

## CHAPTER/PROVISIONAL CHAPTER EXPECTATIONS & SERVICES

The following are the basic expectations that should be met by all chapters and provisional chapters.

### EXPECTATIONS:

- Chapter will send a Delegate and Secondary Delegate (President and another H-Officer) to the summer leadership conference (Grand Chapter in even years or Elevate - International Leadership Conference in odd years).
- Chapter will comply with all Fraternity Health and Safety Policies.
- Chapter will report all new members to Fraternity Headquarters through Vault prior to Scene 1 of the Initiation Ceremony.
- Chapter will submit an Initiation Notification Form through Vault to Fraternity Headquarters
- Chapter will ensure that no members goes through the Initiation Ceremony who does not meet the eligibility requirements outlined in the Fraternity Constitution.
- Chapter will complete and submit the Annual Report by April 15.
- Chapter will update officers after each election and before the Officer Installation Ceremony by using Vault.
- Chapter will ensure that all officers are in good standing based on the requirements of the Fraternity Constitution.
- Chapter will update the Membership Roster on Vault by December 6 and April 15.
- Chapter will pay all fraternity fees on the 15th of every month.
- Chapter will use Omega Financial to assist in billing.
- Chapter will perform ritualistic ceremonies as described and written in the Ritual Book.
- Chapter will have a Membership Orientation Program that results in all new members being initiated within the appropriate timeline.
- Chapter will maintain a cumulative GPA of no less than 2.75 and ideally above all men's average on campus.
- Follow-up with all undergraduate members to ensure that all pees are paid prior to the deadline.
- Chapters will complete their 990 tax form by November 15.
- Chapter will engage in monthly communication with their Chapter Advisor and Chapter Council.
- Chapter will engage in regular communication with their Fraternity Staff Liaison.

The following services are provided to chapters, provisional chapters and/or undergraduate members at no cost or minimal cost.

## **SERVICES:**

- Leadership and training programs will be provided annually.
- Health & Safety training through the Responsible Sig program at the beginning of each academic year.
- Goal setting, calendar development and officer transition support provided by Fraternity Staff and volunteers via leadership programming that is chapter-specific.
- A biennial Grand Chapter will be held in which all members are able to attend at a significantly subsidized cost.
- A biennial Fraternity Leadership Conference will be held in which all members are able to attend at a significantly subsidized cost with tracks geared towards personal development.
- Scholarship funds (needs-based and leadership) will be made available with the application posted prominently on the website (all applications are due April 15).
- A reduced rate that has been negotiated with Omega Financial to assist all chapters with budgeting and dues collection.
- Quarterly electronic newsletter distributed to all undergraduate and alumni members.
- Assistance in recruiting, training and supporting volunteers advisors (GCAs and Chapter Council members).
- Handbooks and other resources on the Fraternity website to provide assistance with officer roles responsibilities, along with best practices.
- A dedicated staff liaison available to answer any questions and able to provide requested support and assistance including in-person visits and a structured coaching call on a regular basis.
- Subscription to the Tomahawk (all formats).
- To Better the Man Manual provided for all new members, prior to Scene 1 of Initiation.
- Membership badge and certificate provided for all new brothers after the Initiation Ceremony.
- Officer certificates provided at no charge, upon request.
- Recruitment supplies offered at no cost or a discounted rate including Chapter Builder.
- Access to the Alpha Sigma Phi Store for materials and merchandise
- Social networking sites (Facebook, Twitter, Instagram, Snapchat, LinkedIn, Mentor Network) to assist all members.
- Five Ritual Books provided to the chapter.
- Ritual equipment provided at no cost to all groups at the time of establishment.
- Online reporting, including viewing chapter financial statements in “real time.”
- Updated alumni mailing lists to recognized Alumni Associations.
- Affiliation with an international organization that is a member of the NIC with benefits that include lobbying for legislation to benefit the fraternity movement.
- Liability insurance and the Member Protection Program at no extra cost.
- Historical archives for both the international organization and individual chapters.
- Volunteer opportunities at the local, regional and international levels.
- A chapter newsletter service to update alumni from a chapter.
- A 24-hour response rate on emails and direct messages on social media.
- Philanthropic opportunities provided by our five philanthropic beneficiaries.
- Housing assistance through CLVEN National Housing Corporation.
- Chapter endowments to allow members and friends to make tax-deductible gifts to benefit the chapter.
- Chapter-specific stationery (letterhead, envelopes and pledge forms) provided at request.
- Social media graphics for chapter accounts.
- Chapter tax support through staff liaison visits and one-on-one meetings at fraternity programs.
- Amnesty from insurance surcharges is provided to chapters/provisional chapters who report an incident within 24 hours.