



**ALPHA SIGMA PHI FRATERNITY**  
the official  
**VOLUNTEER HANDBOOK**

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# 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. Fraternity 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



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# 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 160 chapters, provisional chapters 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 one-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 Better Man Weekend, Elevate - International Leadership Conference, etc.
- All publications, including *The Tomahawk*
- Manuals and resource materials
- Expansion
- 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
- Building Funds
- Chapter Endowments
  - Permanent Funds
  - Temporary Funds

# ABOUT US

## GOVERNANCE

The general governance authority of Alpha Sigma Phi Foundation rest in its Board of Directors, which consists of 7–17 members, including the Chairman of the Board, four 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. Alpha Sigma Phi 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 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:

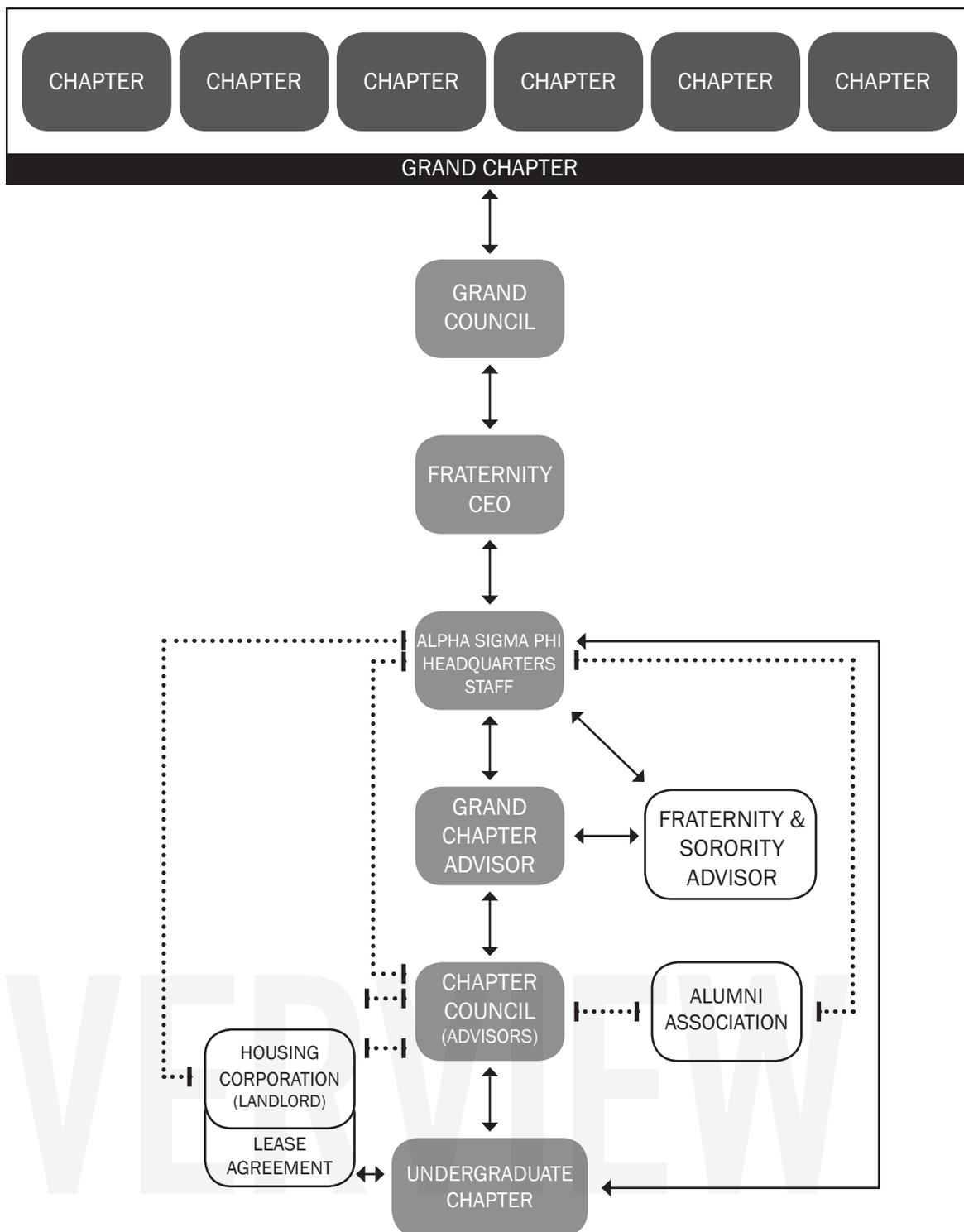
- The local undergraduate chapter that is chartered and/or recognized by the Fraternity, when it obeys the laws of the institution, city, county, state and country in which it operates, and the policies of Alpha Sigma Phi Fraternity. Undergraduate chapter officers, executive committee, committee chair and members while performing the duties of elected or appointed positions within the organization.
- Those recognized House Corporations and recognized Alumni Associations 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, Chapter 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.
- Attend chapter meetings, when available.

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\*
- Member Retention Advisor\*
- Financial Advisor\*
- Growth Advisor\*
- Standards Advisor\*
- Ritual and Traditions Advisor\*
- Membership Enrichment Advisor
- Communications Advisor
- Service/Philanthropy Advisor
- Housing Advisor

To recognize a group as a Chapter Council, **all positions** with an asterisk (\*) must be filled. If the chapter lives in a property managed by CLVEN, the Housing Advisor also becomes required.

The following is a short synopsis of the typical Chapter Council member's duties and responsibilities. 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 addition, members of the Chapter Council are asked to participate in relevant officer meetings when Alpha Sigma Phi Staff visit the chapter.

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

The Grand Chapter Advisor is expected to complete the Chapter Council Annual Report annually, which assists in measuring the impact of the advisors. The GCA and Chapter Council should use the prompts, as well as their position descriptions, to guide their actions. The Chapter Council Annual Report is provided in the Volunteer Handbook. Because of the importance of this role as Chair of the Chapter Council, a separate section is devoted to it (please see page 17).

## MEMBER RETENTION ADVISOR (REQUIRED)

- Works directly with the Vice President of Member Retention and communicates bi-weekly
- Advises on the implementation of a brotherhood retention program and a continued membership education program
- Assists in the planning of at least one overnight brotherhood event per academic year
- Advises Vice President of Member Retention on the planning and execution of safe social events, with and without alcohol, including formal and semi-formal
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## FINANCIAL ADVISOR (REQUIRED)

- Works directly with the Vice President of Finance and the Fundraising Committee and communicates bi-weekly
- Guides the VP of Finance in setting a chapter budget and keeps a copy for reference
- Reviews the budget, at least once per academic term, and provides feedback to the VP of Finance
- Ensures completion of an annual audit of the chapter's finances
- Hold the Vice President and membership accountable to the use of myAlphaSig and Vault
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## GROWTH ADVISOR (REQUIRED)

- Works directly with the Vice President of Growth and communicates bi-weekly
- Assists in the planning and execution of a recruitment and growth workshop each academic term
- Attend recruitment events, if possible
- Ensures the VP of Growth has all members complete their myAlphaSig registration upon bid acceptance
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## STANDARDS ADVISOR (REQUIRED)

- Works directly with the Vice President of Standards and the Standards Board and communicates bi-weekly
- Knows and understands the Fraternity, the university and any IFC/Greek Council health and safety policies and guidelines
- Attends Standards Board hearings, when available
- Ensures a health and safety workshop is done, at minimum, once during the academic year
- Holds membership accountable to filing incidents reports with headquarters within 24 hours of any alleged violations of the Health & Safety Policy
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## RITUAL AND TRADITIONS ADVISOR (REQUIRED)

- Works directly with the Vice President of Ritual and Traditions and communicates bi-weekly
- Is an initiated member of Alpha Sigma Phi
- Holds the VP of Ritual & Traditions accountable to the proper execution of Rituals and can show how to properly perform them
- Must attend the Initiation ceremony and is encouraged to attend other Ritual ceremonies
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## MEMBERSHIP ENRICHMENT ADVISOR (OPTIONAL)

- Works directly with the Vice President of Member Retention and communicates bi-weekly
- Assists with the creation of an academic plan to support members to achieving their academic goals
- Ensures that the chapter submits their chapter grade reports to fraternity headquarters
- Reviews and provides feedback on the chapter's Membership Orientation Program
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## COMMUNICATIONS ADVISOR (OPTIONAL)

- Works directly with the Vice President of Communications and communicates bi-weekly
- Reviews copies of chapter meeting minutes to ensure historical context is recorded
- Coaches the Vice President of Communications on the proper use of the chapters social media accounts (Facebook, Twitter and Instagram)
- Proofreads an communication being sent to alumni including newsletters, event invites, etc.
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## SERVICE/PHILANTHROPY ADVISOR (OPTIONAL)

- Works directly with the Vice President of Service/Philanthropy and communicates bi-weekly
- Advises on the planning and execution of events that benefit the international philanthropic partners
- Is aware of the five international philanthropic partners: RAINN, Aware, Awake, Alive, Big Brothers Big Sisters,
- Homes for Our Troops and the Humane Society
- Advises on the planning and execution of hands on community service events
- Attend service and philanthropy events, if possible
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

## HOUSING ADVISOR (REQUIRED IF PROPERTY IS MANAGED BY CLVEN)

- Works directly with Vice President of Finance and the Housing Committee and communicates weekly
- Visits the house at least every six weeks during the academic year
- Acts as a liaison to the Director of Housing for CLVEN National House Corporation
- Participates in annual check in and check out with the student House Committee
- Conducts resident in-house meetings (1) to gather input about the live-in experience and (2) to develop a plan to make needed improvements for the betterment of those residents
- Assist the Director of Housing in developing a positive living-learning environment for the residents and the chapter at large
- Completes monthly update to CLVEN staff liaison via email
- Is appointed by the GCA and approved by the Chapter Council
- Participates in all Chapter Council Conference call/meetings as scheduled by the GCA

The President of the Alumni Association and the Housing Corporation President may 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 vital and 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 is to serve for one academic year and his position can be renewed with no term limits.

A Grand Chapter Advisor (GCA) can expect to commit seven to ten hours per month to fully carry out his duties and responsibilities. His responsibilities include:

- Bi-weekly coaching and membership of the chapter/provisional chapter President
- Attend, at minimum, one chapter meeting a month. This can be delegate to a Chapter Council member if available
- Attend, at minimum, one chapter event per academic term
- Meet annually with the college/university Fraternity/Sorority Advisor, if applicable
- Communicate with Fraternity Staff, at minimum, once a month
- Participate in any required advisor training session offered by Fraternity Staff
- Recruiting and retaining members of the Chapter Council
- Serving as the Chair of the Chapter Council
  - As the Chair, The GCA is required to hold two chapter council meetings per academic year, however monthly or quarterly meeting are preferred
  - As the Chair, the GCA is responsible for constructing and distributing the Chapter Council Meeting Agenda in advance of the meeting
  - As the Chair, the GCA is responsible for ensuring that Chapter Council Members are communicating with their undergraduate counterpart, at minimum, bi-weekly
- 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.

## 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 Provisional Chapter. Consistent with our fraternal values and ethics, the Fraternity recognizes the Alumni Association as a strategic partner and booster of the Provisional Chapter 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 Provisional Chapter (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 Provisional Chapter/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
- Treasurer/Secretary
- Decade Representative (one for each decade)

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 and Housing Corporation, if applicable.
- 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 Vault with the current Alumni Association officers, as necessary.

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## TREASURER/SECRETARY

- 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 OmegaFi or other billing agency, if applicable
- Is a voting member of the Alumni Association and has the right to attend any Alumni Association meetings
- 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

## 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 bring added risk to these affiliate organizations.

## DECADE REPRESENTATIVE

- 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 President in the coordination of events and fundraisers
- Are voting members of the Alumni Association

## UNDERGRADUATE PRESIDENT

- The undergraduate Chapter President is the main link between the Alumni Association and the undergraduate chapter.
- He shall assist the Alumni Association with any projects/event when relevant.
- He is a voting member of the Alumni Association.
- He shall be present at all meetings.

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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 Vault. The officers that need to be updated are the President, Secretary/Treasurer and the Decades Representative
- 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.
- Completion of the Annual Report every April.

## REQUIREMENTS TO MAINTAIN RECOGNITION

- Annual Report submission and score

## 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 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 boost in their chapter endowment.

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# 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](mailto: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
- Health and Safety 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
- Webinar Training Series
- Grand Chapter Advisor/Chapter Council Certification program

Please go to [www.alphasigmaphi.org/volunteer-resources](http://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 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



# STAFF DUTIES

Accounts Payable	Pam Hawkins	ext. 239
Accounts Receivable	Adam Brown	ext. 224
Address Updates	Sarah Snyder	ext. 222
Alumni Associations	Max Nelson	ext. 247
Alumni Lists	Danny Miller	ext. 240
Awards	Max Nelson	ext. 247
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