



# Alpha Sigma Phi Volunteer Handbook

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# Volunteer Handbook

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 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 National 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 the attention of the Director of Alumni Engagement at Alpha Sigma Phi Headquarters.

# Welcome

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1845

# Alpha Sigma Phi Fraternity Overview

## 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 125 chapters, colonies and interest groups and approximately 50,000 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 nationwide 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

# Alpha Sigma Phi Fraternity Overview

## 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 Association, 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 National Constitution. Currently, it occurs during even numbered years. The responsibilities and authority of the Grand Chapter, as detailed in the National 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.
- 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 Fraternity Overview

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 National Conventions (Grand Chapter)
- Alumni engagement

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

# Alpha Sigma Phi Foundation Overview

## 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. 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 Alpha Sigma Phi Foundation's Purpose is:

To engage Alpha Sigs in opportunities to invest, give, and build in a fraternal experience to make good men better men.

This simple statement is a derivative set forth in the founding aims of the Foundation, then the Memorial Fund. As is often the case with historic organizations, the true purpose has always been there — it's just been covered up by decades of "new owners" trying to extend the purpose to cover the needs of the day.

To engage Alpha Sigs in opportunities to give, build, and invest: An interaction founded upon our core principles remains the principal benefit of engagement in the Foundation and the one definitive element that differentiates us from those competing for our members' time, talent, and treasure.

In a fraternal experience: We have all been asked the question "why" and for most of us it is something very hard to define. Each can define the experience differently and that is what makes it so special. How then, does the Foundation capture the essence of someone's experience and help them see the opportunity that they have to invest, give, and build in today's fraternal experience when it is likely different from their own.

To make good men better men: Give to the future of collegiate men, just like you, who are striving for greatness, looking for the next cure, the next invention, building the

# Alpha Sigma Phi Foundation Overview

next skyscraper, or writing the next great piece of literature. Yes an Alpha Sig has the opportunity to support his college or university, local charity. He knows better than the rest and what his experience did for him – how it shaped him and helped make him into the man he is today.

## 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

Fraternity 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.

# Volunteers and Affiliate Organizations 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.

# Volunteers and Affiliate 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 national 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:

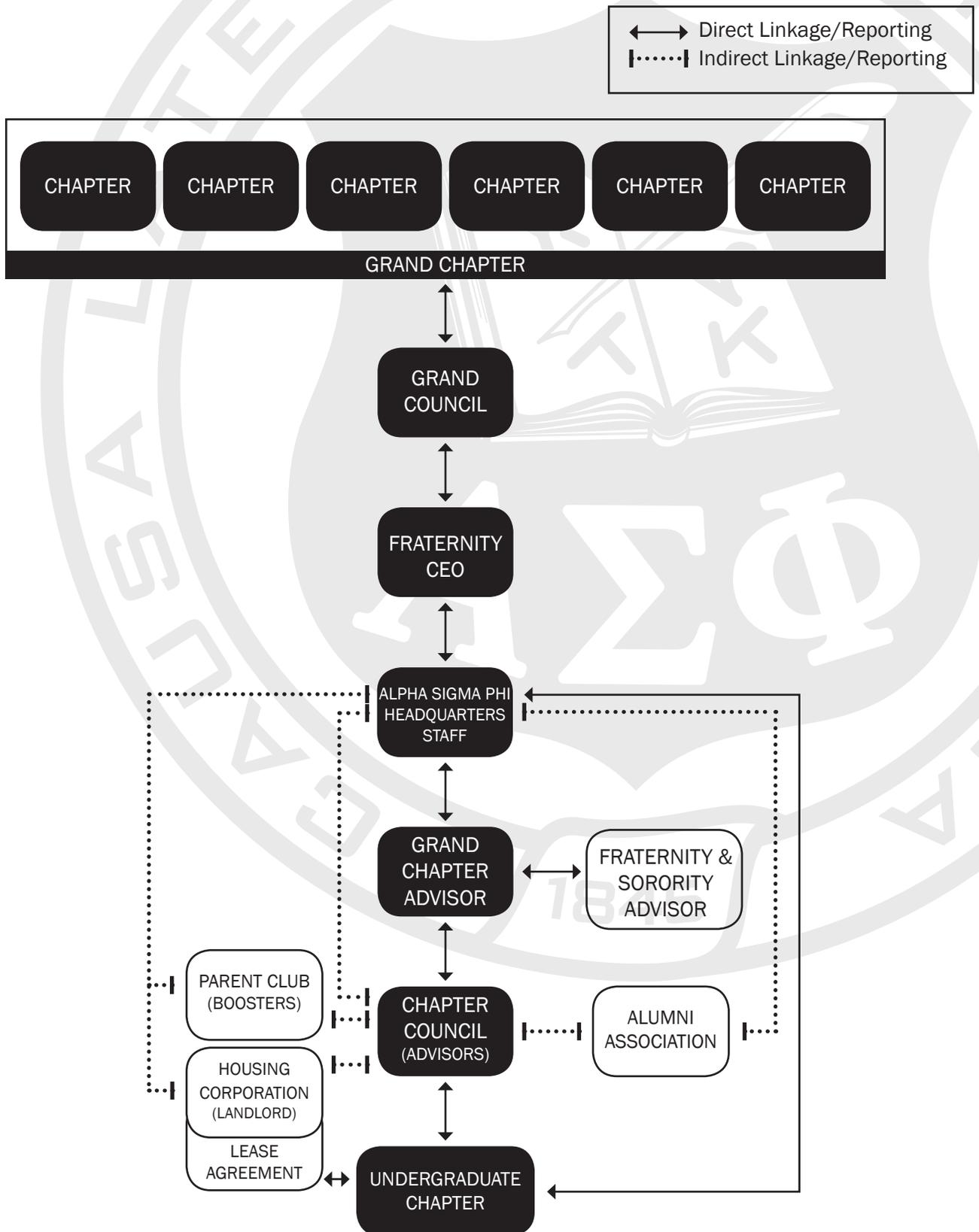
- The local undergraduate chapter that is chartered and recognized by the Fraternity, when it obeys the laws of the institution, city, county, state and country in which it operates, and the policies of Alpha Sigma Phi Fraternity. Undergraduate chapter officers, executive committee, committee chair and members while performing the duties of elected or appointed positions within the organization.
- Those House Corporations, Householding Corporations, Chapter Education Foundations, House Associations, Alumni Control Boards, Alumni Advisory Boards, Alumni Associations, Alumni Corporations, Alumni Chapters, Board of Advisors, Board of Governors, executive Councils and 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.

# Volunteers Structure Overview

Use the following diagram 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 national 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-sufficiency.
- 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 appoint or remove members of the Chapter Council by a majority vote, with the Grand Chapter Advisor holding the tie-breaking vote.
- To enforce, maintain and regulate itself with respect to judicial laws, national 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.
- To monitor and discuss its process and performance during each Chapter Council meeting. Self-monitoring will include comparison of Council activity and discipline against the national Constitution and Bylaws and the policies set forth by the President and CEO of Alpha Sigma Phi Fraternity.

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 may be 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
- Undergraduate Chapter President
- Faculty Advisor

To recognize a group as a Chapter Council, **all positions** on the Chapter Council are required to be filled. The Chief Executive Officer of the Fraternity determines the required positions based on the current strategies of the Grand Council.

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 national 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.

# Chapter Councils

## 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 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.
- 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.

## PARENT/FAMILY CLUB AMBASSADOR

- Is a parent or adult family member 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. The advisor may also be a woman.
- 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.

## MEMBER EDUCATION ADVISOR

- Reviews Chapter's Member Education curriculum (Alpha Phase) 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 Membership Education Director. This is a shared responsibility with the undergraduate officer to initiate communications
- Attends a new member education meeting and Pledge Ceremony, as available.
- Is appointed by GCA and approved by Chapter Council to serve a two year term.

# Chapter Councils

## BROTHERHOOD ADVISOR

- Works directly with the Brotherhood Development Director.
- Orchestrates the Chapter Council in providing a brotherhood retreat for the undergraduate chapter once each term.
- Communicates bi-weekly with the Brotherhood Development Director. This is a shared responsibility with the undergraduate officer to initiate communications.
- Advises Brotherhood Development Director with the implementation of Sigma Phase group activities.
- Coordinates Phi Phase presentations in conjunction with the Alumni Association, if applicable.
- Is appointed by GCA and approved by Chapter Council to serve a two year term.

## RITUAL ADVISOR

- Works directly with the following undergraduate officers: 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 national philanthropies.
- 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.

# Chapter Councils

## 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 books.
- 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 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 each term and encourages participation in our online Alcohol Education program.
- Is appointed by GCA and approved by Chapter Council to serve a two year term.

## CHAPTER REPRESENTATIVE – UNDERGRADUATE PRESIDENT

- Represents the undergraduate chapter and votes on its behalf.
- Serves on Chapter Council for the length of his elected term.

# Chapter Councils

## 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, and does not need to be male.

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 Director of Alumni Engagement at Alpha Sigma Phi 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.

We define Advisors as:

- All advisors of interest groups.
- Those acting in the role of a Grand Chapter Advisor, but not officially appointed.
- Uninitiated individuals advising the chapter.

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.
  1. 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.
  2. 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.
  3. 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.

# Grand Chapter Advisor

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.
- Facilitates a 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 a Grand Chapter Advisor Annual Report on the “health” of the undergraduate chapter 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 National 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

# Grand Chapter Advisor

these affiliate organizations.

## ONGOING YEARLY ACTIVITIES

- Maintains a file system to include:
  1. Weekly Chapter Meeting Minutes and correspondence to/from Headquarters
  2. Notes from meetings with Chapter Staff Liaison, Greek Advisors, Alumni Associations and Chapter Council, Housing Corporation, and other university/college leaders
  3. 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 national leadership, volunteer conferences, and training opportunities as available.

See the 2014 National 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
- Members-at-Large

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 National 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.

# Alumni Associations

## 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 bring added risk to these affiliate organizations.

# Alumni Associations

## 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.

# Alumni Associations

At the 51st Grand Chapter, the Delegates voted overwhelmingly to change the National 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.

## **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.

# Regional Alumni Clubs

The Regional Alumni Clubs exist as an extension of members, chapters, and colonies located within their geographic region. Consistent with our fraternal values and ethics, the Regional Alumni Clubs will serve as a social connection for all Alpha Sigma Phi Alumni in a geographical area.

Each Regional Alumni Club shall have as its official name, the region in which it is located (e.g. Central Indiana Alumni Club), as determined by the Alpha Sigma Phi Headquarters. Regional Alumni Clubs are stand-alone organizations that have their own constitution and bylaws.

The purposes of the Regional Alumni Club is to provide an informal vehicle for allowing interested area alumni to come together for brotherhood activities which extends their fraternal experience.

Each Regional Alumni Club can organize in any way its members see fit for accomplishing their local goals. There is no oversight of the Club by the National Headquarters.

# Parents Club

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
- Members-at-Large

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 national 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.

# Parent Clubs

## 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.

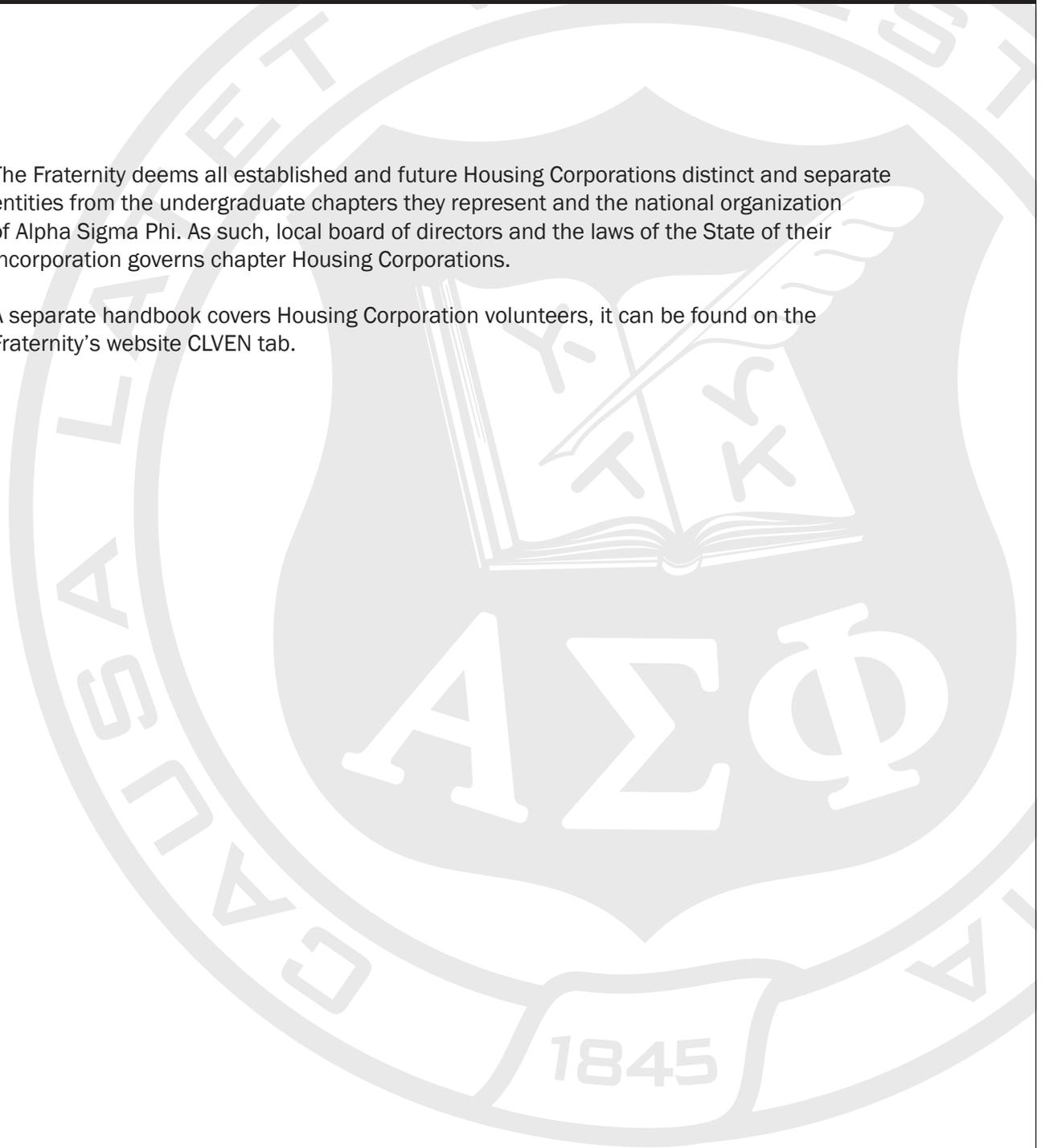
## PARENTS CLUB MEMBER(S)-AT-LARGE

- There should be at least one member-at-large representing each year of undergraduate membership in the chapter in order to 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 Parents Club, except for Chapter Council member who is a non-voting member.

# Housing Corporation

The Fraternity deems all established and future Housing Corporations distinct and separate entities from the undergraduate chapters they represent and the national organization of Alpha Sigma Phi. As such, local board of directors and the laws of the State of their incorporation governs chapter Housing Corporations.

A separate handbook covers Housing Corporation volunteers, it can be found on the Fraternity's website CLVEN tab.



# Tips for Recruiting Volunteers

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

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

# 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.

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ALPHA SIGMA PHI NATIONAL HEADQUARTERS  
HAZING HOTLINE

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(317) 843-1911  
(888) 668-4203

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Accounts Receivable	Alex Wright	ext. 225
Address Updates	Lisa Muldowney	ext. 222
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Biographical Data Forms	Lisa Muldowney	ext. 244
Chapter Council Recruitment	Denis Beaudoin	ext. 240
Chapter Council Training	Denis Beaudoin	ext. 236
Chapter Development	Tabatha Sarco	ext. 241

# Headquarters Contacts



Chapter Discipline	Danny Miller	ext. 240
Expansion	Matt Humberger	ext. 238
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Grand Chapter Advisors	Denis Beaudoin	ext. 236
Grand Chapter	Liz Morehouse	ext. 243
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Risk Management Violations	Danny Miller	ext. 24
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Staff Positions and Internships	Matt Humberger	ext. 238
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Volunteer Information	Denis Beaudoin	ext. 236
Website	Ian Fraser	ext. 242
Wedding Ceremony Certificates	Denis Beaudoin	ext. 236

## ONLINE RESOURCES

### ITEMS AVAILABLE IN THE PORTAL ([portal.alphasigmaphi.org](http://portal.alphasigmaphi.org))

- Chapter Statement of Account
- Chapter Roster
- Update Chapter Council, Alumni Association and House Corporation rosters
- Make a payment on Chapter Debt
- Chapter & GCA Annual Report

### ITEMS AVAILABLE ON THE FRATERNITY WEBSITE ([alphasigmaphi.org](http://alphasigmaphi.org))

- Advisor/Chapter Statement of Understanding
- New Grand Chapter Advisor Checklist Worksheet
- Grand Chapter Advisor Annual Checklist Worksheet
- National Constitution and Bylaws
- Fraternity's Strategic Plan
- Grand Council Policy Book
- Alpha Sigma Phi Code of Conduct
- Crisis Management Guidelines.
- Risk Management Policy
- Chapter Officer Resources
- Volunteer Education materials
- Responsible Sig Alcohol Education
- Alpha, Sigma, and Phi Phase Education modules
- Alumni Awards Nominations
- Undergraduate Awards Nominations
- Undergraduate Scholarship Applications
- Kleinoeder Graduate Scholar-of-the-Year Application

# Alpha Sigma Phi Fraternity Code of Conduct

All members will adhere to the Fraternity's Code of Conduct:

- A. I will maintain a commitment to excellence in all of my endeavors.
- B. I will respect the dignity of all persons; therefore, I will not physically, psychologically, or sexually abuse any individual.
- C. I will be a financially responsible individual to both my chapter and the national fraternity.
- D. I will not abuse, nor support the abuse, of alcohol.
- E. I will not use, nor support the use of, illegal drugs.
- F. I will achieve academic excellence.
- G. I will hold myself and my brothers accountable for their actions, and understand that I always represent the Fraternity
- H. I will pursue the values of Silence, Charity, Purity, Honor, and Patriotism through my actions and deeds.
- I. I will not condone the discrimination of any individual based on: race, color, national origin, ethnicity, religion, gender, sexual orientation, physical ability, or age.
- J. I will encourage my Brothers to demonstrate the behavior, which exemplifies this Fraternity's Code of Conduct.

Amended and updated at the 2006 Grand Chapter

# Acknowledgements

Alpha Sigma Phi Fraternity would like to acknowledge the following sources for their contribution of information to this manual whether it is direct or indirect in nature.

- *Alumnus Advisor's Manual*, Kappa Sigma Fraternity. Reprinted with permission of Mitchell B. Wilson, Executive Director.
- *Alpha Xi Delta Volunteer Handbook* – 2008–2010.
- *Alumni Academy Handbook*, North-American Interfraternity Conference, Indiana University, December 2001.
- Delta Sigma Phi Fraternity, Scott Wiley, *Challenge Team*.
- The University of Findlay, *Regional Alumni Club Handbook*, The Alumni Association of The University of Findlay.
- *The Ten Commandments of Alumni Clubs*, University of Illinois Alumni Club Leadership Conference, September, 1991, Patrick B. Hayes.
- *A Guide for Graduate Chapters*, Phi Gamma Delta Fraternity, Lexington, KY, 1985.
- Assorted Volunteer documents from Beta Theta Pi Fraternity, reprinted with permission from David Campbell, Leadership Director.
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Rick Buss, UNC-Charlotte '90  
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Chad Felgner, Toledo '90  
Chuck Given, Illinois '63  
G. Scott Grissom, Oklahoma '78  
Rich Grousset, Cornell '95  
Gordy Heminger, Bowling Green '96  
Greg Johnson, Otterbein '01  
Steve Latour, Central Michigan '04  
Ed Leedom, Bowling Green '86  
Ed Lenane, Plattsburgh '88  
Robert Look, Lawrence Tech '74  
Bradley McCain, Ohio Wesleyan '00  
Jacob Medlen, Indiana '02  
Adam Silver, Michigan '98  
Drew Thawley, Ohio Wesleyan '94  
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