

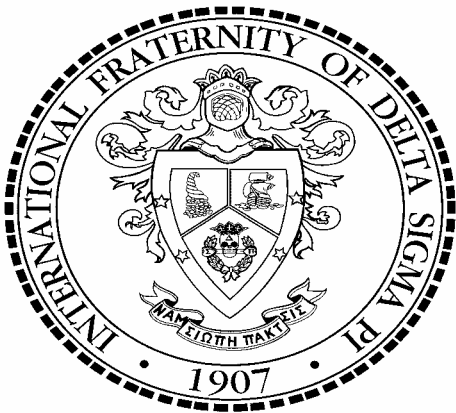
*Congratulations*  
*on your election as*  
**SENIOR VICE PRESIDENT**

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 Senior Vice President*
- *Membership Goals*
- *Membership Eligibility*
- *Voting on Prospective Members*
- *Relevant CEI Issues and the Recruiting Plan*
- *Helpful Links*



**Any questions?**

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## **Duties of the Senior Vice President**

*(from Policy and Procedures Manual section B, policy 10)*

- To assist the chapter president and temporarily assume the president's duties in his/her absence.
- To oversee the recruiting activities and the pledging ceremony of the chapter.
- To ensure the chapter seeks out candidates for Honorary and Faculty membership.

## **Membership Goals**

Each year, new member goals are determined for each chapter by the Central Office. The minimum established goal is 12 new members and ranges to a maximum of 50. The goal is for collegiate members only and does not include faculty or honorary initiates.

### **Goals are established based on several criteria:**

- Total enrollment of business majors (including part-time and graduate students)
- The existence of active chapters of Alpha Kappa Psi, Phi Gamma Nu, or Phi Chi Theta on campus
- Current chapter size (must be 20 or more and preferably 25 or more)
- Recent trends in chapter membership.

## **Membership Eligibility**

### **Students ELIGIBLE membership include:**

- Undergraduate and graduate students
- Part and full-time students
- All majors in the College, Division, or Department of Business/Economics
- Pre-business students or business students with an undecided concentration
- Majors in selected pre-approved programs, which should include 50% or more business courses and whose degree may be offered from a department other than business

### **Students NOT ELIGIBLE for membership include:**

- Business minors
- Non-business majors (except for pre-approved programs as stated above)
- Any student restricted by school policy (academic probation, first term freshman, etc.)
- Members of Alpha Kappa Psi, Phi Gamma Nu, or Phi Chi Theta

## **Voting on Prospective Members**

*(paraphrased from Bylaws Article XII, Section 10)*

- Voting must be by secret ballot.
- Quorum (as determined in your chapter bylaws) must be present at the meeting to conduct a vote.
- If a prospective gets 20% or five negative votes (whichever is greater of the members present), a second vote shall be taken without additional discussion to ensure accuracy. If the second vote yields 20% or five negative votes (whichever is greater), the prospective does not get an

invitation to pledge. Average and larger size chapters generally need an 80% vote of approval to pledge a prospective. Chapters with less than 20 members should pay closer attention to the rule of “20% or five (whichever is greater).”

- Votes on prospective members must be conducted before anyone is accepted as a pledge.
- A member who fails to vote (abstains) counts as a favorable vote for the prospective.
- On membership issues, the policy above must be enforced. This means the Chancellor gets one vote during secret ballot voting and cannot break a tie.

## **Relevant CEI Issues and the Recruiting Plan**

Recruiting dates and descriptions must be included in the online chapter strategic plan that is due twice per year (December 15 and June 15) per CEI requirements.

The Senior Vice President must provide this information to the VP-Chapter Operations for inclusion in the strategic plan. Remember, this is not exclusively an officer plan, but rather, a chapter plan prepared by the Sr. Vice President.

### **A good Recruiting Plan includes five major sections:**

- 1) *Composition of current chapter members* by class standing and gender (Ideally the chapter will represent 2% - 5% of enrolled students in business or 20 whichever is greater.)
- 2) Identification of *recruiting goals* for the period and target markets
- 3) *Promotional Campaign* - describing all forms of publicity used to promote recruiting events
- 4) *Recruiting Events* - a complete description of Meet the Chapter, socials, speakers, and other events that are planned specifically to recruit and to inform prospectives about the chapter and the Fraternity
- 5) *Follow-up and Membership Selection* - a description of ways the chapter continues correspondence with prospectives and the criteria the chapter considers when voting on pledge prospectives

**The Golden Rule of Recruiting** established and used by some chapters: “You must be responsible for bringing two new members into the chapter; one to replace you, and one for the continued life and growth of the chapter.”

### **The Non-Discrimination Policy —**

*“The policy of the International Fraternity of Delta Sigma Pi, Inc., is that discrimination against or harassment of any individual for reasons of race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, handicap or veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, membership, educational programs, financial assistance and all other fraternal activities is extended to all persons.”*

## **Helpful Links**

- Recruiting Manual- <http://www.dspnet.org/site/pdf/manuals/Recruiting.pdf>
- Jewelry & Merchandise- <http://www.dspnet.org/site/marketplace.asp>
- Risk Management- [http://www.dspnet.org/site/pdf/policy/Policy\\_Procedure.pdf](http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf)