credit Report Debt Recovery Request
- Legal Action

In addition to Active Brother’s financial commitments, Active Brother shall adhere to all other conduct measures outlined within this document and Delta Sigma Phi Fraternity. Any and all questions may be directed to the Alumni Corporation Board, a.k.a. “Fraternity” and its designated membership.

# **Official Agreement for Delta Sigma Phi Fraternity Members**

(Chapter Name) Chapter - School Name

**1. Contract Amount:** Active Brother agrees to pay in full the following by dates set by the Fraternity:

**a. Dues Rates (In-House)**

In-House Dues will be determined by the Alumni Corporation Board by the end of spring semester of the preceding academic year for the proceeding academic year and provided by the Chapter Treasurer to all Active Brothers.

**b. Dues Rates (Out-of-House) – If Applicable**

Out-of-House Dues will be determined by the ACB by the end of spring semester of the preceding academic year for the proceeding academic year and provided by the Chapter Treasurer to all Active Brothers.

**c. Amenities (if applicable)**

**Air-Conditioner:** Active Brother agrees to pay a per-semester fee if the Active Brother exercises the option of utilizing one window-unit air conditioner. In the event Fraternity determines that the charge set forth in this section is insufficient to cover the utility cost to operate an air conditioner, Fraternity reserves the right to increase such charge and Active Brother agrees to pay any increased amount within the next billing cycle after notification from Fraternity.

**d. Special Charges**

Active Brother agrees to pay all extraordinary miscellaneous charges (including without limitation: favors, pictures, special events or other non-operating budget items) within the next billing cycle after notification from Fraternity.

**2. Financial Responsibilities** Active Brother agrees to the following additional terms of payment:

**a. Payment Plan**

If Active Brother demonstrates need, the Fraternity reserves the right to deny or approve acceptable payment plans at their discretion. An Active Brother's failure to adhere to the Fraternity-approved plan conditions is immediately subject to collections process, outlined in Section 2(i).

# **Official Agreement for Delta Sigma Phi Fraternity Members**

(Chapter Name) Chapter- School Name

**b. Late Fee**

Should the Active Brother fail to pay all assessed charges in full 7 days after billing cycle due date, a percentage (5%) of the total debt will be levied through Omega Financial and added to the unpaid balance. A delinquency notice will be mailed to Student's parents and/or guardians.

Late fees are compounding and may continue indefinitely until the outstanding balance is paid off, all at the discretion of the Fraternity.

**c. Move-In**

If Active Brother has an outstanding financial balance to the Fraternity from the previous semesters at the designated move-in date, Active Brother shall be denied move-in/residence at the Fraternity until such balance is paid off in its entirety.

**d. Cancellation Fee**

In the event that Active Brother signs the "Live In Agreement" and a cancellation occurs, he will be charged \_\_\_\_\_% of the total In-House Dues of the intended live in time.

**e. Previous Balance**

All monies paid to the Fraternity will first be applied to all previous unpaid debt. Next, the remaining monies will be applied to the Contract Amount as set forth in Section 1.

**f. Alumni Responsibility**

Before Active Brother is awarded Alumni Status from the Active Chapter, Active Brother is responsible for paying any outstanding financial balance before their commencement. Any Alumni with an outstanding financial balance will be immediately subject to expulsion from the Fraternity & the Collections Process as outlined in Section 2(i).

**g. Reserved Rights**

The Fraternity expressly reserves the right to increase any of the charges set forth herein should such an increased payment be required due to future, unforeseen costs.

**h. Debt Recovery Process & Collections Process**

It is further agreed that the Active Brother shall pay all costs of debt recovery and collection, including but not limited to reasonable attorney fees, should the Fraternity deem action necessary, all without relief from valuation and appraisal laws.

The DEBT RECOVERY PROCESS of all outstanding Active Brother financial balance is outlined as such:

**Debt Recovery STAGE #1 ("Past Due" = 30 days outstanding)**

- Compounding late fees on outstanding balance
- Message added to Student Statement regarding outstanding balance

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## **Debt Recovery STAGE #2 (“Severely Past Due” = 60 days outstanding)**

- Suspension from Fraternity sponsored events, including but not limited to, athletic, social, philanthropy, and any other events deemed pertinent by the Executive Board. Outstanding balance is held assessable to delinquent Active Brothers while on suspension.
- Compounding late fees on outstanding balance
- Message added to Student Statement regarding outstanding balance

## **Debt Recovery STAGE #3 (“Pending Charge-Off” = 90 days outstanding)**

- Removal from Chapter Property residency (applicable if Active Brother is residing at Chapter House Property; if Active Brother lives out-of-house, Debt Recovery process moves immediately to STAGE #4).
- Fraternity may move to expel the Active Brother from the Delta Sigma Phi (Chapter Name) Chapter for financial delinquency. Active Brother may request reinstatement from the Fraternity to Active/Alumni status if their complete outstanding balance, including all late fees is paid off in its entirety. Outstanding balance is held assessable to delinquent Active Brother while expelled from Fraternity.
- Compounding late fees on outstanding balance.
- Message added to Active Brother Statement regarding outstanding balance.
- Active Brother is not eligible to receive any ACB financial awards.

## **Debt Recovery STAGE #4 (“Charge-Off” = 120 days outstanding)**

- Compounding late fees on outstanding balance
- Active Brother becomes subject to the Collections Process
- Message added to Active Brother Statement regarding Student being subject to the Collections Process

If an appropriate Fraternity-approved payment plan is not in place and being executed by the Active Brother along the terms of the Fraternity-approved plan, the Fraternity may then turn the Student Debt Recovery over to the COLLECTIONS PROCESS through Omega Financial & their contracted debt collections agencies.

## **Collections STAGE #1**

- Omega Financial attempts to contact Active Brother regarding their balance (Collections Stage #1 is a courtesy to the Active Brother & can be eliminated at the discretion of the Fraternity)
- Compounding late fees on outstanding balance

## **Collections STAGE #2**

- Omega solicits their contracted debt collections agency to reach out to the Active Brother with 3 additional contact attempts regarding their balance (Collections Stage #2 is a courtesy to the Active Brother & can be eliminated at the discretion of the Fraternity)
- Compounding late fees on outstanding balance

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## **Collections STAGE #3**

- Omega contracted debt collection agency adds the debt collection request to the Active Brother's Credit Report
- This black mark remains for a minimum of 7 years & negatively affects an Active Brother's ability to obtain car loans, a home mortgage, credit cards, business loans and much more.
- Compounding late fees on outstanding balance.

## **Collections STAGE #4**

- Omega contracted debt collections agency sends the debt collection request to their Legal Department. At this time they can then conduct an asset search to garnish wages, seize property, confiscate bank/investment account balances and attach their own attorney fees accumulated during this process.
- Compounding late fees on outstanding balance.

### **3. Financial Incentives Reserved Exclusively for In-House Brothers**

#### **a. Seniority Advantage Discount**

At the discretion of the Fraternity, and beginning in the Fourth (4<sup>th</sup>) semester that Active Brother lives in the Fraternity property, Active Brother becomes eligible for a special discount, amounting to a percentage of the semester's charge and which will be applied to Active Brother's "In-House Dues" as detailed in Section 1(a);

#### **b. Pre-Payment Discount (5%)**

The Active Brother may elect to prepay the entire Contract Amount in full on a semester basis, with payment for the first semester being made before the first billing cycle is due. A discount will be given in an amount equal to 5% of the total semester's charge. The pre-payment discount applies only to the current semester's charge, and will not apply to any past outstanding balance paid off at that time.

### **4. Internship, Study Abroad, Military Service**

In the event Active Brother is absent from the Chapter House because of an internship or Study Abroad or attending courses at another institution located outside the United States pursuant to an exchange program with (School Name), he shall be held responsible for the payment of "Limited Dues." Limited Dues encompasses the cost of that Active Brother as a member of Inter Fraternity Council (IFC), and of Delta Sigma Phi National Fraternity.

In the event that Active Brother enters into active military service, Active Brother shall not be liable for Out of House dues assessment for that time period. Active Brother must be paid in full prior to leaving for military service.

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## **5. Maintenance of Premises and Care of Fraternity House.**

The Active Brother, at his sole expense, shall maintain in a clean and safe condition the interior of his assigned room and common areas of the Fraternity House under this Agreement including its furnishings and equipment. The Active Brother shall make no alterations, additions or material changes to the premises without the prior written consent of the Fraternity. Discipline or financial restitution for any such alterations, additions, or material changes shall be at the discretion of the Fraternity. If the room assigned is not left in manageable condition, the Active Brother is charged a cleaning and maintenance fee on a pro-rata basis. Individual room conditions will be inspected by the Alumni Corporation and Chapter President prior to Active Brother moving in our out and condition will be documented.

The Active Brother agrees to pay for any damage done by him to any Fraternity House property, or that which has created liability for the Fraternity House. Should it be impossible to ascertain the party responsible for any particular damage, Active Brother agrees to pay for such damage on a pro-rata basis with the other occupants of the Fraternity House, and with respect to damage to a common area on a pro-rata basis with other occupants of the Fraternity House.

## **6. Default**

a. Default on the part of the Active Brother shall include, but is not limited to, the following:

Maintaining a nuisance within the room or the Fraternity House;

Disorderly or illegal behavior on the part of Active Brother or Active Brother's guests;

Keeping any handguns, firearms, or weapons of any type, or any explosive, inflammable, or any hazardous substances, or any illegal drug paraphernalia, or any article or thing of a dangerous nature in the room or in the Fraternity House;

Misuse of alcoholic beverages or the illegal manufacture, sale, use or possession of marijuana, hypnotics, stimulants, hallucinogenics, or other similar known harmful or habit forming drugs and/or chemicals within the room or Fraternity House by Active Brother or Active Brother's guests;

Inability or refusal on the part of Active Brother to adjust to the concept and requirements of living in a student residence environment; and

Failure to comply with the terms of this Agreement or to observe any of the rules and regulations of the Fraternity, including the House Regulations, or the Risk Management Policy.

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- b. In the event Active Brother is in default under the Agreement for any reason and such default is not cured within three (3) days after written notice thereof has been given by Fraternity to Active Brother (except Fraternity is not required to give notice for non-payment of rent), Fraternity shall have in addition to any other remedy or right it has hereunder or by law, the right to terminate this Agreement and Active Brother shall peacefully surrender the room and Fraternity House to Fraternity. Fraternity may, without formal demand or further notice of any kind, re-enter the room and Fraternity house and repossess it there from without being liable for any damages. No such termination of this Agreement by Active Brother shall relieve Active Brother's liability and obligations under this Agreement and such liability and obligation under this Agreement shall survive any such termination. Even in default, Active Brother shall remain liable for the Contract Amount set forth in Sections 2, as well as any other outstanding balances applied to Active Brother's account. Any actions by Fraternity with respect to any breach by the Active Brother are at the option of the Fraternity, and any failure to act shall not be deemed a waiver by Fraternity of any rights or remedies Fraternity has by law or this Agreement.
- c. In the event the Student leaves the Fraternity House at any time during the stated term of this Agreement, he will be held responsible for the entire Contract Amount of that semester and all other financial obligations as set forth in this Agreement, whether or not due at the time the Active Brother leaves the Fraternity House, unless his withdrawal is caused due to illness, service to his country deemed by the Fraternity, or other circumstances determined at the sole discretion of the Fraternity.

### **7. Fraternity's Reserved Rights.**

- a. The Fraternity (and the undergraduate officers) reserves the right to enter the room space leased herein at reasonable times for inspection and maintenance and repair purposes, as the Fraternity deems necessary for the protection and comfort of the Active Brother and other residents and guests of the Fraternity.
- b. If Fraternity's right of re-entry is exercised following a ten (10) days abandonment of the room and Fraternity House by Active Brother without notice or default and failure to cure, then Fraternity may consider any personal property belonging to Active Brother and left in the room or in the Fraternity House, to also have been abandoned. Fraternity may then dispose of all such personal property in any manner Fraternity deems proper and is hereby relieved of all liability for doing so. At which time abandonment of property occurs at the end of Spring Semester, the Fraternity reserves the right to levy a monetary fine on the Active Brother's account for removal and disposal charge.
- c. The Fraternity reserves the right to alter, modify, or change the rules and regulations applicable to use by the Active Brother of the room space, dining facilities, and common areas of the Fraternity House leased to Active Brother by this Agreement. The Active Brother understands that membership in the Fraternity and living in the Fraternity House are matters of privilege which are not extended to all, and the Active Brother agrees to uphold the obligations and responsibilities imposed upon him by the Fraternity.

# **Official Agreement for Delta Sigma Phi Fraternity Members**

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- d. Notices of all actions by the Fraternity (or Undergraduate officers) concerning the Active Brother shall be made to the parent(s) or guardian(s) of the Active Brother in writing and mailed to the respective parties at the addresses indicated below.

## **8. Liability and Indemnity.**

- a. Fraternity shall not be liable for injury, loss or damage to person or property occurring within the room, Fraternity House, or Fraternity events outside of the Fraternity, and accepts no responsibility for theft, damage, or loss of moneys, valuables, or other personal effects of Active Brother. Active Brother assumes all risk of loss or damage to Active Brother's person or property within the room or Fraternity House which may be caused by accident or by leakage, fire, windstorm, explosion, or any other cause or by the act or omission of any other Active Brother or guest in the room or Fraternity House.
- b. To the fullest extent permitted by applicable law, the Active Brother shall and does agree to indemnify, protect, defend, and hold harmless the Fraternity, (Chapter Name) Chapter of Delta Sigma Phi, its members and its respective representatives, officers, employees, and agents (collectively, the "Indemnified Parties") from and against all liability, claims, demands, damages, losses, liens, causes of action, suits, judgments, fines, penalties, costs, and expenses (including, without limitation, reasonable attorney's fees) of any nature, kind, or description (collectively, the "Liabilities") claimed, asserted, or prosecuted by any person or entity whomsoever, arising out of, cause by, or result from, in whole or in part, any act or omission of Active Brother, so long as such Liability is not caused by the sole negligence or willful misconduct of any Indemnified Party.

## **9. Prohibited Possessions.**

The use and/or possession of the following by Active Brother in the Chapter House or on the premises of the Fraternity are prohibited, whether in an Active Brother's individual room, a common area or outside the Chapter House:

- a) Cooking appliances, i.e., hot plates, toaster ovens, broilers, microwaves, etc;
- b) Space Heaters, full sized refrigerators;
- c) Candles or other open flame devices;
- d) Liquid filled beds;
- e) Air-Conditioners over 5000 b.t.u.;
- f) Illegal drugs and/or drug paraphernalia;
- g) Alcoholic beverages;
- h) Any illegal contraband.
- i) Dogs, Cats, Snakes, Lizards, Birds, or any other pets.

# **Official Agreement for Delta Sigma Phi Fraternity Members**

(Chapter Name) Chapter - (School Name)

## **10. Continuing Agreement.**

This Agreement shall continue from Academic Year to Academic Year without notice, extending beyond Active Brother's academic tenure into Alumni status. The Fraternity shall have the right to adjust this Agreement, upon notice by Fraternity and with the approval of the Alumni Corporation Board (ACB), not more frequently than once each semester. Subject to this Agreement, the timing and amount of each periodic installment due pursuant to this Agreement shall be determined by the Fraternity in its sole discretion.

## **11. Miscellaneous Provisions.**

By signing this Agreement, the Active Brother acknowledges that he has read it completely and understands the terms and obligations hereof and agrees to be bound thereby. If the Active Brother is a pledge and wishes to depledge, he and the guarantor(s) are bound by all financial obligations that he has incurred to the Fraternity.

# Official Agreement for Delta Sigma Phi Fraternity Members

(Chapter Name) Chapter – (School Name)



This AGREEMENT is executed on (day) \_\_\_\_\_, (month) \_\_\_\_\_, (year) \_\_\_\_\_,  
by and between the parties listed below.

## **Delta Sigma Phi Chapter President**

\_\_\_\_\_  
(Chapter President Signature)

\_\_\_\_\_  
(Printed Chapter President Name)

## **Delta Sigma Phi Chapter Treasurer**

\_\_\_\_\_  
(Chapter Treasurer Signature)

\_\_\_\_\_  
(Printed Chapter Treasurer Name)

## **Delta Sigma Phi ACB President**

\_\_\_\_\_  
(ACB President Signature)

\_\_\_\_\_  
(Printed Chapter President Name)

## **Delta Sigma Phi ACB Treasurer**

\_\_\_\_\_  
(ACB Treasurer Signature)

\_\_\_\_\_  
(ACB Treasurer Signature)

## **ACTIVE BROTHER**

\_\_\_\_\_  
(Active Brother Signature)

\_\_\_\_\_  
(Printed Active Brother Name)

\_\_\_\_\_  
(Social Security #)

\_\_\_\_\_  
(Driver's License #)

\_\_\_\_\_  
(Cell Phone #)

\_\_\_\_\_  
(Full Name of Parent or Guardian)

\_\_\_\_\_  
(Full Name of Parent of Guardian)

\_\_\_\_\_  
(Permanent Street Address)

\_\_\_\_\_  
(Permanent City, State, Zip Code)

\_\_\_\_\_  
(Permanent Home Phone #)

\_\_\_\_\_  
(Student ID #)

## **Alumni Corporation Board Job Responsibilities**

### **President:**

Goal: Ensure the ACB is successful in providing continuous brotherhood development, effective advising for undergraduates and financial management

- ⇒ Ongoing communication with ACB members, headquarters and undergraduate chapter
- ⇒ Oversee ACB operations
- ⇒ Facilitate board meetings and goal-setting sessions

### **Vice President:**

Goal: Provide opportunities for continuous brotherhood development

- ⇒ Recruit new volunteers
- ⇒ Mentor the Undergraduate Alumni Relations Chair
- ⇒ Coordinate alumni functions and events
- ⇒ Assist Alumni Chapters/Association/Clubs

### **Treasurer:**

Goal: Manage the organization's fiduciary responsibility

- ⇒ Maintain ACB assets
- ⇒ Create and maintain annual budget for the ACB
- ⇒ Mentor the Chapter Treasurer

### **Secretary:**

Goal: Communication link for the alumni membership

- ⇒ Maintain all official ACB records
- ⇒ Maintain local membership database
- ⇒ Work closely with Undergraduate Alumni Relations Chair

### **Undergraduate President:**

Goal: Ensure effective relations between the ACB and undergraduates

- ⇒ Regular communication with Chapter Advisor and ACB President
- ⇒ Coordinate chapter goals in conjunction with ACB goals
- ⇒ Ensure positive relationships between advisory team and chapter officers

### **Undergraduate Treasurer:**

Goal: Ensure successful management of undergraduate finances

- ⇒ Share monthly chapter financial report with ACB President & Treasurer
- ⇒ Work with ACB Treasurer to develop a chapter budget
- ⇒ Make recommendations for action to be taken against delinquent brothers

### **Chapter Advisor:**

Goal: The advising team leader and mentor to the Chapter President

- ⇒ Lead the Advising Team
- ⇒ Mentor the Undergraduate President
- ⇒ Regular communication with ACB President & main College/University administrator
- ⇒ Work with the New Member Educator to organize the New Member Program

### **Growth Advisor:**

Goal: to advise the undergraduate chapter on all matters related to recruitment and retention

- ⇒ Mentor the Recruitment Chair
- ⇒ Facilitate the organization of a one-day retreat to identify chapter core values, improve communication skills, and market the Fraternity through the creation of a recruitment plan
- ⇒ Assist the Recruitment Chair and New Member Educator to facilitate recruitment aspects of the New Member Program

## **Leadership & Training Advisor**

Goal: to facilitate every undergraduate participates in the Fraternity's Leadership training initiatives each year

- ⇒ Ensure undergraduate members understand the leadership opportunities offered by the Headquarters
- ⇒ Ensure undergraduate members understand the leadership opportunities offered on campus

## **Responsibilities & Accountability (R&A) Advisor**

Goal: Encourage the undergraduate chapter to make responsible and accountable decisions

- ⇒ Work with Sergeant-At-Arms to educate all members on Responsibility & Accountability policies
- ⇒ Mentor the Sergeant-At-Arms and Social Chair

## **Academic/Faculty Advisor**

Goal: Promote academic success & personal development

- ⇒ Mentor the Undergraduate Vice President
- ⇒ Work with the Undergraduate Vice President to develop an academic program
- ⇒ Assist the Undergraduate Vice President in the creation and coordination of a guest speaker program

## **Campus and Community Involvement Advisor**

Goal: Promote awareness and importance of involvement in campus and community organizations

- ⇒ Mentor the Community Service Chair
- ⇒ Work with the Community Service Chair to create a well-rounded involvement program
- ⇒ Work with the Community Service Chair to plan regular service projects
- ⇒ Create opportunities for members to understand the purpose of community involvement