

*Congratulations
on your election as*

**VICE PRESIDENT –
CHAPTER OPERATIONS**

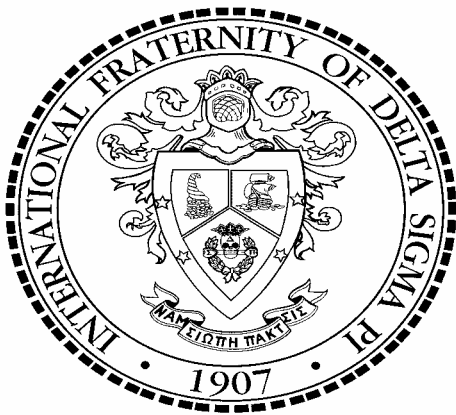
This is your

**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:

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Any questions?

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Duties of the Vice President-Chapter Operations (VPCO)

(from Policy and Procedures Manual section B, policy 13)

- To oversee the maintenance of all Chapter Efficiency Index (CEI) records.
- To oversee the reporting of CEI points earned by the chapter to the Central Office.
- To ensure the chapter is informed of its CEI standing and attention is called to areas in which the chapter needs improvement in areas measured by the CEI.
- To act as or oversee the duties of the chapter secretary, recording the minutes of all meetings of the chapter, using a standardized system for that purpose.
- To ensure all official communications are read into the minutes of the chapter.
- To ensure correspondence with the Central Office and national officers is promptly handled.
- To ensure the names and addresses of all nationally required officers are reported to the Central Office within seven days of their election or appointment.
- To promptly file all reports, except those designated to be the responsibility of other officers of the chapter, when due.
- To ensure the names of the Grand Chapter Congress delegates and alternates are submitted to the Central Office within seven days of their election, prior to the end of the academic term immediately preceding Congress.
- To coordinate strategic planning sessions with the chapter president.

A Broad Overview

The Chapter Efficiency Index (CEI) was established during the 1931-32 academic year as a contest for rewarding the efficiency of collegiate chapters. The Index has been periodically revised to assist the Fraternity in improving the quality and scope of chapter operations. The CEI serves chapters as a tool for reporting activities to the National Fraternity. As a management tool, it ensures quality record keeping and correspondence with the National Fraternity and yields an annual business report of chapter activity.

Today CEI, a web-based program, is the method of formal communication between collegiate chapters and the National Fraternity. The index awards points in 11 sections representing basic operational requirements for collegiate chapters during a fiscal year (July 1 – June 30). The sections identify specific requirements in recruitment, membership, finances, professional and service programs, and leadership development. These sections reflect the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member.

The requirement and expectation of all collegiate chapters is 100 points for each fiscal year. Obtaining 100 points will demonstrate the chapter met all fundamental business requirements for successful operations by the due dates, and conducted a sufficient number of member development programs reported by the required due dates.

Failing to achieve 100 points should cause the chapter to review and evaluate its practices. Better planning, focus, effort, etc. will be needed. National volunteers and staff will monitor point ratings and give increased attention to those chapters not meeting the 100 point goal. Chapters not reaching 100 in successive periods may be subject to formal assistance or discipline as per National Policy and Bylaws.

The CEI is only one part of overall chapter operations. For information on the various areas of chapter operations, refer to the other sections of the Chapter Operations Manual or the Chapter Operations section of www.dspnet.org.

Sharing of Responsibilities

Different sections in CEI require the assistance of various other officers. For example, after a professional event, you would have the VPPA write up a summary and turn it in to you. This will allow you time to verify everything that is needed on the activity report.

Teamwork is required of the VPCO position. The VPCO must have a good working relationship with all other officers and ensure that all requirements are met. The main responsibility you have to the Central Office is to report all of the chapter's activities on time and with all relevant information.

Awards Eligibility

Each chapter that attains 100 points for the academic year may apply for Honor Roll and the *R. Nelson Mitchell Most Outstanding Collegiate Chapter Award*. The complete awards guide can be found online at http://www.dspnet.org/site/pdf/manuals/Awards_Rec.pdf.

Online Dates

Due dates are measured by the date on the submitted reports. In the CEI manual, due dates are listed for each category. Most of the sections have a "postmarked by" date. All reports are required online and the system is available 24 hours a day, 7 days a week. There will be no extensions granted to due dates or deadlines.

You can check your CEI status at any time on the web site. Make sure that you check your status report often. If you see any corrections or questions, please contact us immediately.

Responsibility for Minutes

The VPCO, acting as the secretary, is responsible for keeping a record of what happens during chapter meetings. These records are known as minutes. The minutes serve as a general overview of items discussed and voted upon during a meeting. The opinion of the person, favorable or otherwise, should never be reflected in the minutes. The following is a sample of minutes:

“The regular weekly meeting of the Xi Lambda Chapter of Delta Sigma Pi was held on Tuesday, February 3, 1998, at 7:00pm, in the University Business Building. The meeting was opened according to Ritual and 36 Brothers were present at roll call. The minutes of the last meeting were read and approved.

“The President reported that applications for scholarships from the Delta Sigma Pi Leadership Foundation were available for anyone interested.

“The Senior Vice President reported that next week will be the Leadership Foundation Night.

(additional reports of the officers and committee chairs)

“The motion to initiate a member of the faculty was taken from the table. Professor Haas had been previously nominated as a candidate. The President reported that the Central Office approved his application. Additional debate was heard. Professor Haas will be invited to be initiated.

“Brother Kuetemeyer moved that the chapter buy fifteen jerseys from Cyrk for the

intramural volleyball and basketball teams. The motion was debated and amended. Motion passed that the chapter will purchase ten jerseys from Cyrk.

“Brother Larson announced that bowling on Thursday will be at 8:00pm instead of 7:00pm.

“The gavel was passed and the meeting was closed according to Ritual at 7:45pm.”

Many chapters distribute minutes each week by making copies for members, posting the minutes in the chapter office, or sending an email to all chapter members. Do not forward minutes to the Central Office unless staff requests the minutes from you.

Initiation Planning and Reporting

The VPCO is in charge of submitting information to the Central Office for the pledging and initiation of new members. You should coordinate with the VPPE, the Ritual Chair, and President so that the Regalia Reservation, Membership Applications, Badge Order, and the Initiation Report are all submitted by their respective due dates. Failure to submit all of the required information in a timely manner may result in a cancelled initiation or unapproved pledges. Without approval, an individual cannot be initiated.

Official Fraternity regalia must be used for all initiations. Reservations are confirmed on a first request basis and must be made by submitting a Regalia Reservation Form. It is recommended that reservations be made well in advance of the planned initiation date in order to guarantee that regalia will be available. The regalia will not be shipped without a Regalia reservation.

Within seven calendar days after the Pledging Ceremony, each individual who pledges Delta Sigma Pi must complete an online membership application and submit it to the Central Office for approval. After setting up the Initiation Packet, you should have each of the pledges fill out an application online immediately following the Pledging Ceremony. You will need to make sure each application is completely filled since this is the information that will be used on their certificate. Once all individual applications are complete, the VPCO must submit the entire Initiation Packet.

All applications for faculty and honorary initiates must also be submitted. The chapter may either submit these names with the pledges or in a separate initiation packet. All faculty and honorary applications must be submitted at least 3 weeks prior to initiation for approval. More information can be found in the Online Initiation Guide available online at <http://www.dspnet.org/site/pdf/manuals/OnlineInitiationGuide.pdf>.

The chapter must also order a badge for each new initiate. It is recommended that badge orders be submitted immediately after the Pledging Ceremony, but must be ordered at least 21 days prior to initiation for CEI points. All badges on hand must also be reported to accounting@dspnet.org 21 days prior to initiation.

After the applications have been received and reviewed by the Central Office, an Initiation Report will be generated online prior to the initiation. It will list the pledges approved for initiation and fee information. The chapter may only initiate applicants listed on the Initiation Report. Within seven calendar days after initiation, the original Initiation Report must be completed and returned to the Central Office with the appropriate fees for all new initiates.

Your Trial Responsibilities

You should familiarize yourself with the information in the [Individual Discipline Policy](#) to conduct trials effectively. In a trial, the VPCO records the proceedings of the trial, calls roll, tabulates votes, keeps custody of any evidence or other documents submitted during the trial, and submits trial information to the Central Office.

The VPCO is also responsible for writing and mailing all notices to the accused and keeping an accurate record of all trial documentation. Important trial information must be submitted online by the 15th of the month following the trial. Additional documents listed in the Individual Discipline Policy must be kept in the chapter's files for 6 months unless an appeal has been made. Once 6 months have passed and no appeal has been submitted, the documents should be destroyed.

Helpful Links

- Transition Handout- <http://www.dspnet.org/site/pdf/officerpackets/officertransition.pdf>
- Jewelry & Merchandise- <http://www.dspnet.org/site/marketplace.asp>
- Chapter Efficiency Index Manual- <http://www.dspnet.org/site/pdf/manuals/cei.pdf>