



**SIGMA PI**

**ALUMNI ADVISORY BOARD GUIDE**



## *Introduction*

Dear Potential Advisory Board Member,

Sigma Pi Fraternity is a leadership organization, and thus has a vested interest in developing our members to be the very best they can be in all aspects of their lives. To further that goal, it is essential to provide each of our Chapter/Colonies with an established Advisory Board.

This team, made up of committed and dedicated alumni, university staff or friends of Sigma Pi will serve as mentors to our undergraduate men as they pursue their Quest for Excellence. This team is pivotal to a successful organization because of its ability to assist and guide the undergraduates in various aspects of Chapter/Colony operations.

The bottom line is this: a successful Chapter/Colony has strong alumni support. This manual provides an overview of the Advisory Board, outlines the expectations for serving as a member of the board, and explains the different positions that a volunteer can hold.

Bear in mind that Advisory Boards are not voted on, and they do not have – or need – bylaws or corporation status. Advisory Boards exist for one reason – to support the efforts of the undergraduate Chapter/Colony. It is the role of the appointed Chapter/Colony Advisor to construct and oversee an Advisory Board that will be most beneficial for the individual Chapter/Colony.

# ***Advisory Boards at a Glance***

## **Purpose**

- Get to know all undergraduates on a individual basis
- Advise, guide, and mentor collegiate members and officers
- Provide ongoing support for the Chapter/Colony and its officers through periods of transition
- Create long-term continuity among the chapter and the alumni
- Preserve organizational knowledge from year-to-year

## **The Advisory Board Model**

- Allows alumni to be involved, creating a larger pool of skills and talents
- Prevents one person from being overcommitted
- Creates continuity for the Chapter/Colony officers
- Provides a strong and lasting foundation for the Chapter/Colony

## **Makeup and Overview**

The board should be at least four members strong or one board member for each undergraduate officer. The appointed Chapter/Colony Advisor will serve as chairman of the board to coordinate all communication and future meetings among the board. An advisory board is a group of volunteers who have limited time for volunteering, but unlimited knowledge and expertise that could benefit our undergraduates. The board does not need to be comprised solely of Sigma Pi alumni. In fact, when people from outside of the Fraternity are brought onto an advisory board, they often bring a great new perspective to the table. Advisory board members are encouraged to speak with Chapter/Colony members as much as possible to establish a working relationship with their respective undergraduate leader. This can be accomplished in any way that the advisor deems fit, however, given the highly technical nature of today's college campus, advisors will find that communicating with undergraduates via email, text, Skype and/or Google Hangout may bring a more efficient and beneficial interaction. The minimum expectation is monthly communication between the undergraduate and the advisor.

## **General Expectations**

Each advisor will be responsible for training and advising one undergraduate officer or committee head. The advisor will become an expert in his area of Chapter/Colony operations and will help maintain continuity through officer transition and long-term planning in that area. Additionally, the advisor is expected to be involved with the respective committee. The advisor is not expected to attend every committee meeting; however, he is expected to attend the first committee meeting of the term, and other committee meetings when possible, as well as provide advice, assistance, and encouragement between visits. In addition, volunteers are expected to share their real-world and fraternal experiences with the active brothers that will help the Chapter/Colony continue to grow for years to come.

## **Time Commitment**

- Regular interaction with an undergraduate officer and respective committee
- Bi-semester Advisory Board meetings
- Weekly Chapter/Colony meetings (once every six-eight weeks)
- Facilitation of educational and leadership programming when available

## **Remote Advising**

Recent technological advances have made becoming a remote advisor even easier. The advisor is able to communicate and advise via platforms such as Skype, Google Hangouts, Zoom, etc.

## *An Overview of Advisory Board Opportunities*

Advisory Boards are chaired by the Chapter/Colony Advisor who is responsible for overseeing and organizing the collaborative efforts of the additional volunteers.

The standard Alumni Advisory Board includes the following members:

- Chapter/Colony Advisor
- Faculty/Academic Advisor
- Recruitment Advisor
- Financial Advisor/Comptroller

There are also supplementary positions that can be added to the board once the basic roles have been filled:

- Alumni Engagement Advisor
- Housing Advisor
- Member Education and Culture Advisor
- Philanthropic/Community Service/ACE Advisor
- Public Relations and Campus Image Advisor
- Career Placement Advisor
- Undergraduate-to-Alumni Transition Advisor

In the following pages, these standard and supplementary positions will be broken down in more detail.

## ***The Chapter/Colony Advisor***

The main role of the Chapter/Colony Advisor (CD) is to act as a guide for the undergraduates with their everyday Chapter/Colony operations. This position is an appointed position by the Executive Office. He is also the liaison between the Chapter/Colony and the Province Archon (PA) as well as, the Executive Office. The Chapter/Colony Advisor helps with officer training, finances, paperwork, recruitment, and risk management. The Chapter/Colony Advisor also assists with recruiting other alumni to get involved. The Chapter/Colony Advisor is the contact for parents of undergraduates, new members, or potential members if they should have any questions or concerns.

In his role as a part of the Advisory Board, he acts as a liaison between the members of the Advisory Board and the active membership through receiving reports from the alumni and reporting to the Chapter/Colony at Chapter meetings. The Chapter/Colony Advisor also serves as the chair of the Board.

### **Time Commitment**

- 2-3 hours per week, depending upon the status of the Chapter/Colony and the number of members of the Chapter/Colony Alumni Advisory Board

### **Communication**

- Stay in weekly contact with the undergraduate officers (in person, e-mail, phone, text) and monthly contact with the Province Archon.
- Phone call/e-mail contact with Province Archon and Chapter Management Associate a minimum of once per month.
- Use your [@sigmapi.org](mailto:@sigmapi.org) e-mail account for communication with Executive Office Staff, Chapter, Province Archon, and University.
- Volunteer Term report on chapter submitted once per semester, and biannually for Convocation.

### **Attendance**

- Local - Attend at least two Chapter/Colony meetings per month. Attend officer meetings as appropriate.
- Attend all ritual events (pledging, initiations) to oversee correct execution and proper registration/payment of fees (\$150 Pledge Fee & \$350 Initiate Fee).
- Regional - Attend any workshop(s) that PA may conduct and encourage undergraduates to attend.
- International - It is strongly suggested that CD's attend one international event per calendar year (Mid-Year, Convocation) and should encourage undergraduate attendance.

### **Support**

- Work with university, alumni and Chapter/Colony to benefit Sigma Pi.
- Conduct an officer transition workshop annually between time new officers are elected and installed.
- Meet as needed with Greek Advisors, Chapter/Colony Advisory Boards, Alumni Clubs, House Corporation.
- Put together and/or maintain a local Chapter/Colony Alumni Board which should consist of at least three other alumni volunteers.
- Conduct an annual review of chapter's finances and ensure they stay current on bills.

### **Accountability**

- Uphold and reinforce the Constitution and bylaws of Sigma Pi, as well as, local Chapter/Colony bylaws and institutions code of conduct.
- Complete Volunteer Training Modules.
- Sign and adhere to the Volunteer Code of Conduct

## ***Faculty/Academic Advisor***

The Faculty Advisor will be a member of the college/university faculty/staff. They may be a full professor, associate, or adjunct member of the teaching faculty or work in academic advising or career services. The Faculty/Academic Advisor helps with scholarships and programming for undergraduates and assists with study hours, scholastic advising, and ways to improve/maintain overall Chapter/Colony GPA and their image on campus.

### **Expectations**

- Serve as a liaison between the college/university and the Chapter/Colony.
- Identify programs and resources offered by the institution that can assist the Chapter/Colony.
- Assist the Chapter/Colony in managing and fulfilling requirements and regulations set forth by the university.
- Assist in the development and implementation of the Chapter/Colony's scholarship program.
- Offer academic/career support through the college/ university's support agencies and services.
- Assist members with involvement on campus to help promote a healthy level of campus involvement.

## ***Recruitment Advisor***

Recruitment Advisor assists the undergraduate recruitment chairman in creating and upholding a values-based recruitment plan that teaches the undergraduate members on how to get more quality men to pledge the Fraternity. This advisor should always be reminding the Chapter/Colony to uphold their values, to not sacrifice their standards to get more recruits and that we are here to grow our brotherhood with good men who will make substantial contributions to the success of our Chapter/ Colony's long-term health. Areas of interest for this advisor include relaying what type of recruitment event is best suited to bring in potential new members, how best to speak to the possible candidates for brotherhood, and what to look for in a potential new brother as it pertains to growing the Fraternity.

### **Expectations**

- Work with the Recruitment Chairman in preparing and executing a plan for formal recruitment and informal recruitment.
- Know all of the university's policies and the Executive Office policies on recruitment.
- Maintain an open line of communication with the Recruitment Chairman and his committee throughout the year.

## ***Financial Advisor/Comptroller***

This position is important in the respect that this Alumni Advisor should be willing to go over the finances and budget of the Fraternity with the Third Counselor and help plan the Chapter/Colony Finances each semester. A review of all Fraternity accounts and debts owed to the Chapter/Colony will be involved as well as reasonable ways to deal with them.

### **Expectations**

- Guides the undergraduate Third Counselor on Chapter/Colony finances, fundraising, auditing the books, and saving/budgeting.
- Be aware of all dues paid per member, what the Chapter/Colony owes the Executive Office and other accounts payable.
- Assist the Chapter/Colony set-up and maintain various accounts ranging from a basic checking account to a Chapter/Colony savings account, a housing account, and other savings-based accounts such as a scholarship account.
- Assist in the development and implementation of the Chapter/Colony's scholarship program.
- Offer academic/career support through the college/ university's support agencies and services.
- Assist members with involvement on campus to help promote a healthy level of campus involvement.

For the purpose of effectively supervising and controlling the finances of a Chapter/Colony, each Alumni Advisory Board shall provide for in its organization an Alumni Comptroller who, in coordination with the Chapter/Colony Sage and Chapter/Colony Advisor, shall have general jurisdiction and overview of the Chapter/Colony finances. The Alumni Comptroller, Chapter/Colony Advisor and Chapter/Colony Sage, if in agreement, shall have the power to remove a Chapter/Colony Third Counselor from office should he be considered unsatisfactory, be deemed incompetent, be guilty of neglect of duty or malfeasance in office. It shall be the duty and expectation of the Comptroller and the Chapter/Colony Third Counselor jointly and individually to administer the finances of the Chapter/Colony in accordance with the budget and plan of finance. The Comptroller shall assist the Chapter/Colony Third Counselor to maintain adequate books of account and financial records that will reveal at all times the sources of income, disbursements, and the financial condition of the Chapter/Colony treasury. At the close of each academic year, he will prepare and submit an annual report to the Chapter/Colony Advisor and Advisory Board and file a copy with both the Grand Chapter/Colony at its Executive Office and the Third Counselor of the Chapter/Colony. The Chapter/Colony Third Counselor shall make regular reports to the Comptroller and shall file monthly financial reports with the Grand Chapter/Colony at its Executive Office and the Chapter/Colony Advisor.

## ***Alumni Engagement Advisor***

Alumni support can vastly impact the success of a Chapter/Colony, thus the role of the Alumni Engagement officer should not be overlooked. The Alumni Advisor works to foster and develop relationships with Alumni near the Chapter/Colony. To do this, he is responsible for working with the First Counselor to grow and retain alumni interest by organizing alumni events, Founders' Day, and Homecoming. In addition, he is responsible for creating and maintaining an updated list of alumni contacts in conjunction with the university alumni office.

The Alumni Advisor maintains communication with the undergraduate First Counselor on updates for the alumni of the Chapter/ Colony and in the area. The Alumni Advisor assists the First Counselor on content for the alumni newsletter (preferably produced twice per semester).

## ***Housing Advisor***

Housing is an extremely important aspect of a college fraternity. Our Chapter/Colony houses must maintain a safe and livable standard, and the Housing Advisor ensures this is true. The Housing Advisor needs to be a contact for the undergraduate House Manager.

### **Expectations**

- Make sure that fire equipment is checked regularly and remains current, that the house is cleaned through house duties and that there are no safety issues in or around the house and property.
- In the case of a major project - assist the undergraduate House Manager with making sure the work or maintenance gets done properly.
- Know the Risk Management policy of the Executive Office and the university.
- Oversee that the Chapter/Colony maintains a good relationship with the neighbors and the community that the Chapter/Colony house is in.
- Serve as a liaison between the Chapter/Colony and the House Corporation or landlord.
- In situations where a Chapter/Colony has no housing, the Housing Advisor will serve as a resource for the Chapter/Colony and alumni in the search for suitable housing options.

## ***Member Education and Culture Advisor***

With regards to New Member Education, hazing continues to be an ongoing problem and is detrimental to the growth of the brotherhood and the long-term success of the Chapter/Colony. In addition, hazing is against the International bylaws, and in some locations can be seen as a criminal offense. It is the obligation of the Member Education Advisor to ensure that the new member program is teaching the Fraternity's values and core ideals in a way that creates exemplary students, brothers, leaders and Sigma Pi men. In addition, the Member Education Advisor should attend some of the new member education sessions to ensure that hazing is not occurring in the Chapter/Colony. Education doesn't stop upon initiation. The Fraternity should be providing ongoing education and growth to its members throughout their undergraduate career to ensure every brother's success upon graduation. It will be the responsibility of the Member Education advisor to ensure that such member development takes place throughout the year in the form of workshops and guest presentations. The advisor will work with the new member education chair to set up professional development programming. Brotherhood is the foundation of Fraternity. Without it, the whole organization will crumble. Therefore it is extremely important that a culture of friendship and brotherhood is perpetuated within the Chapter/Colony. This responsibility also falls under the Member Education and Culture advisor. In this role, the board member will work with the Brotherhood Chairman to develop programming that fosters meaningful relationships between the undergraduate members.



## ***Philanthropic/Community Service/ACE Project Advisor***

One of our five core values is to inspire service; thus it is important to ensure that the Chapter/Colony understands the importance of philanthropic and service efforts. As a social Fraternity, it is our responsibility to show what it truly means to be social, by giving back to and helping those around us. This is a crucial area of our brotherhood that provides sustenance to the fraternal experience and shows that our members are men of distinction. The advisor in this role will be responsible for helping to inspire the undergraduate members to get involved in all aspects of service.

### **Expectations**

- Present new ideas to the Philanthropy, Community Service, and ACE chairmen as far as what can be done to maximize our service efforts in creative ways.
- Review current philanthropic and community service efforts and help identify new areas of service for the Fraternity.
- Serve as a liaison between the Chapter/Colony and the university for the Altruistic Campus Experience (ACE) Project.

## ***Public Relations and Campus Image Advisor***

In today's technologically saturated world it becomes ever more important to maintain a strong image both on campus and the outside world. The PR and Image Advisor is charged with helping the Public Relations chairman develop a PR campaign that showcases the Fraternity's values and strengths.

### **Expectations**

- Develop the Chapter/Colony's social media, web presence, press releases, marketing campaigns and gift presentations to help improve inter-organizational relationships.
- Work with the Social Chairman to help develop a strong and creative social calendar, improve relationships and establish traditions.
- Teach the Social Chairman social media best practices and what is appropriate and inappropriate.

## ***Career Placement Advisor***

This is a position in which an alumnus dedicates their time to help recent graduates find jobs and/or internships in areas where they can best use their skills. The Career Placement Advisor will also teach networking best practices, review resumes and anything else the advisor deems necessary. A report of recent graduates, their geographic location, majors, and résumés should be furnished by the Career Placement Advisor to help graduating seniors.

## ***Undergraduate-to-Alumni Transition Advisor***

This advisor is one of the most crucial members of the board. With the installation of this advisor, the Chapter/Colony will have an alumnus who helps explain and exemplify what it means to be an active alumnus. This advisor will work with recent graduates, as well as current seniors to open up their eyes to the life-long benefits of staying involved with the Fraternity. This can be done through discussions on topics such as how to be an active alumnus, the importance giving financially to the Chapter/Colony or the Sigma Pi Educational Foundation or the vital role that volunteers serve and how to be a mentor for the next generation of undergraduates. Other areas of interest for this advisor include helping build the bridge between alumni and actives or assisting the undergraduate alumni chairman in setting up professional and social networking events where brothers of all ages can meet.

## ***Sigma Pi Policies***

### **Sigma Pi stands against Discrimination & Sexual Violence**

We are committed to being exemplary citizens of the world. We expect that our members will follow the campus policies/student code of conduct regarding Title IX.

#### **Anti-Hazing**

Hazing is contrary to the Creed, standards, ideals, mission, and goals of Sigma Pi Fraternity and such activity by our members is hereby prohibited. Sigma Pi Fraternity addresses hazing in the Bylaws of Sigma Pi Fraternity under Section 4 of Bylaw 4.

No chapter shall encourage or conduct hazing activities. Hazing activities are defined as:

“Any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the chapter house, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliation games and activities, and any other activities which are not consistent with fraternal law, ritual or policy or the regulation and policies of the educational institution.”

As a result of a violation of this section, a Chapter or Colony member is subject to being denied membership in the Fraternity. As a result of a violation of this section, a Chapter or Colony of the Fraternity is subject to being suspended and denied a charter, pending reorganization of the Chapter or Colony, in accordance with provision of Article VII, Sections 4 and 7 of the Constitution of Sigma Pi Fraternity.

Sigma Pi Fraternity also has a toll free anti-hazing hotline: 1-888-NOT-HAZE (1-888-668-4293). The line is available to those who think they, or students they know, have become victims of hazing. Callers may remain anonymous, or they can provide personal information so that their concerns can be responded to directly. The hotline connects directly to a dedicated voice mailbox at the Cincinnati law firm of Manley Burke, the publisher of Fraternal Law.

#### **Transgender Policy**

Those who self-identify as men and otherwise meet the requirements for membership as stated in the Fraternity's Constitution and Bylaws are welcome to seek membership in the organization.

#### **Good Samaritan Policy**

A member who immediately obtains appropriate professional medical care for a person experiencing a medical crisis or emergency, including emergencies related to the use or consumption of alcohol or drugs, will not, along with anyone else who assists, be subject to individual disciplinary action by the fraternity with respect to the incident. This is the case even if the member who is assisting was a contributing factor to that emergency. This policy shall not apply if the fraternity determines that the member provided false or misleading information in the course of an investigation, or otherwise acted in bad faith.

A chapter that immediately obtains appropriate professional medical care for a person experiencing a medical crisis or emergency, including emergencies related to the use or consumption of alcohol or drugs, may be eligible for mitigation of charges related to violations of organizational policies.

# ***Sigma Pi Policies***

## **Good Samaritan Policy Continued**

To be eligible for this potential mitigation, members of the chapter will be required to meet in person or by phone with an Executive Office staff member or an alumni volunteer designated by the fraternity. This policy shall not apply if the fraternity determines that the chapter, through its leadership, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith.

## **Sexual Abuse**

Sexual abuse and harassment are contrary to the Creed, standards, ideals, goals, and mission of Sigma Pi Fraternity; such activity by our members is hereby expressly prohibited. Sexual abuse is defined by Sigma Pi Fraternity in Bylaw 4, Section 4d.

The definition of sexual abuse and harassment shall include, but not be limited to, any actions which are demeaning to women and/or men, which including but not limited to, date rape, gang rape, verbal harassment, lewd gestures or offensive touching.

## **Anti-Discrimination**

In accordance with the Creed of the Fraternity, no Chapter shall deny membership to an individual meeting the criteria outlined in this article and the academic standards of both the Fraternity and the Chapter's host institution based on race, color, ethnicity, country of origin, sexual orientation, religion or disability.

## **Fire, Health, and Safety**

All chapter houses shall, prior to, during and following occupancy, meet all local fire and health codes and standards.

All chapters must have posted by common phones emergency numbers for fire, police and ambulance and must have evacuation routes from chapter houses, common areas and sleeping rooms posted in said areas and on the back door of each sleeping room.

All chapters shall comply with engineering recommendations as reported by the insurance company. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

The possession and/or use of firearms or explosive devices of any kind at events that have alcohol present are strictly prohibited.

# *Sigma Pi Policies*

## **Alcohol Policy**

In any activity or event sponsored or endorsed by a Sigma Pi Entity, including those that occur on or off its Premises:

1. Sigma Pi Entity, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. Sigma Pi Entity, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on Premises or at any activity or event sponsored or endorsed by the Sigma Pi Entity.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.

The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any Sigma Pi Entity Premises or at any event, except when served by a licensed and insured third-party vendor.

4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with Sigma Pi Entity funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A Sigma Pi Entity must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A Sigma Pi Entity must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a Chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a Sigma Pi Entity event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the Sigma Pi Entity must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the Premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into Sigma Pi, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
10. Sigma Pi Entity members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.