



# THE ROAD FROM COLONY TO CHAPTER

*A step-by-step guide on how to succeed on your journey to becoming a voting chapter of Sigma Pi Fraternity*



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*If staff or alumni, begin on page 2*

*If student, begin on page 3*

### Our Mission

To inspire, promote, and support the lifelong development of our brothers.

### Our Vision

Our men will strive for excellence by living our core values.

### Our Core Values

Promote fellowship  
 Develop character and leadership  
 Advance heightened moral awareness  
 Enable academic achievement  
 Inspire service

### Our Creed

I believe in Sigma Pi, a Fellowship of kindred minds, united in Brotherhood to advance Truth and Justice, to promote Scholarship, to encourage Chivalry, to diffuse Culture, and to develop Character, in the Service of God and Man; and I will strive to make real the Fraternity's ideals in my own daily life.

# Phase 1: Interest

## 6-12 Months Before Expansion

- Host an expansion event for chapter/local alumni- share re-establishment document
- Begin identifying alumni advisors
  - › Build Alumni Advisory Board - [Alumni Advisory Board Packet](#)
  - › Assign Colony Advisor - [Colony Advisor Manual](#)
  - › Inform on Alumni Club - [Alumni Club Association Manual](#)
- Create Chapter Educational Fund - [CEF Info Packet](#)
- Begin donating to CEF
- Identify housing - *if needed*
- Connect w/ University Greek Advisor - *at AFA, every December*

## 3-6 Months Before Expansion:

- 1st Campus Site Visit
- Connect w/ pertinent Campus Professionals
- Connect w/ Greek Community - do presentation
- Create gmail account with colony designation
- Create social media accounts
  - › Follow other students/organizations
  - › Begin posting content
- Create Colony ChapterBuilder account - *contact PhiredUp*
- 2nd Campus Site Visit - *for consultant HQ'd there*
  - › *Connect them with local alumni*
  - › *Connect them with Greek Advisor*
  - › *Connect them with Campus Professionals*
  - › *Connect them with Greek Community*



## ***Phase 2: Expansion***

### **12 Months Before Petitioning**

#### **First Semester On Campus**

- First Two-Four Weeks
- Recruitment- establish **core group** of students based on community average
- Colonization - *perform ceremony*
  - › *Rent space on campus, host formal ceremony (same as pinning ceremony)*

#### **Four Weeks In**

- Begin New Member Education
  - › Bayard Membership Experience
  - › Tightrope
- Elect Executive Council - *conduct Officer Installation Ceremony at Initiations*

#### **Six Weeks Later**

- Initiations - *host formal Initiation Ceremony*





## ***Phase 3: Operation***

### **9 Months Before Petitioning**

#### **Eight Weeks Into First Semester**

- Allow newly-initiated Brothers to continue recruiting
- Begin identifying alumni advisors
  - › Eight weeks into the semester, there are still six weeks left. With student recruiting, it could certainly grow before the end of the first semester.
- Chapter Builder
  - › Create accounts for all members
  - › Conduct training through Support Consultant
- Social Media
  - › Create direct messaging script
  - › Share rush schedule/graphic
  - › Post on social media regularly

#### **Last eight weeks of First Semester**

- Begin drafting Constitution, Bylaws, Chapter Budget:
  - › Constitution - [Sigma Pi Constitution](#)
  - › Bylaws - [Sigma Pi Bylaws](#)
  - › Budget - [Budget Template](#)



## Phase 4: Review

### 6 Months Before Petitioning

- Ratify chapter Constitution, Bylaws and Chapter Budget
  - › Ratify Constitution - *review and vote*
  - › Ratify Bylaws - *review and vote*
  - › Finalize Budget - *review and vote (will get charged dues next semester, so has to be done by the end of the first)*
- Elect chair/committee positions - *social, brotherhood, community service/philanthropy, social media, apparel, judicial board, etc.*
- Recruitment - *Have at least doubled the membership since initial group began*
- Pay first Chapter Dues - *Membership x \$265 (Set up by Treasurer)*
- Begin community service/philanthropy endeavors
- Second Semester on Campus

### 3 Months Before Petitioning

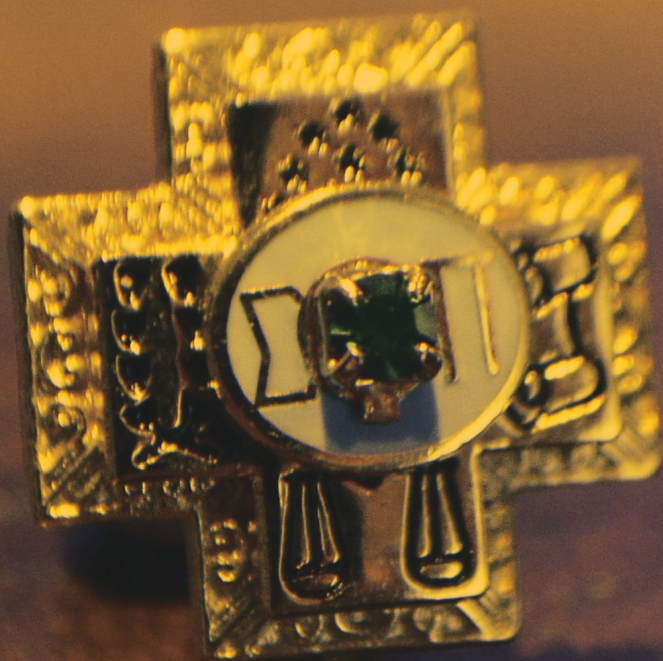
- Establish and maintain a chapter size of at least five members over the average IFC membership
- Pay all invoices in a timely and efficient manner

Congratulations! Your colony has reached the point where they are ready to begin thinking about Chartering. To move into that process, continue to the Chartering Manual for Colonies document.

## Phase 5: Petition

*\*Refer to “Charting Manual for Colonies”*







## Contact Information

Want to learn more? Contact the Executive Office at [interest@sigmapi.org](mailto:interest@sigmapi.org)

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