

*Congratulations  
on your election as*

**VICE PRESIDENT –  
PLEDGE EDUCATION**

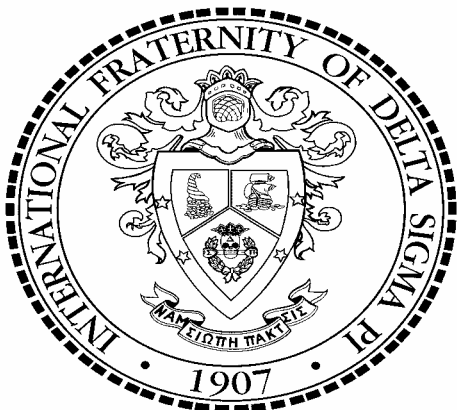
This is your

**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 Vice President-Pledge Education (VPPE)*
- *Using the Standard Pledge Education Program*
- *Relevant Issues in Bylaws*
- *Relevant Issues in CEI and For Membership Processing*
- *Relevant Legal Issues*
- *Helpful Links*



**Any questions?**

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## **Duties of the Vice President-Pledge Education (VPPE)**

*(From Policy and Procedures Manual section B, policy 11)*

- To oversee the preparation of pledges for examination and initiation.
- To ensure the entire planned pledge program for each academic term is submitted to the Central Office in a timely fashion or by any established deadlines.
- To ensure the names and personal information of each proposed initiate are reported to the Central Office, using the officially designated membership forms and procedures, within seven days of the pledging ceremony.
- To ensure the name and personal information of each proposed faculty or honorary initiate is submitted to the Central Office, using the officially designated membership forms and procedures, at least six weeks prior to initiation.

## **Using the Standard Pledge Education Program**

The [Standard Pledge Education Program](#) can be found in the Policies and Procedures Manual, Section E, Policy 2. Please read the Standard Pledge Education Program thoroughly.

The Standard Pledge Education Program was developed to ensure uniformity in Pledge Education throughout the Fraternity and to comply with all anti-hazing statutes in various states. It is the responsibility of the VPPE to submit his or her chapter's program to the Central Office every six months (December 15<sup>th</sup> and June 1<sup>st</sup>). It is then reviewed and points are awarded for CEI. However, it is not just a CEI issue, but also somewhat of a legal one. A current pledge program for each chapter must be on file at Central Office.

Generally, the Program is a guideline for the pledges, which outlines the national requirements and the local requirements. Anything that is not a requirement should not be printed in the program.

Pledges should be given a copy of the chapter's approved Pledge Program and a Pledge Manual at the first pledge meeting. The Standard Program CANNOT BE ALTERED IN ANY WAY. There can be no additions or deletions.

To ensure approval from Central Office and full CEI points, fill in the blank spaces pertaining to the items listed below on the Standard Pledge Education Program template found on the national website.

### **The questions you have to answer are:**

- The choice of personalizing the introduction and purpose by using a letter format
- The choice of written or oral quizzes <sup>\*1</sup>
- The passing score for the final exam
- Itemizing local fees to cover supplies and administrative costs
- Adding any additional instructions on the use, care, and presentation of the pledge pin
- Up to three options chosen from the list of approved local requirements
- The use of any Pledge Evaluation Methods beyond #1, 2, and 3 in Section D
- A Calendar of pledge meetings, initiation and any other pledge events
- Agendas for each pledge meeting

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<sup>1</sup> An oral quiz is an alternative to a written quiz; not an addition to written quizzes. Only the VPPE may administer an oral quiz. No shotgun questions or ceremonial arrangement are permitted.

## Relevant Issues in Bylaws

Please be aware of the national laws of the Fraternity that pertain to your position.

- All pledges must be pursuing an undergraduate or graduate degree from the College of Business, Economics, or other approved program. They must be in good standing with the school on a part or full-time basis.
- Members of Alpha Kappa Psi, Phi Chi Theta, or Phi Gamma Nu may not pledge Delta Sigma Pi. Other clubs, organizations, fraternities, honor societies, etc., do not compete with Delta Sigma Pi and membership in other groups is permissible.
- If a pledge withdraws from school or changes majors outside of business or other approved programs, they can no longer be eligible for initiation.
- Before the Pledging Ceremony, the chapter must vote on each individual prospective before inviting him or her to pledge. 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)."

- Fraternity Ritual requires the pledge education program to be at least 30 days in length and it cannot extend for longer than 10 calendar weeks. The program begins with the Pledging Ceremony and ends with initiation. The final pledge exam must be at least 24 hours prior to initiation. Faculty and honorary initiates are not required to go through the pledging process but must attend initiation.
- If a motion is made to remove a pledge from the program, a majority vote of the chapter is required if held at least three days before initiation. If the motion is made to remove a pledge less than 72 hours (3 days) before initiation, a 4/5 vote of the chapter is required.
- No other votes on pledges are permitted.
- Fraternity policy (Policy A. Risk Management, B.1.A) prohibits any pledge event within the 24-hour period prior to initiation.
- There cannot be any pledge punishments, reprimands, probation, etc. for poor performance. The pledging period itself is probationary in nature and is a time for the chapter to provide information and assistance so the pledge fully understands the Fraternity operations and is ready to take an active member role after initiation.
- Once initiated, membership is for life. Dues are charged to students until graduation and all alumni participation is on a voluntary basis. Under extreme circumstance, an application for voluntary withdrawal or inactive status can be submitted. Voluntary withdrawal, if approved, is permanent and irreversible and is essentially a member's request for expulsion without a trial. Inactive status requires a 4/5 vote of approval by the chapter followed by approval of the Regional Vice President and Provincial Vice President. Inactive status, when approved, is for one term and must be re-applied for if necessary.

## **Relevant Issues in CEI and For Membership Processing**

Items relating to pledge education and the initiation of pledges account for 36 of the 100 points in the CEI. The VPPE is responsible for coordinating various matters with the Vice President – Chapter Operations, Vice President – Finance, and President.

### **Section II Pledge Education Program**

The pledge education strategic plan is your chapter's Standard Pledge Education Program with chapter information chosen for the appropriate sections. The program is due twice per year, December 15<sup>th</sup> and June 1<sup>st</sup>.

The plan submitted by December 15<sup>th</sup> must cover any pledging conducted between January 1 and June 30. The plan submitted on June 1<sup>st</sup> must cover any pledging conducted between July 1 and December 31.

### **Section IV Pledging Ceremony**

Immediately after the Pledging Ceremony, an application for membership must be completed by each pledge. An application is also required for faculty and honorary initiates. This must be done within seven days following the Pledging Ceremony.

### **Section V Initiation Planning**

There are two sub-sections: reserving a regalia trunk and ordering badges.

#### **a) Reserving a Regalia Trunk**

At least 45 days prior to initiation, official regalia from the Central Office must be requested. If possible, THE REGALIA SHOULD BE RESERVED SIX MONTHS IN ADVANCE. Only 50 sets of regalia are available for 350 initiations per year. Regalia for initiations are scheduled on a first-come, first-served basis. Be sure to reserve your Regalia early by submitting a Form T ([http://www.dspnet.org/site/forms/form\\_t.asp](http://www.dspnet.org/site/forms/form_t.asp)).

#### **b) Official Badge Order Form**

At least 30 days prior to the approved initiation date, a badge must be ordered for each pledge (also required for faculty and honorary initiates). Orders can be placed either online via the Deltasig Shop, <http://www.dspnet.org/site/marketplace.asp>, or calling 513-523-1907. Any badges in chapter inventory must be reported to the accounting office at the Central Office.

### **Section VI Initiation Report**

Within seven days following initiation, the chapter must complete and return the online Initiation Report. This is the responsibility of the VPPE. The Initiation Report also serves as an invoice for initiation fees, which must also be submitted in full within seven days after initiation. The VPPE will need to communicate with the Vice President-Finance to assure that the payment is sent to the Central Office. A \$25 PER INITIATE LATE FEE IS CHARGED AFTER 21 DAYS.

## **Relevant Legal Issues**

Although not yet initiated, pledges are associate members and representatives of the Fraternity. As such, they must comply with all Delta Sigma Pi policies and procedures. All pledge meetings and activities must be in full compliance with the Risk Management Policy, university policies, and federal and state laws.

The VPPE must enforce all of the following issues relating to pledges:

- Underage drinking and/or illegal drug use are not permitted at Fraternity functions.
- Sexual advances, verbally or physically, must be avoided at Fraternity functions.
- Pledge activities cannot be conducted between midnight and 8am.

- Pledges cannot be asked to perform any task or project that is not in compliance with the Standard Pledge Education Program.
- Pledges may not be subjected to situations of embarrassment, ridicule, or intimidation.
- The normal eating, sleeping, and study habits of pledges may not be interrupted by excessive tasks or events.
- There may be no physical contact or abuse between a member and a pledge.
- Deceptive, false, and dishonest statements may not be directed towards pledges.
- Harassment with signature books should be avoided.
- Pledges may not be asked to dress alike, provide gifts to members, perform tasks for members, recite greetings or certain phrases, or carry certain objects.
- Alumni may not participate in reviews or evaluations of the pledges.
- Drinking games, scavenger hunts, tricks on pledges, etc., are not permitted.
- Emphasis placed on issues of respect, trust, and unity must be avoided.

Brothers and pledges must be educated in all areas of risk management including hazing, alcohol, drugs, sexual harassment, and meeting facilities. Nearly all states have laws regarding alcohol, drugs, and sexual harassment. Forty-one states have specific anti-hazing statutes.

All of the members of the chapter have an obligation to lead by example. As VPPE, you are obligated to report any concerns or violation to the Chapter Advisor, District Director, Regional Vice President, and staff at the Central Office.

All activities must adhere to 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 Fraternity activities is extended to all persons.”*

## Helpful Links

- A Chapter List by Region and Province- [http://www.dspnet.org/site/about\\_us/collegiate\\_chapters.asp?menu=cei](http://www.dspnet.org/site/about_us/collegiate_chapters.asp?menu=cei)
- Jewelry & Merchandise- <http://www.dspnet.org/site/marketplace.asp>
- Membership Application- <http://www.dspnet.org/site/initiation/default.asp>
- Initiation Checklist- <http://www.dspnet.org/site/pdf/manuals/OnlineInitiationGuide.pdf>
- Online Initiation Processing- <http://www.dspnet.org/site/initiation/default.asp>
- Your Copy of the Standard Pledge Education Program (within the Policy and Procedure Manual)- [http://www.dspnet.org/site/pdf/policy/PEProgram\\_Standard.pdf](http://www.dspnet.org/site/pdf/policy/PEProgram_Standard.pdf)
- Risk Management- [http://www.dspnet.org/site/pdf/policy/Policy\\_Procedure.pdf](http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf)