



**SIGMA PI**

**PROVINCE ARCHON MANUAL**

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# MANUAL INTRODUCTION



Greetings Province Archon,

Welcome to the Sigma Pi Province Archon Manual. This manual is a comprehensive guide to successful performance as the Province Archon. The Province Archon position exists because of the exceedingly complicated world inherent in the fraternal structure. As Sigma Pi continues to operate, the position of Province Archon is paramount to the successful operation of the individual chapters.

As alumni, it is our responsibility to pass on the knowledge to subsequent classes, so value in our best practices are never forgotten. If the knowledge of our best practices becomes lost, our groups are forced to start over. As best practices lose their momentum over a collegiate career, the group begins looking for support elsewhere. Elsewhere refers to the best practices of other student groups operating on campus. The group then runs the risk of operating under a different set of rules apart from Sigma Pi Fraternity. This is where we encounter the elements of a “frat.” Upon the absence of our alumni leadership, it has been the experience of Sigma Pi that our groups will fail. As the Province Archon, it is your expectation to actively engage and track each chapter’s operations under your designation and report to Sigma Pi the status of each chapter at the end of every academic semester/quarter. If Sigma Pi is to maintain powerful chapters, the presence of a successful and efficient Province Archon cannot be overstated.

It should be understood that each chapter is:

- Self-governing and solely responsible for its day-to-day, week-to-week, and month-to-month operation.
- Nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight, or as an effort to control the local chapter by Sigma Pi Fraternity.
- All ideas herein are optional, and nothing is mandatory.
- The handbook is a guide from which the users can utilize to establish, improve, or build their own programs, using their knowledge, common sense, ideas, experience, and to assist the user from time to time as a reference for ideas and suggestions.

Thank you for your interest in continuing your involvement with Sigma Pi Fraternity. We are truly fortunate to be a part of a brotherhood that encourages the ideals, philosophies, and life skills that will, or already have, helped us succeed in becoming a better man.



# SUCCESSFUL ATTRIBUTES OF AN **ADVISOR**

## **ACCESSIBILITY**

- Get to know as many undergraduate members as you can on an individual basis
- Be receptive when approached by both undergraduate and alumni members

## **KNOWLEDGEABLE**

- Understand the relationship between Sigma Pi, the chapter, the member and the host institution
- Awareness of Fraternity and university policies and regulations, as well as, local, state and national laws
- Bring a historical perspective to the chapter, where appropriate

## **MATURITY**

- Be able to relate to alumni, faculty, and administrators
- Exercise responsible judgment
- Demonstrate the appropriate behavior of an advisor

## **HUMOR**

- Remember that the fraternity experience should be fun
- Don't take oneself too seriously
- Be able to laugh at oneself

## **SENSITIVITY**

- Perceive the needs and circumstances of others
- Be willing to help Brothers on a personal level
- Treat each active with respect and dignity

## **COMMUNICATIVE**

- Be able to relate well to undergraduates
- Listen more than talking
- Let members know that you care

## **POSITIVE**

- Encourage members to seek solutions, rather than focusing on the problem
- Attitude is more than 50% of any task
- Generate enthusiasm

## **LEADERSHIP**

- Be a role model, instead of just telling undergraduates what to do
- Inspire young men to be the best that they can be
- Use personality and persuasion, rather than one's authority

## **HONESTY**

- Be yourself, "phonies" turn others off
- Give open and honest feedback on unintended consequences of decisions officers are looking to make



# EXPECTATIONS OF A PROVINCE ARCHON

Province Archons should be knowledgeable on the expectations of a Chapter/Colony and the Policies of Sigma Pi Fraternity in order to advise Province Volunteers and Chapter Officers on their roles. In addition, have an understanding of the dynamics of managing volunteers and critically assessing the needs of the various Sigma Pi entities in his/her province. Being able to encourage and mentor volunteers is a critical component to this role in order to help coach volunteers on best practices and updates coming out of Sigma Pi.

However, it should be understood that each chapter/colony, alumni association/club and housing corporation is self-governing and solely responsible for its day-to-day, week-to-week, and month-to-month operation, and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the province by you as an advisor for Sigma Pi Fraternity. The handbook is a guide from which you can utilize ideas to establish, improve, and/or build your own programs, while using your fraternal and professional knowledge and experience.

## SIGMA PI REPORTING AND RELATIONS

Complete Volunteer Training Module.

- ***Sign Volunteer Code of Conduct***

Submit a chapter status report to the Executive Office at least once a semester.

- ***Volunteer Term Report***

Submit a biennial report to the Executive Office no later than two months prior to Convocation.

- ***Biennial Report***

Review the Grand Chapter Bylaws, Policies and Guidelines at least once annually.

- ***Sigma Pi Bylaws***
- ***Sigma Pi Policies***

Expected that you use the @sigmapi.org email account and your contact information is current.

- It is important to use this email address so you are staying up to date and in the loop with any and all communication that comes from Sigma Pi. Important updates and information coming from Sigma Pi will all go to this email account. Even more so, we want to be able to keep our Volunteers up to date with the Greek industry and mitigate the risk of an inability to properly respond to a situation.

As applicable, contact and assist the Executive Office with finding a replacement if you will no longer serve as a Province Archon. New applicants can apply at the link below:

- ***Volunteer Application***

## TIME COMMITMENT

- 2-4 hours per month, depending upon the status of entities in the province and available volunteers.

## COMMUNICATION

- Advise the Chapter Advisors to submit their semester reports.
- Participate in at least four of six bi-monthly Province Archon conference calls.
- Contact each chapter Sage at a minimum of once per semester (more if there is no Chapter/Colony Advisor).
- Communicate regularly with the Chapter Advisors (at least once per month, more if needs arise).
- Communicate at least once per semester with all alumni groups (clubs, house corporations, etc.).

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# EXPECTATIONS OF A PROVINCE ARCHON

## TRAVEL

- Recommend visiting each chapter at least once per year in order to do an onsite assessment and determine where they need assistance.

## PROGRAMMING

- Plan and hold a province workshop at least once per academic year with programming based on the chapters' needs in your province.
- Encourage that officer transition workshops are held for each chapter in the province (may be done individually by Chapter/Colony Advisor or chapter, or collectively with the entire province).

## ATTENDANCE

- Expected to attend Convocation. Attendance at MYLC is voluntary.
- Must attend one Province Archon Summit per biennium.

## ALUMNI CLUBS/ASSOCIATIONS

- Participate in efforts to maintain an active alumni base.
- Assist active Alumni Club/Association efforts in outreach and event planning.
- Aid any alumni groups in the process to become an official Alumni Club/Association.
- Attend alumni gatherings, events, workshops, or annual meetings whenever possible.
- Serve as liaison between the local club/association and the chapter.

## VOLUNTEER COLLABORATION

- Serve as Chapter/Colony Advisor for those without one until a suitable candidate can be found.
- In collaboration with Chapter/Colony Advisors, verify each chapter has a functioning Alumni Advisory Board.
- Communicate with Alumni Advisory boards at least once a semester.

## ALUMNI RELATIONS

- Where an Alumni Club/Association exists for a chapter, communicate with the alumni club president or board at least twice a semester.
- Attend at least one Alumni Club/Association meeting per semester (or as applicable if the entity meets less frequently).
- Collaborate with the Province Archon regarding province alumni events (at least one annually).
- Have Alumni Club/Association submit annual registration and pay their dues to Sigma Pi.
  - › **Alumni Club Annual Registration**
  - › **Pay Dues**
- Share **A Year in the Life - Alumni Club/Association** document with the club/association.

## UNIVERSITY RELATIONS

- Communicate with the Fraternity and Sorority Life Advisor (or equivalent) at host institution at least once a month
  - › Communication with the Fraternity and Sorority Life Advisors is strongly encouraged to build a relationship. These advisors have knowledge about the campus and off-campus community cultures that have a direct impact

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# EXPECTATIONS OF A PROVINCE ARCHON

on the way in which the chapters function on a routine basis. The following topics should be covered during each meeting that the Chapter/Colony Advisor makes with the Fraternity and Sorority Life Advisor.

- Basic Topics to Cover During the Meeting
  - › Grade Point Average Statistics including:
    - Campus Average
    - Campus All-Men’s Average
    - All-Greek Average
    - All-Fraternity Average
  - › Campus Recruitment Statistics
    - Interfraternity Council (all semesters/quarters)
  - › Community Service Projects and Hours
    - How many community service hours have been completed
  - › Reputation and standing of Chapter
- Attend hearings at any host institution in your province as needed in collaboration with the Chapter Advisor

## EXPANSION

- As applicable, support Sigma Pi efforts to expand to new universities and colleges in your area, in collaboration with your Province Archon; this may include giving an expansion presentations, aiding Sigma Pi personnel with lodging, and communicating with appropriate parties at the intended institution about the Fraternity.



# EXPECTATIONS OF A CHAPTER/COLONY

In order to assist you in understanding what to advise on, it is important to understand the expectations of a Chapter/Colony of Sigma Pi today.

## STANDARDS OF EXCELLENCE

Both current and previous Standards of Excellence trackers can be found on the Sigma Pi website at [sigmapi.org/fraternity/reporting](http://sigmapi.org/fraternity/reporting).

This assessment provides important key performance indicators on operations and member development, as well as education to the chapter officers, advisors, and Sigma Pi overall. This information is used in the awards process and for developing consultation and training assessments.

Chapters that score 80% or over are awarded the Grand Chapter Award annually by Sigma Pi.

## UTILIZE THE CHAPTER WORKBOOK

The Chapter Workbook has been created to assist chapters in keeping accurate records and sharing important information with other chapter leaders, alumni volunteers, and Sigma Pi. This tool helps streamline data reporting and allows information that was once submitted at the end of the year to be tracked live. The goal of the Chapter Workbook is to track and share important chapter-related data in one location.

The Chapter Workbook is a shared Google Document that tracks the following information:

|  |                               |
|--|-------------------------------|
| Roster                                     | Meeting Attendance            |
| Membership Numbers                         | ACE Project Attendance        |
| Membership Classification                  | Community Service Hours       |
| Committee Involvement                      | Philanthropy Dollar Donations |
| Involvement in other Student Organizations | Tightrope Completion          |
| Workshop Attendance                        |                               |

## CHAPTER WORKBOOK EXPLAINED

Each Chapter Workbook contains five tabs.

1. Member Profile – tracks membership numbers, membership classifications (Active, New Member, Suspended Members for Financial/Conduct, etc.), committee involvement and involvement in organizations outside of the fraternity.
2. Member Attendance – tracks attendance at individual meetings. To track attendance, chapters should use the following key: (P) Present, (A) Absent, (T) Tardy. At the bottom of the page, the chapter will easily track their total attendance and attendance percentages.
3. Workshop Attendance - tracks attendance at workshops the chapter is expected to host or attend. To track attendance, chapters should use the following key: (P) Present, (A) Absent, (T) Tardy. At the bottom of the page, the chapter will easily track their total attendance and attendance percentages.
4. Service Tracker – tracks attendance at the chapter’s ACE Project, individual community service projects/hours and philanthropy projects/donations.
5. Tightrope roster list of members who need to complete the modules. This is updated on a weekly basis.

**Once the workbook is created, it is the expectation of the chapter, typically the Fourth Counselor, to maintain accurate records.**

It is important that as new members are added to the chapter, the Fourth Counselor should add them to the Chapter Workbook on each of the five tabs. Also, as members graduate or transfer schools, they should remain in the Chapter Workbook until

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# EXPECTATIONS OF A CHAPTER/COLONY

the end of the academic year. The chapter can decide who will be responsible for tracking particular information.

For example, the chapter can delegate the responsibility to the ACE Chairman, Philanthropy Chairman, and Community Service Chairman to track member performance or it could be the responsibility of the Second Counselor to collect the information and then enter it. The chapter can also choose to add additional information to track in their Chapter Workbook, we just ask that each chapter tracks, at the very least, the requested information above.

To share the Chapter Workbook, simply click the blue “share” button in the top right corner of the document and enter the email addresses in the “invite people” field. Be sure that you are providing the appropriate permission level (view or edit). If you need assistance with this please contact your Chapter Consultant. We recommend sharing this workbook with the Executive Council, Committee Chairmen, Chapter Advisor, Province Archon and Alumni Advisory Board Members. An added benefit of using Google Docs to track this information is that chapter leaders can easily access this shared information from the laptops or mobile devices. If you have any questions regarding the use of your Chapter Workbook, please do not hesitate to contact your Chapter Consultant.

## CHAPTER BUILDER

In order to assist chapters/colonies with enhancing their recruitment program, Sigma Pi has invested into ChapterBuilder by PhiredUp. Through this investment, each Sigma Pi chapter will be able to utilize this proven recruitment support tool.

ChapterBuilder will provide chapters greater opportunities to reach their recruitment goals through accelerated ways of storing, organizing, and communicating information with potential new members.

*“Recruitment always takes work, but lots of that work is wasted with random numbers in your phone, no way to know who’s helping, and typing out text after text manually. ChapterBuilder changes all of that. You can upload any spreadsheet instantly, add your whole team, and send personalized mass texts to your entire names list,” says Matt Farrell of Phired Up. “With this upgrade from the Executive Office of Sigma Pi, your chapter will save time on the boring work so you can keep your focus on the fun part - relationships.”*

For any questions regarding the new partnership, please contact the Director of Chapter Support Services at [chapterservices@sigmapl.org](mailto:chapterservices@sigmapl.org). Training is provided by PhiredUp and you can **schedule time here**.



# OFFICER TRAINING AND TRANSITION

Officer Transition is a crucial time in a chapter's life. During this time, it is important to debrief on the previous years leadership: success and struggles. This shared institutional will be important for the next Executive Council to know what is still ongoing, what they want to implement, and how to merge those plans. Example is reviewing the finances: Cash on Hand, outstanding dues, membership registration and officer updates, and Accounts Payable. This is also a good time to review the SOE status, educate on how to use Chapter Workbook, OmegaFi, ChapterBuilder, Bayard Membership Experience and ensure initial training for the new officers is completed.

## TRANSITION PLANNING

- At least two weeks before Chapter/Colony operations resume from break
- Reserve appropriate space and prepare for meals
  - › Best practice is to ensure the chapter is budgeting for this important training program
- Seek to have other advisors and volunteers join
  - › Advisory Board, Housing Corporation, Alumni Club, Province Archon
- Have outgoing officers prepare end of term status reports

## THINGS TO DO WITH THE OUTGOING CHAPTER OFFICERS BEFORE TRANSITION AND TRAINING

1. Questions to ask each officer and then the group as a whole:
  - › What have you done with your role?
  - › What are you in the process of doing?
  - › What would you do if you could do it over again?
  - › What accomplishments and goals have you achieved?
  - › What goals do you wish you could have achieved?
2. Review handbooks and manuals
  - › Old officers should review contents before transition - do not assume new officers will understand everything
  - › Highlight the important sections
  - › List the positions expectations and duties - make sure they adhere to the handbooks
  - › Resources that will help the chapter can be found at [sigmapi.org/resources](https://sigmapi.org/resources)

## OFFICER TRAINING SESSION

- Scheduled well in advance of elections - old and new officers will attend (have advisors attend for a portion)
- Overnight or all-day affair away from the chapter house/campus
- Order of Events:
  1. Purpose of the training
  2. Break into groups - old officer, new officer, and advisor to cover the following:
    - › Handbooks
    - › Officer Transition Module via [mysigmapi.org](https://mysigmapi.org)
    - › Report form due dates - Sigma Pi and University - sent where, when, how to fill out
    - › Decide degree of communication between advisor and officers. Keep advisors aware of everything

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# OFFICER TRAINING AND TRANSITION

3. Old officers with the new officers to review group evaluation
4. New officers set goals
  - » Improvements are always possible. Determine what still needs to be, what resources will be needed both financial and human
  - » Investigate all areas in sequence - write them down
    1. Programs
    2. Social and sorority/fraternity relations
    3. Chapter attitude
    4. Executive Council
    5. House management
    6. Recruitment
    7. New member education
    8. Interfraternity Council
    9. Public relations
    10. Executive Office
    11. Philanthropy
    12. Policies



# FOUR AREAS OF ALUMNI ENGAGEMENT

There are four areas of a successful alumni engagement program; identification, communication, cultivation, and solicitation. The association is charged with aligning efforts with the chapter to complete these areas.

## IDENTIFY

Identifying alumni in the province who are interested in engaging with Sigma Pi, is critical to growing a strong alumni network in the province. This is done by working with local advisors to identify alumni from the chapters in the province, and via planning alumni events in the province. Hosting province wide events for alumni can be just as important as conducting a Province Workshop with the undergraduate chapters.

## COMMUNICATE

Meaningful communication is essential when it comes to alumni engagement. The alumni want to hear about their chapter! The best avenues of chapter-alumni communication is through a semesterly/quarterly newsletter and social media. While Sigma Pi distributes The Emerald and Sigma Pi Quarterly it is also important to ensure chapters have a local communication plan to keep their alumni informed and engaged. If a Chapter has an Alumni Club, this can be a collaborated effort to highlight both the undergraduate successes and alumni accomplishments.

## CULTIVATE

Alumni cultivation is a major player in having an effective alumni engagement program. Once a line of communication has been created between alumni and the chapter, the next step is to host an alumni event.

This can be facilitated by the Chapter or the Alumni Association/Club. Either way, first impressions are essential to creating an atmosphere where the alumni will want to come back. An alumnus is most likely to attend an event that is family/spouse friendly - tailgates, Orchid Ball, homecoming, golf outings, networking nights, career nights, educational speakers/programs, etc.

## SOLICIT

A comprehensive alumni engagement program that properly identifies, communicates and cultivates alumni annually will help a chapter build its local alumni entities. If the Chapter and/or Alumni Association/Club executes steps one through three, they will be more successful when soliciting time and money from the alumni. Alumni will start to give their time when they see the association is actively engaging them. The three areas where alumni have an opportunity to get involved are alumni advisory boards, house corporations, and alumni associations. Once the alumni start to engage the association, there is an opportunity for fundraising. Historically a chapter led fundraising campaign leads to petty funds. The best opportunity for the chapter to raise money is through an alumni association led campaign utilizing the Chapter Educational Fund of the Sigma Pi Educational Foundation. Alumni would much rather give when other alumni ask them to give than when the chapter asks.



# VOLUNTEER RECRUITMENT

## FINDING NEW CHAPTER/COLONY ADVISORS

As a Province Archon, it is expected that you use the resources available to you to help Sigma Pi in finding replacement Chapter/Colony Advisors for the chapters in your province. As a Province Archon, you will be working directly with the Chapter/Colony Advisors in your province, so it is important that you feel comfortable with that person in the role. When finding new Chapter/Colony Advisors, please have them fill out the volunteer application that can be found on our website: [sigmapi.org/volunteer](http://sigmapi.org/volunteer) under “apply.” Follow this link to the **Volunteer Application**.

\*If you are having trouble or just need assistance finding a new Chapter/Colony Advisor contact Sigma Pi at [chapterservices@sigmapi.org](mailto:chapterservices@sigmapi.org)

## ENGAGING PARENTS AS VOLUNTEERS

A key constituent for Sigma Pi is the parents of our undergraduate members. Developing a Parents Program for the Chapters/Colonies in your province can be a great way to engage these men and women. It also builds the brand of Sigma Pi by having the parents take an active role in not only mentoring but observing the growth in their sons. It can also lead to a parents fundraising campaign to generate funds for their Chapter Educational Fund and allow them to be a part of their son’s matriculation through college. In addition, fathers may see the benefits of Sigma Pi and want to become initiated members and join their sons as members of Sigma Pi.

## TRANSFER OF RESPONSIBILITY

If during your time as Province Archon you have changes in your life that will require you to step down from the role and focus on other areas of your life, we completely understand. We fully understand this is a volunteer role and can be fairly demanding on your time, especially if yours is a larger province with multiple entities within it. With that, please do not hesitate to contact the Executive Office of Sigma Pi and help with succession planning and transition. This will help in minimizing disruption in the province and ensuring the transferring of institutional knowledge. Listed below are sample questions to consider as you begin to discuss the role with possible candidates to be reviewed by Sigma Pi for a new appointment.

## INTERVIEW QUESTIONS

- Why do you want to be a volunteer for Sigma Pi?
- What are your achievements in your personal, professional, and fraternal lives?
- What do you currently know about Sigma Pi as an organization?
- What do you hope to give to Sigma Pi by volunteering?
- What do you hope to get out of volunteering?
- What do you know about this position?
- Where do you see yourself within Sigma Pi in 6 months? 12 months? 2 years? 4 years?
- What would you care to know about the position?
- Have you had experience managing volunteers or employees?
- How do you handle conflict management and resolution?



# SIGMA PI POLICIES

## 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 Constitution 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 the 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.

## 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 20. 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.

## 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.,

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# SIGMA PI POLICIES

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.

## 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. To be eligible for this potential mitigation, members of the chapter will be required to meet in person or by phone with a national 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.

## 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.



# YOUR ALUMNI

Alumni offer the potential for maintaining the excellence of a chapter by providing continuity, tradition, experience, and guidance. These qualities enable the chapter to maintain operating levels that exceeds those of other student groups.

Alumni involvement in your chapter's affairs offer these primary and specific benefits:

- Advice and guidance to general undergraduate chapter operations.
- Assistance in planning and carrying out the chapter's alumni communications and activities program.
- Guidance of chapter housing, including related legal and financial affairs.
- Special support for the chapter in an emergency situation.

There are a number of basic interests most alumni share:

- A desire to continue friendships developed while in school.
- An interest in the status of the undergraduate chapter.
- An interest in the college, higher education, and fraternities in general.
- A desire to see and visit friends within the Fraternity on special occasions.

In the case of some whose personal circumstances make it practical, there is also a willingness to serve the Fraternity on an active basis within certain conditions. In almost every chapter there are a number of alumni who are quite willing to serve:

- If they believe their time and service is wanted.
- If they feel there is a need.
- If they feel they are able to contribute in some productive way.
- If there is a reasonable structure from which to operate.
- If it is not too time consuming.
- If they can enjoy the companionship of others also engaged in the venture.

For most other alumni, the key to satisfying their interest is the knowledge that there is an active alumni group directly involved with the affairs of the chapter. To satisfy their interest, you should communicate regularly with them. Discuss items in which they are interested such as planned special reunions, the whereabouts of other alumni and their activities, and any general information about the chapter and alumni association. Your alumni program should cater to these basic interests. The program should satisfy the needs of the undergraduate chapter and the interests of most alumni and should provide a structure that allows sensible, effective involvement by those in a position to actively participate.





# ALUMNI ADVISORY BOARD

## PURPOSE

- 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 concept of an Alumni Advisory Board may be implemented rather easily, but does require planning and coordination.

1. Build an interest group. Contact information files of all area alumni, regardless of individual chapter affiliation, are available through Sigma Pi (specific zip code area[s] must be included with the order). In other cases, contact may be made by phone but email is the best and easiest option.
2. Set up an organizational meeting. The Chapter/Colony Advisor should chair this meeting. Review the concept of an Alumni Advisory Board, make advising area assignments for each alumnus (based upon individual interest and expertise), and decide upon a follow-up meeting date, place, and time.
3. Each alumnus should have a specific advising area.

The standard Alumni Advisory Board includes the following members:

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

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

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

4. Each Alumni Advisor should meet regularly with the undergraduate advisee. (Once every one or two weeks at the beginning, then periodically, as needed.)
5. As Chairman of the Alumni Advisory Board, the Chapter Advisor is responsible for making assignments, calling meetings of the entire board and the subsequent notification of the board members. Frequency of meetings will depend upon the chapter situation – at least once a month is preferred.

It may not be possible to assign an alumnus to each of the areas mentioned above. Consequently, it may be necessary to group certain areas together; groupings would depend upon the needs of the chapter at the time. Generally speaking, a minimum of four to five alumni comprise an advisory board.



# ALUMNI ASSOCIATIONS/CLUBS

As membership in Sigma Pi is for life, it is vitally important to engage brothers after leaving their undergraduate chapter. Organizing an alumni club/association can be a rewarding exercise. It is a great way to keep area alumni connected with the Fraternity, promote the activities of multiple local chapters and the Sigma Pi/Sigma Pi Educational Foundation, and professionally and socially network with brothers. Initiative, commitment, and a strong area alumni base are keys for starting an area-based association. Below is a list of recommendations to consider before starting an area group.

## CHECK FOR A CLUB/ASSOCIATION IN YOUR AREA

Visit [sigmapi.org/alumni/alumni-clubs](http://sigmapi.org/alumni/alumni-clubs) and check to see if there are any alumni clubs/association already established (or have been previously established) in your area.

## DETERMINE ALUMNI IN YOUR AREA

Contact Sigma Pi and request a membership records pull for alumni within a certain distance of your zip code. The best suggestion is within 25 miles of your location. The Executive Office can help you with this.

## VISIT THE ALUMNI & VOLUNTEERS SECTION OF SIGMAPI.ORG

Examine the steps to charter or re-charter an alumni club/association at [sigmapi.org/alumni/alumni-clubs](http://sigmapi.org/alumni/alumni-clubs).

## PLAN YOUR KICK-OFF EVENT

Plan an event to gauge the interest of area alumni. This event should require minimum involvement from attendees. The event will set the tone for the support and participation that area alumni will need to commit to in order to get the association off the ground. Take some time during the event to find out what types of programs and how many events a year people would commit to. Your goal should be to create an organization launch team (the first board of directors). If there is an active chapter or chapters nearby, it is advisable to work with them to promote the event to their chapters and to their alumni.

## PREPARE YOUR COMMUNICATION

Work with Sigma Pi to craft letters and the best way to distribute them. Remember that alumni may respond to mailings that come from [sigmapi.org](http://sigmapi.org) rather than your own personal account.

## FOLLOW-UP WITH SIGMA PI

Before, during, and after the event, it is important to keep Sigma Pi in the loop. If you send out emails and various ones bounce back, those addresses need to be communicated to the Communications Department of Sigma Pi. Pictures of the event should be taken and sent to Sigma Pi for possible inclusion in future publications or The Emerald. Please send photos to [photos@sigmapi.org](mailto:photos@sigmapi.org).



# ONLINE RESOURCES

- ***Sigma Pi Resource Center***
  - › ***Sigma Pi - Reporting***
  - › ***Covid-19 Resources***
    - » ***COVID Reactivation Plan (example from Mu Chapter)***
    - » ***Recruitment Basics during COVID***
- ***My Sigma Pi*** - once logged in click on “Resource Center” under the Communications tab in the menu on the left side of the page
  - › ***Volunteer Training Module Access***
- ***Google Drive***, first login to your @sigmapl.org email. After logging in, click on the Google Apps icon (gray dots in a three by three pattern) in the upper right corner of the page and then click the Google Drive application. Once in the Google Drive, click on “Shared Drives” on the left side of the page. Here you will see the Volunteer Training Drive folder that has resources for you to use.
- ***Fraternal Law Newsletter***
- ***Phired Up Digital Recruitment Classroom Access***
  - › ***phiredup.com/free***
  - › ***blog.phiredup.com/pupfridaysmay***
  - › ***blog.phiredup.com/donowcovid***
- ***CampusSpeak Webinars***
- ***Graduway Resources***
- ***Holmes Murphy Resource Center***
  - › ***Holmes Murphy Covid-19 Resources***

