

PHI SIGMA PI
NATIONAL HONOR FRATERNITY



Officer Training Manual: Secretary



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WELCOME

Congratulations on being elected as Chapter Secretary! The Membership elected you and has put their trust in you to take the Chapter to a new level of success. The campus administrators, the Alumni Members and National Office will look to you as the main representative. Your actions are intended to inspire those around you as we look to balance the Tripod of scholarship, leadership and fellowship.

The following words are from Officer Installation Ceremony in *The Ceremonies and Ritual* book. This passage describes the importance of the position and role as Secretary.

“As Chapter Secretary, into your hands is entrusted the records and correspondence of this Chapter. Records are the basis of business, and business is the foundation of all organization. You must keep records of all transactions and report them to the Chapter so that all lines of communication are kept clear. May your greatest reward come in knowing that you have confirmed the confidence the Chapter placed into your hands when they elected you Secretary.”

Mission

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.

Our Tripod



Phi Sigma Pi is built on a Tripod of three ideals: Scholarship, Leadership and Fellowship which support the ultimate goal of social service. This Tripod provides direction in our organization, our programming and in our actions as Members. Combined, the Tripod guides our Members to be successful contributing citizens while on campus

and into their professional careers.

Scholarship: As an honor organization, we expect our Members to maintain good academic standing, although a GPA of 3.0 is only needed to begin the Initiation Program. Academic standing, however, is just a small part of the scholarship ideal. Scholarship in our organization expands outside the classroom and is part of a larger “always learning”

philosophy. Our Chapters hold scholarship events and can attend National events that encourage the spirit of lifelong learning.

The nationally award-winning Leadership in Action program is a personal/professional leadership training and certification program that provides Members with the skills to inspire a positive change in all facets of the Fraternity and within their communities. This certification program opportunity goes beyond the traditional organization leadership roles by exploring communication skills for emerging leaders and team management.

Leadership: Phi Sigma Pi provides the opportunity for students to gain core leadership skills to strengthen oneself; but then, just as important, how to apply that skill to pay it forward. Leadership in Phi Sigma Pi also extends through service in our communities. Our Chapters support our National Philanthropy, HOBY, (learn more in the [Lingo section](#)) and also plan philanthropic events with other organizations that have a meaningful impact to the local community such as the Sleep Out for Homeless Youth and Spring Break Service Projects.

Fellowship: Phi Sigma Pi develops a culture of fellowship within the organization. In addition to a fraternal culture that develops friendships, it also fosters a sense of teamwork and camaraderie that allows for the local Chapter to plan successful events and activities. In Phi Sigma Pi, you're a Member for life. Fellowship provides the passion and stability to fully remain involved with Phi Sigma Pi long after you cross the graduation stage.

NATIONAL OFFICE OVERVIEW

Our purpose of Phi Sigma Pi is an Honor Fraternity for students in four-year collegiate institutions and Phi Sigma Pi Alumni, founded upon a basis of superior scholarship with the avowed purpose of advancing academic, professional and social ideals. Phi Sigma Pi shall exist to meet the needs of close fellowship among students of like ideals who are interested in the same end.

The Fraternity is a brotherhood with roots in the collegiate experience that engenders a lifelong commitment to strive to achieve true fellowship, leadership and the fulfillment of scholarship as part of Members' overall responsibilities to the broader communities in which they live. Your Chapter is an established and identifiable association of Members perpetuating itself and holding, at the pleasure of Phi Sigma Pi National Honor Fraternity, a duly-issued Charter. The designation "Active Chapter" shall apply and refer to any Chapter duly chartered at, and associated by Charter with, an institution of higher learning. Your

Chapter is an unincorporated association that is a separate and distinct entity from Phi Sigma Pi National Honor Fraternity.

With that, the National Office is designed to support your chartered Chapter to uphold our mission and purpose. To do that the National Office provides the foundational structure.

The Grand Chapter is the supreme legislative body of the national Fraternity and consists of the National Council, one Delegate from each Chapter and two Delegates representing the National Alumni Association. Each National Officer, Collegiate and Alumni Chapter Delegate and NAA Delegate receives one vote during official business.

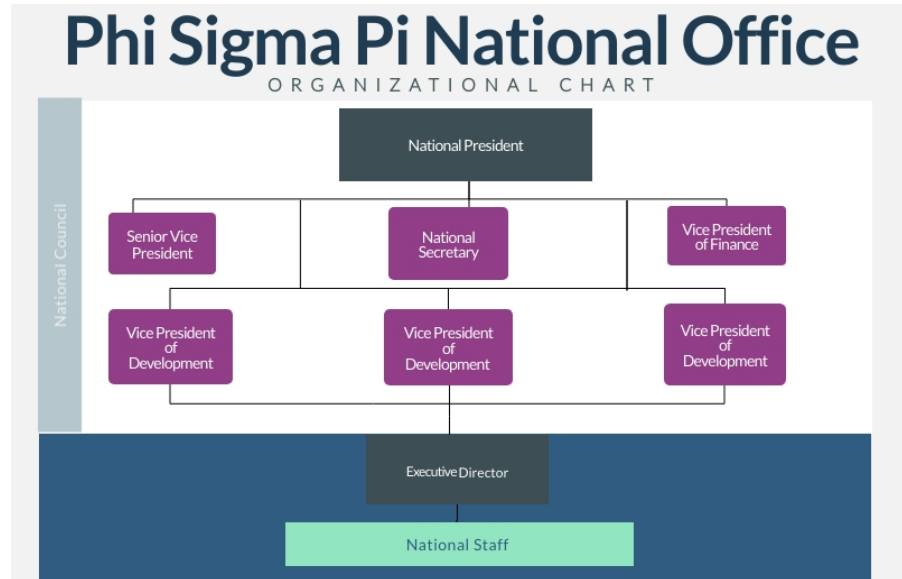
Official business is held once a year during Grand Chapter Business at National Convention. This is the time when amendments to our National Constitution are voted on and elections are held for National Council positions (every other year). It is important to note that changes to the National Constitution are only made by Members of the National Council, Members of Chapters and/or NAA delegates. The requirements and directions listed in the National Constitution, on which our Fraternity is run, are entirely in your hands. The National Staff is not able to amend or change the National Constitution. It is the job of the National Staff to make sure the National Constitution is upheld as you have approved it.

Phi Sigma Pi

Governance



The supreme executive and administrative body of the National Fraternity is the National Council. [The National Council](#) is made up of 7 volunteer positions. The National Officers are elected on the even years by the Grand Chapter at National Convention. These positions are National President, Senior Vice President, National Secretary, Vice President of Finance and three Vice Presidents of Development. The National Council is charged with enforcing the National Constitution and leading the Fraternity through strategic planning.



The National Council employs full-time professionals to assist in the administrative affairs of the Fraternity, the National Staff. The Executive Director is hired by the National Council. It is then the Executive Director's responsibility to hire and supervise the entire National Staff. The National Staff works for its Members, through Chapter Services, Alumni Relations, Membership training and risk management oversight. The National Staff is available to all Members whenever you have a question, need guidance or have a suggestion.

***National Office info! Share with Eboard Members*

Contact the National Office

The National Office is here for you!

Phone: 717-299-4710

Email: pspoffice@phisigmapi.org

Web: <https://phisigmapi.org>

Facebook: <https://facebook.com/phisigmapifraternity>

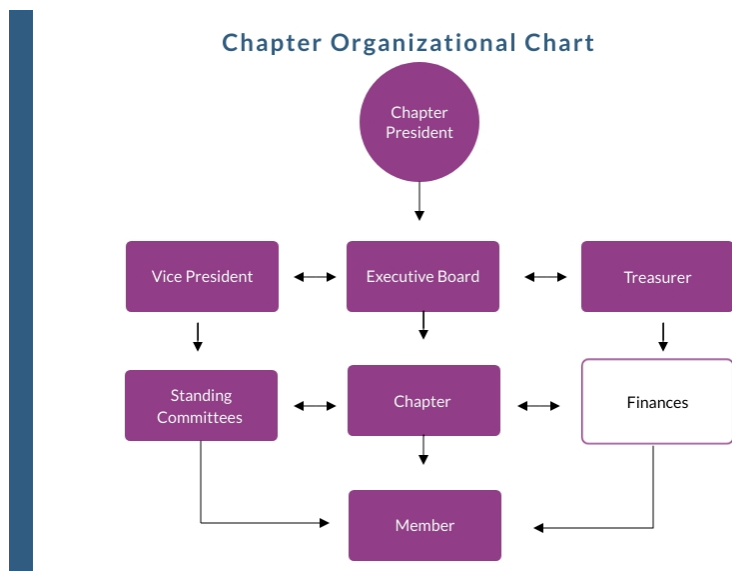
Instagram: <https://instagram.com/phisigmapi>

Twitter: <https://twitter.com/phisigmapi>

YouTube: <https://youtube.com/user/PhiSigmaPi>

CHAPTER ORGANIZATIONAL CHART

The National Constitution provides the basic structure and responsibilities of the chartered Chapter. Through Chapter Bylaws the Chapter has the right to add new positions to the Executive Board and/or Executive Committee (EBoard and Committee Chairs). At no time can the Chapter Bylaws contradict the National Constitution, instead, it is an addition to the National Constitution. Below is the foundational structure for Chapters.



TIPS FOR BECOMING A SUCCESSFUL

CHAPTER SECRETARY

Understanding Your Leadership Strengths

When serving as a leader, especially the Chapter Secretary, it is important to understand your leadership strengths. It also is important to understand how others may perceive your communication style.

All Members should work through a leadership assessment (examples provided in the Additional Resources) to gain clarity on their styles. By knowing your style it allows you to communicate effectively with other leadership styles - all of which are important.

For example, you may be a leader that requires data to make decisions. Knowing this, and communicating this to your Executive Board, will set them up for success when approaching you with new ideas. It also provides upfront reasoning if, as Chapter Secretary, you request information.



***Check out the different LIA Modules on CORE!
Earn badges for completing Modules.*

Improve your skills with Leadership in Action Modules:

- [The Art Of Effective Communication- Communicating By Styles](#)
- [First-Time Officer- Face Your Fears](#)

How to Motivate and Involve People

You've most likely heard this before but is worth repeating, you have three types of Members: 1) Go-getters, or Members who are highly enthusiastic; 2) Wait-and-see-ers, or Members who are non-committal; and 3) Resume-seekers, or Members who are not interested in participation.

Past experience has shown that each group constitutes about one-third of your group and about one-third of your entire membership will want to participate. The Resume-seekers are not interested in participating and are the most challenging to motivate.

The people you need to motivate, cultivate and inspire are the Wait-and-see-ers. Those in this group are waiting to see if this organization is worth their time. Get them involved and prove to them that Phi Sigma Pi is a worthwhile organization. This is how you will keep and make these individuals strong contributors. If you ignore them, they will abandon the Chapter along with the Resume-seekers. You certainly do not want to lose a potentially good group of Members. Give them responsibilities. Make them feel important. Make a special effort to invite or persuade these people to participate in events that promote interaction. Getting this group involved is the key to developing a strong Chapter.



Improve your skills with Leadership in Action Modules:

- [The Team Foundation- The Winning Combination](#)
- [First-Time Officer- Rally The Troops](#)

Striking a Balance Between Scholarship, Leadership and Fellowship

Phi Sigma Pi is an honor fraternity that stresses the principles of Scholarship, Leadership and Fellowship.

It has been asked many times, "What is Phi Sigma Pi?" The most concrete answer is that it is 1/3 honor society, 1/3 service organization, and 1/3 social fraternity. Phi Sigma Pi seeks to incorporate the best and most beneficial aspects of all of these types of organizations into its own program. The honor society portion sets Phi Sigma Pi apart and

commands respect. The social fraternity part builds fellowship and commitment which then serves as a stimulus to undertake service projects, the greatest expression of leadership. Phi Sigma Pi is a balance; a balance between scholarship, leadership and fellowship. Each leg of the Tripod must be equally stressed. If too much stress is placed on one principle, the Chapter will resemble an honor society, service organization or social fraternity.

The national organization allows each Chapter to seek its own balance of scholarship, leadership and fellowship. Phi Sigma Pi's goal is to cultivate and encourage high scholastic achievement, build leadership skills through service to others, and strengthen social skills which allow the individual to mature and develop into a thinking, concerned person who can be an asset to society. Chapters that need assistance in developing a well-balanced program should consult the various national publications or contact the National Office for advice.

Communication is the Key

To be successful as a Chapter it is important to communicate extensively. Reminding Members numerous times about Fraternity functions will keep them accountable to participate. Get into the habit of planning and using group text, email distribution lists and reminder notifications. It is also a good practice to use a whiteboard/PowerPoint presentation at all meetings, post in a Google calendar and verbally remind Members of important information.

Email updates can be one of the most successful tools that can be used. An email should be sent out to all Chapter Members immediately following each Chapter Meeting. The email lists all upcoming events that will occur before the next meeting. A description of all planned social, fundraising, service or other projects is given, along with the time, date and location of each. Also listed are the date, time and place of the next meeting. Lists of the names of people who have volunteered or signed up for special assignments should also be included. This email should be sent out ahead of the events in a timely manner to be most effective.

Improve your skills with Leadership in Action Modules:

- [The Art Of Effective Communication- Communicating By Style](#)
- [Talk Like A Leader- Holding Yourself Accountable](#)



Delegate Tasks to People Who Want to Do Them

The Chapter Treasurer is entrusted by the Brotherhood with the responsibility for all Chapter activities. This office is the most challenging of the Chapter positions. Although it requires considerable time and effort, your position as Chapter Treasurer can be rewarding and provide a great deal of satisfaction through individual and Chapter achievements. It is a singular honor and provides various worthwhile experiences for future leadership roles. It also provides an opportunity for you to cultivate future leaders.

Always encourage an enthusiastic individual. If someone is eager to take on responsibilities, find projects for that person to handle, it may be an Officer/Chair position or a spot on a committee. Delegate to Members to keep them interested in the Chapter and the Fraternity. Find out what Members like and what they enjoy most in the Chapter and find tasks that align. Delegating tasks will unify your Chapter as each Member becomes part of the team.

Some of the most effective leaders are those who know how to delegate effectively. These are individuals who know that when they use other people's strengths, the end result is that their Chapter is stronger, more productive and more efficient. By delegating you also are allowing yourself to avoid burnout.

Here are some things to keep in mind when delegating tasks to others:

Identify Priorities - Determining which tasks or projects take priority is a good first step in successful delegation. Once you determine which items are most important, meaningful or time- sensitive, you will have a better sense of what you can ask others to do and what you must do yourself.



Improve your skills with Leadership in Action Modules:

- [First-Time Officer- No Dumping](#)

Capitalize on Individual Strengths - You must get to know each individual's strengths and areas for improvement in order to delegate tasks effectively to those on your team. In some cases, an individual may not have a certain skill yet, but you may be able to provide guidance and training to develop that skill in them. Once you know those on your team well, you will be more equipped to delegate tasks based on who has the most relevant skills for the job.



Improve your skills with Leadership in Action Modules:

- [The Great Balancing Act- Take A Chance On Me](#)
- [The Power Of Innovation- Discovering Your Innovative Style](#)

Provide Guidance - When delegating, it is important to make sure that the person completing the task is set up for success. If you have a preference for how you want something done or an idea about what the final product should look like, take the time to share that with the person working on the project. Don't assume that expectations are clear unless you clearly communicate what needs to be done and by when.

Improve your skills with Leadership in Action Modules:

- [First-Time Officer- No Dumping](#)

Demonstrate Trust - Once a task is delegated, trust the person doing the job to get it done as instructed and in the time allowed. Being willing to let go of the project and defer to that individual's expertise will demonstrate your confidence in their abilities while freeing you up to accomplish other tasks. Consider scheduling check-ins in advance so that you can ensure that the project is moving along as expected without micromanaging.

Improve your skills with Leadership in Action Modules:

- [Building Trust- The Seeds Of Success](#)
- [The Art Of Effective Communication- Building Rapport](#)

Offer Feedback - Upon completion of a task or project, take the time to provide feedback on the end product. You may find opportunities throughout the process when you can interject to encourage adjustments be made or acknowledge progress and motivate. You should always acknowledge a job well done publicly and offer constructive criticism privately.

Improve your skills with Leadership in Action Modules:

- [Successful Feedback- Giving Constructive Feedback](#)
- [Successful Feedback- Receiving Feedback](#)

Officers Must Be Organized and Enthusiastic

Chapter Members are energized and dedicated by seeing leaders enthusiastic and dedicated. Chapter Officers are role models. As such, people look up to them for insight and inspiration. Therefore, it is important to choose carefully when electing new Officers or selecting Committee Chairs. Ideally these individuals should have more enthusiasm and dedication to the organization than the Members, so that the Chapter continues to move forward.





Improve your skills with Leadership in Action Modules:

- [First-Time Officer- Rally The Troops](#)
- [The Team Foundation- There Is No I In Team](#)

Key Responsibilities

As the Secretary, you have responsibilities with long-lasting effects. Effective record keeping and timely correspondence are the major duties. Not only are they essential to the present management of your Chapter, but they also are vital to your Chapter's future. Your primary goal as Corresponding Secretary is to continually strive to improve communications both within and outside your chapter. Establishing and maintaining effective correspondence will create a favorable reputation for your Chapter and play a key role in building an outstanding Chapter.

Specific Responsibilities

1. File reports to the National Headquarters.

It is vitally important to your chapter's good standing that all national forms, dues, and fees are completed accordingly and submitted to the National Headquarters by the appropriate due dates. The forms are available through the Chapter Admin Portal (CAP) - <https://chapteradmin.phisigmapi.org>. Familiarize yourself with these forms and their due dates. You may want to mark the dates on your Chapter's planning calendar as a reminder.

As stated in the National Operating Policies, when a Chapter is late with dues, fees, or forms the National Headquarters shall send a notice of delinquency immediately following the due date to the Chapter President and the officer(s) pertinent to the violation (i.e. for forms, the secretary; for monies, the treasurer.) This notice will be accompanied by a fine as outlined.

A second letter of delinquency will be issued two weeks after the first late notice. This will carry a steeper fine established by the National Council. If the violation and subsequent fines are not resolved within one month after the original due date, the chapter will be placed on probation.

Find the synopsis of the forms linked in the Additional Resources section.

2. Preserve the Chapter Bylaws and *The Ritual*.

As the Corresponding Secretary, you are entrusted with the safekeeping of two of the Chapter's most important items. First,

***This means there are additional materials for you!*



you should keep the original Chapter Bylaws on file so that you will be able to make the pertinent changes and distribute new copies of the updated version to the Chapter when amendments are made. You should also submit a copy of your Chapter most recent bylaws to the National Headquarters when submitting the Chapter's End of Year Reports (in the CAP).

Copies of *The Ritual* should also be safeguarded by the Corresponding Secretary and distributed to the brotherhood only at the time of your Chapter's Formal Induction Ceremony or other ceremony and then collected immediately afterward. If your Chapter needs additional copies of *The Ritual*, the National Headquarters is able to provide additional copies.

3. Maintain Chapter communication through newsletters, announcements, group chats, and email distribution lists.

Good communication is essential to the success of your Chapter. It plays a key role in promoting participation and a sense of belonging. Do not give the inactive members in your Chapter the chance to use lack of information as an excuse for their inactivity. In order to maintain proper flow of information throughout your Chapter, there are some specifics that you should address.

First, you will need to provide a current address, email and phone list to each Member in the Chapter. Stress to your Chapter members the need to keep you informed of any changes in their addresses or phone numbers so that updates can be made accordingly. These updates can be made in the Chapter Admin Portal (CAP)

<https://chapteradmin.phisigmapi.org>.

A written announcement is usually the best way to keep your Chapter informed. You will need to email a synopsis of all upcoming events and activities immediately after each business meeting. This will ensure that all Members, including those who may have missed a meeting, are properly informed. It also eliminates the problem of misinformation through word of mouth.

A group chat is another way to pass information along to all Chapter Members. This method should be used as a follow-up to a written/posted announcement to remind or to provide new information such as a change of time or location.

While optional, newsletters keep all Brothers (collegiate and alumni) and the National Headquarters up-to-date with what is happening in your Chapter. Chapter newsletters can include meeting dates; details on upcoming educational, service, fund-raising and social activities; articles on chapter achievements and outstanding Brothers; and personal columns.

4. Maintain correspondence with other Chapters, parents, the university, community, and the National Headquarters.

Through effective correspondence, the Corresponding Secretary can establish and maintain a favorable reputation for the Chapter. Your attentiveness to deadlines, thank-you's, replies, and acknowledgments greatly affects how others will react to your Chapter, both now and in the future.

Any correspondence received should be read to the Brotherhood at the Chapter meetings by either you or the President. All correspondence should be replied to immediately upon receipt and copies of both incoming and outgoing correspondence should be filed for future reference.

Always keep an up-to-date mailing list that includes the addresses of all Chapter members, the Chapter Advisor, the National Headquarters, other active Chapters, interested alumni, the President of your university/college, and the Dean of Students/Director of Student Life.

5. Work closely with the Chapter Treasurer to ensure that forms are accompanied by their respective dues and fees and are submitted promptly to the National Headquarters.

When the Chapter Membership Roster has been finalized in the CAP, it will be important to share the final number displayed in the Financial Statement (CAP > Reports > Financial Statement) to the Chapter Treasurer.

Additionally, when the Initiates' status have been updated in the CAP to Member Status, this generates an updated Financial Statement. Being in communication with the Chapter Treasurer that the records have been marked and finalized as Members will alert them to look at the Financial Statement in order to release the proper funds.

If your Chapter has its bank account through the school, requesting an invoice from the National Office is just an email away. But, it will be important to ensure that the rosters are up to date so that the correct total is reflected in the invoice.

6. Keep accurate records, reports and minutes of all chapter and executive board meetings.

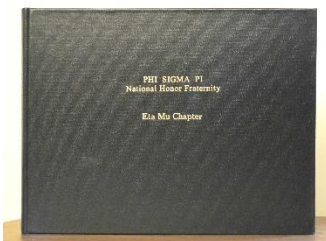
Minutes are the lifeline of your Chapter. Not only do they serve to inform the Chapter Members of what transpired at the previous meeting, but they also become permanent records of your Chapter's growth. Remember, Members and officers will come and go, but the minutes will remain as a constant reminder of past events. Decisions occur in a Chapter that can affect future operations. The Members involved in the original decision may not be active in the Chapter, but the minutes will provide the information as to why certain decisions were made.

7. Organize all Chapter records and files.

Records and files include properly prepared minutes of all Chapter meetings and proceedings, reports, forms, correspondence, and any other important documents. These permanent Chapter records all should be preserved and made available for reference by the officers, Chapter Members, and the National Headquarters.

8. Preserve the Chapter Roll book.

As the (recording) Secretary, you are entrusted with the safekeeping of one of the Chapter's most important items. Each Chapter has a roll book with entries of every Member in the order of induction or transfer, beginning with the charter Members. The (recording) Secretary should ensure that the roll book is properly signed by each Member at the time of initiation. Once a Member is assigned a roll number, that number



does not change. Roll books are provided by the National Headquarters free of charge to newly-chartered Chapters. Existing Chapters may purchase new roll books from the National Headquarters. The order form can be found through <https://phisigmapi.org/merchandise>.

9. Preside over the meetings of the Chapter in the absence of the President and Vice President.



***Roll books can be ordered through the National Office.*

***Officer Training available on the CORE E-Learning Center*

10. Be a voting Member of the Executive Board.

11. Train and assist your successor in office. It is important to the continued success of your Chapter to train the new secretary. As Corresponding Secretary, you need to spend a good amount of time training and assisting the newly-elected Corresponding Secretary in understanding the many facets of this position.

Work together on completing the forms required by the National Headquarters and provide ample time for the newly-elected officer to become acclimated to their new position. As you can see from the above job description, the office of Corresponding Secretary entails a great deal of responsibility.

OVERCOMING CHALLENGES

Serving as the Chapter Secretary can provide challenges that will impact you as a leader and as a Member. The biggest challenge in ensuring that all Officers and Committee Chairs are submitting the required forms. If an Officer/Chair falls short of their responsibility, their task now becomes yours.

***CSE form instructions
<https://phisigmapi.org/resource/form-instructions>*

As a new term begins, ensuring that all Officers/Chairs are familiar with the Chapter Standards of Excellence (CSE) and how to find the forms on the Chapter Admin Portal (CAP) is the first and easiest step (<https://www.chapteradmin.phisigmapi.org>). Providing examples of how to complete the form in advance will set the leaders up for success.

While the due dates for the National Office are posted, you are encouraged to set due dates that are one week in advance of the National Office's. This allows you time to review the reports and see if there are any that need to be completed prior to the required date.

***Check Officer/Chair form submission progress*

To confirm what has been submitted, check out the CAP > Reports > CSE Reports > Forms Submitted Dates.

SECRETARY CHECKLIST

Chapter Standards of Excellence

As Chapter Secretary you have access to all forms as does the Chapter President. This is done as a safeguard so should an officer or chair not complete their required form, that you can easily access and submit the needed information.

Based on the Chapter Standards of Excellence (CSE), here are a few items that the Chapter Secretary oversees and/or reports via the CAP, but is not limited to,

Communications



- Meet with your Chapter Advisor twice in the Academic Year (End of Year > Administration Summary)
- Have a Chapter Advisor (Officer Updates)
- Invite President or Provost to a minimum of one sponsored Phi Sigma Pi event (End of Year > Administration Summary)

Public Awareness



- Social Media profiles are active/accurate (End of Year > Administration Summary)

Strategy & Evaluation



- Academic year goals submitted (End of Year > Upcoming Academic Year Goals)

Chapter Leadership



- Executive Board reports submitted (all reports needed to be submitted on time)
- Held Officer Transition program (End of Year > Administration Summary)
- Held weekly Executive Board meetings (End of Year > Administration Summary)
- Officer Installation Ceremony performed (End of Year > Administration Summary)

Compliance & Ethics



- Chapter Bylaws submitted (End of Year > Upload Bylaws)
- Chapter Operating Policies submitted (End of Year > Upload Operating Policies)
- Provide reasonable accommodations for attendees with disabilities (End of Year > Administration Summary)
- Risk Management Policy submitted (End of Year > Upload Risk Management Policy)
- Meetings were held with quorum at least every two weeks (End of Year > Administration Summary)
- No disciplinary concerns with the National Office (End of Year > Administration Summary)
- Maintained University recognition (End of Year > Administration Summary)

Finance & Operations



- Submitted new Member information by due dates (CAP > Initiate Class)
- Submit Graduating Senior information by due dates (CAP > Member Roster > Finalize Graduating Seniors)
- Update Member Roster by due dates (CAP > Member Roster > Manage Collegiate Member Roster)
- Submit incoming Officer information (CAP > Officer Updates)

For a full review of all Chapter requirements, visit <https://phisigmapi.org/resource/chapter-standards-excellence>

What's Due When Administratively

The following academic year form submissions can be found in the [Chapter Admin Portal](#) (CAP) unless otherwise noted.

Semester Schools

Fall Semester

Sept. 19:

- [Update Member Roster](#) (Sept. 20 National Office runs the Chapter's existing Member billing and posts National Dues and Fees Bill to Financial Statement)

Oct. 1:

- Fall National Dues and Fees for existing Members per [Financial Statement](#) (Mail)
- [Add new Initiates](#) and have Initiates claim accounts

Dec. 15:

- Change [Initiate to Member](#)
- [Finalize Graduating Seniors](#)
- [Chapter Officer Information Update](#)
- Induction Dues and Fees for new Members (Mail)
- [Tripod Event Form](#) (minimum of 3)
- [Risk Management Summary](#)
- [Recruitment/Initiation Planning Form, upload Recruitment and Initiation Calendar](#) and [upload Initiation Handbook and Manual](#)

Spring Semester

Feb. 7:

- [Update Member Roster](#) (Feb. 8 National Office runs the Chapter's Existing Member billing and posts National Dues and Fees Bill to Financial Statement)

Feb. 22:

- Spring National Dues and Fees for existing Members per [Financial Statement](#) (Mail)

March 16:

- [Add new Initiates](#) and have Initiates claim accounts

May 15:

- Change [Initiate to Member](#)
- [Finalize Graduating Seniors](#)
- [Chapter Officer Information Update](#)
- Induction Dues and Fees for new Members (Mail)
- [Tripod Event Form](#) (minimum of 3)



***Click on dates to automatically add the due dates to your calendar. Coordinate with Officers and Committee Chairs to ensure everything is on time!*

- [Risk Management Summary](#)
- [Recruitment/Initiation Planning Form, upload Recruitment and Initiation Calendar](#) and [upload Initiation Handbook and Manual](#)
- End of Year Submissions
 - [Bylaws Upload](#)
 - [Operation Policies Upload](#)
 - [Administrative Summary](#)
 - [Alumni Summary](#)
 - [Budget](#) (current year and proposed budget)

Quarter Schools

Fall Quarter

[CAP = Chapter Admin Portal](#)

Oct. 14:

- [Update Member Roster](#) (Oct. 15 *National Office runs the Chapter's Existing Member billing and posts National Dues and Fees Bill to Financial Statement*)

Oct. 30:

- Fall National Dues and Fees for existing Members per [Financial Statement](#) (Mail)
- [Add new Initiates](#) and have Initiates claim accounts

Dec. 15:

- Change [Initiate to Member](#)
- [Finalize Graduating Seniors](#)
- [Chapter Officer Information Update](#)
- Induction Dues and Fees for new Members (Mail)
- [Tripod Event Form](#) (minimum of 2)
- [Risk Management Summary](#)
- [Recruitment/Initiation Planning Form, upload Recruitment and Initiation Calendar](#) and [upload Initiation Handbook and Manual](#)

Winter Quarter**Jan. 14:**

- [Update Member Roster](#) (Jan. 15 *National Office runs the Chapter's existing Member billing and posts National Dues and Fees Bill to Financial Statement*)

Jan. 30:

- Winter National Dues and Fees for existing Members per [Financial Statement](#) (Mail)
- [Add new Initiates](#) and have Initiates claim accounts

March 1:

- Change [Initiate to Member](#)
- [Finalize Graduating Seniors](#)
- [Chapter Officer Information Update](#)
- Induction Dues and Fees for new Members (Mail)
- [Tripod Event Form](#) (minimum of 2)
- [Recruitment/Initiation Planning Form, upload Recruitment and Initiation Calendar](#) and [upload Initiation Handbook and Manual](#)

Spring Quarter**April 14:**

- [Update Member Roster](#) (April 15 *National Office runs the Chapter's Existing Member billing and posts National Dues and Fees Bill to Financial Statement*)

April 30:

- Spring National Dues and Fees for existing Members per [Financial Statement](#) (Mail)
- [Add new Initiates](#) and have Initiates claim accounts

June 15:

- Change Initiate to Member
- Finalize Graduating Seniors
- Change [Initiate to Member](#)
- [Finalize Graduating Seniors](#)
- [Chapter Officer Information Update](#)
- Induction Dues and Fees for new Members (Mail)
- [Tripod Event Form](#) (minimum of 2)
- [Risk Management Summary](#)
- [Recruitment/Initiation Planning Form, upload Recruitment and Initiation Calendar](#) and [upload Initiation Handbook and Manual](#)

- End of Year Submissions
 - [Bylaws Upload](#)
 - [Operation Policies Upload](#)
 - [Administrative Summary](#)
 - [Alumni Summary](#)
 - [Budget](#) (current year and proposed budget)

TAKING MEETING MINUTES

It is essential that the minutes be a concise and accurate account of the meeting's actual proceedings. Attempt to keep them brief while including all the important facts. Be sure that you do not confuse your personal opinions and interpretations with the facts. Ask for an explanation if you do not understand a motion. Keeping good minutes will make everyone aware of Chapter events and decisions, whether or not they were at the meeting.

The following guidelines have been established for Chapter minutes so that the Chapter and, if need be, the National Headquarters, are fully informed as to the nature of the Chapter's business meetings:

1. Write the minutes (which are legal documents) in third person.
2. State in the first paragraph the Chapter name; the type of meeting; the meeting date, time, and location; who called the meeting to order; and the Members who were excused or absent.
3. Record each order of business of the meeting as it occurs and the person handling that portion of the agenda.
4. Record each motion that was seconded, the Member making the motion, and its outcome (carried, failed, tabled, referred to a committee, etc.).
5. If written reports are given, sign and date them, indicating what action was taken.
6. Avoid abbreviations, punctuate correctly, and use quotation marks where appropriate.
7. Make a new paragraph for each item of business.
8. Sign the last page of the minutes of each meeting.

Minutes are not a transcription of everything stated, they are to merely capture the decisions and the meeting's highlights.

Motions should be numbered beginning with the first motion made at a Chapter meeting in which the newly-elected officers preside. At all subsequent meetings under the direction of these officers, motions will continue consecutively from the previous meeting. The count does not begin at one again until Chapter officer elections are held for the entire

executive council and the newly-elected officers conduct their first meeting.

During the Chapter meeting, the Secretary also must call the roll, mark absentees (if required), and read the minutes from the previous meeting along with other papers and documents. The Secretary may also need to type and distribute to the Chapter the prepared agenda for each meeting.

Find the example meeting minutes resources linked in the Additional Resources section.



POLICIES AND PROCEDURES

The following are National policies, procedures and necessary Chapter documents that will aid in your role as Secretary.

National Constitution

The National Constitution (<https://phisigmapi.org/nationalconstitution>) is the highest governing document for all of the National Organization. It is voted on and approved by Chapter Delegates during the Grand Chapter Business Meeting. Meaning this governing document is for and by the Members.

Chapters have the right to submit changes to the National Constitution for the entire organization to consider. This document, once approved by the Membership, then becomes the document in which the National Office enforces. The National Staff has no say in changes to the National Constitution.

National Risk Management Policy

The National Risk Management Policy (<https://phisigmapi.org/nrmp>) provides definitions, report steps for Inter-Chapter events and expectations for Phi Sigma Pi events.

National Operating Policies

The National Operating Policies (<https://phisigmapi.org/nop>) contains the official administrative policies of Phi Sigma Pi National Honor Fraternity. This includes a communication policy, marketing/branding policy, national award eligibility, etc.

Amnesty Program

The purpose of Phi Sigma Pi's Amnesty Program (<https://phisigmapi.org/amnesty>) is to provide a path for Phi Sigma Pi's Members to report hazing and/or poor risk management practices that jeopardize the integrity of our Brotherhood to the National Office without the fear of being singled out or sanctioned for these practices. Members who opt to participate in the Amnesty Program must be committed to reforming Chapter hazing and other poor Risk Management practices and must agree to work with the National Office to effect change in Chapter policies and practices.

Return Check Policy

If a Chapter check submitted to the National Office for payment is returned (a.k.a. bounced) to the National Office from the bank due to Insufficient Funds or other similar reasons, the Chapter will be charged \$40 per returned check. This is to cover the bank fees that the National Office incurs due to the check being returned.

Chapter Bylaws

Chapter Bylaws are stable and should not change often. As time passes, you may begin to note inadequacies, loopholes and ambiguities in the document. Be aware of these concerns as they arise. The Chapter can amend your Bylaws at any time. However, do not sit around looking for ways to improve your Bylaws. Haggling over changes can dominate valuable Chapter Meeting time. You will know when it is necessary to make changes. And when that time arises, establish a special Committee to handle these Bylaw revisions.

Chapter Operating Policies

The Chapter Operating Policies should contain the official administrative policies developed by the Chapter. For example, it may outline the attendance policies to which events are mandatory and what local dues are.

Chapter Risk Management Policy

The Chapter Risk Management Policy should contain the Chapter's approach for managing risk. Areas of consideration are: financial, reputational, emotional, facilitates and physical. For example, financial - that the Chapter is required to have two bank signers for the Chapter's

bank account. Additionally, your university/college may have guidelines that the Chapter could implement.

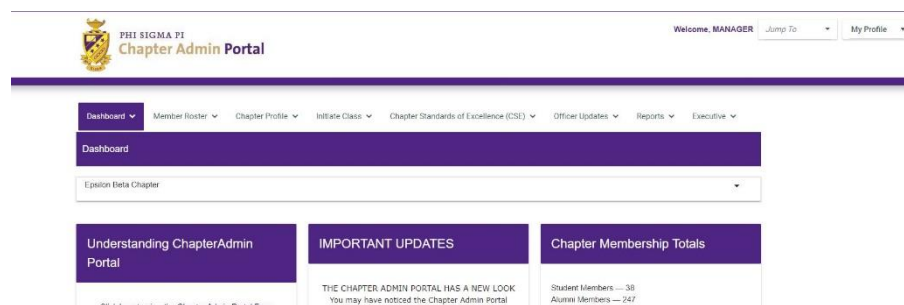
Review Risk Management resource linked in the Additional Resources section.



PHI SIGMA PI VOCABULARY/LINGO

Chapter Admin Portal (CAP) (<https://chapteradmin.phisigmapi.org>) - the administrative platform that Chapter Officers and Committee Chairs use to communicate with the National Office. In the CAP, Officers/Chairs are able to update the Chapter Roster, add new Members, update your Faculty Advisor and Chapter Officers as well as submit your Chapter Standards of Excellence forms.

Each Chapter Officer and Committee Chair is given access to the CAP based on their position. Check out the [CSE Manual Page 26](#) to read what each position has access to.



***CSE = Chapter Standards of Excellence*

Chapter Excellence Board (CEB) (<https://phisigmapi.org/ceb>) - an extension of the National Office's Chapter Services team in order to provide support from engaged and knowledgeable Alumni. There are four (4) Advisors that compose your CEB, each having a specific focus area. CEB Advisors work with Chapter leaders responsible for the Chapter Standards of Excellence area that they advise. Look up your CEB Advisors in the CAP (Reports>CEB Advisor Roster).

The objectives of the Chapter Excellence Board are to:

- Assist as an educator to develop and strengthen the leadership skills of Members.
- Act as a coach by offering encouragement and recognition for achievements made by the Chapter and Members.
- Serve as a mentor by counseling and guiding Collegiate Chapters.

- Measure the success of the Chapter while being in compliance with Phi Sigma Pi's standards.

Each Chapter Excellence Board will work with approximately ten Collegiate Chapters. The Chapter Excellence Board will be composed of four Alumni or Honorary Member volunteer Advisors who will each have a specific focus area.

- Operations Advisor: Governing Documents, Chapter Records, Membership Roster, Due Dates, Officer Transitions
- Finance Advisor: Chapter Budget, Fundraising, Managing Accounts, Dues
- Communications Advisor: Branding, Chapter Image, Campus and Community Outreach, Engagement, Communications
- Development Advisor: Chapter Morale, Member Retention, Committees, Programming, Strategy and Evaluation

Chapter Standards of Excellence (CSE)

(<https://phisigmapi.org/resource/chapter-standards-excellence>) - an online evaluation for Chapters to annually meet the standards for Chapter governance, management and mission-driven operations. It provides transparency for what Chapters strive for and outlines

The 8 Guiding Principles



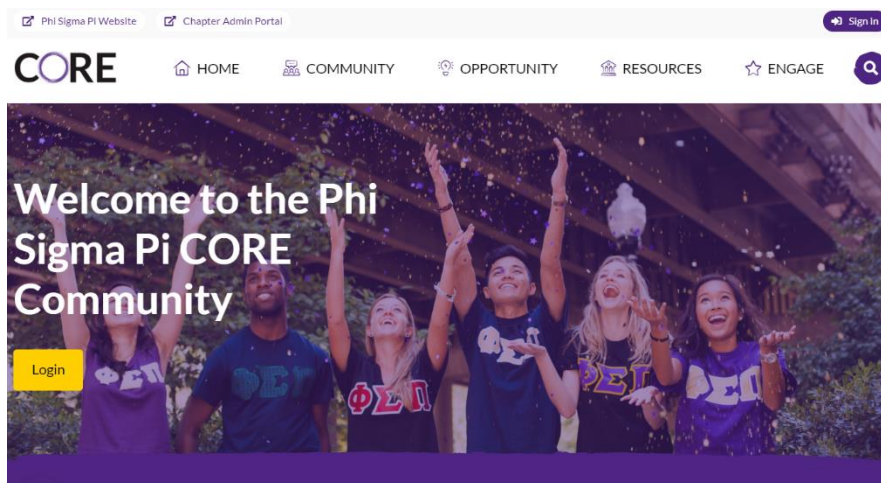
eligibility for awards such as the Joseph Torchia Outstanding Chapter Award, which is the highest designation a Chapter can achieve annually.

The Chapter Standards of Excellence consists of 8 Guiding Principles covering over 40 focus areas and benchmarks.

Together these outline best practices and governing requirements of a Chapter's operations, training, Member development and two structured implementation programs: the Tripod Event and Recruitment. This program provides 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 through Scholarship, Leadership and Fellowship. *Also see Scorecard.*

Chapter Visit - The official meeting between your Chapter and a National Staff member. While there is often a sense that the National Office is coming to critique a Chapter, the main goal is to support the Chapter with direct interaction and address challenges the Chapter may be having, provide requested training/development and/or celebrate the Chapter's successes. Visits occur once a year, in person or virtually.

CORE (<https://core.phisigmapi.org>) - an acronym for Community, Opportunity, Resources and Engagement. CORE is Phi Sigma Pi's online Member community platform. CORE connects all Members, Collegiate and Alumni, and provides a place to network, discover training resources, participate in a Leadership in Action Module and engage in thoughtful discussion boards. The best CORE experience will be driven by you, so jump right in by updating your profile, commenting on a discussion post and connecting with fellow Members. As a Chapter Officer you are automatically enrolled in The Leader Board on CORE.



Event Planning Form (PF) (<https://phisigmapi.org/planningform>) - an educational tool to ensure that Chapters and Associations have the necessary information and tasks accomplished in order to hold fun and safe events. This includes making sure that contracts are reviewed and are mutually agreeable to the Chapter/Association's interests. The form also provides assistance and guidance with navigating more complex events.

Hugh O'Brian Youth Leadership (HOBY)

(<https://phisigmapi.org/service>) - In 2015, Phi Sigma Pi National Honor Fraternity approved to enter into a philanthropic partnership with Hugh O'Brian Youth Leadership. Ever since we have been fostering a relationship of volunteerism, service and support that has benefited both of our organizations in big ways. HOBY's mission is to inspire young people to make a difference and become catalysts for positive change in their home, school, workplace and community.

**Leadership in Action (LiA)** (<https://phisigmapi.org/lia>) - a nationally

award-winning certification program that consists of interactive Modules for Members. The Modules are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life. Modules tackle a variety of topics that can take your leadership skills to the next level and leave you better equipped to empower your fellow Members and handle situations within your Chapter and in the workforce.

National Convention (<https://phisigmapi.org/nationalconvention>) - Our Annual National Convention is our premier event of the year. Members, both Collegiate and Alumni, from across the country converge on the host city for 4 full days of programming. We hold our annual Grand Chapter business meeting (Per the National Constitution each Chapter must send at least one voting delegate - though more are welcome to attend!) at the beginning of the convention. Here, Members decide the governing of the Fraternity and make decisions that will affect our future as an organization.

After the business meeting is complete, we move onto Leadership programming. Members will learn how to be skilled leaders in their Chapters, on their campuses and in their communities. It concludes with our annual Banquet and Awards Presentation. This event is the biggest of the year.

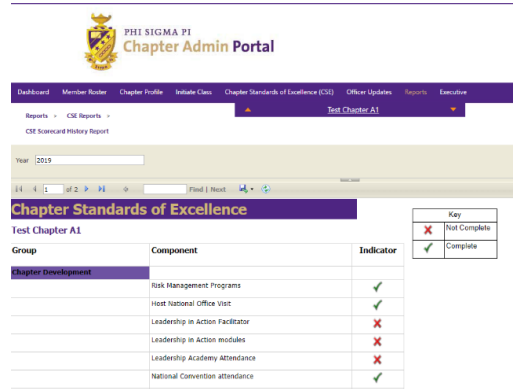
The Ritual - Also known as the Formal Induction Ceremony. It is the culmination of an Initiate's work and the celebration and official recognition as a Member. It is intended to be a memorable and distinguished occasion and is the one ceremony that binds all Phi Sigma Pi Members together.



The Ritual is not an online resource, but every Chapter should have six (6) copies of the *Ceremonies and Ritual Book*. In addition to *The Ritual*, the book contains; The Meeting Commencement Ceremony, Officer Installation Ceremony, Alumni Ritual and The Big Brother Ceremony.

If there are questions or your Chapter needs to acquire copies of the *Ceremonies and Ritual Book* please contact the National Office (pspoffice@phisigmapi.org) or place an order for Chapter Materials (<https://phisigmapi.org/merchandise>).

Scorecard - a visual Chapter Standards of Excellence report card that acknowledges the Chapter's achievements. As the Chapter accomplishes the various tasks in CAP throughout the academic year, a Scorecard



captures whether a particular focus area has been completed (with a green checkmark) or still needs to be completed (red X).

You can see both the current year Scorecard and previous Scorecards in the CAP (Reports > CSE Reports).

Surge (<https://phisigmapi.org/surge>) - an optional Recruitment initiative that supports Chapters with the technical and operational tasks, such as sending Recruitment invitations, collecting RSVPs through a dedicated Chapter-specific landing page on the main Phi Sigma Pi website specifically for recruitment and creating professional Recruitment materials.



ADDITIONAL RESOURCES

1. [Sample Business Meeting Agenda](#)
2. [Sample Minutes](#)
3. [Form Instructions](#)
4. [Due Dates](#)
5. [Parliamentary Procedure Overview](#)
6. [Risk Management](#)
7. SMART Goals
 - a. [Strategic Planning- Turning Strategy Into Action](#)
 - b. [Strategic Planning- The Achievable, Believable Goal](#)
8. [*The Ritual and Ceremonies Book*](#)
9. [Marketing/Style Guide](#)
10. [National Convention](#)
11. [HOBY](#)
12. [Officer Transition Plan](#)
13. [Officer Training Courses](#)
14. [VIA Character Strengths Assessment](#)

