



ALPHA SIGMA PHI FRATERNITY
the official
VOLUNTEER HANDBOOK

710 adams street ■ carmel, indiana 46032 ■ p:317.843.1911 ■ f:317.843.2966 ■ w:alphasigmaphi.org

WELCOME

CONGRATULATIONS!

Congratulations on accepting a role as a Fraternity Volunteer. Your involvement helps ensure Alpha Sigma Phi remains a strong and progressive organization in the 21st century. By stepping up to volunteer, you have established yourself as a brother dedicated to shaping the future of our Fraternity.

This manual will provide assistance, direction, and knowledge that will help you succeed.

Your life experience, Fraternity knowledge, and available resources can provide the Chapter with assistance that is not available through any other means. Your involvement as a coach and mentor can prevent problems from occurring, put the Chapter back on the right path, or reinforce the positive direction already initiated by the Chapter.

You will gain satisfaction from assisting those in need of direction. You will find that as your involvement increases, your fraternal feelings grow. For some, volunteering rekindles the Alpha Sigma Phi spirit and appreciation of your formative college days.

The following guide provides Fraternity knowledge, ideas, and procedures to assist you in fulfilling your responsibilities. Headquarters Staff is here to assist you and to establish a relationship for the benefit of the undergraduate members, the Chapter and the International Fraternity.

PROPRIETARY

This manual, whether in printed or electronic form, is the property of Alpha Sigma Phi Fraternity of Carmel, Indiana. Please direct all inquiries concerning this manual to Alpha Sigma Phi Headquarters.

WELCOME



TABLE OF CONTENTS

GENERAL ORGANIZATION INFORMATION

Fraternity Overview	4
CLVEN Overview	6
Foundation Overview	7

VOLUNTEERS & AFFILIATE ORGANIZATIONS

Volunteer Structure and Overview	9
Chapter Councils	12
Grand Chapter Advisor	18
Alumni Associations	21
Parents Clubs	26
Housing Corporations	28

ADDITIONAL RESOURCES

Headquarters Contacts	30
-----------------------	----

CONTENTS



ABOUT US – THE FRATERNITY

HISTORY

Alpha Sigma Phi traces its origin to a meeting between primary founder, Louis Manigault, and co-founders, Stephen Ormsby Rhea and Horace Spangler Weiser, in a college boarding house at 59 Chapel Street on the Yale University campus on December 6, 1845. That humble beginning has grown and evolved into the Alpha Sigma Phi Fraternity we know today. In order to continue its growth and to stay relevant in a confluence of sociology and changing social norms, the Strategic Plan was updated, rewritten and approved by the Grand Council in the summer of 2013 to provide guidance to 2020. Out of this plan came our current Vision, Mission, Purpose and Motto statements, as seen below.

Today's Fraternity consists of over 140 chapters, colonies and interest groups and approximately 60,000 living alumni. Today, Alpha Sigma Phi remains focused on growth, which includes both increasing the membership of existing chapters and expanding the total number of chapters worldwide through restarts and new locations.

VISION

to Better the WORLD through Better Men.

MISSION

To be the co-curricular and continuing organization of choice.

PURPOSE

To Better the Man, through the creation and perpetuation of brotherhood founded upon the values of character...Silence, Charity, Purity, Honor, Patriotism.

MOTTO

to Better the Man.

ABOUT US



GOVERNANCE AND OPERATIONS

The general governance of Alpha Sigma Phi is vested in Grand Chapter, which is composed of a delegate from each undergraduate chapter and recognized Alumni Associations, members of the Grand Council, and Past Grand Senior Presidents. The Grand Chapter convenes biennially at a time, place and duration as directed by the International Constitution. Currently, it occurs during even numbered years. The responsibilities and authority of the Grand Chapter, as detailed in the International Constitution are:

- To hold the supreme power and jurisdiction over all college chapters, associations and members of Alpha Sigma Phi Fraternity;
- To elect the members of the Grand Council;
- To establish the basic objectives and policies of Alpha Sigma Phi;
- To determine the qualifications for Fraternity membership;
- To establish the basic organizational structure of the Fraternity;
- To provide for the creation of revenues necessary to attain the Fraternity's objectives and the proper conduct of its affairs; and
- To determine the official publication, insignia and emblems of Alpha Sigma Phi Fraternity.

Grand Council is the governing body of the Fraternity in the interim between Grand Chapter meetings and has general supervision over its business affairs. The Grand Council is composed of nine alumni members who serve four-year terms and three undergraduate members who serve two-year terms. The Grand Historian and General Counsel serve as non-voting, appointed positions on the Grand Council.

Under the leadership of Grand Senior President John Gibson, Indiana '85, the Grand Council adopted the Policy Governance® Model, an integrated board leadership paradigm created by Dr. John Carver. The model enables the board to focus on the larger issues, to delegate with clarity, to control management's job without meddling, to evaluate rigorously the accomplishment of the organization, and to lead its organization.

In contrast to the approaches typically used by boards, Policy Governance separates issues of organizational purpose (ENDS) from all other organizational issues (MEANS), placing primary importance on those Ends. Policy Governance boards demand accomplishment of purpose, ends, and only limit the staff's available means to those that do not violate the board's pre-stated standards of prudence and ethics.

Alpha Sigma Phi Headquarters is the business center of the Fraternity and is located in the Ralph F. Burns Alpha Sigma Phi Headquarters in Carmel, Indiana, a suburb of Indianapolis. The President and CEO of the Fraternity and professional staff manage the Fraternity in the areas of:

- Business services and finance
- Undergraduate programs, including the Ralph F. Burns Leadership Institute, Better Man Weekend, Elevate - International Leadership Conference, etc.
- All publications, including *The Tomahawk*
- Manuals and resource materials
- Expansion and colonization
- Planning and executing meetings, including International Conventions (Grand Chapter)
- Alumni engagement
- Chapter services

Headquarters Staff maintains all Fraternity and member records, supports all volunteer activity, and facilitates all chapter and association operations.

ABOUT US - CLVEN NATIONAL HOUSE CORPORATION

PURPOSE

CLVEN is a nonprofit corporation. The purpose of CLVEN is exclusively for pleasure, recreation and other non-profitable puposes and activities in connection with Alpha Sigma Phi International Fraternity, and to:

- Hold the title, either directly or through associated title holding companies, to real and personal property; and
- Provide assistance, either directly or associated entitites, to collegiate chapters and to chapter housing, lodging, and for other facilities and locations utilized by or for collegiate members of Alpha Sigma Phi International Fraternity in connection with their collegiate educational endeavors.

CLVEN shall not carry on activities that are not in furtherance of its purpose.



ABOUT US – THE FOUNDATION

HISTORY

The Foundation began as The Memorial Fund, a public Trust, incorporated in California in 1945. It later became the Alpha Sigma Phi Educational Foundation incorporated in 2005. In 2011, it was rebranded and renamed as the Alpha Sigma Phi Foundation.

The Alpha Sigma Phi Foundation is a public charity designated by the IRS as a 501(c)(3) non-profit organization, meaning all gifts to the Foundation are tax deductible. It shares office space with the Fraternity at the Ralph F. Burns Alpha Sigma Phi Headquarters in Carmel, Indiana. As a small non-profit organization in a competitive market, the Foundation primarily raises funds from Alpha Sigma Phi alumni to support its Mission.

The Alpha Sigma Phi Foundation's Mission is:

To be a Foundation for Alpha Sigma Phi that inspires all members to support the organization long after graduation.

The statement outlines the principal and overarching objectives of Alpha Sigma Phi Foundation. As each element of the vision is analyzed, the power of its wording emerges.

The Foundation has several types of funds. The Fund for Alpha Sigma Phi, investment earnings and annual gifts provide the Grant to the Fraternity, which is why membership fees are lower than most other fraternal organizations.

Other Foundation funds include:

- Leadership Funds
- Scholarship Funds
- House Funds
- Chapter Endowments

ABOUT US

GOVERNANCE

The general governance authority of Alpha Sigma Phi Foundation rest in its Board of Directors, which consists of 7 – 15 members, including the Chairman of the Board, five committee chairs, and at-large directors. In 2014, the roles of the President and CEO of the Fraternity and Foundation were combined into one leadership role. Fraternity Staff implements strategies and directives of the Board of Directors. The Board meets quarterly by phone, with semi-annual in-person meetings. The Alpha Sigma Phi Foundation reports its financial status to donors twice a year.

OPERATIONS

The Alpha Sigma Phi Headquarters is the business center of the Foundation. The President and CEO of the Foundation and professional staff manage the Foundation in the areas of:

- Giving programs
- Chapter endowments

Staff maintains all Foundation and donor records.

FUNDING

The Foundation receives gifts from Alpha Sigma Phi brothers, their families, friends, and income from assets owned and invested by the Foundation. Each year, alumni, undergraduates, parents, and friends of the organization give to the Annual Fund, which is our greatest source of unrestricted funds. The Foundation Board of Directors determines the use of unrestricted funds. Some donors also choose to give to specific educational programs, such as the Ralph F. Burns Leadership Institute, or to create new or support existing endowment funds where the Foundation invests the principle to provide perpetual support. A special type of endowment fund is the Chapter Endowments.

The Alpha Sigma Phi Foundation also receives gifts from Alpha Sigma Phi brothers, their families, and friends on behalf of specific chapters. The Foundation invests these gifts and uses them for the benefit of the specific chapter. This can be in the form of loans for building purposes, scholarships or grants to the Housing Corporation or Alumni Association for educational purposes, such as chapter scholarships.

VOLUNTEER & AFFILIATE ORGANIZATIONAL STRUCTURE

COMMITMENT TO VOLUNTEERS

You are the backbone of our Fraternity. We appreciate you and value your leadership, talent, and time. We are committed to offer training, resources, and assistance to help you succeed. Every volunteer makes a difference, and we will work to make this a valuable experience.

HISTORY

Over the evolution of Alpha Sigma Phi, the Fraternity employed and modified different structures in an attempt to meet the needs of alumni providing support for the undergraduate chapters. In 2005, with the creation of the Fraternity's 2005-2010 Strategic Plan, the Fraternity implemented the current structure to align more closely with the goals of the strategic plan. This plan was reaffirmed in 2010 by the Grand Council. The Strategic Plan was updated, rewritten and approved by the Grand Council in 2013 to provide guidance to 2020.

GOAL

The goal of the Strategic Plan is to keep from overwhelming the undergraduates with a mixture of competing and conflicting priorities by limiting the number of volunteers who advise and mentor the undergraduates during a year. Also the goal is to clearly define the purpose, responsibilities, and reporting structure of each affiliate organization in its interactions with all other organizations.

STRUCTURE

VOLUNTEER LIABILITY

One of the first questions on the mind of every volunteer is, “What is my personal liability when working with a group of college-aged men?” When a volunteer acts within the limits of the international constitution, the scope of their position and as defined below, the Fraternity’s insurance covers the volunteer. If a volunteer acts outside of the scope of the following protection, they are not covered.

WHO IS COVERED?

Alpha Sigma Phi Fraternity maintains sufficient insurance coverage to handle claims for the following organizations and/or people:

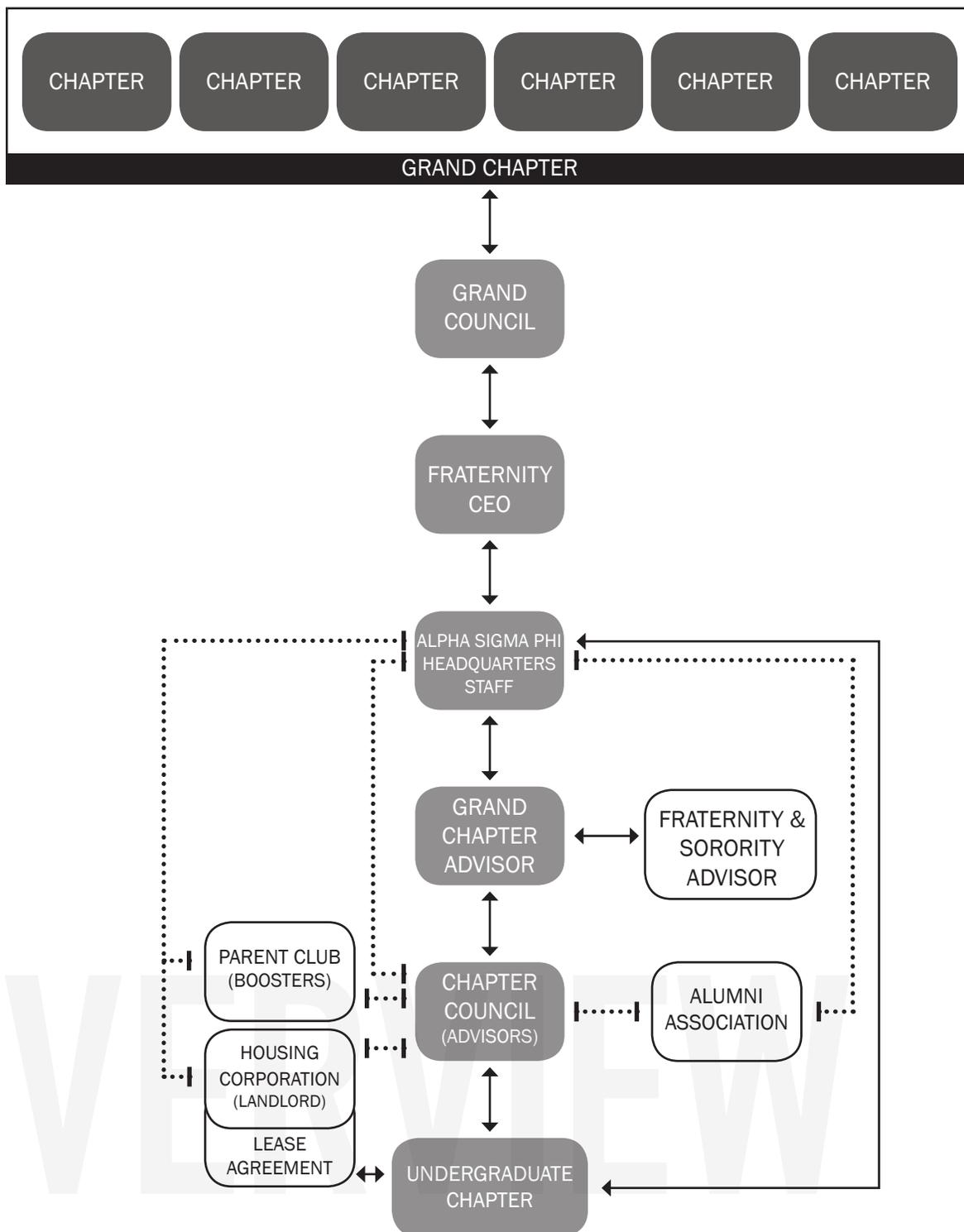
- The local undergraduate chapter that is chartered and recognized by the Fraternity, when it obeys the laws of the institution, city, county, state and country in which it operates, and the policies of Alpha Sigma Phi Fraternity. Undergraduate chapter officers, executive committee, committee chair and members while performing the duties of elected or appointed positions within the organization.
- Those recognized House Corporations, recognized Alumni Associations and recognized Parents Clubs duly recognized by the Fraternity and only while acting within the scope of their duties on behalf of Alpha Sigma Phi Fraternity.
- Officers, Directors, Trustees, Partners, Coordinators, Custodians, Committee Members, Council Members, Volunteers, Housemothers, Resident Advisors, Faculty Advisors, Fraternity Members, New Member Candidates, and Employees but only while acting within the scope of their duties on behalf of Alpha Sigma Phi Fraternity.

THIS INSURANCE POLICY DOES NOT COVER:

- Any individual member, alumnus, trustee or advisor who is performing tasks outside of his responsibility (i.e., spontaneous social function planned by an individual member, chapter advisor consuming alcohol with undergraduates, hazing of members, etc.).
- Any member whose illegal or intentional actions result in property damage, or injury or death to an individual.
- Members’ parents or family members and guests of chapter members.
- College/University administration.

VOLUNTEER STRUCTURE OVERVIEW

↔ Direct Linkage/Reporting
 |.....| Indirect Linkage/Reporting



Use the diagram above as reference as you read the remainder of this manual.



CHAPTER COUNCILS

The Chapter Council model is the evolution of the Chapter Advisory Team concept introduced in the early 2000s. It was included in the international constitution at Grand Chapter 2006. The Grand Chapter Advisor is the chair of the Chapter Council. The Chapter Council owns responsibility for coaching, mentoring and guiding the undergraduate officers. Fundraising, alumni programming/networking, and asset ownership remains the responsibility of the Alumni Association and/or Housing Corporation. This eliminates direct linkages between the undergraduates and alumni assets, thereby limiting liability and reducing risk.

A Chapter Council's primary role is to advise and mentor the undergraduate officers by providing a mature perspective to the undergraduate chapter. Other general duties and responsibilities of the Chapter Council are:

- To help the chapter achieve maximum self-containment;
- To provide the Chapter with continuity, understand the Chapter's dynamics and to adjust its approach to fit the ever-changing conditions;
- To be familiar with Robert's Rules of Order and the Ritual of Alpha Sigma Phi;
- To enforce, maintain and regulate itself with respect to judicial laws, international policies, acceptable attendance and preparation for meetings, long-range planning principles, and respect of roles;
- To not allow an officer, individual or committee of the Chapter Council to hinder or be an excuse for not fulfilling its commitments; and
- To monitor and discuss its process and performance during each Chapter Council meeting.

The Chapter Council, in order to limit risk and liability, is limited from:

- Having its own constitution and bylaws
- Having a checking account
- Raising funds
- Owning real estate

CHAPTER COUNCILS



The Chapter Council is comprised of the following positions:

- Grand Chapter Advisor, who is the Council Chairperson
- Recruitment Advisor
- Parent/Family Club Ambassador
- Membership Education Advisor
- Service/Philanthropy Advisor
- Financial Advisor
- Ritual Advisor
- Brotherhood Development Advisor
- Scholarship Advisor
- Standards Advisor
- Executive Offices (ex. Alumni Association President)
- Faculty Advisor

To recognize a group as a Chapter Council, **all positions** on the Chapter Council are required to be filled.

The following is a short synopsis of the typical Chapter Council member's duties and responsibilities. Most terms are for two years in duration unless otherwise noted. To ensure continuity of focus and consistency, the terms of the Chapter Council positions are staggered. There are no limits on the number of terms an advisor may serve. Except for the Grand Chapter Advisor, Chapter Council roles require a nominal time commitment of 4-6 hours per month.

In an effort to provide training and skill enhancement to our volunteers we have provided many resources on the international website under the Volunteer Opportunities/Volunteer Resources tab. Additionally, the volunteers have access to the Responsible Sig Education for online alcohol education and their respective undergraduate officers' training modules. The material can be accessed on the main website for Alpha Sigma Phi.

GRAND CHAPTER ADVISOR

Because of the importance of this role as Chair of the Chapter Council, a separate section is devoted to it (please see page 18).

It is an expectation that all advisors will use the undergraduate chapter's Annual Report as a tool for coaching each of their respective officers throughout the year. The Grand Chapter Advisor is to approve their respective undergraduates' section of the Annual Report. The Grand Chapter Advisor will provide access to the Annual Report for their respective Chapter Councils.

RECRUITMENT ADVISOR

- Works directly with the following undergraduate officers: Recruitment Director and Recruitment Team Captain.
- Has weekly communications with Recruitment Director (helps plan recruitment training workshops each term). This is a shared responsibility with the undergraduate officer to initiate communications.
- Attends recruitment events, when available.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.
- Approves their respective undergraduates' section of the Annual Report.

PARENT/FAMILY CLUB AMBASSADOR

- Is a parent or family member (male or female) of a current undergraduate brother.
- Works directly with the Family Relations Director.
- Serves as the ambassador to all parents along with undergraduate members in the chapter.
- Parent Ambassador does not need to be a member of Alpha Sigma Phi or any Greek Organization.
- Available to consult with parents of new members and should send a welcome letter to new members' parents shortly after they are initiated.
- Assists Recruitment Advisor by writing letters to potential members' parents.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.
- Is the liaison to the Parents Club.
- Approves their respective undergraduates' section of the Annual Report.

MEMBER EDUCATION ADVISOR

- Reviews Chapter's Member Education curriculum and schedule each term.
- Ensures Fraternity Headquarters receives all necessary forms (Biographical Data forms and Initiation Notification in a timely manner).
- Has weekly communications with the Membership Education Director. This is a shared responsibility with the undergraduate officer to initiate communications.
- Attends a new member education meeting each term.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.
- Attends Pledge Ceremonies, as available.
- Approves their respective undergraduates' section of the Annual Report.

BROTHERHOOD ADVISOR

- Works directly with the Membership Retention Director.
- Orchestrates the Chapter Council in providing a brotherhood retreat for the undergraduate chapter once each term.
- Communicates bi-weekly with the Membership Retention Director. This is a shared responsibility with the undergraduate officer to initiate communications.
- Advises Brotherhood Retention Director with the implementation of continued education.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.

RITUAL ADVISOR

- Works directly with the Marshal.
- Is an initiated brother of Alpha Sigma Phi Fraternity.
- Insists on the use of the ritual and is capable of showing how to perform it properly.
- Is the chapter's authority on ritual practice and procedure and consults with Fraternity Headquarters when necessary.
- Has bi-weekly communications with the Marshal. This is a shared responsibility with the undergraduate officer to initiate communications.
- Must attend initiations and is strongly encouraged to attend other ritual events (e.g., Pledge Ceremony, Officer Installation, and Senior Service), as available.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.

SERVICE/PHILANTHROPY ADVISOR

- Works directly with the Philanthropy Director and Community Service Director.
- Has bi-weekly communications with the Philanthropy Director and Community Service Director. This is a shared responsibility with the undergraduate officers to initiate communications.
- Helps advise officers on planning yearly event to benefit international philanthropies, including International Day of Service.
- Advises Community Service Director with planning community service events.
- Attends service and philanthropy events, when available.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.

FINANCIAL ADVISOR

- Works directly with the following undergraduate officers: Treasurer and Fundraising Director.
- Has weekly communications with the Treasurer. This is a shared responsibility with the undergraduate officer to initiate communications.
- Guides the Treasurer in setting a chapter budget and keeps copy as reference.
- Reviews undergraduate chapter budget with Treasurer at least once per term.
- Ensures an annual audit is conducted of the undergraduate financials.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.

SCHOLARSHIP ADVISOR

- Works directly with the Scholarship Director.
- Actively works in conjunction with the Faculty Advisor on academic health of undergraduate chapter.
- Has bi-weekly communications with the Scholarship Director. This is a shared responsibility with the undergraduate officer to initiate communications.
- Ensures that the Chapter submits necessary reports (e.g., grade reports at the end of the term) to Alpha Sigma Phi Headquarters in a timely manner.
- Grand Chapter Advisor appoints and Chapter Council approves to serve a two-year term.

STANDARDS ADVISOR

- Works directly with the following undergraduate officers: Risk Management Director, Social Director, and Sergeant-at-Arms in his capacity as Standards Board Chairman.
- Has bi-weekly communications with the Risk Management Director and Sergeant-at-Arms, alternating weeks. This is a shared responsibility with the undergraduate officer to initiate communications.
- Knows Fraternity and University risk management guidelines and ensures Risk Management Director is enforcing same.
- Ensures a risk management workshop is offered in each term and encourages the participation in our Responsible Sig program.
- Is appointed by GCA and approved by Chapter Council to serve a two-year term.

FACULTY/STAFF ADVISOR

- Advises all members on chapter academic expectations and requirements.
- Ensures that a copy of term/cumulative grades is provided to Fraternity Headquarters and Chapter Council Scholarship Advisor.
- Provides university-required signature to become recognized university student organization; ensures that all forms and required materials are submitted in timely manner to the university; responsible for assisting GCA in developing and managing Fraternity and Sorority Advisor and University partnership.
- Act as a mentor, role model, and counselor to members.
- Interprets the University policies, procedures, and resources to the chapter.
- When not appointed by the university, the undergraduates are responsible for selecting Faculty/Staff Advisor.
- Does not need to be a member of Alpha Sigma Phi, does not need to be a member of a Greek Organization. This person may be male or female.

The President of the Alumni Association and the Housing Corporation President serve as advisory members.

In order to limit liability risk to affiliate organization assets, all members of a Chapter Council will be non-voting members of other affiliate organizations.

For additional information on Chapter Councils, contact the Grand Chapter Advisor or Fraternity Headquarters.

GRAND CHAPTER ADVISOR

The Grand Chapter Advisor plays a key role in our organization. He is the lead volunteer and is appointed by the Fraternity CEO and reported to the Grand Council. Once appointed, he serves until the next Grand Chapter. At that time the Fraternity's CEO may reappoint him for two additional years.

A Grand Chapter Advisor can expect to commit 7-10 hours per month in the performance of his responsibilities. His responsibilities include:

- Presiding as the Chair of the Chapter Council.
 - As the Chair, the Grand Chapter Advisor is required to hold three Chapter Council meetings per academic year, though monthly or quarterly meetings are encouraged.
 - As the Chair, the Grand Chapter Advisor is responsible for constructing and distributing the Chapter Council agenda(s) in advance of the Chapter Council meeting.
 - As the Chair, the Grand Chapter Advisor is responsible for ensuring that Chapter Council Advisors are communicating with and supporting their respective undergraduate officer(s) in a timely manner.
- Building a Chapter Council with assistance from Alpha Sigma Phi Headquarters.
- Seeking and submitting qualified Chapter Council Advisor candidates to the Chapter Council for majority vote and approval. The Grand Chapter Advisor is encouraged to include members from outside his own chapter to serve on the Chapter Council.
- Representing the policies and procedures of Alpha Sigma Phi Headquarters while serving on the Chapter Council.
- Managing the relationship between the Chapter Council and Alpha Sigma Phi Headquarters.
- Maintaining a positive relationship with the Alumni Association, Parents Club, and House Corporation.
- Mentoring and coaching the following undergraduate officers: Chapter President and Vice President.

A specific limitation of the Grand Chapter Advisor is that at no time does he act on behalf of or with the authority of the Grand Council.

GCA



The Grand Chapter Advisor oversees and delegates responsibilities to other advisors on the Chapter Council to share and balance the workload and to most effectively meet the goals the Chapter Council has established for itself.

- Facilitates the Chapter Council in creating goals that are consistent with goals of the undergraduate chapter.
- Attends or has Chapter Council representation, in person, at a minimum of one chapter meeting a month during the academic year.
- Has no less than weekly contact with the Chapter President and/or Vice President. Outside of the academic year, the contact, at a minimum, will be monthly.
- Participates in the meeting and transition process between incoming and outgoing officers.
- Contacts, either in person or by phone, campus based Greek Professional, Fraternity/Sorority Advisor or Greek Advisor, no less than once a term (fall and spring).
- Ensures the chapter recruitment strategy is value-based and pre-planned in the academic term **before** the term of execution.
- Uses Alpha Sigma Phi Headquarters staff to support advisory efforts.
- Submits an Annual Report to Fraternity Headquarters by April 15 of each academic year.
- Keeps Headquarters informed of the condition of his chapter through informal communications on a quarterly basis in addition to the Grand Chapter Advisor's Annual Report.
- Promptly responds to the Alpha Sigma Phi Headquarters on any requests.
- Updates Portal to report any changes in Chapter Council members
- Makes recommendations to Headquarters of qualified undergraduates who may be prospects for serving as Headquarters Staff.
- Assists in transitioning to a new Grand Chapter Advisor when appointed, particularly where there is no Chapter Council.
- Is a liaison to, but not an officer or voting member of, the Housing Corporation or Alumni Association board as these boards may jeopardize his effectiveness through possible conflicts of interest or may unnecessarily bring added risk to these affiliate organizations.

ONGOING YEARLY ACTIVITIES

- Maintains a file system to include:
 - Weekly Chapter Meeting Minutes and correspondence to/from Headquarters.
 - Notes from meetings with Chapter Staff Liaison, Greek Advisors, Alumni Associations and Chapter Council, Housing Corporation, and other university/college leaders.
 - Contact information for all of the above people/groups.
- Is the ambassador/liaison from the chapter to the alumni, university/college, and the community at large.
- Represents and protects the interests of the national organization, as necessary, in all dealings with the chapter.
- Meets with headquarters staff during their visits to the chapter.
- Attends university-sponsored alumni advisor meetings for all fraternities, as available.
- Attends and participates in international leadership conferences, volunteer conferences, and training opportunities as available.

See the International Constitution and Bylaws for additional authority and responsibilities of the Grand Chapter Advisor and Chapter Council.

ALUMNI ASSOCIATIONS

Membership in Alpha Sigma Phi is for life. Lifetime involvement in the Fraternity means a life enhanced by the spirit, fellowship, ideals and principles of Alpha Sigma Phi. The Association exists as an extension of each Chapter or Colony. Consistent with our fraternal values and ethics, the Fraternity recognizes the Alumni Association as a strategic partner and booster of the Colony or Chapter and Chapter Council.

Alumni Associations are stand-alone organizations that have their own constitution and bylaws. Like a Chapter Council, an Alumni Association has as its official name, the Greek name of its respective Chapter or Colony (e.g., Alpha Alumni Association). An Alumni Association typically has a stake in the success of their undergraduate chapter, thus alumni from its respective undergraduate chapter typically comprise Alumni Association membership. (Find more information about Constitutions & Bylaws in the Appendix.)

The purpose of the Alumni Association is two-fold in nature:

- To provide support for the benefit of its respective Colony/Chapter and Chapter Council through coordination of yearly/semester/quarterly events and/or fundraisers.
- To provide activities (homecoming, museum trips, etc.) and events (golf outings, ball games, etc.) to support interaction among the alumni members of the Chapter.

The Alumni Association includes, at minimum, the following members:

- President
- Vice President
- Treasurer
- Secretary

The following is a short synopsis of each typical Alumni Association officer's duties and responsibilities. The Constitution and Bylaws of the Alumni Association determines the term limits of its officers. The International Constitution and Bylaws do not limit the number of terms a brother may serve.

PRESIDENT

- Responsible for the administration of the Alumni Association.
- Conducts bi-monthly conference calls between Alumni Association officers.
- Holds two face-to-face Alumni Association meetings per calendar year.
- Responsible for managing relationship between Alumni Association and Chapter Council, Housing Corporation, if applicable, and Parents Club.
- In absence, is responsible for appointing a proxy to represent the Alumni Association to the Chapter Council or submitting a written report of Alumni Association activity to Chapter Council.
Responsible for updating Portal with the current Alumni Association officers, as necessary.

AA

VICE PRESIDENT

- Performs all presidential duties in the absence of the President.
- Serves as Chairman on all Alumni Association Committees.
- Responsible for member participation in the Alumni Association.
- Responsible for selecting chairpersons for Alumni Association events (e.g. Homecoming) and fundraisers.
- Is a voting member of the Alumni Association and has the right to attend any Alumni Association meeting.

TREASURER

- Collects dues from Alumni Association Officers and members, when applicable.
- Responsible for managing all Alumni Association accounts.
- Responsible for providing the Alumni Association with a yearly operating budget.
- Ensures two distinct and separate bank accounts for Housing Corporation funds and Alumni Association funds.
- Provides a written report as to the level of funds spent and available to the Alumni Association each quarter.
- Responsible for managing Alumni Association's Financial Partnership with Legacy Financial or other billing agency, if applicable.
- Is a voting member of the Alumni Association and has the right to attend any Alumni Association meetings.

SECRETARY

- Conducts the correspondence of the Alumni Association.
- Works with undergraduate Secretary to produce and distribute fall and spring Chapter Newsletters to members and Alpha Sigma Phi Headquarters.
- Informs the Editor of the Fraternity's magazine, *The Tomahawk*, of news and of activities of the Alumni Association and Chapter.
- Serves as custodian of the Alumni Association's records and other property (other than funds), and various other record keeping activities.
- Is a voting member of the Alumni Association and has the right to attend any Alumni Association meetings.

GRAND CHAPTER ADVISOR

- Is a liaison to, but not an officer or voting member of, the Housing Corporation or Alumni Association board as these positions may jeopardize his effectiveness through possible conflicts of interest or may unnecessarily

MEMBER(S)-AT-LARGE

- There should be at least one member-at-large representing each decade the Chapter has been open. This will help ensure that all views and perspectives are considered during the planning process.
- Responsible for assisting the Vice President in the coordination of events and fundraisers.
- Are voting members of the Alumni Association, except for Chapter Council members who are non-voting members.

At the 51st Grand Chapter, the Delegates voted overwhelmingly to change the International Constitution and Bylaws to place a greater emphasis on chapter-based Alumni Associations and less emphasis on regionally-based Alumni Associations. Accordingly, all recognized chapter-based Alumni Associations in good standing with Fraternity Headquarters will be entitled one vote at Grand Chapter, as well as one vote on any mail votes.

REQUIREMENTS TO BE IN GOOD STANDING

- Submit and maintain an updated and current copy of the Alumni Association's constitution and by-laws to Alpha Sigma Phi Headquarters.
- Update the Alumni Association officers in Portal. The officers that need to be updated are the President, Vice President, Secretary, and Treasurer.
- Sponsor at least one alumni event annually (January through December) and send pictures with a brief description to Alpha Sigma Phi Headquarters for inclusion in future fraternity publications.

REQUIREMENTS TO MAINTAIN RECOGNITION

- Annual Report points.

SERVICES PROVIDED BY FRATERNITY HEADQUARTERS

- Update Alumni Directory. We will add updates to the list as you receive them. We will also provide you with a list with contact information for your alumni.
- Liability Insurance will be provided by Fraternity Headquarters to recognized Alumni Associations at no cost to the organization.
- A vote at Grand Chapters, Annual Meetings, or mail votes.
- Two electronic newsletters (up to six pages) sent to all chapter alumni with good email addresses. You supply the content and proof the final version. We'll design the newsletter and make sure it is sent out. All content and photos should be sent at least one month prior to when the Alumni Association wants the newsletter to be distributed.
- Fraternity Headquarters will assist in one Alumni Association mailing. Alpha Sigma Phi Fraternity Headquarters will provide labor, envelopes, and printing of a mailing. All the Alumni Association needs to provide is the content and cost of postage.
- Fundraising assistance is also available for Chapters/Associations that are in need of a financial campaign.



PARENT CLUBS

The Parents Club exists as an extension of each Chapter or Colony. Unlike other affiliate organizations of the Fraternity, it is not a requirement that a parent be an initiated member of the Fraternity or a member of another Greek organization. Consistent with our fraternal values and ethics, the Fraternity recognizes Parents Clubs as strategic partners and boosters of the Colony or Chapter and Chapter Council.

Parents Clubs are stand-alone organizations that may have their own constitution and bylaws. Like a Chapter Council, a Parents Club has as its official name, the Greek name of its respective Chapter or Colony (e.g. Alpha Colony Parents Club). As members of a Parents Club typically have a stake in the success of their undergraduate son's chapter, Parents Club membership is typically comprised of parents and family from its respective Chapter.

The purpose of the Parents Club is:

- To provide physical and monetary support for the benefit of its respective Colony/Chapter and Chapter Council through coordination of yearly, semester, quarterly work days, social events or fundraisers.
- Parents Clubs may find it beneficial to coordinate events in conjunction with undergraduates during University family weekends, Mom's Day, Dad's Day, Senior Service, open part of Pledge Ceremony, etc.
- Connect with other parents to enhance the collegiate and fraternal experience of the undergraduates.

The Parents Club may be composed of, but not limited to, the following members:

- President
- Vice President
- Treasurer
- Secretary

The following is a synopsis of typical duties and responsibilities. The Constitution and Bylaws of the Parents Club determines the term limits of its officers. There are no term limitations in the international Constitution and Bylaws.

PARENTS CLUB PRESIDENT

- Responsible for the administration of the Parents Club.
- Conducts bi-monthly conference calls among Parents Club officers.
- Holds two face to face Parents' Club meetings per calendar year.
- Responsible for managing relationship between Parents Club and Chapter Council.

PARENTS

PARENTS CLUB VICE PRESIDENT

- Performs all presidential duties in the absence of the President.
- Serves as Chairperson on all Parents Club Committees.
- Responsible for member participation in the Parents Club.
- Responsible for selecting chairperson for Parents Club events and fundraisers.
- Is voting member of the Parents' Club and has the right to attend any Parents' Club meetings.

PARENTS CLUB TREASURER

- Collects dues from Parents Club Officers, and members, when applicable.
- Responsible for managing all Parents Club accounts.
- Responsible for providing Parents Club with a yearly operating budget.
- Ensures that Parents Club funds are deposited in a distinct bank account.
- Provides a written report to the Parents Club each quarter as to the level of funds spent and available.
- Responsible for managing Parents Club's Partnership with GreekBill or other billing agency, if applicable.
- Is voting member of the Parents' Club and has the right to attend any Parents' Club meetings.

PARENTS CLUB SECRETARY

- Conducts the correspondence of the Parents Club.
- Acting in the capacity of Editor; informs the Editor of the Fraternity's magazine, *The Tomahawk*, of news and of activities of the Parents Club.
- Serves as custodian of the Parents Club's records and other property (other than funds) and various other record keeping activities.
- Is voting member of the Parents Club and has the right to attend any Parents Club meetings.

VOLUNTEER RESOURCES

WE ARE HERE TO HELP

You are encouraged to download and print any resource provided by Fraternity Headquarters. If you have any questions about the available resources, would like to recommend an additional resources, or provide feedback about the resources, please email tbtm@alphasigmaphi.org.

Resources provided by Fraternity Headquarters are as follows:

- Fraternity Volunteer Reimbursement Form
- Grand Chapter Advisor Statement of Agreement
- Officer/Advisor Statement of Understanding
- Grand Chapter Advisor Annual Checklist
- Risk Management Policy
- Policy Governance
- Advisor Questioning Skills
- Early Warning Signals
- 5 Steps for Building a Chapter Council
- Sample Emails for 5 Step Process
- Sample Chapter Council Questions
- Sample Meeting Agenda
- Sample Undergraduate Call Agenda
- Sample Alumni Association Constitution & Bylaws
- Sample House Corporation Bylaws

Please go to www.alphasigmaphi.org/volunteer-resources to download and/or print these resources.

RESOURCES



TIPS FOR RECRUITING VOLUNTEERS

SUCCESSFUL RECRUITMENT

Here are seven steps for successful recruitment of alumni and parent/family/friend volunteers:

- Identify alumni and undergraduate parents in the area.
 - Alpha Sigma Phi Headquarters as well as College/University Alumni offices can be great resources for tracking down alumni from that institution.
 - Family weekend events are great events to recruit volunteers and club members.
- Identify non-Alpha Sigma Phi Fraternity/sorority members.
- Meet and establish a friendship with them.
 - Ask them about their interests and their personal fraternity/sorority experience; or collegiate experience for non-Greeks.
- Initiate non-Greek male acquaintances and friends
 - Initiate fathers/grandfathers.
 - Initiate graduates of the University who have been active in Fraternity events but were never initiated as an undergraduate.
- Invite them to meet other members of the Chapter Council, Alumni Association, Housing Corporation, or Parents Club.
- Invite them to attend or participate in Fraternity activities.
 - Chapter Council, Alumni Association, Housing Corporation, Parents Club meeting or special event.
 - Invite parents to the Senior Service, especially if held in conjunction with an awards reception.
 - Invite parents of new members to the open part of pledge ceremony.
- Ask them to be part of the team.

TIPS

HEADQUARTERS CONTACTS

This staff responsibility list should assist you in reaching the appropriate staff member to help you with your questions. If you do not see what you are looking for, please contact Alpha Sigma Headquarters so a staff member may assist you.

ALPHA SIGMA PHI INTERNATIONAL HEADQUARTERS
HAZING HOTLINE

(317) 843-1911
(888) 668-4293

Gerald Agostinello
Denis Beaudoin
T.J. Brennan
Adam Brown
Tyler Campbell
Mike Carlo
Brannan Crossno
Colin Cunningham
Logan Dunnigan
Josh Dusing
Matt Flanagan
Sam Franzoia
Ian Fraser
Jay Grothause
Pam Hawkins
Samir Hazif
Gordy Heminger
Tom Hinkley
Matt Humberger
Logan Ishimine
Steve McDunagle
Danny Miller
Liz Morehouse
Max Nelson
Layton Piver
Scott Rarick
Jeremy Ried
Tabatha Sarco
Sarah Snyder
Adam Stahon
Scott Woodfill
Jonathan Wray
Alex Wright

gagostinello@alphasigmaphi.org
dbeaudoin@alphasigmaphi.org
tbrennan@alphasigmaphi.org
abrown@alphasigmaphi.org
tcampbell@alphasigmaphi.org
mcarlo@alphasigmaphi.org
bcrossno@alphasigmaphi.org
ccunningham@alphasigmaphi.org
ldunnigan@alphasigmaphi.org
jdusing@alphasigmaphi.org
mflanagan@alphasigmaphi.org
sfranzoia@alphasigmaphi.org
ifraser@alphasigmaphi.org
jgrothause@alphasigmaphi.org
phawkins@alphasigmaphi.org
shazif@alphasigmaphi.org
gheminger@alphasigmaphi.org
thinkley@alphasigmaphi.org
mhumberger@alphasigmaphi.org
lishimine@alphasigmaphi.org
smcdunagle@alphasigmaphi.org
dmiller@alphasigmaphi.org
lmorehouse@alphasigmaphi.org
mnelson@alphasigmaphi.org
lpiver@alphasigmaphi.org
srarick@alphasigmaphi.org
jried@alphasigmaphi.org
tsarco@alphasigmaphi.org
ssnyder@alphasigmaphi.org
astahon@alphasigmaphi.org
swoodfill@alphasigmaphi.org
jwray@alphasigmaphi.org
awright@alphasigmaphi.org



STAFF DUTIES

Accounts Payable	Pam Hawkins	ext. 239
Accounts Receivable	Alex Wright	ext. 225
Address Updates	Sarah Snyder	ext. 222
Alumni Associations	Danny Miller	ext. 240
Alumni Lists	Danny Miller	ext. 240
Awards	Colin Cunningham	ext. 222
Better Man Weekend	Liz Morehouse	ext. 243
Biographical Data Forms	Sarah Snyder	ext. 222
Chapter Council Recruitment	Danny Miller	ext. 240
Chapter Council Training	Danny Miller	ext. 240
Chapter Development	Tabatha Sarco	ext. 241
Chapter Discipline	Danny Miller	ext. 240
Expansion	Layton Piver	ext. 229
Fees	Pam Hawkins	ext. 239
Grand Chapter Advisors	Danny Miller	ext. 240
Grand Chapter	Liz Morehouse	ext. 243
Grand Council	Gordy Heminger	ext. 237
Initiation – Cards, Shingles, Badges	Sarah Snyder	ext. 222
Initiation Notification	Sarah Snyder	ext. 222
Insurance	Matt Humberger	ext. 238
International Leadership Conference	Liz Morehouse	ext. 243
Licensing	Ian Fraser	ext. 242
Media Contact	Gordy Heminger	ext. 237
Merchandise/Supply Ordering	Sarah Snyder	ext. 222
Officer Transitions	Liz Morehouse	ext. 243
Omega List	Sarah Snyder	ext. 222
Payment Plans (Individual/Chapter)	Alex Wright	ext. 225
Portal	Sarah Snyder	ext. 222
Ralph Burns Leadership Institute	Liz Morehouse	ext. 243
Recruitment Help	Layton Piver	ext. 229
Risk Management Violations	Tabatha Sarco	ext. 241
Ritual Team	Colin Cunningham	ext. 222
Scholarships	Colin Cunningham	ext. 222
Staff Positions and Internships	Matt Humberger	ext. 238
<i>The Tomahawk</i>	Ian Fraser	ext. 242
Volunteer Information	Danny Miller	ext. 240
Website	Ian Fraser	ext. 242
Wedding Ceremony Certificates	Sarah Snyder	ext. 222

DUTIES

