

Criteria approved by the Board 2/1/03 is as follows:

Faculty - generally accepted if meet the following criteria:

- *Current member of Business School faculty, staff or administration*
- *Not a member of a competing business fraternity - Alpha Kappa Psi, Phi Chi Theta or Phi Gamma Nu*

Honorary - generally accepted if meet the following criteria:

- *Not students or members of the faculty in the university where the chapter is located*
- *Individuals whom have made a significant contribution to business, government, education or the Fraternity*
- *Individuals whose professional or personal achievements warrant the bestowing upon them of honorary membership*
- *Not a member of a competing business fraternity - Alpha Kappa Psi, Phi Chi Theta or Phi Gamma Nu*

Unusual circumstances may cause additional scrutiny.

E. PLEDGING AND INITIATIONS

Policy 1. Administering the Initiation Process—The following lists the administrative steps involved with initiations and the officers responsible for each step:

- a. Vice president-pledge education ensures that:
 - 1) The names and personal information of each proposed initiate are reported to the Central Office within seven days of the pledging ceremony.
 - 2) All financial obligations affiliated with initiations are submitted to the Central Office within seven days following each initiation.
- b. Chancellor ensures that regalia is ordered at least 45 days before each initiation.
- c. Vice president-finance ensures that each term:
 - 1) A current Manual for Pledge Education is ordered from the Central Office for each pledge.
 - 2) Badges are ordered and paid for at least 21 days before each initiation. He or she ensures that an official badge is leased for each initiate. If the chapter has any extra badges on hand (not borrowed or acquired from brothers), that information is to be communicated to the central office in conjunction with (or in lieu of) any badge order.
- d. Vice president-pledge education and vice president-finance ensure that the initiation report is completed and returned with related initiation fees to the Central Office within seven days following each initiation.

Policy 2. Standard Pledge Education Program—Sections A. through G. of this policy provide the model for chapters to follow in developing their pledge education program. Bold language indicates important points and/or explanatory information to further guide chapters. Each chapter must submit its programs by June 1 and December 15, respectively, using the online CEI templates at www.dspnet.org. The information in this policy is duplicated (as nearly as practical) in that online system.

All pledge programs are limited to ten calendar weeks from pledging ceremony to initiation. If a school currently on the quarter system wishes to exceed this limitation for its Fall/Winter pledge class due to academic vacations, then it must submit a complete pledge program, a letter from the Vice President of Pledge Education outlining the reasons for this request and a current academic calendar from the university to its Regional Vice President and Provincial Vice President for approval by May 15. A letter from both officers must be submitted with the full pledge program by June 1 as outlined in the CEI manual. In order for the extension to be approved the pledge program cannot exceed eight academic weeks and cannot include any fraternity activity during the university's academic vacations. If the extension is approved, the chapter must provide a copy of this policy to each individual pledge specifying the dates during which pledge activities may not be conducted.

A. PURPOSE OF PLEDGE EDUCATION

This section is meant to be an opening statement that introduces the pledges to the pledge education program of Delta Sigma Pi. The chapter has the option to enhance this statement with additional information of local interest or may personalize this information by using letter format.

The purpose of pledge education is to formally present Fraternity history and information to our potential members. In addition, pledges will learn the business operational requirements of the Fraternity through the planning and participation in various projects described in this program. The pledges will become familiar with the opportunities and obligations available and expected through membership, including: knowledge of basic local and national Fraternity history and operations; meeting procedures, etiquette and organizational skills; special event and fundraising planning skills; and the Fraternity's emphasis on personal and professional development of the individual.

The course is typically six to nine calendar weeks (no more than 10) and is coordinated with the academic calendar of the respective college or university. This is a time for pledges to get an in-depth preview of membership and make a final decision on their pursuit of membership. Likewise, the evaluation method(s) described in this program will be implemented by members of the chapter to determine which candidates will best represent the Fraternity and uphold its professional objectives.

The vice president-pledge education (VPPE) is an elected officer of the chapter and has a primary responsibility for the implementation and development of the pledge education program. In larger chapters, where a Pledge Education Committee may be desirable, the VPPE may delegate tasks to committee members in administering specific parts of the pledge education program. Nevertheless, as the elected officer, the VPPE is fully responsible for the enforcement of all portions of this program and the policies that pertain to it.

B. NATIONAL PLEDGING REQUIREMENTS

To be eligible for membership in Delta Sigma Pi, pledges must be enrolled in a "qualified" academic program as defined in the Fraternity Bylaws (generally a declared pre-business, business or economics major). Individuals with other declared majors are generally not eligible to pledge. Members of Alpha Kappa Psi, Phi Chi Theta, and Phi Gamma Nu are also ineligible. Members of Pi Sigma Epsilon marketing fraternity, and all general/social fraternities and sororities are eligible for Delta Sigma Pi membership.

1. Manual - The chapter will provide each pledge with a personal copy of the OFFICIAL *Manual for Pledge Education*. A complete original copy of the most recent edition will be supplied. Photocopied pages are not acceptable.
 - a. Each pledge must read the manual in its entirety and have a thorough understanding of all the information.
 - b. Each pledge must have thorough knowledge and understanding of the Risk Management Policy as presented in the front of the manual.
 - c. Written or oral quizzes will be administered at regularly scheduled pledge meetings. Questions for the quizzes will be assigned in advance. Each pledge will be required to take a comprehensive written exam on the questions listed in the *Manual for Pledge Education*.

The pledges' knowledge of Fraternity history and general operations will be determined through satisfactory scores on these quizzes and the final exam. The **final written exam** requires a score of ___%. **(Each chapter may determine the minimum passing score for the final examination given to pledges of that particular chapter. The score must be in the range of 75-90%.)** Weekly quizzes and exams reflect interest and progress of pledges. Poor performance in these exams reflects poorly on a pledge and scores below 75% can result in removal from the program. Passing scores on weekly quizzes will be stated by the VPPE.

Oral quizzes or exams are allowable if conducted in a fair, reasonable and unthreatening fashion and they involve the full pledge class (not individuals or small groups). Absolutely no harassment, shouting or undue pressures of any kind are permitted.

- d. The answers to final exam questions #10, 11, 12, 13, 14, 22, 23 are not found in the *Manual*, as changes occur frequently, and other reasons. The most current information, much of which is found on the Fraternity web site, will be provided by the VPPE and included in Section E of this program.
2. Finances - Each pledge is required to pay all initiation fees in full prior to initiation day. A payment plan may be agreed upon by the vice president-pledge education and vice president-finance, but may not extend beyond initiation day.
- a. The total initiation fee of this chapter is \$_____ per collegiate and it includes the following:
 1. The national initiation fee of \$70.00 per collegiate.
 2. The badge lease of \$50.00 per collegiate.
 3. A \$6.00 charge for the official Manual for Pledge Education.
 4. The local initiation fee of \$_____ per collegiate. This fee covers supplies, copies and pledge folders. The local fee may not exceed \$10.00.
"1", "2" and "3" above are submitted on behalf of each member directly to the Central Office which administers the programs of the National Fraternity.

Other costs associated with pledging might include social events, initiation banquet and/or mementos, an optional jeweled badge, etc. Chapters and pledges are encouraged to conduct fund raisers to help offset any or all costs associated with the pledge and initiation process.

- b. In the event that a pledge is not initiated for any reason, the national initiation fee and badge lease fee will be refunded in full. Any portion of any local fees to be refunded is at the discretion of the chapter, pending length of pledge time completed and supplies, etc. used. A breakdown of any refund will be provided, showing the distribution of funds previously used.
 - c. As pledges are not yet members, they may not conduct legal business under the name of Delta Sigma Pi, and the pledge class should not open a separate account due to additional charges and risk involved. The pledge class treasurer should coordinate all payments of pledge fees and fund raising revenues through the chapter's vice president-finance.
3. Pledge Pin - Each pledge will be presented with an official pledge pin at the pledging ceremony. This pin is to be worn only while a pledge and only on the left coat lapel, or over the heart on the shirt, blouse, sweater, or dress (per national bylaws). Upon initiation, the pledge pin is replaced with the Fraternity badge. The pledge pin identifies the pledge as a potential member and is a reminder of the endeavor to become a member. Any lost pledge pin will be charged to the pledge at the current price of pledge pins (\$8.50), as established by the Board of Directors.

Pledge pins are to be worn, if practical, while at school or Fraternity meetings, functions and events, and at any other time at the discretion of the pledge. There are no requirements or procedures concerning wearing pledge pins (or not) while drinking alcohol, in bars, with or without certain colors or letters, etc.

4. Attendance - Pledges are required to attend certain events unless formally excused in advance by the vice president-pledge education.
- a. Pledges must attend all scheduled pledge meetings.
 - b. All pledges must attend the professional, service, and fund raising events planned by the pledge class.
 - c. Pledges must attend at least one chapter business meeting and may attend additional meetings as appropriate.

- d. Pledges must attend 25% of the professional and service events planned by the chapter during the length of the pledge education program.
 - e. Attendance at initiation is mandatory, pending successful completion of the pledge education program. Specific instructions or an invitation will be provided to those who met all of the criteria.
5. Professional Event - The pledge class as a whole will coordinate one professional event (speaker, tour, film, etc.) of their choice. All collegiate and faculty brothers are to be invited to the event. At the discretion of the pledge class, the entire student body or other guests may also be invited.
 6. Community or College/University Service - The pledge class as a whole will plan a service project of their choice that will benefit their campus, fellow peers, faculty, administration, or community. The project may be as simple as planting a tree, placing an additional trash can on campus, or visiting a nursing home, yet may be as extensive as hosting an alcohol awareness seminar for the entire student body or coordinating a service event that will benefit a charity or the community at large.
 7. Fund Raising Event - The pledge class as a whole will plan one fund raising event of their choice. Profits will be used at the discretion of the pledge class for expenses related to the pledge professional event, service project, or approved social activity. A portion of the profits may be evenly distributed toward initiation fees of the pledges. Any profits remaining at the end of the pledge program may be donated to the general operating fund of the chapter, contributed to a chapter scholarship or investment account, or donated to the Delta Sigma Pi Leadership Foundation -- at the discretion of the pledge class.
 8. Require the Use of a Separate Notebook (which can be supplied by the chapter) for Fraternity notes, schedules, etc. and for recording necessary information at pledge meetings. **(The notebook will not be used to identify an individual as a pledge and will not have possession requirements that would harass a pledge or distinguish them from any other student. It is to be carried in a normal manner with other textbooks or in a book bag as desired by the pledge.)**
 9. Evaluate Recruiting and the Pledge Program - Each pledge will be asked to complete the following evaluation of the recruiting events they attended prior to being invited to pledge. The vice president-pledge education will collect all evaluations and deliver them to the senior vice president.

What publicity methods were most effective in your decision to seek more information about Delta Sigma Pi (bulletin board, classroom announcements, table displays, web site, posters, banners, campus radio/TV, faculty/student word of mouth, newspaper, table tents, bookmarks, product giveaways, etc.)?

Did the informational/interest meetings and/or chapter brochures provide you with sufficient detail about participation obligations and expenses associated with pledging and membership?
 Were chapter recruiting activities (socials, professional events, receptions, interest meetings, business meetings, etc.) adequate in providing you with the scope of activities conducted by a chapter and allow you to interact with and meet nearly all student and faculty members of the Fraternity?

New initiates and/or other former pledges may be randomly surveyed by the National Fraternity, as well. Such surveys will seek information on the quality and conformity of the pledge program and feedback on the quality and conformity of the overall experience.

10. Resume - Each pledge will prepare his/her personal resume and the vice president-pledge education will check to see that each pledge has a resume available before the end of pledging.
11. Big Brother Program - Each pledge will be matched, one on one, with members of the chapter within 10 days after the pledging ceremony. The member (Big Brother) will meet with the pledge (Little Brother) throughout the pledge education program. The Big Brother acts in many roles similar to a coach, trainer, aide, guide, host, or mentor and assists the pledge wherever necessary by answering questions, helping study, providing encouragement, and most importantly, demonstrating true friendship and an open line of communication at all times. Each pledge is given this personal opportunity to have a reliable source of assistance with any pledge

requirement, academic strains, conflicts, or concerns that may develop. The Big Brother speaks on behalf of the pledge when the chapter makes its final decision on those who will be invited to initiation.

C. LOCAL CHAPTER REQUIREMENTS

The chapter may choose up to three of the following pre-approved options as local requirements. If #4, 5, 6, 11 or 14 of the following options are chosen, a complete description and method of implementation must be written into the pledge program that is to be given to the pledges and submitted to the Central Office. If the chapter wishes to implement an event that is not listed in the options below, a complete written description must be approved in advance by the respective Regional Vice President and attached to the pledge program with the Regional Vice President's approval letter. Any of the options not chosen by the chapter will not appear on the final program generated by the online submission process.

1. Brief informal "interview of acquaintance" from up to 100% of the collegiate brothers in the local chapter. Exceptions can be made for brothers who are off campus, in internships or brothers who cannot make the commitment to the interviews. The vppe will provide the pledge with a list of brothers available to be interviewed. One signature from the brother can be required to show the interview took place. **(No specific approaches or criteria can be used in order to receive the signature. Brothers cannot make the pledges answer questions or perform tasks to obtain the signature and a brother cannot refuse to give the signature. Suggested interview questions cannot be given.)**
2. Interview all (or a significant number of) faculty Delta Sigma Pi members.
3. "Official" study sessions for classes, not to exceed two hours per week.
4. Each pledge prepares a one-page essay on a business, education, or Fraternity topic; or a 5-minute (or less) speech/presentation on a professional topic (business-related).
5. Create a memento (scrapbook, t-shirt, song, etc.). **(Must be fully described by the vppe and each individual memento counts as one of the three possible local requirements.)**
6. Each pledge documents his/her "family tree" of big brother history. (Must be of reasonable cost, if any, to the pledge.)
7. Plan a cookout, game or other social event. The type of event (picnic, potluck dinner, etc.) is up to the pledge class to discuss and decide upon; not the chapter. **(One maximum and must comply with the Risk Management Policy.)**
8. Pledges prepare the chapter bulletin board for a month.
9. Seek/obtain professional/career and/or academic advice from a Deltasig alumnus. Obtaining such advice does not mean conducting an in depth interview like that with collegiate members. **(Maximum total of one per week.)**
10. Designate one specific weekday as professional dress day if this parallels the chapter's practice.
11. Plan an educational or personal interest seminar or business interview.
12. Serve on a chapter committee.
13. Participate in chapter fund raising.
14. Educational Pledge Retreat – The purpose of the pledge retreat must be educational with the intent of teaching information in a relaxed informal atmosphere. Pledge retreats are to be submitted in conjunction with the pledge program and must have the approval of the Regional Vice President or the Provincial Vice President. An hour by hour agenda must be provided.

Pledge retreats are for pledges. The vice president-pledge education is responsible for setting up the retreat and its programming, but no chapter members are allowed to attend the retreat. The Regional Vice President, District Director or chapter advisor should attend, but it is not necessary.

Pledge retreats shall not begin prior to 8 a.m. and shall not go longer than midnight. Overnight pledge retreats are forbidden.

Pledge retreats should consist of icebreakers, educational sessions and team building events. Team events that pose any risk of injury will not be approved. Events that pose any risk of sexual harassment will not be approved.

D. PLEDGE EVALUATION METHODS

Each pledge will be evaluated individually by the vice president-pledge education and subsequently by the whole chapter throughout the program. Pledges successfully meeting the evaluation criteria will be initiated. Any of the following methods, or any combination of these, may be utilized to determine the success of the pledge and their ability to enhance the objectives of the Fraternity.

1. Attendance and Participation - Attendance of each pledge will be kept by the pledge class vice president-operations and the vppe at all required meetings and functions. Participation in activities will also be evaluated, beyond mere attendance. This allows each pledge to demonstrate their time management ability as well as their overall interest in becoming a member.
2. Conduct - Honesty, sincerity, ambition, a positive attitude, and other similar traits represent an individual's good moral ethics and character that will reflect the image and reputation the Fraternity desires of its members.
3. Quizzes and Final Exam – See “Pledging Requirements” above. Each pledge will be evaluated on their success at periodic quizzes and a final exam, the questions of which are found in the *Manual for Pledge Education*.

E. ADDITIONAL INFORMATION

Any additional information that is provided to the pledges must be included in Section E. of the pledge program. Pledges may not be given unauthorized "Ideas to Remember"; "Obligations of Pledges"; issues on respect or worthiness; required phrases; signature criteria; dress codes; lists of traditional projects or other rules that are not found in this standard pledge program. Additionally, the chapter or vice president-pledge education may not require pledges to give a gift (paddle, etc.) to Big Brothers, officers, or the chapter.

1. Answers To Questions Not Found in the Pledge Manual - (Refer pledges to the Fraternity web site for much of this information and to acquaint them to the site.)
2. Bylaws - A personal copy of the chapter bylaws may be provided to each pledge. A circulation copy of the Fraternity bylaws is to be available to the pledge class. **(Bylaws information is not to be included on pledge quizzes or examinations. Note the current National Fraternity bylaws and policies are posted on the web site and chapter bylaws are available under the password protected “document well” of the website.)**
3. Pledge Officers - The pledge class will elect at least four officers which include: 1) president 2) vice president-operations 3) vice president-finance 4) vice president-activities. **(Additional officers or committees may be used depending on the size of the pledge class and at the discretion of the vppe. Duties of each office should be similar to corresponding roles of chapter officers.)**
4. Chapter Officer Speakers - Each chapter officer will attend at least one pledge meeting as a speaker, and each will give a brief review of their duties so the pledges get a clearer understanding of how the chapter operates and how teamwork plays a major role in the success of the chapter.
5. Historical Information - Relevant historical information may be presented to the pledges. This information is for personal interest only and quizzing is not permitted in any way. The following list includes a few examples that may be provided.

- a. The chapter's Collegian of the Year nominee.
 - b. Recent chapter awards.
 - c. Chapter alumni who are now National Fraternity officers.
 - d. Expansion within the region.
 - e. Prominent alumni from the chapter.
6. **Liability Statement** – ANYTHING NOT WRITTEN IN THIS STANDARD PROGRAM OR ITS APPROVED ATTACHMENTS WILL NOT BE ALLOWED DURING THE PLEDGING PROCESS. This is not limited to, but includes such things as: dress codes, oral ceremonies, carrying of certain objects, specific pen colors, planning pledge happy hours, memorizing initiate numbers, and votes of confidence. ANY ACTIVITY MUST COMPLY WITH THE DELTA SIGMA PI RISK MANAGEMENT POLICY, BYLAWS, RITUAL, UNIVERSITY POLICIES, AND APPLICABLE FEDERAL, STATE AND LOCAL LAWS. Any matter arising that is not covered in this program should be directed to the respective Regional Vice President and the Director of Chapter & Expansion Services.

F. CALENDAR SCHEDULE OF MEETINGS AND EVENTS

A chronological list of all dates relating to the pledge education program must be included in the pledge program. This serves as a timetable for both pledges and brothers and will ensure a fair distribution of meetings and events within the time frame of the pledge education program. The pledges may negotiate the timetable with the VPPE pending their implementation of projects when using outside contacts; however, a suggested guide must be available in advance. The calendar must include the date, time, and place of initiation.

Calendar Example

Sunday, September 14 - Pledging Ceremony, Thomas Hall, Room 118, 5:00pm
 Sunday, September 21 - 1st Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, September 28 - 2nd Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, October 5 - 3rd Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, October 12 - 4th Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, October 19 - 5th Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, October 26 - 6th Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, November 2 - 7th Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Sunday, November 9 - 8th Pledge Meeting, Thomas Hall, Room 110, 6:00pm
 Saturday, November 15 - Initiation, Thomas Hall, Room 118, 3:00pm

G. AGENDA FOR EACH PLEDGE MEETING

A planned agenda for each pledge meeting must be provided in the pledge program. A separate agenda is required for each meeting.

Agenda Examples

Week One

Sunday, September 14, 6:00pm
 Thomas Hall, Room 110

- Assemble and call to order
- Roll call
- Instruction and comments by VPPE
- Distribution of pledge materials
- Election of pledge officers
- Discussion of activity plans
- Assign questions for next meeting's quiz
- Question and answer period

Week Four

Sunday, October 12, 6:00pm

Thomas Hall, Room 110

- Assemble and call to order
- Roll call
- Recognize Chapter Advisor, Faculty members, National Officer, or Central Office Staff Member in attendance
- Quiz on pledge manual questions #22-29
- Guest speaker - Chapter Senior Vice President
- VPPE returns quizzes from last meeting with correct answers
- Minutes read from last meeting
- Collect fees
- Pledge officer/committee reports and discussion
- Group discussion on meeting class requirements
- Instructions from VPPE
- Comments from Chapter Advisor, Faculty members, National Officer, or Staff Member
- Question and answer period
- Reminder of upcoming dates and next meeting
- Assign questions #30-37 from pledge manual for next meeting
- Adjourn

F. CHAPTER ASSISTANCE AND ENCOURAGEMENT

Policy 1. Concern—The Grand President is empowered to express official concern in writing to a chapter on any matter related to the conduct or performance of its programs, operations or management. This may be done at the discretion of the Grand President or upon recommendation of the Board of Directors, the respective Provincial Council, the respective Grand Officers or the office of the Executive Director. The Provincial Vice President and/or the Executive Director may also express such official concern if authorized by the Grand President.

Policy 2. Placement of Chapters on Guidance—The Grand President is empowered to place a chapter on guidance. The Board of Directors or Provincial Council may recommend that a chapter be placed on guidance but the enactment of such recommendation is at the discretion of the Grand President.

Policy 3. Definition and Purpose of Guidance—

- a. **Definition**—Guidance is an official notification to a chapter that the conduct or performance of its programs, operations or management is unsatisfactorily below minimum standards established by the Board of Directors. During the guidance period, certain specific objectives will be given to the chapter designed to improve the conduct or performance of its programs, operations or management that were unsatisfactory.
- b. **Purpose**—Guidance is not a punitive action and shall not itself cause a chapter to be considered “not in good standing”. Chapters on guidance will be eligible for special assistance or consultation as may be determined by the respective Grand Officers or the office of the Executive Director.

Policy 4. Guidance Period—Guidance must be for a specified timeframe not to exceed a 12-month period. At the end of that specified timeframe, the chapter is evaluated and could, among other options, be placed on guidance again for a specified timeframe not to exceed another 12-month period. A chapter may not be placed on guidance, including renewals, for more than a period of 36 consecutive months.

Policy 5. Placement of Chapters on Receivership—The Provincial Council may recommend to the Board of Directors that they offer receivership to a chapter. The Board of Directors may, by a two-thirds (2/3) vote, instruct the Grand President to offer receivership to a chapter.

Policy 6. Definition of Receivership—Receivership is a voluntary agreement between a chapter and the Fraternity where the approval and general supervision of the operations and programs of the chapter are vested in a Receiver.