



Sigma Chi Fraternity's

# Alumni Chapter Resource Manual

2012

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## I. Introduction

This manual has been prepared to assist alumni chapter officers to better organize and operate their alumni chapters.

The information and suggestions contained in this resource have been used with much success over the years by many of our alumni chapters. This manual should be used as a source of ideas to better your chapter's activities and enhance the name of Sigma Chi throughout the world.

This manual is, therefore, dedicated to the preservation of our lifelong brotherhood that has inspired thousands of Sigma Chis for over 150 years.

### **Aims and Purposes of Alumni Chapters:**

- Advancing the goals of friendship, justice and learning.
- Strengthening the name and ideals of the Sigma Chi Fraternity.
- Providing and maintaining a vehicle for all area Sigma Chi alumni to share in the bonds of brotherhood.
- Assisting nearby undergraduate chapters.
- Supporting both financially and through participation, the programs of the Sigma Chi Fraternity and Foundation.
- Providing career, employment and academic guidance for both alumni and undergraduates.
- Providing a representative voice of area alumni regarding Fraternity issues.
- Contributing to the betterment of society and our communities by fostering healthy community relations and undertaking meaningful community service activities.

### **Alumni Services Department**

The alumni services department, located within the International Fraternity Headquarters in Evanston, Ill., is primarily responsible for the development, implementation and evaluation of programs that provide a valuable alumni experience—programs that foster a closer connection between alumni and their undergraduate chapter, alumni chapter, International Fraternity and fellow Sigma Chis.

For more information, contact:

Alumni and Volunteer Services Coordinator  
Sigma Chi International Headquarters  
1714 Hinman Ave.  
Evanston IL 60204  
Phone: (847) 869-3655 ext. 227  
Fax: (847) 869-4906  
E-mail: alumni@sigmachicago.org

## **II. Alumni Chapter Organization**

### **Membership**

There are two types of alumni members: active alumni brothers and inactive alumni brothers. The designation of active alumni brother applies to any alumnus who is either a Life Loyal Sig or is a member of the Alumni Program. The term Life Loyal Sig applies to any member who has paid, or is currently paying on installments, the fee for a life membership.

### **B. Major Alumni Chapter Offices**

**President** – The president is responsible for the overall functioning of the group. If the membership is large or very active, the president may appoint an executive committee of four to seven interested brothers to help work out problems or be in charge of certain alumni functions. Such a committee is the backbone of many associations.

**Vice President** – The vice president should direct committee work and obtain reports from committee chairmen. The vice president should make certain that the other officers are fulfilling their obligations and he will serve in the role of president in the case of the president's absence.

**Secretary** – The secretary is responsible for all correspondence and reporting to the alumni chapter, Headquarters and other bodies. The secretary should also:

- Record and maintain minutes of all meetings
- Maintain an accurate database of local alumni, their addresses, phone numbers and e-mail addresses, as well as of undergraduate officers in the area
- Send notices, invitations, condolences and other necessary correspondence
- Furnish Headquarters with accurate information regarding the chapter's officers, members and events
- Assist the editor with the distribution of the chapter newsletter

**Treasurer** – The treasurer is responsible for all monetary affairs of the chapter including establishing a checking account and ensuring that debts are fulfilled. The treasurer should also:

- Collect local dues
- File the proper tax forms
- Prepare and distribute quarterly financial summary reports
- Prepare a budget and keep track of income and expenses
- Pay all financial obligations of the chapter

**Editor** – The editor should coordinate publication of the alumni chapter newsletter and other publications, including occasional directories or special meeting notices. He should also submit news of chapter activities and programs to *The Magazine of Sigma Chi* for publication. Deadlines for submission appear in *The Magazine of Sigma Chi* and on SIGMACHI.ORG.

**Undergraduate Liaison** – The undergraduate liaison maintains communication with the undergraduate chapters in the area or province and assists in the planning of alumni involvement activities with the undergraduate chapter. These activities may include participation in recruitment events, Initiation, or offering career guidance.

## C. Committees

The numbers and type of committees will vary with each alumni chapter. However, committees can greatly enhance the organization of an alumni chapter, and they also free the majority of the membership from the tedious details of administering a large organization. The committees listed below could be formed within an alumni chapter, depending upon its needs:

**Activities** – This committee could assist the alumni chapter in selecting and planning various special events and social activities throughout the year.

**Awards** – This committee should assist the alumni chapter in applying for awards given by the Fraternity. In addition, the committee should also help identify area alumni who are eligible for awards and recognition given by the Fraternity.

**Chapter Development** – This committee would assist alumni who are working to organize new undergraduate chapters and/or alumni associations in nearby towns, or work with the Grand Praetor to organize a prospective undergraduate chapter at a nearby campus.

**Community Service** - Many alumni chapters complete activities and service projects for charitable organizations, such as Children's Miracle Network, Habitat for Humanity, area hospitals and other local philanthropies. Alumni chapters might also assist nearby undergraduate chapters with their service projects.

**Finance** - This committee should plan and organize special fund-raising projects to benefit specific needs of the alumni chapter.

**Membership** – This committee can assist the secretary in identifying and recruiting alumni who are new to the area or have simply never been involved with the alumni chapter.

**Public Relations** – This committee would prepare and issue press releases about group projects and send photos and stories of important events to the editor of *The Magazine of Sigma Chi*.

**Ritual** – This committee would implement the Ritual in the alumni meetings whenever possible; arrange for practice sessions with alumni and undergraduates.

**Technology** – This committee should advise and assist the officers on utilizing new technology to communicate with alumni chapter members. The use of a Web site and e-mail can enhance communication greatly, and at the same time provide significant savings to the alumni chapter.

**Undergraduate Activities** – This committee would encourage alumni to attend and assist with activities of undergraduate chapters, such as Initiations, province conferences, Homecomings, etc.

**University Relations** – This committee would maintain contact with nearby colleges and universities to enhance Sigma Chi's reputation and support of educational institutions.

## **D. Dues and Fees**

Most, but not all, alumni chapters ask alumni members to pay annual dues to their local alumni chapter. This amount typically ranges from \$15 - \$35. Revenue from these dues usually pays for the publication of an alumni chapter newsletter and also covers the cost of other administrative functions. In an effort to get younger alumni involved, many alumni chapters offer reduced alumni dues for recent graduates. The chapter should exercise appropriate financial oversight to ensure the proper accounting and expenditure of chapter funds.

## E. Grand Chapter Representation

Alumni chapters that are in good standing and properly identify and certify one of their members as its delegate, are entitled to vote at Grand Chapter.

## III. Alumni Chapter Activities

### A. Meetings

The members of the alumni chapter should determine the location and frequency of alumni chapter meetings. In most communities, there are a number of suitable facilities for holding meetings, including private clubs, hotels, restaurants, or even a local Sigma Chi chapter house. Some alumni chapters prefer to have regular monthly meetings, while some chapters meet less frequently but complement their meetings with periodic social activities.

There can be varying types of meetings. Some of them include:

1. **Luncheons** - Typically, though not always, in a central or downtown location enabling a large number of alumni to attend.
2. **Dinner Meetings** - Ordinarily a meal followed by a planned program. It is not unusual for wives and guests to be invited to these meetings as well.
3. **Breakfast Meetings** - Although less common, in some cases this may be the best option for some alumni chapters.
4. **Other Business Meetings** - These can range from more formal business meetings to informal social meetings or receptions.
5. **Ritual Meetings**

In the course of an alumni chapter meeting, it is customary for the alumni chapter to briefly review and discuss business matters and then move on to a planned program. Some examples of programs that are used at many alumni chapters include:

1. **Guest speakers** – These could be Sigs or non-Sigs. Choices for speakers often include university officials, professors, city officials, politicians, sports personalities, local business leaders, Grand Praetors and other Fraternity officials.

2. Videotapes or slide presentations available through Headquarters or produced locally.
3. Award presentations to commend brothers for their service to the community or the Fraternity.
4. An exemplification of portions of the Sigma Chi Ritual.
5. Reports from the undergraduate chapter.
6. Literary exercises.
7. Relationship building exercises.

Of course, the best part of an alumni chapter meeting is the spontaneous fraternal fun, good fellowship and brotherhood that is shared. Sigma Chis like to be together—not only as alumni of a particular college, but also as Sigs of different temperaments, talents and convictions from all over the world.

## **B. Recruitment**

Recruitment of new members is one of the most important activities of a vital alumni chapter. Although it is easy to become satisfied with current membership levels, recruitment is extremely important if an alumni chapter is planning to grow in size, diversity and strength. Special attention should be paid to inviting recent graduates and other alumni who have recently moved to the area. For lists and other information about these alumni, contact the alumni services department at Headquarters.

## **C. Social Activities**

The social activities of an alumni chapter give members the means of cordial interaction outside of the business meetings. The social chairman should plan a variety of events throughout that year that will appeal to a wide range of ages, interests and income levels. Every alumni chapter will have their own ideas about social activities in which they can participate. Here are some suggested activities that have proven successful:

1. **Christmas/Holiday Party** – For many alumni chapters, a Christmas Party is a long-standing tradition that is often their biggest event of the year.

2. **Cookout/Picnic** – A summer picnic or fall cookout is typically a great way to get Sigma Chis of all ages to the same event.
3. **Dinner, Dance or Banquet** – While not as common anymore, a traditional dinner, dance or banquet is still a classy way to for alumni to stay in touch.
4. **Golf Outing** – Another long-standing tradition for many alumni chapters.
5. **Social Hour** – Typically, this attracts a younger crowd, but if you strategically select the location you may get a more diverse turnout.
6. **Sporting Event** – Many of the communities in which our alumni chapters are located have major and minor league sports franchises that are very inviting to group outings. This is another great way to get old and young alumni together.
7. **Sports Activity** – A softball or volleyball game with a local undergraduate chapter is often popular and does a lot to strengthen the bonds of brotherhood.
8. **Piggy-Back Events** – Identify area activities and make it a Sigma Chi event by reserving a block of seats or meeting in a set location and then join the larger group.

For social events in particular, a good “greeter” can do worlds of good for the group by greeting new members with a warmth of spirit. He will help foster better understanding and cooperation through his acquaintance with each man and make them feel more at home. This spirit contributes to the strength of any organization.

## **D. Other Activities**

### **Brother’s Day**

In 1981, Sigma Chi created a new and unique tradition—an annual Fraternity-wide celebration called Brother’s Day. Generally held the third weekend of February, Brother’s Day is intended to be a special celebration during which all Sigs, young and old, gather to honor our Founders, our heritage and our friendships with each other.

The scheduling of Brother's Day in February reaffirms the international strength of the Sigma Chi brotherhood. It was in February 1855 at Miami University when the dramatic meeting of the Delta Kappa Epsilon officers and soon-to-be Sigma Chi Founders took place. Nearly 150 years later, more than 200,000 living members celebrate the brotherhood born on that day.

Brother's Day celebrations can be ideal alumni chapter events—introducing brothers from different chapters, class years, and walks of life. New bonds can be created while old ones are renewed. Be sure when planning your alumni chapter calendar to set aside the third weekend of February for this special celebration.

### **Philanthropy - Children's Miracle Network**

At the 1992 Balfour Leadership Training Workshop, Significant Sig and Pro Football Hall of Fame member Merlin Olsen, **Utah State 1962**, introduced Children's Miracle Network (CMN) as Sigma Chi's suggested beneficiary of proceeds from chapter community service projects. CMN, an alliance of nearly 180 hospitals and health care facilities across the United States and Canada, generates funds for the children its associated hospitals serve. Network hospitals treat all types of illnesses and afflictions, regardless of the family's ability to pay.

Seventy percent of the Fraternity's undergraduate chapters and many of its alumni chapters are located in the same city or within an hour's drive of one or more network hospitals. All are within fewer than 200 miles, giving members the opportunity to offer support by raising funds, visiting patients, or assisting with local educational and promotional programs. Although the Fraternity suggests that chapters support CMN, the choice of the charity remains the prerogative of the chapter officers.

Participation in or the creation of a CMN charitable event is an outstanding way for an alumni chapter to demonstrate the true nature of our values-based organization and serves as a model for nearby undergraduate chapters and the community at large.

### **E. Training**

The Fraternity offers various training opportunities for alumni chapter members such as regional alumni chapter officer training weekends.

The alumni chapter should help their Grand Praetor organize the annual province conference. The chapter should also attend the conference, which should incorporate an alumni training program.

## IV. Alumni Chapter Communication

### A. Newsletters and Publications

An alumni chapter can generate much interest in its activities by publishing a newsletter that covers events of interest, especially meetings and major activities. The newsletter might contain articles about Sigs, new members, social events, marriages, programs of province undergraduate chapters, along with personal write-ups and news of coming events. The newsletter should be more than simply an announcement of upcoming meetings, although that is an essential part of its function.

The newsletter should be mailed to all alumni chapter members and nearby undergraduate chapters. A copy should always be sent to Headquarters. This will automatically enter the alumni chapter in the competition for the outstanding alumni chapter publications award. Headquarters will furnish an updated list or labels of member addresses in your area upon request, at no cost to your chapter.

The second type of publication is articles of interest about the local chapter submitted to the editor of *The Magazine of Sigma Chi*. Alumni chapter editors are urged to send in news and photos of past and future activities and programs for each issue of *The Magazine*. Keep in mind that the deadlines for the quarterly magazine require submission well ahead of issue date; coming events may have occurred by the time a given issue arrives in the mail. A calendar of deadline dates for submissions to *The Magazine* can be found in each issue, as well as on SIGMACHI.ORG.

### B. Non Profit Mailing Instructions

Chapters in the United States making mailings in quantities of 200 pieces or more should obtain a bulk mail permit by applying to the local postmaster and paying an annual fee. In the letter to the local postmaster or superintendent of mail, an alumni chapter will have to show that it is part of the Fraternity by providing:

- A copy of the alumni chapter's bylaws, recent newsletters, or meeting minutes
- A copy of *The Magazine of Sigma Chi*, showing the listing of the group in the chapter directory section
- A copy of the letter from the U.S. Treasury Department that indicates the Fraternity's tax exempt status as a non-profit organization. A copy of this letter can be obtained from the alumni services department at Headquarters.

### **C. Requirements for Reporting to Headquarters**

In order to qualify as an alumni chapter in good standing and be eligible for a vote at Grand Chapter, an alumni chapter must:

- Have at least 10 brothers in its membership who are active alumni members of the Fraternity (either Life Loyal Sigs or participants in the Alumni Program)
- Report the names and addresses of its officers and members
- Report the location and time of its meetings to Headquarters by Feb. 15 each year
- Hold at least six events per year

### **D. Internet and E-mail Technology**

The Internet and e-mail are becoming an increasingly popular form of communication for alumni chapters. The benefits of low or no cost communications along with the speed in which messages can be delivered is a tremendous help to our alumni chapter officers. To view those Web sites already created by our alumni chapters, go to the alumni section of SIGMACHI.ORG. These examples can provide helpful ideas for alumni chapters that are interested in creating their own Web site.

For alumni chapters that have been or would like to begin communicating by e-mail, Headquarters can provide a database of alumni in your area that includes e-mail addresses for many alumni. While this will not constitute a comprehensive list of e-mail addresses for all alumni, the information from Headquarters is a good starting point for some alumni chapters or it can complement an already existing e-mail database maintained by the alumni chapter. Contact the alumni services department for more information.

### **E. Updating Records**

The Headquarters staff strongly recommends that you request an updated list from Headquarters before sending a regular mailing or a mass e-mail. This will save you time and help you reach more members, as Headquarters regularly receives updates from members. Also, Headquarters requests that alumni chapters share any updates they may receive from the members of their chapters. Changes of contact information should be sent to [addresschange@sigmachi.org](mailto:addresschange@sigmachi.org) or mailed to:

Sigma Chi Headquarters  
 Address Change  
 1714 Hinman Ave.  
 Evanston, Ill. 60201

## V. Alumni Awards and Recognition

The Fraternity sponsors various awards that recognize alumni brothers and chapters. The following awards are given to deserving alumni and alumni chapters. Applications may be obtained at SIGMACHI.ORG or by contacting the alumni services department.

### A. Individual Awards

#### William T. Bringham Sr. Best House Corporation Officer Award

**Deadline: March 1**

The William T. Bringham Sr. Best House Corporation Officer Award, first presented in 1974, is named for William T. Bringham Sr., Illinois Wesleyan 1946, Sigma Chi's Executive Secretary for 35 years. The Executive Committee selects the annual winner from chapter and house corporation nominations.

#### To nominate a brother:

- Include nominee's name, chapter and graduation year, address, occupation, telephone number and e-mail address.
- Outline house corporation leadership positions held, with dates of service.
- Describe this brother's most noteworthy contributions to the functioning of the house corporation and quality of life of the active chapter.
- Explain why this nominee deserves the award.
- Also submit letters of recommendation from the Grand Praetor, chapter advisor, and Consul of the active chapter or other house corporation officer.
- Include your name, chapter, telephone number, and e-mail address and send all materials to:

Bringham Award  
 Sigma Chi Headquarters  
 1714 Hinman Ave.  
 Evanston, IL 60204-0469

### **Erwin L. LeClerg Outstanding Chapter Advisor Award**

**Deadline:** March 1

Created in 1972, the Erwin L. LeClerg Outstanding Chapter Advisor Award annually recognizes the most outstanding chapter advisor(s) in the Fraternity. The award is named for Erwin L. LeClerg, **Colorado State 1923**, member of the Order of Constantine and former Grand Praetor, Executive Committee member and advisor to chapters at Colorado State, Louisiana State, George Washington and Maryland. The Executive Committee determines the winner(s) from nominations submitted by undergraduate chapters and recommendation from the Grand Praetor of the province.

**To nominate a brother:**

- Include nominee's name, chapter, year, address, telephone number, e-mail address and occupation.
- Describe the type, manner and extent of the nominee's efforts as chapter advisor.
- Explain how the active chapter and its members have benefited from his service.
- Describe why he deserves this award.
- Submit letters of recommendation from the Grand Praetor, Consul and campus Greek-system advisor or other university official.
- Include your name, chapter, telephone number and e-mail address and send to:

LeClerg Award  
Sigma Chi Headquarters  
1714 Hinman Ave.  
Evanston, IL 60204-0469

### **Jay E. Minton Best Alumni Chapter Officer Award**

**Deadline:** March 1

Each year, the Fraternity's Executive Committee selects an outstanding alumni chapter officer to receive the Jay E. Minton Best Alumni Chapter Officer Award. Created in 1975, the award is named in honor of Jay E. Minton, **Missouri-Columbia 1917**, past alumni chapter officer and vice president of the Order of Constantine. The award recognizes outstanding leadership, administration, Fraternity relations and service, effectiveness, and improvement by an officer in his alumni chapter.

**To nominate a brother:**

- Include nominee's name, chapter and graduation year, occupation, address, phone number, e-mail address and name of alumni chapter

- State alumni chapter leadership positions held, with dates and length of service.
- Describe the nominee's major contributions to the success of the chapter.
- Explain how the alumni chapter and its members have benefited from his service.
- You may submit letters of recommendation from the Grand Praetor and other chapter officers.
- Include your name, telephone number and e-mail address and send to:

Minton Award  
Sigma Chi Headquarters  
1714 Hinman Ave.  
Evanston, IL 60204-0469

### **Alumni Chapter Excellence Award**

**Deadline: March 1**

The Alumni Chapter Excellence Award recognizes not just one individual's efforts to improve the alumni experience, but the accomplishments of an entire alumni chapter. This biennial award, presented in Grand Chapter years, was conceptualized and is sponsored by Constantine Sig Bruce Morgan Casner, George Washington 1971, past president of the Washington, D.C. Alumni Chapter

and 1978 recipient of the Jay Minton Outstanding Alumni Officer Award. It honors those alumni chapter that strive toward excellence in all aspects of programming and operations including: membership fulfillment, undergraduate support and community involvement. The application for this award is available at SIGMACHI.ORG.

### **Dr. Donald B. Ward Alumni Community Service Award**

**Deadline: March 1**

In 1957 the Chicago Alumni Chapter created this annual award to recognize the alumni group that makes the most significant contribution to the welfare of its community or to a worthy regional, national or international charity. The award is named for Order of Constantine Sig Donald B. Ward, **Northwestern 1942**, who was instrumental in its origin. The recipient group receives a certificate and its name is recorded on an award plaque at Headquarters. The application for this award is available at SIGMACHI.ORG.

### **Edwin C. Fisher Grand Praetor Award**

**Deadline: March 1**

The biennial Edwin C. Fisher Grand Praetor Award, created in 1985, honors a Grand Praetor who has executed his statutory duties, aided brothers and their chapters in reaching their full potential, and strived to foster a spirit of brotherly unity among the chapters within his province. The award, which is presented in Grand Chapter years, is named for past Grand Praetor and Grand Quaestor Edwin C. Fisher, **Illinois 1928**. The recipient receives a gold Sigma Chi ring featuring the Crest and the recipient's school name. The application for this award is available at SIGMACHI.ORG.

### **James E. Montgomery Alumni Chapter Publications Award**

**Deadline: March 1**

The Fraternity annually recognizes the most outstanding alumni chapter publications with the Montgomery Award, named for the late Indiana newspaper publisher James E. Montgomery, **Butler and Stanford 1908**. A committee of alumni journalists evaluates alumni group publications received at Headquarters on the basis of frequency, content and balance, writing and editing, general appearance and overall quality. The winning chapter receives a certificate, and the name of the chapter and its editor are recorded on a plaque at Headquarters. To be eligible for this award, simply add Headquarters to your publication's mailing list. Publications will be judged annually. Send issues of your publications to:

Alumni Services  
Sigma Chi Headquarters  
1714 Hinman Ave.  
Evanston, IL 60204-0469

## **Order of Constantine**

**Deadline:** Dec. 31

The highest Fraternity honor, the Order of Constantine is composed of alumni members who have devoted long and distinguished service to Sigma Chi. Membership in the Order is determined by a committee of seven of its members, at least three of them being members of the Grand Council. Each candidate must be nominated by at least five brothers, three of them members of the Order. New members are inducted annually, and each receives a certificate, a medal and a pin. Forms for nominations are available at SIGMACHI.ORG.

## **Significant Sig Award**

**Deadline:** Nov. 15

Brothers whose achievements have brought honor and prestige to the Fraternity are awarded the Significant Sig Award. Any member can nominate a brother for the Significant Sig Award. The Executive Committee selects the recipients and honors them at Grand Chapter, Grand Council or an event at the Significant Sig's home chapter. Each recipient is awarded an engraved medal, certificate and lapel pin, and his name is added to the Significant Sig gallery at Headquarters. Forms for nominations are available at SIGMACHI.ORG.

## **Semi-Century Sig Award**

The Semi-Century Sig Award recognizes brothers who have been active in the Fraternity for 50 years or more. The award certificate is presented at the request of an undergraduate or alumni chapter. Contact Headquarters for more information at (847) 869-3655.

## **Certificates of Appreciation**

Certificates of Appreciation are presented upon request of a chapter, Grand Officer or Fraternity body, to a chapter officer, member of the Fraternity, or a friend of Sigma Chi. The certificates recognize service as an officer of an undergraduate chapter, service as an officer of an alumni chapter, or service to a chapter or the International Fraternity

## **VI. Undergraduate Chapters**

### **A. Assisting Undergraduate Chapters**

When there is an undergraduate Sigma Chi chapter located in the same community as an alumni chapter, or fairly close by, there are many opportunities for alumni to assist the undergraduate brothers. Statute 6.03 of the Fraternity Governing Laws states that “Each alumni chapter shall ... assist any nearby undergraduate chapters in recruiting prospective new members, conducting initiations, developing and maintaining good scholarship, maintaining housing facilities, and promoting good relations with college or university officials.” However, this should always be done in ways that will not infringe or usurp on the authority or responsibilities of the undergraduate chapter’s own officers, the chapter advisor, its house corporation or Grand Praetor. In fact, coordinating such activities with the chapter alumni will usually increase the effectiveness of a program.

One of the primary goals of any alumni chapter is to aid and work with nearby undergraduate chapters. This cooperation cannot be stressed enough. The relationship of an alumni chapter with an undergraduate chapter is usually twofold—the first being of a social nature, thereby exemplifying the brotherhood known throughout the Sigma Chi world, and the second being one of assisting the undergraduates through knowledge, manpower, and finances. Alumni have a wealth of experience that younger brothers can use advantageously.

Alumni can participate in a “fireside chat” whenever possible. Make it a point when you visit the undergraduate chapter to get to know the members. Let them know that you really have their interest at heart and want to work with them. Your ideas are valuable. Your experience and knowledge should promote confidence in the undergraduates and instill respect for alumni.

Assist the undergraduates in complying with the Fraternity’s policies against hazing, drug use and the irresponsible or illegal use of alcohol. At no time should an alumni chapter provide alcohol for an undergraduate chapter event nor tolerate alumni engaging in activities that constitute hazing.

### **B. Senior Programs**

In order to involve undergraduates in the programming of alumni chapters, several alumni groups have begun Senior Programs. In these programs seniors are given honorary alumni chapter membership status for their final year of

school. They are made a part of the local alumni chapter without having to pay local alumni dues. This is an excellent way to foster closer relationships between undergraduates and alumni chapters and gives graduating seniors the opportunity to experience alumni involvement. It can also serve as a great resource for undergraduates in their search for employment.

### **C. Alumni Big Brothers**

One program which has proven invaluable to several active chapters is the Alumni Big Brother Program—which pairs up an alumnus with a member or pledge of the undergraduate chapter. The alumnus works with the undergraduate throughout his pledgship or even his entire college career. They may converse often, attend sporting events together, dine together, play golf, and participate together in area Sigma Chi events.

As these things are accomplished, the undergraduates better appreciate the efforts of the alumni and look to them for information, guidance, and support. A permanent committee of men who can work well with undergraduates will greatly benefit both the alumni and the undergraduate chapters.

### **D. Assisting with Recruitment**

One of the biggest aids that alumni may offer undergraduates is recruiting experience and knowledge. Information regarding high school graduates should be made available to chapters at the colleges where they register. The alumni chapter might consider organizing two or three events for the prospective members. This way the alumni can demonstrate the meaning of the lifelong fraternal experience to the prospective members and also exhibit what Sigma Chi can offer an individual. On some campuses, there are restrictions on the extent of contact fraternity members are allowed to have with freshmen. Check with the undergraduate chapters involved before embarking on any such programs, to avoid putting the undergraduates in any difficult situations.

### **E. Assisting with Ritual Activities**

Annually, each undergraduate chapter performs at least one initiation of its new members. As prescribed by the Ritual, alumni can aid in the ceremonies. Also, their attendance lends additional impact and importance to these events, and it vividly demonstrates the lifelong commitment of Sigma Chi.

Although not a part of the Sigma Chi Ritual, the Formal Pledging Ceremony is an

important step in the pledge process. The presence of alumni can lend additional significance and seriousness to it as well.

## **F. House Corporations**

Each undergraduate chapter maintaining a privately owned chapter house should be under the guidance and direction of a house corporation. The house corporation usually owns title to the physical property and is typically made up of Sigma Chi alumni who oversee chapter house operations and maintenance programs. Alumni assistance in this area is greatly needed. Knowledgeable alumni can help a chapter with issues surrounding taxes, legalities, fund raising, or contingent-type investments.

Although some house corporations refer to themselves as the “Gamma Gamma Alumni Chapter,” house corporations are not Fraternity alumni chapters as defined by Sigma Chi Governing Laws. However, this does not diminish the important role that house corporations play as landlords and the alumni organization of many undergraduate chapters.

Alumni chapters often provide valuable assistance to cooperate with the house corporations of nearby undergraduate chapters.

## **G. Support Chapter Advisors/Advisory Boards**

The members of an alumni chapter can often be an invaluable source of professional advice and assistance to the undergraduate chapter advisor. Keep the advisor informed of members who are attorneys, financial experts, contractors and others who can provide assistance and information on an as-needed basis.

# **VII. The International Fraternity**

Headquarters is the focal point of Fraternity-wide operations and communications. Its function is to serve the officers, members and chapters of the Fraternity. Many Sigs and guests come to Headquarters each year to visit the museum and view the historical displays, browse the library and see portraits of present and past Fraternity leaders.

## **A. Resources & Supplies**

The Fraternity has dozens of resources and supplies that can be very helpful to alumni chapter operations. Many of the supplies can be ordered from the official

Supply Order Form (Form 503) that can be obtained from SIGMACHI.ORG or by contacting Headquarters. Some of the helpful items that are available include:

#### **Manuals**

- The Ritual Book
- Chapter Advisor's Resource Guide
- *The Norman Shield*
- Alumni Chapter Resource Manual
- Standard Operating Procedures Manual

#### **Jewelry**

- pledge pin
- Initiation badge
- Life Loyal Sig lapel pin

#### **Audio/Visual**

- Ritual music
- Sigma Chi Songs CD

#### **Miscellaneous**

- Sigma Chi Name tags
- Banquet Songbook
- *History of Sigma Chi*
- *Bonds of Brotherhood* Alumni brochure

In addition to the items listed above, alumni chapters can obtain free lists, mailing labels, and database files for all Sigs living in their geographic area. This information is often very helpful for alumni chapter officers and members who are seeking to recruit more active members to their alumni chapter. In turn, many alumni chapters provide a tremendous service to the Fraternity by passing along new information about local alumni who may have moved, changed jobs, or entered the Chapter Eternal.

## **B. The Life Loyal and Alumni Member Programs**

The Fraternity receives a substantial amount of financial support through Life Loyal Sig memberships and Alumni Program memberships. These funds are crucial to the continued development of the Fraternity's programs and services benefiting both undergraduates and alumni.

Upon graduation from college, each new alumnus receives a one-year

complimentary membership in the Alumni Program that includes a subscription to *The Magazine of Sigma Chi* and a membership card. At the end of this one year, brothers are contacted by the Fraternity and encouraged to continue their active alumni status by renewing their membership in the Alumni Program or by becoming a Life Loyal Sig.

Undergraduate and alumni brothers may become Life Loyal Sigs through a one-time payment of \$500. The membership includes a lifetime subscription to *The Magazine of Sigma Chi*, a certificate, membership card, lapel pin, and exclusive benefits for the more than 46,000 brothers who have made the lifelong commitment. For more information about a Life Loyal Membership, visit [SIGMACHI.ORG](http://SIGMACHI.ORG) or contact Headquarters.

### **C. Opportunities for Involvement with the Fraternity**

The Fraternity offers a multitude of opportunities for alumni to volunteer their time and energies. At the local level there is a need for chapter advisors and advisory board members (legal advisors, financial assistants, Ritual coordinators, etc.), house corporation officers and alumni chapter officers. At the provincial level one can serve as a Grand Praetor, Grand Trustee or provincial conference coordinator. Throughout the Fraternity there is a need for faculty members, committee members, mentors and professional expertise.

## **VIII. The Sigma Chi Foundation**

The Sigma Chi Foundation is a charitable and educational tax-exempt organization, separate and independent from the Fraternity, whose express purpose is to serve as an educational funding resource for the undergraduate and graduate student members of the Sigma Chi Fraternity. It was chartered in 1939 and is the largest foundation in the Greek-letter world.

The primary purpose of the Sigma Chi Foundation is to support personal development, promote scholarship, encourage greater appreciation of the values and obligations of citizenship, and cultivate a higher sense of ethics and morality throughout the student and alumni membership of Sigma Chi. Through leadership initiatives such as Horizons, the Balfour Leadership Training Workshop, the Balfour Fellowship and Cornerstone, the Sigma Chi Foundation is preparing our young men to be the value-based leaders to guide us into the 21st century.

A board of governors of 18 members, headed by Chairman John D. Peterson, guides the Foundation. The Foundation president and CEO, Frank J. Raymond, is the Foundation's administrative officer based at Headquarters.

In 1999-2000, the Foundation made more than \$1 million in awards and grants to Sigma Chi students and in support of the Fraternity. More than 150 chapters maintain scholarship funds administered by the Foundation. These awards honor academic achievement with specific qualifications outlined by the respective alumni bodies and advisors of the chapters. Grants were also made for educational facilities and equipment.

Alumni support and assist the Foundation in several ways. The costs of the operation and services of the Foundation are made possible by voluntary contributions from alumni of the Fraternity. In 1999-2000, more than 5,000 alumni contributed to the Foundation to help make their programs viable.

Canadian brothers may obtain tax deductions by contributing to the Sigma Chi Canadian Foundation, which sponsors educational programs for Canadian chapters and undergraduate members.

In addition to cash gifts to the Annual Fund, brothers may also choose to support the Foundation in the following ways, including the Corporate Matching Gift Program, gifts of stock, gifts of life insurance, the Charitable Remainder Trust, and wills or bequests.

For these and other giving opportunities, please contact the Foundation president at Headquarters.

## **IX. Appendix**

This appendix contains excerpts from the Fraternity's Governing Laws that are applicable to alumni chapters. For a complete listing of the Governing Laws, please contact Headquarters or visit SIGMACHI.ORG.

### **Article IV Organization**

#### **A. Chapters.**

The Fraternity shall establish and maintain active and alumni chapters.

#### **B. Grand Chapter.**

The supreme legislative power of the Fraternity shall be vested in the Grand Chapter.

1. The members, each of whom shall have one vote, shall be:
  - a. A delegate elected by and from the active members of each undergraduate chapter in good standing;
  - b. A delegate elected by and from each alumni chapter in good standing;
  - c. The several Past Grand Consuls, and
  - d. The Grand Consul.
  
2. The business of the Grand Chapter shall be transacted at regular biennial and at special meetings, over each of which the Grand Consul shall preside. There shall be no proxies at sessions of the Grand Chapter.
  
3. At each regular meeting, the Grand Chapter shall elect the following for terms to commence at the conclusion of such meeting:
  - a. A Grand Consul, who shall be the Chief Executive Officer of the Fraternity and shall also be empowered to interpret, construe and enforce the Constitution, Ritual, Statutes and Regulations of the Fraternity;
  - b. A Grand Pro Consul;
  - c. A Grand Quaestor;
  - d. A Grand Tribune;
  - e. A Grand Historian; and
  - f. Three alumni members of the Executive Committee, one of whom shall be a Grand Praetor elected by majority vote of the Grand Praetors who will be in office immediately following the conclusion of such meeting, one of whom shall be a Grand Trustee elected by majority vote of the Grand Trustees who will be in office immediately following the conclusion of such meeting, and one of whom shall be elected by majority vote of the alumni chapter delegates.

### **C. Grand Praetors**

The several chapters of the Fraternity shall be apportioned into provinces by the Executive Committee. For each such province there shall be a Grand Praetor who shall be (i) nominated at each regular meeting of the Grand Chapter by one or more of the delegates elected by the active chapters in the province and (ii) elected by the Grand Chapter.

The Grand Praetor shall supervise the chapters in the province, and shall be empowered to enforce the Constitution, Statutes, Ritual and Regulations of the Fraternity therein. The Grand Praetors collectively shall be known as the Praetorial College.

They shall elect from among their number at each regular meeting of the Grand Chapter a chairman who shall be known as the Dean of the Praetorial College. Any vacancy in the office of Dean shall be filled only by an election held within the Praetorial College.

### **Statute No. 3 Membership**

#### **A. Designations**

**3.04** The designation alumni member shall apply to any member who is not an active member.

**3.05** The designation Life Loyal Sig, or Life Member, shall apply to any member who has paid, or is currently paying by installment, the Life Membership fee.

**3.06** The designation active alumni member shall apply to any alumni member who is an active member of a General Fraternity alumni program, such as the Life Loyal or the Alumni Program.

#### **A. Chapters**

**4.01** A Chapter shall be an established and identifiable association of members perpetuating itself and holding at the pleasure of the Fraternity a duly-issued charter.

**4.04** Alumni chapters and alumni associations shall be those groups of alumni members duly chartered as such by the Executive Committee.

- a. An alumni association may be chartered only upon the petition of not fewer than ten (10) active alumni members residing in reasonable proximity.
- b. An alumni chapter may be chartered only upon the petition of not fewer than ten (10) active alumni members of an alumni association which has been chartered for not less than one year.

#### **C. Duties of Grand Officers**

**4.17** Each Grand Praetor shall file annually with the Executive Secretary a report of the activities and status of each chapter in his province after having made an official visit to the chapter. He shall convene at least once in each year a meeting of representatives of all chapters in his province and file a report thereof

with the Executive Secretary. He shall appoint to serve at his pleasure a chapter advisor or advisors for each active chapter in his province to assist him in the performance of his duties in supervising such chapter. He shall designate an undergraduate member of the Grand Council in accordance with the provisions of Section 4.23. The expenses of the Grand Praetor, and of the Praetorial College to meet once each year exclusive of and in addition to any meeting at Grand Chapter, Grand Council or Leadership Training Workshop, shall be paid by the Fraternity according to procedures determined by the Executive Committee.

#### **D. Executive Committee**

**4.22** Without limiting the generality of the executive power vested in the Executive Committee to conduct the business and affairs of the Fraternity, and in addition to those duties mentioned elsewhere in the Constitution or these Statutes, the Executive Committee shall have the responsibility and authority to:

- g. Establish procedures for certifying delegates to meetings of the Grand Chapter;
- j. Verify annually the status of alumni chapters;
- k. Determine the amount and payment of dues, fees and other financial obligations of members save as same may be determined specifically by the Statutes;

#### **F. Leadership Training Board**

**4.26** The Leadership Training Board shall:

- a. Develop, and with the approval of the Executive Committee, conduct workshops, seminars, clinics, and other programs which will improve the quality of leadership in the Fraternity;
- b. Serve as an advisory board for publication of the pledge manual and supervise publication of a Magister's manual and such other manuals for training active chapter officers, chapter advisors, and alumni chapter officers as the Executive Committee may authorize;

### **Statute No. 6 Chapter Operations**

**6.03** Each alumni chapter shall:

- a. Comply with all pertinent Governing Laws of the Fraternity;
- b. Hold meetings and/or events at least six times each year; and
- c. Assist any nearby active chapters in rushing prospective new members, conducting Initiations, developing and maintaining good scholarship, maintaining housing facilities, and promoting good relations with college or university officials.

- d. By the 15th day of February in each year report to the Fraternity on the prescribed forms the names of those alumni members who are affiliated with it.

**6.04** Each alumni association shall comply with all pertinent Governing Laws of the Fraternity, and shall hold at least two meetings and/or events each year.

### **Statute No. 8 Honors To Members & Chapters**

**8.01** There shall be a Significant Sig Award made to those alumni members of the Fraternity whose achievements in their field of endeavor have brought honor and prestige to the name of Sigma Chi. Recommendations for the Significant Sig Award shall be under the direction of the Executive Committee.

**8.02** There shall be an Order of Constantine, composed of alumni members of the Fraternity selected on the basis of long and distinguished service to Sigma Chi. The Grand Consul on assuming his office shall become a member of the Order of Constantine. The selection of members of the Order shall be under the direction of a committee of seven members of the Order of Constantine, at least three of whom shall be members of the Grand Council. This committee shall be appointed by the president of the Order of Constantine.

### **The Executive Committee Regulations (ECRs)**

#### **Organization**

##### **A. Chapters**

**4.04-1** Alumni chapters and alumni associations shall be named for their locale, specifically a city, village, or geographic area.

##### **B. Grand Chapter**

**4.08-1** In connection with the certification of delegates to the Grand Chapter, the following shall apply:

- a. Each active and alumni chapter in good standing may elect an alternate delegate to the Grand Chapter, to act in the absence of its delegate as its representative in the Grand Chapter, but no chapter shall be entitled to more than one vote.
- b. To be duly certified, delegates and alternates of each active and alumni chapter must hold credentials, executed by the presiding and recording officers of the chapter represented, giving authority for such representation, and must have been active members of said active or alumni chapter within the period of ninety (90) days preceding the Grand Chapter.
- c. No delegate shall represent more than one chapter. An undergraduate

is ineligible to be the delegate or alternate of an alumni chapter, and, except in situations of a senior graduating within ninety (90) days preceding the Grand Chapter, an alumnus is ineligible to be the delegate or alternate of an active chapter.

### **Property & Finances**

#### **B. Finances**

**5.11-1** An undergraduate or alumnus member may obtain a Life Membership in the Fraternity by the payment of the rate prescribed from time to time by the Executive committee. A Life Membership shall include a membership card, lapel pin, certificate, lifetime subscription to The Magazine of Sigma Chi and other special benefits.

**5.11-2** Monies received for Life Memberships shall be placed in the General Endowment Fund of the Fraternity and to the General Operating Fund as determined by the Executive Committee.

### **Chapter Operations**

**6.03-1** To qualify as an alumni chapter in good standing, an alumni chapter must (i) have as members at least ten (10) persons who are active alumni members of the Fraternity as defined in Statute 3.06; (ii) report on forms prescribed by the General Headquarters the names and addresses of its officers and members utilizing the most current list of all alumni living within its geographic area to be provided by the General Headquarters by January 15 each year; report the location and time of its meetings; and identify all undergraduate chapters within a 100 mile radius; and (iii) comply with the requirements of Statute 6.03.

### **Honors to Members & Chapters**

**8.05-7** There shall be an Awards Committee appointed by the Grand Consul. The following awards may be presented annually to the individual or chapter selected by the Awards Committee for recommendation to the Executive Committee from among the nominations of active chapters or alumni chapters, as appropriate, submitted on the form provided by the General Headquarters:

- (i). Dr. Erwin L. LeClerg Chapter Advisor Award, recognizing an outstanding alumni member serving as the chapter advisor of an active chapter.
- (ii) William T. Bringham House Corporation Officer Award, recognizing an outstanding alumni member serving as an officer of a house corporation for an active chapter.
- (iii) Jay E. Minton Alumni Chapter Officer Award, recognizing an outstanding alumni member serving as an officer of an alumni chapter.
- (iv) Edna A. Boss Houseparent Award, recognizing an outstanding individual serving as houseparent to an active chapter.
- (v) Dr. Donald B. Ward Alumni Chapter Community Service Award, recognizing the alumni chapter conducting an outstanding program in the area of

service to the community in which it is located. In addition, the Edwin C. Fisher Grand Praetor Award may be presented biennially to a Grand Praetor who has guided both individual brothers and chapters in his province to strive for their full potential, has endeavored to foster a spirit of brotherly unity among all the chapters within his province, and has executed all Statutory duties for the term in which he is nominated;

(vi) Alumni Chapter Excellence Award, which shall be the Fraternity's highest award to alumni chapters in recognition of commendable performance in the major fields of operations, programs and activities.

**8.05-8** The following awards may be presented annually, to recipients as selected by the vote of a panel of alumni members experienced in the area of activity prescribed by the award, appointed by the Grand Consul, on recommendation of the Executive Secretary: (i) James E. Montgomery Award recognizing an outstanding publications program of an alumni chapter. (ii) Outstanding Sportsman of the Year Award recognizing an outstanding member in the field of athletics.

**8.05-9** A Grand Consul's Citation may be presented by the Grand Consul, to a member who has performed outstanding service to the Fraternity; or to designated non-members in special circumstances. Individuals may be nominated for the award by a chapter, Fraternity body or member. Citations will be made sparingly and with a high degree of selectivity for service which may include, but not be limited to, the following: (a) service for several years to a functioning group within the Fraternity (as faculty member of the Leadership Training Workshop, a house corporation officer, chapter advisor or alumni chapter officer); (b) a single event involving unusual devotion of time or sacrifice or heroism (major fund raising project, chairman of a Grand Chapter committee, installation of a chapter, an act resulting in the saving of human life).

**8.05-10** A Certificate of Appreciation may be presented, upon authorization of the Executive Secretary, to a member or to a non-member in recognition of excellent service to the Fraternity. Requests for a certificate may be made by a chapter, Fraternity body or member who shall pay for the certificate. The certificate is designed to recognize service as an officer of an active or alumni chapter, alumni association or house corporation, or a special incident of service to a chapter or the Fraternity by a member or non-member.

**8.05-11** A Semi-Century Sig Certificate may be presented to an alumni member who has been active in the Fraternity and a member for fifty (50) or more years. This certificate is presented at the request of an active or alumni chapter or Fraternity body.



