



# LEADERSHIP ACADEMY



## Locations:

**San Diego, CA**  
February 1-2

**Atlanta, GA**  
February 8-9

**Chicago, IL**  
February 15-16

**Lancaster, PA**  
February 1-2

**Houston, TX**  
February 15-16

"Phi Sigma Pi National Honor Fraternity is a gender-inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We consecrate ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship."



# PHI SIGMA PI

NATIONAL HONOR FRATERNITY

Dear Phi Sigma Pi Leader,

Thank you for attending Phi Sigma Pi's award-winning Leadership Academy where, once a year, leaders just like you gather in locations across the United States to learn and develop their skills as individuals and as Chapters. This knowledge, in turn, maintains a solid foundation of support and growth for the entire Fraternity.

We ask you to be open to the opportunity of new experiences available over the next couple days. Engage in conversations; present your personal experiences, and share in the diverse ideas and concepts of other Phi Sigma Pi leaders who also have chosen to attend.

In each of your encounters, remember our mission of "Improving Humanity with Honor," and think about the ways that your decisions, actions and activities reflect these words and Phi Sigma Pi. What will you take back to your Chapter that highlights Scholarship? What are the meaningful ways you will share Leadership concepts with your Brothers? How can a connection to Fellowship help your Chapter grow and succeed?

Each of you is a piece of a larger puzzle. If a part is missing, the picture is incomplete. It takes contributions by every one of us to bring the bigger image into focus.

Above all, enjoy this time to learn about someone sitting next to you in a session, share a story with a Member from a different Chapter and, if you have attended Leadership Academy before, take an Attendee under your wing and show them the amazing benefits of leadership education.

Fraternally,

Erik "Duff" Walschburger (Alpha Lambda Chapter '05)  
Phi Sigma Pi National President



# Leadership Academy Workbook

Leadership Academy is an award-winning, professional leadership-development program for Phi Sigma Pi Members. The core curriculum includes personal leadership development, Officer and Committee Chair training and strategic planning. The program features scholarship, leadership and fellowship through: Leadership in Action Facilitator Training, group discussions, interactive program sessions and networking opportunities to meet Members from different Chapters.

Throughout the program, Members reflect and evaluate their own strengths and how to utilize the strengths of fellow Members to develop as an organization. The program has been designed to provide an insightful and challenging experience that fully engage attendees. Participants enhance their leadership abilities to aid them in reaching their personal and professional potential.

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# The 2019 Leadership Academy Agenda

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All Leadership Academy attendees are required to attend all scheduled programming unless otherwise noted. Programming begins promptly at all scheduled times with attendance being taken. Note that the schedule is subject to change.

Please be respectful of the presenters and other attendees by silencing your cell phone and refraining from using it during all program sessions.

## Friday (Casual Attire)

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**7:00 PM**

### **Pre-Leadership Academy Session: LiA Facilitator Training**

Leadership in Action (LiA) is Phi Sigma Pi's award-winning certification program. Are you a Leadership in Action Facilitator? If not, you can be one by the end of the day! Our Facilitator Training session gives Members the skills they need to effectively conduct the highly interactive LiA Modules for their Chapters.

**8:00 – 9:00 PM**

### **Registration and Welcome Reception**

This is the perfect opportunity to start meeting Members from other Chapters and making connections. Snacks and refreshments are provided. All Attendees should arrive no later than 8:30 PM to register.

## Saturday (Business Casual Attire)

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**8:15 AM**

### **Continental Breakfast**

Breakfast items will be provided.

**9:00 AM**

### **Leadership Academy Opening Session**

The Leadership Academy official programming will begin with a welcome and introduction of National Council, National Staff, Volunteers and guests. We'll discuss the goals of the Leadership Academy and review relevant information.

**9:30 AM**

### **Session 1: Harnessing the Strengths of your Chapter**

One of the most important qualities of being an effective leader is to evaluate your personal strengths and weaknesses. To kick off the Leadership Academy program we'll review the High5 leadership assessment to evaluate our self-awareness. Then, just as importantly, discuss how to utilize this information to strengthen your Chapter by harnessing the strengths of all Members.

**10:30 AM**

### **Break and Networking**

**10:45 AM**

### **Session 2: Living *The Ritual***

As a Member of Phi Sigma Pi, we pledge to live up to the mission and ideals of our Fraternity. As a group, we'll conduct an in-depth review on how to live out *The Ritual's* call to action, daily.

**11:45 AM**

### **Lunch Break**

**1:15 PM**

### **Session 3: Communicating Phi Sigma Pi's Mission and Identity**

As Members, it is vital that we demonstrate the values and ideals of Phi Sigma Pi in our communities, on our campus and to others. This session will explore ways to effectively represent the Fraternity's mission and identity in marketing to Potential New Members. We'll discuss meaningful opportunities to convey who we are and, further, how to demonstrate who we are.



**2:15 PM** **Break and Travel to Breakout Sessions**

**2:30 PM** **Session 4: Breakouts (Rotation 1)**

The Leadership & Chapter Development sessions will focus on specific operational areas. Each session will be facilitated and includes group instruction and discussions.

- **Achieving Excellence through CSE**
  - Through the Chapter Standards of Excellence (CSE) strive for the highest standards of Chapter governance, management and mission-driven operations and become eligible for awards, such as the Joseph Torchia Outstanding Chapter Award. In this session, we will be breaking down the expectations of an award-winning Chapter.
- **Developing Rising Stars**
  - Great leaders make themselves and those around them better and often see the greatness in those others have overlooked. In this session, we will seek ways to become stronger leaders and develop a way to recognize the rising stars within your Chapter.
- **Leading your Chapter**
  - Chapter leaders are responsible for the direction of the Chapter and setting the course for success. In this session, we will discuss the core responsibilities associated with running an organization that stands out from the rest. This session is recommended for Members who are Officers or who plan to become an Officer for their Chapter.

**3:15 PM** **Snack Break, Networking & Travel to Breakout Sessions**

During this break, there will be provided refreshments.

**3:45 PM** **Session 5: Breakouts (Rotation 2)**

The Leadership & Chapter Development sessions will focus on specific operational areas. Each session will be facilitated and include group instruction and discussions.

- **Achieving Excellence through CSE**
  - Through the Chapter Standards of Excellence (CSE) strive for the highest standards of Chapter governance, management and mission-driven operations and become eligible for awards, such as the Joseph Torchia Outstanding Chapter Award. In this session, we will be breaking down the expectations of an award-winning Chapter.
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**4:30 PM** **Break & Travel to Main Meeting Room**

**4:45 PM** **Roundtable Discussions**

This is your opportunity to hear and share ideas with Members from other Chapters and ask those final burning questions.

**5:30 PM** **Closing Session**

The Leadership Academy official programming will close with a group debrief, next steps and recognition of Leadership Academy attendees.

## National Council

The National Council is the primary administrative arm of the Fraternity. It has the legislative power to conduct the affairs of the Fraternity between Grand Chapter Business sessions. The seven volunteer National Officers are elected to the National Council every two years by the Grand Chapter. Email [nationalcouncil@phisigmapl.org](mailto:nationalcouncil@phisigmapl.org) if you would like to contact the National Council as a whole.

**National President:** Erik "Duff" Walschburger (Alpha Lambda Chapter '05), [nationalpresident@phisigmapl.org](mailto:nationalpresident@phisigmapl.org)

**Senior Vice President:** Jonathan Moreno (Epsilon Mu Chapter '17), [seniorvp@phisigmapl.org](mailto:seniorvp@phisigmapl.org)

**National Secretary:** Brian Christiansen (Alpha Eta Chapter '13), [nationalsecretary@phisigmapl.org](mailto:nationalsecretary@phisigmapl.org)

**VP of Finance:** Sarah Cantwell (Beta Sigma Chapter '03), [vpfinance@phisigmapl.org](mailto:vpfinance@phisigmapl.org)

**VP of Development:** Kelsey Flynn (Delta Mu Chapter '12), [vpd1@phisigmapl.org](mailto:vpd1@phisigmapl.org)

**VP of Development:** Kate McConnell (Gamma Phi Chapter '07), [vpd2@phisigmapl.org](mailto:vpd2@phisigmapl.org)

**VP of Development:** Sarah Viviani (Gamma Pi Chapter '14), [vpd3@phisigmapl.org](mailto:vpd3@phisigmapl.org)

## Foundation Board

The Board of Directors is an elected board made up of volunteer Members. They are the primary administrative and fundraising arm of the Foundation. Email [foundationboard@phisigmapl.org](mailto:foundationboard@phisigmapl.org) to contact the Board as a whole.

**President:** Christopher McCoy (Gamma Beta Chapter '07)

**Treasurer:** Ellie Crout (Tau Chapter '13)

**Secretary:** Michael Covin (Alpha Theta Chapter '09)

**Director:** Sarah Cantwell (Beta Sigma Chapter '03)

**Director:** Josh Marder (Alpha Rho Chapter '97)

**Director:** Jonah Nigh (NYMAAC '15)

**Director:** Hillary Nicoll (Alpha Theta Chapter '10)

## National Staff

The National Staff is made up of the individuals who run the Fraternity's daily operations. Contact them individually if you have questions about forms, dues or any aspect of your Chapter's operations.

**Executive Director:** Suzanne Schaffer (Gamma Chi Chapter '98), [sschaffer@phisigmapl.org](mailto:sschaffer@phisigmapl.org)

**Senior Director/Director of Communications:** Adrienne Freeland (Alpha Zeta Chapter '07), [afreeland@phisigmapl.org](mailto:afreeland@phisigmapl.org)

**Director of Leadership Advancement:** Danielle Reidenbach (Chi Chapter '17), [dreidenbach@phisigmapl.org](mailto:dreidenbach@phisigmapl.org)

**Director of Alumni Relations & Programming:** Sarah Smith (Epsilon Alpha Chapter '13), [ssmith@phisigmapl.org](mailto:ssmith@phisigmapl.org)

**Director of Chapter Services:** Meaghan Kauffman (Alpha Zeta Chapter '17), [mkauffman@phisigmapl.org](mailto:mkauffman@phisigmapl.org)

**Director of Expansion:** Jessica Iarocci (Epsilon Nu Chapter '12), [jiarocci@phisigmapl.org](mailto:jiarocci@phisigmapl.org)

**Business Manager:** Donna Lease, [pspoffice@phisigmapl.org](mailto:pspoffice@phisigmapl.org)

**Media Production Coordinator:** Scott Parker, [sparker@phisigmapl.org](mailto:sparker@phisigmapl.org)

**Programming Coordinator:** Kasi Dotterer, [kdotterer@phisigmapl.org](mailto:kdotterer@phisigmapl.org)

**Expansion Coordinator:** Laura Eckenrode, [leckenrode@phisigmapl.org](mailto:leckenrode@phisigmapl.org)

**Marketing & Communications Assistant:** Elizabeth Harvey, [eharvey@phisigmapl.org](mailto:eharvey@phisigmapl.org)

**Alumni Relations Coordinator:** Christopher Kostelnik, [ckostelnik@phisigmapl.org](mailto:ckostelnik@phisigmapl.org)

**Chapter Consultant:** Jennifer Kubala, [jkubala@phisigmapl.org](mailto:jkubala@phisigmapl.org)

**Chapter Consultant:** Vania Loper (Zeta Beta Chapter '14), [vloper@phisigmapl.org](mailto:vloper@phisigmapl.org)

**Chapter Consultant:** Mia Burke, [mburke@phisigmapl.org](mailto:mburke@phisigmapl.org)

**Chapter Consultant:** Darren Hamric, [dhamric@phisigmapl.org](mailto:dhamric@phisigmapl.org)



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## The Phi Sigma Pi Brothers' Creed

I am a Pilgrim. I come not boldly, but humbly, as I seek to uphold the ideals of Scholarship, Leadership and Fellowship.

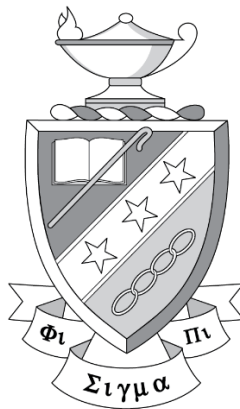
As a Scholar, I accumulate a breadth of knowledge for the benefit of others.

As a Leader, I pursue the finest of achievements with devotion that is unselfish.

As a Friend, I cherish thoughts that are kind and deeds that are noble.

As a Brother of Phi Sigma Pi, I devote myself to the ideal of social service through the ideals of my order.

Though I may become accomplished in my life, I am mindful that I will forever be a Pilgrim on my journey in Phi Sigma Pi.



## Leadership Academy Attendee Professional Pledge

To gain the most from the Leadership Academy experience, I pledge to:

1. Represent Phi Sigma Pi with pride and dignity, conducting myself in a professional manner.
2. Be actively engaged in the program.
3. Be open-minded.
4. Be respectful, listen to others and share my opinions without judgment.
5. Accept responsibility and hold others accountable.
6. Work with others in team spirit.
7. Be open to constructive feedback.
8. Have the desire to serve and exhibit diligence and motivation.
9. Maintain a positive attitude.
10. Explore, grow, set goals and take action throughout the Leadership Academy so when I return to my Chapter, workplace and community, I will better serve humanity.

## Characteristics of an Ideal Brother

- 1. Knowledge of Phi Sigma Pi** - Each Member should possess a commanding knowledge and understanding of the National Fraternity, its purpose, ideals and policies.
- 2. Desire to serve** - Every Member will be an asset to the group if there is a deep sense of commitment to the welfare of the organization.
- 3. Devotion of time and energy** - Each Member must be willing to sacrifice and make time for the advancement of the organization.
- 4. Accept responsibility** - Doing so allows each Member to make positive contributions to the group.
- 5. Work with others in team spirit** - Cooperation is the key to success for any group. Remember that this is a democracy; even though you may not agree with a decision of the majority, you are committed to supporting it. Stubbornness only creates problems. Cooperative efforts build wider friendships.
- 6. Diligence and motivation** - When duties are assigned, Members must see that their part is accomplished thoroughly, and in a timely manner. Forgetting or procrastinating weakens a Chapter. Reach deep inside yourself and find self-motivation.
- 7. Learn to take criticism** - No person in a position of authority is immune from criticism. You must learn to sort out the constructive (from which you can learn) from the malicious (which you must ignore).
- 8. Ability to face adversity** - Things will not always go well. Failures will happen. A good leader learns to take things in stride and learn from these experiences.
- 9. Delegate authority when necessary** - Each Member who holds authority must be able to give power to others to gain trust and foster motivation and productivity.
- 10. Make decisions** - Leadership involves making decisions – sometimes tough decisions – on a regular basis. Be prepared to take a stand for the good of the Chapter.
- 11. Freedom from prejudices** - Narrow-mindedness can present serious roadblocks to success.
- 12. Praise, share and give credit where credit is due** - Sharing the credit and praising others will increase Members' enthusiasm and pride.
- 13. Concentrate under difficult conditions** - A leader must remain calm and keep the Chapter's goals in mind when all others seem to forget.
- 14. Assume responsibility for your mistakes** - Humility is strength, not weakness. Others respect this quality in a leader.
- 15. Grow and learn** - Leadership cannot be cultivated where there is stagnation.
- 16. Pass on what you have learned** - Chapters should not have to reinvent the wheel each year. Give New Members the opportunity to learn from the experiences of Older Members so that the Chapter is never at a disadvantage.
- 17. Maintain a positive attitude** - Problems and tasks seem much easier to deal with and accomplish when you have the proper attitude. Others prefer being near those who are optimistic and enthusiastic.

*(Page 128 of the Ceremonies and Ritual Book)*

## **Pre-Leadership Academy Reflection Questions**

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**What would I like to gain from attending the Leadership Academy?**

**What questions do I have? What would I like to learn?**

**So far, I met these three new people at Leadership Academy (include name and Chapter).**

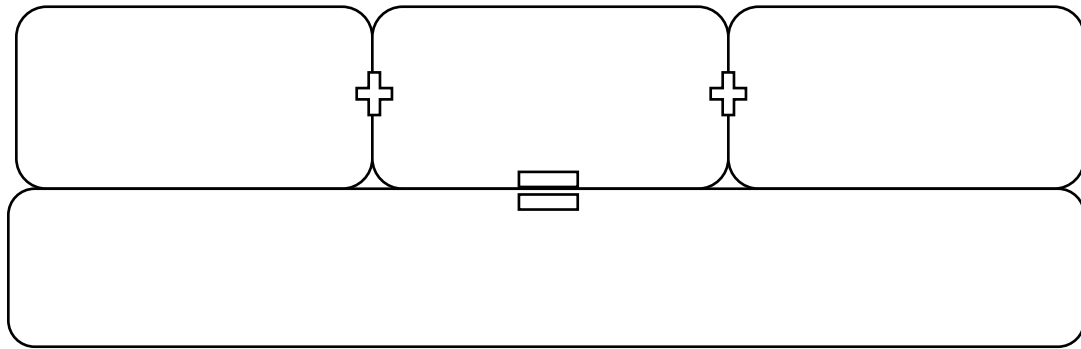
**1.**

**2.**

**3.**

# Session 1: Harnessing the Strengths of your Chapter

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## My Strengths

Doing Domain	Feeling Domain	Motivating Domain	Thinking Domain

## Personal Reflection Questions

How does knowing your strengths impact your ability to fulfill your role within your Chapter?

How does this impact your ability to work on a team with multiple leadership styles?

## High5 Strengths

### Doing Domain

- **Believer:** Actions of Believers are driven by their core higher values, which cannot be compromised at the expense of success. Believers are drained if their beliefs and values are questioned or misaligned with what they have to do.
- **Deliverer:** Deliverers follow through on their commitments and they enjoy seeing how it builds more trust and respect among others. They feel horrible if promises get broken - both on the receiving and giving side.
- **Focus Expert:** Focus Experts enjoy getting one project to the finish line rather than changing course regularly. They cannot stand distraction that interrupts them from focusing on one thing at a time.
- **Problem Solver:** Problem Solvers love finding glitches, uncovering flaws, diagnosing problems and finding solutions to them. They find it hard to sweep problems under the rug and keep going while ignoring unsolved issues.
- **Time Keeper:** Nothing excites Time Keepers more than meeting the deadline. They enjoy setting up processes, timelines and plans. Time Keepers get confused in chaos in which outcomes nor ways to achieve them are clear.

### Feeling Domain

- **Chameleon:** Chameleons draw excitement from constantly changing environments, surprises, unexpected detours and working 'on the fly.' They are bored to tears by predictability and routine.
- **Coach:** Coaches enjoy discovering the potential in other people and supporting their personal growth. They find it hard to accept when this potential is getting wasted.
- **Empathizer:** Empathizers are great at noticing how others feel and using this understanding to do something good. They are frustrated when asked to disregard feelings and emotions and follow strict logic instead.
- **Optimist:** Optimists enjoy giving praise on what's right about people and being grateful for what they have. They find it hard to be around people who constantly pick out what's wrong in everything.
- **Peace Keeper:** Peace Keepers are masters of balance, finding alignment and building bridges among people to get to the best outcome. They feel emotionally drained by constant friction among people who do not look for common ground.



## Motivating Domain

- **Catalyst:** Catalysts enjoy getting things started and creating momentum in a stagnant environment. Catalysts cannot stand waiting and wasting time when they could be getting things off the ground.
- **Commander:** Commanders love to be in charge, speak up and be asked for a direct opinion. They do not avoid conflicts and cannot understand the “beating around the bush” mentality.
- **Self-Believer:** Self-Believers are independent and self-sufficient people, inspiring others with their certainty and confidence. They cannot stand when others tell them what to do or try to control their actions.
- **Storyteller:** Storytellers are masters of communication. They like to host, speak in public and be listened to. They are drained in situations that do not allow them to express themselves through words.
- **Winner:** Winners can turn any mundane task into a game or challenge because the feeling of competition is essential for them. They feel lost in environments with no defined measure of success.

## Thinking Domain

- **Analyst:** Analysts are energized by getting to look for simplicity and clarity through a large amount of data. Analysts are frustrated when someone asks them to follow their heart rather than logic and proven facts.
- **Brainstormer:** Brainstormers are excited when asked to come up with new, no-limits ideas and connect what is seemingly unconnectable. Brainstormers quickly get bored by standard practices or closed-minded people.
- **Philomath:** Philomaths are in love with learning - exploring many interests, following new paths and learning as many things as possible. They do not enjoy the company of ‘know-it-all’ people who are not curious to learn something new or explore new ideas.
- **Strategist:** Strategists have the skill to see the big picture, which enables them to find the best route through the clutter. Because connecting the dots comes so naturally for them, they get impatient with people who make slow decisions.
- **Thinker:** Thinkers enjoy mental activity, intellectual discussions and spending time alone thinking. They find it hard to work in teams where acting before thinking is the norm.

## Session 2: Living *The Ritual*

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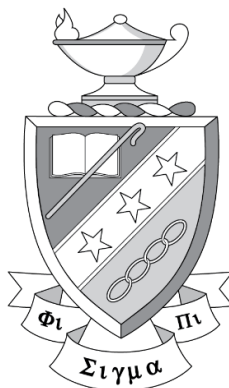
### 5 Critical Elements of *The Ritual*

1. The Oath
2. Sophia
3. Paideia
4. Philia
5. Subrosa

### Performing vs. Practicing *The Ritual*

Performing:

Practicing:



**Linking *The Ritual* to the Mission – “Improving Humanity with Honor”**

Field of Purple
Field of Gold
Band of Yellow
The Three Stars
Open Book and Staff
Clasped Links

**Personal Reflection**

**What is one thing you would like your Chapter to start doing during *The Ritual*?**

**What is one way you would like your Chapter to infuse *The Ritual* into all Chapter Operations?**

## Session 3: Representing Phi Sigma Pi's Identity and Mission

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*Phi Sigma Pi National Honor Fraternity is a gender-inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We consecrate ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.*

### Elevator Pitch

### Gender-Inclusive

*How could your Chapter live into our gender-inclusive identity?*

**What is your Chapter doing to live into each aspect of our mission?**

"Promoting Lifelong Learning"
"Inspiring Members to Lead"
"Cultivating Lasting Fraternal Bonds"
"Conducting our Lives with Honor"

## Who WE are = Who THEY think we are

Write down a word or phrase that describes what the campus community and, specifically, Potential New Members (PNMs), think of your Chapter and its Members.

### Ways to Communicate Phi Sigma Pi's Identity and Mission to PNMS throughout Recruitment

- Include our mission "Improving Humanity with Honor" in your Recruitment public relations, including utilizing the professionally designed materials from the National Office that can be customized for your Chapter.
- Talk to people you know about why they should join Phi Sigma Pi.
- Be intentional about communicating our gender-inclusivity throughout Recruitment.
- Have multiple Members share their Phi Sigma Pi experiences at your Invitational Meetings to demonstrate the diversity of our Members and the many benefits of joining Phi Sigma Pi.
- Provide a variety of opportunities for Potential New Members to share who they are and what is important to them by having meaningful conversations.
- Plan and execute Recruitment Events that align with our Tripod to show Scholarship, Leadership and Fellowship in action.

#### **ASK**

What can we do to be more inclusive of gender diversity and all diversities?

What can we do to better communicate our mission?

How can we utilize our Invitational Meetings to educate PNMs and share our experiences?

How can our Recruitment events demonstrate our commitment to Improving Humanity with Honor?

What steps can we take to ensure that our Chapter reflects the diversity of our campus?

# Sessions 4 & 5: Achieving Excellence through the CSE

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## Chapter Standards of Excellence (CSE) Quick Reference Guide (Appendix 1) – Page 28



### Notes

## Sessions 4 & 5: Developing Rising Stars

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### Leadership Qualities

1. Honesty and integrity
2. Clearly communicates expectations
3. Recognizes and rewards achievements
4. Adapts to changing circumstances
5. Inspires others
6. Puts the right people in the right roles
7. Passion to succeed
8. Articulates long-term vision
9. Persuades and encourages others
10. Accepts responsibility for success/failures

### Leadership Qualities Important to You

### Succession Planning

The process for identifying and developing those with leadership potential, within your Chapter, to fill leadership positions when they become available.

Benefits	Mistakes	Consequences
<ul style="list-style-type: none"> <li>• Assures continuity of leadership</li> <li>• Avoids transition problems</li> <li>• Reduces Officer/Chair resignation</li> <li>• Prepares Members to run for positions</li> </ul>	<ul style="list-style-type: none"> <li>• Focusing only on technical skills</li> <li>• Overlooking Members who don't appear to fit the position</li> <li>• Failing to offer proper training</li> <li>• Not aligning leadership development efforts with Chapter goals</li> <li>• Not holding Officers/Chairs accountable</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Chapter performance</li> <li>• Limited ability to achieve Chapter goals</li> <li>• Higher attrition and Chapter instability</li> <li>• Loss of critical Chapter knowledge</li> </ul>

**Create leadership development opportunities for all**

**Share key values and competencies for positions to all Members**

**Actively develop rising stars**

<b>Members who are ready for leadership advancement</b>	<b>Members who, with soft-skill training, could be successful at leading your Chapter</b>



## Action Plan

The purpose of an action plan is to:

- set priorities for leadership development,
- identify goals that are mutually beneficial to you and the Chapter,
- select the best available activities and the resources needed to help you achieve the goals,
- set a timeline for achieving goals.

### 3-2-1 Action Plan

What are three new things that I learned from this session that I can incorporate into my life?

- 1.
- 2.
- 3.

Based on your answers to the first question, what are two things you will definitely do?

- 1.
- 2.

Based on your answers to the second question, create a S.M.A.R.T (specific, measurable, attainable yet challenging, realistic and targeted completion date) goal to accomplish in the next 21 days.

In the next 21 days, I will...

When you complete this goal, create another for your other answer to the second question.

## **Sessions 4 & 5: Leading your Chapter**

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**Leading your Chapter Resources (Appendix 2) - Page 33**

**Notes**

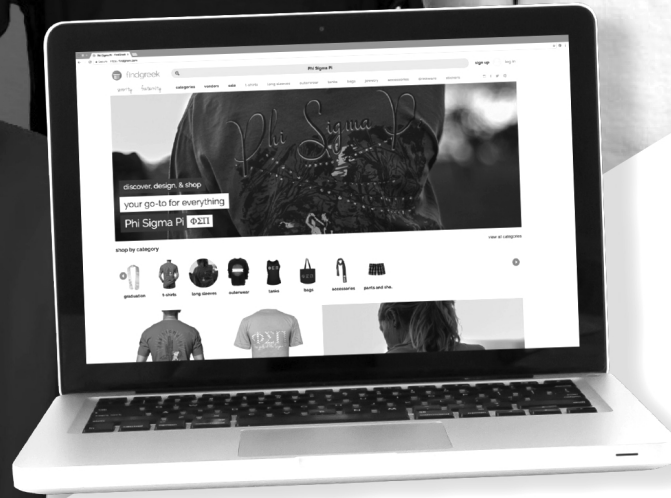


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## **Roundtable Discussions**

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Write down the given topics next to each header. While discussing, write down ideas/information that are shared and the name and Chapter of Members you would like to connect with after the Leadership Academy to get more information.

**Topic #1:**

**Topic #2:**

**Topic #3:**

**Open Discussion**



## Ways to Get Involved with HOBY

- **Service Contributions** – Contributing your skills and talent are great ways to support HOBY! Those with organizational/management skills, graphic design skills, strong interpersonal skills and more are encouraged to volunteer for the programs or work on special projects with key volunteers. There are many HOBY volunteer positions to from which to choose from based on an individual's personal skills, interest and availability for service. HOBY welcomes volunteer applications from Phi Sigma Pi Members. Apply online at [hoby.org](http://hoby.org).
- **Volunteer for the State Leadership Seminar (LS)** – College students ages 21+ are invaluable to the State Leadership Seminar. Consider applying to be a Facilitator where you directly oversee a small group of high school sophomores during the Leadership Seminar weekend and facilitate their learning. Those under the age of 21 are encouraged to apply to be Junior Staff. Mention your Phi Sigma Pi affiliation in the application at [hoby.org](http://hoby.org).
- **Recruit Students for the State Leadership Seminar** – It is impossible for HOBY to reach out to every high school to talk about our various programs. Phi Sigma Pi can be a tremendous help by contacting local high schools and your alma mater to spread the word about HOBY. Help sophomore school counselors select the HOBY Ambassadors from their schools and provide sponsorships to students in need. For information on how to connect with school counselors about HOBY, visit [PhiSigmaPi.org/resources](http://PhiSigmaPi.org/resources), click on the HOBY folder and see the document "Send a Student to HOBY."
- **Conduct a Community Leadership Workshop (CLeW)** – CLeWs are one-day leadership trainings for high school freshmen. They are an introduction to HOBY's leadership curricula and are typically conducted through a collaboration between civic organizations and local HOBY Alumni. For information and resources on how your Chapter can work with the HOBY affiliate in your area to conduct a CLeW for students, contact the Director of National Programs for your state [phisigmapi.org/service](http://phisigmapi.org/service).
- **Organize a Joint Service Project for HOBY and Phi Sigma Pi** – Doing service projects together is a fun way to connect our organizations and increase our impact. Reach out to the HOBY leadership team closest to your Chapter. Offer to organize a joint service project for high school and college students. Service projects can be done at any time of year for almost any organization. Visit [phisigmapi.org/service](http://phisigmapi.org/service) for more information.

HOBY and Phi Sigma Pi are excited to make a positive difference for youth and education! We look forward to further developing our partnership and discovering more ways we can work in tandem to increase each organization's impact and accomplish our collective goals.

Check out [phisigmapi.org/blog](http://phisigmapi.org/blog) for the most recent blog articles about the partnership, as well as [phisigmapi.org/resources](http://phisigmapi.org/resources) for more information. Email [hoby@phisigmapi.org](mailto:hoby@phisigmapi.org) if you have any questions.



**LEADERS** *built* **HERE.**

ON BEHALF OF OUR STAFF, STUDENTS, &  
VOLUNTEERS, WE WISH YOU A YEAR FILLED  
WITH FUN, FELLOWSHIP & SERVICE.



IS HONORED TO BE YOUR  
NATIONAL PHILANTHROPIC PARTNER

[HOBY.ORG/LEAD](http://HOBY.ORG/LEAD)

## **Leadership Academy Personal Reflection**

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**What are my top three takeaways from the Leadership Academy?**

**1.**

**2.**

**3.**

**Based on what I learned, what are three action items I will do within the next week?**

**1.**

**2.**

**3.**

**How has this experience impacted my role as a Member of Phi Sigma Pi?**

**Who is one person I have met at the Leadership Academy that I want to follow up with and why?**

**Who:**

**Why:**

**Contact Info:**



# Post-Leadership Academy Checklist

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## Share your Leadership Academy Experience with your Chapter

- Review the documents found at [phisigmapi.org/laresources](http://phisigmapi.org/laresources).
- Download the Leadership Academy discussion guide.
- Share relevant resources and information with your Chapter's Officers and Chairs.
- During a Chapter Meeting, share with the whole Chapter your Leadership Academy experience.

## Implement Action Items and Goals

- Plan a time to meet one-on-one with Members of your Chapter to share information and discuss how to implement ideas and goals for the Chapter.
- Host *The Ritual* Review twice per year.
- Lead the High5 Strengths assessment and discussion for your Chapter. Resources can be found at [phisigmapi.org/laresources](http://phisigmapi.org/laresources).
- Contact your local HOBY site to discuss how the Chapter/Members can get involved.
- If you are a Facilitator, facilitate Leadership in Action Modules for your Chapter to improve operations, interpersonal relations and presentation skills.
- Review the Chapter Standards of Excellence (CSE) Guide.

## Make Connections

- Schedule a time to meet with your Chapter's Faculty Advisor and Alumni Advisor.
- Follow up with fellow Leadership Academy attendees.
- Email [ask@phisigmapi.org](mailto:ask@phisigmapi.org) with any questions you may have.
- Plan an Inter-Chapter (ICR) event with Chapters you met at the Leadership Academy (make sure you fill out the Event Planning Form at [phisigmapi.org/eventplanning](http://phisigmapi.org/eventplanning)).
- Invite Alumni Members to Chapter events and Ceremonies to promote membership for life.
- Attend the 2019 National Convention ([phisigmapi.org/nationalconvention](http://phisigmapi.org/nationalconvention)) in Orlando, FL.
- Add that you attended the Leadership Academy to your resume and LinkedIn profile.

## Add your own Action Items

- 
- 
- 
-

## Appendix 1 - Chapter Standards of Excellence Quick Reference Guide

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The full Chapter Standards of Excellence Guide can be found at [phisigmapl.org/laresources](http://phisigmapl.org/laresources).



### The Chapter Standards of Excellence

The Chapter Standards of Excellence (CSE) offers an online evaluation resource to empower Chapters to annually meet the highest standards of Chapter governance, management and mission-driven operations. It was developed to provide transparency for what it means to achieve excellence and be eligible for awards such as the Joseph Torchia Outstanding Chapter Award, which is the highest designation a Chapter can achieve annually. The availability of forms throughout the year and due dates will be more manageable. This will streamline the process and provide clearer expectations.

The Chapter Standards of Excellence consists of 8 Guiding Principles covering over 40 focus areas and benchmarks. This program is designed to provide the basic concepts of leading a non-profit organization, for that is exactly what each Chapter is - a non-profit entity with the mission to improve humanity with honor.

### Expectations

The 40+ focus areas serve as the standards for excellence. The expectation is that each Chapter works toward achieving these standards within the coming years. These standards are intentionally challenging yet relevant to serving as a basis for running a strong and effective Chapter. It is important that Chapters understand that it is not required, or even expected, to complete every task, every year (except for National Constitution requirements). Chapters should use these tasks and pieces to track growth and help set goals for improvement.

### Chapter Officer and Chair Accessibility

In the Chapter Admin Portal, forms have different accessibility levels depending on a Member's leadership position in the Chapter. To view the specific form and reports access by position, see the full Chapter Standards of Excellence Guide found at [phisigmapl.org/laresources](http://phisigmapl.org/laresources).

# The Chapter Standards of Excellence Tasks



*\*This task is a National Constitution requirement  
^This form is only available in the spring*

## Chapter Development

- Host two (2) risk management programs for Chapter Members and Initiates\*
- Participate in an annual Chapter visit by the National Office\*
- Have one (1) active Student Member Leadership in Action Facilitator
- Host two (2) Leadership in Action Modules
- Send at least two (2) Student Members to Leadership Academy
- Send a Delegate to National Convention\*

## Communications

- Meet with your Chapter Advisor twice in the Academic year^
- Have a Chapter Advisor \*
- Send a minimum of two published communications to Alumni\*^
- Invite Alumni to a minimum of one event^
- Invite the University/College President or Provost to a minimum of one Phi Sigma Pi sponsored event^

## Public Awareness

- Have a local philanthropy
- Support HOBY
- Application of style and graphic guides
- Hours to plan and execute service events
- Social media profiles are active/current^
- Submit Press releases\*

## **Chapter Sustainability**

- Host the Alumni Ritual Ceremony
- Meet or exceed new Member outreach
- Fulfill National Initiation Program requirements\*
- Chapter approved Initiate program requirements\*
- Host Recruitment events (fall)\*
- Host Recruitment events (spring)\*
- Host information sessions\*
- Initiate retention rate (fall)

## **Strategy and Evaluation**

- Submit academic year goals\*^
- Host at least two (2) Scholarship events\*
- Host at least two (2) Scholarship events\*
- Host at least two (2) Leadership events\*
- Host at least two (2) Fellowship events\*
- Evaluate events

## **Chapter Leadership**

- Submit Executive Board reports\*
- Hold Officer transition program\*^
- Hold weekly Executive Board meetings^
- Hold Ritual Review two (2) times
- Perform Officer Installation Ceremony^

## **Compliance and Ethics**

- Submit Chapter Bylaws\*^
- Submit Chapter Operating Policies\*^
- Provide reasonable accommodations for attendees with disabilities\*^
- Submit Risk Management Policy\*^
- Hold meetings with quorum at least every two (2) weeks\*^
- No disciplinary concerns with the National Office
- Maintain University Recognition\*^

## **Finance and Operations**

- Submit Annual budget\*^
- Deposit monies in insured accounts\*^
- Weekly financial reports^
- Apply for school funding for National Events^
- Submit dues by required due dates\*
- Submit new Member information by due dates\*
- Submit Graduating Senior information by due dates\*
- Update Member roster\*
- Submit incoming Officer information\*
- Budgets for Chapter National Convention Delegate\*^

## Appendix 2 - Leading Your Chapter Resources

### Mission Statement

A mission statement communicates an organization's purpose, the group it serves and how it will accomplish its goals. Phi Sigma Pi's Mission Statement sets your Chapter apart from other organizations on your campus, and the key to your success is to find ways to live into the mission in everything you do as a Chapter.

*Phi Sigma Pi National Honor Fraternity is a gender-inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We consecrate ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.*

#### Breaking down the mission statement:

We are a gender-inclusive organization	<i>Individuals of all genders are accepted, and we are dedicated to building an organization in which everyone feels safe, welcomed and valued regardless of gender identity or expression.</i>
We are dedicated to promoting lifelong learning	<i>This goes beyond upholding high academic standards but is indicative of our commitment to scholarship by providing opportunities for Members to attain knowledge and share what they know.</i>
Inspiring Members to lead,	<i>We use leadership to serve and encourage our Members to develop themselves personally and professionally, so they might be of greater service to their communities.</i>
Cultivating lasting fraternal bonds	<i>Through fellowship, we develop relationships built on a foundation of common interests, values and goals, which extend far beyond the undergraduate experience.</i>
We are always conducting our lives with honor	<i>In everything we do, we are guided by our ideals and bolstered by our dedication to living with integrity, conviction and humility.</i>
We consecrate ourselves to a life of social service	<i>Regardless of where our lives may take us, we will continue to serve others along our journey in hopes of making a difference.</i>
With the goal of improving humanity through our principles:	<i>Our goal is to make the world a better place for our fellow humans.</i>
Scholarship, Leadership, and Fellowship.	<i>Our Tripod encompasses the ideals that unite all Members of our Fraternity.</i>
<b>Improving Humanity with Honor</b>	

## Mission-Based Events

Whether planning an event for the first time or planning an event that your Chapter has hosted for many years, it is important to ensure that every event put on by your Chapter clearly aligns with Phi Sigma Pi's mission. Campus-wide events and those associated with Recruitment are the primary vehicles by which Potential New Members and other members of the campus community learn about Phi Sigma Pi. It's equally important that internal Chapter events reflect the National Fraternity of which every Member is part. Having mission-aligned events ensures that you are living into our identity as an organization and working, through everything we do, to improve humanity with honor.

Here are some questions to ask when you are planning an event that will ensure that every aspect is aligned with the Fraternity's mission:

- Is the event accessible and inclusive of individuals of all backgrounds, identities and ability levels?
- Is this event being promoted in a way that reflects the Phi Sigma Pi brand?
- What is the primary objective of the event?
- What information about Phi Sigma Pi will attendees take away from this event?
- Are attendees gaining meaningful knowledge from this event?
- Does this event further our Fraternity's goal to improve humanity?
- How will this event promote lifelong learning?
- How will this event foster leadership through service?
- How will this event strengthen bonds of Brotherhood among Members who attend?
- What would someone observing this event infer about Phi Sigma Pi based on what's going on?
- Would you be proud to share photos and video of this event with friends, family members, classmates and school administrators via social media or another means as a reflection of how your Chapter is living into the mission of the Fraternity?

## National Policies

### Phi Sigma Pi's National Documents

- National Constitution - [phisigmapi.org/nationalconstitution](http://phisigmapi.org/nationalconstitution)
- *The Ritual*
- National Operating Policies - [phisigmapi.org/nop](http://phisigmapi.org/nop)
- National Risk Management Policy - [phisigmapi.org/nrmp](http://phisigmapi.org/nrmp)
- Membership Agreement- [phisigmapi.org/membershipagreement](http://phisigmapi.org/membershipagreement)

### Phi Sigma Pi's Key Policies:

- **Anti-Hazing Policy** - Phi Sigma Pi National Honor Fraternity neither approves of nor shall be responsible for actions of Members which may result in injury to persons or damage to property (i.e., "hazing"). Hazing shall be defined as any action or situation that recklessly or intentionally endangers the mental, physical or emotional health or safety of any individual, regardless of the person's willingness to participate.
- **Alcohol & Illegal Substance Policy** - Phi Sigma Pi National Honor Fraternity discourages but does not prohibit, the use of alcoholic beverages at any Phi Sigma Pi sponsored event, function, or meeting. Illicit use of controlled substances as defined by state and federal law at any Phi Sigma Pi sponsored event, function or meeting is prohibited.
- **Non-Discrimination Policy** - Phi Sigma Pi shall not discriminate on the basis of race, color, religion, National origin, ancestry, sex, gender identity or expression, sexual orientation, age or disability status in admission to, access to, treatment of or employment in Phi Sigma Pi's programs and activities.
- **Sexual Assault & Harassment Policy** - Sexual assault and harassment is illegal and any Member or Initiate who sexually assaults or harasses another Member, Initiate, or guest of the Fraternity is criminally and personally liable for their own actions.

## Chapter Bylaws and Operating Policies

According to the National Constitution, Article IX: Collegiate Chapters: Section 6: Bylaws and Governing Documents

*Each Collegiate Chapter shall adopt Chapter Bylaws, Chapter Operating Policies (Chapter Dues and Fees, service requirements, Chapter Membership recruitment policies, etc.) and Articles of Incorporation (optional) to provide for the Chapter's own needs, consistent with the National Constitution and Phi Sigma Pi National Articles of Incorporation. Each Collegiate Chapter's Bylaws shall be forwarded to the National Office by the required due date(s) for approval.*

There is a difference between Chapter Bylaws and the Chapter Operating Policies.

<b>Bylaws</b>	<b>Operating Policies</b>
<p>Bylaws define the governing and operational rules of the Chapter under which the Officers and Committee Chairs must operate on behalf of the Members.</p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Chapter name/associations</li> <li>• Meeting frequency</li> <li>• Requirements</li> <li>• Definition of membership types</li> <li>• Parliamentary procedure information</li> </ul>	<p>Policies are set by the Executive Board to define the operations of the Chapter.</p> <p>Should include:</p> <ul style="list-style-type: none"> <li>• Disciplinary actions</li> <li>• Event planning</li> <li>• Financial policies</li> </ul>

### **Bylaws Checklist**

Directions: Go through your Chapter Bylaws and make note if the following is included or not included in your Chapter Bylaws. Once you complete this checklist, go through and include the information that you marked “not included.”

	<b>Included</b>	<b>Not Included</b>
<b>Heading</b>		
National Organization Name		
Chapter Name		
Ratified Date		
Last Amended Date		
<b>Name, Insignia and National Affiliation</b>		
Chapter Name		
National Organization Name		
School Name		
School Location		

	Included	Not Included
<b>Purpose</b>		
Phi Sigma Pi's Mission		
Tripod of Ideals		
<b>Membership</b>		
Non-Discrimination Policy		
Types of Members (including requirements and voting rights for each)		
-- Active		
-- Locally Inactive		
-- Nationally Inactive		
-- Alumni		
-- Honorary		
Membership Eligibility		
-- National Guidelines		
Dues and Fees		
-- Payment of dues		
-- Failure to pay dues		
Resignation		
<b>Disciplinary Actions of the Chapter</b>		
Due Process		
Hearing Procedures		
Consequences		
-- Probation		
-- Suspension		
-- Expulsion		
<b>Overview of the Executive Board</b>		
Composition of the Executive Board		
Eligibility of Officers		
Elections		
-- Timing of nominations and elections		



	Included	Not Included
<b>Overview of the Executive Board (continued)</b>		
-- Voting		
Selection of Additional Officers		
Removal from office		
Vacancies		
Meetings		
-- Definition of Quorum		
-- Voting in Executive Board Meetings		
<b>Duties of Executive Board Members</b>		
Additional Responsibilities of Officers		
Duties for each position		
<b>Committees</b>		
Types of Committees		
-- Standing Committees		
-- Temporary Committees		
Standing Committees		
-- List of Standing Committees and their description		
Committee Chairs		
-- Eligibility		
-- Committee Chair Elections		
Vacancies of Committee Chair		
Duties of the Committee Chairs		
Composition of the Executive Council		
<b>National Delegates</b>		
Appointment of National Delegate		
<b>Chapter Advisors</b>		
Eligibility of Chapter Advisors		
Selection of Chapter Advisors		
Responsibilities of Chapter Advisors		

	Included	Not Included
<b>Chapter Finances</b>		
Dues		
Budgeting		
Financial Risk Management		
-- Signing of Checks		
-- Types of Accounts		
-- Audit		
Minimum Balance Requirement		
<b>Chapter Meetings</b>		
Chapter Meetings		
-- Scheduling of Chapter Meetings		
Definition of Quorum		
Special Meetings		
-- Electronic and other meetings		
<b>Rules and Regulations</b>		
Adherence to Federal, State and Local Law		
Adherence to University Rules and Regulations		
Policies of Phi Sigma Pi National Honor Fraternity		
Precedence of Conflicting Policies		
<b>Adoption, Amendments and Dissolution</b>		
Adoption		
Amendments		
Dissolution		

## Operating Policies Outline

Use the following outline to ensure that the Chapter Operating Policies include the appropriate amount of detail necessary for guiding the day-to-day operations of the Chapter.

### Communication

- Inter-Chapter Communication
  - Chapter Calendar
  - Google Drive
  - Facebook Group
- National Office Communication
  - Chapter Admin Portal
  - Chapter Visit

### Membership Policies

- Requirements
  - Attendance
  - Committee Membership
  - Dues
- Transferring from Another Chapter
- Resignations

### Recruitment

- Recruitment Events
- Requirements for Potential New Members

### Initiation

- Initiate Meetings
- Requirements for Initiates
- Mid Review
- Final Vote

### Disciplinary Procedures

- Due Process
- Trial Board
- Consequences
  - Probation
  - Suspension
  - Expulsion

### Chapter Finances

- Budget
  - Timing
  - Approval
  - Process for Requesting Funds
- Dues
  - Amounts
  - Due Dates
  - Payment Plan Requests
- Accounts
  - Types of Accounts
  - Access to Chapter Funds
- Reimbursements
  - Approved Expenses
  - Receipts

### Committees

- Assignment
- Meetings
- Responsibilities of Chairs

### Chapter Events

- Mandatory Events
- Recruitment Events
- Fellowship Events
- Service Events
- Alumni Events

### Chapter Awards

- List of Awards
- Eligibility
- Nominations
- Selections

## Strategic Planning

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, create tasks toward common goals, establish agreement around intended outcomes/results and assess and adjust the direction in response to a changing environment.

### 5 Steps to Strategic Planning:

#### 1. Determine where you are with a SWOT Analysis.

<p style="text-align: center;"><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• What advantages does your Chapter have?</li> <li>• What does your Chapter do well?</li> <li>• What do other people see as your strengths as a Chapter?</li> </ul>	<p style="text-align: center;"><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• What could your Chapter improve?</li> <li>• What are problems/issues/conflicts that the Chapter/Members can control?</li> <li>• What should your Chapter avoid?</li> </ul>
<p style="text-align: center;"><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• What items and/or resources does the Chapter take advantage of? What items and/or resources should the Chapter take advantage of?</li> <li>• Are there any opportunities based off the strengths you wrote?</li> <li>• What are interesting trends you are aware of?</li> </ul>	<p style="text-align: center;"><b>Threats</b></p> <ul style="list-style-type: none"> <li>• What obstacles does your Chapter face?</li> <li>• What are other organizations doing better than your Chapter?</li> <li>• What should your Chapter keep in mind for the future?</li> <li>• What are external, non-controllable problems and/or threats that the Chapter can face?</li> </ul>

**2. Identify what's important.** Ask questions like “where do we want to go?” and “how are we going to get there?” Rank these ideas from most important to least important.

#### 3. Define what you must achieve using SMART goals.

<b>Specific</b> – What do you want to do? How are you going to do it?
<b>Measurable</b> – How will you know you've succeeded? Make it quantifiable.
<b>Attainable</b> – Is it possible? It should be something to strive for, yet achievable.
<b>Relevant</b> – Does the goal pertain to the overall mission and values?
<b>Timely</b> – Is there a completion date?
<b>Chapter Goal</b> - Put what you wrote in each box together.

**4. Determine who is accountable by delegating tasks.**

SMART Tasks	Sub-Tasks	Who's Leading?	Due Date	Completed (Y/N)	Comments

**5. Review by checking in with your plan and goals.** Are you staying on path? Is it still aligning with our mission or is it getting off track?

Evaluation Question	Yes	No	Comments
Are the goals and tasks being achieved?			
Will the goals be achieved according to the timelines specified?			
Should the completion deadlines be changed?			
Are there adequate resources available to achieve the goals and tasks?			
Are the goals and tasks still realistic?			
Does there need to be a change in priorities for the goals to be accomplished?			
Should the goals be changed?			

## **Budgeting**

A budget is the money collected from Members, in form of local dues, and how that money is divided amongst the needs of the Chapter. Creating an annual budget is an important first step in securing your Chapter's financial future. Budgeting allows the Chapter to see where gaps exist between the funds that will be spent on Chapter activities in the coming year and the amount that will be brought in through dues and non-dues sources. Having a budget will help the Chapter make the most of available funds.

### **8 Reasons Why Creating a Budget is Good for Your Chapter**

1. Provides a “real picture” of the Chapter’s financial standing.
2. Allows you to plan ahead to determine what you will be able to accomplish.
3. Equips decision-makers with valuable information that may inform policy changes or shifting priorities to benefit the Chapter.
4. Holds Chapters leaders accountable to financial commitments to Members.
5. Sharpens the Chapter’s understanding of its long-term goals.
6. Engages the entire Chapter in open discussion of the financial realities.
7. Motivates creativity in identifying solutions to financial challenges.
8. Fulfills the need for required information for reports to the National Office.

### **The Chapter Budget**

Your Chapter budget should include:

1. Executive Board - a line for each Officer on the Executive Board
2. Executive Council - a line for each Committee Chair on the Executive Council
3. Income Report - dues, fines, fundraising proceeds, donations and school funding
4. Miscellaneous Expense Report - dues, fees/fines, donations and National event registrations
5. Budget Summary - starting balance, total income, total expenses and projected ending balance

*Remember these important items:*

- **National Convention Registration** - The Chapter is constitutionally required to provide funding to send the Delegate to Grand Chapter.
- **Donation to National Funds** - Each term 5% of all fundraising profits to support the Chapter should be donated to the Subrosa Fund or one of the available scholarship funds.
- **Emergency Funds** - In order to ensure that the Chapter stays in good financial standing, even when the unexpected occurs, efforts should be made to establish an Emergency Fund, the details of which should be outlined in Chapter governing documents.

A Chapter Budget template can be found at [phisigmaplaza.org/resources](http://phisigmaplaza.org/resources).

Due dates and fees can be found at [phisigmaplaza.org/duedates](http://phisigmaplaza.org/duedates).

## Meeting Minutes

Meeting minutes are the Executive Board or Chapter's official record of actions taken at a Chapter meeting. Minutes should follow the agenda's order, with a basic, almost vague, summary sentence or two for each item, along with the name of the individual presenting it. Votes taken should be included where they occurred in the agenda.

### **Chapter Business Meeting Script Template**

- **Call to Order**
  - PRESIDENT: (Tapping the gavel once) This meeting of the [CHAPTER NAME] Chapter of Phi Sigma Pi National Honor Fraternity will come to order at [TIME] [AM/PM] on [MONTH] [DATE], [YEAR].
  
- **Roll Call**
  - PRESIDENT: Will the Secretary please do roll call?
  - SECRETARY: (Reads the last name of all Members in alphabetical order.)
  - PRESIDENT: We [HAVE/DON'T HAVE] a quorum.
  
- **Approval of Minutes**
  - PRESIDENT: The minutes from our last meeting held on [MONTH] [DATE] were sent out via email for your review. Are there any corrections to the minutes? (Pause for corrections.) If there are no corrections, the minutes are approved.
  
- **Officer Reports**
  - PRESIDENT: We will now move to the Officer Reports.
  - PRESIDENT: Vice President.
  - VICE PRESIDENT: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Secretary.
  - SECRETARY: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Treasurer
  - TREASURER: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Historian
  - HISTORIAN: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Parliamentarian
  - PARLIAMENTARIAN: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: President's Report. (Reads report, using slide as reference.) End of Report. This concludes the Officer Reports.
  
- **Committee Chair Reports**
  - PRESIDENT: We will now move to the Committee Chair Reports.
  - PRESIDENT: Fellowship Chair.
  - FELLOWSHIP CHAIR: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Are there any questions for the Fellowship Chair? (Pause.) Scholarship Chair.
  - SCHOLARSHIP CHAIR: (Reads report, using slide as reference.) End of Report.

- PRESIDENT: Are there any questions for the Scholarship Chair? (Pause.) Service Chair.
  - SERVICE CHAIR: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Are there any questions for the Service Chair? (Pause.) Fundraising Chair.
  - FUNDRAISING CHAIR: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Are there any questions for the Fundraising Chair? (Pause.) Public Relations Chair.
  - PUBLIC RELATIONS CHAIR: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Are there any questions for the Public Relations Chair? (Pause.) Recruitment Chair.
  - RECRUITMENT CHAIR: (Reads report, using slide as reference.) End of Report.
  - PRESIDENT: Are there any questions for the Recruitment Chair? (Pause.) This concludes the Committee Chair Reports.
- **Unfinished Business**
    - PRESIDENT: We will now move on to unfinished business. (Reviews items from last meeting to be discussed, using slide as reference.)
- **New Business**
    - PRESIDENT: The meeting is now open for new business. (Members suggest items for new business.)
- **Announcements**
    - PRESIDENT: Are there any announcements? (Members share announcements.)
- **Open Forum**
    - PRESIDENT: Open Forum. Any comments or questions pertaining to the Chapter? (Members offer items for open forum.) This concludes open forum.
- **Adjournment**
    - PRESIDENT: I will now entertain a motion to adjourn. (Pause for a Member to say, “I move to adjourn.”)
    - PRESIDENT: There is a motion. Is there a second? (Pause for a Member to say, “Second.”)
    - PRESIDENT: It has been moved and seconded that we adjourn. (Pause for Question to be called.) Question has been called, is there Consent? (Pause for Consent to be called.) Consent has been called. This meeting is now adjourned at [TIME] [AM/PM]. (Tap gavel once.)



## Parliamentary Procedure

The body of rules, ethics and customs governing meetings and other operations of organizations. Phi Sigma Pi National Honor Fraternity uses Robert's Rules of Order.

### Basic Principles of Parliamentary Procedure

- Parliamentary procedures facilitate the transaction of business and promote cooperation and harmony.
- All Members have equal rights, privileges and obligations.
- The will of the majority must be carried out, and the rights of the minority must be preserved.
- A quorum must be present for the Chapter to act.
- Full and free discussion of every motion is a basic right.
- Only one question can be considered at any given time.
- The Chair should be strictly neutral.

### Parliamentary Procedure Cheat Sheet

Proper execution of parliamentary procedure ensures the efficient and effective running of Chapter business. All Members should be well-versed in parliamentary procedure, and this cheat sheet will help even the newest, least experienced Member engage in the process:

To	You Say	Interrupt Speaker	Second Needed	Debatable	Amenable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp, etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration	"I move that we table it"	No	Yes	No	No	Majority
End Debate	"Question" or "Move to the previous question"	No	Yes	No	No	2/3
Postpone consideration	"I move that we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a Motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce a main motion	"I move that..."	No	Yes	Yes	Yes	Majority

To	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair Decides
Request Information	"Point of information"	Yes	No	No	No	None
Ask for vote by count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to consideration of an undiplomatic or improper matter	"I object to consideration of this question."	Yes	No	No	No	2/3
Take up matter previously tabled	"I move that we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The above may be introduced at any time except when the meeting is considering one of the top three matters listed from the first page (Motion to Adjourn, Recess or Point of Privilege).

## Event Planning

### Assessing Risk when Planning an Event

Successful events are both fun and safe. Once your Chapter has decided to host an event that aligns with Phi Sigma Pi's identity and mission as a National Honor Fraternity, you will want to consider what risks may be associated with the event you are planning. The following questions should be asked to ensure that your event is in accordance with the National Risk Management Policy (NRMP):

- **What PHYSICAL risks exist?** Your Chapter should avoid hosting any athletic event in which bodily injury is likely, including dodgeball, flag football and obstacle courses. Be sure that liability waivers for every participant, including emergency contact information, are kept on hand at the event.
- **What REPUTATIONAL risks exist?** It's important to consider how an event or activity might be perceived by those outside of your Chapter. Consider whether a parent, your institution's President or a National Staff or Council Member would be welcomed to attend or participate in this event.
- **What EMOTIONAL risks exist?** When talking about emotional risk, conversations often focus on Initiates or newly Inducted Members. You should also consider the impact of an event on feelings of Brotherhood within the Chapter and whether all Members would feel accepted and included.
- **What FINANCIAL risks exist?** Contracts are a major consideration when Chapter money is involved. All contracts should be submitted for review by the National Office via the Event Planning Form found on our website. The form, including the proposed contract, should be submitted before an agreement for goods or services is made.
- **What is the FACILITIES risk?** Regardless of the type of event, make sure that the facilities are adequate for the number of attendees. The facility should be a safe environment for the planned activities to prevent injuries and ensure the events success. The facility should be accessible to all (i.e. handicap entrances).

### Event Planning Form

The Event Planning Form (EPF) ([phisigmapi.org/planningform](http://phisigmapi.org/planningform)) is a tool to ensure that Chapters have the necessary information and tasks accomplished in order to hold safe and fun events. This includes making sure that all contracts are reviewed, and that Chapters have the proper insurance forms for the event. The EPF serves as evidence of a Chapter's planning. In submitting the form, you agree that your Chapter will abide by all guidelines and requirements listed. The Event Planning Form should be completed at least *30 days before the event*. This will provide ample time for the form, contracts, packets, etc. to be reviewed, corrections to be made and insurance forms to be completed, if necessary.

This form should be submitted for events that have any of the following aspects:

1. A contract/agreement with a third party is required and will be signed by the host Chapter/Association.
2. Alcohol will be permitted/present at the event.
3. The event is an ICR event and/or anticipated attendance will be more than three times the Chapter/Association size, including Members.
4. The event requires transportation (Transportation provided by host or attendees or arranged with a third-party vendor).
5. Evidence of insurance (or an additional insured added to a certificate of insurance) is required.
6. Any athletic activity, which has the potential for injury. (The Chapter or Association hosting the event shall collect liability waivers and emergency contact forms prior to the beginning of the event).
7. Animals will be a part of the event.
8. The event will be held/activities will take place on the water. i.e. kayaking, tubing, paddle boats, a boat, a dinner cruise, a yacht, etc.
9. The event is co-sponsored with another Chapter/Association or organization.
10. The event has been held in the past with an incident.

## Officer Transitions

The continued success of your Chapter is dependent upon having solid transitions from one Officer to the next in which all relevant information is shared. A structured four-week transition will ensure that each Officer has the tools to succeed in their role.

Transition documents should include:

- Position description per Chapter and National documents.
- Logins and passwords for all accounts.
- Information regarding progress toward goals and long-term plans.
- Details about specific events, including what worked well and what should be improved.
- Tips and tricks learned during the past year.

### **Prior to Transitions**

- *Organize Transition Documents:* Officers should keep organized records and add to them throughout the term. While some Chapters use physical binders, the use of electronic documents is strongly encouraged to prevent the loss of important information and facilitate easy access.

### **Week 1:**

- *Meet One on One:* Following elections, outgoing and incoming Officers should meet to discuss position responsibilities and review transition documents. The incoming Officer should prepare questions for the next meeting.
- *Open Meetings:* Executive Board Meetings should be open so that newly elected Officers can observe how the meetings are run.

### **Week 2:**

- *Meet One on One:* The outgoing Officer should answer questions from the incoming Officer regarding the position or documents. The outgoing Officer should review the logistics of the tasks for which the Officer is typically responsible (updating spreadsheets, reserving rooms, etc.).
- *Open Meetings:* During Executive Board Meetings, the outgoing and incoming Officers should sit together and co-present information.
- *Update Access/Authority:* Changes should be made to ensure that the incoming Officer has access to accounts, forms, etc. as required.

### **Week 3:**

- *Meet One on One:* The outgoing Officer should supervise as the incoming Officer completes tasks, answering questions that arise along the way. Their role in the Chapter Meeting should be discussed.
- *Chapter Meetings:* The outgoing and incoming Officers should sit together and co-present information to the Chapter.

### **Week 4:**

- *Executive Board and Chapter Meetings:* The incoming Officer should be presenting at meetings and have a firm grasp of their other responsibilities.

**Officer Installation Ceremony:** At the conclusion of the four-week transition, the outgoing Officer should officially pass their duties on to the incoming Officer.

# NOTES

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Phi Sigma Pi's  
**2019**  
National Convention



**Orlando, FL**  
**July 31 - August 4**  
[phisigmapi.org/nationalconvention](http://phisigmapi.org/nationalconvention)





# Improving Humanity

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