



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

# Table of Contents

## **Section I: Introduction** 3

## **Section II: Emergency Procedures** 5

Preparedness  
Emergency Actions  
Follow-Up

## **Section III: Policy Statements** 8

## **Section IV: Responsibilities and Privileges of Membership** 15

Alpha Membership  
    Definition  
    Privileges  
    Expiration  
    Transfer  
    Termination  
Delta Membership  
    Definition  
    Privileges  
    Emergency Financial/Medical Leave  
    Affiliate Membership/Transfer Procedures  
Alumna Membership  
    Definition  
    Privileges  
    Responsibilities of Alumna Membership  
Responsibilities of Alpha Delta Pi Membership

## **Section V: Chapter Bylaws and Standing Rules** 21

Purpose & Procedure  
Sample Chapter Bylaws

## **Section VI: Officers and Responsibilities** 23

Officer Structure  
Standard Chapter Officers  
Small Chapter Officers  
Large Chapter Officers  
Duties of Chapter Officers

## **Section VII: Boards, Teams and Committees** 44

Responsibility of an Executive Board Member  
Alumnae Advisory Board  
Executive Board  
Executive Committee  
Chapter Administrative Team  
Chapter Membership Education Team  
Chapter Finance Team  
Chapter Recruitment and Marketing Team  
Chapter Panhellenic Team  
Chapter Social Enrichment Team  
Chapter Standards & Ethics Team  
Risk Management Committee  
Recruitment Management Committee  
Tabulating Committee  
Nominating Committee

Foundation Philanthropy Directors  
Alumnae Relations Committee  
Bylaws and Standing Rules Revision Committee

## **Section VIII: Housing** 59

House Corporation  
If a House Corporation is Chartered  
Lease, Purchase or Expenditures for Housing  
Chapter House Occupancy  
Chapter House Director  
House Rules  
House Security & Safety  
Liability

## **Section IX: Chapter Meetings** 63

## **Section X: Elections** 67

Scheduling Elections  
Eligibility for Election  
Eligibility for Maintaining Office  
Eligibility for Voting  
Election Schedule & Calendar  
Suggested Interview Topics  
Replacing an Officer  
International Exam  
Officer Transition Workshop

## **Section XI: Standards and Hearing Procedures** 72

Goals of the Standards Program  
Standards Code of Alpha Delta Pi  
Reasons for Standards Council Meeting  
The Standards Council Meeting  
Effective Probations  
Formal Hearing  
Procedures for Financial Delinquency  
Requests for Voluntary Termination of Alpha Membership  
Cancellation of Membership by Direct Action of Grand Council  
Surrendering Badge and Initiation Certificate

## **Section XII: Risk Management** 82

Why is Risk Management Necessary?  
Role and Resources  
Duties/Responsibilities of the Risk Management Committee  
Legal Aspects of Risk Management  
Alcohol Policies

## **Section XIII: Scholarship** 102

International Scholarship Requirements for Chapters  
Faculty Advisor  
Chapter Academic Program Information  
Best Practices for Chapter Academics  
Requirements for Potential New Members  
Requirements for Members  
Guidelines for Chapters Minimum Required GPA  
Scholarship Section of Chapter Bylaws & Standing Rules

**Section XIV: Alumnae-Collegiate Relations 110**

Introduction  
Connecting with Alumnae and Alumnae Associations  
Communication with Alumnae  
Planning Alumnae-Collegiate Events  
Chapter Activities—Opportunities for Alumnae Involvement  
Senior Experience

**Section XV: Panhellenic 125**

National Panhellenic Conference  
NPC Resolutions and Unanimous Agreements  
College Panhellenic Association  
College Panhellenic Delegate  
Panhellenic Judicial Process  
Panhellenic Leadership  
Panhellenic Recruitment

**Section XVI: Honors and Awards 129**

Individual Awards and Honors  
Collegiate Awards  
Alumnae Association Awards

**Section XVII: Executive Office and Foundation 142**

Location  
History  
Purpose & Role  
Services  
Financial Services

Member Services  
Office Services  
Growth and Development Expansion Programs  
Leadership Services  
Alpha Delta Pi Foundation, Inc.

**Section XVIII: International Organization 148**

International Officer Structure  
Chapter Visitors  
Alpha Delta Pi Meetings  
Inter – Chapter Communication & Interaction  
Supplemental Pages  
Chapter Roll  
Grand Convention  
Bylaws

**Section XIX Terminology Guide 155**



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION I: INTRODUCTION

The *Chapter Operations Book (COB)* contains the policies and procedures by which all Alpha Delta Pi collegiate chapters are expected to operate. It is available to all collegians and advisors. Appropriate sections may be copied for placement in officer or advisor manuals. However, because much of the material in this book is confidential, it is intended for internal use only and should not be shared with non-members. The President is responsible for the safekeeping of the *Chapter Operations Book*.

*“We live for each other and for Alpha Delta Pi.”*



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION II: EMERGENCY PROCEDURES

# Preparedness

It is important that our chapters are prepared to handle and properly address emergency situations. This includes knowing what resources are available, holding regularly scheduled safety drills, and reviewing what to do when an emergency occurs with the Executive Board and chapter.

The President should fully understand all emergency procedures of Alpha Delta Pi and the university. **She reviews these with the Executive Board at least once a term prior to the review with the entire chapter in October and March.**

The President and Chapter Advisor should research all emergency services available through the university or community, if unavailable through the university. These should include how to deal with: medical situations (epidemics, wide-spread illnesses) suicide, eating disorders, drug abuse, sexual assault, physical abuse, harassment, alcohol abuse, STDs, dysfunctional families, pregnancy, and grief counseling.

The entire chapter participates in appropriate drills once each term.

- Fire drills
- Other drills pertinent to the area (earthquake, hurricane, tornado, etc.)

The following numbers are posted near a designated telephone:

- 911 (to be used only in cases of life-threatening emergencies; when 911 is dialed the police, fire department, and an ambulance are sent)
- Police Department
- Fire Department
- Ambulance Service
- Poison Control Center
- Chapter Advisor
- Campus Security
- Collegiate Province Director  
District Team Director

## When an Emergency Occurs

The **President** is in charge of all emergency situations. In the event of the absence of the President, the Executive Vice President is in charge. The Membership Education Vice President assumes command if neither the President nor the Executive Vice President are present. The following steps apply to **any** emergency that occurs in the chapter house, lodge, sorority section of the residence hall, or in any location where an Alpha Delta Pi event is being held. These same steps apply to emergencies that involve an Alpha Delta Pi member not on sorority property.

- Phone 911 or other appropriate emergency service or designate someone else to make the call.
- Evacuate the house/facility in case of fire.
- In cases of non-fire emergencies, close the house/facility in which the accident occurred. Only chapter members and appropriate officials are to enter.
- Make certain that no accident victims are disturbed by untrained people.
- Instruct the chapter to remain calm and assemble in a designated location and wait for further instructions.
- Phone the Chapter Advisor and briefly explain the situation. Ask her to phone the Collegiate Province Director and then come to the accident location, if possible. If the Chapter Advisor is not available, phone the Collegiate Province Director, followed by the District Team Director. **Do not phone parents. The police or university officials should inform them.**

In emergencies where chapter property is involved, the House Corporation Board President should be notified

immediately. The International President must be notified in the event of any death, serious injury, or extensive property damage. The Chapter Advisor or Collegiate Province Director may be asked to contact the International President.

**If the President is unable to immediately reach the Chapter Advisor, Collegiate Province Director, or District Team Director, she should instruct someone to remain by the phone and continue trying to reach them or other designated advisors/alumnae so she can return to the accident scene.**

- Phone Campus Security. They will notify the proper university officials.
- Return to the area where chapter members are assembled.
  - Ask everyone to remain calm, then briefly and calmly explain the facts regarding the accident.
  - Explain that the house or facility is closed to all non-members except for the appropriate officials.
  - Insist that no phone calls be made until the situation is completely under control and all necessary measures have been taken.
  - Stress that under no circumstances are individual members allowed to speak to the press and/or attorneys, as per Alpha Delta Pi's policy statements:
    - *Chapters may not participate in any publication, radio, television, or video broadcasting or respond to any media request or answer questionnaires/surveys from any outside source without prior approval from the individual identified in the Media Plan.*
  - **Contact Executive Office immediately if members of the media are involved in any situation**, if there is the potential for media involvement, or if a member is planning to or has already spoken with a reporter.
  - Let members know that if questioned by the press, they should politely let the reporter know that they are not the right person to speak with, but will gladly pass on their contact information to the appropriate person. If received, pass this information to the International President. Try not to use "no comment" with reporters. Members may speak to the police, if so requested.
  - When the situation is under control, dismiss members.

## Follow-up

If there are any members who were not present to be briefed on the emergency, it is important to follow up with them quickly to provide them with current information.

Regular updates should be provided to the House Director and Collegiate Province Director who will then provide them to the District Team Director and Grand Council. Work with your Collegiate Province Director to determine when to reinstate social media accounts and what resources to offer members.



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

SECTION III: POLICY STATEMENTS

# Introduction

Since our founding, Alpha Delta Pi members have worked to attain and to represent the highest ideals possible in every phase of college and personal life. Our ability as a sorority to reach that goal depends upon the standards and dedication of our members and our chapters. Alpha Delta Pi has a proud tradition in the quality of its membership. Our mission states, “Established in 1851, Alpha Delta Pi is committed to sisterhood, values and ethics, high academic standards, and social responsibility.”

The following pages contain Alpha Delta Pi’s Statements of Policy regarding:

- Expectations for Chapter Performance
- Academic Performance
- Membership
- Legacies
- Wellness
- Alcohol for Collegiate Chapters
- Hazing
- Illegal Drugs
- Sexual Harassment
- Visitation for Collegiate Chapters
- Out of Town Parties/Dances for Collegiate Chapters
- Information that is Not to Be Released
- Media, Websites, and the Internet
- Controlled Substances for Collegiate Chapters

Since it is the expectation of Grand Council that all members and chapters understand and abide by each Alpha Delta Pi Statement of Policy, it is important that they are reviewed by the entire chapter membership at least annually.

**Any member or chapter found to be in violation of any Alpha Delta Pi Statement of Policy is subject to disciplinary measures as provided in the Bylaws of Alpha Delta Pi Sorority.**

# Statement of Policy Regarding Expectations for Chapter Performance

It is the goal of Alpha Delta Pi that each Alpha Delta Pi chapter provides a quality membership experience for its members.

This sorority experience is one that enriches the lives of its members through friendships, opportunities for personal growth, happy memories, commitment to high ideals, development of good decision-making skills, and a sense of pride in being an Alpha Delta Pi, ensuring that Alpha Delta Pi will prosper enabling future generations of college women to experience membership.

This goal can only be reached if each chapter's level of performance in all areas of chapter life is no less than satisfactory, and preferably, excellent.

The following statements define in a general way what is expected of the chapter in each of these areas:

- Sisterhood: a demonstrated commitment to the obligations, ideals, traditions, and heritage of Alpha Delta Pi as evidenced by high personal and group standards of behavior, correct observance of the ritual of Alpha Delta Pi, chapter harmony and spirit, and adherence to the laws and regulations of the country, state/province and community in which the chapter resides, the host institution, National Panhellenic Conference, the College Panhellenic, and Alpha Delta Pi.
- Membership Recruitment: a program that yearly achieves the Panhellenic established "Total" and "Quota," thus ensuring the future of the chapter and fulfilling its responsibilities as a viable member of the College Panhellenic.
- Membership Development: chapter programming in the areas of Total Membership Education, scholarship, social, and personal development, ensuring a membership well-educated in the history and ideals of Alpha Delta Pi, able to achieve academic success, become socially adept, and capable of reaching their full potential as young women today.
- Chapter Organization: efficient chapter operations with an emphasis on presenting the programs of Alpha Delta Pi, providing leadership experience, involving the total chapter membership, communicating with the international organization, and working with alumnae advisors.
- Image: actions that reflect favorably on the image of Alpha Delta Pi within the sorority, the host institution, the community, the campus, and Greek letter organizations.
- Social Interaction: social events and activities with organizations which have positive recognition by the host institution, the community, and other Greek organizations.
- Financial Management: sound financial planning, budgeting and record keeping, payment of all financial obligations promptly, and collection of all accounts receivable.
- Property Management: when Alpha Delta Pi provides housing or a meeting place for its members, it assumes an obligation to make it a gracious, pleasant and comfortable environment, and ensures its cleanliness and safety.

# Statement of Policy Regarding Academic Performance

Since its founding in 1851 at Wesleyan Female College, the first college in the world chartered to grant degrees to women, Alpha Delta Pi has expected that each of its members will be committed to high academic standards and will exemplify that commitment through classroom attendance and performance.

Chapters will provide educational resources, such as study skills, time management; chapter and career preparation; chapter and campus resource information; motivation and recognition programs; and a tailored scholarship program.

All members will support and participate in the chapter scholarship program, provide the Scholarship Chair with their grades each term, and seek help when there is a problem or potential problem.

# Statement of Policy Regarding Membership

Alpha Delta Pi is a private membership organization for women, which affirms the worth of every individual. Alpha Delta Pi actively encourages a membership which represents a diverse population and does not discriminate in membership selection procedures.

Chapters will provide educational programs, which affirm diversity and enhance understanding of its importance in our society. Each chapter shall create an atmosphere of open exchange which encourages awareness and sensitivity of different personalities, experiences, backgrounds, and beliefs.

Alpha Delta Pi selects and maintains membership on the basis of scholarship, leadership, commitment, and service to the work of the sorority, the university, and the community.

## Statement of Policy Regarding Legacies

A legacy is a sister, daughter, or granddaughter of an initiated member of Alpha Delta Pi. It is the policy of Alpha Delta Pi to give these sisters, daughters, and granddaughters special consideration for membership since the initiation of these women strengthens family ties, giving the chapter increased support.

If there is any question concerning the bidding of a third-generation legacy or higher, the chapter must receive permission from the District Team Director before she may be released from consideration.

Any chapter not at TOTAL the term before the formal recruitment period must extend a bid to any legacy participating in formal recruitment. Any exception to this must be approved by the District Team Director.

## Statement of Policy Regarding Wellness

Wellness is a state of optimum health and well-being achieved through the active pursuit of good health and the removal of barriers to healthy living. Alpha Delta Pi is committed to the enhancement of well-being through the promotion of physical, mental, and social development. We expect members to take personal responsibility for their health by developing understandings, attitudes, and practices, which contribute to positive lifestyles.

## Statement of Policy Regarding Alcohol for Collegiate Chapters

The use of alcohol is a matter of personal choice for those of legal drinking age. Grand Council expects each Alpha Delta Pi to make a responsible choice about alcohol. Misuse or abuse of alcohol reflects unfavorably on the public image of Alpha Delta Pi and the entire Greek system, and has the potential for serious health risks. Alpha Delta Pi chapters and collegiate members must follow these guidelines:

All Alpha and Delta members of Alpha Delta Pi will abide by all federal, state/province, and local laws and university/college policy regarding the use of alcohol.

Alpha Delta Pi social events may have alcoholic beverages present on a licensed cash bar basis.

Where the campus or Panhellenic policy is BYOB, a chapter may follow that policy provided the District Team Director has verified it.

The Chapter Executive Board will review and approve/disapprove/modify all proposed Alpha Delta Pi social events.

At all Alpha Delta Pi events where alcohol is consumed, the following guidelines will be in effect and will be followed:

- Those consuming alcohol will have a valid, picture ID with birth date. Identification will be checked by a security officer or proper authority upon entrance.
- All persons attending this function who are of legal age will have a wristband applied designating that they are of legal drinking age if they intend to consume alcoholic beverages.
- Alpha and Delta members and their guests will sign in on the invitation/guest list and will give their name, date of birth, and either their driver's license number or student identification number.
- Alternative beverages and food will be served in ample quantities.

Alcohol will not be brought into, stored, consumed, or served in a chapter house, lodge, room, or apartment owned and/or operated by Alpha Delta Pi.

No chapter funds will be used for the purchase of alcohol.

No chapter funds will be contributed toward the expense of any party at which a bulk/common container of alcohol is present.

Alcohol will not be permitted at any recruitment event, Membership Selection Session, new member retreat, bid day activity, fund-raising or philanthropic event, in conjunction with Initiation, or any event where Alpha Delta Pi Ritual is used.

Alpha Delta Pi chapters will not cosponsor any fund-raising or philanthropic event with a company whose sole function is the sale and distribution of alcoholic beverages.

No event advertising or artwork (i.e., T-shirts, cups, banners, programs, favors, etc.) will feature/suggest alcohol.

Each Alpha Delta Pi chapter will maintain a record of names and birth dates of every member. This list will be kept current and will be available upon request.

Alpha Delta Pi chapters will not sponsor or cosponsor any open party (i.e., an event including individuals other than members of the sponsoring groups and their guests).

Alpha Delta Pi members will not be involved in any pre or post parties.

No member or guest who appears to be under the influence of alcohol will be permitted to operate a motor vehicle.

Attendance at an event will not be required if alcohol is available.

Alpha and Delta members will not permit, tolerate, encourage, or participate in drinking games.

Any violation of this policy may jeopardize the coverage provided under our general liability insurance policy and expose participants to unlimited legal liability.

## Statement of Policy Regarding Hazing

Grand Council of Alpha Delta Pi reaffirms its position and the position of the National Panhellenic Conference that hazing in any form is absolutely prohibited in Alpha Delta Pi. **Hazing is any situation that creates mental or physical abuse, discomfort, embarrassment, ridicule, or harassment, whether on or away from sorority property.**

Alpha Delta Pi sorority promotes fellowship and sisterhood among its members and practices positive educational programming. Hazing in no way achieves this goal. Alpha Delta Pi does not set pre-initiated members apart from initiated members without a constructive purpose in mind.

A member who participates in hazing or allows herself to be hazed is in violation of this policy.

## Statement of Policy Regarding Illegal Drugs

Alpha Delta Pi members will not use, will not have in their possession, and will not traffic in illegal drugs.

## Statement of Policy Regarding Sexual Harassment

College women should have a position of influence in the direction and achievements of the university community, and activities should promote self-worth, human dignity, and a positive Greek image.

Alpha Delta Pi affirms that the dignity of the individual is a basic element of a civilized society which comes from a feeling of positive self-worth, that the individual self-worth is a necessary factor in establishing healthy relationships between sexes, and that sexual harassment of any individual or group to any degree is deplorable.

Therefore, as members of a Greek society, we reject all activities, including competitive games, which are destructive, demeaning, abusive, and promote divisiveness and those, which promote a negative image of the Greek community in general.

## Statement of Policy Regarding Visitation for Collegiate Chapters

Alpha Delta Pi housing is maintained for the benefit of all members, and, as the official residence of a chapter, it impacts on the campus image of that chapter.

A positive reflection of Alpha Delta Pi social standards is to be conveyed at all times. Therefore, no twenty-four hour visitation policy is permitted.

Male visitation is to be limited to the social areas of the chapter house, lodge, suite, or apartment.

## Statement of Policy Regarding Out of Town Dances/Parties for Collegiate Chapters

Alpha Delta Pi wholeheartedly supports the National Panhellenic Conference Resolution opposing out-of-town parties resulting in overnight accommodations. Because of the inherent problems with this type of party, chapters must follow these guidelines:

Alpha Delta Pi members shall not arrange overnight accommodations for themselves and dates, either as a group or on an individual basis, in relation to a sorority function.

This practice is a financial burden to individual members; increases the sorority's host responsibility liability both locally and internationally; and may reflect unfavorably on the public image of Alpha Delta Pi and college sororities.

## Statement of Policy Regarding Information Not to be Released

Chapters may not release a copy of Alpha Delta Pi Bylaws. Upon written request from a college or university administration, the Collegiate Province Director and District Team Director of Alpha Delta Pi will provide copies. Copies of local chapter bylaws are not to be released without consent of the Collegiate Province Director and the District Team Director. The local chapter standing rules are never to be released to anyone who is not a member of the local chapter.

Chapters may not participate in any publication, radio, television, or video broadcasting or respond to any media request or answer questionnaires/surveys from any outside source without prior approval from the individual identified in the Media Plan posted on the Alpha Delta Pi website, [www.alphadeltapi.org](http://www.alphadeltapi.org).

## Statement of Policy Regarding Media, Websites, and the Internet

Grand Council recognizes the value and potential of personal publishing in the media and on the Internet, including social networking sites, however discretion should be used when creating messages. It is an expectation of membership that a member will not use the name of Alpha Delta Pi, the name of any chapter or references to lions, violets, etc. in any media content that is in conflict with Alpha Delta Pi policies and standards.

Examples that are inconsistent with policies and standards include, but are not limited to:

- Drug references
- Alcohol references
- Prejudiced/discriminatory speech
- Reference to illegal behavior
- Lewd photographs or language
- Language that libels another individual or group
- Depiction of Hazing or references to Hazing
- Text or images pertaining to Alpha Delta Pi ritual

## Statement of Policy Regarding Controlled Substances for Collegiate Chapters

Alpha Delta Pi members will not use, will not have in their possession, and will not traffic in controlled substances, such as narcotic and non-narcotic drugs, including, but not limited to, illegal drugs, prescription drugs used abusively, or prescription drugs in the possession of someone other than the prescription holder.



ALPHA DELTA PI

CHAPTER OPERATIONS BOOK

SECTION IV: RESPONSIBILITIES AND PRIVILEGES  
OF MEMBERSHIP

# Responsibilities of Alpha Delta Pi Membership

With the privileges of membership in Alpha Delta Pi come certain responsibilities that one must accept as a member. These responsibilities should not be taken lightly, but should be given full consideration and understanding.

- **Academic**  
Alpha Delta Pi expects that each of its members will be committed to high academic standards and will exemplify that commitment through classroom attendance and performance.
- **Social and Ethical Standards**  
Alpha Delta Pi chooses women of high moral standing and character. The principles of good behavior, self-respect, and respect for one another are never out of date. A member is expected to always conduct herself with dignity and to avoid situations which might be construed in a damaging way or which might bring harm to her or others. Being a member of Alpha Delta Pi means following what we are taught by our Ritual, standing firm to our ideals, and striving to make a real difference for other human beings.
- **Financial**  
Membership includes certain financial responsibilities to the chapter and the international organization. All members are expected to fulfill their financial obligations promptly.
- **Personal Development**  
Each member is expected to strive to become a well-balanced person as outlined in the dictates of the Alpha Delta Pi Creed. She is encouraged to develop to her fullest potential by taking advantage of opportunities surrounding her. Total Membership Education workshops are designed to assist each member in personal growth and development and give each member a sense of pride in membership that will bring, in turn, commitment to the sorority.
- **Commitment**  
Alpha Delta Pi cannot survive without the support and commitment of its membership. Commitment is putting action into our beliefs and living out our principles. Never was a dream achieved, nor a goal reached, without commitment. For Alpha Delta Pi to be successful every member must be committed to being an earnest, faithful, and enthusiastic worker for the advancement of our sorority.

## Alpha Membership

An Alpha member is a pre-initiated member. She is considered an Alpha member when she has accepted a bid for membership, paid her Alpha Member Fee in full, and participated in the Alpha Ceremony.

## Privileges of Alpha Membership

- Wears the Alpha pin and may wear and use the Greek letters of Alpha Delta Pi.
- Attends Chapter Meetings.
- Has full voting privileges except for Membership Selection Sessions and in some cases chapter elections. Alpha members may vote on candidates for office when they have been members for at least four weeks. If they have not completed four weeks of membership, special permission may be granted by the Collegiate Province Director for the new Alpha members to vote.
- Attends all Alpha Member Education Sessions to learn the basics of Alpha Delta Pi.
- Participates in the general operations of the chapter by serving on committees and being a member of a Pride if applicable.

## Expiration of Alpha Membership

- An Alpha membership expires at the end of one calendar year from the date the Membership Recruitment Acceptance Binding Agreement (MRABA) was signed. If an Alpha member withdraws from college, her Alpha membership becomes void. Alpha member pins are the property of Alpha Delta Pi and must be returned to the chapter. When Alpha members are accepted during Continuous Open Recruitment a Membership Recruitment Acceptance Binding Agreement may not have been signed. In these cases, the membership expires one year from the date she was formally accepted as an Alpha member.
- If a woman who has withdrawn from college later returns to the same campus before the expiration of her calendar year, the chapter may vote to reinstate her Alpha membership, providing there is still space remaining in the chapter's quota or total.
- In exceptional circumstances and with the consent of the Collegiate Province Director, a chapter may be permitted to vote to renew Alpha membership beyond one calendar year. The Alpha member must pay an additional Alpha Member Fee.

## Transfer of Alpha Membership

Alpha memberships are not transferable. If an Alpha member transfers to another college or university:

- She is automatically released by the chapter, even if another Alpha Delta Pi chapter is present on the new campus.
- She is eligible for recruitment and able to join any sorority on the new campus at the earliest opportunity, subject to the National Panhellenic Conference rules and regulations at the new institution.
- Alpha Member Release information must be submitted online through the Pi Portal immediately, giving the date of transfer.

## Termination of Alpha Membership

Termination of Alpha membership can occur for the following reasons:

- Transfer to another campus
- Withdrawal from college
- Voluntary request by Alpha member
- Executive Board decision following a Formal Hearing.

When termination of Alpha membership occurs, the following release procedures must be followed:

- Alpha Member Release information must be submitted online through Pi Portal immediately, giving the reason(s) and the date of release. Send a hard copy of the completed form to the Membership Education Advisor and Collegiate Province Director.
- Released Alpha members must be reported to the College Panhellenic, if required.
- The Alpha pin is property of the chapter and must be returned to the chapter.
- An Alpha member that is released is eligible to join another NPC group after one calendar year from the date of accepting her first bid. (*The National Panhellenic Conference Manual of Information* is the final authority.)

## Delta Membership

A Delta member is an initiated collegiate member.

- A collegiate member who plans to be enrolled in college longer than four years must apply to the chapter's Executive Board if she wishes to continue her Delta membership status.
- Any member who has been granted Delta membership status following her fourth year of college is responsible for all local and international dues and assessments and participation in required chapter activities. Such status is granted for an entire year unless the member graduates during the year.
- A chapter may not have a social membership or partial membership status for non-members, members in school following the fourth year, married, or special students.

## Privileges of Delta Membership

- Eligible to wear the official diamond-shaped badge of Alpha Delta Pi with the Greek letter(s) of the respective chapter as the guard pin.
- Initiated members may use the Coat-of-Arms. This applies to all stationery, cards, gift items, party favors, etc. Party favors for uninitiated members, guests or relatives may have the Greek letters of Alpha Delta Pi, but not the Coat-of-Arms. Any items bearing the Greek letters of Alpha Delta Pi or the Coat-of-Arms should always be in good taste.
- Participates in Ritual of Alpha Delta Pi.
- Attends all Chapter Meetings as a full voting member and participates in all chapter activities.
- Develops leadership skills by serving as a chapter officer.
- May apply for Alpha Delta Pi Foundation, Inc. undergraduate scholarships and grants.
- Receives the official magazine of Alpha Delta Pi, *The Adelphean*.
- May submit Potential Member Profiles to chapters other than her own.

## Emergency Financial/Medical Leave

- The Executive Board considers written requests for Emergency Financial/Medical Leave Membership Status. Note: The Executive Board should understand the need for granting as few leave memberships as possible and then only after careful investigation of the individual case. Other means of resolving the situation should be exhausted before granting Emergency Financial/Medical Leave. Remember that granting an emergency leave does put a financial burden on the chapter budget.
- The need for Emergency Financial/Medical Leave should occur from some unforeseeable change in a member's life (e.g., change in family status such as death or loss of employment, loss of scholarship, or medical illness). Changes in family status that were foreseeable such as another sibling in college or losing a scholarship because of low grades are not adequate reasons.
- If a chapter approves a request for Emergency Financial/Medical Leave, it must conform to the following National Panhellenic Conference regulations:
  - Emergency Financial/Medical Leave is granted for one full school year, or from the request date to the end of the school year. Members may not return to active status until the beginning of the following school year.
  - Members on leave may not participate in the Formal Recruitment period, including Bid Day and shall not be counted in membership total.
  - The grades of Members on leave shall not be counted in comparative scholastic ratings.
  - Members on leave may have limited social activities. Note: members on leave may participate in chapter events ONLY at the invitation of the chapter and with the approval of the Executive Board. Appropriate activities would include Founders' Day or other special chapter celebrations; this does not include social events. Members on leave would be expected to pay an assessment for any expenses involved. Members on leave do NOT participate in regular chapter activities, nor should chapters allow members to attend a set number of activities per semester.
  - When an NPC sorority grants Emergency Financial/Medical Leave to any member on a given campus, that chapter shall place a copy of that permission on file with the local College Panhellenic and the Greek Advisor's Office.
- **Steps for Requesting Emergency Financial/Medical Leave:**
  - An application for Emergency Financial/Medical Leave must be completed by the member seeking Emergency Financial/Medical Leave. Once submitted it must be approved by the Executive Board. If approved by the Executive Board the application must be scanned and submitted via Pi Portal to Executive Office. Once the approved application is uploaded, the President or FVP can request leave status for the member on Pi Portal.
  - Request will be denied if all financial obligations are not paid, including the Delta Member Fee, Omega Fi Fee and any applicable House Corporation Fees. All financial obligations must be paid in full. With permission of the Collegiate Province Director, a payment plan may be established.
  - Executive Office will process the approved request if all requirements have been met.

- Executive Office will send an email stating that Emergency Financial/Medical Leave has been granted to the member with copies to the chapter and file copies for Executive Office.
- Members are considered active until such time as Executive Board grants Emergency Financial/Medical Leave. Until this time, a member seeking Emergency Financial/Medical Leave is responsible for all requirements of membership, including financial and attendance obligations.
- Any member still enrolled in college the year following Emergency Financial/Medical Leave must return to the chapter as an active member or must apply for and be granted another year of leave status. Failure to do so may result in membership cancellation.

## Affiliate Membership

An affiliate is an initiated member of any chapter who transfers to another college campus and becomes a member of that chapter.

A member transferring to a college where a chapter is located **may be invited** to become a member of that chapter providing:

- She meets the qualifications of an affiliate member which are:
  - Was a member in good standing at her chapter of initiation.
  - Has all financial obligations to her chapter of initiation paid in full.
  - Has acceptable scholarship, as determined by the chapter of affiliation.
  - Meets any local Panhellenic rules of the new campus.
  - Meets all local chapter requirements as stated in the Chapter Bylaws.
- She has completed a Transfer Approval Form and has received a favorable recommendation from her chapter of initiation.
- She receives a favorable vote from the chapter of affiliation. **Note: A chapter may not vote to affiliate a member until they have received a Transfer Approval form with a favorable recommendation from the chapter of initiation.**
- She has accepted the obligations of membership of the chapter of affiliation.

## Transfer Procedure

- The member completes a Transfer Approval Form and sends it to her chapter of initiation.
- The chapter of initiation verifies that the member was in good standing and has no financial indebtedness to the chapter, and the Chapter President completes and signs Section I of the form. **Note: If for any reason the chapter does not favorably recommend the member, it should notify the Collegiate Province Director before sending the transfer form to the new chapter.**
- The form is sent to the chapter of affiliation.
- The chapter of affiliation votes upon affiliating the member. If the vote is favorable, the Chapter President completes Section II of the form and sends copies to Executive Office and the Collegiate Province Director.
  - In accordance with NPC regulations, a member may be affiliated even if the chapter is at Total.
  - The member does not attend Chapter Meetings, nor does she have voice or vote in Membership Selection Sessions until the transfer process is complete.
  - Should a member transfer to a campus where there is a chapter, and should the member not wish to affiliate, the chapter, if it wishes, may invite the member to selected chapter functions.
  - Alpha memberships do not transfer to another campus. This is a regulation of the National Panhellenic Conference.
  - Privileges of Affiliate Membership
- The privileges of affiliate membership are the same as those of Delta membership.
- An affiliate member may wear the Greek letter(s) guard pin of her chapter of initiation or affiliation or both.

## Responsibilities of Affiliate Membership

- The responsibilities of an affiliate member are the same as for any other member of the chapter and they have the same responsibility to the International Organization.
- When the transfer is complete, the affiliate member assumes all financial obligations of the chapter of affiliation, including its Corporation Fee or Housing Fund Fee, if applicable.
  - The Corporation may have a provision for pro-rating the Corporation Fee or Housing Fund Fee for an affiliate member, but may also assess the full amount.
  - An affiliate member does not receive a refund from the Corporation or Housing Fund from her chapter of initiation.
- Responsibilities of Affiliate Membership with a Colony

Members transferring to a campus where a colony exists may affiliate after the charter is granted and the colony becomes a chapter. The Leadership Consultant assigned to the new chapter, the Province Director, and the District Team Director shall provide a recommendation to Grand Council concerning whether to accept an affiliate into the new chapter. If Grand Council votes to accept the affiliate, the Leadership Consultant assigned to the new chapter should complete Section II of the Transfer Approval Form and send a copy to Executive Office and a copy to the Collegiate Province Director.

## Alumna (Pi) Membership

An alumna is an initiated member whose matriculated class has completed four years of college, who is no longer enrolled as an undergraduate, or who is in her fifth-year of school and has not applied for continuing Delta membership.

- Privileges of Alumna Membership
  - Eligible to participate in the Jewel Degree Ceremony.  
**Note: Graduating seniors in good standing or alumnae members may participate in the Jewel Degree. Fourth year seniors applying for fifth year status as well as members who have been granted Emergency Financial/Medical Leave status may not participate in Jewel Degree. All financial obligations must be paid in full before participating in Jewel Degree. Participation in this ceremony does not automatically make a Delta member an alumna.**
  - May join an alumnae association.
  - May serve as an advisor to a collegiate chapter.  
**Note: All advisor appointments are made by the Collegiate Province Director with the approval of the District Team Director.**
  - May serve as an International Officer.
  - Eligible to apply for graduate or continuing education scholarships and Clasp Hands Fund grants from the Alpha Delta Pi Foundation, Inc.
  - May submit Potential Member Profiles to Alpha Delta Pi chapters.
  - May participate in the 10-Year Ceremony and wear the ten year pin after 10 years of membership.
  - May participate in the 25-Year Ceremony and wear the twenty-five year pin after 25 years of membership.
  - May participate in the 50-Year Diamond Circle Ceremony and wear the Diamond Circle pin after 50 years of membership.
  - May participate in the 60-Year Ceremony after 60 years of membership.
  - May receive special recognition from the sorority after 75 years of membership.
- Responsibilities of Alumna Membership
  - Support the Alpha Delta Pi operating budget by paying annual ReMember International Alumnae Dues.
  - Support the educational and charitable programs of Alpha Delta Pi through annual donations to the Alpha Delta Pi Foundation, Inc.
  - Support Alpha Delta Pi through alumnae association involvement and/or work with a collegiate chapter.



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

SECTION V: CHAPTER BYLAWS AND STANDING RULES

# Introduction

All chapters shall have Chapter Bylaws and Standing Rules that supplement the rules and regulations found in the *Chapter Operations Book* and other official manuals of Alpha Delta Pi. Chapter Bylaws and Standing Rules should contain rules and regulations that govern the chapter on a local level. They should cover such areas as scholarship rules, financial regulations, rules concerning participation, and housing requirements, where applicable.

Chapter Bylaws and Standing Rules may not conflict with the Bylaws of Alpha Delta Pi, international rules, regulations and policies, or state, university, and local laws.

## Procedure for Chapter Bylaws and Standing Rules

Chapters must use the Chapter Bylaws and Standing Rules template on Pride Online.

The Chapter Bylaws and Standing Rules Committee shall review Chapter Bylaws and Standing Rules annually, and a draft of proposed changes shall be submitted to the Collegiate Province Director for approval by March 1. After receiving Collegiate Province Director approval, proposed bylaw changes shall be presented to the chapter for a vote. A final, approved copy of the Chapter Bylaws and Standing Rules shall be submitted to the Chapter Advisor and Collegiate Province Director by April 15. The Chapter Bylaws and Standing Rules should indicate the date of revision. See this manual for more information on the Bylaws Committee.

Chapter Bylaws and Standing Rules may be amended at any Chapter Meeting by a two-thirds vote of the eligible members present and voting, where a quorum is present, providing the intended amendment has been presented in the meeting one week prior to the vote.

Any amendment of Chapter Bylaws and Standing Rules shall be in full force and effect from and after the date of its approval by the chapter and the Collegiate Province Director.

Any changes in fee structure approved at Grand Convention should be properly reflected in the Chapter Bylaws and Standing Rules and promptly implemented.

A chapter should have a copy of the Chapter Bylaws and Standing Rules available for its members.

**Copies of local Chapter Bylaws and Standing Rules are not to be released to the college or university administration, or to any non-member or organization without the consent of the Collegiate Province Director and District Team Director.**



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

SECTION VI: OFFICERS AND RESPONSIBILITIES

# Officer Structure

A chapter's officer structure is determined by the size of the chapter.

- Chapters with 50 or fewer members or chapters approved by the assigned District Team Director and Collegiate Province Director shall use the Small Chapter Officer Structure.
- Chapters with 175 or more members or chapters approved by the assigned District Team Director and Collegiate Province Director shall use the Large Chapter Officer Structure.
- All other chapters shall use the Standard Chapter Officer Structure.

## Standard Chapter Officer Structure

**The offices printed in bold are members of the Executive Board and Executive Committee.** Offices are arranged in order of teams. **Please note that those offices with an asterisk (\*) indicate that the position is elected.** All other positions are appointed by the President with the approval of the Executive Board.

- **President\***
- **Executive Vice President\***
- Recording Secretary\*
- Corresponding Secretary\*
- Historian\*
- **Membership Education Vice President\***
- New Member Coordinator\*
- Guard\*
- Leadership Chair\*
- Alumnae Relations Chair
- **\*Recruitment and Marketing Vice President\***
- Formal Recruitment Chair\*
- Recruitment Information Manager
- Public Relations Chair\*
- **Finance Vice President\***
- Finance Assistant\*
- Property Manager\*
- Merchandise Chair\*
- **Director of Standards and Ethics**
- Chaplain\*
- Scholarship Chair
- Spirit Chair\*
- **Director of Social Enrichment**
- Philanthropy Chair\*
- Music Chair\*
- **Panhellenic Delegate**
- Chair of Special Events

## Small Chapter Officer Structure

The Small Chapter Officer structure is for chapters with 50 or fewer members or chapters approved by the assigned District Team Director and Collegiate Province Director shall use the Small Chapter Officer Structure.

**The offices printed in bold are members of the Executive Board and Executive Committee.** Please note that those offices with an asterisk (\*) indicate that the position is elected. All other positions are appointed by the President with the

approval of the Executive Board.

- **President\***
- **Executive Vice President\***
- **Membership Education Vice President\***
- **Recruitment and Marketing Vice President\***
- **Finance Vice President\***
- Property Manager\*, if chapter has group housing
- **Director of Standards and Ethics**
- **Director of Social Enrichment**
- **Panhellenic Delegate**

## Responsibilities of Officers

- The President shall fulfill the duties of the President set forth hereafter as well as the essential duties of Leadership Chair.
- Executive Vice President shall fulfill the duties of Executive Vice President set forth hereafter as well as the essential duties of Recording Secretary and Corresponding Secretary.
- The Membership Education Vice President shall fulfill the duties of the Membership Education Vice President set forth hereafter as well as the essential duties of New Member Coordinator.
- The Recruitment and Marketing Vice President shall fulfill the duties of the Recruitment and Marketing Vice President set forth hereafter as well as the essential duties of Formal Recruitment Chair and Public Relations Chair.
- The Finance Vice President shall fulfill the duties of Finance Vice President set forth hereafter as well as the essential duties of the Merchandise Chair and the Recruitment Information Manager.
- The Director of Standards and Ethics shall fulfill the duties of Director of Standards and Ethics as set forth hereafter as well as the essential duties of Scholarship Chair, Chaplain, and Guard.
- The Director of Social Enrichment shall fulfill the duties of Director of Social Enrichment as set forth hereafter as well as the essential duties of Alumnae Relations Chair.
- The Panhellenic Delegate shall fulfill the duties of Panhellenic Delegate as well as the essential duties of Philanthropy Chair.
- The Property Manager shall fulfill the duties of Property Manager.

Every member of the chapter shall serve on at least one-chapter committee as set forth hereafter in this manual.

## Large Chapter Officer Structure

The Large Chapter Officer Structure is for chapters with 175 or more members or chapters approved by the assigned District Team Director and Collegiate Province Director shall use the Large Chapter Officer Structure.

The Large chapters shall have all the Standard Chapter Offices plus the additional offices listed below. The offices with an asterisk (\*) are filled by elections. The offices without an asterisk are filled by appointment of the president with the approval of the Executive Board.

- A. Sisterhood Chair\*
- B. Community Service Chair\*
- C. Social Media Chair\*
- D. Chairs of Specific Responsibility (e.g. Greek Relations Chair, Intramurals Chair, Ronald McDonald House Chair, Sign Chair, Recycling Chair)

## Responsibilities of Chapter Officers

### **President\***

- Acts as the Chief Executive Officer of the chapter; assumes responsibility for the strategic direction of the chapter.
- Ensures that all Alpha Delta Pi policies and procedures are implemented, giving special attention to the Statements of Policy and Emergency Procedures that appear in this manual.
- Serves as a role model and is proactive, giving such counsel as may be necessary to ensure the harmony and prosperity of the chapter.
- Serves on Executive Committee and as chair of the Executive Board.
- Calls and presides at Chapter and Executive Board Meetings, and may vote on all matters. Also calls special meetings with the approval of the Executive Committee.
- Is familiar with parliamentary procedure and decides all questions of order.
- Signs the minutes of the Chapter Meetings and Executive Board Meetings, and any other special meetings at which she presides.
- Represents the chapter on campus and in Panhellenic as appropriate.
- Reports any Panhellenic/Campus infraction to the Collegiate Province Director and Panhellenic Relations Director.
- Appoints all appointed officers and committee chairs, with the approval of the Executive Board.
- Installs the chapter officers.
- Serves on the Standards Council, Recruitment Management Committee, and Finance Committee; serves as an ex-officio member of all other committees and has a vote in same.
- Is responsible for the safekeeping and secrecy of the *Ritual Book*, and conducts all chapter rituals.
- Assists the Guard, Membership Education Vice President, and New Member Coordinator with the Initiation Preview Workshop for Alpha members.
- Assists the Membership Education Vice President, Guard, and New Member Coordinator with the Ritual Review Workshop conducted within two weeks of Initiation.
- Understands the overall financial management of the chapter.
  - Reviews the Chapter Financial Responsibility Criteria with the Finance Vice President.
  - Reviews incomes and expenses and compares them with the projected budget.
  - Signs contracts on behalf of the chapter with the approval of the Executive Board. **Note: The President is the only chapter officer authorized to sign contracts. No multi-year contracts may be signed with the exception of a two-year contract with a composite provider if the company is a licensed vendor.**
  - Any contract involving a financial obligation greater than \$3,000 must be approved by the Collegiate Province Director.
  - Any contract greater than \$6,000 must be reviewed by an attorney.
  - Reviews accounts receivable monthly and ensures that appropriate actions are taken.
  - Ensures that the Finance Vice President pays all bills promptly. Any delinquent bills owed to the international organization will make the chapter ineligible for awards and cause them to lose their voice and vote at Grand Convention.
- Serves the chapter as its official delegate to Grand Convention in odd-numbered years.
  - Makes a written report to all chapter members and advisors of the business and proceedings of Grand Convention and Leadership Seminar and sends copies to each chapter member, each advisor, the International President, International Vice Presidents of Collegiate Membership, District Team Director, and the Collegiate Province Director.
  - Disseminates the informational materials distributed at Grand Convention and Leadership Seminar to the appropriate chapter officers and alumnae advisors.
  - Ensures that any changes in fee structure approved by the Grand Convention body are promptly implemented and that these changes are promptly reflected in the chapter bylaws.
  - Should she not return to school in the fall, or fail to complete her term in office, she MUST reimburse both the chapter and the international organization for all incurred expenses.
- Serves as a voting member of the House Corporation Board, if applicable.
- Completes the Chapter Goals Form.
- Appoints, with the approval of the Executive Board, the Bylaws and Standing Rules Revision Committee to review

the Chapter Bylaws and Standing Rules.

- Is responsible for courtesy and scheduling for all visiting International Officers and Leadership Consultants.
- Communicates at least weekly with the Chapter Advisor and on a regular basis with the Collegiate Province Director.
- Is responsible for signing the following forms (therefore acknowledging that she agrees with their accuracy):
  - Event Planning form
  - Inactive Membership Status Request Checklist
  - Transfer Approval
  - Standards forms
- Keeps the Collegiate Province Director advised of the relationship between the advisors and the chapter.
- Meets regularly with the Executive Vice President to discuss the general operations of the chapter.
- Investigates the reason for the release of any Alpha member.
- Writes an acknowledgment letter to the mother, grandmother, or sister of each legacy immediately upon receipt of the Legacy Introduction Form.
- Presides at Formal Standards Hearings.
- Memorizes her part in the Initiation Ceremony.
- Maintains and updates her officer materials.
- Sets personal goals for the office of President and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.

#### **Executive Vice President\***

- Serves in the absence of the President. Should the office of President become vacant, the Executive Vice President does not automatically become President; an election is held for the office of President.
- Is a member of the Executive Committee and the Executive Board.
  - Is responsible for taking minutes at these meetings.
  - Copies of the Executive Board minutes must be distributed to the District Team Director, Collegiate Province Director, and Chapter Advisor within 48 hours of the meeting.
  - Copies of the Executive Committee minutes must be distributed to the Collegiate Province Director and the Chapter Advisor within 48 hours of the meeting.
  - Maintains a copy of these minutes for the chapter files.
- Reports to the chapter on business conducted in Executive Committee and Executive Board meetings.
- Functions as a liaison between the chapter and the international organization.
  - Ensures all forms and required correspondence are completed by the appropriate officers and boards as instructed. The Executive Vice President is responsible for mailing all forms and reports, except the financial reports.
  - Is familiar with all International and Executive Office operating procedures.
  - Orders supplies from Executive Office.
- Sees that the Recording Secretary keeps chapter minutes in order and complete.
  - The Executive Vice President sends the Chapter Meeting minutes within 48 hours to the Collegiate Province Director and chapter advisors.
- Verifies the Finance Vice President sends financial reports on schedule.
- Functions as the liaison between the chapter and alumnae advisors.
  - Notifies the advisors well in advance of all activities they need to or may wish to attend.
  - Ensures each officer is communicating with her advisor on a regular basis, preferably weekly when school is in session.
  - Sees that each advisor signs all of the appropriate forms associated with the chapter offices they supervise.

- Keeps the Chapter President and Collegiate Province Director informed of the relationship between officers and their advisors.
- Sets up and maintains the chapter files.
  - Keeps copies of all chapter correspondence to the International Officers and others for at least four years.
  - Keeps a file of all letters and correspondence received by the chapter for at least four years.
  - Keeps copies of all completed forms, updates, codes, bylaws, programs, and orders sent by the chapter for at least four years.
  - Files chapter minutes which are kept forever.
  - Files Executive Committee and Executive Board minutes for at least four years.
- Is familiar with all the requirements for Chapter Awards.
  - Keeps Awards Tracking Record up-to-date and reports to Executive Board and the chapter on status.
- Ensures the chapter's Charter is properly cared for and displayed.
- Is familiar with the information in the *Chapter Operations Book*, as well as the Alpha Delta Pi Bylaws and local Chapter Bylaws.
- Within 10 days of the start of the fall term and within 48 hours of officer installation in the spring and at other times, as necessary, submit relevant information concerning chapter officers, members of the Advisory board, faculty advisor, campus advisor, Fraternity/Sorority advisor, and chapter calendar through Pi Portal.
- Has main responsibility for scheduling, planning, and conducting the Officer Transition Workshop outlined in this manual.
- Memorizes her speaking part in the Initiation Ceremony.
- Communicates weekly with the Chapter Advisor.
- Sets personal goals for the office of Executive Vice President and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.

#### Recording Secretary\*

- Serves as a member of the Administrative team to ensure the efficiency of chapter operations.
- Records and prepares minutes of chapter meetings which the Executive Vice President copies and sends to the Collegiate Province Director and the Chapter Advisor within 48 hours of the meeting. Ensures that absent chapter members read and sign a copy of the minutes.
- Reads minutes of the last meeting at chapter meetings and makes corrections, if applicable.
- Calls roll at meetings and keeps a record of attendance.
- Memorizes her speaking part in the Initiation Ceremony.
- Maintains and updates her officer materials.
- Sets personal goals for the office of Recording Secretary and works toward their accomplishment.

#### Corresponding Secretary\*

- Serves as a member of the Administrative team to ensure the efficiency of chapter operations.
- Makes copies of all forms, reports, and letters in the appropriate numbers as directed by the Executive Vice President.
- Reads or posts general chapter correspondence received, as appropriate.
- Sends acknowledgment cards or electronic acknowledgements to alumnae who submitted Legacy Introduction Forms and Potential Member Profiles received at least one week prior to the beginning of formal recruitment. Legacy Introduction Forms and Potential Member Profiles received less than one week prior to the beginning of formal recruitment must be acknowledged within two weeks of Bid Day. All alumnae who sent Legacy Introduction Forms and Potential Member Profiles for women who pledged shall be invited to initiation with the invitation to be sent at least 4 weeks prior to initiation.
- Sends thank-you notes to advisors, alumnae, and International Officers for assistance.
- Sends thank-you notes and letters of congratulations to other Greek organizations, university officials, etc. as appropriate.

- Uses the proper stationery and the proper form for all correspondence and invitations. (Chapter stationery and acknowledgment cards must comply with the *Alpha Delta Pi Visual Identity and Branding Guide*.)
- Maintains and updates her officer materials.
- Sets personal goals for the office of Corresponding Secretary and works toward their accomplishment.

#### Historian\*

- Serves as a member of the Administrative team to ensure the efficiency of chapter operations.
- Maintains and updates the chapter scrapbook.
- Prepares special displays as appropriate (i.e. homecoming, chapter anniversaries, reunions, etc.)
- Helps present the Chapter History Unit at Alpha Member Education Sessions if requested by the New Member Coordinator.
- Maintains and updates her officer materials.
- Sets personal goals for the office of Historian and works toward their accomplishment.

#### Membership Education Vice President\*

- Acts as the primary educator of the chapter, leading a team which assumes responsibility for all chapter internal and external educational activities. Supervises the chapter's Membership Development Programs.
- Serves as a member of the Executive Committee and Executive Board.
- Serves as chair of the Membership Education Team and manages all functions of the team.
- Plans Membership Education Team meetings on a monthly or bi-monthly basis.
- Ensures the members of the Membership Education Team perform their responsibilities with the utmost efficiency and effectiveness.
- Plans and executes Chapter Retreat.
- Coordinates the Pride Program (if applicable), with the assistance of the Membership Education Team and Pride Leaders.
  - Assigns members to Prides. Prides may change on a semester/term basis.
  - Assigns Pride Leaders with the approval of the Membership Education Advisor.
  - Monitors Pride activities and organizes coordinated activities as necessary (e.g., assisting the New Member Coordinator with Alpha Member Education Sessions, the Guard with Diamond Days, etc.)
- Implements Diamond Development Program with the assistance of the Membership Education Team. More information and detailed instructions can be found in the *Total Membership Education Manual*.
- Ensures the execution of all Diamond Development Plans and the chapter's preparedness to successfully implement.
- Assists the Guard, New Member Coordinator, and President with the Initiation Preview Workshop for Alpha members.
- Assists the Guard with the Ritual Review Workshop for the entire chapter once a year and a review with new initiates after every Initiation.
- Reads pertinent special mailings and implements any changes and requests as instructed.
- Communicates weekly with the Membership Education Advisor.
- Ensures all required forms and correspondence are submitted appropriately as indicated in the *Total Membership Education Manual*.
- Is responsible for completing the following forms and reports:
  - Diamond Development Plan
  - Total Membership Education monthly report
- Maintains and updates officer materials.
- Sets personal goals for the office of Membership Education Vice President and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.
- Uses Membership Education Team, Membership Education Advisor, and chapter members to identify relevant chapter programming.

- Ensures the Membership Education Team operates within the chapter budget allotment and under the requirements of licensed vendors.
- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### New Member Coordinator\*

- Serves as a member of the Membership Education Team.
- Attends Membership Education Team meetings on a monthly or bi-monthly basis.
- Prepares, with the assistance of the Guard and Membership Education Vice President, the Alpha Member Education Section of the Diamond Development Plans. This is due to the Membership Education Advisor, Collegiate Province Director, and Total Membership Education Director twice a year. This includes Diamond Days Plans, and local supplemental pages to the Alpha Member Packet. ***Plans must be approved by Executive Board.***
- Ensures the execution of all Alpha Member Education Plans and the chapter's preparedness to successfully implement.
- Coordinates the education of all new members with the assistance of the Membership Education Team and Pride Leaders, if applicable.
- Works with the Director of Standards and Ethics to ensure all new Alpha members sign the Standards Code of Alpha Delta Pi.
- Works with the Membership Education Vice President to plan the Full Chapter Retreat, which is to be held within 5 weeks of Bid Day for the 8 and 10 week programs and 14 days for the 6 week Alpha program, as well as other chapter retreats as needed for each new Alpha class.
- Coordinates the Diamond Sister Program with the assistance of the Membership Education Team. Diamond Sisters will be assigned and revealed no later than 3 weeks from Bid Day for the 8 and 10 week programs and 2 weeks from Bid Day for the 6 week program.
- Plans and facilitates training for all potential Diamond Sisters prior to Recruitment. Includes the signing of the Diamond Sister Commitment form.
- Ensures that Delta member Diamond Sisters send letters to the parents/guardians of their Alpha member Diamond Sister immediately after she becomes an Alpha member.
- Organizes Alpha Member Booklets. These are sent annually from Executive Office prior to recruitment. If more are needed throughout the year, the chapter can submit additional orders on Pride Online.
- Creates Local Supplemental Pages and adds them to the Alpha Member Booklet. These pages should be added to the Alpha Member Booklet before it is given to Alpha members on Bid Day. A supplemental Alpha Member Booklet can be found on Pride Online.
- Ensures all initiation fees and requirements have been submitted.
- Plans and delivers the Initiation Preview Workshop prior to every Initiation for Alpha members with the assistance of the Guard, President, and the Membership Education Vice President.
- Assists the Guard with delivering the Initiation Preview Workshop prior to Initiation.
- Assists the Membership Education Vice President, Guard, and President, with the Ritual Review Workshop for the entire chapter once a year.
- Assists the Guard in conducting the Ritual Review Workshop with new initiates after every Initiation (within 2 weeks).
- Memorizes her part in the Initiation ceremony.
- Reads pertinent special mailings and implements any changes and requests as instructed.
- Communicates weekly with the Membership Education Advisor while there are Alpha members in the chapter.
- Ensures all required forms and correspondence are submitted appropriately as indicated in the *Total Membership Education Manual* (also submits all forms to the Executive Vice President).
- Is responsible for completing forms and reports pertaining to her office. Please see the *Total Membership Education Manual* for more information and detailed instructions.
- Maintains and updates officer materials.
- Sets personal goals for the office of New Member Coordinator and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.
- Ensures the Alpha Education programs operate within the chapter budget allotment and under the requirements of licensed vendors.

- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### Guard\*

- Serves as a member of the Membership Education Team.
- Attends Membership Education Team meetings on a monthly or bi-monthly basis.
- Responsible for the preparation for all meetings and Rituals.
- Ensures that preparation for Ritual coincides with the *Ritual Book*.
- Ensures that all members are admitted correctly (including appropriately dressed) to all meetings.
- Acts as Sergeant-at-Arms during meetings, including Membership Selection Sessions, removing members from the meetings as needed.
- Assists the President with the implementation of parliamentary procedure.
- Collects all written ballots (when needed).
- Responsible for the safekeeping and secrecy of the chapter Ritual Paraphernalia. Be sure to keep all materials organized and in good condition.
- Prepares an annual inventory of the Ritual Paraphernalia.
- Works with the Executive Board to schedule and budget replacement of Ritual Paraphernalia, as needed.
- Educates the Alpha members and Delta members on our ritual and prepares them for ceremonies and chapter meetings.
- Plans and conducts the Initiation Preview Workshop prior to every Initiation for Alpha members with the assistance of the New Member Coordinator, President, and Membership Education Vice President.
- Presents the Ritual Review Workshop for the entire chapter once a year.
- Conducts a Ritual Review Workshop with new initiates after every Initiation (within 2 weeks).
- Reads pertinent special mailings and implements any changes and requests as instructed.
- Communicates weekly with the Membership Education Advisor.
- Is responsible for completing the following forms and reports:
  - Assists the Membership Education Vice President with the Diamond Development Plan.
  - Assists the New Member Coordinator with the Alpha Education section of the Diamond Development Plan.
  - Paraphernalia Update.
- Maintains and updates officer materials.
- Sets personal goals for the office of Guard and works toward their accomplishment.
- Ensures the Ritual Paraphernalia order is within the chapter budget allotment.
- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Attends District Leadership Conference, if applicable.

#### Leadership Chair\*

- Serves as a member of the Membership Education Team.
- Attends Membership Education Team meetings on a monthly basis.
- Prepares, with the assistance of the Membership Education Vice President, the Diamond Development Planning Outline. This is due to the Membership Education Advisor, Collegiate Province Director, and Total Membership Education Director twice a year. ***Plans must be approved by Executive Board.***
- Ensures the execution of all Diamond Development Plans and the chapter's preparedness to successfully implement.
- Coordinates the education of all members with the assistance of the Membership Education Team.
- Works with the Membership Education Vice President to plan the Chapter Retreat.
- Ensures members are informed on involvement opportunities (clubs, honor societies, committees, etc.) available on the campus and in the community.
- Works closely with the Executive Committee to create a program providing opportunities for developing the talents of the membership and increasing the chapter's participation in all areas of campus life.

- Integrates leadership enrichment opportunities into the chapter calendar. Posts applications to join organizations and dates they are due.
- Works with the chapter's Panhellenic Delegate and the campus Panhellenic Council to encourage and create participation.
- Educates members on the Dorothy Shaw Leadership Award and encourages members to apply.
- Educates members on applying for Leadership Consultant positions.
- Keeps the Leadership Transcript form up-to-date (as a current list of members and what organizations they are involved with).
- Announces at chapter meetings and via e-mail all upcoming application deadlines for campus activities and honors as well as all honors and/or awards won by Alpha or Delta members.
- Incorporates all major campus activities into the chapter calendar.
- Reads pertinent special mailings and implements any changes and requests as instructed.
- Communicates weekly with the Membership Education Advisor.
- Is responsible for completing the following forms and reports:
  - Assists with the Diamond Development Plan twice a year.
  - Maintains the Leadership Transcript for the chapter.
- Maintains and updates officer materials.
- Sets personal goals for the office of Leadership Chair and works toward their accomplishment.
- Attends District Leadership Conference for specific job training, if applicable.
- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### Alumnae Relations Chair\*

- Serves as a member of the Membership Education Team which assumes responsibility for chapter recruiting, marketing, and public relations.
- Serves as the chair of the Alumnae Relations Committee and leads committee meetings.
- Emails a letter of introduction to the Alumnae-Collegiate Relations Director at the beginning of her term and communicates with her regularly.
- Oversees production of a chapter newsletter for distribution to chapter alumnae, in either print or electronic format twice per year, with copies to *The Adelphean* Editor, International Vice Presidents of Collegiate Membership, International Vice President of Alumnae Membership, District Team Director, Collegiate Province Director, Alumnae-Collegiate Relations Director, and the Archivist at Executive Office. **Note: The use of “newsletter services” is strongly discouraged. Many “newsletter services” are expensive and/or solicit alumnae for donations which may diminish the donations the alumnae would otherwise make directly to the chapter or the Alpha Delta Pi Foundation, Inc.**
- Complete the Alpha Connections Program **within 15 days** of any Alpha Ceremony by obtaining hometown contact information for each new Alpha from Pi Portal, and notifying all alumnae associations in the corresponding home state.
- Plans special activities honoring and recognizing Seniors by preparing the Senior Experience Plan (due April 1st for the following school year) for approval by the Executive Board, and submitting the Plan to the Alumnae-Collegiate Relations Director and Collegiate Province Director. Implements the activities in the approved Senior Experience Plan, provides seniors with campus and sorority resources to support their transition, and holds the Senior Meeting and Pi Transition Workshop for all senior members.
- Contacts alumnae to coordinate the Jewel Degree for qualified members. Seniors graduating at the end of the term and members in good standing who either have completed or are in the process of completing their fourth year in college and are not applying for fifth year status may participate in the Jewel Degree ceremony.
- Assist the EVP to ensure all graduating Seniors update their contact information through Pi Portal.
- Complete the Senior Connections Program **within 15 days** of the Pi Transition Meeting by obtaining where each senior will be living after graduation from Pi Portal and notifying all alumnae associations in the corresponding states.
- Emails letter of introduction to the local alumnae association (if applicable) and maintains monthly communication

with the association during the school year and informs the association of chapter activities. Coordinates activities between the chapter and the association and/or alumnae of the chapter.

- Attends local Alumnae Association meetings when applicable.
- Acknowledges all alumnae involvement with a thank-you note in a timely fashion.
- Invites alumnae to assist with Spirit Week, Recruitment, Bid Day, Diamond Days, etc. in a timely fashion.
- Educates the chapter on the positive impact alumnae relations have on Recruitment as a year-round process.
- Works with the Membership Education Vice President to educate the chapter on Alpha Delta Pi membership as a lifetime experience.
- Ensures the effective transition of the new officer at the conclusion of the term in office.
- Maintains and updates officer notebook and materials.
- Attends District Leadership Conference, if applicable.
- Sets personal goals and works toward their accomplishment.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

### Recruitment and Marketing Vice President\*

- Serves as a member of the Executive Committee and Executive Board.
- Manages the Recruitment and Marketing Team. This team assumes responsibility for chapter recruiting, marketing, and public relations. This team incorporates philanthropy, alumnae, chapter activities, and positive public relations into the year-round chapter recruitment program.
- Leads the Recruitment and Marketing Team in the development of the Strategic Marketing Plan, ensures it is approved by the Executive Board and submits it to the appropriate Recruitment and Marketing Director.
- Educates the chapter on Recruitment as a year-round process and the need to continuously market the chapter.
- Ensures the chapter continues efforts to reach and maintain Quota and Total, as necessary.
- Communicates and evaluates progress of the Recruitment and Marketing Team to the chapter Executive Board and the Recruitment and Marketing Director in Monthly Recruitment Updates.
- Plans Recruitment and Marketing Team meetings on a bi-monthly basis (2 meetings per month) at minimum.
- Ensures the completion of all recruitment plans and ensures chapter's preparedness to successfully implement.
- Ensures all required Recruitment forms and correspondence are submitted appropriately as indicated in the Forms and Timeline section of the *Recruitment and Marketing Manual*.
- Works closely with the Recruitment and Marketing Advisor, Panhellenic Delegate, and Recruitment and Marketing Director, in addition to the Recruitment and Marketing Team and New Member Coordinator for Continuous Open Recruitment/Continuous Open Bidding efforts.
- Responsible for Continuous Open Recruitment planning events and getting paperwork approved by Recruitment and Marketing Director.
- Conducts the Marketing Assessment.
- Ensures the Recruitment and Marketing Team operates within the chapter budget allotment and under the financial restrictions of the campus Panhellenic Council.
- Meets all legacies during Formal Recruitment.
- Plans Bid Day activities for Continuous Open Recruitment, with the assistance of the Recruitment team. ***Plans must be approved by Executive Board.***
- Maintains communication with the Recruitment and Marketing Director and Recruitment and Marketing Advisor.
- Member of the Recruitment Management Committee.
- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Maintains and updates the officer materials, files, and records.
- Attends District Leadership Conference for specific job training.
- Sets personal goals and works toward their accomplishment.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

### Formal Recruitment Chair\*

- Serves as a member of the Recruitment and Marketing Team which assumes responsibility for chapter recruiting, marketing, and public relations. This team incorporates philanthropy, alumnae, chapter activities, and positive public relations into the year-round chapter recruitment program.
- Plans, organizes, and implements the chapter's Formal Recruitment Plan and Pi Packet.
- Plans Formal Recruitment Bid Day
- Prepares and submits the Formal Recruitment Plan and Pi Packet to the Recruitment and Marketing Director for the District after it has been approved by the Recruitment and Marketing Team and Executive Board.
- Attends Executive Board and Executive Committee meetings, as needed.
- Conducts the chapter's evaluation of the Formal Recruitment process and completes the Formal Recruitment Evaluations (Formal Recruitment Update, Formal Recruitment Comprehensive Evaluation, Master Alpha and Delta Formal Recruitment Evaluations).
- Represents chapter at campus Panhellenic Recruitment meetings.
- Recruits and manages a team of day chairs that includes event chairs, skit chair, and purchasing chair, as necessary.
- Holds regular meetings with team.
- Plans and implements Funshops and training for the chapter.
- Plans, organizes, and implements Spirit Week with assistance of chapter Spirit Chair.
- Creates rotation groups.
- Meets all legacies in Formal Recruitment.
- Member of the Recruitment Management Committee.
- Ensures an effective transition for the new officer at conclusion of the term in office.
- Maintains and updates the officer manual, files, and records.
- Attends District Leadership Conference for specific job training.
- Sets personal goals and works toward their accomplishment.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### Recruitment Information Manager

- Runs Membership Selection Sessions and ensures ritual is followed.
- Provides information about the Potential New Members to the chapter.
- Explains and abides by the Alpha Delta Pi Legacy Policy.
- Ensures Legacy Introductions are acknowledged within two weeks of receipt.
- Manages the Tabulation Team, Pre-rating, Membership Selection Sessions, Party List, Party Matching and Bid Lists.
- Assists with completion of the Formal Recruitment Evaluation.
- Ensures the chapter acknowledges receipt of each Potential Member Profile within two weeks of receipt.
- Works with advisors to safely dispose of confidential information following Formal Recruitment.
- Member of the Recruitment Management Committee.
- Ensures an effective transition of the new officer at the conclusion of the term in office.
- Maintains and updates the officer manual, files, and records.
- Attends District Leadership Conference when applicable.
- Sets personal goals and works toward their accomplishment.
- Follows guidelines set in Alpha Delta Pi Graphics Standards Handbook when using Alpha Delta Pi brand, logo, or slogan (First. Finest. Forever. Since 1851).
- Educates and trains chapter on the rating system including how to properly rate a potential new member utilizing the chapter's needs assessment.
- Overseas strategic matching of all potential new members with chapter members during formal recruitment.
- Ensures familiarity with Campus Director, ICS, or other recruitment management software used by campus.
- Ensures the chapter is trained on rating software if applicable.
- Manages and maintains master tabulations spreadsheet.
- Needs proficiency in Excel. Skills required include, but are not limited to, sorting, filtering, moving full columns or rows of data, and creating basic formulas.
- Ensures nightly formal recruitment statistics spreadsheet is completed and submitted to on time.

- Assists with the matching of new members and chapter members (such as “Bid Day Buddies”).
- Report at weekly chapter meetings as necessary
- Oversee Membership Selection Sessions

#### Public Relations Chair\*

- Serves as a member of the Recruitment and Marketing Team which assumes responsibility for chapter recruiting, marketing, and public relations. This team incorporates philanthropy, alumnae, chapter activities, and positive public relations into the year-round chapter recruitment program.
- Issues news releases to campus newspaper and local press when appropriate. Any news releases must be approved by the Collegiate Province Director. **Note: Chapters may not participate in any publication, radio, television, or video broadcasting or respond to any media request or answer questionnaires/surveys from any outside source without prior approval from the individual identified in the *Alpha Delta Pi Media Plan* posted on Pride Online under Chapter Officer Resource Center, Public Relations Chair>Shared Resources.**
- Reports chapter news and sends along with photos to the Chapter Editor of *The Adelphean*.
- Serves as a member of the Alumnae Relations Committee.
- Assists the Alumnae Relations Chair with the preparation of the chapter newsletter.
- Educates the chapter on the positive impact public relations has on Recruitment as a year-round process. Publicizes and markets Alpha Delta Pi and event information for all chapter events and offices including but not limited to chapter marketing, Continuous Open Recruitment/Continuous Open Bidding, social events, philanthropy projects, educational workshops, etc.
- Provides updates about sisters to the chapter on a weekly basis.
- Works with the Alumnae Relations Chair to promote activities of the chapter to the alumnae in a timely fashion.
- Submits the monthly PR Report to the District Recruitment and Marketing Director.
- Ensures effective transition of the new officer at conclusion of the term in office.
- Maintains and updates officer materials.
- Attends District Leadership Conference if applicable.
- Sets personal goals and works toward their accomplishment.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### Finance Vice President\*

- Acts as the financial manager for the chapter assuming responsibility for all aspects of chapter financial management and designated chapter-related property management.
- Serves as a member of the Executive Committee and Executive Board.
- Disburses checks to meet chapter expenses with available funds.
- Keeps accurate records of all financial transactions in the chapter register using OmegaFi, other third party billing agencies or software distributed by Executive Office.
- Ensures all chapter debts are paid promptly and proper documentation is collected and retained.
- Prepares the initial Chapter Budget and Revised Budget for Executive Board and chapter approval and submits them to the Chapter Finance Director by the designated due dates.
- Monitors officer budgets by printing and distributing monthly budget versus actual reports to all board members.
- Is responsible for submitting bank statements and any requested items by designated due dates to OmegaFi and Executive Office.
- Reviews the Event Planning form and signs her concurrence that the funds identified are available for the event.
- Ensures proper procedure for payment of badges is used via PiPortal. (See Online Badge Ordering instructions for OmegaFi and non-OmegaFi chapter billing.)
- Serves as voting member of the House Corporation Board, if applicable.
- Serves as chair of the Chapter Finance Team, which assumes responsibility for all aspects of financial and designated aspects of chapter-related property management.
- Communicates with the Finance Advisor weekly, and with the Chapter Finance Director and Housing Resource Director, as appropriate.
- Communicates with appropriate Executive Office personnel—Controller, Chapter Accountant, and Senior Financial

Accountant—as needed.

- Informs the Recording Secretary of those members who were granted Inactive Membership Status for financial reasons during the previous year so she may return them to the chapter roll if they are still enrolled in school.
- Maintains the chapter billing roster on OmegaFi or other third party billing agencies.
- Works with the EVP to ensure the billing roster in PiPortal matches the billing roster in OmegaFi or other third party billing agencies.
- Is the sole officer responsible for the Financial Delinquency Process ensuring initiation and completion of procedures for financial delinquency for members who are financially delinquent.
- Reviews financial obligations and collection procedures with Alpha and Delta members at the regularly throughout each school year.
- Is responsible for the following forms and reports:
  - Budget
  - Revised Budget
  - Any other forms or reports as required by Executive Office
- Reviews and adheres to the Financial Responsibility Criteria for Chapter Awards for the current year.
- Monitors Accounts Receivable and ensures proper collection procedures.
- Reports the financial status of the chapter to the Executive Board and to the chapter on a regular basis.
- Supervises duties of the Finance Assistant.
- Ensures an orderly and complete transition for the incoming Finance Vice President.
- Memorizes her part in the Initiation Ceremony and follows the reporting criteria of the FVP during a Chapter Business Meeting.
- Maintains and updates her officer notebook.
- Sets personal goals for the office of Finance Vice President and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.
- Fulfills other responsibilities as directed by the International Vice President of Finance, Chapter Finance Director, Executive Office, and/or the Finance Advisor.

#### Finance Assistant\*

- Serves as a member of the Chapter Finance team which assumes responsibility for all aspects of financial and designated aspects of chapter-related property management.
- Monitors officer budgets.
- Monitors passthrough activity and prepares the passthrough Reconciliation forms.
- Deposits any checks received into the chapter bank account under the direction of the Finance Vice President.
- Is encouraged to run for Finance Vice President for the following year.
- Maintains and updates her officer materials.
- Assists the Finance Vice President in other duties relating to the financial affairs of the chapter.
- Sets personal goals for the office of Finance Assistant and works toward their accomplishment.
- Attends District Leadership Conference if applicable.

#### Property Manager\*

- Serves as a member of the Chapter Finance Team which assumes responsibility for all aspects of financial and designated aspects of chapter-related property management.
- Serves as a voting member of the House Corporation Board, if applicable.
- Works closely with the House Director and meets with her weekly at a designated time.
- Notifies promptly the Finance and House Advisor and the House Corporation Board President when repairs are needed. Consults with the Housing Resource Director, if there is no House Corporation, on any major repairs or other facility projects.
- Coordinates with the Finance and House Advisor and House Corporation Board President to ensure that current leases provided by the international organization are used as Resident Leases.
- Drafts chapter-defined house rules, with House Corporation approval, which she brings to Executive Board and the

chapter for a vote.

- Ensures that house rules are enforced.
- Conducts fire drills at least twice a year (before October 15<sup>th</sup> and February 15<sup>th</sup>) with the assistance of the House Director, Finance/House Advisor, and university or local police or fire agency. Also, conducts any other emergency drills pertinent to the area (tornado, earthquake, hurricane, etc.)
- Drafts any changes to the rules for assigning rooms and presents rules to the Executive Board and chapter for a vote. Rooms should be assigned in a fair manner that discourages cliques and promotes harmony.
- Promotes awareness of the need for following basic security procedures, and monitors such procedures, such as exterior doors closed and locked at all times, key security, alarm system, periodic changing of locks, smoke detectors, and interior fire doors closed, etc.
- Updates the Chapter Inventory by reporting things that were lost/broken or stolen, as well as things that were purchased/replaced and/or updated. If a comprehensive chapter inventory has not been done, then creates one. This inventory can be photographed, written or even videotaped. Files it in the chapter files where future officers can find it. If the chapter has a House Corporation, the Chapter Inventory includes anything that is not an asset of the corporation (e.g., chapter awards). The House Corporation should keep a detailed list of all furniture and equipment owned by the corporation. **This inventory is done for insurance purposes and is not kept on a specific form.**
- Completes the Insurance Verification Form if no House Corporation exists and assists the House Corporation in completing the House Corporation Update form, if one exists.
- Works with the Finance/House Advisor and other officers, as necessary, to plan resident activities that enhance the living environment in the chapter house, thus encouraging members to live in the house.
- Understands that neither the chapter nor its House Corporation signs any lease, contract or obligation involving the rental, purchase, remodeling, redecoration, major repair, or building of a chapter house or the purchase of land without first communicating with the Housing Resource Director and obtaining the written consent of Grand Council.
- Lives in the chapter house or sorority section of a residence hall during her term in office, if applicable.
- Maintains and updates her officer materials.
- Sets personal goals for the office of Property Manager and works toward their accomplishment.
- Attends District Leadership Conference if applicable.

#### Merchandise Chair\*

- Serves as a member of the Chapter Finance Team which assumes responsibility for all aspects of finances and designated aspects of chapter related property management.
- Promotes use of licensed vendors to the chapter and individual members for:
  - Recruitment supplies (napkins, etc.)
  - Party favors (T-shirts, etc.)
  - Pride or chapter gifts to new initiates, seniors, advisors, etc.
  - Sorority clothes, mom and dad items, notecards, etc.
- Maintains and updates officer resource materials.
- Sets personal goals for office and works toward their accomplishment.
- Attends District Leadership Conference if applicable.

#### Director of Standards and Ethics

- Acts as the chapter leader for upholding the values and principles of Alpha Delta Pi; assumes responsibility for empowering members to hold each other accountable for their actions.
- Serves as a member of the Executive Committee and Executive Board.
- Serves as Chair of the Standards Team which assumes responsibility for empowering members to hold each other accountable for their actions.
- Serves as a member of the Chapter Recruitment Management Committee.
- Serves as the chair of the Standards Council, which is composed of the Director of Standards and Ethics, Chapter President, and an advisor, and holds standards council meetings with members as needed.

- Prepares the proper paperwork.
- Submits paperwork to the Executive Vice President for uploading to Pi Portal and maintains paperwork standard files.
- Is a role model in the areas of standards, ideals, and attitude.
- Ensures the members of her team perform their responsibilities with the utmost efficiency and effectiveness (see descriptions of Chaplain and Spirit Chair which follow).
- Is responsible for the annual review of the Standards Code.
  - Reviews and fully explains the Standards Code so all members have a clear understanding of its intent. Ensures that the Standards Code is signed by all Alpha members on the same day as the Alpha Ceremony. Signatures must be obtained immediately when new Alpha members are accepted.
- Reviews and fully explains the Alpha Delta Pi Policy regarding hazing so all Alpha and Delta members have a clear understanding of its intent. This must include a thorough discussion of hazing, with examples. Scavenger hunts are specifically listed as hazing by the National Panhellenic Conference. Any questions as to what might be construed as hazing should be directed to the Collegiate Province Director or the District Total Membership Education Director.
- Coordinates and administers any chapter positive point system, presenting any proposed changes to the system to the Executive Board for approval and then to the chapter for a vote.
- Reviews excuses with her team and jointly determines if the excuses are allowed as specified in the Chapter Bylaws. Notifies members whether they are excused or unexcused.
- Is proactive and reviews standards for expected behavior before social functions and special events.
- Maintains and updates her officer materials.
- Sets personal goals for the office of Director of Standards and Ethics and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.

#### Chaplain\*

- Serves as a member of the Standards Team which assumes responsibility for empowering members to hold each other accountable for their actions.
- Encourages spiritual growth of members.
  - Keeps a file with helpful articles, poems, and quotes to use for special occasions and reads or posts items as appropriate.
  - Keeps a list of campus and community counseling resources. Shares list with the chapter and/or individual members as appropriate.
- Gives the invocation at all Chapter Meetings.
- Performs her Ritual duties, as outlined in the *Ritual Book*.
- Maintains and updates her officer materials.
- Works with the Standards Team to evaluate excuses for member absences.
- Sets personal goals for the office of Chaplain and works toward their accomplishment.
- Attends District Leadership Conference if applicable.

#### Scholarship Chair

- Serves as a member of the Standards Team.
- Serves as the chair of the Scholarship Committee. This committee may be composed of representatives from each academic class as well as the Standards Advisor.
- Educates chapter members on the chapter's minimum GPA as set forth in the chapter's bylaws.
- Reviews chapter GPA requirements in Bylaws & Standing Rules prior to annual revisions. Any change must be approved by the AED.
- Assigns specific duties to the members of the Scholarship Committee. Refer to Your Scholarship Committee.
- **Planning & Reporting Requirements** – The planning and reporting requirements for each chapter will vary based on which program they are assigned to. There are two programs (Achiever and Builder) and each chapter is assigned a

program by AED and CPD based upon its academic performance. For descriptions of these two programs see Achiever Program and Builder Program. If there is a question as to which program a chapter is under, please contact the district AED.

- Achiever Chapters

- Officer Update Report due upon conclusion of scholarship meetings with members under chapter minimum and at mid-term.
- No Chapter Academic Plan (CAP) is required.

- Builder Chapters

- Complete the 10 Questions CAP Prep Tool with the chapter scholarship committee's input to identify areas that the chapter needs to focus on.
- Complete the CAP targeting those areas identified as "Needs Improvement" on the 10 Questions CAP Prep Tool.
- The completed CAP is due to the Academic Enhancement Director (AED), Standards Advisor, and CPD by April 1 for the fall semester and November 1st for the spring semester. **Plans must be submitted to and approved by the Executive Board at the monthly meeting before being submitted to the AED for her final review/approval.**
- Please note -- It is recommended that draft CAPs be reviewed by the AED before they are submitted to Executive Board for approval.
- Document progress on CAP in the Monthly Officer Reports due at the beginning of each month.

- Monthly Officer Reports due to the AED

- Achiever Chapters – Officer Update Report due upon conclusion of scholarship meetings and at mid-term with members under chapter minimum.
- Builder Chapters – Monthly Officer Report due the first of each month.

- Pi Portal -- Must enter grades and related statistics into Pi Portal **within 14 days of the beginning of term** as well as upload campus grade report.
- Utilizes the many academic tools and resources available on Pride Online.
- Meets with each chapter member who falls below the minimum non-executive officer GPA. Develops a unique, meaningful plan tailored to each member to help her raise her GPA. The members below minimum should complete the Scholarship Self-Appraisal in advance of their meeting to facilitate the process of member/scholarship chair jointly developing the right plan for each member. Works with the Standards Advisor and the Director of Standards and Ethics when holding these meetings.
- Establishes and publishes office hours and serves as a resource to chapter members for assisting with study help, how to access available campus resources, and creates list of members' majors and minors, etc.
- Attends District Leadership Conference when required by district team.
- Tracks weekly scholarship updates for all members with Scholarship Agreements.
- Works closely with the Scholarship Committee to create motivation and recognition programs and awards (ROARs) for members who excel academically as well as for those who make progress.
- Works with New Member Coordinator and Scholarship Committee to educate Alphas on the scholarship expectations and resources. This is where the scholarship chair presents the CAP to the Alphas.
- Communicates regularly with the AED.
- Reports the progress of the Scholarship Program to the Executive Committee on a regular basis.
- Compiles and maintains a list of chapter members able to tutor/mentor in various subjects and advise on pre-registration each semester.
- Shares weekly tips contained in The Weekly FOCUS with chapter members.

- Communicates weekly with the Standards Advisor.
- Maintains and updates officer materials
- Sets personal goals for the office of Scholarship Chair and works toward their accomplishment.
- Ensures the Scholarship programs operate within the chapter budget allotment.
- Ensures an effective transition for the new officer at the conclusion of the term in office.
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

#### Spirit Chair\*

- Serves as a member of the Standards Team which assumes responsibility for empowering members to hold each other accountable for their actions.
- Organizes and implements a spirit program for the chapter that should be designed to keep sisterhood and goodwill high, especially during Recruitment and special events. All events should be in good taste and portray a positive image of Alpha Delta Pi.
- Presents plans to Executive Board for approval.
- Works with the Standards Team to evaluate excuses and member absences.
- Maintains and updates her officer materials.
- Sets personal goals for the office of Spirit Chair and works toward their accomplishment.
- Attends District Leadership Conference, if applicable.

#### Director of Social Enrichment

- Plans and directs the chapter Social Program for the entire year with the assistance of the Social Enrichment Team. The Social Program should include formal and informal parties, events for parents and alumnae, and events for Alpha and Delta members and includes events that are cosponsored with fraternities, sororities and/or other campus organizations.
- Serves as a member of the Executive Committee and Executive Board.
- Serves as chair of the Social Enrichment Team and the Risk Management Committee and ensures strict adherence to the related policies and procedures of Alpha Delta Pi and the campus.
- Prepares the Event Planning Form which must be reviewed by the Risk Management Committee and submitted to the Executive Board for approval approximately 30 days prior to any chapter sponsored or cosponsored event.
- The President is the only chapter officer authorized to sign contracts on behalf of the chapter.
  - No multi-year contracts may be signed.
  - She must receive approval from the Executive Board before signing any contract.
  - Any contract involving a financial obligation greater than \$3,000 must be approved by the Collegiate Province Director.
  - Any contract involving a financial obligation greater than \$6,000 must be reviewed by an attorney.
- Ensures that the members of her team perform their responsibilities with the utmost efficiency and effectiveness (see descriptions of Music Chair and Chairs of Special Events that follow, which are designated by chapters to fill campus and chapter needs).
- Maintains and updates her officer materials.
- Sets personal goals for the office of Director of Social Enrichment and works toward their accomplishment.
- Attends District Leadership Conference for specific job training.

#### Music Chair\*

- Serves as a member of the Social Enrichment Team which assumes responsibility for events for informal and formal events for Alpha and Delta members, parents and alumnae, and cosponsored events with other campus organizations.
- Ensures that music is an integral part of chapter life.
- Encourages and coordinates participation of campus musical activities. (Additional chairs of special events may be selected.)
- Works with other chapter officers to determine musical needs for special events, Recruitment, and Ritual.

- Holds song practices as needed.
- Ensures that only songs and chants in good taste are performed by the chapter.
- Submits any new songs (words and music) to Executive Office.
- Encourages the Grand Convention delegate to record new songs. Ensures that songs and chants taught at District Leadership Conference are taped.
- Maintains and updates her officer material.
- Sets personal goals for the office of Music Chair and works toward their accomplishment.

#### Philanthropy Chair\*

- Serves as a member of the Social Enrichment Team which assumes responsibility for events for informal and formal events for Alpha and Delta members, parents and alumnae, and cosponsored events with other campus organizations.
- Works with the Social Enrichment Team to plan and direct the chapter Philanthropy program emphasizing the Ronald McDonald House Charities through the Lion's Share Challenge Program.
- Identifies and coordinates service activities for the chapter on campus and in the community.
- Communicates the Alpha Delta Pi commitment to service.
- Coordinates the exposure of Alpha Delta Pi service and philanthropic project to all venues.
- Educates and motivates the chapter regarding service as a way of life.
- Submits the Chapter Philanthropy Reports, Chapter Philanthropy Event Planning Approval Form(s), and Philanthropy Contribution Form(s) to the District Foundation Philanthropy Director and other officers specified on the form.
- Assists in planning the philanthropy round of Formal Recruitment.
- Educates the chapter on the positive impact of philanthropy efforts on Recruitment as a year-round process.
- Tracks service of chapter members and communicates with the Alpha Delta Pi Foundation Philanthropy Director and with campus Panhellenic, if required.
- Ensures all funds raised through philanthropic efforts are sent through the Alpha Delta Pi Foundation, Inc. with a completed Philanthropy Contribution Form for disbursement to the specified charity.
- Ensures effective transition of the new officer at the conclusion of the term in office.
- Maintains and updates officer manual, files, and records.
- Attends District Leadership Conference.
- Sets personal goals and works toward their accomplishment
- Follows guidelines set in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).
- Press Releases for philanthropy events require approval from your Collegiate Province Director via the *Alpha Delta Pi Media Plan*.
- Only one chapter member may be elected to the office of Philanthropy Chair. This is Alpha Delta Pi policy. Other chapter members may serve on the Chapter philanthropy committee in various roles. For example, if there is a large fundraising event, the chapter may have a chair or co-chairs for that event. The chapter may also want a chair to coordinate RMH meals or service projects. These positions and titles may be created based on the duties of the position. These are not elected positions; rather, they are appointed and should be approved through the chapter's executive and advisory boards.
- Any additional chair should communicate with the Philanthropy Chair regarding updates on their plans, budget, etc. The Philanthropy Chair is responsible for ensuring that the Chapter Philanthropy Event Planning Approval Form is submitted to the District Foundation Philanthropy Director two to three months prior to any event (no later than 30 days prior) or when planning begins.

#### Panhellenic Delegate

- Acts as the leader of the Chapter's Panhellenic delegation; assumes responsibility for representing Alpha Delta Pi on the local College Panhellenic Council. Attends all meetings of the College Panhellenic Council or appoints alternate and fulfills assigned duties in that capacity.

- Serves as a member of the Executive Committee, Executive Board, and as an ex-officio member of the Chapter Recruitment Team.
- Reports all Panhellenic business and events to the chapter.
- Studies all appropriate publications including:
  - *NPC Manual of Information*
  - Guidelines for Recruiting Procedures
  - College Panhellenic Constitution and Bylaws
  - Ph Factor newsletter
- Provides copies of the minutes of the College Panhellenic Council meetings to the Corresponding Secretary, the Panhellenic Relations Director, the Collegiate Province Director, and the chapter's Recruitment and Marketing Advisor within 48 hours.
- Writes a monthly letter to the Collegiate Province Director, supervising Panhellenic Relations Director, and chapter Recruitment and Marketing Advisor. In the first monthly letter, includes a copy of her goals for the year, and reports on the progress toward these goals in each subsequent monthly letter. This letter follows the format designated by the Panhellenic Relations Director.
- Establishes a good working relationship with the campus Fraternity/ Sorority Advisor.
- Adheres to the following guidelines concerning Panhellenic votes:
  - Always brings any Panhellenic business to the chapter for a vote before casting a vote in Panhellenic.
  - Always notifies the Collegiate Province Director and consults the supervising Panhellenic Relations Director and/or the NPC Delegate prior to casting a vote on the following matters:
    - Change in the time of Formal Recruitment
    - Change in how Quota is determined
    - Increase or decrease in Total
    - Change or amendments to the Constitution, Bylaws, or Recruitment Rules of the College Panhellenic
    - Any discussion of extension and votes regarding extension
    - Any matter unclear to the delegate
- Ensures that neither she nor any officer or member ever completes any type of questionnaire asking for privileged information about the chapter before receiving authorization and permission of the Executive Office. Note: See *Alpha Delta Pi Media Plan* on Pride Online, Chapter Officer Resource Center under Shared Resources.
- Ensures that the members of her team perform their responsibilities with the utmost efficiency and effectiveness (Junior Panhellenic Delegate, Recruitment Counselors, and Panhellenic officers).
- Communicates weekly with chapter Recruitment and Marketing Advisor.
- Completes the Panhellenic Update form and sends to the Collegiate Province Director and the Panhellenic Relations Director by November 15th.
- Maintains and updates her officer materials.
- Sends Panhellenic Relations Director a hard copy or the complete URL address for College Panhellenic Council Constitution, Bylaws, and Recruitment Rules.
- Sets personal goals for the office of Panhellenic Delegate and works toward their accomplishment.

Sisterhood Chair\* (Only if Large Chapter Officer Structure applies)

- Serves as a member of the Membership Education Team.
- Develops, implements, and supervises plans to promote and enhance the feeling of sisterhood among individual members and the chapter as a whole.
- Plans and executes activities and events promoting and recognizing sisterhood among individual members and within the chapter as a whole.
- Works with the Director of Social Enrichment to prepare the Event Planning Form, when necessary, for a sisterhood event. The Event Planning Form must be reviewed by the Executive Board for approval approximately 30 days prior to any chapter sponsored or cosponsored event.

- Maintains and updates her officer resource file.
- Sets personal goals for the office of Sisterhood Chair.
- Attends District Leadership Conference for specific job training, if applicable.
- Ensures an effective transition at the conclusion of her term for the incoming Sisterhood Chair.
- Follows guidelines in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).

Community Service Chair\* (Only if Large Chapter Officer Structure applies)

- Serves as a member of the Recruitment and Marketing Team.
- Identifies and coordinates service opportunities and activities for the chapter and individual members on campus and in the community.
- Tracks community service of chapter members and the chapter as a whole and provides that information to the Philanthropy Chair to be communicated to the Alpha Delta Pi Foundation District Philanthropy Director and the campus Panhellenic, if required.
- Maintains and updates her officer resource file.
- Sets personal goals for the office of Community Service Chair.
- Attends District Leadership Conference for specific job training, if applicable.
- Ensures an effective transition at the conclusion of her term for the incoming Community Service Chair.
- Follows guidelines in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1815.).

Social Media Chair\* (Only if Large Chapter Officer Structure applies)

- Serves as a member of the Recruitment and Marketing Team.
- Develops and implements plans to promote a positive image of Alpha Delta Pi using various types of social media.
- Develops and implements plans to enhance positive communication among members using various types of social media.
- Educates members regarding the positive, safe use of social media consistent with Alpha Delta Pi policies and procedures.
- Maintains and updates her officer resource file.
- Sets personal goals for the office of Social Media Chair.
- Attends District Leadership Conference for specific job training, if applicable.
- Ensures an effective transition at the conclusion of her term for the incoming Social Media Chair.
- Follows guidelines in *Alpha Delta Pi Visual Identity and Branding Guide* when using Alpha Delta Pi brand, logo, or tagline (First. Finest. Forever. Since 1851.).
- Refers to the *Alpha Delta Pi Media Plan* for approval of content to be posted online.

Additional Chapter Committees and Chairs shall be appointed by the Chapter President with the approval of the Executive Board as deemed necessary. They shall have such duties as directed by the Chapter President. The duties of those chairs shall be listed in the local Chapter Bylaws.

There shall be **no assistants** with the exception of the Finance Assistant, which is a position with duties defined in this manual and the Finance Vice President Manual. This officer structure works with the interdependent teams supported by task-oriented committees.

**Chapter officers who attend District Leadership Conference, Grand Convention, Leadership Seminar, or other Greek Conferences and do not complete their term of office will repay to the chapter any expenses incurred by the chapter as a result of the officer's attendance. This includes registration, transportation, and meals.**

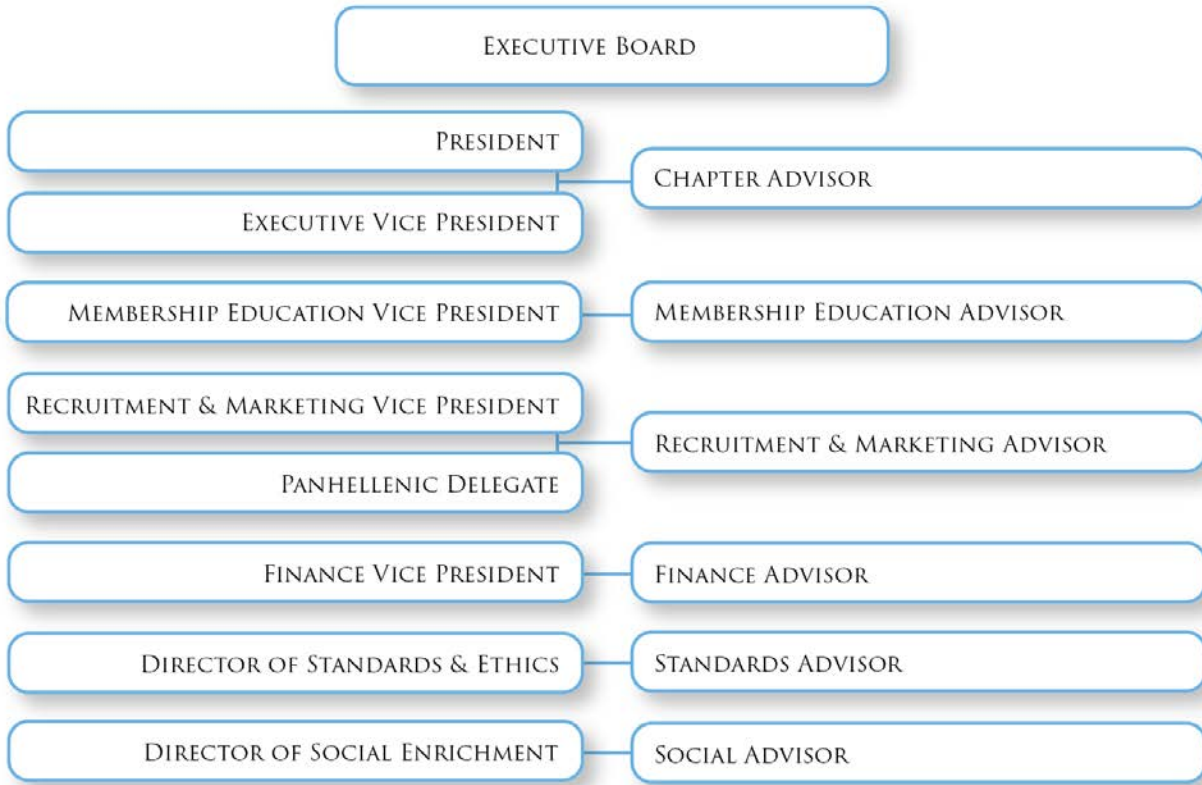


ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION VII: BOARDS, TEAMS, AND COMMITTEES

# Responsibility of an Executive Board Member

Members of the Executive Board are members of the group that provides the strategic direction of the chapter. Although each of the Executive Committee members or advisors has specific duties in those individual areas, each also has a tremendous responsibility as a member of the Executive Board. This is where decisions are made, and much like any corporation, members of the board are held accountable for those decisions.



Executive Board members should examine all plans that are submitted and exercise the duty of modifying or disapproving plans that are not in the best interest of the chapter, that are not thorough and well-researched and/or are not in compliance with Alpha Delta Pi policies, standards, procedures, and guidelines.

The role of the Executive Board in evaluating plans applies to all programs within the chapter. It includes, among others, planning for new members, fiscal programs, scholarship programming, Marketing and Recruitment plans for overall Recruitment, as well as Formal Recruitment, Total Membership Education, and social programming with emphasis on risk management.

Risk management is potentially the most critical duty in overseeing what is in the best interest of the chapter, members, and guests. In examining events it is important to investigate and evaluate every possible result of actions and plans. Look at everything that could possibly go wrong and develop a plan of action. Exercise courage in leadership when an event does not meet good risk management standards, and say, “we need more information and better planning before this can be approved.”

The primary role of the Executive Board is to ensure the safety of the members of the chapter and others who might be involved.

It is expected that this responsibility will be exercised with the seriousness it deserves. Exercise good judgment and leadership even when that is not the “easy way.” The Executive Board holds the key to the success and well-being of the chapter.

Use all resources—the chapter’s Collegiate Province Director and other international officers to answer questions and provide guidance in decision-making.

## Alumnae Advisory Board

The Alumnae Advisory Board is made up of the advisors appointed by the Collegiate Province Director and approved by the District Team Director. The Alumnae Advisory Board consists of the following advisors:

- Chapter Advisor (serves as chair of the Board)
- Membership Education Advisor
- Recruitment and Marketing Advisor
- Finance Advisor
- Standards Advisor
- Social Advisor



### Duties & Responsibilities

The Alumnae Advisory Board meets once a month separately from the Executive Board. Suggested agenda items include:

- Discuss roles and relationships of advisors with the chapter.
- Discuss the chapter’s progress toward established goals.
- Set priorities for each advisor in relationship to chapter needs.

Set up and review the schedule of advisors attending Chapter Meetings and events for the next month. Advisors are responsible for rotating attendance at Chapter Meetings, Initiation, Chapter Retreat, and other chapter activities such as Ritual, Social Functions, Philanthropies, or events deemed necessary by the Executive Board. **At least one advisor or international officer must be present at Initiation, Membership Selection Sessions during Formal Recruitment, and elections.**

### Supervision of Chapter Officers

- The Chapter Advisor advises the President and the Chapter Administrative Team, which includes the:
  - Executive Vice President (Chair)

- Recording Secretary
- Corresponding Secretary
- Historian
- The Membership Education Advisor advises the Chapter Membership Education Team, which includes the:
  - Membership Education Vice President (Chair)
  - New Member Coordinator
  - Leadership Chair
  - Guard
  - Pride Leaders
  - Alumnae Relations Chair
- The Finance Advisor advises the Chapter Finance Team, which includes the:
  - Finance Vice President (Chair)
  - Finance Assistant
  - Property Manager
- The Recruitment and Marketing Advisor advises two teams.
  - The Chapter Recruitment and Marketing Team, which includes the:
    - Recruitment and Marketing Vice President (Chair)
    - Formal Recruitment Chair
    - Recruitment Information Manager
    - Public Relations Chair
    - Panhellenic Delegate (ex-officio member)
  - The Chapter Panhellenic Team, which includes the:
    - Panhellenic Delegate (Chair)
    - Junior Panhellenic Delegate (when applicable)
    - Recruitment Counselors
    - Any local Panhellenic officers
- The Standards Advisor advises the Chapter Standards & Ethics Team, which includes the:
  - Director of Standards & Ethics (Chair)
  - Chaplain
  - Scholarship Chair
  - Spirit Chair
- The Social Advisor advises the Chapter Social Enrichment Team, which includes the:
  - Director of Social Enrichment (Chair)
  - Chairs of special events
  - Music Chair
  - Philanthropy Chair

## Executive Board

The purpose of the Executive Board is to provide strategic direction for the chapter. The Board evaluates key chapter performance areas monthly, keeps informed on trends and issues—both on campus and within Alpha Delta Pi internationally,

and is proactive in potential problem areas. In addition, the Executive Board develops chapter leadership throughout the year, acts as role models for the chapter, and supports consensual decisions of the Executive Board and of each other.

The Executive Board is made up of the Chapter Executive Committee and the Alumnae Advisory Board.

## Duties & Responsibilities

- Meets once each month that school is in session.
- Addresses strategic issues and monitors chapter performance, including progress toward goals. Reviews plans in major programming and performance areas. Proactively addresses potential problem issues.
- Ensures that the Executive Vice President records the minutes of each Executive Board meeting with one copy of the minutes to stay in the chapter files, and copies to be sent within 48 hours to the District Team Director, Collegiate Province Director, and Chapter Advisor.
- Conducts impartially all proceedings affecting individual membership status, including formal hearings, requests for inactive status, review of voluntary membership cancellation, etc. The Director of Standards & Ethics is responsible for reports after hearings.
- Reviews plans for all chapter events in relation to risk management. Ensures that good risk management procedures are in place. **The Executive Board may approve, disapprove, or require additional information from the Risk Management Committee. Plans that do not meet good risk management standards should not be approved.**
- Serves as Nominating Committee for chapter elections. Only collegiate members of the Executive Board who are seniors may serve in this capacity. Additional collegiate members may be added with approval of the Collegiate Province Director to create a balance of Advisors and collegiate members.
- Completes the Annual Chapter Evaluation (ACE). Both incoming and outgoing Executive Board members participate.
- Reviews and approves all major programming plans, including yearly Recruitment and Marketing plans, Recruitment period plans, Total Membership Education plans, Diamond Development Plan, Social Program, Philanthropy Program, supplemental sections to the Standards Code, and Bylaws and Standing Rules draft.
- Ensures that the chapter has obtained permission to initiate from Executive Office before any initiation plans are executed.
- Approves the chapter calendar of activities and events.
- Approves all officer and committee appointments made by the Chapter President.
- Reviews and approves the proposed budget submitted by the Chapter Finance Team. Reviews current budget expenditures and the business management of the chapter, safeguarding the chapter's financial responsibilities.
- Considers all opportunities for Greek leadership training and education on campus and in the community, including Regional Greek Conference. Budgets for and encourages attendance by appropriate officers.
- Ensures that all appropriate officers represent the chapter at Grand Convention, IMPACT Alpha Delta Pi, Adelphean Compass, Leadership Seminar, and at District Leadership Conferences.
- Refers any issues concerning the house/suite or House Director to the House Corporation Board.

## Order of Business

- Call to order by the Chapter President.
- Roll call is taken by the Executive Vice President, who also keeps the minutes of the meeting. List the names and offices of all team members, officers, and advisors in attendance.
- Minutes of the last meeting read by the Executive Vice President and approved/corrected.
- Discussion of any chapter administration issues—including a preview of the next month's calendar—brought forward by the Executive Vice President as Chair of the Chapter Administrative Team.
- Discussion of any chapter membership education issues—brought forward by the Membership Education Vice President as Chair of the Chapter Membership Education Team.
- Discussion of any chapter financial issues—including expenditures and revenue in relation to budget and a review of the accounts receivable to ensure that appropriate action is taken—brought forward by the Finance Vice President as Chair of the Chapter Finance Team.
- Discussion of Recruitment and Marketing related issues—brought forward by the Recruitment and Marketing Vice President as Chair of the Chapter Recruitment and Marketing Team.

- Discussion of chapter participation in philanthropic events—brought forward by Recruitment and Marketing Vice President as Chair of the Chapter Recruitment and Marketing Team.
- Discussion of any Panhellenic related issues—brought forward by the Chapter Panhellenic Delegate as Chair of the Chapter Panhellenic Team.
- Discussion of any social enrichment issues, including special events—brought forward by the Chapter Director of Social Enrichment as Chair of the Social Enrichment Team.
- Discussion of any general standards or ethical issues—brought forward by the Chapter Director of Standards & Ethics as Chair of the Standards & Ethics Team.
- Review and approval of any major programming plans (see monthly calendar for schedule.)
- Review of progress toward chapter goals.
- Celebration of all chapter and individual member accomplishments since the last Executive Board meeting.
- Unfinished Business
- New Business
- Actions and recommendations to the chapter, if applicable.
- Conduct any standards related matters, including formal hearings and requests for Inactive Membership Status.
- Announcement of next Executive Board meeting (date, time, place.)
- Meeting adjourned by Chapter President.

### Monthly Agenda Items

The following is a listing of monthly agenda items for the Executive Board. *This calendar may need to be adjusted slightly for chapters on a quarter system.*

- **EVERY MONTH**
  - Review chapter goals, plans, and projects.
  - Announce all chapter accomplishments since the last Executive Board Meeting.
  - Conduct any formal hearings of misconduct.
  - Consider any requests for Inactive Membership Status.
  - Review the expenditures and revenues of the chapter in relationship to the budget to safeguard the financial responsibility of the chapter.
  - Review accounts receivable and ensure that appropriate actions are taken.
  - Review any forms and reports due.
  - Preview the next month's calendar of activities.
  - Discuss any problems and potential problems.
- **AUGUST/SEPTEMBER**
  - Presentation and approval of a chapter calendar of activities for the entire school year to include dates for Spirit Week, Recruitment, Alpha Member Ceremony, Diamond Days, Initiation, formals, Parents' Weekend, homecoming activities, special celebrations, chapter meetings, Executive Board meetings, workshops, elections, officer transition, Greek Week, philanthropy projects, social events, etc.
  - Review chapter scholarship standing from last school year.
  - For Fall Formal Recruitment chapters, finalize plans for Chapter Retreat.
  - Discuss any changes in policy/procedures or increase in fees as presented at Grand Convention.
  - Review award standings for past year(s) and requirements for current year.
  - Review Initiation Checklist.
- **OCTOBER**
- **Evaluate Diamond Days and Initiation for all Fall Alpha classes.**
  - For fall Formal Recruitment chapters, evaluate the Formal Recruitment period, Chapter Retreat, Alpha Member Education Program, and Prides if Initiation has occurred.
  - For Deferred Recruitment chapters, submit Marketing and Recruitment Plan.
  - Must approve the Spring Chapter Academic Achievement Program.
  - Review emergency procedures.
  - Set date for fire drill.
  - Review and approve revised chapter budget.

- Approve all Membership Diamond Development Plans for Spring Semester.
- **NOVEMBER**
  - Give qualifying interviews and select a slate of candidates for chapter officers (may be done at Executive Board Meeting).
  - For fall Formal Recruitment chapters, evaluate the Formal Recruitment period, Chapter Retreat, Alpha Member Education Program, and Prides if Initiation has occurred.
  - Approve plans for Officer Transition Workshop.
  - Ensure that the appropriate chapter officers and advisors are registered for District Leadership Conference.
  - For chapters with Spring Alpha classes, finalize plans for Chapter Retreat.
  - Discuss the Total Membership Education Evaluations.
- **JANUARY**
  - Review chapter scholarship standing from Fall term.
  - Appoint Bylaws and Standing Rules Revision Committee.
  - Review and approve the Chapter Calendar (including social) for the remainder of the school year.
  - Finalize actual list of officers/advisors attending District Leadership Conference.
- **FEBRUARY**
  - Approve all appointed officers.
  - Bylaws and Standing Rules Revision Committee makes a report on proposed changes to the Chapter Bylaws and Standing Rules.
  - Attend the Officer Transition Workshop and complete the Annual Chapter Evaluation and Collegiate Awards Application.
  - Set date for fire drill.
  - Review emergency procedures.
  - For Deferred Formal Recruitment chapters, evaluate the Formal Recruitment period, Chapter Retreat, Alpha Member Education Program, and Prides.
- **MARCH**
  - Review and approve chapter budget.
  - For chapters with Spring Alpha classes, evaluate Diamond Days and Initiation.
  - Review ritual paraphernalia inventory and plan for any needed replacement.
  - Review and approve draft of chapter goals.
  - Review yearly Marketing and Recruitment Program and Formal Recruitment period plans.
  - Discuss plans for Founders' Day Celebration and Jewel Degree for eligible members.
  - Select chapter members and advisors to attend Alpha Delta Pi Grand Convention or to attend summer meetings.
  - Review and approve Chapter/House Corporation Agreement.
  - Review and approve Diamond Development Plans for Fall semester.
  - Must approve the fall Chapter Academic Achievement Program.
  - Review and approve Senior Experience Plans.
- **APRIL**
  - Review and approve chapter Scholarship Program.
  - Compile a chapter calendar of activities for the next school year to include dates for Spirit Week, the Formal Recruitment period, Alpha Member Ceremony, Diamond Days, Initiation, Chapter Retreat, formals, Parents' Weekend, homecoming activities, special celebrations, chapter meetings, Executive Board Meetings, workshops, elections, officer transition, Greek Week, philanthropy projects, etc.
  - Review chapter scholarship standing for winter term (chapters on quarter system).
  - For Fall Formal Recruitment chapters, submit Marketing and Recruitment Plan.

## Executive Committee

The purpose of the Executive Committee is to provide tactical direction for the chapter. The committee does this through planning sessions that ensure that chapter operations and activities are focused on chapter goal attainment and are in alignment with Alpha Delta Pi international policies, procedures, and values.

The Executive Committee is comprised of the President, EVP, MEVP, RMVP, Panhellenic Delegate, FVP, Director of Standards and Ethics, and the Director of Social Enrichment.

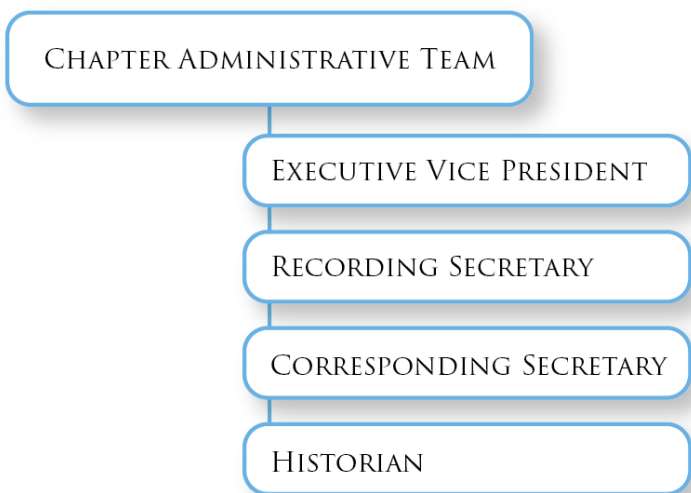
The Executive Committee is chaired by the Executive Vice President who also records the minutes of the meetings.

### Duties and Responsibilities

- Meets once each week prior to the Chapter Meeting to prepare the agenda.
- Reviews agenda items and establishes the agenda for all chapter meetings. Any officer or member with business to be brought before the chapter must attend Executive Committee meetings to present her business so it can be placed on the agenda. **No business should be brought before the chapter that has not been brought to and discussed with the Executive Committee.** The Executive Committee meetings are always open to any member to attend or to present information.
- Ensures that all international Alpha Delta Pi policies, programming plans, and goals approved by the Executive Board and/or the chapter are executed.



### Chapter Administrative Team



The purpose of the Chapter Administrative Team is to ensure the efficient and effective day-to-day functioning of the chapter.

This team is composed of the Executive Vice President (Chair), Recording Secretary, Corresponding Secretary, and Historian.

### Duties and Responsibilities

- Meets regularly to ensure that the administrative activities of the chapter are managed efficiently and effectively.
- Submits properly completed forms, plans, reports, financial reports, etc., to the appropriate international officers, Executive Office, etc.

## Chapter Membership Education Team

The purpose of the Chapter Membership Education Team is to ensure the effectiveness of all chapter internal and external educational programs/activities. This team provides educational experiences for chapter members that supplement their academic experiences. These educational experiences are aimed at increasing sorority, personal, and interpersonal learning and growth.

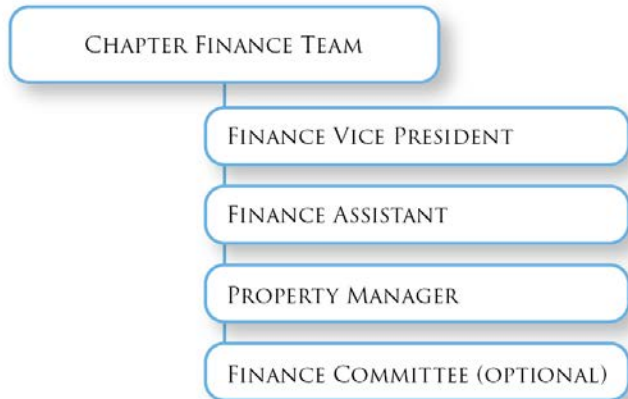
This team is composed of the Membership Education Vice President (Chair), New Member Coordinator, Leadership Chair, and Guard. Pride Leaders, if applicable, work closely with this team.

### Duties and Responsibilities

- Meets regularly to develop, plan, execute, and evaluate plans for Diamond Development programming.
- Uses the Total Membership Evaluations to assess the effectiveness of education-related programs and activities with documented suggestions for future improvements.



## Chapter Finance Team



The purpose of this team is to monitor and maintain the fiscal viability of the chapter. This team provides a team approach to ensure that appropriate chapter financial processes, including budgeting, income/expense activity, and reporting are performed accurately and in a timely manner.

This team is composed of the Finance Vice President (Chair), Finance Assistant, and the Property Manager.

### Duties and Responsibilities

- Meets regularly to manage and direct the financial affairs of the chapter.
- Submits such reports as may be required by the Chapter Finance Director, the Housing Resource Director, International Vice President of Finance, and Executive Office.
- Prepares the annual budget for approval by the Executive Board and vote by the chapter and submits it to the designated recipients by the deadline. See the *Finance Vice President Manual* for more information.
- Monitors income and expenses and adjusts as necessary.
- Monitors accounts receivable and ensures that proper collection procedures are followed.

## Chapter Recruitment and Marketing Team

The purpose of the Chapter Recruitment and Marketing Team is to ensure that a viable and successful year-round chapter

Recruitment and Marketing program is planned and implemented; to plan and implement philanthropic endeavors to ensure that an appropriate level of chapter members' individual and collective time and talents are spent in charitable and altruistic activities which also enhances the organizational image on campus; to create and implement a strong, focused public relations effort to enhance the chapter's image; and to facilitate strong relations with the chapter and local Alpha Delta Pi alumnae.

Membership on this team includes the Recruitment and Marketing Vice President (Chair), Formal Recruitment Chair, Recruitment Information Manager, Philanthropy Chair, Public Relations Chair, Community Service Chair, if applicable, and Social Media Chair, if applicable. The Panhellenic Delegate is an ex-officio member of the Chapter Recruitment and Marketing Team. The team is empowered to add adjunct committees (such as a Public Relations Committee, an Alumnae-Collegiate Relations Committee, etc.) as it feels appropriate to carry out its duties.

### Duties and Responsibilities

- Incorporates philanthropy, alumnae, chapter activities, and positive public relations into the year-round chapter Recruitment and Marketing program.
- Meets regularly to organize, implement, and evaluate the chapter's Recruitment and Marketing program.
- Assists the Formal Recruitment Chair in the preparation of Formal Recruitment plans to verify inclusion of various areas of Recruitment.
- Plans Bid Day.
- Ensures the yearly pledging of Quota and maintaining a membership at or above Panhellenic Total.
- Emphasizes the Recruitment of members that will ensure the chapter being a multi-dimensional and well-rounded group able to work together and reach its potential.
- Evaluates invitations to participate in other Greek organizations' philanthropic events and makes recommendations to the Executive Committee/Board.
- Ensures all plans for chapter participation in philanthropic events are submitted to the Risk Management Committee and approved by the Executive Board.
- Creates, implements, and evaluates publicity and public relations for the chapter to enhance the chapter's public image.
- Plans and coordinates activities between chapter and local alumnae (including homecoming, special celebrations, and Founders' Day, Jewel Degree, and Alum Chum/Pi Pal programs as appropriate).
- Oversees the production of the chapter newsletter.
- Works with the Membership Education Team to ensure that special activities are planned and implemented for Seniors, so they are aware of the opportunities of active alumnae membership.



## Chapter Panhellenic Team

The purpose of this team is to ensure that the chapter takes an active leadership role in the activities of the local Panhellenic Council and that all local Panhellenic policies and procedures are followed by the chapter.

The membership of this team includes the Panhellenic Delegate (Chair), Junior Panhellenic Delegate (for chapters where applicable), Recruitment Counselors, and any local Panhellenic officers.



#### Duties and Responsibilities

- Meets as needed to ensure that Alpha Delta Pi is providing leadership on the local College Panhellenic Council level.
- Ensures that all local Panhellenic policies and procedures are followed by the chapter and that the chapter remains well informed of any changes in those policies or procedures.
- Ensures that proposed changes in local Panhellenic recruitment rules that involve Panhellenic Total, Quota, or the number of sororities on a college campus are

communicated to the appropriate international officer for consultation.

- Ensures that the College Panhellenic Relations Director is kept informed of any pending recommendations for changes in Total, method of setting Quota, constitutional changes, and extension.

## Chapter Social Enrichment Team

The purpose of this team is to ensure that the chapter has a viable social program that facilitates social interactions and develops the social skills of chapter members. This team assumes responsibility for informal and formal events for Alpha and Delta members, parents and alumnae, and co-sponsored events with other campus organizations.

Membership on this team includes the Director of Social Enrichment (Chair), the Chairs of special events, the Philanthropy Chair and the Music Chair. Chairs of special events (and their committees) rotate onto and off the Social Enrichment Team in relation to the timing of their events. For example, the committee responsible for cosponsored events with other campus organizations may remain on the committee for the entire year, whereas the committee planning homecoming events would participate on the committee for a period prior to homecoming but disband as soon as they have completed their evaluation of the event.

#### Duties and Responsibilities



- Meets regularly to plan, implement, and evaluate formal and informal social events for Alpha and Delta members, parents and alumnae, and cosponsored events with other campus organizations.
- Plans and executes the chapter's philanthropy program for the entire year (with emphasis on supporting the Ronald McDonald House).
- Ensures that the chapter is well informed of all Alpha Delta Pi policies and procedures regarding risk management at social events and that those procedures are implemented as part of the planning and execution of those events.
- Ensures that events are planned in such a way as to avoid over-programming of chapter members' time and energy.
- Ensures that social events provide enjoyable and

fun activities for all participants.

- Ensures that music plays an integral part in chapter events.

# Chapter Standards & Ethics Team

The purpose of this team is to ensure that the values and principles of Alpha Delta Pi are upheld in all aspects of chapter life. This team is responsible for empowering members to hold each other accountable for their actions.

The membership of this team includes the Director of Standards & Ethics (Chair), Chaplain, Scholarship Chair, and Spirit Chair.

## Duties and Responsibilities

- Meets as needed to ensure that the values and principles of Alpha Delta Pi are upheld including high academic standards.
- Ensures that an environment is created within the chapter where members are empowered to hold each other accountable for their actions. This is done through inspiration and spirit activities.
- Reviews excuses with her team and jointly determines if the excuses are allowed as specified in the Chapter Bylaws and Standing Rules. Notifies members whether they are excused or unexcused.
- Coordinates and administers any chapter positive point system, presenting any proposed changes to the system to Executive Board for approval and then to the chapter for a vote.
  - Ensures a culture of strong academic performance is sustained while holding members accountable to their scholarship plans and motivating/recognizing high academic performance.



# Risk Management Committee

The purpose of this committee is to ensure that Alpha Delta Pi international policies and procedures, as well as campus, local, state, and federal laws, are followed to minimize the risk of negative consequences as a result of chapter or individual members' actions.

The Risk Management Committee is composed of the Director of Social Enrichment (Chair), members of the Social Enrichment Team, the Social Advisor, and any members appointed by the Executive Board (according to the size of the chapter).

## Duties and Responsibilities

- Reviews the Alpha Delta Pi and campus alcohol policies to ensure the chapter adheres to the policies. **Note: The stricter of the two policies should be followed.**
- If a campus and/or Panhellenic policy is BYOB, and a chapter would like to follow that policy, the Risk Management Committee must submit the policy to the District Team Director **annually** for verification.
- Evaluates and approves each planned social event. The team is responsible for reviewing and ensuring the following is covered:
  - Safety and appropriateness of location.
  - Adherence to the Alpha Delta Pi Alcohol Policy.
  - Safety of travel to and from the event.

- Contractual agreements
  - All contracts must be approved by the Executive Board before they are signed.
  - Contracts over \$3,000 require the approval of the Collegiate Province Director.
  - An attorney must review contracts in excess of \$6,000.
  - The President is the only officer authorized to sign contracts on behalf of the chapter.
- Proper security has been hired, and expectations will be communicated to the security guards.
- Whether invitations have been extended to advisors and/or other alumnae.
- Appropriateness of themes, favors, food, beverages, and entertainment to be provided. Also ensures that only licensed vendors are used. This can be verified by visiting the licensed vendor page on the website.
- Submits Event Planning Form to the chapter Executive Board for approval approximately 30 days prior to the scheduled event. The Social Advisor, or the advisor signing the form, must receive a copy.
- Monitors and evaluates execution of plans as submitted and approved. Reports any irregularities to the Executive Board.
- Evaluates and approves all philanthropic events, any off-site events (such as Chapter Retreat), any Greek Week, homecoming, or fraternity events (such as Derby Days), and any other events the chapter is participating in for safety and appropriateness. Submits Event Planning Form for these events to the chapter Executive Board for final approval approximately 30 days prior to the scheduled event.

## Recruitment Management Committee

The purpose of the Recruitment Management Committee is to ensure that a viable and successful year-round chapter Recruitment program is planned and implemented.

The Recruitment Management Committee consists of the Recruitment and Marketing Vice President (Chair), Formal Recruitment Chair, Recruitment Information Manager, President, Director of Standards & Ethics, and Recruitment and Marketing Advisor.

### Duties and Responsibilities

- Meets daily during Spirit Week and the Formal Recruitment period. During periods of Continuous Open Recruitment/Continuous Open Bidding meets on an as-needed basis; weekly is recommended until both Quota and Total are reached.
- Appoints the Tabulating Committee.
- Ensures the yearly pledging of Quota and maintaining a membership at Panhellenic Total.
- Emphasizes that recruitment of Potential New Members will ensure the chapter being a multi-dimensional and well-rounded group able to work together and reach its potential.
- Oversees the tactical operations of the Formal Recruitment period and Continuous Open Recruitment/Continuous Open Bidding, serving as a sounding board to deal with any problems, confidential matters concerning Potential New Members or members, or any other matters that have an emotional impact on the chapter.
- Is responsible for ensuring harmonious chapter relations during Spirit Week and Formal Recruitment. Takes appropriate steps to alleviate any discord.

## Tabulating Committee

The purpose of the Tabulating Committee is to tabulate chapter members' ratings of Potential New Members to ensure that results are complete, accurate, and confidential.

The Tabulating Committee should consist of the Recruitment Information Manager and collegians and/or alumnae. Members of the Tabulating Committee are appointed by the Recruitment Management Committee and are approved by the Executive Board. The Recruitment Management Committee should consider the chapter's needs and size and consult with the Collegiate

Province Director to determine if collegians or alumnae will serve on the Tabulating Committee. In addition to the Recruitment Information Manager, there should be one person on the Tabulating Committee per 10 Potential New Members per event at the first round (i.e., if 50 Potential New Members are attending each event at the first round of Formal Recruitment, five collegians/alumnae are needed).

#### Duties and Responsibilities

- Gathers and tabulates ratings during each Recruitment event.
- Inputs raw scores into the computer program.
- Takes steps needed to ensure that all information is completed and ready for Membership Selection Sessions within one hour of the end of events.
- Maintains secrecy and confidentiality at all times.
- Assists at Membership Selection Sessions as needed.

## Nominating Committee

The purpose of the Nominating Committee is to nominate candidates for chapter office who are best qualified to carry out the duties of these offices. In addition, the Nominating Committee seeks candidates who demonstrate leadership abilities and qualities and have developed organizational and communication skills.

The Nominating Committee consists of the members of the Advisory Board and Seniors who are currently serving on the Executive Committee. Additional collegiate members may be added with approval of the Collegiate Province Director to create a balance of Advisors and collegiate members.

#### Duties and Responsibilities

Please note: chapters must utilize the tools for the officer selection process found in the Core Competency Resource Center.

- Conducts the qualifying interviews and examination for the chapter offices. All chapter members must take the International Exam annually even if they do not plan to seek an office.
- Nominates candidates that meet all requirements for a particular office.
- Obtains approval from the Collegiate Province Director before the Nominating Committee Report is presented to the chapter.
- Contacts each member that the committee wishes to nominate to obtain her acceptance of the nomination.

## Philanthropy Committee

The purpose of the Foundation Philanthropy Committee is to plan philanthropic endeavors. The committee ensures that an appropriate level of chapter members and collective time and talents are spent in charitable and altruistic activities.

The committee consists of the Philanthropy Chair (Chair), the Social Advisor, and interested Alpha and Delta members.

#### Duties and Responsibilities

- Plans the chapter's Philanthropy Program for the entire year. Emphasis should be placed on supporting the Ronald McDonald House Charities.
- Evaluates invitations to participate in other Greek organizations' philanthropic projects and makes recommendations to the Executive Committee/Board.
- The Chapter Philanthropy Chair and her Committee are also responsible for identifying and planning chapter service projects.
- Submits event plans to the Risk Management Committee to ensure that good risk management procedures are in place.
- Submits plans for events to the Chapter Executive Board for final approval.

## Alumnae Relations Committee

The purpose of the Alumnae Relations Committee is to facilitate strong relations with chapter and local Alpha Delta Pi alumnae and to demonstrate the value of lifelong membership in Alpha Delta Pi.

The committee consists of the Alumnae Relations Chair (chair), Public Relations Chair, Membership Education Advisor, and interested and dedicated chapter members.

### Duties and Responsibilities

- Meets regularly to plan and coordinate alumnae involvement with the chapter.
- Plans and coordinates activities between the chapter and local alumnae association and/or alumnae of the chapter. Such activities could include homecoming, special celebrations or anniversaries, Founders' Day, Jewel Degree, networking events, TME assistance, Senior recognition events, and an Alum Chum or Pi Pal program.
- Oversees the production of the chapter newsletter and any other alumnae correspondence.
- Prepares a Senior Experience Plan for approval by the Executive Board, Collegiate Province Director, and Alumnae-Collegiate Relations Director executing special activities to honor and recognize seniors and meetings to educate them on the opportunities of alumnae membership.

## Bylaws and Standing Rules Revision Committee

The purpose of the Bylaws and Standing Rules Revision Committee is to review the Chapter Bylaws and Standing Rules and propose changes for chapter vote. These activities ensure that Chapter Bylaws and Standing Rules are consistent with international Alpha Delta Pi policies and procedures as well as the needs of the chapter.

The members of the Bylaws and Standing Rules Revision Committee are appointed by the Chapter President and approved by the Executive Board. The Chair of the committee should be someone that has had at least one year of experience on Executive Committee and has a good working knowledge of the Chapter Bylaws and Standing Rules. The other members of the committee should reflect a cross section of the chapter membership.

### Duties and Responsibilities

- Reviews the Chapter Bylaws and Standing Rules (the template for Chapter Bylaws and Standing Rules is located on [www.alphadeltapi.org](http://www.alphadeltapi.org)). Special attention should be given to any changes in international policies or procedures within the past year. All proposed changes to Chapter Bylaws and Standing Rules should be consistent with all Alpha Delta Pi policies and procedures and promote appropriate and just chapter administration.
- Presents proposed changes at the February Executive Board meeting.
- Compiles a draft copy of the Chapter Bylaws and Standing Rules and sends it to the Collegiate Province Director for approval by the date stipulated in the Chapter Officer Checklist on Pride Online.
- Makes any necessary changes as advised by the Collegiate Province Director.
- Presents proposed bylaw and standing rules changes to the chapter for a vote, after receiving Collegiate Province Director approval.
- Prepares final revised Bylaws and Standing Rules for distribution. Final revised Bylaws and Standing Rules must be sent to the District Team Director, Collegiate Province Director, and Chapter Advisor by the date stipulated in the Chapter Officer Checklist on Pride Online. Copies must be distributed to all other advisors and to all chapter members for placement in the Alpha Member Booklets.



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

SECTION VIII: HOUSING

# House Corporation

When a chapter must lease property for meeting or residence purposes, enter into real estate contracts, purchase furnishings for a lodge or house, negotiate loans, etc., it may be necessary for its alumnae members to incorporate under the nonprofit laws of the state.

The House Corporation shall hold title to the real estate, building, furnishings, and equipment on the premises at any chapter where a house corporation exists, the house corporation is responsible to pay for the liability and property insurance for not only the house corporation, but also the chapter.

A House Corporation is the only entity that can serve as an employer. A chapter may not have any employees.

A corporation shall be managed by a board of directors composed of a majority of alumnae members. The board of directors will also include three-chapter members, specifically the Chapter President, Chapter Finance Vice President, and the Property Manager, who serve as voting members of the board during their term in office.

A House Corporation representative (preferably the Corporation Treasurer) is required to give a general explanation at least once a year to the chapter members, including:

- The budgetary needs of the corporation.
- An explanation of how the monies paid to the corporation by the chapter are used.

There should be a written Chapter/House Corporation Agreement that itemizes the responsibilities of each party, including any fees to be paid by the chapter, and is signed by the Chapter President and Corporation President.

## Lease, Purchase, or Expenditures for Housing

No chapter (or its corporation) may sign any lease, contract, or obligation involving the rental, purchase, remodeling, or building of chapter housing, or the purchase of lots without first communicating with the Housing Resource Director and then obtaining the written consent of the International Vice President of Finance.

A chapter should not incur a debt or enter into any contract or obligation, without first conferring and receiving the approval of the Housing Resource Director and the International Vice President of Finance. This applies to all major purchases, including furniture and equipment, redecorating, and major repairs.

Alpha Delta Pi has agreed to follow all National Panhellenic Conference housing policies and procedures. Therefore, no chapter or alumna member should enter into any negotiations on housing with a university or college without communicating with the Housing Resource Director and then obtaining the written authorization of the International Vice President of Finance.

## Chapter House Occupancy

If the chapter house, lodge, apartment, or sorority section of the residence hall is full, no chapter officers are required to reside in the facility by virtue of the office held. However, if the facility is not full, certain chapter officers will be required to reside in the facility. Officers required to live in the facility will be listed and prioritized in the chapter bylaws and standing rules.

If space permits, all members must live in the chapter house (or applicable housing) and pay the required house fees, with these exceptions:

- Members living at home.

Note: Chapters can impose a live-in requirement for members whose home residence is in close proximity to campus.

- Members required by the university or college to be in a dormitory residence.
- Members currently not within commuting distance of the campus due to student teaching assignments, internships, semesters abroad, or other educational assignments.

### **Alumnae Visitors**

- Alumnae visitors are bound by the house rules.
- Alumnae visitors, except for visiting International Officers, Leadership Consultants, advisors, or special guests, should be assessed for meals.

### **Room Assignments**

The chapter should use a fair, orderly system for assigning rooms. Positive points and scholarship can be considered.

### **Housing Fees**

- Resident Agreements, approved by the House Corporation or university, should be signed by each resident member. Damage and/or Security Deposits, which also serve as confirmation of a room reservation, must be paid directly to the House Corporation when the member signs a lease, and can only be refunded as specified in the terms of the contract.
- Room and/or board charges are due as specified by the corporation policies and contracts. The House Corporation is responsible for invoicing and collecting room and/or board charges directly from each member.
- Damage and/or Security Deposits will be held and refunded by the House Corporation in accordance with local state landlord/tenant law(s).
- All housing related income should be invoiced directly by the House Corporation, or its designated vendor, with collected funds sent directly to the House Corporation.

### **Refusal to Live in Chapter Housing**

- If a member refuses to live in the chapter house or applicable housing when space is available, Standards Procedures must be implemented and may result in membership cancellation.
- The Chapter Bylaws and Standing Rules should include requirements for living in the house and penalties for refusal to live in the house.

## **Chapter House Director**

The hiring or dismissal of a House Director is the responsibility of the House Corporation Board. No chapter has the right to hire or dismiss a House Director.

- The salary and duties of the House Director are determined by the House Corporation.
- The House Director is responsible for the management of the chapter house.
  - She hires, fires, and directs the household staff.
  - She supervises operation of the kitchen and meal service.

## **House Rules**

Each chapter will develop House Rules in cooperation with the House Corporation Board.

## **House Security & Safety**

- Doors must be locked at all times.

- Locks/Entry Codes should be changed on a regular basis, as mandated by the House Corporation Board. Entry codes should never be shared with any person that is not a member of Alpha Delta Pi, except for employees. Locks also should be changed any time a member loses a key.
- Fire drills must be conducted at least twice a year (before October 15th and February 15th) by the Property Manager with the assistance of the Finance/House Advisor, House Director, and university or local police or fire agency.
- Alpha Delta Pi prohibits the use of any open flame in any chapter house, suite, or facility or during any ritual, ceremony, recruitment event, or chapter activity. Protecting Alpha Delta Pi members is of utmost importance, and this prohibition will enhance member safety. Battery operated candles and penlights are available through Executive Office.

## Liability

Neither Alpha Delta Pi nor the House Corporation Board is responsible for the personal property of any house resident.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION IX: CHAPTER MEETINGS

# Chapter Meeting Procedures

- All chapter members, both Alpha and Delta, are required to attend all Chapter Meetings.
- Excuses for absences must be given to the Director of Standards and Ethics by the specified deadline.
- Alpha members have full voting privileges except for voting on potential members and, in some cases, the privilege of voting in chapter elections. Alpha members who have completed four weeks of membership have full voting privileges in chapter elections. If Alpha members have not completed four weeks of membership, then special permission must be sought from the Collegiate Province Director to vote in elections.
- Alpha members, as well as Delta members, may abstain from voting if they do not feel comfortable voting on an individual issue.
- Delta members enter Chapter Meetings first while Alpha members wait in another area with the New Member Coordinator. After the Delta members have completed the opening Ritual, the Alpha members will be escorted in by the Guard and the New Member Coordinator. Alpha members enter the meeting prior to the Invocation and 15th Psalm. See the *Ritual Book* for more information
- For the first Chapter Meeting, the Alpha members should be seated together alphabetically in the front rows. For the remainder of Chapter Meetings, the Alpha members should be alternated alphabetically, row by row, with the Delta members. After Initiation, all members are seated alphabetically.
- Alpha members are escorted out by the New Member Coordinator following the Alpha member closing, as indicated in the *Ritual Book*. Delta members will occasionally need to conduct additional business after the Alpha members leave such as voting on potential members, Initiation plans, etc. The Alpha members should not be discussed.
- All Chapter Meetings must be opened and closed with Ritual. Only members of Alpha Delta Pi may attend Chapter Meetings.
- Diamond Development Programming may be held in place of a Chapter Meeting. The Membership Education Team is responsible for planning these workshops. Chapters are encouraged to include alumnae, other Greek organizations, or other students to share in these workshops as appropriate. Chapter announcements may be presented orally or written.
- The Ritual for the Chapter Meeting is included in the *Ritual Book*.
- Officers who preside at the Chapter Meetings and sit at the front table are the President, the Recording Secretary, and the Chaplain. The Guard serves as sergeant-at-arms.
- No business may be brought before the chapter that has not first been brought to Executive Board or Committee.
- Members are expected to attend Chapter Meetings in proper attire and wear their badges.
- An advisor or the Collegiate Province Director must be present for chapter elections.
- Special meetings may be called by the President as needed with the approval of the Executive Board.
- Food and drinks are not allowed during Chapter Meetings. Refreshments may be appropriate at Diamond Development Programs as long as it does not interfere with the speaker or workshop.
- Talking is not allowed during Chapter Meetings unless a member has been recognized by the chair. The chapter may wish to allow for socializing time before or after the meeting.

## Minutes

Minutes for Executive Committee, Executive Board, and Chapter Meetings should be very detailed so that someone not attending the meeting will be able to read the minutes and have a clear understanding of what transpired.

- Preparing Executive Board and Executive Committee Minutes
  - Minutes are to be prepared according to the most current edition of *Robert's Rules of Order, Newly Revised*.
  - Minutes of every Executive Board and Executive Committee Meeting are to be taken by the Executive Vice President.
  - Minutes are to be signed by the Executive Vice President and the President.
  - Copies of the minutes are distributed within 48 hours of the meeting as follows:
  - Executive Board Minutes are sent to the District Team Director, the Collegiate Province Director, and chapter advisors with a copy kept permanently in the chapter files.

- Executive Committee Minutes are sent to the Collegiate Province Director and chapter advisors with a copy kept permanently in the chapter files.
- Preparing Chapter Meeting Minutes
  - Minutes are to be prepared according to the most current edition of *Robert's Rules of Order, Newly Revised*.
  - Minutes must be taken at every Chapter Meeting by the Recording Secretary.
  - Chapter Minutes shall include the following:
    - Name of chapter
    - Date, time and place, quorum established
    - Names of presiding officers and secretary
    - List absent member(s), and name(s) of advisors or international officers present
    - Whether minutes of previous meeting were approved or corrected
    - All officer and committee reports (include title of officer, officer name, and content of her report)
    - All motions and all points of order whether passed or failed
    - Name of member who introduces a motion, and the member who seconds the motion (use first and last name of the sister speaking)
    - Time of adjournment
  - Minutes must be signed by the President and the Secretary.
  - Copies of the minutes are to be distributed within 48 hours of the meeting to the Collegiate Province Director and chapter advisors with a copy kept permanently in the chapter files.

## Parliamentary Procedure

All Chapter Meetings will be conducted according to the basic rules of parliamentary procedure. The final authority for business transaction is the most current edition of *Robert's Rules of Order, Newly Revised*.

### Quorum

- Quorum is the number of members entitled to vote who must be present in order that business can be transacted. In Alpha Delta Pi chapters a majority of members shall compose quorum.
- In the absence of a quorum, any business transacted is null and void.

### Motions

- A motion is a proposal on which the chapter can take a stand or take action upon.
- The following is the basic procedure for the passage of a motion.
  - Member rises and addresses the Chair. Member: "Sister President..."
  - Member receives recognition. President: "Yes."
  - Member makes a motion. Member: "I move..."
  - Motion is offered to be seconded. President: "A motion to...has been made, does anyone second this motion?"
  - Motion is seconded. Any member: "Second."
  - Chair restates motion and asks for discussion. President: "It has been moved and seconded that...Is there discussion?"
  - Chair repeats the motion and calls for vote. President: "The question is on the motion to...Those in favor say 'aye' (pause for a voice vote), those opposed say 'no' (pause for voice vote)."
  - Chair announces result of vote. President: "The ayes have it, and the motion is carried. We will..." OR "The no's have it, and the motion is lost."
- The maker of the motion has the right to speak first during discussion.

- If a motion to amend is made and seconded, the proposed amendment must be voted upon before the vote is taken on the main motion to which it applies.
- A motion is pending when it has been stated by the Chair but not yet voted on. The last motion stated by the chair is the first pending. The main motion is always the last voted on.
- The following are methods of voting on a motion:
  - A voice vote may be taken when the motion needs only a majority vote to pass. A member may call for “division” for an exact count.
  - A vote may be taken by a show of hands as an alternative to a voice vote. A count is not required unless the Chair cannot determine the desire of the group.
  - A standing vote is taken for questions requiring a two-thirds vote.
  - A vote may be taken by ballot when secrecy is desired. A vote by ballot is required in election of officers when there is more than one candidate.
  - A vote by general consent may be taken when a motion isn’t likely to be opposed. The chair says “If there is no objection...” Members show their agreement by their silence. If someone says, “I object,” the matter must be put to a vote.
- All motions should be recorded in the minutes word-for-word, indicating the name of the member making the motion, the name of the member seconding it, and whether it passed or failed: “Susie Smith moved to approve the new Panhellenic Anti-Hazing Policy. Jennifer Jones seconded the motion. Discussion was held. Motion passed.”



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION X: ELECTIONS

# Scheduling Elections

- Elections must be scheduled by the Executive Board and placed on the chapter calendar.
- Elections can be held anytime between November 1 and the end of the fall academic term.
- Allow two weeks between Elections and Leadership Transition Workshop to provide time for transition between incoming and out-going officers.
- Installation of new officers must take place prior to District Leadership Conference.
- Any deviation from this schedule must be approved by the Collegiate Province Director and District Team Director.

## Election Schedule & Calendar

The election, transition, and installation process takes approximately six weeks. Elections can be held anytime between November 1 and the end of the fall academic term. Installation of new officers must take place prior to District Leadership Conference. They should be scheduled by the Executive Board and placed on the chapter calendar. Any deviation from this schedule must be approved by the Collegiate Province Director and District Team Director.

Following is a listing that outlines exactly what should be accomplished during this time.

- Week 1
  - All Delta members take the International Exam. A copy of the exam can be found on Pride Online. A passing score of 85% is required to run for office or vote. A member may retake the exam until she earns a passing score.
  - Review duties of elected officers at a Chapter Meeting. Provide Core Competency Matrix and supporting documents to interested candidates. Candidates should review the training videos posted on the Alpha Delta Pi website that relate to the Core Competency Program and to the office(s) they are seeking. Emphasize the importance of electing the most qualified candidate.
  - Members sign up for office(s) in which they are interested and speak with the member currently holding that office. Members also complete a Candidate Profile. If nominated, the member may revise it prior to posting.
  - Outgoing officers update their officer manuals, making a list of valuable resources, important dates, hints for success, and items needing follow up. She removes outdated and unnecessary items. The outgoing Executive Vice President will ensure officer resources are current prior to the Officer Transition Workshop.
- Week 2
  - The Nominating Committee conducts oral interviews with all members interested in elected or appointed offices. Suggested questions for interviews appear in this section and in the Core Competency Resource Packet available on the Alpha Delta Pi website. Members of the Nominating Committee should review the training videos relating to the Core Competency Program posted on the Alpha Delta Pi website.
  - The Nominating Committee prepares a report that includes the names of the nominees that they are nominating for each elected office. At least one person must be nominated for each office; however, ideally at least two members are nominated for each office. In preparing the report, the Nominating Committee should consider the whole picture and the ability of these members to work together as a group in a common interest for the chapter.
  - A member is not automatically nominated for an office just because she interviews for that office.
  - After the Nominating Committee Report is prepared, the President calls the Collegiate Province Director to present it for her approval. **The Collegiate Province Director must approve the Nominating Committee Report before it is presented to the chapter.**
- Week 3
  - The approved Nominating Committee Report is presented to the chapter.

- At this time, nominations of qualified members from the floor may be accepted. ("Eligibility for Election," of this section to determine qualified members.) All nominations from the floor must be approved by the Collegiate Province Director.
  - Candidates for President sign the Presidential Candidate Obligation Agreement.
  - **One copy of the Presidential Candidate Obligation Agreement should be sent to the Chapter Advisor, and one copy should be retained in the chapter files until the next president is installed. The Presidential Candidate Obligation Agreement should not be sent to the Collegiate Province Director or Executive Office.**
  - A completed Candidate Profile for each nominated candidate is distributed to all members. Candidates may revise the Profile prepared for the Nominating Committee. Profile forms are discarded after elections.
  - Campaigning is not permitted.
  - A list of duties for each elected office is distributed.
- Week 4 - Election Night
    - All voting shall be by ballot unless there is only one nominee for a particular office in which case the nominee shall be declared elected.
    - A **majority** of the votes cast is required to elect. Abstentions or blank ballots do not count as votes cast.
    - Each office must be voted upon separately, beginning with the President. Order of election follows order of (elected) officers listed in the *Chapter Operations Book*. The Collegiate Province Director may approve exception to the order.
    - The President may state for each office, if the nominee was nominated by the Nominating Committee or nominated from the floor.
    - **At least one advisor must be present.** It is her duty to tabulate the ballots along with the Guard.
    - A vote of greater than 50% is needed to elect when two or more nominees are being voted upon. If no nominee receives a majority of the votes casted on a round of balloting, then further rounds of balloting must occur until one nominee receives a majority vote. The nominee with the fewest votes is not automatically removed from the ballot unless so stated in the Chapter Bylaws.
    - Any additional nominations from the floor need approval by the Collegiate Province Director. **The only members eligible to be nominated from the floor at this time would be members who were nominated but not elected to other offices.**
    - There is no campaigning for offices, no 'pro con con pro', and no speeches.
- Week 5
    - The incoming President, with the approval of the outgoing Executive Board, selects appointed officers.
- Weeks Preceding Officer Installation
    - During the two weeks between Elections and Leadership Transition Workshop, individual incoming and outgoing officers must meet to transfer manuals, notebooks, files and information. The Executive Vice-President is responsible for creating a schedule and ensuring individual transition meetings occur between incoming and out-going officers. Note: The Finance Vice President transition is lengthy and may be held over two sessions. See the FVP Manual for more details.
    - Officers-elect are to read all manuals and other materials related to their office.
    - No officer-elect shall take full responsibility of an office prior to officer installation without approval of the Collegiate Province Director and knowledge of all advisors. This means that the current officers are responsible for all duties until the next officer is duly installed.
    - The Leadership Transition Workshop is held. It is a full day of review and planning. It is the responsibility of the outgoing Executive Vice President to plan this day. The incoming Executive Vice President may be asked to assist her. All outgoing and incoming officers, as well as advisors, are expected to attend.
    - Executive Vice President updates the chapter leadership in Pi Portal within 48 hours of Leadership Transition Workshop.
- Final Week
    - Installation Ceremony is held.

## Eligibility for Nomination

Please refer to the Core Competency Resource Center on Pride Online for officer selection tools and resources for both officer candidates and nominating committee members.

- To be eligible for nomination and election to an office, a member must meet the guidelines outlined below. Any exceptions must be approved by the Collegiate Province Director.
  - Be a student enrolled at the college or university where the chapter exists.
  - Meet the scholarship requirements as specified in the Chapter Bylaws and Standing Rules.
  - Not have a delinquent account at either time of nomination or the time of election.
  - Have passed the International Exam with a score of at least 85%. A copy of the International Exam appears on the website on Pride Online.
  - Be interviewed by the Nominating Committee and fill out a Candidate Profile.
  
- To be eligible for the office of President, a member must meet these additional requirements:
  - Have previously served on Executive Board. Any exceptions must have prior approval of the Collegiate Province Director.
  - In order for a President to be nominated and elected for a second term, permission must be obtained from the Collegiate Province Director. Request for such permission must be received in writing at least 30 days prior to elections.
  - Sign the Presidential Candidate Obligation Agreement which can be obtained on Pride Online.

## Eligibility for Maintaining Office

- To remain in office, a member must:
  - Be a member in good standing
  - Keep all accounts paid in full.
  - Continue to meet the scholarship requirements specified in the Chapter Bylaws and Standing Rules unless the Executive Board votes to make an exception the first time the requirement is not met. The second time the requirement is not met, she must relinquish her office.
  - Submit her grades to the Standards Advisor before the next term begins.
  - Perform the duties of the office.

## Eligibility for Voting

- To be eligible to vote in elections, a member must:
  - Be a Delta member or have completed four weeks as an Alpha member. If an Alpha member has not completed four weeks of membership, permission to vote may be obtained from the Collegiate Province Director.
  - Have passed the International Exam with at least a score of 85%.
  - Have all accounts paid in full.
  - Have turned in grades for the week if she has failed to meet the minimum GPA for the previous term.

## Suggested Interview Topics

- What are your goals for the office(s) you are interested in?
- What do you feel are the strengths and weaknesses of the chapter?
- What personal traits do you possess which would make you a good officer?

- Discuss the responsibilities of this office and what talents you bring to it.
- Tell us about your leadership style, and how you see yourself leading a team of chapter members.
- How will you work with a team member/officer who is not fulfilling her duties?
- For additional questions and ways to conduct the interviews, please refer to the Core Competency Program at [www.alphadeltapi.org](http://www.alphadeltapi.org).

## Filling Vacancies

Occasionally it is necessary to replace an officer because she voluntarily resigned, was removed from office via a Standards Council Meeting or Formal Hearing for failing to meet the requirements of her officer duties, or because of a Standards Council Meeting or Formal Hearing not related to her officer performance.

### Replacing an elected officer

A special election must be held to replace an elected officer according to the following procedures:

- Announce the opening at the next Chapter Meeting and inform interested candidates of sign-up procedures.
- If the opening is for an Executive Committee position, candidates must complete a Candidate Profile Form and interviews are held. The Nominating Committee nominates at least 1 candidate.
- The special election is held immediately prior to new business during the Chapter Meeting.
- The Executive Board should determine the best method for assisting the new officer to understand and begin her duties. If the former officer cannot or should not help with the transition, the Executive Vice President assumes the major responsibility.

### Replacing an appointed officer

The President, with approval that includes the Executive Board and Collegiate Province Director, conducts the appointment of officers.

## International Exam

The International Exam can be found on Pride Online. To be eligible to run for an office or to vote in elections, members must pass the exam with a score of at least 85%. Members may retake the exam to achieve the required score.

## Leadership Transition Workshop

The Leadership Transition Workshop facilitation guide and materials are available on Pride Online at Chapter Resources > Administrative Team > Officer Transitions.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XI: STANDARDS HEARING PROCEDURES

# Goals of the Standards Program

The goals of the Alpha Delta Pi Standards Program are:

- To strengthen each member's pride in herself and her sorority.
- To emphasize that each member's behavior and attitude reflects upon each of her sisters and the international organization.
- To identify certain unacceptable behaviors and suggest methods of dealing with such problems.
- To set guidelines that will allow members to work together toward their goals and ideals while showing consideration, thoughtfulness, and cooperation.

## The Standards Code of Alpha Delta Pi

The Standards Code is a binding agreement, which provides the basis for personal development and self-discipline.

Each member is asked to review and sign the Alpha Delta Pi Standards Code and by doing so, a member is signifying that she understands and will abide by the Alpha Delta Pi Standards Code. Any member who fails to abide by this document is subject to standards procedures. Documentation that each new member has signed the Alpha Delta Pi Standards Code must be sent to the Collegiate Province Director each year through the Executive Board minutes.

The Alpha Delta Pi Standards Code is reviewed and signed by Alpha members and reviewed again by all members at the Chapter Retreat.

Alpha members who are accepted during Continuous Open Recruitment/Continuous Open Bidding must review and sign the Alpha Delta Pi Standards Code within 24 hours of accepting a bid.

The Alpha Delta Pi Standards Code will be signed in triplicate. The member initials pages 1 and 2 and signs her full name on page 3. The Chapter President signs page 3 as a witness. The white copy will be retained by the chapter for the chapter files, the yellow copy will be mailed to the member's parents or guardian along with a letter from the International President and the pink copy will be given to the member.

### Enforcement of the Standards Code

- Implementation of the procedures for handling infractions of the Standards Code is the responsibility of the Standards Council, comprised of the Director of Standards and Ethics, the President, and the Standards Advisor. If the Standards Advisor is not available, the Chapter Advisor shall appoint another advisor to fill the position.
- In addition to the conduct defined in the Standards Code, any action by a member, which adversely affects Alpha Delta Pi, herself, or any other member is specifically prohibited. The member is subject to the same procedural provisions as are those members whose conduct is specifically addressed in the Standards Code.

## Reasons for Standards Council Meeting

The Standards Council should monitor the progress of members as they pursue personal development and an understanding of and appreciation for their obligations to Alpha Delta Pi. In order to provide a quality sisterhood experience to all members, the Standards Council shall meet with members for any of the following reasons:

- If there is concern that the member is not receiving maximum enjoyment from her membership or she might be experiencing a difficult time.
- If information is brought to the attention of the Standards Council that the member's behavior, regardless of location or time of year, is in violation of the Standards Code or the Bylaws of Alpha Delta Pi Sorority, the Standards Council must initiate the procedures as outlined in the section, The Standards Council Meeting.

- If the violation of the Standards Code involves the member's failure to promptly pay her bill, the Standards Council must initiate the procedures as outlined in the section, Procedures for Financial Delinquency.
- If a member requests voluntary cancellation of her membership it may be beneficial to have her participate in an exit interview to gain insight into the reasons for the cancellation request. An exit interview is not mandatory, and a Standards Council Meeting is not required. The procedure for voluntary membership cancellation is outlined in the section, Request for Voluntary Membership Cancellation or Termination of Alpha Membership.

## The Standards Council Meeting

A Standards Council meeting should be approached in a calm and relaxed manner. Be mindful that the goal of this confidential meeting is to counsel the member. Since we cared enough to make her our sister, we should care enough for her to have a positive membership experience and to embrace the standards of Alpha Delta Pi.

When a Standards Council meeting is to be convened for violation of the Standards Code, the following procedures must be followed:

- The Director of Standards and Ethics completes Part I of the Standards Council Meeting form and delivers it to the member. The member should be given reasonable notice of the Standards Council Meeting.
- The Standards Council meets with the member to discuss the situation. The member is given the opportunity to explain the situation from her point of view. This meeting should occur in a location that allows for private conversation.
- The Standards Council should make every attempt to reach a true account of the situation and determine fairly if the member has violated the Standards Code.
- If the Standards Council determines that the member has violated the Standards Code, every attempt should be made to allow/assist the member to adjust her action(s) to meet the Standards Code. The Standards Council and member should make every effort to reach an informal resolution. At the conclusion of the Standards Council meeting, one of the following must occur:
  - The Standards Council and the member mutually agree that a discussion and understanding of the situation resolves the matter.
  - The Standards Council and the member mutually agree that she will correct or amend her behavior and/or remedy any harm caused by her conduct. This resolution needs to be documented in writing with the agreed upon terms in a probation using the Probation Agreement form. See the section, Effective Probations.
  - In an attempt of the Standards Council to counsel the member, it may become clear to the member that membership in Alpha Delta Pi is not compatible with her current lifestyle. In this circumstance it is appropriate for the Standards Council to discuss this possibility with the member. In such a case the member may agree to request voluntary membership cancellation or termination of Alpha membership.
  - Where attempts to reach an informal resolution (as outlined in a-c above) have failed, a formal hearing should be convened according to the procedures outlined in the section, Formal Hearing. The Notice of Formal Hearing form is presented to the member in a Standards Council meeting. The procedure of the formal hearing should be thoroughly explained to the member including the fact that if the Executive Board finds by a majority vote that the charges are valid, then the consequences imposed by the Executive Board will be probation and/or a fine or a recommendation for membership cancellation.
    - After the member is presented with the procedures and has an understanding of the formal hearing process, it may be that she will then choose to request voluntary membership cancellation. The Standards Council may want to counsel her that this may be a prudent choice under the circumstances.
    - **If the member is a repeat offender (not necessarily the same section of the Standards Code) or unwilling to adhere to the Standards Code in its entirety, a determination may have to be made whether the member places a sincere priority on the privilege of membership. In this instance, asking the member to request voluntarily membership cancellation or presenting**

**the member with the Notice of Formal Hearing form, possibly resulting in recommendation for membership cancellation, may be necessary.**

- After the meeting with the member, the Standards Council completes Part II of the Standards Council Meeting form.
  - For all conclusions of the Standards Council Meeting, a copy of the Standards Council Meeting form is uploaded to Pi Portal and the original is kept in the chapter files for the duration of the member's Delta membership.
  - If the Standards Council Meeting concludes with the member requesting voluntary cancellation of membership, then a copy of the completed Standards Council Meeting form and the signed and dated request from the member is also uploaded to Pi Portal.
  - If the Standards Council Meeting concludes with an Alpha member requesting voluntary termination of Alpha membership, then the information must be recorded on her record in Pi Portal.

## Effective Probations

The Standards Council should carefully consider the appropriate probation terms to be utilized in each case. This ensures that the member learns and benefits from such measures, rather than the measures solely being punitive.

- In determining probation requirements for a member, focus on the areas in which a member needs to improve her behavior.
  - Character development
  - Interpersonal relations
  - Social
  - Scholarship
  - Participation
  - Other
- Design a probation which is measurable, specific, positive, and reflects one or more of the following:
  - Reinforcement of the ideals, principles, responsibilities, and values of Alpha Delta Pi
  - Personal betterment
  - Educational experience
  - Limitation of privileges
  - Written apologies
- The following are some possible terms for probation agreements, but shall not constitute an exclusive list of permissible probation terms:
  - Have the member review the Standards Code and demonstrate that she fully understands each section.
  - Assign community service hours equal to the number of hours (or more) missed at a required function.
  - Require attendance at GAMMA, BACCHUS, or similar meetings.
  - Ask for written apology to a member (turned in to Director of Standards and Ethics for delivery).
  - Ask for written apology to Grand Council and other International Officers, where appropriate (turned in to Director of Standards and Ethics for delivery).
  - Require an apology to the chapter (review prior to delivery and stipulate that the member can only read from the approved script).
  - Exclude the member from being a Diamond Sister.
  - Present a program to the chapter, for example, alcohol awareness, standards, policies.
  - Require consultation with professional services for help (i.e., counseling session).
  - Attend a specified number of Panhellenic meetings.
  - Forbid the member from being alone with an Alpha member.
  - Forbid the member from certain locations (i.e., fraternity houses, drinking establishments, or whatever reflects the problem behavior).

- Preclude participation in certain events, for example, social, intramurals, homecoming, etc.
- Requirement or limitation of individual activities:
  - Social
    - Require member to remain in primary area during any event.
    - Refrain from alcohol consumption.
  - Scholarship
    - Complete specified number of study hours.
    - Meet with professor or TA.
    - Meet with Guidance Counselor.
    - Work with study buddy or tutor.
    - Present study skills workshop.
    - Submit grades.
    - Require course on study skills.
    - Complete academic diagnostic tests or evaluations.
    - Require attendance at all classes.
    - Require visitation/participation with on-campus academic resource centers.
  - Officer not fulfilling duties
    - Report to team leader daily or weekly.
    - Communicate with an advisor weekly.
- Remember to always include dates to meet with the member to review her progress during the probation period to ensure the member is staying on track. These may be weekly, every two weeks, or monthly for semester probation, depending on the situation.
- Be sure to record member probations in Pi Portal.
- At each Executive Board meeting, the Director of Standards and Ethics should report on progress of any member completing the terms of her probation. This report should be made in the Executive Session portion of the meeting (only Executive Committee officers and Advisors present) and reflected in the minutes of the Executive Board meeting. An entry should be made in the minutes when a member has successfully completed the terms of her probation.

## Formal Hearing

A Formal Hearing before the Executive Board is to be convened when a mutually agreeable resolution of a member's violation of the Alpha Delta Pi Standards Code cannot be reached in a meeting of the Standards Council. At a Formal Hearing, the Executive Board considers the evidence and makes a determination on the validity of the charges against the member. The following procedures must be followed for a Formal Hearing:

### Procedures before the Formal Hearing

- The Standards Council gives the member written notice of the Formal Hearing at least 15 days prior to the hearing, using a Notice of Formal Hearing form. The notice must be specific as to the charges that have been made against the member with a reference to the exact Standards Code provision(s) that she is accused of violating.
- If for any reason the member refuses to meet with the Standards Council and/or they are unable to present her the Notice of Formal Hearing form by personal delivery, then the notice form should be delivered to the member by deposit in first class postal mail with adequate postage addressed to the member at her last known address.
- The member may waive the 15-day notice for the Formal Hearing by signing her name to the "Waiver of 15-Day Notice" on the Notice of Formal Hearing form.

- The 15-day notice begins when the form is personally delivered to the member or when the form is deposited in first class postal mail.
- If the Formal Hearing is to be held at a time other than a regularly scheduled Executive Board meeting, then all members of the Executive Board must be notified of the date, time, and location of the Formal Hearing. Arrangements must be made to hold the Formal Hearing in a location that allows for private conversation.
- Notify the Collegiate Province Director for guidance before a Formal Hearing is scheduled.
- Members of the Executive Board, who will be serving in the role of a witness or may lack objectivity because they have emotional or other involvement, may not be included on the hearing board. If these factors make it impossible to assemble an objective panel meeting the quorum requirements for the Executive Board, the Collegiate Province Director or District Team Director must be notified and shall appoint other chapter or alumnae members not involved in the appeals process to serve as hearing officers.

### Procedures at the Formal Hearing

- A quorum of the Executive Board must be present to convene a Formal Hearing. (A quorum of Executive Board is defined as a majority of its members.)
- The Formal Hearing is held in Executive Session. At the beginning of the Formal Hearing only members of the Executive Board and the charged member should be in the room. The meeting is closed to observers. Witnesses should wait outside the hearing room until called to make their statements.
- The President chairs the meeting. The Director of Standards and Ethics keeps a detailed record of the proceedings using the Record of Proceedings for Formal Hearing form.
- The Formal Hearing is conducted even if the charged member is not in attendance.
- In determining the validity of the charges against the member, the Executive Board shall observe and assess the credibility of each witness. The Executive Board may consider information from all relevant sources. The Executive Board shall use its best judgment in assigning weight, if any, to witness testimony and/or other evidence.
- All votes are taken by written ballot and are recorded as follows:
  - # of votes cast
  - # of “yes” votes
  - # of “no” votes
  - Blank ballots or abstentions do not count as votes cast.
- Order of events at the Formal Hearing
  - The President calls the Formal Hearing to order and reminds everyone that the proceedings are confidential.
  - Everyone in the room introduces herself.
  - The President makes an opening statement for the Executive Board and reads the charges presented to the member on the notice form.
  - The President then asks the charged member how she pleads to the charges.
    - If the member pleads guilty to the charges then the Executive Board can proceed directly to the determination of the penalty.
    - If the member pleads not guilty to the charges, then the member may make an opening statement.
  - The Executive Board’s witnesses are called individually to give their statement. Both the charged member and the Executive Board may ask questions of the witnesses.
  - The charged member’s witnesses are called individually to give their statement. Both the charged member and the Executive Board may ask questions.
  - The Executive Board may question the charged member.
  - The charged member is given time to present closing remarks and then is asked to leave the room during deliberations.
  - After discussion of the facts brought out in the Formal Hearing, the Executive Board votes by written ballot whether or not the charges are valid. The president puts the motion before the Executive Board as follows: “The motion before the Executive Board is: Are the charges against (name) valid?” The members of the Executive

Board mark their ballots “yes” or “no”.

- The ballots are tabulated and recorded.
- If by a majority vote the charges are determined to be valid, the Executive Board proceeds to a determination of penalty. Otherwise, if it is determined that the charges are not valid, the member is informed that the charges are dismissed.
- To make a determination of penalty, one of the following must be made:
  - “I move that we recommend cancellation of membership for (name).” **or** “I move that we terminate the Alpha membership of (name).”
    - The ballots are tabulated and recorded. **Two-thirds** of the votes cast are required to adopt this motion.
    - Upon a decision by the Executive Board to recommend membership cancellation, all rights and privileges of membership will be suspended commencing 5 days after the hearing date and until cancellation is final or an appeal has been granted, unless there is a compelling reason that certain rights and privileges of membership be suspended immediately (i.e., if a Membership Selection Session or a social event will occur in 5 days following the formal hearing, the Executive Board may specifically deny the member from attending such events).
    - The member’s badge and Initiation certificate may be taken and held by an advisor pending a decision from Grand Council.
    - If the motion fails to receive a two-thirds vote, then the Executive Board must adopt one of the motions in subsection below.
  - “I move to impose the following probation ...” (see Effective Probations) **or** “I move to impose a fine of ...” **or** “I move to impose the following probation **and** a fine of...”
    - The ballots are tabulated and recorded. A majority of the votes cast is required to adopt motion to impose probation or a fine.
    - Upon a decision by the Board to impose probation, terms of probation will not be effective until 5 days after the hearing date, unless there is a compelling reason that certain rights and privileges of membership be suspended immediately (i.e., if a social event will occur in 5 days following the formal hearing, the Executive Board may specifically include the event in the terms of the probation).
- The president completes two copies of the Report of Formal Hearing form. The forms should be double checked by another Executive Board member for accuracy.
- The charged member returns to the Formal Hearing room and is advised of the result. She is presented with a copy of the Report of Formal Hearing form including Appeal Procedures. The Appeal Procedures must be presented to the member for the Formal Hearing procedures to be complete and correct.
- At the conclusion of the Formal Hearing, the Executive Board will also complete and deliver to the member a Probation Agreement specifying in reasonable detail the terms and conditions of the member’s probation. The President, Director of Standards and Ethics, and Chapter Advisor must sign the Probation Agreement and certify in writing that a true, correct, and complete copy of the Probation Agreement was delivered to the member at the conclusion of the Formal Hearing. The Executive Board will also request that the member sign the Probation Agreement for the purpose of acknowledging the member’s agreement to be bound by the terms and conditions of the Probation Agreement, but the member’s signature will not be required in order for the probation to be effective.

#### Procedures after the Formal Hearing

- The Director of Standards and Ethics completes the Record of Proceedings for Formal Hearing form which should include the minutes from the meeting. The President and Advisor sign the form after verifying the correctness of the record and minutes.
- Copies of the Notice of Formal Hearing, Report of Formal Hearing, Record of Proceedings for Formal Hearing, copies of prior hearings, and Probation Agreement, if applicable, should be uploaded to Pi Portal within five days.
- Copies of all documents are kept in the chapter files for the duration of the member’s Delta membership.

# Procedures for Financial Delinquency

- A member's account is considered delinquent if the member's bill has not been paid in full 5 days after the date of the invoice.
- At each Executive Committee and Executive Board meeting, the Director of Standards and
  - Ethics and the Finance Vice President should report the names of all financially delinquent members and the status of standards procedures with each member. This report should be made in the Executive Session portion of each meeting (only Executive Committee officers and Advisors present) and reflected in the minutes of the meeting. An entry should be made in the minutes when a member who was suspended for financial delinquency has paid her account in full and has regained all membership rights and privileges.
- As soon as a member's account is delinquent, and payment has not been made 5 days past the
  - due date of the invoice, the Finance Vice President completes Part 1 of the Notice of Financial Delinquency form (Notice of Amounts Past Due) and deliver the form to the member personally, send it by first class postal mail with adequate postage addressed to the member at her last known address, or email to the member with member's consent to the email address provided by the member.
- The Notice of Financial Delinquency form notifies the member of the following:
- The member's account is considered delinquent and the exact amount past due is listed.
- Within 5 days of the delivery of the Notice of Financial Delinquency form, the member may request a meeting with the Standards Council to offer information she thinks relevant to the issue of her delinquent account. This request must be submitted to the Director of Standards and Ethics in writing, signed and dated.
- If the member does not make a timely request for a meeting with the Standards Council and/or pay her account in full, all rights and privileges of her membership will be suspended 15 days after delivery of the Notice of Financial Delinquency form, specifically when Part 2, Notice of Membership Suspension, of the Notice of Financial Delinquency form is delivered.
- If the member requests a meeting with the Standards Council, a meeting should be scheduled as soon as possible.
  - At the Standards Council meeting, the member is given an opportunity to offer information she thinks relevant to the issue of her delinquent account.
  - If the Standards Council determines that the financial obligation in question has been satisfied, then the Standards Council can dismiss the issue.
  - If the Standards Council determines that an adequate extenuating circumstance exists, a payment plan may be established for the member.
  - If the Standards Council determines that there is no adequate extenuating circumstance, then the Director of Standards and Ethics will inform the member that all rights and privileges of her membership will be suspended in 5 days (but in no event before 15 days have elapsed after the delivery of the Part 1 Notice of Financial Delinquency form) unless she pays her account in full by that time.
- If the member has not paid in full or requested a Standards Council Meeting to resolve financial delinquency, fifteen days after the Part 1 Notice of Financial Delinquency has been sent the Finance Vice President completes Part 2 of the Notice of Financial Delinquency Notice form (Notice of Membership Suspension) and deliver the form to the member personally or send it by first class mail, or email to the member with member's consent to the email address provided by the member notifying the member that her membership has been suspended, with a copy to the Collegiate Province Director. Names of members who have had their memberships suspended should be announced each week in chapter meeting. If a membership is suspended because of financial delinquency, but has not yet been cancelled as provided below, all rights and privileges of the member will be reinstated upon full payment of the account.
- The Notice of Financial Delinquency form notifies the member of the following:

- The member’s account is considered delinquent and the exact amount past due is listed.
- All rights and privileges of her membership are suspended, and she may not attend any chapter events.
- Within 5 days of the delivery of the Notice of Financial Delinquency form, the member may request a meeting with the Standards Council to offer information she thinks relevant to the issue of her delinquent account. This request must be submitted to the Director of Standards and Ethics in writing, signed and dated.
- If the member does not make a timely request for a meeting with the Standards Council and/or pay her account in full, membership cancellation will be recommended with the delivery of the Part 3 Notice of Financial Delinquency form.
- If the member requests a meeting with the Standards Council, a meeting should be scheduled as soon as possible.
  - At the Standards Council meeting, the member is given an opportunity to offer information she thinks relevant to the issue of her delinquent account.
  - If the Standards Council determines that the financial obligation in question has been satisfied, then the Standards Council can dismiss the issue.
  - If the Standards Council determines that an adequate extenuating circumstance exists, a payment plan may be established for the member.
  - If the Standards Council determines that there is no adequate extenuating circumstance, then the Director of Standards and Ethics will inform the member that all rights and privileges of her membership are suspended and that membership cancellation will be recommended with the delivery of the Part 3 Notice of Financial Delinquency form.(but in no event before 15 days have elapsed after the delivery of the Part 2 Notice of Financial Delinquency form), unless she pays her account in full by that time.
- If the member has not paid in full or requested a Standards Council Meeting fifteen day after Part 2 has been sent, at a minimum, of 35 days past due from the original invoice due date, Membership Cancellation can be recommended. The Finance Vice President completes Part 3 of the Notice of Financial Delinquency (Notice of Recommendation of Membership Cancellation) and deliver the form to the member personally, send it by first class postal mail with adequate postage addressed to the member at her last known address, or email to the member with member’s consent to the email address provided by the member In addition, this form is uploaded to PiPortal and provided to Executive Office and the House Corporation, if applicable, recommending membership cancellation.
  - Notice of Financial Delinquency – Notice of Recommendation of Membership Cancellation notifies the member of the following:
    - The member’s account is considered delinquent and the exact amount past due is listed.
    - Her membership has been recommended for cancellation.
    - There has been no remedy of the situation either through full payment or request of a meeting with the
    - Date of prior notices provided are given.

## Requests for Voluntary Membership Cancellation or Termination of Alpha Membership

Request by Alpha Member

Procedures for requesting termination of membership by an Alpha member are:

- When an Alpha member requests termination of Alpha membership, the New Member Coordinator, Diamond Sister, and Chapter President shall discuss with her and make every effort to resolve the matter so as to prevent voluntary termination.
- If the Alpha member’s decision is final, the Alpha Member must be marked accordingly on Pi Portal.
- Termination of Alpha Membership may not relieve the member of any accrued financial obligations to the sorority; however, badge and Initiation refunds are automatically made if a member is not initiated.

## Request by Delta Member

Procedures for requesting voluntary membership cancellation by a Delta member are:

- When a Delta member requests voluntary membership cancellation, it may be beneficial to have her participate in an exit interview to gain insight into the reasons for the cancellation request. An exit interview is not mandatory, and a Standards Council Meeting is not required.
- If the member's decision is final, then she must submit a written request for voluntary membership cancellation. An Email, text message, letter, or any form of written communication is accepted as long as the member's name, and a date are included.
- If a Standards Council Meeting is held, then the Director of Standards and Ethics completes Part II of the Standards Council Meeting form and attaches the member's request.
- A copy of the cancellation request is uploaded to Pi Portal and the chapter retains a copy for the chapter files.
- Executive Office will inform the member of the effective date of cancellation, with copies to the Collegiate Province Director and the chapter.
- Cancellation will not relieve the member of any prior accrued financial obligations to the sorority; however, all charges to the member are discontinued as of the date the cancellation request is received by the chapter.

## Alumna Member

Procedure for requesting cancellation of membership by one who is no longer in school:

- The member who is no longer in school and who wishes her membership canceled must submit a written request for voluntary membership cancellation including her reason to the International President in care of Executive Office. The member must sign and date the request. No such request will be processed without the member's signature.
- Grand Council will consider the request and Executive Office will inform the member of the action taken.

## Cancellation of Membership by Direct Action of Grand Council

In addition to the preceding procedures, the Bylaws of Alpha Delta Pi Sorority provide for cancellation of membership by direct action of Grand Council.

## Surrendering Badge and Initiation Certificate

A member whose membership is canceled must surrender her badge and Initiation Certificate. These should be forwarded by the member or chapter directly to Executive Office.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XII: RISK MANAGEMENT

## Why Is Risk Management Necessary?

*Consider the following scenario; this could happen on any college/university campuses.*

You are asked to cosponsor a party with a fraternity. The party is held at the fraternity's house. An underage member who is intoxicated leans out of a third-story window to yell to her friends below. Having lost her sense of balance due to the alcohol, she falls out of the window and lands two stories below on the concrete deck. After a month-long struggle in the hospital, she dies. Her parents file suit against the sorority chapter and the fraternity chapter.

The plaintiff's (her family) attorney interviews witnesses to determine any other parties to file suit against. The attorney looks at the relationship between the sorority/fraternity and their international/national organizations. If the international/national organization had specific rules to guard against the misuse and abuse of alcohol (Alpha Delta Pi's Alcohol Policy), and had done a thorough job of educating its members about these risks through programming and convention sessions, the court may find that the international/national organization is not negligent because it did take every precaution to prevent an accident. In this case, the local chapter would be the sole defendant. The attorney will also look at the relationship between the chapter and the university to determine if the university could be held liable.

For the sake of this example, let's assume that the sorority chapter and fraternity chapter were the parties believed to be liable. Since most of the Alpha Delta Pi members present at the party knew that the member who died was underage but allowed her to drink anyway, the chapter as a whole is found to be negligent. Suit is filed against all officers of the chapter who helped in any way to plan the party.

By the time this case makes it to court, the officers in question have graduated and taken new jobs. They must request time off from work to attend the trial. Imagine telling a new employer that you need time off because you are being named in a multi-million dollar liability suit. If the court rules that any member intentionally helped cause this injury, she could be held personally liable as intentional acts are excluded in the insurance coverage.

During the trial, the plaintiff's attorney talks about the woman who died. She was a pre-law student who was focusing on international law. The plaintiff's attorney argues that, at 20 years old, she could conceivably have worked for 40 years, making \$100,000 per year (a \$4 million loss in wages.). Additionally, the attorney talks of her grueling last month in the hospital, during which she spent most of the time in a coma, only to awaken and realize that she was paralyzed. Her hospital bills totaled \$200,000. He also focuses on her parents whose only daughter had died. A life unfulfilled.

The jury comes back with an \$8 million award against the defendants. Let's hypothetically say that four sorority officers and four fraternity officers were named in the suit. This results in \$1 million of damages against each, plus legal fees.

The officers involved do not have \$1 million on their own; they have just started working. The court orders that money be garnished out of their wages for the rest of their lives. Any money made by these officers will go toward paying their \$1 million of damages. The employer who was not pleased to have his or her new employee leave work for a trial will be even less happy to hear about the garnished wages. In fact, many companies have a policy that an employee whose wages are garnished will be fired. Having garnished wages will also affect future job applications, graduate school applications, and scholarship applications.

Do you think that this could not happen to you or to your chapter? It could happen, and it has happened to other chapters. Alpha Delta Pi's Statement of Policy Regarding Alcohol for Collegiate Chapters is not meant to make your parties less fun; it is meant to protect its chapters, officers, and members from the horrible story told above. Pay careful attention to the connection between Alpha Delta Pi policy, the law, and insurance. Alpha Delta Pi policy is designed to keep you from breaking the law. Insurance will not cover your actions if the law is broken. And if the law is broken, you could be held liable for damages.

# Role and Resources

The Risk Management Committee holds an important role within the chapter framework helping to ensure that Alpha Delta Pi events are safe. The Risk Management Committee minimizes the risk of personal injury from happening to members. It also minimizes the potential of litigation from occurring against officers and members.

## Adherence to Alpha Delta Pi's Alcohol Policy

The Risk Management Committee's primary role is to enforce Alpha Delta Pi's Alcohol Policy, minimizing the risk that an accident will occur at an Alpha Delta Pi event. There is a direct relationship between the law, Alpha Delta Pi's Alcohol Policy, and our insurance coverage. Only by following Alpha Delta Pi's Statement of Policy Regarding Alcohol for Collegiate Chapters and good risk management procedures can the chapter be best protected from litigation.

## Approval of all Chapter-Sponsored Events

The Risk Management Committee is responsible for the approval of not only social plans, but also of plans for any other event that might include risk. Types of events include, but are not limited to, philanthropy events, chapter retreats, Greek Week or homecoming activities, and fraternity events such as Derby Days. The Risk Management Committee's goal is not to make events less fun, but to safeguard the security of all members. The Risk Management Committee ensures that good risk management guidelines are in place for an event before those plans are presented to the Executive Board for final approval.

## Director of Social Enrichment as Executive Committee Member

The Director of Social Enrichment serves on the Executive Committee and Executive Board, and as such is able to schedule events within the chapter calendar. Being on the Executive Committee allows her to benefit from the ideas and leadership of the other Executive officers. The Executive Committee also helps the Director of Social Enrichment to enforce the rules and policies of Alpha Delta Pi.

## Director of Social Enrichment as Executive Board Member

As a member of the Executive Board, and chair of the Risk Management Committee, the Director of Social Enrichment must submit an accurate risk management assessment form to the Executive Board for all chapter sponsored and co-sponsored events. This information is presented to the Executive Board for approval before any event takes place. Plans for all chapter events that might include risk are submitted to the Executive Board more than 30 days prior to the event. **The Executive Board may approve, disapprove, or require additional information from the Risk Management Committee. Plans that do not meet good risk management standards should not be approved.** Plans for any other event in which non-members are involved, such as, homecoming or Parents Day, etc., should be submitted to the Risk Management Committee.

## Resources

- Written resources
  - *Chapter Operations Book*
  - *Fraternal Law* (a fraternity law newsletter published by Manley & Burke, and distributed by Executive Office)
  - Other written resources available through your college/university
  - Insurance Summary for the United States and Canada can be found on the Alpha Delta Pi website.
    - University-specific alcohol policy
    - University Panhellenic policy
    - Any other policies that might apply
- Human Resources
  - College/university or community

- Social Advisor, Chapter Advisor, Collegiate Province Director, and Leadership Consultant
- Greek Advisor
- Ombudsman or other free local/campus legal advice
- Alpha Delta Pi's insurance agency
- GAMMA (Greeks Advocating Mature Management of Alcohol), an organization on many campuses

## Duties and Responsibilities of the Risk Management Committee

### Membership

The Risk Management Committee shall be composed of the Director of Social Enrichment, who serves as chair of the committee, the members of the Social Enrichment Team, Social Advisor, and any members appointed by the Executive Board (according to the size of the chapter). Appointed members serve for a semester.

### Duties and Responsibilities

- Reviews Alpha Delta Pi's and the campus's alcohol policies to ensure the chapter adheres to the policies. The stricter of the two policies should be followed.
- If your campus and/or Panhellenic policy is BYOB, and you would like to follow this policy, the committee must submit the policy to your District Team Director yearly for verification by April 1. See the section, Alcohol Policies of Risk Management
- Evaluates and approves each event planned. Responsible for reviewing and ensuring the following is covered:
  - Safety and appropriateness of the location.
  - Adherence to Alpha Delta Pi's Alcohol Policy.
  - Safety of travel to and from the event.
  - Contractual agreements.
  - All contracts must be approved by the Executive Board before they are signed.
- If the contract contains any insurance verbiage, please contact Alpha Delta Pi's insurance broker for review. Contact information for Alpha Delta Pi's insurance broker can be found on the Alpha Delta Pi website.
- Contracts more than \$3,000 require the approval of the Collegiate Province Director. This means the entire cost. For example, if the down payment is \$1,500 and the final payment is \$1,500, the total for the contract is \$3,000 so even though there are incremental payments lower than \$3,000, the chapter must view the entire amount of the contract for determining approval procedures.
- The President is the only officer authorized to sign contracts on behalf of the chapter.
- Proper security has been hired, and expectations will be communicated to the security guards.
- Whether invitations have been extended to advisors and/or other alumnae.
- Appropriateness of themes, favors, food, beverages, and entertainment to be provided.
- Submits Event Planning Form to the Chapter Executive Board for approval more than 30 days prior to the scheduled event. The Social Advisor, or the advisor signing the form, must receive a copy.
- Monitors and evaluates execution of plans as submitted and approved. Reports any irregularities to the Executive Board.
- Evaluates and approves all philanthropy events, any off-site events like Chapter Retreat, any Greek Week, homecoming, or fraternity events like Derby Days, and any other events the chapter is participating in for safety and appropriateness.

## Legal Aspects of Risk Management

This section covers the basic legal concepts regarding liability and the serving/selling of alcohol. However, there are no absolute “rules” about liability. Most of these concepts are quite vague and are up to the discretion of a court of law. The best way to protect the chapter from potential litigation is to follow the policies of Alpha Delta Pi to ensure that no federal, state/province, or local laws are broken, and to identify and eliminate any potential risks.

**This information is not to be considered legal advice. It is a summary and does not attempt to cover every situation.**

## Risk Management

- Risk Management refers to the prevention or minimization of the risk that undesirable events will occur, especially those events that may result in financial liability. Risk Management involves anticipating any problems that may occur at an event, and taking the necessary steps to prevent these problems.
- Risk Management encompasses legal and insurance implications for any accident whether or not alcohol is involved.
  - Liability, in which the chapter would be held legally liable for an accident, could result in paying damages (money) to the injured party.
  - Insurance is also involved in Risk Management, since the Alpha Delta Pi insurance policy may be required to pay part of the awarded damages if no laws or Alpha Delta Pi policies were broken to cause the accident. It is extremely important that you follow the policies so that you will be adequately protected by the insurance policies.
- A good risk management program will help protect the sorority, its chapters, members, and assets by limiting exposure to liability for criminal penalties and civil claims for damages, injuries, or losses suffered by members or third parties, as well as by providing insurance for such liability wherever possible.

## Fraternities and Sororities as Liability Risks

Fraternities and sororities are a high liability risk because of the number of underage members and the fact that many functions involve alcohol.

Fraternities and sororities have been ranked as the sixth highest liability risk for organizations and corporations. This list includes:

- Bars
- Liquor stores
- Child care centers
- Asbestos contractors
- Hazardous waste disposal companies
- Fraternities and Sororities
- Amusement parks
- Engineers
- Doctors
- Lawyers

Another survey reveals that the degree of risk at special events is increased by these ten factors:

- Sale and consumption of alcohol
- Inexperienced organizers
- Poor communication
- Over capacity
- Size of crowd
- Inexperienced security

- Weather conditions
- Dangerous or hazardous activities
- No evacuation plan
- Slow emergency response

## Liability

Liability refers to any duty, obligation, debt, or responsibility a person or party legally has for the losses or injuries suffered by another.

There are two kinds of liability:

- **Direct liability** results from the organization’s own acts or omissions.
- *Direct liability could include a chapter not attempting to follow Alpha Delta Pi’s Alcohol Policy.*
- **Vicarious liability** results when one person is liable for the negligent actions of another person even though the first person was not directly responsible for the injury.
- *Vicarious liability could include an injury suffered or caused by an underage member who used a fake ID to obtain alcohol at an Alpha Delta Pi event.*

Before liability can be imposed in a civil case, there must be a showing of fault and causation. The liable party must have done something wrong, and that wrongful act or omission must be the cause of the loss or injury of the injured party. There are several important concepts used to prove fault and causation:

- **Negligence** is a failure by officers or members to exercise reasonable care to protect others from loss or injury. The negligent act is frequently the wrong that is the basis for imposing liability.
- *Negligence could include failing to require valid picture IDs for those consuming alcohol, not applying wristbands to those of legal drinking age, sponsoring an open party, not providing alternative beverages, allowing intoxicated people to drive, or other infringements of the Alpha Delta Pi Alcohol Policy.*
- **Reasonable Care** is the care a reasonable person would have exercised in a similar situation.
- *Each chapter must take all reasonable precautions to prevent anyone from getting injured at a chapter event.*
- **Foreseeability** involves whether an ordinary, reasonable person should have known that harm was likely to occur and could or should have done something to prevent it.
- *Foreseeability could include not allowing an intoxicated guest to leave your event and to drive.*
- **Charged with Knowledge (or Deemed to Have Constructive Knowledge)** is in effect when a person knows that there is a risk of harm or that laws are being broken but does nothing to stop or remedy the situation.
- *If any member of the chapter knows that members who are under the legal drinking age are consuming alcohol, but allows them to drink anyway, a jury could determine that the entire chapter be held liable because its members were “charged with knowledge” about the illegal/potentially harmful act.*

When liability exists, the injured party will be awarded **damages** (money) from the liable party.

- **Compensatory Damages** are intended to compensate the injured party for the injury or loss suffered—medical bills, loss of wages, etc.—as well as to compensate for pain and suffering.
- **Punitive Damages** are intended to punish the liable party and deter similar conduct in the future. This type of damage is NOT covered by insurance.
  - When the liable party **intentionally** (rather than carelessly) causes the damage, the liable party may be required to pay punitive damages in addition to compensatory damages.
  - *A chapter that decides to ignore Alpha Delta Pi’s Alcohol Policy could be found to be intentionally liable.*
  - **Recklessness** (extreme carelessness) may result in the imposition of punitive damages.

- When seeking damages, attorneys will sue where there is the potential for the most money—the international/national organization, if a large insurance policy is involved; chapter officers who were involved in the planning or management of the event, particularly if they or their parents are perceived to be affluent or to have large insurance policies.
- *If a judgment is entered against an individual who does not have the money to pay the damages, that person's wages may be garnished for the rest of his or her life, which will affect credit ratings, job applications, graduate school applications, scholarship applications, and job stability.*

## Potential Chapter Liabilities

- A chapter may be held liable for:
  - Contracts made on its behalf by its officers.
  - Negligent acts performed by the chapter through its officers when conducted on behalf of the chapter's activities or with the chapter's authorization.
  - Acts of individual members when the chapter knew or should have known that the member might commit a harmful act, but did nothing to stop it. In this case, the chapter would be "charged with knowledge."
  - Acts of non-members, including uninvited guests, especially if alcohol is involved.
  - Ultimately, anyone can sue anyone for anything at any time. Sound risk management is the best antidote to lawsuits, but lawsuits flourish in today's litigious society.
- For fraternities and sororities, liability is most likely to involve hazing and/or alcohol.
- Each chapter must be familiar with all state/province and local laws regarding alcohol. Insurance will not cover activities that are engaged in outside of the law. This includes accidents due to underage drinking.
- Place a copy of your state/province and local laws at the end of this section for easy reference. Call your state's community affairs office to request a copy. If this office cannot supply a copy, they will be able to direct you to the office that can.
- Several laws relate directly to chapter social activities:
  - **Social Host Liability** can be imposed on an organization or individual serving alcohol at a private function. A planner or host can be held responsible for the actions of his or her guests if alcohol is provided or served improperly or illegally, and if an intoxicated guest is involved in or causes an injury or death, for example, drunk driving.

To avoid Social Host Liability, a chapter must take reasonable care to:

- Prevent serving alcohol to minors and intoxicated members and guests.
- Prevent intoxicated persons from leaving the party in such an impaired condition that they might cause injury to themselves or others.

**Note: A chapter may even be held liable for injuries caused or suffered by an uninvited guest who was intoxicated upon arrival at the chapter's function. Therefore, it is important to monitor the invitation/guest list and to refuse admission to guests who arrive intoxicated.**

- **Dram Shop Laws** impose similar liability when alcohol is sold. These laws outline the responsibilities involved with holding a liquor license and the penalties for not upholding these responsibilities.
  - Charging any type of fee or requiring any type of contribution to offset the expenses of an event at which alcohol is served may give rise to this liability.
  - Violation of Dram Shop Laws can also result in potential criminal liability for selling alcohol without a liquor license.
  - The use of third-party vendors to serve alcohol could reduce the chapter's liability, as long as the chapter was not negligent in hiring the vendor.

- *If the chapter hires a third-party vendor because fraternities say that this vendor is lenient in the carding of members and guests, the chapter could be found to be negligent.*

The officers who helped plan the event will have the greatest exposure to liability for the event. In some states, any officer or member who helped plan or manage the event can be held liable as coconspirator.

If your chapter is in need of legal counsel, contact the ombudsman or other free legal advice available on your campus. If there is no free legal advice available, contact a local attorney. Since laws do vary by state, it is best to retain local legal counsel.

## Questions and Answers about Risk Management

- Q.** Our members wouldn't sue us. So, what's the big deal about risk management?
- A.** More claims are made by members than non-members. The sorority can be sued if any guest at your party, or even an uninvited guest, suffered or caused an injury or death while at your party or after leaving your party. Additionally, parents who have lost a child due to negligence at a sorority party may not feel the loyalty for the organization that their daughter felt.
- Q.** Don't the fraternities who host the party have all the liability?
- A.** If the chapter helped cosponsor the party in any way—providing food, decorations, or even guidance—your chapter could be held liable. If any members attended chapter-organized or authorized pre-parties prior to the party, even if the chapter was not a co-sponsor of the actual party, the chapter could be held liable.
- Q.** How many Alpha Delta Pi members must be present at an event to constitute it legally being an Alpha Delta Pi event?
- A.** There is no standard rule on this. Some campuses set an official number to quantify an event as an official chapter event. Check with your college/university to see if you are operating under such guidelines.

Legally, this is a very gray area. If an accident occurs and litigation follows, attorneys would look at areas, including but not limited to, the following to determine if the event was a chapter event:

- Was it announced in a Chapter Meeting?
- Does it appear in the minutes of a Chapter Meeting?
- Was it advertised in flyers or the newspaper?
- Were those in attendance mainly members and their guests?
- Was it commonly considered a chapter party by the campus community?
- Did the chapter contribute funds?
- Was the party's direct purpose to support the chapter?
- Was it advertised in a way the chapter regularly communicates—GIN, Facebook, Twitter, and other forms of chapter networking?

While there is no set “rule” for how many members constitute an Alpha Delta Pi event, it is important for the chapter to realize that the actions of a *few* members could be perceived in a court of law to be the actions of the chapter as a whole.

- Q.** With all the potential liability that is involved, is it safe to be a chapter officer?
- A.** Yes, when proper Risk Management procedures are followed. Remember, juries are looking for negligence when awarding liability. The chapter must take reasonable care to ensure that all necessary precautions are taken, thus refuting a negligence claim. By following Alpha Delta Pi's Statement of Policy Regarding Alcohol for Collegiate Chapters and risk management guidelines, the chapter can best minimize the many risks involved with alcohol.
- Q.** What can we do to better educate our members about and enforce risk management procedures?

- A. Each chapter must educate its members on the state/province and local laws regarding alcohol and the danger that litigation poses to the chapter and its members. Ignorance is not an excuse or a defense against liability. Chapter officers must enforce the Alpha Delta Pi Statement of Policy Regarding Alcohol for Collegiate Chapters as well as the Chapter Bylaws and Standards Code to prevent vicarious liability based on claims that the chapter encouraged or condoned activities by individual members that were illegal, dangerous, or careless. Every member must be committed to risk management.

## Alcohol Policies

There are several alcohol policies that pertain to each Alpha Delta Pi chapter. These policies include Alpha Delta Pi policy, policies of cosponsoring groups, and campus alcohol policies. These are developed *to limit the chapter's exposure to potential liability*, not to make the chapter's parties less fun. Adherence to all parts of these alcohol policies is the *best* way to protect the chapter, its officers and members, the international organization, and possibly the college/university from litigation if an accident were to occur.

- Alpha Delta Pi Statement of Policy Regarding Alcohol for Collegiate Chapters.
  - The Statement of Policy regarding Alcohol for Collegiate chapters can be found in the *Chapter Operations Book*.
- Other Sorority and Fraternity Alcohol Policies
  - Each sorority and fraternity has an alcohol policy. When cosponsoring an event with another sorority or fraternity, it is important to discuss both groups' alcohol policies. For the cosponsored event, the stricter of the two alcohol policies should be followed during the event.
- Campus Alcohol Policies
  - Be aware of any campus and/or Panhellenic alcohol policies that affect your chapter. Your chapter should follow the strictest policy for your events.
  - Campus and/or Panhellenic BYOB Policies.
    - If your campus and/or Panhellenic has a BYOB policy and you would like to follow this policy, send a copy of the BYOB policy to your District Team Director by April 1 of each year.
    - You must receive written verification from your District Team Director before holding any BYOB events.
    - BYOB status will be granted in the spring for the following school year and must be approved each year.

## Planning a Safe Alpha Delta Pi Event

Alpha Delta Pi events can certainly be safe *and* fun. Considering the legal ramifications, it is necessary to take all precautions and to follow Alpha Delta Pi's Statement of Policy Regarding Alcohol.

### Event Planning Forms

An Event Planning Form must be completed any time you are sponsoring or co-sponsoring an event. Approval of all Chapter-Sponsored Events. The Risk Management Committee is responsible for the approval of not only social plans, but also of plans for any other event that might include risk. Types of events include, but are not limited to, philanthropy events, chapter retreats, Greek Week or homecoming activities, and fraternity events such as Derby Days. The Risk Management Committee's goal is not to make events less fun, but to safeguard the security of all members. The Risk Management Committee ensures that good risk management guidelines are in place for an event before those plans are presented to the Executive Board for final approval.

The Event Planning Form must be presented to the Chapter Executive Board 30 days prior to the event. After the Executive Board approves an event, the Event Planning Form, with attachments and the Risk Management Plan are forwarded to the Collegiate Province Director for approval.

### Timeline

- Any Alpha Delta Pi social function must have definite starting and ending times.
- These times should be included in any contracts with third-party vendors, who will ensure that alcohol will not be served after the ending time of the party.
- It is preferable to stop the service of alcohol one hour prior to the ending time of the party.

### Sponsoring Events

- An Alpha Delta Pi sponsored event is an event planned and paid for solely by Alpha Delta Pi. (e.g., an Alpha Delta Pi Formal). Be advised that the courts can determine an event as a “sponsored event” even though Alpha Delta Pi did not pay for anything.
- An Alpha Delta Pi co-sponsored event is one which is also sponsored by another organization (usually a fraternity or sorority).
- If both organizations have participated in the planning of the event *or* have contributed money (including supplies or food) for the event, it is legally a co-sponsored event.
- Co-sponsoring an event with more than one group should be carefully considered in relation to good risk management procedures. Control of such events can be difficult because of dealing with multiple alcohol policies, practices of other groups and the potential of large numbers. **If you need guidance in determining an appropriate number for co-sponsorship, contact your Collegiate Province Director.**

### Location Details

Look at the safety of the site and describe on the Event Planning Form any potential hazards which may exist at the location.

List the name, address, and phone number of the location (*if applicable*) on the Event Planning Form.

Note any existing property damage at the facility that you see and discuss it with the facility owner prior to the event. Take pictures to document.

## Budget

- Include an itemized list of each portion of the event’s budget on the Event Planning Form (e.g., Rent = \$500; Decorations = \$100, etc.).
- Obtain the signature of the Finance Vice President on the Event Planning Form to ensure that the chapter budget allows for the expenditure.

## Theme

The theme of the event should be tasteful and reflect a positive image of Alpha Delta Pi. **Themes that are sexually suggestive, imply alcohol or may be derogatory to any group of people are not appropriate.**

On the Event Planning Form, be specific about the name of the theme and about how it will be carried out during the event.

This could include:

- Decorations.
- Food.
- Favors.
  - Favors should not be sexually suggestive or imply alcohol. There should be no:
    - Shots glasses, wine glasses, or other types of glasses for serving alcohol given as favors with or without Alpha Delta Pi inscribed on them.
    - Sexually suggestive T-shirts.
  - A copy of the artwork or a sketch of the favor design should be included with the Event Planning Form.
  - Alpha Delta Pi Coat-of-Arms should not be included on any favors, since non-members are not allowed to use the Coat-of- Arms.
  - Be mindful of the price involved when ordering favors. Favors can become quite expensive and should not be a burden to your members.
  - Be cautious when ordering from outside vendors. Precautions include:
    - Ask the salesperson for business references or references from other Greek organizations.
    - Request to be billed by invoice so that you may inspect the merchandise before paying.
    - If they require payment, do not pay the entire bill. Only pay a down payment and pay the rest after the merchandise has arrived and you have inspected it.
  - Members should pay for their favors before the order is placed. Order only the number of favors that have been paid for. The total amount of the order placed cannot exceed the total amount of money collected.

## Inviting Advisors and Other Alumnae

It is always appropriate to invite advisors to your events.

- Extend the invitation in writing, four to six weeks before the event.
- Advisors should not be expected to pay any fees for attending the event.

Inviting other alumnae.

- Other alumnae should be invited only at the discretion of the Executive Board.
- When inviting other alumnae, remember that the chapter could be held responsible for damage done by alumnae and their dates.
- Other alumnae should be required to pay any fees for attending the event.
- Leadership Consultants and Executive Office Staff members may be invited with prior approval by the Collegiate Province Director.

## Alcohol

There are three options for serving alcohol at Alpha Delta Pi events:

- Alcohol-Free.
- Licensed Cash Bar.

- The facility where the event is being held must be able to show proof of a minimum of \$1 million of general liability insurance including a liquor liability limit of \$1 million. If possible, a copy of this certificate should be kept and retained in the chapter files for three years. (Most large hotel chains will not provide a copy of their certificate of insurance; however, proof of their liability insurance is usually contained in their contract.)
- The facility must agree in writing to the following:
  - Alcohol will be sold through cash sales only, with money to be collected by the facility, during the event.
  - No minors will be served.
  - No individual who appears to be intoxicated will be served.
  - The facility will maintain absolute control of all alcoholic containers present.
  - The facility will collect and remove all remaining alcohol at the end of the event.
- If the event is being held at a location where there is not a licensed cash bar on premises, a licensed third-party vendor may be brought in to administer a bar, if local liquor laws allow.
  - The third-party vendor must be able to provide the same information as a licensed cash bar on premises.
  - The Certificate of Insurance must name as additional insured (at a minimum) the chapter of Alpha Delta Pi hiring the vendor, the house corporation (if applicable), as well as international Alpha Delta Pi.
  - A Third-Party Vendor Checklist should be read and signed by the President and the third-party vendor. The completed checklist should be retained in the chapter files for three years.

**Note: No catering contract or agreement with a clause which indemnifies the caterer of liability should be signed.**

- BYOB

**Note: BYOB is not an option unless your District Team Director has verified your campus/Panhellenic BYOB policy.**

## Security

Security guards should be used at all Alpha Delta Pi sponsored and co-sponsored events. The use of security guards at your events are helpful because it allows you to provide a safe and appropriate party atmosphere for your guests, without placing chapter officers in difficult situations involving their peers.

Goals of security guards:

- To provide a safe and appropriate party atmosphere for Alpha Delta Pi members and their guests.
- To ensure that anyone who is consuming alcohol is of legal drinking age.
- To ensure that no one in attendance is abusing alcohol.

Expectations of security guards include:

- Check the guest list and valid picture ID with birth date at the door. Apply wristbands to those who are of legal drinking age and who choose to drink. Refuse admittance to anyone who shows signs of intoxication or whose name does not appear on the guest list.
- Sign-in best practices by chapter size are as follows:
  - Small Chapter <50 Members – Sign-in document with security and Executive Committee member and advisor

- Medium Chapter 51-150 Members – Sign-in document in 2-3 locations with security and Executive Committee member and advisor at each location
  - Large Chapter 151- 250 Members – Sign-in document in 3-4 locations with security and Executive Committee and advisor present at each location. Alternative is Electronic sign-in with security guard providing wrist bands at multiple entry points, with Executive Committee member and advisor. Collegiate Province Director approval is needed for electronic sign-in.
  - Mega Chapter >251 Members – Electronic sign-in with security guard providing wrist bands at multiple entry points, with Executive Committee member and advisor. Collegiate Province Director approval is needed for electronic sign-in. Assign check-in times based on Sisters signing-up for a time, Prides, or Alphabetical order so that everyone is not arriving at the same time. Rotate for each event so that a group has the early shift on one event and the later shift on the next. Do not assign times based on Alpha Class.
- Ride (or walk) with the chapter to and from the event.
  - Monitor party behavior and ensure that only those wearing wristbands are purchasing and consuming alcoholic beverages.
  - Assist chapter officers and advisors as needed.
  - Report inappropriate or questionable behavior to chapter officers or advisors for determination of further actions.
    - Before the party begins, the security guards should be introduced to the President, Director of Standards and Ethics, Director of Social Enrichment, any advisors present, and any other appropriate officers.
    - If a problem arises during the party, the security guards should alert one of these officers or advisors. The Security Guard, officer, or advisor should then approach the member or guest and ask him or her to leave.
    - If the situation warrants (such as an unruly member or guest who will not leave when asked to leave by an officer or advisor), the security guard should escort the member or guest from the party.
    - If any member or guest is asked to leave the party, safe transportation should be provided. If the offer for transportation is refused, documentation of the refusal should be obtained. Use Uber, Lyft, or a local cab company when you have to send a member home. This will be at the expense of the member.
  - Periodically check restrooms.
  - Perform these duties for the specified hours.

**Note: A list of these expectations for security guards. This list should be copied and given to the security guards as a written reminder of your expectations for them.**

Suggestions for finding security guards:

- Use off-duty law enforcement officers.
- Look in the yellow pages under security.
- Call your campus police office or Greek Advisor for recommendations.

**Note: While bars or hotels may urge you to use their own bouncers or security, it is still important to hire a separate security company. (Bouncers are employed by the bar; they are looking out for the bar's best interests, not yours.)**

Other suggestions for using security guards:

- Always provide written guidelines whether using a private security firm or off-duty officers.
- Have security guards ride the buses to and from the event. Monitor those who board for signs of intoxication or possession of alcohol.
- It is required to have at one security guards per 50 people at the event.
- Security guards should not carry firearms.

- Security guards must be able to show evidence of liability insurance, worker’s compensation insurance, and personal injury insurance (in case of false arrest or invasion of privacy claims). Request a certificate of insurance to address this information.
- *If not, Alpha Delta Pi could be found liable if a security guard was injured or caused injury while working for Alpha Delta Pi.*
- The security company should be asked to add your chapter, your house corporation (if applicable), and Alpha Delta Pi Sorority as Additional Named Insured for the event. *(Ask the vendor to add this wording to their Certificate of Insurance).*

## Alternative Beverages and Food

Alternative beverages and food should be provided in ample quantities when alcohol is available.

- Alternative beverage choices should be as attractive and creative looking as the alcoholic beverages are. (For example, a warm two-liter soft drink bottle with no ice or cups available is not an appealing alternative beverage.)
- Alternative beverages and food should be available at all times during an event where alcohol is served.
- They should be placed in a central location, not hidden in the corner. It is preferable to have several food stations.
- Try to stay away from salty snacks, such as chips, since they make people thirstier.

## Transportation

Transportation options include:

- Walking (if the event is nearby). Note: If walking, it is important for members and guests to travel in groups.
- Buses.
- Other means of transportation approved by your Collegiate Province Director.

Transportation options **do not** include designated drivers of any kind.

- Any member or guest who appears to be intoxicated should not be allowed to board the transportation.
- No alcohol should be consumed on board the transportation.
- Alternate safe transportation should be offered to anyone leaving an event, including local cab, Uber, or Lyft.
- Any transportation companies used must be able to show proof of liability insurance of \$1 million per occurrence, automobile insurance of \$1 million per occurrence, and worker’s compensation insurance. *If not, Alpha Delta Pi could be found liable if there was an accident or if the driver was injured while working for Alpha Delta Pi.*
- The transportation company should be asked to add your chapter, your house corporation (if applicable), and Alpha Delta Pi Sorority as Additional Named Insured for the event. *(Ask the vendor to note this on their Certificate of Insurance).*

## Guest Lists

A guest list should be prepared for any event which Alpha Delta Pi sponsors or co-sponsors. Guest lists should have a closing date for members to sign-up for the event and give their guest names. The Executive Board should review the guest list to make sure that there are no standards concerns attending the event (both members of Alpha Delta Pi and their guests).

- Only those people whose names appear on the guest list should be allowed to enter the event.
- As members and their guests enter the party, they will sign in on the guest list and will give their name, date of birth, and either their driver’s license number or student identification number.
- The guest list should be retrieved by the Director of Social Enrichment after each event.

- The guest list from each chapter sponsored or co-sponsored event should be saved in the chapter files for three years. (Although laws vary, three years is the statute of limitation in most states.) The name and date of the event should be included on this list, and it should be attached to the Licensed Cash Bar on Premises Checklist or the Third-Party Vendor Checklist for the event.
  - In case of a lawsuit, these records prove that the chapter took reasonable care to ensure that only members and invited guests were in attendance, and that members and guests under the legal drinking age were not to be served.
  - The guest list could also help recreate an accident. If a lawsuit is filed two to three years after a party, few people will remember who exactly was at the party, and most of the chapter members who were involved will have graduated. The guest list, along with the identifying information on it (driver's license number or student identification number), will help to locate those present at the party to interview as witnesses.
  - When disposing of these guest lists, be sure to do so properly, by shredding or otherwise destroying them.

## Signing Contracts

**The President is the only officer authorized to sign contracts on behalf of the chapter.**

- She must receive approval from the Executive Board before signing any contract.
- She must receive approval from the Collegiate Province Director before signing any contract over \$3000.
- Refer to the insurance company for any insurance or risk management features.

Whenever signing a contract on behalf of the chapter, she should remember that the chapter could be held liable for any accidents which happen at the event.

Read contracts carefully, as once they are signed, they are legally binding documents. Be sure that the pricing, services, dates, and any other information is correct before signing the contract. This includes contracts with hotels, country clubs, catering services, restaurants, bands, and DJs.

## Event Planning

When planning an event, it is important to be aware not only of the Alpha Delta Pi Alcohol Policy, but also of the standard procedures for event planning. The information that follows is primarily applicable for planning a banquet or formal but could be used for smaller events as well.

### Budget

Know budgeted amount when calling a facility for the initial reservation. This information will allow the Catering Manager/Event Planner to give the most accurate information.

### Date

- Select several dates and organize them in preferential order.
- When holding an event at a large hotel, plan alternate dates. Call in advance.
- Have calendar available when calling the facilities.

### Place

Pick at least two to three facilities for the event and do comparison shopping to find the best deal for the money. Keep in mind

hidden or additional costs. Alpha Delta Pi policy does allow chapter events to take place in hotel ballrooms, as long as no hotel rooms are booked in conjunction with the event.

## Price

- There are several ways for hotels or other catering services to quote a price. Some prices will include only the meal itself, others will include the meal plus service charges and tax, but there are other pricing options as well.
- When speaking with the Catering Manager/Event Planner, be sure to communicate the *total* amount of money possible per person. The Catering Manager/Event Planner will be able to offer menu suggestions based on the amount of money available, while considering all other costs which must be included in that amount.
- Additional charges could include, but are not limited to:
  - **Service Charge or Gratuity (Tip):** A service charge (tip) will be added to the cost of the meal. Ask if the service charge is included and what percentage it is. (Service charges vary between facilities, but they usually range from 15%-25%.) No tipping is required in addition to the service charge. Make sure that there is not an additional charge for servers on top of the service charge.
  - **Room Fees:** The cost of the meal may include the fee for the room where the event is being held. If not, a room fee will be charged.
    - Hotels usually do not charge a room fee.
    - Facilities other than hotels (where separate catering is brought in) usually do charge room fees.
  - **Dance Floor Fees:** Some facilities charge an additional fee for providing a dance floor.
  - **Audio/Visual Charges:** Facilities must know in advance if you need any A/V equipment, and there is usually a charge associated with their usage.
    - Most bands provide their own A/V equipment. If they do not have their own equipment or need additional microphones, let the facility know.
    - If you need a microphone for presentations, ask the band first if their microphone is available. If not, contact the facility.
    - Additional electrical hookups for the band may be needed.
    - If the band uses a lot of wattage during the event, the facility may send an electric bill.
  - **Beverage-Related Charges:** A separate fee may be charged to support the servers of the beverages and the cashiers. This is sometimes referred to as the “Bartender’s Fee.”
  - **Charges for Set-Up:** Ask the hotel if tables, linens, silverware, and plates are included, or if there is an additional cost.
  - **Catering Charges:** If an outside caterer is brought into the facility, there is usually an additional cost.

## Insurance

Ask early about insurance or identification requirements. This will allow time to request any additional documents needed from Alpha Delta Pi’s insurance agency.

## Meals

Once the additional charges are defined, the cost of the meal can be considered. The Catering Manager/Event Planner will assist in choosing the menu. Ask if it is possible to taste the menus under consideration. This will allow final selections.

Serving dinner or lunch buffets may appear to be the most cost – effective method, but these buffets tend to be the most expensive. It is difficult to anticipate the amount of food that members and guests will eat, and the caterer will continue replenishing the buffet no matter how much money has been spent.

Hors d'oeuvres are popular items to serve at functions with or without a meal. When ordering hors d'oeuvres, keep in mind the following guidelines:

- For an afternoon event, order six to eight pieces per person for a mixed crowd. This number should be increased if the event is during a meal time.
- For an evening event, order 12 to 14 pieces per person for a mixed crowd. This number should be increased if the event is during a meal time (for example, a 7:00 pm event).
- If possible, over-order if the budget allows. Negotiations might be possible when ordering a minimum with the ability to add in multiples of 50 upon request, but keep in mind that these items must be prepared from the kitchen. This could result in additional costs and in time delays for preparing the extra food.
- Additional hotel tips for serving meals:
  - Limit the amount of time that food will be served (for both buffets and hors d'oeuvres).
  - Scatter the serving of the food. (For example, serve salad and dinner from 8:00-9:00; then serve dessert at 9:30 or 10:00.) This allows food to be served throughout the evening without charges for food sitting out during the entire event.
  - Food stations (such as pasta or carving stations) are good choices for serving food.
  - These are substantial foods, which is particularly important if alcohol is being consumed.
  - These stations are continually replenished and can stay open throughout the entire event, yet the bill is one set price per person.
  - Sometimes the Catering Manager/Event Planner can custom create a menu to fit within the group's budget.
  - Some chapters arrange with the facility for all non-alcoholic drinks (including soft drinks) to be free of charge to members and their guests.
  - Guarantee the number of people who will be attending anywhere from two to five days prior to the event.
    - Only guarantee for members who have paid for the event.
    - When guaranteeing for a plated dinner (sit-down dinner), and more people come than were guaranteed, you will be charged for the total amount of plates served, not for the guarantee amount.

#### Entertainment

- Many times, a facility will offer suggestions for a band or DJ, but it is rare that they will make the arrangements. They may have opinions of some of the bands or DJs in consideration based on previous events at their facility.
- Tell the Catering Manager/Event Planner what entertainment is being used so that he or she can anticipate any additional charges.
- While locating the band or DJ, consider the following:
  - Ask if they will need a changing room at the facility or if they can just use the restroom. If a changing room is needed, contact the facility to arrange this.
  - Ask about their requirements for dinner or drinks. Some bands or DJs require that they receive dinner or drinks in addition to their payment. This can get expensive when the cost of the dinner per person is considered.
- DJs, bands, or any other entertainers should be able to provide proof of liability insurance, full automobile insurance, and worker's compensation insurance.
- DJs, bands, or any other entertainer should be asked to add the chapter, house corporation (if applicable), and Alpha Delta Pi as Additional Named Insured for the event.

#### Decorations

Ask if the facility has any centerpieces that can be used at no extra charge. Many times certain centerpieces are available for these purposes.

## Payment

Many facilities require payment, or a large deposit, in advance. Ask in advance about payment; then handle accordingly. Both deposits and payments are non-refundable, so be sure that all details are correct (including the date and time of the event) before paying.

## Contracts

Following the call or meeting to make the arrangements, a contract and a Banquet Event Order (BEO) will be sent.

The contract will confirm the date, times, and specific space for the event. Check every entry carefully to verify that the plans for the event are in agreement with the written document.

- Once the contract has been verified, the President can sign the contract.
- After the President has signed the contract, the chapter has entered a legally binding agreement with the facility.

The Banquet Event Order will arrive separately after the contract has been signed. The BEO outlines the specifics of the event, including the menu, set-up requirements, and Audio/Visual needs.

## Event Planning Worksheet

Complete this form before making any calls about the event, so you can be sure to have all the necessary information.

# Insurance

## Alpha Delta Pi's Master Insurance Program

- Each chapter is insured through the sorority's Master Insurance Program.
- Each Delta member pays a Liability Insurance Assessment as part of her Annual Membership Fee.
- Each chapter pays an insurance premium to cover its property insurance, liability insurance, boiler insurance, and/or worker's compensation insurance (whichever are applicable to the chapter).
  - If the chapter has a house corporation, the house corporation pays this premium.
  - If the chapter does not have a house corporation, the chapter pays this premium.

You may contact our insurance agency directly if you have questions about Alpha Delta Pi's insurance policies or coverage. The name, address, and telephone number for our insurance agency can be found on the Alpha Delta Pi web site at <https://www.alphadeltapi.org/page/insurance/>.

## Purposes for Insurance

Our insurance program protects us from damages such as:

- Property damage to insured houses/suites/lodges, etc. (due to fire, burglary or accidents on site).
- Liability: There is a direct relationship between the law, Alpha Delta Pi Alcohol Policy, and insurance.

**Note: Insurance will cover damages due to liability only if the law or Alpha Delta Pi policies were not broken. Insurance will not cover situations in which members distributed, sold, served, or furnished alcohol improperly, or any occasion in which minors were drinking alcohol, or any incident involving hazing.**

## Certificates of Insurance

Certificates of Insurance serve as proof of insurance, and they include information such as policy dates, policy numbers, coverage, and the name of the insuring company.

Certificates of Insurance are sent annually to the chapter or house corporation by the insurance agency after the premium has been received. The certificate should be retained in the chapter or house corporation's files.

- If the chapter has a house corporation, the house corporation pays the premium and will thus receive the certificate.
- If the chapter does not have a house corporation, the chapter will pay the premium and will thus receive the certificate.

You may be asked to provide a copy of your Certificate of Insurance to facilities to prove that the chapter has sufficient liability insurance. If you are asked to do this, contact Alpha Delta Pi's insurance agency to request a copy of the certificate.

Requests should include:

- The sorority name, chapter name, school, mailing address, and contact phone number.
- The parties concerned and their insurable interests (e.g., owners of the property where the accident took place). Complete with current address.
- Reason for providing evidence of insurance.
- The request effective date and time.
- Cancellation requirements.

If you have any questions, contact the insurance agency by phone to ensure that all proper procedures are followed.

Whenever you are asked to show proof of insurance, it is wise to ask the other party to show their proof of insurance as well.

#### Additional Named Insured

Additional Named Insured is a term which refers to another organization or business being named as an additional insured person on your policy. If an accident were to occur while they were named as an Additional Insured, they would benefit from *your* insurance and *your* legal counsel instead of their own.

#### Emergency Procedures

If an accident occurs which could result in a claim against Alpha Delta Pi's insurance policy or in litigation, the following emergency procedures should be immediately observed.

- See that emergency medical treatment is received by any and all injured persons.
- Do not admit liability, accept responsibility or make public statements. Only the insurance agency has the authority to accept responsibility, make payments, repair damages, defend or otherwise settle a claim under the policy.
- Record first impressions and reports from witnesses of what happened. Make careful note of names and current home contacts for all persons and witnesses.
- Call your Chapter Advisor and Collegiate Province Director immediately.
- Report claims promptly by phoning the insurance agency.
- Prepare a written claim report immediately to be submitted to the insurance agency, the Chapter Advisor, Collegiate Province Director, District Team Director, and Executive Office. This form should at minimum contain the following information:
  - Date, time, location, and circumstances of accident.
  - Names, addresses, and phone numbers of persons involved and of witnesses.
  - Description of the event which warrants the claim.

- Follow-up information or actions (e.g., medical treatment or condition of persons present, police report filed).
- Persons responsible for further coordination/handling of this claim.
- If suit, legal process, or claim notice is served upon *anyone*, immediately notify and forward copies of the suit materials to the insurance agency.

Detailed information and additional resources can be found on the Alpha Delta Pi website at <https://www.alphadeltapi.org/page/insurance/>.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XIII: SCHOLARSHIP

# International Scholarship Requirement for Chapters

All Alpha Delta Pi chapters are expected to maintain a high standard of scholarship. Each chapter should maintain a GPA at or above the Panhellenic average on the campus.

## Faculty Advisor

Each chapter is strongly encouraged to have a Faculty Advisor (FA). The Faculty Advisor (FA) is a member of the campus faculty who serves as a liaison between the Host Institution and the local chapter and to provide academic support. The Faculty Advisor works directly with the Scholarship Chair and her advisor, but is not a member of the Alumnae Advisory Board. For a Faculty Advisor job description go to [www.alphadeltapi.org](http://www.alphadeltapi.org).

## Chapter Academic Program Information

The academic program is focused on providing the scholarship chair with tools and resources to help her encourage and sustain a culture of strong academic performance in her chapter. There are two academic program categories and the AED/CPD assign each chapter to a program based upon academic performance.

Academic performance is evaluated over a two-year “rolling” period consisting of four consecutive terms. Since academic calendars vary by university/college, the terms used to determine chapter eligibility will be determined by the district AED. The academic performance data will be obtained from Pi Portal.

- **The Achiever Program** – is assigned to chapters who are consistently achieving high academic results. Criteria include (must meet all):
  - GPA is a 3.2 or above on average
  - Fewer than 5% of members are below a 2.5 GPA. The same GPA is used for all chapters to “level the playing field.” Note – this will not change the established chapter GPA minimums for scholarship meetings, holding officer positions, etc.
  - Top quartile in ranking against other NPC groups on campus.
  - Chapter has been in existence for at least five years.
- **The Builder Program** – is assigned to chapters who are working on either attaining strong academic results or maintaining consistency in strong results over time. These chapters do not meet the criteria as outlined in the Achiever Program.
- Criteria for Movement from one program to another include:
  - Builder Program chapters may move to Achiever Program after four consecutive terms of achieving all Achiever Program criteria.
  - Achiever Program chapters may move to Builder Program as follows:
    - If all Achiever Program criteria results are not maintained for one term, the chapter is on “watch” for two subsequent consecutive terms. There will be a greater focus from the AED to support and guide the chapter toward achieving and maintaining Achiever Program results.
    - If Achiever Program results are not attained during the “watch” period, the chapter will be assigned to the Builder Program and the two-year (four consecutive term) performance clock will begin at that time.
  - Details for both Achiever and Builder Programs follow:

## Academic Achiever Program

- The Scholarship Chair will identify/communicate a chapter GPA goal, school ranking goal, or both to keep the chapter focused and energized using competitive spirit.
- The Scholarship Chair may contact the AED for assistance in identifying resources to help attain goal(s).
- The Scholarship Chair will motivate and reward membership in academic honorary organizations such as Mortar Board and in pre-professional associations.
- Members below GPA minimum will prepare a scholarship self-appraisal to be reviewed in the scholarship meeting.
- Members will meet with Scholarship Chair and Advisor to review the Self Appraisal and identify a scholarship plan that will meet the members' unique needs.
  - The AED will work with the PD to identify any unique chapter needs and will identify most effective way to address working with the chapter as a whole, in small groups or one-on-one.
  - Deliverables/Due Dates –
    - No Chapter Academic Plan (CAP) is required.
    - Officer Update Report
      - Due two weeks after beginning of the term (to report on how scholarship meetings went)
      - One week after mid-terms
    - Pi Portal
      - February 15<sup>th</sup> for fall grades
      - September 15<sup>th</sup> for spring grades
      - All fields must be completed and grade report uploaded.

## Academic Builder Program

- The Scholarship Chair will develop a Chapter Academic Program (CAP) that identifies her chapter's academic needs and ways to enhance chapter performance. This plan must be approved by the chapter's Executive Board and the Academic Enhancement Director (AED).
- Members below GPA minimum must prepare a Scholarship Self-Appraisal to be reviewed in the scholarship meeting.
- Members will meet with Scholarship Chair and Advisor to review the Self Appraisal and to agree to a scholarship plan that will meet members' unique needs.
- The Scholarship Chair will work with the AED to identify resources (either campus- or ADPi provided) to address her chapter needs.
- The AED will work with the PD to identify any unique chapter needs and will identify most effective way to address working with the chapter as a whole, in small groups or one-on-one.
- Deliverables/Due Dates:
  - Chapter Academic Program (CAP) – Due April 1st for fall plan; November 1st for spring plan. Quarter schools may combine winter and spring plans if they choose.
  - Monthly Officer Report – Due the first of each month.
  - Pi Portal
    - February 15<sup>th</sup> for fall grades
    - September 15<sup>th</sup> for spring grades
    - All fields must be completed and the grade report uploaded

## The Academic Program offers many tools and resources including (found on Pride Online):

- **Chapter Academic Plan (CAP)** – This one-page tool provides framework to assist Scholarship Chairs with creating and following a plan to enhance chapter academic performance.

- **10 Questions CAP Prep Tool** – helps scholarship chair organize their thinking and determine where they should focus before beginning the planning effort
- **Self-Appraisal Tool** -- Members complete this tool before attending their scholarship meetings. It helps them determine the factors that led to their academic standing and asks them what would help them improve. It takes the responsibility away from the scholarship chair to “figure it out” and “impose” a plan. The scholarship chair and member work together on a plan that will benefit the member.
- **How to Conduct Scholarship Meetings** – a tool to assist scholarship chairs prepare for and conduct the meetings with chapter members below minimum. It provides ideas for scholarship plans. The guiding principle is to tailor scholarship plans to unique member needs. This makes the plan more meaningful for the member and as such, she is more likely to adhere to the terms. This can also reduce needed follow-up time for scholarship chairs.
- **Procedure for Effectively Obtaining Grades** – this is a process to help the scholarship chair obtain member grades when they are not provided by the university in time for her to conduct her scholarship meetings (within 14 days of the beginning of the term)
- **Academic Hours** – this is a “menu” list of activities/actions that can help the member more than a study hour assignment. The guiding principle is to tailor the scholarship to the unique member needs so the plan is more meaningful and helpful to the member.
- **ROAR Ideas** – the team has compiled a list of ideas to motivate and reward chapter members for good grades and to recognize improvement. The ideas are updated each DLC with heavy input from scholarship chairs.
- **CAP Breakout & Timeline** – helps the scholarship chair and her committee break the CAP plan into “bite size” monthly activities so it’s more manageable.
- **Your Scholarship Committee** – List things that a committee can help the scholarship chair with. Includes tips on how to lead a team.
- **Personal Goal Scholarship Worksheet** – walks the member through steps to creating their academic plan for the term – for all members, not just those below minimum. Focuses on what they need to accomplish to effectively compete for jobs in their chosen field.
- **Academic Tips for New Members**– geared to new members, these tips help with the transition from high school to college.
- **Scholarship > Standards Council Meetings Flowchart** – provides a visual for who attends which meeting and how the meetings flow since the Standards Advisor is responsible for scholarship.

## Best Practices for Chapter Academics

The following academic best practices should be incorporated in all chapters – both Achiever and Builder program chapters. The Scholarship agreement forms for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> terms are located on the Alpha Delta Pi website at [www.alphadeltapi.org](http://www.alphadeltapi.org) through Pride Online in the Chapter Officer Resource Center under Scholarship Chair Documents.

Note: The program must treat Alpha and Delta members equally, for example, Alpha members are not to be required to attend separate study hours.

### Minimum GPA Requirements

- The following GPA’s should be set for members:
  - Each chapter is encouraged to set realistic but challenging GPA standards. When setting the minimum GPA for members, remember that this is a **minimum** GPA, **not a goal** GPA. Members who fail to meet this GPA may not hold offices, so the GPA should not be set too high.
  - Take into consideration the current chapter GPA in relation to the international requirement to be at or above the all-Panhellenic average.
  - As a guideline, the Scholarship Committee should evaluate the bottom 5 - 10% of the members’ GPA’s, and set the minimum GPA accordingly.
  - The minimum GPA should never be below a 2.0.
  - **Note:** The purpose of the minimum GPA is to allow the Scholarship Chair to identify those members who need the most help scholastically. By setting a realistic GPA and targeting these certain members, the Scholarship

- Chair will be able to better help them.
  - The minimum GPA for members should be reevaluated annually by the Scholarship Committee. Following approval from the Executive Board and Collegiate Province Director, it should be voted upon during the chapter's Bylaw revisions process. However, it is not necessary to *change* the GPA yearly.
  - A different GPA minimum for members with documented learning disabilities may be established and included in the Standing Rules. If you are interested in doing this, please contact your AED for guidance with process.
- The following GPA's should be set for Chapter Officers:
    - Chapters are encouraged to set a higher GPA standard for officers.
    - If the GPA minimum is higher for chapter officers, and an officer does not meet the officer GPA minimum, a scholarship meeting is encouraged but a probation may not be required if the chapter GPA minimum was met. The officer GPA is only used for applying for and maintaining the chapter officer position.
    - The first time an officer does not meet the officer GPA while in office, they will lose their office. If their cumulative GPA is above the chapter minimum, they can appeal to the Executive Board. If Executive Board approves, they can maintain their position. AED and CPD must be notified of this approval.
    - If the officer does not meet the officer GPA for two or more times at any time while in office, they will automatically lose their position. Possible exceptions can be made by the district AED.
  - GPA requirements for becoming an Alpha member (if higher than the international requirements).

#### Scholarship Committee

- Responsibilities should be assigned to each committee member.
- Goals should be set by the committee.
- Refer to your scholarship Committee

#### Motivation and Recognition Program

- Weekly and monthly incentive programs (ROARS)
- Scholarship banquets
- Use of the Alpha Delta Pi Academic Honor Society
- Bulletin boards or visuals which exhibit success
- Faculty networking/appreciation programs
- Pride Scholarship activities

#### Educational Plans

- Workshops on Scholarship/professional development such as time management or resume writing. ADPi Learning Center for resources.
- Handouts for new members to help them reach their academic goals
- Handouts or educational tips at Chapter Meetings for all members to help them reach their academic goals

#### Resources available to members:

- Course Information files
- Sessions for assisting with registration
- Binder, files, or other system, which identifies resources available by the campus or community. (This could

include a majors and tutors list, a list of honor societies, etc.)

- Alpha Delta Pi Learning Center
- Alpha Delta Pi Foundation Scholarships

Academic Hours (includes study hours) – Please see Academic Hours Guidelines and Lists for types of Academic Hours and documentation requirements.

### Major and Tutor Lists

Lists should be prepared of:

- All members with their majors and phone numbers
- Members who are qualified and willing to tutor in their majors

### Campus Resources

Familiarize yourself with resources on campus, such as:

- Campus tutors
- Campus study skills, tutoring, computer, career, testing, and counseling centers
- Campus libraries
- Scholarships available on campus

## Requirements for Potential New Members

- Incoming freshmen are eligible for membership if they have a high school cumulative average of 2.6 or higher (on a 4.0 scale).
- Second-semester freshmen are eligible for membership if they have a cumulative average of 2.2 or higher (on a 4.0 scale) and meet all Panhellenic requirements for participating in recruitment.
- Upper classmen (sophomores, juniors, or seniors) are eligible for membership if they have a cumulative GPA at or above the Panhellenic average.

Note: Any exceptions to these rules must be approved by the Collegiate Province Director. The overall goal remains to be above the all-Panhellenic average. A legacy is not automatically released from consideration if her GPA is below these requirements. A potential new member who has a documented learning disability may be considered with approval from the Collegiate Province Director.

## Requirements for Members

Each chapter has the responsibility of setting a minimum GPA for individual members, and is encouraged to set a higher GPA standard for chapter officers. The minimum GPA for members should be reevaluated each year during the chapter's Bylaw revisions process.

If a member fails to make the minimum GPA for a first term, the following rules apply to her status with one exception. If the member had *extenuating circumstances, such as a family illness or personal tragedy, that led her to not meet the GPA minimum, then it may be determined that no further action is required, including a standards council meeting (SCM). This decision must be approved by the Executive Board, the district AED and CPD.*

- She is ineligible for nomination or election to any chapter office or appointment as any chapter officer or chair.
- She is already elected or appointed as an officer or chair, she may keep the position for the current term,

providing:

- She has a higher cumulative average than the minimum GPA.
- The Executive Board votes its approval.
- She must attend an Individual Scholarship Meeting with the Scholarship Chair and Standards Advisor, and together they will develop a program individualized to her scholastic needs. This will be followed by a Standards Council meeting in which the member will commit to the individualized program by signing a probation agreement.
- She must submit a Weekly Status Report to the Scholarship Chair and Standards Advisor.
- She must submit mid-term grades to the Scholarship Chair within one week of mid-term grades being reported.

If a member fails to make the minimum GPA for a second consecutive term, the following rules apply to her status, with one exception. If the member had *extenuating circumstances, such as a family illness or personal tragedy, that led her to not meet the GPA minimum, then it may be determined that no further action is required, including a standards council meeting (SCM). This decision must be approved by the Executive Board, the district AED and CPD:*

- She must relinquish any chapter office held.
- She is ineligible for nomination or election to any chapter office or appointment as any chapter officer or chair.
- She may not be named as a Diamond Sister for an Alpha member.
- She must attend an Individual Scholarship Meeting with the Scholarship Chair and Standards Advisor, and together they will develop a program individualized to her scholastic needs. This will be followed by a Standards Council meeting, in which the member will commit to the individualized program by signing a probation agreement.
- She must submit a Weekly Status Report to the Scholarship Chair and Standards Advisor.
- She must submit mid-term grades to the Scholarship Chair within one week of mid-term grades being reported.
- Participation in chapter events may be restricted to specific activities only. If the requirements/conditions of the previous semester's/terms probation agreement were not followed, social probation is appropriate as a result of a Formal Hearing. (Philanthropy events and sisterhood events may not be restricted.)

If a member fails to make the minimum GPA for a third term (consecutive or not), the chapter *may* consider requesting cancellation of membership through Standards and Hearing Procedures, if there is evidence that the member failed to comply with the requirements/conditions of her scholarship agreement, such as failure to attend class, refusal to complete study hours, or refusal to seek help. In addition, the following restrictions apply with one exception. If the member had *extenuating circumstances, such as a family illness or personal tragedy, that led her to not meet the GPA minimum, then it may be determined that no further action is required, including a standards council meeting (SCM). This decision must be approved by the Executive Board, the district AED and CPD:*

- She must relinquish any office held.
- She is ineligible for nomination, election, or appointment to any chapter office or chair.
- She may not be named a Diamond Sister for an Alpha member.
- Participation in chapter events is restricted to philanthropic and sisterhood activities only. Participation in chapter social, intramural, and other events (e.g., Greek Week, homecoming, etc.) will not be allowed.
- She must attend an individual Scholarship meeting with the Scholarship chair and the Standards advisor, which will be followed by a Standards Council Meeting in which the member will commit to an individualized scholarship program by signing a Probation Agreement.
- She must submit a Weekly Status Report to the Scholarship Chair and Standards Advisor.
- She must submit her mid-term grades to the Scholarship Chair within one week of mid-term grades being reported.

# Guidelines for Chapters Below the Minimum Required GPA

- **Academic Alert**

- Chapters that do not meet the minimum required GPA for two consecutive terms, and have a chapter average below either a 3.0 or the Panhellenic average, will be notified by their Collegiate Province Director that they have been placed on Academic Alert.
- Academic Alert restricts a chapter's activities and the chapter's Executive Board must submit the chapter calendar for approval to the Collegiate Province Director, Academic Enhancement Director (AED) and Standards Advisor.
- The Collegiate Province Director, Academic Enhancement Director (AED) and Standards Advisor will set the chapter's minimum GPA requirement for individual members and officers.
- The chapter's Scholarship Committee must implement a comprehensive scholarship program in order to attain the required GPA, with approval from the Executive Board.

- **Academic Probation**

- If a chapter is unable to achieve a satisfactory GPA after one year on Academic Alert, the chapter will be notified by Grand Council that they have been placed on Academic Probation. If, however, progress has been made, the chapter may not be automatically placed on probation, as recommended to Grand Council by the District Team and the Standards Advisor.
- A chapter which is on Academic Probation will adhere to the following guidelines:
  - Limited social activities (e.g., mixers, informal date parties, etc.) will be permitted as determined by the District Team.
  - The chapter may participate in philanthropic activities for Alpha Delta Pi and for other Greek or charitable organizations. Alpha Delta Pi philanthropies include the Ronald McDonald House Charities or the Alpha Delta Pi Foundation, Inc.
  - The chapter will remain on Academic Probation until they achieve a satisfactory GPA as determined by Grand Council with recommendation by the District Team.

## Scholarship Section of Chapter Bylaws and Standing Rules

The Scholarship Program should be supplemented by the Chapter Bylaws and Standing Rules which could include:

- House Rules governing quiet hours
- Quiet hours for exam weeks
- Study requirements for members failing to make the required GPA



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XIV: ALUMNAE-COLLEGIATE RELATIONS

Introduction

The activities within Alumnae-Collegiate Relations impact the chapter by encouraging interaction with local alumnae, educating the chapter on alumnae opportunities and honoring our seniors for their efforts and commitment. Good communication and positive interactions between alumnae and collegians help smooth the transition from undergraduate to alumna membership. With the Alumnae Relations Chair's leadership, the chapter will understand that Alpha Delta Pi sisterhood is not just for four years, but for a lifetime.

- Alumnae Relations Committee
  - The Alumnae Relations Committee consists of the Alumnae Relations Chair, Public Relations Chair, Membership Education Advisor and other interested and dedicated chapter members. The committee facilitates strong relations with chapter and local Alpha Delta Pi alumnae. The Alumnae Relations Chair serves as the chair of this committee.
  - The committee meets regularly to plan and coordinate activities between the chapter and the local alumnae association [chapter associations] and/or alumnae of the chapter. These activities may include homecoming, special celebrations, anniversaries, Founders' Day, Jewel Degree, networking events, Total Membership Education events, senior recognition events, and an Alum Chum program.
  - Members of this committee oversee the production of the chapter alumnae newsletter and any other correspondence sent to alumnae.
  - The committee prepares a Senior Experience Plan for approval by the Executive Board, Collegiate Province Director, and Alumnae-Collegiate Relations Director, which includes special activities to honor and recognize the seniors and meetings to educate them on the opportunities of alumnae membership.
- Alumnae-Collegiate Relations (ACR) Workbook
  - The ACR Workbook is the main operational tool for ARCs communication vehicle between the Alumnae-Relations Chair and other officers, advisors, and the Alumnae Collegiate Relations Director. The workbook provides one location where you can track your goals, responsibilities, and events. Throughout the year the ACR Workbook is shared with the Collegiate Province Director, Alumnae Collegiate Relations Director, Total Membership Education Director and Membership Education Vice President.
- Alpha Delta Pi Website and Pride Online Examples and forms to support the success and progress of each Alumnae Relations Chair can be found on Pride Online.
- Alumnae-Collegiate Relations Director
  - An Alumnae-Collegiate Relations Director is an international officer appointed by the District Team Director to serve the District Team as the liaison between the collegiate chapters and the alumnae in the district.

## Alumnae-Collegiate Relations

### Connecting to Alumnae and Alumnae Associations

- Benefits of Strong Alumnae-Collegiate Relations
  - Support
    - Alumnae associations and local alumnae are informed of necessary support for collegiate events and/or chapter needs. Alumnae, if invited by the chapter and approved by the Collegiate Province Director, may attend and/or assist with collegiate activities, such as homecoming or recruitment events. Collegians, if invited by the alumnae association, may assist with alumnae events, such as philanthropy projects or providing babysitting services. Input from both alumnae and collegians can be very helpful in planning major events, such as Founders' Day and chapter anniversaries.

- Transition
  - Seniors are more likely to be interested in remaining active in Alpha Delta Pi or joining an alumnae association if they have a good experience while in school. Easing the transition from collegiate membership to alumnae membership promotes an appreciation for Alpha Delta Pi sisterhood as a lifetime involvement.
  - Additionally, through interactions with alumnae, Alpha members witness firsthand the benefits of lifetime membership. This is one of the goals for the Alpha Connections Program. See “Communication with Alumnae” for more information.
- Networking
  - Establishing good relationships with local alumnae associations and chapter alumnae helps the chapter build a network of contacts. Alumnae may have business contacts willing to sponsor the chapter for philanthropic events. Alumnae can sponsor a career day or an interview/résumé workshop and can serve as mentors. Alumnae help to ensure the chapter has a full advisory board and house corporation board. Locating alumnae to assist with making or repairing Ritual equipment is a benefit of alumnae relationships.
- Increase Awareness
  - Developing good relationships between the chapter and alumnae creates more opportunities for alumnae support of the chapter. This relationship increases awareness of the benefits of alumnae membership, starting as early as Alpha membership. Promoting alumnae-collegiate activities increases positive publicity for Alpha Delta Pi, which helps membership recruitment for both groups.
- Sisterhood
  - Establishing and maintaining strong relationships with alumnae create opportunities to further experience the wonderful benefits of sisterhood, a great chance to form friendships, share Alpha Delta Pi stories, and have fun being sisters!
- Contacting Alumnae
  - The first step in establishing a relationship with alumnae is to contact them.
  - Confirm if there is an active alumnae association in the area or a chapter alumnae association, and verify the contact information. A list of current alumnae associations, including contact information, is available on the Alpha Delta Pi website at [www.alphadeltapi.org](http://www.alphadeltapi.org) by clicking Join > Alumnae Associations > Find an Association. If you are unsure which association is closest to you, contact the district Alumnae-Collegiate Relations Director.
  - Send an introduction letter or email to the president of the alumnae association closest to the chapter.
  - If there is not an active alumnae association in the area or a chapter alumnae association, there are still opportunities to develop alumnae support for the chapter. Contact the district Alumnae-Collegiate Relations Director for ideas and/or assistance.
- Maintaining Good Relationships with Alumnae
  - To improve continuity of communication when there is a change in officers, set up a generic email address to be used by all chapter Alumnae Relation Chairs. Maintaining the same email address prevents problems with receiving timely updates or information. Set up a free email account. Create an email address that specifies your chapter or campus. For example, set up the account as [ZetaBetaARC@gmail.com](mailto:ZetaBetaARC@gmail.com) or [LongwoodARC@yahoo.com](mailto:LongwoodARC@yahoo.com). A separate account for Alumnae Relations keeps the email organized. Remember to check it regularly. Create and send a newsletter to keep alumnae informed of chapter activities and accomplishments. The more alumnae feel connected to the collegiate chapter, the more likely they are to

support it. A newsletter can include information about the chapter, upcoming activities, and updates on homecoming, recent intramural games, socials, and recruitment. The newsletter can also include individual accomplishments of women in the chapter for example, Greek Woman of the Year or Highest GPA in Panhellenic. Contact the district Alumnae-Collegiate Relations Director for example newsletters.

- Wear appropriate Alpha Delta Pi clothing and jewelry and display our logo, car license tags, and other sorority items.
- Chapter members never know when they might run into another Alpha Delta Pi collegian or alumna. Chapter members should be friendly when they see others wearing AΔΠ letters or, if approached, inquire about their chapter or alumnae association.
- Consider establishing a joint chapter/alumnae event, such as Founders' Day, a philanthropy event, a welcome brunch for new members, or a holiday tea.
- Provide as much advance notice as possible for alumnae as their schedules may be busy with professional and family obligations. Appropriate notice is ideally one month for smaller events and at least two months for larger events.

- Long Distance Opportunities for Alumnae Support

- What if there are not many alumnae in the area?
- There may be more alumnae in the area than the chapter realizes. The best source of information is Alpha Delta Pi Executive Office. A list of alumnae in the area including name, address, initiation year and chapter, maiden name and possibly a phone number or email address can be obtained from Executive Office by submitting a Data Request form available on Pride Online. Use a reasonable radius around the chapter. Depending on the area, a 30-mile radius is a good start. Women who live a distance away probably will not want to travel far very often, but may be enticed for special events.
- A list may be restricted to alumnae from the chapter, and does not have to be limited by geography. This is helpful in planning a chapter anniversary. Women who live a long distance may want to come back for these special occasions.
- Requesting alumnae support
  - When seeking alumnae support, remember alumnae may have interest in the chapter, but schedules and/or financial situations may not allow them to participate or support all events. Do not get discouraged. Make an effort to keep alumnae informed of upcoming activities, inviting them to participate when their schedule allows. Consider writing a chapter newsletter to send to alumnae to promote future support. Please note that chapters cannot fundraise from alumnae except to support a philanthropy activity.
- Suggestions for long distance support
  - Although there may not be an active alumnae association in the area, there are still opportunities for alumnae at a distance to support the chapter. Some ideas include:
    - Alumnae may volunteer to be Alum Chums for the Seniors. Refer to Communication with Alumnae Section.
    - Alumnae may volunteer to make or repair Ritual equipment.
    - Have a joint party or picnic during the summer months at a location in between the college/university and alumnae association.
    - Prepare a "wish list" of things the chapter needs and send it to alumnae or consider including the list in the next alumnae newsletter. Create a wish list at stores or online merchants, and make alumnae and parents aware of chapter needs. Gift cards or items from the list could be purchased for the chapter. Consider having a kitchen shower, a house warming party, or another creative way to celebrate. Be sure to send thank-you notes to anyone sending an item.
    - Alumnae may be willing to sponsor the chapter for a philanthropy event.
  - The Alumnae-Collegiate Relations Director can offer assistance.

- If these ideas do not generate much response, contact the district Alumnae-Collegiate Relations Director. She may be able to put the chapter in touch with an association that does not have a chapter nearby, but wants to interact with one. The sisterhood experienced via a long-distance relationship benefits both groups.

## Communication with Alumnae

- Alpha Connections Programs
  - The Alpha Connections Program is a Grand Council initiative designed to show Alpha members that Alpha Delta Pi is for a lifetime, thereby increasing Alpha member retention and helping alumnae associations begin recruiting new members while women are still collegians.
  - Completing the Alpha Connections Program
- Alpha Member Announcements
  - Alpha Member Announcements are notices sent to alumnae associations, alumnae Panhellenics, and newspapers listing the names of women who pledged the chapter.
  - Why are Alpha Member Announcements important?
    - Alpha Member Announcements are a great public relations tool and an opportunity for positive news about Alpha Delta Pi and the chapter in particular. The announcements create a “buzz” leading to greater recruitment success, improved alumnae relations, and chapter retention. The more good things people hear about Alpha Delta Pi, the better it is for the sorority.
  - Creating Alpha Member Announcements
    - Send an announcement to alumnae Panhellenics. Many Alpha members can provide this contact information because their local alumnae Panhellenic helped with Potential Member Profiles. Contact the district Alumnae-Collegiate Relations Director for help locating alumnae Panhellenics.
    - Create press releases to send to hometown newspapers. Some newspapers will not print them, but often the smaller ones will. Consider sending press releases after officer elections or honors received. Use official chapter stationery. Be sure to get the member’s permission first.
    - Send an announcement welcoming the newest members to local alumnae associations and/or chapter alumnae. Announcements can vary from an e-mail announcement similar to the Alpha Connections e-mails to a photo card with Bid Day pictures mailed to alumnae. An announcement could alternatively be done after initiation to welcome the new initiates.
  - Time Frame
    - Alpha Member Announcements should be completed within three weeks after an Alpha Member Ceremony.
- Alumnae Newsletters
  - With the Alumnae Relations Committee, supervise or prepare a chapter newsletter to be e-mailed twice a year to chapter alumnae and local alumnae association presidents, with copies to the International Vice President of Alumnae Membership, District Team Director, Collegiate Province Director, Alumnae-Collegiate Relations Director, and Total Membership Education Director. Note: the use of newsletter services is strongly discouraged. Many newsletter services are expensive and/or solicit alumnae for donations which may diminish the donations the alumnae would otherwise make directly to the chapter or to the Alpha Delta Pi Foundation, Inc.

- To design the newsletter, ask a graphic design major in the chapter or someone familiar with desktop publishing to help. Work with chapter members to get information for the newsletter. For example, the Recruitment and Marketing Vice President can provide information on upcoming recruitment events or recruitment results.
    - A newsletter should be a blend of chapter news and alumnae updates. Include photos in the newsletter.
  - Although e-mail is the preferred method of distributing a newsletter, some chapters may use some or only mail. If the newsletter is being mailed to alumnae, it is important to plan ample time for production. It can take time to put together the articles, design the newsletter, print it, stuff, seal, stamp and mail. In addition to mailing a copy to the local alumnae association(s), obtain a list of alumnae addresses from Alpha Delta Pi Executive Office using a Data Request Form.
  - It is important to also keep in mind your target audience. Although e-mail is an efficient and effective form of communication, some alumnae members cannot receive email or would prefer a hard copy newsletter. It may be beneficial to send a mix of hard and electronic copies when sending out newsletters.
  - All newsletters must be approved by the Chapter or Recruitment and Marketing Advisor and the Collegiate Province Director before being sent.
  - If there is an Alumni Relations office on campus, meet the Alumni Relations Director. On some campuses, when contacting your alumnae this office may be willing to help with expenses or provide information to help minimize costs. Do not share members' addresses with this office. It is privileged information. The member should personally update the alumni relations office.
  - When there are questions and concerns, work with the district Alumnae-Collegiate Relations Director. She will have additional ideas and is always a resource for information.
- Social Media
    - In addition to being a great method of providing public relations for your chapter, social media is an excellent method of communicating with alumnae. Just be sure that anything you develop and maintain meets the Alpha Delta Pi Website and Social Media Guidelines.
    - Many alumnae associations have also created social media accounts; work with the association to utilize these for communications with alumnae.
- Thank-you Notes
    - The impact of a handwritten thank-you note is often overlooked in today's fast-paced world. A note written promptly and sincerely is an important part of good etiquette. It is much more effective and appreciated than a phone call or electronic message.
    - Most of our daily mail is filled with advertisements and bills. Handwritten notes and letters are a rarity, making them more meaningful to the recipient. Writing a note by hand shows the recipient special care and attention was paid to the recipient. Written notes are also permanent; they can be saved by the recipient and passed around and shared with others.
    - Thank-you notes should be written to thank someone for a gift, a meal or a favor. Appreciation should be acknowledged within 72 hours; thank-you notes seem much sincerer when expressed promptly.
    - The chapter needs a collection of personalized social stationery, such as letter sheets, half sheets, fold over cards (also known as informal), correspondence cards and envelopes. Order Alpha Delta Pi social stationery from a licensed vendor. This can be used for letters, thank-you notes, issuing invitations, replying to invitations and as gift enclosures. Consider investing in these items; they will serve the chapter well and make a great impression on your recipients.
    - Here is a sample format for a thank-you note for a gift:
      - Start by expressing appreciation – “Thank you for providing new Ritual equipment to our chapter.”
      - Mention the gift's usefulness – “Our Ritual materials had not been updated for some time, so your generous gift will definitely be put to good use. Our chapter has great respect for our Ritual. We greatly appreciate your thoughtfulness.”
      - Express the hope for a future meeting – “We hope you can join us for our Founders’ Day luncheon!”

- There is no excuse for not writing a thank-you note. Purchase the proper tools and make it a habit to write a note as soon as possible after the event or receiving the gift.
  - It is believed by many people that thank-you notes helped elect George H.W. Bush to the U.S. Presidency. He carried a box of cards with him everywhere he went on the campaign trail and jotted a note immediately following each event to the volunteers or hosts. Many believe the personal touch of those notes is what propelled him into the White House. Is there a presidency in your future? Start writing those notes. And when you get there, send me one, too! -- From Jill Bremer, AICI, CIP Bremer Communications
- It is also appropriate to include chapter news in a thank-you note. For example, a chapter update – “We have 20 new Alpha members and we are very excited about Greek Week with Pi Kappa Alpha this spring. We are also excited to report that after the fall semester, Alpha Delta Pi chapter had the #1 GPA among the sororities!”
- Invitations
  - The timing of invitations is important. People lead busy lives with work, school, family, volunteer, and social responsibilities. Four to six months is the norm for engaging a guest speaker for an event. For events with many guests invited (Founders’ Day, Diamond Days, Recruitment Alumnae Preview or Jewel Degree), appropriate notice would ideally be one month for smaller events and at least two months for larger events, followed with a reminder at least a week before the event.
  - There are several different methods to invite alumnae to an event. The method used will depend on the type of event. The following are just some ideas for inviting alumnae.
    - Formal Invitation
      - Weigh one of the invitations at the post office. Do not assume the invitation is going to require only one stamp.
      - There are several ways to make a formal invitation. FedEx Office’s or another copy center can make a custom invitation. If the chapter decides to create its own, enlist the help of a graphic design student or a scrap-booking enthusiast.
      - Postcard or Newsletter
      - Don’t forget to include a contact name and phone number or e-mail address so the alumnae can RSVP, if appropriate.
      - In the quarterly communication to alumnae, include a section with upcoming events and a blurb about each.
      - When placing a call, identify yourself immediately.
        - Smile while talking - it gives the voice a cheerful, warm sound.
        - Use clear diction.
        - Speak with normal tempo.
        - Use a good pitch – not too high or too low.
        - Speak with a pleasant volume.
        - Be sensitive to the time pressures of the call recipient; ask if they have time to speak.
        - When leaving a message on a voicemail, speak distinctly and slowly when leaving a name and telephone number. Be brief.
        - Do not call after 9:00 pm.
    - E-mail
      - Start a group email distribution list with all of the area and/or chapter alumnae.
      - Several sites offer free services, such as Google, Yahoo, and MailChimp.
      - Obtain a list of e-mail addresses from the alumnae association president and from Executive Office. Plan ahead as a data request can take some time.

- Electronic Invitations
  - Several sites such as Evite, Punchbowl, and Eventbrite offer free electronic and personalized invitations to email. Many sites allow attendees to RSVP, add comments, participate in polls or surveys, and send them reminders about the event.
- Social Media
  - Post notices of chapter events on social media sites.
- What should the invitation include?
  - Name of the event
  - Day, date and time
  - Location (including a map or directions from major routes and freeways)
  - RSVP deadline
  - Whom to RSVP to and how to contact her
  - Be creative. Use a catchy headline or fun graphics.
- Obtaining Alumnae Addresses from Executive Office
  - Before starting a large mailing, confirm the list of alumnae addresses is up-to-date. This information is obtained from Executive Office by submitting a Data Request Form to the Database Coordinator at Executive Office via email or mail.
  - The information from Executive Office is available in an Excel or a Word Merge file.
  - Determine which alumnae are being targeted, alumnae who live near the chapter, alumnae from the chapter, alumnae who may be eligible for the 10-Year, 25-Year, 60-Year, 50-Year Diamond Circle, or 75-Year ceremonies, or all of the above. If sending an email newsletter, request the list for all chapter alumnae. If local alumnae are being included, request a list by counties, cities, or zip codes.
  - Provide the counties, cities, or zip codes for the desired area. To obtain counties, go to [www.county-map.digital-topo-maps.com](http://www.county-map.digital-topo-maps.com). To obtain zip codes, go to one of the following websites: [www.zipinfo.com](http://www.zipinfo.com) or [www.usps.gov](http://www.usps.gov).
  - Allow adequate time for this information to be compiled and sent. In most cases, the request may take a week or two. To decrease the waiting time, fill out the form legibly and completely and include contact information in case Executive Office has questions about the request.
  - Be mindful of the solicitation codes (i.e., do not solicit, no phone calls, do not contact, etc.) in the spreadsheet and respect the members' requests.
  - Keep track of any changes you receive or undeliverable mail and send this information to the Database Coordinator at Executive Office to update the records.

## Planning Alumnae-Collegiate Events

- Considerations When Planning Activities for Alumnae and Collegians
  - Alumnae and collegians have different schedules. Do not call alumnae after 9 p.m. unless provided with appropriate times to call.
  - Alumnae need advance notice to participate in events. To ensure alumnae can attend an event, alumnae may need to make arrangements with work, family, childcare, or other commitments. Give as much advance notice as possible. Appropriate notice would ideally be one month for smaller activities and at least two months for larger events. Alumnae will appreciate the advance notice and will be more likely to attend if they can make arrangements in advance.
  - Provide alumnae with access to the chapter calendar of events. Having the calendar easily accessible increases

the possibility alumnae will be available to attend/support chapter activities. For example, if the chapter is planning a philanthropy event such as a shopping fundraiser at a local store, invite the local alumnae and/or alumnae associations to participate.

- Do not assume support can be given. Although alumnae may want to support the chapter, there may be occasions when the timing is not favorable. Do not get discouraged; continue to notify them for other activities.
  - Be appreciative and acknowledge any support received. A simple “thank you” goes a long way. Be sure all chapter members express their appreciation to the alumnae who support the chapter.
- Who Plans the Event?
    - Ideally, the planning of alumnae-collegiate events should be a joint effort between the chapter and the alumnae. Consider inviting alumnae to attend a chapter meeting where they can speak about their alumnae experiences, facilitate a Total Membership Education workshop, attend a joint planning meeting, or collegians can attend an alumnae association meeting if invited.
    - Things to consider when planning:
      - The type of event. Brainstorm ideas of interest to both groups.
      - Whom to invite, how to invite them, who has responsibility for invitations, how the mailing lists will be divided, and whether invitations will be emailed or mailed.
      - Be mindful of family issues with alumnae. Will babysitters be provided and/or will there be activities for children during family oriented events?
      - Consider providing transportation for older alumnae who no longer drive or who do not drive at night.
      - Consider including nearby collegiate chapters that may be supported by the same alumnae resources.
- Frequency of Joint Events
    - The frequency of events will vary with both groups. Start small and work towards more activities. Do not over-program either group.
- Making the Event Successful
    - Consider the following to ensure a successful event (although some seem obvious, it is important to acknowledge them):
      - Select a time and date that works for alumnae and collegians.
      - Allow plenty of planning time.
      - Maintain good communication with everyone regarding specifics of the event.
      - Provide advance notice to all who are invited.
      - Plan interactive activities or icebreakers. Consider activities that will encourage mingling between alumnae and collegians.
      - Consider providing nametags, depending on the event.
      - Consider assigning chapter members as hostesses to welcome everyone and make introductions.
      - Arrange positive public relations for the event. Contact local publications and the school newspaper ahead of time or send a picture along with an article after the event. Remember to obtain prior approval per the guidelines in the Media Plan for Chapters. The Media Plan and a Press Release template can be found on the Alpha Delta Pi website in the Chapter Resources Center.
      - Plan some activities that are not mandatory for the chapter. Consider starting with smaller groups, such as Prides, Alpha members, or seniors meeting with a small group of alumnae. Plan some family-oriented events so alumnae can bring their children.

## Chapter Activities: Opportunities for Alumnae Involvement

- Recruitment
  - Alumnae can provide items needed for recruitment (saving the chapter money), help prepare and serve

refreshments or set up and clean up, giving chapter members more time to focus on the purpose of recruitment. The key is getting information to the alumnae in a timely manner so the chapter benefits from their assistance. Note that some Panhellenics have rules regarding alumnae participation in recruitment and these local rules should be reviewed and followed. It is important to set expectations in advance if alumnae are not allowed to be in the room during formal recruitment.

- Following three simple guidelines helps ensure the assistance the chapter needs.
  - When: Notify the alumnae of the recruitment schedule at least a month in advance. If specific details are not available, a general guideline can be given with specifics to follow. Supply each day's recruitment agenda. Include specific set up or take down times. If an alumna cannot commit to the whole-time period, let her know she can help at other times. Include appropriate arrival times so as not to disrupt a recruitment event.
  - What: Inform the alumnae of the theme for each event. If the chapter has a "wish list", send it to the alumnae as soon as possible. Include smaller items, if needed. Some alumnae may be able to help by purchasing some of the little things. Include the attire for each event. Do not assume the alumnae know what to wear to the events. They will be more comfortable and will blend in better with the chapter members if they arrive in appropriate attire.
  - Where: Give good directions so the alumnae know how to get into the building or special parking arrangements. List phone numbers for contacting chapter members. (Remember this IS recruitment and usually cell phones are turned off.) Give contact information for someone who will be available.
- The chapter may find a recruitment newsletter helpful. Include the Formal Recruitment Chair's name and contact information. Provide current chapter statistics such as chapter size, Total and Quota to give the alumnae an idea of where the chapter stands in relation to the other NPC groups.
- Below are suggestions of ways alumnae can support the chapter during recruitment:
  - Participate in mock rotation to assist the chapter members in building recruitment skills.
  - Participate in conversation workshops prior to recruitment.
  - Assist with song practice, skit practice, or serve as a practice audience.
  - Provide food during spirit week and/or recruitment week.
  - Assist in the implementation and support of a marketing plan for the chapter.
  - If permitted by Panhellenic, help fill a room during recruitment events and make a smaller chapter appear larger with more women in the room. This is more convincing if the alumnae are dressed in similar attire to the chapter members. Panhellenic requires that all alumnae be identified with a nametag. These nametags may be identical to the collegians' nametags, but need to have the word "alumna" under the name.
  - Alumnae in attendance at recruitment events, if permitted by Panhellenic, serve as a reminder of conversation topics. Talk about how alumnae support the chapter, the type of joint activities and promote that Alpha Delta Pi is truly a lifetime of sisterhood.
  - Participate as members of the Recruitment Information Tabulations Committee. However, alumnae are not allowed to attend Membership Selection Sessions.
- Chapter Anniversaries/Reunions
  - Once you are aware of your chapter's upcoming anniversary, download the Anniversary/Reunion Packet from the Alpha Delta Pi website. This resource provides step-by-step guidelines to planning a successful event.
  - Chapter anniversaries and reunions are a wonderful reason to get together with alumnae and enhance the Alpha Delta Pi experience.
  - Milestone such as 25-, 50-, 75-, and 100-year anniversaries will draw a large group of alumnae from the chapter, but many alumnae will also attend intermediate anniversaries such as 5-, 10-, 20-, 30-year, etc. An acknowledgement or small ceremony annually at the chapter's anniversary are also important and a great opportunity to invite local or nearby chapter alumnae.
  - The event should reflect the individual tastes and styles of those chapter members and alumnae who plan it.

There is no right or wrong type of celebration. The only recommendation is to keep the scale and scope of the event in mind.

- The District Teams of International Officers are available to help with these events. Make sure to include the District Team members and utilize their resources in the plans. The district Alumnae-Collegiate Relations Director can help initiate this planning process.
- When planning a reunion event for an existing chapter, include chapter members and alumnae on the planning committee. When possible, involve members from different generations on the planning committee. This ensures the event will appeal to sisters of all ages and experiences, and helps guarantee the continuity of the Alpha Delta Pi experience. The Alumnae Relations Chair may serve as the Anniversary Chair or may serve on the Anniversary Committee.
- Alumnae can support this event in many ways:
  - Serve on the planning committee.
  - Promote the event (involving alumnae from different eras in the planning process enables more personal contacts to occur).
  - Encourage other alumnae sisters to keep their personal contact information updated via the Alpha Delta Pi website.
  - Provide a list of contacts that may be willing to offer services at a reduced rate (such as catering, printing, and lodging, etc.).
  - Assist with preparing and/or donating food, beverages, decorations, and favors.
  - Provide ΑΔΠ scrapbooks, photos, and memorabilia from their college years.
  - Speak at the event, especially if they were a founding member or former chapter president, to share what the chapter was like when they were Delta members.
- A more detailed explanation on event planning is provided in the Anniversary/Reunion Packet. Contact the district Alumnae-Collegiate Relations Director early in the planning process.

- Homecoming

- Most colleges and universities have a homecoming celebration every year. Homecoming is a time when alumnae come back for the weekend. Alumnae members travel from near and far for weekends like this and want to return to the chapter house or suite for a tour or to stop in and visit.
- The Alumnae Relations Chair should find out homecoming dates as soon as they are available and send the dates and planned events to alumnae. Include a notice on the chapter's Facebook page and on the chapter's alumnae Facebook page. Work with the Property Manager to make sure the chapter's facilities are in great condition for returning alumnae.
- Work with the alumni relations office on campus. Many times, events related to homecoming may be advertised or publicized in homecoming brochures, campus websites and information sent to alumni. This reduces costs in getting information to Alpha Delta Pi alumnae, and will let alumnae from other sororities know the Alpha Delta Pi chapter is excited about alumnae returning to campus. Submit photos of the event to *The Adelphean* and the campus alumni newsletter/magazine.
- Other ideas:
  - House tours
  - Reception/tea
  - Donuts and coffee
  - Brunch
  - Cookout
  - Tailgate party
- Arrange for current chapter members to greet the returning alumnae and provide nametags for all alumnae.

- Founders' Day

- A most cherished tradition of Alpha Delta Pi is the special social gathering of alumnae and collegians in recognition of May 15, 1851, the date of our founding. This celebration may be a luncheon, dinner, reception, or tea and serves as an occasion to reunite Alpha Delta Pi members of all ages. It is a time to renew friendships and to strengthen the bonds of sisterhood. Founders' Day celebrations are generally held as close to May 15th as possible but do not need to take place in May.
  - A Founders' Day celebration is included as part of the Senior Experience Plan. The Alumnae Relations Committee should work together to plan a Founders' Day celebration annually. In some chapters, the Alumnae Relations Chair is not the chapter member responsible for planning Founders' Day. In this case, the Alumnae Relations Chair should coordinate with the officer to include the Founders' Day event in the Senior Experience Plans and to serve as a liaison between the alumnae and collegians when planning the event.
  - The Founders' Day Service found in the Ritual Book can be incorporated. Consider offering the Alpha Delta Pi 10-Year Ceremony, 25-Year Ceremony, the 50-Year Diamond Circle Ceremony, the 60-Year Ceremony, or the 75-Year Ceremony for eligible alumnae. Order certificates for these women from Executive Office a couple of weeks in advance for members you know will attend. To determine which alumnae may be eligible for these honorary ceremonies and certificates, contact the district Alumnae-Collegiate Relations Director or Executive Office. Submit a Data Request Form specifying women who were initiated in certain years. Include the counties within a certain radius from the city or ask for a list of all eligible women.
  - Include alumnae in the planning of Founders' Day. Ask a local alumna or prominent alumna to be a guest speaker. Mail out invitations as early as possible – ideally, at least one month in advance (at least two months for major celebrations) so alumnae can put the date on their calendars.
  - At Founders' Day, the chapter may wish to acknowledge some individual awards and accomplishments, such as Ideal AΔΠ, Highest GPA, or Most Improved GPA. As part of the Senior Experience Plan, a chapter may also choose to incorporate a special ceremony recognizing graduating Seniors. Honor local alumnae, chapter advisors, and other alumnae volunteers to show your appreciation for their support of the chapter. Alumnae may be able to offer the Jewel Degree ceremony to the graduating seniors.
  - The Founders' Day celebration may include the Memorial Service to remember sisters that have passed away.
  - Consider showing a video of chapter alumnae or chapter events through the years created by chapter members using photographs from chapter scrapbooks and/or the Archivist at Executive Office.
  - Founders' Day is conducted with the same reverent atmosphere and respect as other Alpha Delta Pi ceremonies. This celebration is an excellent opportunity to educate the chapter on the privileges of alumna membership and remind them our sisterhood is not just four years – it is for a lifetime.
- Diamond Days and Initiation
    - As the chapter plans Diamond Days, encourage the New Member Coordinator and the Guard to invite alumnae to participate. Provide enough advance notice of the event by notifying alumnae as soon as the dates are scheduled.
    - Diamond Days are a wonderful time for Alpha members to see the big picture and appreciate that our sisterhood is not just for four years, but for a lifetime. There is a part for an alumna in the Alpha/Delta/Pi ceremony on Blue and White Day. Ask several alumnae to share stories from their college days, where they have moved and met sisters, and how Alpha Delta Pi has remained important in their lives. Invite alumnae not currently serving as advisors so the chapter meets new faces and hears of other opportunities to stay involved as an alumna.
    - When including alumnae in Diamond Days and Initiation, be sure to get the necessary approvals from the Chapter Advisor or Collegiate Province Director. Alumnae are only welcome to attend with an invitation from the chapter.
- Total Membership Education Programming
    - The Alumnae Relations Chair works with the Membership Education Team to ensure that Total Membership Education programming included in the Senior Experience Plan is planned and implemented for Seniors, as well as other members. Senior Experience Membership Education sessions show chapter members the opportunities and benefits of active alumnae membership.
    - Total Membership Education programming provides excellent opportunities to involve alumnae. Joint events

with the local alumnae association may include:

- Alumnae serving as facilitators for TME workshops. There are specific alumnae-oriented TME programs available, such as “Networking TME” and “ΑΔΠ For a Lifetime.”
- Alumnae may work in a field that can provide resources for the chapter.
- Workshop on interview skills and resume writing.
- Career night (invite alumnae to share their work experience).
- History of Alpha Delta Pi (topics could include chapter history, International history, or “I remember when...”).
- Programs of interest to both groups:
  - Self defense
  - Women’s health issues
  - Financial planning
  - Marketing yourself
  - Alum Chum/Pi Pal programs (See next section)
- Philanthropy
  - The Alumnae Relations Chair has the opportunity to strengthen the alumnae/collegiate relationship through joint philanthropy events with the local alumnae association. The Alumnae Relations Chair serves as a liaison to the alumnae and assists the Philanthropy Chair and her committee in contacting and involving alumnae in chapter philanthropy events.
  - Arrange appropriate publicity for events. Remember to obtain prior approval per the guidelines in the Media Plan for Chapters. The Media Plan and a Press Release template can be found on the Alpha Delta Pi website in the Chapter Resources Center under Shared Resources, Administrative Forms.
    - Contact local and collegiate newspapers
    - Submit photographs and article for publication in *The Adelphean*
    - Prepare appropriate presentation for use during recruitment
  - Work with the Philanthropy Chair to be sure the proper paperwork is submitted both prior to, and after the event.
  - The Collegiate-Alumnae Philanthropy Partnership Award is presented at Grand Convention. The award recognizes a chapter-alumnae partnership which best demonstrates the effectiveness and sisterhood of collegiate and alumnae sisters working together on philanthropy projects. Impact on the community is considered. Funds raised from the event must be sent through the Foundation for disbursement to the charity.

## Senior Experience

One of the responsibilities of the Alumnae Relations Chair is to support seniors during this life transition, while honoring them and encouraging their continued involvement throughout their senior year. Offering the Senior Experience allows these women to stay active during their final college year and inspires them to remain active as alumnae. This is also a great group to target to develop positive interactions between alumnae and collegians.

- Senior Experience Basics
  - The Senior Experience Plan is due April 1st for the following academic year.
  - The purpose of the Senior Experience is to
    - Keep senior members engaged throughout their final year of college
    - Recognize and celebrate senior members

- Educate senior members on life after graduation as an Alpha Delta Pi alumna and show them how to stay involved.
  - It is very common for seniors to become burned out and lose interest in chapter activities and events. However, these members are valuable assets to the chapter. This is a great time to let them know how much we appreciate their efforts, while educating them on the resources that can help them in this transition.
  - The Senior Experience, especially senior events and activities, are a great opportunity for chapters to show their support and enthusiasm for senior members.
  - Senior Experience Plans should be prepared by the Alumnae Relations Committee, approved by the Executive Board, and submitted to the Collegiate Province Director and the Alumnae-Collegiate Relations Director.
  - Do not forget the seniors who graduate in December. You don't want to leave anyone out.
  - All liability and risk management procedures should be included in senior activities and planning, including Event Planning Forms, when appropriate.
  - The following components comprise the Senior Experience:
- Senior Meeting
    - Held in September or October, as close to the beginning of the school year as feasible.
    - Meeting includes only seniors and presenting officers and advisors.
    - Includes "Your ADPi Legacy" TME available on the Alpha Delta Pi website in the Chapter Officer Resource Center at Sisterhood Diamond Development Programs.
    - Get a written commitment from the seniors to the chapter for the rest of their senior year.
- Pi Transition Workshop
    - Held in March or April, as close to the end of the school year as feasible.
    - Should also be held in November or December for Fall graduates.
    - Meeting with the Seniors and the presenting officers (ARC, MEVP, and EVP), ARC Committee, advisors, and alumnae
    - Can be in lieu of a chapter meeting for seniors if held at the same date and time.
    - Show "Life as an Alumna" video to seniors available on the Alpha Delta Pi website under Pride Online > Alumna Resources > Life as an Alumna Training.
    - Update post-graduation contact information through Pi Portal and on the Alpha Delta Pi website.
    - Hold the "Life as an Alumna" TME, available at the Alpha Delta Pi website in the Chapter Officer Resource Center under Membership Education Vice President Resources > Documents > Workshops > Sisterhood Diamond Development Programs.
    - Seniors take the Senior Exam.
    - Following the meeting the Alumnae Relations Chair emails the Alumnae Resource Packet, which includes an Alumnae Association Directory, a flyer on Remember Dues, and a Senior brochure.
    - Senior Send-Off or the kick-off of Senior Week immediately follows the meeting.
- Senior Connections Program
    - The Senior Connections Program is an activity connecting our graduating seniors with our alumnae associations and alumnae sisters. The program allows alumnae to share the fellowship and sisterhood with their newest alumnae sisters and give them a glimpse into the lifelong opportunities provided with their Alpha Delta Pi membership.
- Senior Events and Activities
    - Senior events and activities are a way for the chapter to show appreciation for the seniors.
    - Held at the end of Spring semester for Spring graduates, also held in Fall semester for Fall graduates, if applicable.
    - Consist of several events, activities or gestures that celebrate seniors.
    - Can be bigger events or simple little gestures.

- Can be special events for just the Seniors, such as a trip out for ice cream, or a celebration with the whole chapter, such as a movie night at the house or on the lawn.
  - Can include gifts, which can be handmade or purchased, but gifts should be uniform, paid for by the chapter budget, and included in the Senior Experience Plan.
  - At least two to three events or activities should be included in Senior Experience Plan, ideally during a “Senior Week”.
- Senior Send-Off
    - Held at end of spring semester for spring graduates, also held in fall semester for fall graduates, if applicable.
    - A final big “event” or “celebration” of the Seniors, for example a chapter dinner or an awards ceremony.
    - Includes the entire chapter, and may include alumnae.
    - Can be held in conjunction with Founders’ Day or Jewel Degree.
- Alumnae Life TME
    - Workshop presented to entire chapter.
    - Work with MEVP to plan, prepare, and present TME.
    - Held annually, ideally in the spring semester.
    - Workshop materials are available on the Alpha Delta Pi website in the Chapter Officer Resource Center under Membership Education Vice President Resources.
- Founders’ Day
    - Celebration of Alpha Delta Pi’s founding that includes the entire chapter.
    - Does not need to be held on May 15th but should be held before classes are dismissed for summer, and as close to Founders’ Day as possible.
    - Could be a joint collegiate-alumnae event or could include an alumnae association in the Founders’ Day celebration.
    - Can be in conjunction with a scholarship banquet or a Senior Send-Off.
    - Can be a small, simple celebration.
    - Should include Founders’ Day Ceremony in the Ritual Book.
- Jewel Degree
    - In 1915, the Jewel Degree was established as an alumna degree to complete the Alpha Delta Pi Ritual. This part of our Ritual was named in honor of Jewel Davis Scarborough, who was Grand President at the time the ceremony was adopted.
    - Jewel Degree is a special part of our Ritual offered to initiate Alpha Delta Pi members after graduating or a Senior Delta member about to graduate; however, to be eligible to participate in Jewel Degree, women must be considered members in good standing, including no outstanding debt to the chapter.
    - Jewel Degree expresses the Alpha Delta Pi ideal of service to humanity; therefore, this ceremony should be conducted with the same reverent atmosphere and respect as other parts of our Ritual.
    - Jewel Degree should be coordinated with the alumnae association.
    - The ceremony can be given by advisors and/or local alumnae if chapter does not have a local alumnae association.
    - A ceremony can also be held in November/December for fall graduates, but is not required.

Senior Experience documents, including additional ideas, are available on the Alpha Delta Pi website through Pride Online in the Chapter Officer Resource Center under Shared Resources.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XV: PANHELLENIC

National Panhellenic Conference

The National Panhellenic Conference (NPC) is the premier advocacy and support organization for the advancement of the sorority experience. NPC is made up of 26 women's Greek-letter sororities. Each of the member groups is an autonomous organization of women who are either currently enrolled as college or university students or are alumnae. "The National Panhellenic Conference provides a platform for cooperation, operational support and leadership that ensures the long-term relevance and success of its member organizations. NPC serves as the national voice on contemporary issues of sorority life. National Panhellenic Conference educates parents, collegians, the media and other constituencies about the essential contributions sororities make to society through the development of leaders, support of high academic standards, philanthropy and volunteerism. Founded in 1902, NPC is one of the oldest and largest women's membership organizations representing more than 4 million women at 655 college/university campuses and 4,500 local alumnae chapters in the U.S. and Canada. Each year, NPC-affiliated collegians and alumnae donate more than \$5 million to worthy causes, provide \$2.8 million in scholarships to women and volunteer 500,000 hours in their communities."

NPC has a variety of educational programs available for College Panhellenics that address such topics as hazing, alcohol abuse, eating disorders, sexual assault, and other women's issues. Details about these programs can be obtained from the National Panhellenic Conference Office or at [www.npcwomen.org](http://www.npcwomen.org).

## National Panhellenic Conference Unanimous Agreements, Policies and Best Practices

**Unanimous Agreements (UA's)** are the principles, procedures, and behavioral expectations considered so basic to ethical and harmonious intersorority life that they are binding on every NPC member organization. College and Alumnae Panhellenic Associations are required to operate according to these agreements, and all individual members must abide by them. Also included in the Unanimous Agreements are statements setting forth the rights of sororities as private, voluntary social organizations.

The Unanimous Agreements are adopted by a unanimous vote of the NPC voting body. As a further assurance that all 26 member organizations are truly unified in their decisions, the Unanimous Agreements are ratified by the inter/national president of each member organization. Her signature is her sorority's pledge that every collegiate and alumna member will abide by and honor the NPC Unanimous Agreements. **Note: Alpha Delta Pi wholeheartedly supports NPC Unanimous Agreements and expects each chapter to abide by the letter and spirit of these Unanimous Agreements and to promote them on its campus.**

A full text and explanation of the Unanimous Agreements can be found in the *National Panhellenic Conference Manual of Information*. All Alpha Delta Pi members are responsible for knowing the Unanimous Agreements.

**NPC policies** and **best practices** are the result of years of cumulative experience and study of many campus situations. Policies are standards and procedures created by NPC vote, usually to address recurrent problems or operating issues that local Panhellenics face. The expectation is that they be followed because they reflect the combined knowledge and experience of the 26 autonomous member organizations. Best practices are procedures formulated to help local Panhellenics and their member chapters achieve the greatest success. Adherence to these practices is not required but is strongly recommended. An efficient, effective Alumnae or College Panhellenic should adopt and implement the policies and best practices of NPC.

**Note: Alpha Delta Pi wholeheartedly supports the NPC policies and best practices and expects each chapter to promote them on its campus.**

## College Panhellenic Association

Panhellenic associations are based on democratic principles and organized to afford cooperation among the women's sororities. Panhellenic members shall respect and obey the letter and spirit of all NPC Unanimous Agreements. Panhellenic

associations' constitutions and bylaws shall conform to all NPC Unanimous Agreements. A College Panhellenic Council shall take no action that infringes on the sovereignty, rights, or privileges of the individual NPC sororities.

A College Panhellenic Council is the associations' governing body and is composed of one delegate and one alternate from each regular, provisional, and associate member chapter at the institution. The College Panhellenic Council is responsible for local Panhellenic operations in accordance with NPC Unanimous Agreements, policies, best practices, and procedures.

A College Panhellenic may have three types of membership:

- The **regular** membership of the Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference sororities.
- The **provisional** membership of the Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters.
- The **associate** membership of the Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups, or national or regional non-National Panhellenic Conference member organizations that have met the requirements for membership in the Panhellenic Association. Each College Panhellenic shall determine the criteria required to become and associate member. See *NPC Manual of Information* for more information.

Each College Panhellenic Council is assigned a National Panhellenic Conference Area Advisor. The Area Advisor, along with the campus Fraternity/Sorority Advisor, are resources for the College Panhellenic Council delegates and officers.

The College Panhellenic establishes its own bylaws, Code of Ethics, and membership recruitment rules using the templates in the *NPC Manual of Information*.

For the complete organization of the College Panhellenic Association refer to the *NPC Manual of Information*.

## Panhellenic Judicial Process

The College Panhellenic Association is required to follow the NPC Judicial Process as outlined in the *NPC Manual of Information*. All steps of the process must be documented on the forms provided in the manual.

Alpha Delta Pi supports mediation with the goal of reaching an amicable resolution of differences.

The chapter must include one advisor in every mediation or judicial meeting that involves Alpha Delta Pi.

The chapter must notify the Collegiate Province Director and the Panhellenic Relations Director in the event of an infraction being filed by or against Alpha Delta Pi.

## Panhellenic Leadership

Alpha Delta Pi encourages members to hold Panhellenic office, serve on Panhellenic committees and assist potential new members as Recruitment Counselors. The Panhellenic Delegate should inform chapter members of such opportunities as they occur. She can foster chapter interest in Panhellenic leadership by inviting chapter members to attend Panhellenic Council meetings as guests.

The chapter is encouraged to include Panhellenic activities in the overall chapter calendar. Look for opportunities to combine, rather than duplicate, educational or service events.

Even if a chapter's membership is at Total, the chapter and its individual members are "recruiting" for Panhellenic. Non-affiliated women observe the ways that sorority members conduct themselves to decide whether or not to participate in the

next recruitment opportunity. Alpha Delta Pi can demonstrate Panhellenic leadership by speaking about the values of Greek life, demonstrating cooperation and friendliness with all chapters, and generating positive publicity for sorority activities.

## Panhellenic Recruitment

NPC recommends the Automatic Reset of Total for the College Panhellenic. Guidelines for this review can be found in the *National Panhellenic Conference Manual of Information* in the Policies and Best Practices section.

NPC supports four different recruitment styles: fully structured (formal) recruitment, partially structured recruitment, minimally structured recruitment, and continuous open recruitment. The College Panhellenic should evaluate campus variables to determine the most effective recruitment style. A complete description of each recruitment style is found in the *National Panhellenic Conference Manual of Information*.

Alpha Delta Pi fully supports the NPC process for Release Figure Methodology (RMF) as adopted by the National Panhellenic Conference in 2003 for campuses which use partially or fully structured recruitment styles.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XVI: AWARDS

Alpha Delta Pi awards motivate and recognize individuals and groups in their quest for achievement. The Alpha Delta Pi award process provides individuals, chapters, house corporations, and alumnae associations clear guidelines and criteria for baseline performance, improvement, and excellence. Results producing excellent output are recognized through the award process. The goal of the award program is to create positive momentum, celebrate successes, and reward the highest level of excellence in our sisterhood.

## Individual Awards and Honors

### Collegiate

- Dorothy Shaw Leadership Award
  - This award is named in honor of Dorothy Pierpont Shaw, who pledged at Rho Chapter, Boston University, in the fall of 1915, and initiated in February 1916. She later transferred to Psi Chapter, University of California, Berkeley. Between 1920 and 1931, she served as Alumnae Secretary, Registrar, Historian, Province President, and Grand Convention Manager. She published the first national membership directory for the sorority.
  - The Dorothy Shaw Leadership Award is the highest individual honor given to a collegiate member of Alpha Delta Pi. Applications are available online each spring. The completed forms must be submitted to Executive Office by the date listed on the nomination form. Award winners are announced at the summer meeting. The Dorothy Shaw Leadership Award is given annually to a collegiate member of Alpha Delta Pi who:
    - Is a current Junior or Senior\*
    - Has a cumulative 3.40 GPA and is active in the sorority chapter as well as on campus.
    - Has supporting information as requested on the application form.
    - \*This award may only be won once in a lifetime. If not selected, applicants who are eligible may reapply the following year.
- Ruth Pretty Palmer Panhellenic Award (collegian)
  - The Ruth Pretty Palmer Panhellenic Award (collegian) was established in 1996 to honor individual collegiate and alumnae members for leadership and exceptional service to college and alumnae Panhellenics. This award is named in memory of Ruth Pretty Palmer, Sigma Chapter, who served on the Alpha Delta Pi National Panhellenic Conference Delegation for sixteen years. Applications are available online each fall. Award winners are selected and announced at DLC and honored again during the summer meeting.
  - The Ruth Pretty Palmer Panhellenic Award is given annually to individual members who:
    - Are involved with their local Panhellenic.
    - Have displayed outstanding leadership in their local Panhellenic, Greek Council, regional Greek Conference, etc.
- Emerging Leader Award
  - The Collegiate Emerging Leader Award is presented annually to collegiate members. This award honors the spirit of our young, innovative founders that had the foresight and propensity to create our beloved sorority. Applications will be available online each fall.
  - The award is given annually to individual members who:
    - Are a first or second year member who has shown great leadership ability or potential.
    - Have a 3.14 cumulative college GPA.
    - Has a recommendation from a chapter officer, advisor or campus professional demonstrating how the member lives our Creed and has impacted her chapter.
    - Award winners are announced at DLC and honored again during the summer meeting.
- Collegiate Philanthropy Volunteer of the Year Award
  - The Collegiate Philanthropy Volunteer of the Year Award is given annually at summer meeting and recognizes a collegiate member's personal commitment to philanthropy and service. This award is given annually.

- Complete Part 7 of the annual Chapter Philanthropy Report by the due date.
- Include a letter of nomination from the Chapter President or Chapter Philanthropy Chair, an advisor or other Alpha Delta Pi member in good standing.
- Attach this nomination to the completed annual Philanthropy Report.
- Other considerations:
  - Personal commitment and dedication.
  - Quality and quantity of involvement.
  - Impact on the lives of those she is helping
  - Impact as a role model.
  - Additional letters of support for her nomination.

## Alumnae

- Ruth Pretty Palmer Panhellenic Award (alumnae)
  - The Ruth Pretty Palmer Panhellenic Award (alumnae) was established in 1996 to honor individual collegiate and alumnae members for leadership and exceptional service to college and alumnae Panhellenics. This award is named in memory of Ruth Pretty Palmer, Sigma Chapter, who served on the Alpha Delta Pi National Panhellenic Conference Delegation for sixteen years. Applications are available online each fall of Grand Convention years.
  - Recipients will be awarded biannually at the DLC preceding Grand Convention and honored again during Grand Convention.
  - The Ruth Pretty Palmer Panhellenic Award is given each biennium to individual members who:
    - Are involved with their local alumnae Panhellenic.
    - Have displayed outstanding leadership in their local alumnae Panhellenic.
- The Mary Esther Hedley Van Akin Outstanding Advisor Award
  - The Mary Esther Hedley Van Akin Outstanding Advisor Award was established in 1987 to recognize outstanding chapter advisors. This award is named in memory of Mary Esther Hedley Van Akin, Alpha Mu Chapter, a devoted and much-loved Alpha Delta Pi that spent all of her adult life serving our sorority with loyalty and dedication. She was intensely proud of her sorority and instilled this pride in all who knew her. She served on Grand Council for twenty-six years and during that time worked exclusively with collegiate chapters. During her visits to chapters she sought to identify and train capable advisors. She recognized the value of nurturing and that competent advisors provide a solid foundation for chapters... *find a successful chapter and you will find a functioning Advisory Board...*she said countless times.
  - The Mary Esther Hedley Van Akin Outstanding Advisor Award is given in Grand Convention years to advisors who:
    - Serve as a role model to collegians by demonstrating loyalty and dedication to Alpha Delta Pi.
    - Have a minimum of five years of service.
    - Does not have to be from the same chapter.
    - Does not have to be consecutive years.
  - Nomination forms are available online in the fall preceding Grand Convention. Honorees will be announced at DLC and recognized at Grand Convention. Honorees will have their registration and transportation expenses provided to attend Grand Convention.
- Alumna Philanthropy Volunteer of the Year
  - The Alumna Philanthropy Volunteer of the Year Award recognizes an alumna member's personal commitment to philanthropy and service. This award is given annually. Applications are available online.

- Complete Part 5 of the annual Alumnae Association Philanthropy Report by the due date.
- Include a letter of nomination from the Alumnae Association President or Alumnae Association Philanthropy Chair, or other Alpha Delta Pi members in good standing.
- Attach this nomination to the completed annual Philanthropy Report. Other considerations:
  - Personal commitment and dedication.
  - Quality and quantity of involvement.
  - Impact on the lives of those she is helping.
  - Impact as a role model.
  - Additional letters of support for her nomination.
- Joan Perry Boatright Alumnae Loyalty Award
  - The Joan Perry Boatright Alumnae Loyalty Award was established to recognize outstanding alumnae for their personal devotion and continued service to Alpha Delta Pi. This award is named in memory of Joan Perry Boatright, Alpha Beta Chapter, who served for six years as Grand Vice President of Alumnae. She served Alpha Delta Pi in a number of other capacities as an alumnae officer and advisor. Joan served as president of the Denver Area Panhellenic and was later honored as their Sorority Woman of the Year. This award is given biannually during Grand Convention years.
  - Recipients are announced at District Leadership Conference and notified in writing. The award covers the registration fee for Grand Convention. Recipients are honored again at Grand Convention.
  - Nomination forms are available online in the fall preceding Grand Convention. Selection is based on:
  - Active participation and service as an alumna member in an alumnae association, supporting a collegiate chapter, as an International Officer, or in special projects.
  - Leadership as an officer on the local, state, district, or international level.
  - Financial support through the Alpha Delta Pi Foundation, Inc. and ReMember Dues.
  - Assistance to a collegiate chapter and participation in community or professional organizations. Consideration will be given to length of service.
- Mary Bull Mason Outstanding Alumnae Achievement Award
  - The Mary Bull Mason Outstanding Alumnae Achievement Award was established in 2005 to recognize one Alpha Delta Pi alumna each biennium at Grand Convention, for unselfish service to others in her community. This award is named in memory of Mary Bull Mason, Alpha Chi Chapter, who served for ten years as Grand Vice President of Alumnae. Mary was a lifetime member of the Los Angeles Ronald McDonald House board of directors and served as president of the Glendale-Burbank Alumnae Association. She also represented Alpha Delta Pi for the Southern California Alumnae Panhellenic.
  - Applications are available online the fall of each Grand Convention year. Selection is based on:
  - Active participation in community organizations, holding an office in community or service organizations at the local, state, or international level.
  - Being recognized for contributions by the community or community organizations.
  - Outstanding Alumnae Achievement Award for Contribution to Profession
  - The Outstanding Alumnae Achievement Award for Contribution to Profession recognizes one Alpha Delta Pi alumna each biennium for outstanding professional achievements.
  - Applications are available online the fall of each Grand Convention year. Selection is based on:
  - Active participation and leadership in professional organizations; holding an office in professional organizations.
  - Being recognized within the profession and organization for achievements and impactful participation in community organizations.
- Virginia Rosenberg Stafford Young Alumna
  - The Virginia Rosenberg Stafford Young Alumna Award is named in honor of Virginia Rosenberg Stafford, Alpha Beta Chapter. Affectionately known as Ginny, our sister started serving early by beginning the Ames Iowa Alumnae Association and later becoming a State Membership Chairman. She became the Membership Chairman

for the organization followed by Grand Secretary, Grand Vice President of Collegiate Chapters, and Grand President. She served on the NPC Delegation for 22 years and has been an advocate for our organization's history.

- One alumna from each district may be selected as a semi-finalist each biennium and announced at District Leadership Conference. One winner will be selected from the semi-finalists. The award covers the registration fee for the following Grand Convention, where she will receive additional recognition. Current International Officers and Executive Office employees are ineligible for the award.
- The recipients are recognized for their personal devotion and continued service to Alpha Delta Pi. Selection is based on any combination of the following criteria:
  - Active participation in an alumnae association.
  - Service as an officer of an alumnae association or house corporation or previous International Officer.
  - Financial support of the Alpha Delta Pi Foundation, Inc.
  - Financial support of the ReMember International Alumnae Dues
  - Assistance to a collegiate chapter.
  - Participation in community or professional organizations.
  - Consideration will be given to length of service.

## Collegiate Awards

Collegiate awards serve to motivate and inspire all areas of chapter life: rewarding valued chapter characteristics and achievements. Chapter awards are earned by collegiate sisterhoods as a whole, not only officers, individual members, or advisors. Results are outcome based, thereby making the awards process meaningful and transparent to all members of recipient chapters.

Because it is the expectation of Alpha Delta Pi that all chapters perform at a baseline level in both performance and programming areas, no awards will be given for baseline results. Instead, chapters will be rewarded for true excellence in programming and overall chapter performance. Baseline performance will be measured and evaluated through an annual assessment and goal setting with International Officers at DLC meetings and monitored throughout the year.

### **Programming Excellence Awards**

Excellence awards are available in programming areas. Excellence Awards are distributed annually at District Leadership Conferences and are based on the prior calendar (January – December) year. Programming Directors determine winners based on defined results-based metrics; no chapter application is needed. Earning an Excellence Award in any area signifies strong and exemplary performance. Chapters have the opportunity to earn Excellence awards in the following areas:

- Finance
- Total Member Education
- Panhellenic
- Philanthropy
- Recruitment and Marketing
- Scholarship
- Alumnae Relations

It is important to note that baseline performance is not awarded but is provided below as the minimum expectation for programmatic output and operations.

### Improvement Awards

Each aforementioned programming area may also award one Improvement Award per District, for the most improved chapter within each programming category as listed above. The Improvement Award is given annually at District Leadership Conference to one chapter exhibiting measurable and remarkable improvement in an effort to highlight significant growth and achievement for each category. Improvement awards are selected by the Programming Directors with the input of other International Officers within each district.

## Superlatives

Each aforementioned programming area may also award superlative awards for the best results in pre-defined result metrics. Such awards are given annually at District Leadership Conference for results within the district. Superlative awards are selected by the Programming Directors with the input of other International Officers within each district.

- Finance

### Baseline:

- Chapter must maintain an Accounts Receivable percentage of 1% or below as of the previous year's audit.
- Chapter has a positive net income, of any amount, as of the previous year's audit excluding capital purchases, transfers to House Corporation, or other approved expenditures approved by the CFD.
- +/- 5% in the passthrough account as a percentage of dues income as of the previous year's audit.

### Eleanor Abrott Harris Finance Excellence:

- Chapter must maintain an Accounts Receivable percentage of .5% or below as of the previous year's audit.
- Chapter has a positive net income of 5% or more as of the previous year's audit excluding capital purchases, transfers to House Corporation or other approved expenditures approved by the CFD.
- +/- 1% in the passthrough account as a percentage of dues income as of the previous year's audit.

### Superlatives:

- Best Financial Delinquency Management
- Best Passthrough Management
- Best Financial Management

- Total Membership Education

### Baseline:

- 65% of chapter membership is involved in at least one outside campus/community organization and 5% of those chapter members serve in leadership positions in those organizations.
- Chapter retains at least 90% of its Alpha Members from Alpha Ceremony to Initiation.
- Chapter retains at least 90% of its Delta Members (voluntary membership cancellations only) for the previous academic year.

### Margaret Anne MacDonald Bundy TME Excellence:

- 75% of chapter membership is involved in at least one outside campus/community organization and 10% of those chapter members serve in leadership positions in those organizations.
- Chapter retains at least 95% of its Alpha Members from Alpha Ceremony to Initiation.
- Chapter retains at least 95% of its Delta Members (voluntary membership cancellations only) for the previous calendar year.

### Superlatives:

- Most Campus/Community Leaders
- Best Sisterhood Event
- Best Chapter Retreat
- 100% Alpha Member Retention
- 100% Delta Member Retention

- Alpha Retention =  $\frac{\text{\#Alphas Initiated}}{\text{\#Alphas Added to Pi Portal}}$

- Delta Retention =  $\frac{(\text{\#Delta Fees Paid} + \text{\#Initiated}) - \text{\#Voluntary Cancellations}}{(\text{\#Delta Fees Paid} + \text{\#Initiated})}$

- Retention is calculated from December 1 through November 30.
- Retention metrics will be met if a small chapter (as defined by the small chapter officer structure in the COB) loses one member and it drops them below the 95% threshold.
- Alpha members who are added in error, those who transfer schools, and holdovers will not be included in the Alpha Retention calculation.
- Retention metrics will be met if a small chapter (as defined by the small chapter officer structure in the COB) loses one member and it drops them below the 95% threshold.
- Alpha members who are added in error, those who transfer schools, and holdovers will not be included in the Alpha Retention calculation.

- Panhellenic

Baseline:

- Chapter must have at least one member serve as a Panhellenic Executive Officer, Panhellenic Committee/Event Chair, or officer of a Greek-related organization.
- Chapter must hold at least one sisterhood event with another NPC chapter each semester; event may consist of a social, philanthropic, and/or educational nature.
- Chapter must involve the Fraternity/Sorority Advisor and Faculty Advisor (if applicable) in at least one activity or event each semester.
- Be in good standing with their local College Panhellenic Association.

Excellence:

Chapter meets baseline in addition to the following:

- Chapter must receive a Panhellenic or Greek leadership award on their campus.
- Chapter must hold at least one sisterhood event with another NPC chapter or a sorority that is not affiliated with NPC each semester (event may consist of a social, philanthropic and/or educational nature) OR another type of women's organization on campus.

Superlatives:

- Best Panhellenic Outreach
- Best Campus/Community

- Philanthropy

Baseline:

- Hold one Lion's Share Challenge event per year to support a Ronald McDonald House or Alpha Delta Pi Foundation funds established to benefit Ronald McDonald House Charities.
- All monies raised from chapter coordinated, sponsored or co-sponsored philanthropy events and Lion's Share Challenge philanthropy events must be sent through the Foundation for disbursement to the specified charity.

Excellence:

Chapter meets baseline in addition to the following:

- Chapter is within the top 30% of all Alpha Delta Pi chapters on total funds raised per member and/or total service hours per member for the time period January 1 through December 31

### Superlatives:

- Most dollars raised for Ronald McDonald House
  - Most outstanding service /support to a Ronald McDonald House
- Recruitment and Marketing

### Baseline:

- Achieves Quota through Formal Recruitment or COR. *Quota is defined as primary + secondary quota figures. For example, if a campus has a primary quota of 50 and secondary of 5, this **establishes quota** at 55 for the chapter. Alpha Fees paid throughout the year must equal or be greater than the quota established.*
- Chapter met Total at least once during each semester/quarter.
- Chapter effectively implements a comprehensive, multi-dimensional Strategic Marketing Tool and achieves a score of 60%.
- Chapter Recruitment Impression Score (RIS)\* is a minimum of 65% or shows improvement of 1% point or greater from the prior formal recruitment.

### Excellence:

Chapter meets the baseline in addition to the following:

- Chapter Recruitment Impression Score (RIS) is a minimum of 75%.
- Achieves a Strategic Marketing Tool score of 80%.

### Superlatives:

- Legacy Award – (highest percentage of legacies pledged)
- Most Number of 1st Choices on Bid List (%)
- Best Social Media Engagement Program

\*The Recruitment Impression Score (RIS) is a metric used to measure a chapter's performance during formal recruitment. A chapter's RIS is a number between 0 and 100 (can be higher for some chapters with a 3-party Preference format) and is an average of two formal recruitment statistics as reported on the chapter's NPC RFM report: first round priority percentage (The percentage of women attending our first round who ranked us in their top cluster) and post-Preference first choice percentage (The percentage of women matching to our chapter for Preference who ranked us first on their MRABAs). Chapters whose Panhellenic hosts a 3-party Preference round (where PNMs may attend up to 3 chapters for Preference) will have their post-Preference first choice percentage adjusted to allow an equal evaluation with chapters who have a 2-party Preference round. Those 3-party Preference chapters will have their post-Preference first choice percentage multiplied by 1.5 prior to averaging with the first-round priority percentage to determine the chapter's RIS.

RIS will be reviewed and potentially adjusted by the RFM team for award purposes for external campus factors such as adding a new chapter on campus, losing a chapter on campus, and formal recruitment format changes.

### Examples:

Omicron Chapter has a 2-party Preference round

- First round priority percentage = 92%
- Post-Preference first choice percentage = 54%
- RIS = 73.00

Pi Chapter has a 3-party Preference round

- First round priority percentage = 87%
- Post-Preference first choice percentage = 39%
- ADJUSTED post-Preference first choices = 51.99%
- RIS= 69.50

- Scholarship

Baseline:

- GPA of 3.00 or Chapter is above Panhellenic average
- Fewer than 10% of members are below chapter GPA minimum.

Excellence (must meet two out of three):

- GPA is 3.2 or higher
- Chapter is top quartile in ranking against other NPC sororities
- Fewer than 5% of members are below 2.5 GPA minimum regardless of the minimum set for the individual chapter. This “levels the playing field.”

Superlatives:

- Highest GPA in the district
- Ranked #1 on campus among NPC groups
- Most improved

- Alumnae Relations

Baseline:

- Chapter conducts and assesses two senior educational programs per year, based around Senior Meeting and Pi Transition Workshop.
- Chapter engages alumnae by conducting and assessing two measurable mediums per year (*examples include but are not limited to alumnae appreciation events, joint events, newsletters*).
- Chapter hosts Founders' Day (*or co-hosts with an alumnae association*).

Excellence:

- Chapter engages alumnae by conducting and assessing five measurable mediums per year (*examples include but are not limited to alumnae appreciation events, joint events, newsletters-not to include Founders' Day/Jewel Degree*)
- 80% of seniors have verified their profile on Pride Online by close of school year.

Superlatives:

- Most Outstanding Senior Experience
- Most Improved Senior Experience
- Most Outstanding Alumnae Relations
- Most Improved Alumnae Relations

## Performance Awards

Performance Awards are achieved through meeting and maintaining high standards in whole-chapter operations across all functional areas. Performance awards are based on the academic year and are presented annually at the summer meeting, except for the Maxine Blake Golden Lion Award, which is presented once a biennium during Grand Convention. Chapters apply annually in the spring for the award for which they determine they qualify; however, if a chapter does not qualify for the awards for which they have applied, their application can be considered for a lesser award. Chapters can receive only one

award on the Performance Award spectrum per year. Award criteria are outlined in the chart below. Baseline metrics are also included for reference and goal setting but will not be awarded.

- One Diamond Award
- Two Diamond Award
- Caralee Strock Stanard Three Diamond Award
- Maxine Blake Golden Lion Award

Performance Area	Baseline	One Diamond	Two Diamond	Caralee Strock Stanard Three Diamond	Golden Lion
Membership Recruitment & Retention	Achieves Quota and Total				Achieved Quota and Total for the past 2 years
	Alpha and Delta retention > or = 90%	Alpha and Delta retention > or = 92%		Alpha and Delta retention > or = 95%	Alpha and Delta retention > or = 97%
		Chapter Recruitment Impression Score (RIS) > 60% or 1% improvement from prior formal recruitment	Chapter Recruitment Impression Score (RIS) > 65% or 3% improvement from prior formal recruitment	Chapter Recruitment Impression Score (RIS) > 70% or 5% improvement from prior formal recruitment	Chapter Recruitment Impression Score (RIS) > 75%
Membership Engagement	65% of members involved in another group	70% of members involved in another group	75% of members involved in another group	85% of members involved in another group	90% of members involved in another group
	Avg. 1 service hour per member per year	Avg. 2 service hour per member per year	Avg. 5 service hour per member per year	Avg. 10 service hour per member per year	Avg. 12 service hour per member per year
	GPA is 3.0 or at/above Panhellenic Avg.		GPA = 3.0	GPA = 3.2	GPA > 3.2
		5% of members are leaders in other groups		15% of members are leaders in other groups	20% of members are leaders in other groups
Business Operations	AR < or = 1% as of the previous year's audit			AR < or = 0.5% as of the previous year's audit	
		Positive savings or checking account balance as of the previous year's audit		Positive savings and checking account balance as of the previous year's audit	
	Positive net income as of the previous year's audit or with CFD approved overages.	Positive net income as of the previous year's audit or with CFD approved overages.	Positive net income as of the previous year's audit or with CFD approved overages.	Net income ≥ 3% as of the previous year's audit or with CFD approved overages	Net income > or = 5% as of the previous year's audit or with CFD approved overages
Membership Experience				Recommendation from FSA with an evaluation score in the top 25%	
				Qualitative application	
					Recommendation and evaluation from the DTD

Retention is calculated from May 1 through April 30.

Retention metrics will be met if a small chapter (as defined by the small chapter officer structure in the COB) loses one member and it drops them below the 95% threshold.

Alpha members who are added in error, those who transfer schools, and holdovers will not be included in the Alpha Retention calculation.

# Alumnae Association Awards

Alumnae Association awards serve to motivate and inspire work in the areas of community service, chapter service, programming, and member engagement. Alumnae Association awards are earned by associations as a whole, not officers or individual members. These awards are to be given annually at summer meeting to the alumnae associations that meet the established criteria for the current academic year.

- Alumnae Association Performance Awards

Alumnae association awards are earned by submitting evidence of the following criteria:

Baseline: (required for all awards)

- Financial Responsibility (dues are current, charitable donations are made through the Foundation).
- Active membership with evidence of regular meetings, elections, and other general association operations (including but not limited to meeting minutes, event details, photos, etc.)

Additional criteria:

- Demonstrated involvement with one or more collegiate chapters.
- Membership retention and growth (20% or more).
- Demonstrated commitment to Philanthropy: Ronald McDonald House.
- Demonstrated commitment to community service.
- Programming that enhances membership in Alpha Delta Pi.
- Involvement in Alumnae Panhellenic (if available).

One Diamond Award: required criteria and one additional criteria

Two Diamond Award: required criteria and three additional criteria

Three Diamond Award: required criteria and five additional criteria

- Alumnae Association Superlative Awards

- Outstanding Philanthropy Event
- Outstanding Chapter Relations
- Outstanding Membership Recruitment and/or Retention
- Collumnae

“Collumnae” awards are given annually to recognize alumnae associations whose relationship with a collegiate chapter display a quality of communication and interaction that benefits both groups. This involves a high percentage of members in both groups and the accomplishment of goals set by both groups. Awards will focus on alumnae associations that are located in the same city as a collegiate chapter they are working with and on alumnae associations that are located at a distance from the collegiate chapter with which they work.

# House Corporation Awards

Excellent communication between House Corporation, chapter, and the international organization is essential to the success of every chapter. The purpose of the Alpha Delta Pi House Corporation Awards is to reward strong communication, fiscal responsibility, and efficient property management. These awards are to be given annually to the house corporations that meet the established criteria for the current academic year.

- House Corporation Performance Awards

Baseline: (required for all awards)

- Legally compliant (provides evidence of all necessary legal document.)
- Fiscally sound.
- Communicate: with chapters and IOs; annual meetings; director meetings.
- Creates a home environment: safe, somewhere members want to live.
- The three chapter officers are voting members of the corporation and voting members of the board.
- The chapter advisor/finance advisor is an ex-officio member of the board.
- Executes a Chapter – House Corporation Agreement.
- Issues the member Dues & Fees Agreement.

Additional criteria:

- Demonstrated positive working relationship with chapter (Example: Attend a chapter meeting to provide education about HC and the benefits provided for the chapter.)
- Development of long-range capital improvement plan, with evidence of savings.
- Development of fire or safety upgrade plan for facility including installation of fire sprinkler system (This does not apply to university-owned properties. Alternate examples include: Hold tornado or intruder drills, invite local first responders to teach escape and evasion procedure to all chapter members, etc.)
- Demonstrated efficient management of employees and staff.
- Participation in Alpha Delta Pi training opportunities (Example: Attend DLC, regional or province HC meetings, Leadership Seminar).
- Other demonstrated, exceptional improvement to chapter space or membership experience of using chapter space.

One Diamond Award: required criteria and one additional criteria

Two Diamond Award: required criteria and three additional criteria

Three Diamond Award: required criteria and four additional criteria

- House Corporation Superlative Awards

- Communication with Corporation Members
- Renovation/Construction or Space Acquisition Project Management
- Raise the Roof Awards are given annually to recognize house corporations whose relationship with a collegiate chapter displays a quality of communication and interaction that benefits both groups. This involves the accomplishment of goals set by both groups that support and enhance the chapter facility and the usage of it by collegiate members.



**ALPHA DELTA PI**  
CHAPTER OPERATIONS BOOK

SECTION XVII: EXECUTIVE OFFICE AND  
FOUNDATION

The first office was established in Ames, Iowa, in 1925, where it was known as Central Office and operated by Mary Kelly Shearer, Pi Chapter, out of her home. It was moved in 1934 to Berkeley, California to the hometown of the new director, Eleanor Abrott Harris, Psi Chapter. In 1948, it was moved to Kansas City and the name was changed to Executive Office. It was located there until the sorority acquired the permanent site.

Memorial Headquarters is located in a traditional Georgian home in the Druid Hills Historic District of Atlanta, Georgia. The house, built in 1910, was purchased in 1954 and Executive Office moved to its present address that summer. The house was dedicated in 1955 as the international headquarters of Alpha Delta Pi.

A two-story addition, completed in 2004, provides a new home for Executive Office and the Alpha Delta Pi Foundation, Inc. The new Executive Office addition and the renovated Memorial Headquarters building were formally re-dedicated as Alpha Delta Pi Executive Office and Memorial Headquarters on September 25, 2005, marking the fiftieth anniversary of Executive Office at its current location.

Grand Council and committee meetings, Leadership Consultant training, and other functions are sometimes held at Executive Office, making full use of the facility.

The Archives of Alpha Delta Pi are housed inside Memorial Headquarters. Displays include early Adelphean badges, early records, portraits of founders and other leaders, books by Alpha Delta Pi authors, and other sorority memorabilia.

The Hubbard Memorial Gardens are located at Memorial Headquarters. Named for Minnie Allen Hubbard, Rho Chapter, Grand President from 1931-38, the Gardens were established by Grand Council as a memorial for all deceased Alpha Delta Pi sisters and loved ones. It was to be the gift of collegiate chapters, alumnae associations and Alpha Delta Pi members everywhere.

- Donations to the Gardens in memory of an Alpha Delta Pi or as a donation from a chapter can be sent to Executive Office and specified for the Gardens. Gifts are **not** tax-deductible.
- Contact Executive Office for details if you would like to make a contribution that would be denoted by a marker.

Office hours are 8:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday. Voice mail is available to leave messages after hours. Contact information:

Alpha Delta Pi Executive Office  
1386 Ponce de Leon Avenue, NE  
Atlanta, GA 30306  
404.378.3164  
Fax: 404-373-0084  
[info@alphadeltapi.com](mailto:info@alphadeltapi.com)  
[www.alphadeltapi.org](http://www.alphadeltapi.org)

Executive Office, Memorial Headquarters, and Memorial Gardens are open for tours between 8:30 a.m. and 4:30 p.m. Eastern Time, Monday through Friday. If ever you are in the Atlanta area, please call and stop by.

## Executive Office Services

Executive Office provides a variety of vital support services to the sorority. The staff process chapter and alumnae records, maintain membership files and mailing lists, stock chapter and alumnae supplies, and produce correspondence. Executive Office does not develop nor, can they interpret Alpha Delta Pi rules or policies. The rules and policies are developed by International Officers. For answers or interpretations on such matters, consult the Chapter Advisors and Collegiate Province

Director or District Team Director. For suggestions or ideas in programming areas such as Recruitment, Total Membership Education, or Panhellenic Relations, contact advisors or supervising International Officers.

Listed below are the services provided by Executive Office. It is appropriate to contact Executive Office with questions relating to any of these services.

- Financial Services
  - International Bills
  - Invoices are sent four times per year for supplies, phone, legal services, accounting charges, insurance, and annual membership fees. A fifth additional International bill may be sent in June only if the chapter has charges on their account.
  - Chapter Accounting
  - Chapters using Quickbooks Online
    - All statements from financial institutions for checking, savings, money market accounts, and CD's are sent to the Financial Services Department no later than the 15<sup>th</sup> of the month after they are received.
    - The Financial Services Department reconciles each statement and sends a report back with an accounts receivable aging summary and accounts receivable percentage, as well as comments on missing checks and deposits.
  - Chapters using OmegaFi
    - All statements from financial institutions for checking, savings, money market accounts, and CD's are sent to OmegaFi to be reconciled. These chapters will not receive a report back from OmegaFi.
  - Finance Vice President's Supplies
    - Finance Vice President's supplies should be ordered on the Supply Order form found on the website at [www.alphadeltapi.org](http://www.alphadeltapi.org).
- Member Services
  - Process member records from Alpha Member Ceremony through Initiation of member in regular standing. Refer to the *Total Membership Education Manual* for instructions on initiation.
  - Process membership cancellations and reinstatements, as well as Emergency Financial/Medical Leave and Alpha member releases.
  - Process replacement badge orders.
  - Maintain Alumnae Association records and chartering of new associations.
    - All supplies are to be ordered using the Supply Order form found on the website at [www.alphadeltapi.org](http://www.alphadeltapi.org). Chapters will be invoiced for all orders, when applicable.
    - The following chapter supplies are available:
      - Ritual paraphernalia
      - Wristbands
      - Certificates: Appreciation and Academic Honorary
      - Acknowledgment cards for Potential Member Profiles
      - Chapter Stationery - **All chapters are to use official chapter Alpha Delta Pi stationery. The regulation stationery bears the name of the chapter and the name of the college or university on both the letterhead and envelope. For chapters with permanent housing, the stationery also contains the street address. Chapters must comply with the requirements of the *Alpha Delta Pi Visual Identity and Branding Guide*.**

- Provide assistance from the Archives such as Chapter history research, historical information, and anniversary preparation.
  - Assist the Leadership Services Department with the development and revisions to all written sorority materials with direction from appropriate International Officers, including manuals, chapter forms, Grand Convention/Leadership Seminar/District Leadership Conference materials.
  - Oversee the planning of all Alpha Delta Pi meetings, including but not limited to, District Leadership Conferences, Adelphean Compass, Leadership Seminars, and Grand Conventions.
  - Coordinate the Executive Office collegiate summer internship program.
- Office Services
    - Process all outgoing and incoming mail and packages.
    - Stock chapter supplies and process orders.
    - Keep calendar for Memorial Headquarters and Executive Office use. Prepare for any sorority functions that occur at Executive Office or Memorial Headquarters.
    - Prepare for any guests that stay at Executive Office.
    - Responsible for International Officer changes, updates, business cards and nametags.
    - Run the International Officer Directories, Committee Directories, District Team Directories. Post on Pride Online.
    - Process Chapter Disciplinary correspondence.
    - Prepare Chapter Awards for DLC and Convention/LS.
    - Approve licensed vendors and prepare trademark renewals.
    - Coordinate insurance for Chapters, House Corporations, Alumnae Associations and Executive Office and Memorial Headquarters.
    - Responsible for the maintenance and upkeep of the building and grounds.
    - Responsible for the security of the building and all guests and employees.
- Growth and Development
    - This department manages the sorority's expansion efforts and partners with International Officers to support new chapter development.
- Leadership Services
    - Leadership/Curriculum
      - Manages the sorority's Leadership Consultants. Serves as the primary point of contact for campus Fraternity/Sorority professionals working with our collegiate chapters. Provides support to the sorority's Leadership Director offering educational programming to collegiate chapters.
      - Develops and designs curriculum for member experience and educational programming.
    - Marketing/Communications
      - Develops and publishes the Sorority's manuals and forms. Creates and sends newsletters including but not limited to The Chronicle and The Collegiate Chronicle.
      - Manages the Sorority's social media channels. Graphic designer. Handles questions related to Alpha Delta Pi brand standards. Approves media releases and interviews.

## Alpha Delta Pi Foundation, Inc.

The business operations of the Alpha Delta Pi Foundation are located at Executive Office. Donations to the Foundation can be sent to the attention of the Alpha Delta Pi Foundation, Inc. at Executive Office. Online donations can be made on the website at [www.alphadeltapi.org](http://www.alphadeltapi.org).

The Alpha Delta Pi Foundation, Inc. was established in 1983. The Foundation is a separate 501(c)3 corporation that accepts tax-deductible gifts, as allowed by law. These resources are then used to fund a variety of programs that benefit Alpha Delta Pi and its members, as well as other non-profit organizations. Some of the programs the Foundation supports are:

- Scholarships to members enrolled in undergraduate, graduate, and continuing education programs.
- Abigail Davis Emergency Grants to collegians.
- Clasp'd Hands Fund Emergency Grants to alumnae.
- Mary Esther Hedley Van Akin Chapter Leadership Development Fund to Alpha Delta Pi Sorority for leadership training.
- Maintenance for the Adelphean Room in the Cannonball House and the gravesite for Eugenia Tucker Fitzgerald in Macon, Georgia. Funding is also provided for the digital archives, ensuring that Alpha Delta Pi's unique place in history is made available at [www.alphadeltapi.org](http://www.alphadeltapi.org)
- Educational programs and speakers for Grand Conventions and other meetings.
- Leadership training for collegiate and alumnae members.
- Sarah Blackburn Dozier Grants to Alpha Delta Pi Sorority to assist in funding chapter advisor attendance at Leadership Seminar.

Scholarship applications are available on the Alpha Delta Pi website. Scholarships are awarded on the basis of:

- Scholarship
- Merit
- Service to the university, community, and ADPi
- Professional and personal goals

Abigail Davis Emergency Grants are available at any time during the year to undergraduate members who are facing an unforeseen financial crisis. Applications are available on the website and from the Foundation at Executive Office. Grants, up to \$3,000, are awarded to members who "would otherwise have to withdraw from school." Grants may be used for tuition, books, and school fees only. Examples of situations that are considered emergencies include:

- Serious illness/accident of supporting parent(s) which means loss of income
- Loss of employment of supporting parent
- Divorce of parents
- Withdrawal of parental support

#### Philanthropy Program

- The mission of the Alpha Delta Pi Foundation Philanthropy Program is to advocate and promote commitment to philanthropy as a life-long value and enable Alpha Delta Pi members to share their time, talents, and financial resources to improve the well-being of their communities.
- Please consult the Foundation and Philanthropy resources on Pride Online for complete information on philanthropy policies and procedures and other supporting material.
- All fundraising projects should reflect positively upon the image of Alpha Delta Pi. Fundraising projects should never include activities that could be construed as demeaning, abusive, or discriminatory (i.e., male beauty contests, leg contests, mud volleyball, etc.).
- Alcohol is not permitted at any fundraising or philanthropic event that is hosted by a collegiate chapter.
- All philanthropic contributions must be submitted through the Alpha Delta Pi Foundation for proper credit and acknowledgement. Checks should be made payable to the Alpha Delta Pi Foundation and a Philanthropy Contribution Form must accompany with each contribution.

#### International Philanthropy

- Please see Ronald McDonald House Charities for more information about our International Philanthropy.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XVIII: INTERNATIONAL ORGANIZATION

# International Organization Structure

## Alpha Delta Pi Staff

- Executive Office Staff
- Leadership Consultants
  - Leadership Consultants are salaried representatives of the sorority. They assume travel schedules to work with collegiate chapters and colonies throughout the year regarding officer training, leadership development, recruitment, and other areas of chapter operations. Leadership Consultants are recent college graduates who typically serve for one year. Senior Leadership Consultants are hired to serve a second year in the role.

## Alpha Delta Pi Volunteers

- Grand Council
  - Grand Council serves Alpha Delta Pi much like a Board of Directors serves corporations, associations, and other nonprofit organizations. Grand Council is made up of alumnae who are elected by the voting delegates at Grand Convention. It serves as the governing body between Grand Conventions. Grand Council meets at least three times a year, usually at Memorial Headquarters/Executive Office and at Grand Convention or Leadership Seminar. Grand Council members also visit chapters and alumnae associations.
- International Officers and Standing Committees
  - International Officers are appointed for a two-year term. International Officer positions include:
    - District Team Directors
    - Academic Enhancement Directors
    - Alumnae-Collegiate Relations Directors
    - Alumnae Resource Directors
    - Chapter Finance Directors
    - Collegiate Province Directors
    - Expansion Director
    - Housing Resource Directors
    - Leadership Director
    - National Panhellenic Conference Delegate
    - National Panhellenic Conference Alternate Delegates
    - Panhellenic Relations Directors
    - Recruitment and Marketing Directors
    - Ritual, Heritage and History Director
    - Total Membership Education Directors
- Standing Committees include:
  - Bylaws & Resolutions
  - Nominating
  - Publications
  - Technology
  - Other Officers and Committee Chairs may be established (or appointed) by the Grand Convention or the Grand Council as deemed necessary.
- Advisors

- House Corporations

The Alpha Delta Pi Foundation, Inc.

- The Alpha Delta Pi Foundation is a separate corporation that accepts tax-deductible donations as allowed by law. The resources are used to fund a variety of scholarships and programs that benefit Alpha Delta Pi and its members. The Alpha Delta Pi Foundation is housed at Executive Office.

Organizational Structure

- Alpha Delta Pi is divided into six geographical districts and a New Chapter Development Team that works with our new chapters. Each district is led by a District Team Director who works closely with all team members in monitoring chapters' performance and programming, alumnae associations, and house corporations.
- Each district is comprised of provinces with three or more collegiate chapters supervised by Collegiate Province Directors and programming directors.
- Each of the programming and director groups is led by a chair. Director Chairs are responsible for the work of their group as designated by Grand Council. The directors work closely with their chairs and the district team to develop programming and provide resources in their area of focus.

## Alpha Delta Pi Meetings

### Grand Convention

Grand Convention is the supreme governing body of the sorority. It is held every two years at a site selected by Grand Council. Voting delegates are specified in the bylaws. Other collegiate members, alumnae, and families are encouraged to attend. Each chapter is encouraged to budget for at least one advisor to attend Grand Convention. The chapter will pay for transportation, as well as other expenses.

Chapter Delegate

- Each chapter is required to send the Chapter President or an approved alternate delegate as the official delegate to Grand Convention.
- The chapter is responsible for budgeting for the cost of Grand Convention registration, room and board, and fees.
- The transportation cost for the Chapter President or an approved alternate delegate to the Grand Convention is paid by the international organization. This cost is partially defrayed by the annual per capita Convention Travel Fund Fee, which is collected from each collegiate member, except for the year in which they become an Alpha member. The international organization's travel agent will secure the ticket for the delegate.
- Any President or approved alternate delegate failing to return to school in the fall following Grand Convention, or failing to complete her term of office, must refund all expenses paid by the chapter and the international organization for her attendance at Grand Convention.

Delegate's Report and Follow-up

The Chapter President or the approved alternate delegate must make a written report of Grand Convention by July 15 to all chapter members. Copies must be sent to the International President, International Vice Presidents of Collegiate Chapter Membership, District Team Director, Collegiate Province Director, and Chapter Advisor.

The President must disseminate the informational materials from Grand Convention to the appropriate officers and advisors.

### Leadership Seminar

Leadership Seminar is held in non-Convention years. It features in-depth leadership workshops on all areas of chapter programming. Any chapter member who attends Leadership Seminar at the chapter's expense and fails to return to school in the fall following Leadership Seminar, or fails to complete her term of office, must refund all expenses paid by the chapter and the international organization for her attendance at Leadership Seminar.

### **IMPACT Alpha Delta Pi**

Emerging collegiate leaders, current freshmen and sophomores, take part in this value-based program. This leadership development program is based on the Creed of Alpha Delta Pi and offers an opportunity for emerging collegiate leaders to learn how to address major issues facing Alpha Delta Pi and their chapters.

IMPACT Alpha Delta Pi offers an intense living-learning community experience for Alpha Delta Pi emerging leaders. The learning and sharing that occurs through informal gatherings and discussions are just as relevant as the structured experience.

Each chapter is required to budget for at least one emerging collegiate leader to attend the IMPACT Alpha Delta Pi session of Leadership Seminar. Any chapter member who attends IMPACT Alpha Delta Pi at the chapter's expense and fails to return to school in the fall following IMPACT Alpha Delta Pi, must refund all expenses paid by the chapter and the international organization for her attendance at IMPACT Alpha Delta Pi.

### **District Leadership Conference**

- District Leadership Conference is held following officer transitions to allow new officers to receive in-depth training from International Officers and to share experiences with other chapters from the same district.
- Different chapter officers, in addition to the Executive Committee, are required to attend District Leadership Conference each year, based on the agenda for the workshop. The chapter will receive information about the District Leadership Conference in the fall, which will include a list of chapter officers who are required to attend.
- The registration fee for each attendee is paid by the chapter. The registration fee does not include transportation, meals, or housing, so the chapter should also budget accordingly for these costs.
- Each chapter is required to budget for at least one advisor to attend District Leadership Conference. The chapter will pay for all expenses for the advisor.
- Following District Leadership Conference, the Chapter President must disseminate any informational materials or handouts to the appropriate officers and advisors.
- Any officer or chapter member who attends District Leadership Conference and fails to return to school in the fall following District Leadership Conference, or fails to complete her term of office, must refund all expenses paid by the chapter and international organization for her attendance at District Leadership Conference.

## **Inter-Chapter Communication and Interaction**

If a chapter desires to canvass and/or communicate with other chapters concerning Alpha Delta Pi policies and regulations, the following procedures must be followed.

- A copy of the proposed communication must be sent to the International President for consideration by Grand Council.
- A letter of approval must be received from the International President before the communication can occur.
- No funds solicitations for philanthropic projects, scholarships, housing, or any other projects between chapters is allowed without permission from Grand Council.

If a chapter desires to visit another chapter, either in groups or individually, the following procedures must be followed.

- The visiting chapter must first seek written permission of both Collegiate Province Directors (if the chapters are in different provinces). After approval, the chapter must write well ahead of the visit to ensure the visit is acceptable to the other chapter. There are to be no drop-in, surprise visits from one chapter to another.
- If an individual member wishes to visit, permission of the Collegiate Province Director(s) is not necessary, but the member should write the chapter well ahead to ensure the visit is acceptable to the other chapter.

## Chapter Visitors

### Who is a Chapter Visitor?

Chapter visitors are members of the sorority interested or concerned about a chapter. Visits are made to become acquainted with chapter members, learn about programs, offer advice for improvement where needed, and learn good ideas that would help other chapters. The International Organization wants each chapter to be the best it can possibly be, and it is through these visitors that Alpha Delta Pi strives to achieve this goal. Each chapter may be visited by a Leadership Consultant, a Collegiate Province Director, or other International Officers.

### Types of Visits

- **Officer Training Visit:** The visitor meets with officers to ensure that they are thoroughly familiar with their responsibilities, have set realistic goals, and have the appropriate officer materials. The visitor may also meet with all Alpha and Delta members, depending upon chapter size.
- **Chapter Visit:** A visitor can facilitate education sessions in various areas. Examples might be a visitor for chapter retreat or prior to Formal Recruitment to assist the chapter with specific needs. A chapter may request a visitor to assist in areas identified for improvement.
- **Formal Recruitment Visit:** A visitor who is trained in recruiting procedures may be sent to help before and during the recruitment period. She may help with recruitment events and Membership Selection Sessions.
- **Special Visit:** If a specific chapter area such as Total Membership Education, Panhellenic, or Finance needs attention, a trained visitor may be sent.
- **Grand Council Visit:** Chapter members may have an opportunity to visit with Grand Council members. They may visit a chapter for a chapter anniversary or other special event, or members may have the opportunity to visit with them at Grand Convention, District Leadership Conference, or other meetings. In any event, Grand Council members enjoy meeting personally with collegiate and alumnae members. Chapter members will find that Grand Council members will want to listen to members' thoughts, ideas, and concerns.

### Planning for a Visitor

The visitor will notify the chapter prior to the visit. This notification will explain who is coming, when to expect her, what she wants to accomplish, materials that she will need, and how long she will stay. In order to prepare for the visit, use the following guidelines:

- **Transportation:** Chapter members need to meet the chapter visitor upon her arrival at the airport. The chapter member who meets her should wear her badge so the visitor can easily recognize her. Also remember Leadership Consultants have several pieces of luggage, so be sure to have an adequate vehicle. Chapter members will also need to take the visitor to the airport at the time of her departure. In the event that a chapter visitor is driving, be prepared to provide detailed and accurate directions and parking information. Always remember to help a chapter visitor with her luggage.
- **Lodging:** The chapter will be responsible for providing clean and comfortable lodging for the visitor. Accommodations may include a room in the chapter house or lodge, a guest room in a residence hall, or a member's apartment or house. Please ensure that the visitor has access to a phone and printer in a private area. Remember to arrange for transportation if the visitor is staying off campus.
- **Amenities:** The chapter needs to provide clean and sufficient linens (towels, wash cloths, and sheets).

- Meeting Room: The visitor will need a place to meet with chapter officers and members. This place should be convenient and afford her privacy during the meetings, as well as between meetings.
- Meals: The chapter is responsible for the **expenses** of a visitor's meals. The chapter will need to make arrangements for someone to accompany her to all meals. This is a great way for her to become acquainted with non-officer Alpha and Delta members. Make sure to offer her three meals a day. Treat her as any guest, and attempt to accommodate her dietary requests and needs. If applicable, notify the House Director and cook of all meals that she will attend in the house.
- Chapter Information and Materials: To assist the chapter visitor, provide the following items:
  - Typed copy of schedule for visit (a blank schedule form is provided by the Leadership Consultant along with the introduction letter she sends to the president in advance of her visit). When an International Officer visits, coordinate the schedule with her.
  - Copy of chapter goals
  - Chapter Bylaws and Standing Rules
  - College Panhellenic Bylaws
  - Chapter history and/or scrapbook
  - Diamond Development Plans (includes TME, Alpha Education, and Scholarship plans)
  - Newsletter to chapter alumnae
  - Composite
  - Campus map and school newspaper
  - Marketing and Marketing Recruitment Plan
  - Any other items as requested by visitor
- Meeting Schedules: Try to schedule all meetings in blocks of time, and have the completed schedule ready prior to the visitor's arrival. Make sure the schedule includes all Chapter Meetings, Panhellenic meetings, ritual rehearsals, workshops, and special events. When a Leadership Consultant is the visitor, leave some time each day for her to do paperwork and return phone calls. She also needs some time for fun, so include plans for shopping, movies, etc. When the visitor is an International Officer, communicate with her prior to the visit to ensure that the appropriate meetings are scheduled, for example, meetings with the Greek Advisor, Advisors of the Chapter, Alumnae Associations, or House Corporation.

When scheduling officer meetings for a Leadership Consultant visit use the following guidelines:

- President—one hour at the beginning and end of the visit
- Executive Vice President—one hour
- Membership Education Vice President—one hour
- Recruitment and Marketing Vice President—one hour
- New Member Coordinator—one hour
- Finance Vice President—one hour
- Formal Recruitment Chair—one hour
- Standards Council—one hour
- Other Officers—thirty minutes each
- Chapter Advisory Board—one hour; give them plenty of notice
- Executive Board—one-hour meeting early in visit
- Chapter—one hour
- Greek Advisor—middle of the visit, if possible

When the visit is a Formal Recruitment visit, meetings only with the President, Membership Education Vice President, Recruitment Vice President, Formal Recruitment Chair, Recruitment Information Manager, and New Member Coordinator are required. Meetings with other officers may be held, as time permits.

- General Preparation—There are several things to do before any visit to ensure a chapter receives the greatest benefit. Some of the most important ones are:

- Have the President explain to the chapter who the visitor is and the reason for her visit. Chapter president should read the Leadership Consultant's introduction letter to the chapter during the chapter meeting prior to her arrival.
- Hold an Executive Committee Meeting to review chapter and officer goals, strengths, and weaknesses using the most recent Annual Chapter Evaluation.
- Have the Executive Vice President review all officer materials. The visitor will want to see these.
- Have each officer develop a list of questions about her office to discuss during her meeting with the visitor.

- Visitor's Expenses

The visitor is a guest of the chapter. Her meals and lodging are the responsibility of the chapter. The chapter should pay bills as they are incurred. Do not expect the guest to pay and be reimbursed later. The visitor's travel expenses (airfare, rental cars, etc.) are paid by the International Organization.

- Chapter Courtesies

The following courtesies will help the visit go smoothly:

- Always greet an International Officer/Leadership Consultant when she enters the room.
- Always introduce any International Officer/Leadership Consultant to the people who are present.
- Make sure to introduce the House Director/ Resident Director to a chapter visitor, if applicable.
- Unless otherwise instructed, never refer to an International Officer by her first name. This does not apply to Leadership Consultants.
- Do not assume the visitor knows anything about the campus.
- Use appropriate language. Profanity is not appropriate.
- If the visitor is a member of Grand Council, a get-together in her honor is a nice gesture. Chapter members, advisors, and area alumnae should be invited.
- Always send a thank-you note to the visiting officer after her visit.

- Leadership Consultant Visit Follow-Up

- A Leadership Consultant is sent to evaluate a chapter's progress and to offer constructive ideas for improvement. Chapter officers need to evaluate the effectiveness of the visit and assess its impact on the chapter. The Executive Board should complete the Leadership Consultant Visit Evaluation provided to the chapter by the Leadership Services Manager in conjunction with the Leadership Consultant Visit Report. This will typically arrive via email to the chapter president within 48 hours of the Leadership Consultant's departure.
- The Evaluation of Leadership Consultant Visit Form is used to help Grand Council, International Officers, and Executive Office Staff evaluate the effectiveness of the support that is provided.



ALPHA DELTA PI  
CHAPTER OPERATIONS BOOK

SECTION XIX: TERMINOLOGY GUIDE

## Terminology Guide

**Abigail Davis Emergency Grants** are available to undergraduate members in need of emergency financial assistance to enable them to remain in school. For more information, contact the Alpha Delta Pi Foundation at Executive Office.

**Academic Enhancement Directors** are international officers who are assigned by districts to work with the scholarship chairs and other officers on the standards team to implement and monitor the scholarship program in an effort to enhance academic performance.

*The Adelphean of Alpha Delta Pi* is the official magazine of Alpha Delta Pi. It is published quarterly and sent to all members in good standing. All members have the option of “Going Green” to receive each issue electronically versus through the mail.

**Adelphean Compass** is a leadership program designed specifically for Alpha Delta Pi and emphasizes a focus on Self, Leading with Vision, Leading with Action, and Leading with Relationships.

**Advisor** is an alumna who is the local support person for a collegiate chapter and serves as the primary liaison with the chapter, international organization, university, and local alumnae. She is appointed by the Collegiate Province Director with the approval of the District Team Director.

**Affiliate** is an initiated member of any chapter who transfers to another campus and becomes a member of that chapter.

**Alpha Delta Pi Foundation, Inc.**, is a separate corporation that accepts tax-deductible donations as allowed by law. The resources are used to fund a variety of scholarships and programs that benefit Alpha Delta Pi and its members. The Alpha Delta Pi Foundation is housed at Executive Office.

**Alpha Member** is a pre-initiated member. Alpha members have the same privileges and responsibilities as initiated members except for participating in ritual, voting on Potential New Members, and, in most cases, voting in chapter elections (the Collegiate Province Director may give permission to vote in elections).

**Alpha Member Ceremony** is the secret ceremony conducted for Alpha members within 36 hours of receiving a bid, preferably on Bid Day. The Alpha Member Fee must be paid before the Alpha member goes through the ceremony. During informal recruitment periods, the Collegiate Province Director may give approval for the Alpha Member Ceremony to be conducted at a chapter meeting.

**Alpha Member Fee** is the one-time fee paid by all Alpha members to their individual chapter, prior to the Alpha Member Ceremony. The amount of the fee includes both an Alpha member fee as well as a Liability Insurance Assessment.

**Alumna** (ah-lum-nuh) is a singular term for a member who is no longer enrolled in school or is in her fifth or higher year of school (a fifth-year student may apply to continue collegiate membership).

**Alumnae** (ah-lum-knee) is the plural form of alumna referring to a group of females.

**Alumnae Advisory Board** consists of alumnae appointed by the Collegiate Province Director, with approval of the District Team Director, who serve as advisors to the collegiate chapter. This board meets monthly during the school year, apart from the chapter, to conduct business.

**Alumnae Association Awards** serve to motivate and inspire work in the areas of community service, chapter service, programming, and member engagement. Alumnae Association awards are earned by associations as a whole, not officers or individual members. These awards are given annually at the summer meeting.

**Alumnae Association Board of Directors** is composed of the officers specified in the alumnae association bylaws. The Board meets regularly to oversee the operations of the alumnae association, either at a designated time and date or prior to regular alumnae association functions.

**Alumnae-Collegiate Relations Directors** are international officers who are assigned by district to focus on interaction between collegians and alumnae so that graduating Delta members choose to continue their involvement and fulfill their lifetime commitment to Alpha Delta Pi.

**Alumnae Initiates** are women initiated into the sorority after they are no longer enrolled in college. Alumnae initiates are usually an alumna of a local sorority that has affiliated with Alpha Delta Pi, a relative of a member who does not have another sorority affiliation, a retired House Director of an Alpha Delta Pi chapters, university administrators and faculty, and/or community leaders.

**Alumnae Panhellenic Association** is a community based organization, affiliated with the National Panhellenic Conference, whose membership is composed of representative alumnae from NPC member group organizations.

**Alumnae Resource Directors** are a member of the District Team and as such participate in the development, implementation, and evaluation of the tactical plan of Alpha Delta Pi, and has general oversight of alumnae issues through the alumnae associations and the general alumnae membership within the District. She focuses on communication between individual alumnae members, alumnae associations, and international officers.

**Alumni** (ah-lum-nye) is the plural form of alumnus. This term can also refer to men and women when used as a reference to university/college graduates as a group.

**Alumnus** (ah-lum-nus) is a singular term referring to a male graduate or university graduates in general.

**Annual Chapter Evaluation (ACE)** is a tool to help chapters develop their goals and objectives. This tool, completed by incoming and outgoing Executive Boards, takes into account the awards a chapter achieved during the school year, input from the chapter membership, and improvements the chapter wants/needs to accomplish the following school year.

**Annual Membership Fee (Delta Member Fee)** is a per capita fee paid each year by initiated collegiate members. The amount includes an Annual Membership fee, a Liability Insurance Assessment, a Convention Travel Fund Fee, Technology Fee, and an Anniversary Fee.

**Bid** is a formal invitation extended by only one sorority per Potential New Member to become a new member to the sorority.

**Bid List** is the result of the final membership selection session and arranged in the form required by the local Panhellenic and Alpha Delta Pi policy and used at Panhellenic bid-matching.

**Budget** is a tool used to forecast income and expenses for the year.

**Chapter Academic Plan** is a tool to set chapter academic goals and plan for how those goals will be reached. This is completed for each term by the scholarship chair and is approved by the Executive Board and the Academic Enhancement Director. This applies to Builder chapters only.

**Chapter Administrative Team** is a chapter team whose responsibility is to ensure the efficient and effective day-to-day functioning of the chapter. Members of the team are the Executive Vice President, Recording Secretary, Corresponding Secretary, and Historian.

**Chapter Meetings** are attended by Alpha and Delta members. Alpha members enter after opening ritual and leave before closing ritual. These meetings may include programming for the chapter.

**Chapter Finance Directors** are international officers who are assigned by district to supervise the financial matters of collegiate chapters.

**Chapter Finance Team** is a chapter team whose responsibility is to monitor and maintain the fiscal stability of the chapter. Members of the team are the Finance Vice President, Finance Assistant, and Property Manager.

**Chapter Operations Book** is the policy and procedural manual for collegiate chapters.

**Chapter Recruitment Team** is a chapter team whose responsibility it is to ensure that a viable and successful year-round chapter recruitment program is planned and implemented. Members of the team include the Recruitment and Marketing Vice President, Formal Recruitment Chair, Recruitment Information Manager, and Public Relations Chair. The Panhellenic delegate is an ex-officio member of the Chapter Recruitment Team.

**Chapter Retreat** is a gathering to strengthen the bonds of sisterhood, includes all Alpha and Delta members, as well as advisors.

**Charter** is an official document presented when a chapter is installed and when an alumnae association is newly organized. It is withdrawn if the chapter/alumnae association is closed. A chapter's charter may be suspended when disciplinary action is taken, according to the Bylaws of Alpha Delta Pi.

**Clasped Hands Fund** provides emergency grants to aid truly needy alumnae in good standing, those who find themselves in financial distress, emergency or crisis through aging, medical, or other severe personal or family problems. For more information, contact the Alpha Delta Pi Foundation, Inc. at Executive Office.

**Coat-of-Arms** is an official insignia of Alpha Delta Pi that can be used only by initiated members.

**Collegiate Province Directors** are international officers who serve as a link between the chapter/advisors and other international officers.

**Colony** is a group established according to the guidelines set out in the Bylaws of Alpha Delta Pi with the intent to become an official chapter.

**Continuous Open Recruitment/Continuous Open Bidding** is an opportunity for those chapters that do not reach Quota and/or Total during a recruitment style to bid Quota and/or Total. Continuous Open Recruitment/Continuous Open Bidding is one of four National Panhellenic Conference recruitment styles that can be incorporated on campus to recruit Potential New Members where there is no structured schedule.

**Convention Travel Fund Fee** is an annual fee paid by all collegiate members, except during the first year of membership, to defray cost of travel to the biennial Grand Convention. It is invoiced by Executive Office.

**The Creed** was written by Grand President Caralee Strock Stanard in 1948 as part of her convention address. It is the official creed of Alpha Delta Pi.

**Deferred Recruitment** is a Formal Recruitment period held after the first term of the school year, usually during the month of January.

**Delayed Recruitment** is any Formal Recruitment period held after the start of classes during the first term. Delayed Recruitment usually takes place within the first 3-4 weeks of classes.

**Delta Member** is an initiated collegiate member.

**Diamond Circle Ceremony** recognizes alumnae who have been members for 50 years.

**Diamond Days** is the three-day period that begins with the Black Diamond Ceremony and ends with Initiation.

**Diamond Development Plan** is a comprehensive plan, stressing relevant educational programming for all members from Bid Day forward. It is designed to foster personal growth assisting members to develop to their fullest potential.

**Diamond Sisters** provide a one-on-one mutually supportive relationship between an Alpha member and a Delta member.

**Disassociate** A recruitment counselor or Panhellenic officer disassociates from her sorority during formal recruitment so as to be a neutral confidante or resource for Potential New Members. Disassociated women do not wear their badges or letters and do not attend chapter meetings and functions.

**District Leadership Conferences** are held annually for all chapters and advisors in a given district. These workshops focus on new officer training and leadership development.

**District Team Directors** oversee both collegiate and alumnae activities. Each District Team Director heads a team of international officers for an assigned district.

**District Teams** are teams of international officers providing support and supervision for collegiate chapters and alumnae associations leads each of the districts.

**Districts** are geographical areas that divide the sorority across the U.S. and Canada.

**Dorothy Shaw Leadership Award** is the highest individual award given annually to graduating seniors for excellence in chapter and community leadership and scholarship.

**Dues** refer to the amount of money required by each chapter of its members to cover the chapter's operating expenses.

**Event** is any recruitment related meeting—formal or informal—where Potential New Members attend.

**Executive Board** is composed of the Executive Committee and Alumnae Advisory Board. The Board meets monthly during the school year.

**Executive Committee** is composed of the President, Executive Vice President, Membership Education Vice President, Recruitment and Marketing Vice President, Panhellenic Delegate, Finance Vice President, Director of Standards and Ethics and Director of Social Enrichment. The committee meets weekly prior to chapter meeting.

**Executive Director** acts as the Chief Operating Officer for the sorority, reporting to the International President and working in a team environment with Grand Council and other international officers to plan, implement, and execute the sorority's programs and goals. The Executive Director supervises the Executive Office Staff, supports the volunteer force, and represents the sorority as a liaison with universities and other Greek organizations.

**Executive Office** is located in Atlanta, Georgia, and is the international headquarters of the sorority.

**Faculty Advisor (FA)** is a member of the campus faculty who serves as a liaison between the host institution and the local chapter to provide academic support. The Faculty Advisor works directly with the Scholarship Chairman and her advisor.

**Formal Hearing** is a meeting conducted using hearing procedures between a member and Executive Board to determine if her responsibilities of membership are being upheld.

**Formal Recruitment** is a recruitment period in which all sororities participate in the selection process of Potential New Members. It is governed by the local Panhellenic.

**Founders' Day** is internationally recognized as May 15, the date of the founding of Alpha Delta Pi in 1851. Many collegiate chapters and alumnae associations hold special social gatherings to celebrate this day, such as a luncheon or dinner that may serve as an occasion to reunite Alpha Delta Pi members of all ages.

**Fully Structured Recruitment** is one of four recruitment styles recognized by the National Panhellenic Conference and used on campuses to recruit Potential New Members. It is usually considered "traditional" Formal Recruitment. Panhellenic determines the time and number of events and rounds. Potential New Members participate in the mutual selection process. Panhellenic determines time of issuance of bids. Quota and Bid Matching are used.

**Good Standing:** A member shall be deemed to be in "good standing" if (i) she is in full compliance with all financial obligations to Alpha Delta Pi Sorority, the collegiate chapter of which she is a member, and her local house corporation, whether outright or pursuant to a mutually agreed upon payment plan; (ii) she is not on probation under the applicable provisions of the Chapter Operations Book, Alumnae Operations Book, and/or the Bylaws of Alpha Delta Pi Sorority or such member's collegiate chapter or, if such member is on probation, she is in full compliance with all terms and conditions of such probation; and (iii) her membership in Alpha Delta Pi Sorority has not been canceled or otherwise suspended (whether or not voluntarily) pursuant to the applicable provisions of the *Chapter Operations Book* and/or the Bylaws of Alpha Delta Pi Sorority or such member's collegiate chapter.

**Grand Convention** is held biennially in the odd-numbered years and is the governing body of the sorority.

**Grand Council** is elected by a vote of the delegates to Grand Convention to serve as the sorority's governing body between conventions.

**Greek Advisor** is the person, usually a university employee, who advises all NPC sororities (and sometimes NIC fraternities) on a campus. Also referred to as the Fraternity/Sorority Advisor.

**House Corporation** is a non-profit corporation that holds title to the real estate, building, furniture, and/or equipment on premises used by the collegiate chapter.

**Housing Resource Directors** are international officers who are assigned by district to support the house corporations and oversee chapter housing issues in their districts.

**IMPACT Alpha Delta Pi** is a value-based program for emerging collegiate leaders, current freshmen and sophomores. This leadership development program is based on the Creed of Alpha Delta Pi and offers an opportunity for emerging collegiate leaders to learn how to address major issues facing Alpha Delta Pi and their chapters.

**Inactive Membership Status** may be granted locally in cases of financial and/or medical hardship.

**Individual Awards and Recognition** for collegiate and alumnae members are presented biannually at Grand Convention. For more information, refer to the Section on Awards in the Chapter Operations Book.

**Individual Scholarship Meeting** is a meeting held by the Scholarship Chair and Standards Advisor with a member who has failed to make the minimum GPA. The purpose of this meeting is to determine the cause of the member's low scholastic performance and to decide upon a plan of action.

**Informal Recruitment** is another term for Continuous Open Recruitment/Continuous Open Bidding.

**Initiation** is a beautiful ceremony that asks for a lifetime dedication to Alpha Delta Pi. It re-emphasizes the philosophy of the sorority and the ideals of the Creed. Only candidates for membership who have obtained an Initiation Release from Executive Office may participate in this special ritual.

**Initiation Fee** is a one-time fee paid by Alpha members to the international organization at the time of Initiation. This amount includes a subscription to *The Adelphean*, Publication Fee and a Processing Fee.

**Initiation Release** is granted by Executive Office when all required forms and fees are submitted. Under no circumstances shall Diamond Days begin or Initiation be conducted unless the release has been granted.

**Intentional Single Preference** is when a Potential New Member lists only one sorority on her Membership Recruitment Acceptance Binding Agreement (MRABA).

**Interfraternity Council** is a term that refers to the governing council over campus fraternities.

**Jewel Degree** is a secret ritual ceremony that marks the transition from Delta or collegian membership to alumna membership.

**Leadership Consultants** are hired to work with collegiate chapters and colonies in all areas of chapter operations. Leadership Consultants are selected by Grand Council with input from managing Executive Office staff.

**Leadership Seminar** is held in non-convention years for alumnae volunteers and collegians, and focuses on leadership training.

**Legacy** is a daughter, granddaughter, and/or sister of an initiated member of Alpha Delta Pi.

**Local Sorority** is any sorority that is unique to an individual campus and does not have any affiliation with a national/international sorority.

**Mary Esther Hedley Van Akin Chapter Leadership Development Fund** was established in 1989 and expanded in 1995 to include funding for leadership training and educational programming for collegiate chapters, collegiate chapter members, and chapter advisors. Grants are made to the Sorority upon written request from Grand Council or the Alpha Delta Pi Foundation Trustees at their discretion may utilize available funds for qualifying grant requests.

**Maxine Blake Golden Lion Award** is the highest award presented to a collegiate chapter. It is awarded at Grand Convention.

**Membership Cancellation** is an action taken by Grand Council with just cause and reason after hearing procedures have been completed.

**Membership Ceremonies** are ceremonies that recognize specific membership milestones. Alpha Delta Pi has ceremonies that commemorate the 10, 25, 50, 60, and 75-year anniversaries of our alumnae. These ceremonies may be found on Pride Online.

**Membership Education Team** is a chapter team that is responsible for ensuring the effectiveness of all chapter internal and external educational programs/activities. Led by Membership Education Vice President.

**Membership Recruitment Acceptance Binding Agreement (MRABA)** is a one-year binding agreement signed by a Potential New Member.

**Membership Selection Session** is a chapter meeting during which Potential New Members are selected to receive invitations for subsequent event rounds.

**Memorial Headquarters** is in Atlanta, Georgia. The beautiful, Georgian building was dedicated in 1955 and again in 2005 as the official Alpha Delta Pi headquarters. The museum space exhibits memorabilia of the Adelphean Society and Alpha Delta Phi.

**Memorial Service** is held to remember Alpha Delta Pi sisters who have passed away.

**Minimally Structured Recruitment** is one of four recruitment styles the College Panhellenic can incorporate to recruit Potential New Members where chapters collaborate through Panhellenic to ensure there are no schedule conflicts with their planned events. Potential New Members are free to explore the available options at their discretion and are not required to visit all chapters. There is no Quota and chapters are allowed to pledge to Total.

**More Sisters** is the history book celebrating 160 years of Alpha Delta Pi sisterhood and features hundreds of photographs and rich narratives depicting our proud heritage.

**National Panhellenic Conference (NPC)** is the organization comprised of 26 national/international sororities/women's fraternities.

**National Panhellenic Conference Manual of Information**, also referred to as the "Green Book," is a handbook of NPC Unanimous Agreements and recommendations critical to the management of a College Panhellenic Association.

**National Pan-Hellenic Council (NPHC)** is the organization comprised of nine historically African-American national sororities and fraternities.

**New Chapter Development Team (NCDT)** works specifically with colonies and new chapters, regardless of geography. The team includes both international officers and Executive Office staff members responsible for developing a strong foundation in all areas of chapter operations. These team members partner together to provide a consistent approach and specialized support for new chapters during their first 3-5 years following installation. After this initial period of development, the chapters transition to their geographic district team.

**"No-Frills" Recruitment** is an NPC effort to eliminate the high costs and time demand for decorating and entertainment. The recruitment focus is on quality communication with Potential New Members.

**North-American Interfraternity Conference (NIC)** is the men's counterpart to the National Panhellenic Conference.

**Obligation Signature Sheets** are signed in duplicate by the initiates during Initiation. The chapter keeps one copy and the other is immediately uploaded to Pi Portal.

**Officer Budget Report Form** is a form used to report budgeted amounts and amounts actually spent by each chapter officer.

**Online Badge Ordering System** is the system used by Alpha members to order their badges and guards.

**Open Motto**, or the motto that can be shared with non-initiated members, is "We live for each other."

**Panhellenic Council** is a term generally referring to the governing council that is comprised of representatives from each NPC sorority/women's fraternity on campus to promote cooperation and respect among the sororities/women's fraternities.

**Panhellenic Relations Directors** are international officers who are assigned by district to work with members of the Panhellenic Team on Panhellenic issues affecting the local Alpha Delta Pi chapter.

**Partially Structured Recruitment** is one of four recruitment styles the College Panhellenic can incorporate to recruit Potential New Members where the events are scheduled so that Potential New Members can attend several events, however they are not required to attend all events to which they have been invited. Panhellenic sets the date for distribution of bids and Quota and Bid Matching are used.

**Passthrough** refers to the purchase of resale items (T-shirts, party favors, etc.) by chapter members, where the amount of money received by the chapter is the same as the amount spent by the chapter.

**Pi Member** is an informal term sometimes used for an alumna.

**Pi Portal** is the chapter management platform used to connect chapter data to the database housed at Executive Office. Each chapter has a Pi Portal dashboard that allows officers to report and view important data points, manage its roster, add Alpha members, pay fees, record disciplinary actions against members, and keep track of chapter leadership.

**Policy Statements** reflect the international policies of Alpha Delta Pi on a variety of subjects relating to collegiate chapters and all members of Alpha Delta Pi. A complete list can be seen in the Chapter Operations Book.

**Potential New Member (PNM)** is a term referring to a non-affiliated woman on campus who meets the requirements for sorority membership.

**Potential Member Profile** provides the chapter with information on potential members. A Potential Member Profile can be submitted by an alumna member or by a collegiate member from a chapter other than the one where the potential member is participating in recruitment.

**Preferential Bidding** is a mutual selection system for chapters and Potential New Members.

**Pride** is a small group of 10 to 12 members who represent a cross-section of the chapter.

**Pride Leader** is a designated member of a Pride who coordinates her Pride's activities.

**Probation** may be imposed upon a member or a chapter with just cause and reason after hearing procedures.

**Quota** is the number of Potential New Members a National Panhellenic Conference sorority/women's fraternity can accept during a Formal Recruitment period as set by the College Panhellenic.

**Recommendation Letter** is an introduction letter sent to the sorority written by an alumna.

**Recruitment** is the term that refers to periods in which chapters seek and extend bids to potential members. Formal Recruitment and Continuous Open Recruitment/Continuous Open Bidding are two Recruitment periods.

**Recruitment Counselor** is a Panhellenic representative who has no contact with her own chapter during membership recruitment and is available to guide women through the recruitment process and answer questions.

**Recruitment and Marketing Directors** are international officers who are assigned by district to support the recruitment efforts of chapters in their assigned district.

**Recruitment Group** is a group of Potential New Members who are led by a Recruitment Counselor.

**Recruitment Management Committee** is the group of chapter officers responsible for the execution and evaluation of the recruitment process. Members include the Recruitment and Marketing Vice President, Formal Recruitment Chair, Recruitment Information Manager, Chapter President, Director of Standards and Ethics, and Recruitment and Marketing Advisor.

**Regret** is a decline of an invitation by a Potential New Member during recruitment.

**Release Figure Methodology (RFM)** is a process by which sororities determine the number of Potential New Members to invite back to the events.

**ReMember International Alumnae Dues** are paid annually, and encourage and provide a vehicle for the alumnae membership to share in the cost of the operational expenses of the sorority.

**Return Rates** are statistics that calculate a chapter's ability to retain Potential New Members through the recruitment process. Return Rates are calculated by dividing the number of Potential New Members who accepted an invitation to the event by the number invited.

**Ritual Book** contains the secret ceremonies of Alpha Delta Pi. The Chapter President and Guard are responsible for protecting its secrecy.

**Ronald McDonald Houses** are located throughout the world to provide a "home away from home" for children receiving medical treatment and their families. Families stay at no cost but are asked to make a donation of up to \$25 per day. Families are never turned away, so if it's not possible for them to pay, the fee is waived. Ronald McDonald House Charities has been the international philanthropy of Alpha Delta Pi since 1979.

**Rotation Group** is a designated grouping for the most orderly and efficient way to meet Potential New Members during recruitment.

**Rotation System** is the procedure used during recruitment to ensure that Potential New Members meet numerous Alpha Delta Pi members and vice versa. There are several different styles of rotation to choose from.

**Round** is an event or group of events during which a Potential New Member may visit sororities.

**Ruth Pretty Palmer Panhellenic Award**, named in memory of Ruth Pretty Palmer, Sigma Chapter, who served for 16 years on the Alpha Delta Pi National Panhellenic Conference Delegation, is presented annually to qualified collegiate and alumnae members.

**Seventy-Five Year Member Acknowledgment** is a special letter from the International President to those sisters celebrating 75 years of membership.

**Silence** is the period of time after the close of membership recruitment events and prior to the distribution of bids when there is no communication between Potential New Members and sorority members.

**Sisters** is the history book celebrating 150 years of Alpha Delta Pi sisterhood and features hundreds of photographs and rich narratives depicting our proud heritage.

**Snap Bidding** is an option available to chapters that did not fill Quota. Chapters may offer bids to Potential New Members whose preferences were not matched. This process takes place before bids are distributed. Snap Bidding is not intended to fill spaces in the chapter Total and is limited to any woman who participated in the designated recruitment.

**Spirit Week** is the period preceding Formal Recruitment when final recruitment preparations are made.

**Standards Council** is composed of the President, the Director of Standards and Ethics, and the Standards Advisor.

**Standards Council Meeting** is an initial step in hearing procedures with a member when there is a question concerning her responsibilities of membership or her well-being.

**State Association** is a group composed of members living in a specific state or Canadian province.

**State Day** is a meeting held by some State Associations for alumnae and collegians.

**Strategic Plan of Alpha Delta Pi** is formulated by the Grand Council. It states the long-term goals and objectives of the sorority and maps out the strategy of how to meet them.

**Total** is the allowable chapter size, as determined by the College Panhellenic, and includes new and initiated members.

**Total Membership Education Directors** are international officers who are assigned by district to work with the Membership Education Vice President and other officers on the Membership Education Team to implement the Total Membership Education program.

**Unanimous Agreements** are agreements that have passed unanimous votes of the NPC Delegates and have been ratified by the National/International Presidents of all 26-member NPC sororities/women's fraternities. The Unanimous Agreements encompass certain procedures and ethics, which lead to the orderly and equitable conduct of the mutual functions of each sorority/women's fraternity.