



# SIGMA PI

## CHAPTER/COLONY ADVISOR MANUAL

Revised on January 18, 2022

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# MANUAL INTRODUCTION

Dear Chapter/Colony Advisor,

During their New Member Education program, every Sigma Pi learns that the emerald within the active badge represents the lifetime membership one possesses in our great fraternity. As an undergraduate, you had many responsibilities: getting your education, family obligations, and working to pay your bills. As an alumnus, many aspects of your life have changed; surroundings, new responsibilities, a family of your own, and the “real world” now becomes the center of your life.

As a Sigma Pi brother, you still have another aspect in your life; the common bonds shared as an undergraduate, the stories, and the friendships that will last a lifetime. You might stand in a fraternity brother’s wedding and vice versa. Membership in our fraternity is a quest, it lasts forever. Whether you are a recent college graduate, grad-school graduate, an established career man, or simply a brother who wants to reconnect with the people who helped him become the man he is today, this manual is for you. This manual can be used as a guide to assist you in maintaining the ideals and the bonds of brotherhood as you move into the next stage of your life.

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 have you be involved and 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



# KEYS TO BEING A **SUCCESSFUL CHAPTER/COLONY ADVISOR**

Congratulations you have been selected to serve as a Chapter/Colony Advisor! What now? Where do you begin? What are your resources? Who do you see first? How often should you visit the chapter? Lots of questions with a variety of answers, but all of them revolve around some basic elements - How can you be the best advisor you can be and mentor and advise the chapter officers and members on their quest?

Dr. David Ambler, former Vice Chancellor for Student Affairs at the University of Kansas, has listed several guidelines for working with students, all of which are applicable to the position of Chapter/Colony Advisor.

1. Know as many students as you possibly can and know them well. Nothing is done without this individual relationship.
2. Treat each student with dignity and respect that you would like for yourself.
3. Deal with the important and relevant aspects of your position. Avoid getting burned out in dealing with petty differences.
4. Be honest with yourself and others. It does no good to tell students what you think they want to hear.
5. Recognize that the values and attitudes you take to your position will to a great extent, determine the way the students react.
6. Understand that you work more by persuasion and the power of your personality than any amount of formal authority.
7. Be available--there is no such thing as a "standard workday." The job is time-consuming and restrictive-but rewarding.
8. Realize that your position is at best nondescript. No job description will ever suffice for your native intelligence and qualities that have led to your selection for this task.
9. Accept the fact that we are not an end in ourselves. With each new program and student, we should work to the end of eliminating our necessity.

10. Finally, never underestimate the power of our influence on a student. Your conduct and conversation are what you are-a model for others.

The position of Chapter/Colony Advisor is a very rewarding and enriching volunteer role due to the ability to impact the lives and development of young men and to watch in real time as they learn to be leaders and make decisions. It is also one that can be arduous at times, as you must differentiate between advising and directing.

Your expectation is to decide who to advise, when to advise, and how to advise, and leave the final decisions to the Chapter/Colony Officers. In order to provide the maximum benefit of your role, know that a great deal depends on the chapter culture itself, for in order to know where to begin, you must know where the chapter is. One Chapter/Colony Advisor may be able to implement cultural and educational programming, while another may first have to deal with how to balance the checkbook or how to structure a committee. Therefore, identify where the needs are the greatest and progress from there.

These helpful hints may apply:

- Capture key information on the Chapter/Colony: membership size, number of men in each class (Freshmen, Sophomore, Junior, Senior), campus reputation, understanding of their finances, relationship with the university and key contacts, most recent awards, retention from new members to initiate (minimum goal should be 80%), alumni involvement and so forth.
- Develop a "priority list" - you won't have the time or expertise to deal with everything, so save your energy (and your influence) and use them where they will be most effective.
- Be willing to give up ownership of your ideas and solutions. The Chapter/Colony has to learn to make their own decisions, but provide options, and you'll find much more enthusiastic advocates.



# EXPECTATIONS OF A CHAPTER/COLONY ADVISOR

Chapter Advisors should be knowledgeable of the Expectations of a Chapter/Colony and the Policies of Sigma Pi Fraternity in order to advise undergraduate officers on their roles. In addition, have an understanding of the tools and resources available for officers to support them in their Chapter Report Card scoring. However, it should be understood that each chapter/colony 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 local chapter 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 Province Archon and Executive Office with finding a replacement if you will no longer serve as a Chapter/Colony Advisor. New applicants can apply at the link below:

- ***Volunteer Application***

## ADVISING ON CHAPTER RELATIONS

- Organize and execute at least one ‘new officer training’ workshop per year after new officers are installed; this includes goal setting, reporting, specific officer roles and Sigma Pi policies.
- Attend chapter meetings as needed, not mandatory to attend. Attend officer meetings as appropriate.
- Attend all ritual events to promote correct execution and proper registration and payment of fees.
- Communicate with the Sage (and other officers as needed) in at least once a week regarding chapter operations and activities.
- Verify chapter officers are submitting reports.
- Submissions sent to your @sigmapi.org email address.
- Verify chapter is aware of Chapter Report Card and all that is expected of them.
- Review the chapter’s new member education program at least once a semester, and attend at least one new member education event.

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# EXPECTATIONS OF A CHAPTER/COLONY ADVISOR

## PROVIDING LEADERSHIP FOR THE ALUMNI ADVISORY BOARD

- It is expected that each chapter has a functioning Alumni Advisory Board and replace/install new members as necessary.
  - › If one does not exist - work with the Province Archon to develop one.
  - › If one already exists - provide leadership and schedule a monthly/semesterly meeting to discuss chapter operations, needs and mentoring/training opportunities.

## BUILDING AND SUSTAINING AN ALUMNI RELATIONS PROGRAM

- 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.

## BUILDING AND SUSTAINING A UNIVERSITY RELATIONS PROGRAM

- 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 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 conduct hearings at the host institution as needed in collaboration with the Province Archon

## SUPPORTING EXPANSION EFFORTS OF SIGMA PI

- 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.

## CHAPTER REPORT CARD

Both current and previous Chapter Report Card 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. The document is not a requirement, but 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 recommendation that the chapter, typically the Fourth Counselor, maintains 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

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# EXPECTATIONS OF A CHAPTER/COLONY

Chapter Workbook until 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@sigmapi.org](mailto:chapterservices@sigmapi.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



# RECRUITMENT AND YOUR ROLE

As Chapter Advisor, you are expected to provide advice and support the chapter's successful continuity. One of the more successful ways to accomplish this goal is that it is expected of the chapter to have a fully functioning recruitment program.

- ***Effective Recruitment for Chapters***
- ***Dynamic Recruitment Action Plan***
- ***Values Based Recruitment Plan***
- ***Growth Webinar***

Dynamic recruitment is the year round proactive process of seeking high quality men through a system built for success. The key words for Chapter Advisors to remember in that sentence are “a system built for success year round.” As Chapter Advisor, you provide assurance that the “system” used at your chapter is built for success. Remember, our undergraduate leaders have only a handful of semesters to make a lasting impact on the chapter; our Alumni Volunteers have considerably more institutional knowledge and time to make a positive impact. This is not to suggest that our Alumni Volunteers assume the main leadership role in the chapter – on the contrary, it suggests that building a system focused on short and long-term success will make everyone's job easier, undergraduate and alumnus alike.



# PROGRAM - THE BAYARD MEMBERSHIP EXPERIENCE

On September 1, 2020 Sigma Pi launched its standardized New Member Education program in the form of the Bayard Membership Experience (BME).

The goal of the Bayard Membership Experience is to provide and facilitate a uniform process for all those who are seeking membership into the chapter of Sigma Pi on their respective campus. Potential new members will be guided through different levels of membership starting as a “New Member” then transitioning into the “Initiate Elect” phase and finally completing the process as an initiated member of Sigma Pi.

Timelines for each phase of membership will be as follows.

A potential new member upon the extension and acceptance of a bid to join the chapter on their campus will be recognized formally as a New Member of the chapter. This time period of “New Member” will last no longer than three weeks. During this period each new member will be expected to complete six courses crafted by Sigma Pi and Plaid. Different topics will be centralized each week as a means of providing a well balanced introduction to their membership into Sigma Pi. Those topics, introduced week by week, will educate the New Member on Sigma Pi at the National Level, Skills Requiring Excellence, and Sigma Pi at the Local Level. Upon completion of each course each new member will be required to complete a knowledge check where they must score at or above 80% to proceed in the process.

Moving on as an Initiate Elect the member of the chapter will be formally recognized as having completed the New Member Education required in order to attain membership to the chapter as an initiated member. This time period as an “Initiate Elect” also will not exceed three weeks. During this period the focus for the Initiate Elect will shift primarily to the required Health and Safety training that all members of Sigma Pi are required to complete. This will be in the form of the Tightrope Module and the topics covered will include Alcohol and Drugs, The Culture of Drinking, Hazing Awareness, Sexual Misconduct, and Mental Health. Each course of Tightrope similar to the Bayard Membership Experience courses will conclude with a knowledge check where that member must receive an 80% or above to proceed to the next topic.

Throughout the duration of the Bayard Membership Experience there will also be weekly exercises provided that have been crafted and recommended by both Sigma Pi and Plaid. These exercises will serve as an opportunity to not only reinforce the information that was delivered during the course that week but also as means of further developing your knowledge regarding the subject.

While the Bayard Membership Experience will look to bring future members of Sigma Pi into the organization under the same umbrella of knowledge it will also change the way it is able to be delivered. With the ability to be done in a completely virtual environment or in person this process allows chapters to engage its members in a way they never have before.

Chapters will be required to initiate all Initiate Elects in good standing within the chapter at the end of this six week period. Upon submission of the New Member Report to Sigma Pi each member, after paying the “Initiation Fee,” will be eligible to complete the Golden Quest and will receive the proper materials exclusive to their new status.



# PROGRAM - THE GOLDEN QUEST

There are a number of ways that the Chapter/Colony Advisor can promote the proper execution of ritual and use of the ritual equipment. Since only a couple of initiations are held each academic year in most chapters, the Chapter/Colony Advisor should make it a high priority to be present for these important chapter events. In addition, the Chapter/Colony Advisor should be present for the ritual installation of officers and formal new member ceremonies.

A ritual education program will entail a number of steps. Foremost, the Chapter/Colony Advisor needs to be familiar with all aspects of the Sigma Pi Manual of Ceremonies. Next, the Chapter/Colony Advisor should take the initial lead in conducting a post-initiation education program for the recently initiated (in time as a chapter ritual knowledge grows the chapter officers may conduct this education program with consultation being provided by the Chapter/Colony Advisor). Such a program should take place no longer than two weeks after their initiation. The emphasis of the post-initiation education program should be to highlight the lessons taught in our initiation ceremonies. *\*Beginning in Fall of 2020 all newly initiated members as of July 1, 2020 will be enrolled in the Master of Ritual Program.*

The next step in a chapter ritual education program would be:

- Preparation of officers
  - › Walk-through rehearsal
    - » Allow all members to observe as some may have just gone through the initiation themselves
    - » Herald is expected to be thoroughly familiar with the entire ceremony
      - Herald serves essentially as the Master of Ceremonies
    - » Officers should read aloud during walkthrough
      - Helps with pronunciation and flow of the words
  - › First Counselor is expected to maintain and have available all ritual equipment
    - » Audit of all equipment should take place
      - With help by Chapter/Colony Advisor
    - » Order new equipment as needed
  - › Provide for proper decorum during ceremonies

The Chapter/Colony Advisor should encourage a minimum of one formal chapter meeting each month, where the formal opening and closing is used by the chapter (note: the opening and closing ceremony should be used at all chapter meetings; but at a formal chapter meeting, things should be arranged to approximate the adytum). Dress of the brothers should be appropriate for a formal chapter meeting, i.e., minimum shirt and tie; and the officers should wear their officer medallions if robes are not available.

A couple of final comments about the proper use of the ritual. In too many chapters, initiation is still being tied too closely with some past carry over practices from the hazing days. New Members should be notified upon their new member induction ceremony of the time and date that is set for initiation into Sigma Pi. No members should go through the new member ceremony or The Golden Quest without all forms properly completed and payment made.



# 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 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***

