

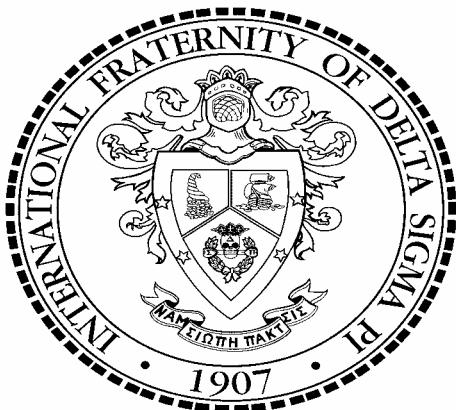
*Congratulations*  
*on your election as*  
**CHANCELLOR**

This is your  
**PACKET FOR**  
**NEW OFFICERS**

**What's inside?**

Everything you need to know for your position. We want to assist you towards *full understanding and completion* of your position responsibilities:

- *Duties of the Chancellor*
- *Bylaws Responsibilities*
- *Chapter Bylaws Submission*
- *Trial Procedure*
- *Parliamentary Procedure*
- *An Explanation of Terms*
- *Percentages Necessary for Voting*
- *Helpful Links*
- *A Sample Meeting Agenda*
- *A QUICK LOOK AT PARLIAMENTARY PROCEDURE*



**Any questions?**

Delta Sigma Pi Central Office  
330 South Campus Ave.  
PO Box 230  
Oxford, OH 45056-0230  
Phone:(513) 523-1907  
Fax:(513) 523-7292  
<http://www.dspnet.org>  
email: [amanda@dspnet.org](mailto:amanda@dspnet.org)  
[kim@dspnet.org](mailto:kim@dspnet.org)  
[dale@dspnet.org](mailto:dale@dspnet.org)

## **Duties of the Chancellor**

*(from Policy and Procedures Manual section B, policy 14)*

- To preside over the meetings of the chapter.
- To preside at all trials conducted by the chapter.
- To ensure that any violations of the Bylaws of this Fraternity within the chapter are reported to the Central Office. The chancellor has no penal rights whatsoever.
- To cast a deciding vote in the case of a tie, providing the chancellor has not already voted on the motion (such as in trials or election of pledges).
- To serve as Ritual Chair, unless the chancellor and president agree to delegate this duty to another brother.
- To ensure that regalia is ordered from the Central Office at least 45 days prior to each initiation.
- To ensure that chapter bylaws are updated and electronically submitted to the Central Office by November 15 of each year.

## **Bylaws Responsibilities**

All meetings should be conducted according to Robert's Rules of Order and you will find it helpful to prepare a written agenda to distribute to each chapter member. As Chancellor, you are expected to be familiar with the Fraternity's Bylaws and with your Chapter's Bylaws. You may also be required to assist with updates to your chapter's Bylaws. Chapter Bylaws should be prepared according to the style and format provided in a sample form by Central Office. Revisions must be submitted in advance to the office of the Executive Director for review and approval and do not become effective until they are so approved.

## **Chapter Bylaws Submission**

[http://www.dspnet.org/site/forms/non\\_CEI/chapterbylawsformat.doc](http://www.dspnet.org/site/forms/non_CEI/chapterbylawsformat.doc)

The Chancellor is responsible for assisting in any revisions or updates made to your Chapter Bylaws. A complete copy of your Chapter Bylaws should be postmarked by November 15 each year and submitted electronically to the Central Office. A review of Chapter Bylaws by staff will be conducted during consultation visits to the chapter or as otherwise needed.

## **Trial Procedure**

You should familiarize yourself with the information in the Individual Discipline Policy in order to conduct trials effectively. If you do not have a current copy of the Individual Discipline Policy, it is available at <http://www.dspnet.org/site/pdf/manuals/Discipline.pdf> for downloading and printing. Your role is to preside over the trial ensuring that all requirements are met and the trial is conducted correctly.

Remember, a trial does not always mean guilt or expulsion. What it does mean is determining if a Brother is "carrying his weight" and, if necessary, punishing him for not fulfilling membership obligations. Expulsion means that the member is no longer a member of Delta Sigma Pi and should be a last resort. No discipline is to take place without a trial.

## **Parliamentary Procedure**

Every Chancellor should be familiar with Robert's Rules of Order and conduct every meeting accordingly. If there are any questions about proper parliamentary procedure, refer to Robert's Rules of Order. If your chapter does not have one, it would be a good idea to purchase one or

visit your library.

The proper way of handling a motion:

1. A member makes a motion saying, "I move that..."
2. Another member seconds it saying, "Second..."
3. The Chancellor states the question.
4. The Chancellor asks for discussion.
5. The Chancellor puts the question to a vote (asks for "Aye" and "No" votes).
6. The Chancellor announces results and assigns responsibility.

For more information about parliamentary procedures see the attached table.

## **An Explanation of Terms**

**Amend:** To change formally.

**Appeal:** The transfer of a case from a lower to a higher form of authority for reconsideration.

**Discipline:** Telling the Brother that he is not "carrying his weight", helping him "carry his weight" and, if necessary, punishing him for not doing so.

**Good Standing:** Members who are not in arrears financially to the Grand Chapter (national dues) and are not on probation or suspension by this Fraternity or the school in which they may be enrolled.

**Impeachment:** To charge an officer with misconduct; to make an accusation against them. For the procedure for removing one from office refer to Fraternity policy B.4 and 5).

**Majority:** A number more than half of the total number in a group. (50% + 1 vote or 51%)

**Motion:** A formal proposal to put a vote into action.

**Move:** To start a motion.

**Quorum:** The number required to be present to conduct official chapter business/vote. It may not be less than 1/3 of the chapter membership.

**Recall:** The procedure by which an officer may be removed from office by a 2/3 vote of the chapter members in good standing. (Refer to Fraternity Policy B.4 & 5)

## **Percentages Necessary for Voting**

**Election of Pledges:** To ensure against mistake, should **20%** of the members present and voting or five, whichever is greater, negative votes appear in the ballot box on the name of a prospective pledge, a second ballot shall be taken immediately. If **20%** of the members present and voting, or five, whichever is greater, negative votes appear in the ballot box on the second ballot, the prospective pledge shall be considered rejected.

**Vote to Keep Pledges:** Not allowed.

**Vote to Remove a Pledge:** More than three days prior to initiation: a **majority** of chapter members in good standing, present and voting. Less than three days: a **4/5** vote of chapter members in good standing, present and voting.

Reprimand, Fine, Probation, Suspension: A **majority** vote of members in good standing and present, excluding the member on trial.

Expulsion: A **4/5** (80%) vote of members in good standing and present, excluding the member on trial.

Impeachment: **1/4** vote of executive committee, then a majority of chapter members in good standing, present and voting.

Recall: **2/3** vote of members in good standing, present and voting.

## **Helpful Links**

- Individual Discipline Manual- <http://www.dspnet.org/site/pdf/manuals/Discipline.pdf>
- Chapter Bylaws Template- [http://www.dspnet.org/site/forms/non\\_CEI/chapterbylawsformat.doc](http://www.dspnet.org/site/forms/non_CEI/chapterbylawsformat.doc)

## A Sample Meeting Agenda

An agenda should be prepared by the Chancellor with input from the Executive Committee for each Chapter meeting. It should be provided to all chapter members before the meeting, and can be in the form of an overhead, handout, or may be written on a chalkboard. Most chapter business meetings should not last any longer than 1 hour, unless the meeting involves selection of pledges, officer elections, trials, or a guest speaker. It is best if guest speakers make presentations prior to or after chapter business; rather than during the meeting itself.

### Sample Business Meeting Agenda

Chapter, Date

- 7:00 I. Opening Ritual
  - 7:03 II. Roll Call
  - 7:05 III. Reading of Minutes from Previous Meeting
  - 7:08 IV. Officer Reports
    - A. President
    - B. Senior Vice President
    - C. Vice President – Pledge Education
    - D. Vice President – Finance/Financial Report
    - E. Vice President – Chapter Operations
    - F. Chancellor
    - G. Vice President – Professional Activities
    - H. Vice President – Community Service
    - I. Vice President – Scholarship and Awards
    - J. Vice President – Alumni Relations Chancellor
  - 7:25 V. Committee Reports
    - A. Fundraising Chair
    - B. Publicity Chair
    - C. Recruiting Committee
- (Vote during Old and New Business as needed)*
- 7:35 VI. Old Business (taken from minutes of last meeting; not called from the floor)
    - A. Choose Faculty to be initiated this semester, Dr. Joyner/Dr. Hogan/Dr. Wayland/Ms. Eilers
  - 7:40 VII. New Business
    - A. Fundraiser - Candy Sales Feb. 4 (from Fundraising Chair)
  - 7:45 VII. Announcements
  - 7:50 VIII. Remarks for the good of the chapter
  - 8:00 IX. Closing Ritual

# A QUICK LOOK AT PARLIAMENTARY PROCEDURE

(Robert's Rules of Order)

Motions	You say...	Seconded ?	Debatable ?	Amendable ?	Vote Required	Reconsidered ?
Make a Motion	"I move that..."	Yes	Yes	Yes	Majority	Yes
To Amend a Motion	"I move to amend the motion by..."	Yes	Yes	Yes	Majority	Yes
To Vote On a Motion	"I move we vote to approve..."	Yes	Yes	Yes	Majority	Yes
Reconsider	"I move to reconsider the vote to..."	Yes	No	No	Majority	No
Postpone Discussion	"I move to postpone the discussion until..."	Yes	Yes	Yes	Majority	Yes
End Debate and Amendments	"I move the previous question..."	Yes	No	No	2/3	No
Look Into a Motion Further	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority	Yes
To Postpone a Motion	"I move to table the motion."	Yes	No	No	Majority	No
To Reconsider a Postponed Motion	"I move to take from the table the motion relating to..."	Yes	No	No	Majority	No
To Adjourn a Meeting	"I move that we adjourn."	Yes	No	No	Majority	No
To Nominate	"I nominate..."	No	Yes	No	Majority	No
To Close Nominations	"I move that nominations be closed."	Yes	No	Yes	2/3	No
Call an Intermission	"I move that we recess for..."	Yes	No	Yes	Majority	No
Request Information	"Point of information."	No	No	No	None	No
Complain About Noise, Heat, Room, etc.	"I rise to a question of privilege..."	No	No	No	None	No
Protest Breach of Rules or Conduct	"I rise to a point of order."	No	No	No	None	No
To Be Excused	"I move that I be excused from..."	Yes	Yes	Yes	Majority	Negative Vote Only

