

Chapter Advisor Manual

Phi Sigma Pi National Honor Fraternity

Updated May 2025



Dear Chapter Advisor,

Greetings! Welcome to our organization; we are happy to have you join us as a Chapter Advisor. Most importantly, I would like to also thank you for giving us your precious time, experience and expertise. Volunteering as an active Advisor is a rewarding task but we also realize the time commitment you have made. Thank you!

We pride ourselves on developing tomorrow's leaders here at Phi Sigma Pi. We feel that through our Tripod of scholarship, leadership and fellowship, we are helping our Members grow into successful young adults who will impact their community and environment in a positive way. As in life, our Members will experience bumps in the road, but with your guidance these bumps should prove to be nothing more than character building obstacles that should be learned from and used in a positive manner. Through your active role as the Chapter Advisor, you will certainly have the opportunity to impact the Chapter and the Members positively. I am very excited that our Members will be able to share in your wisdom and learn from your experiences. I truly hope that this experience will be as rewarding for you as it will be for our Members.

If you should ever have any questions or concerns, please feel free to contact Lslater@phisigmapi.org or call 717-299-4710. I would enjoy speaking to you and learning more about your role as a Chapter Advisor. Again, thank you for taking time away from your personal and professional responsibilities to assist our Members. Good luck throughout the school year.

Faternally,

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About Phi Sigma Pi

Phi Sigma Pi Mission Statement

Phi Sigma Pi National Honor Fraternity is an organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

The Tripod

Phi Sigma Pi is built on a Tripod of three ideals: Scholarship, Leadership and Fellowship which support the ultimate goal of social service. This Tripod provides direction in our organization, our programming and in our actions as Members. Combined, the Tripod guides our Members to be successful contributing citizens while at campus and into their professional careers.

Scholarship: As an honor organization, we expect our Members to maintain good academic standing. Academic standing, however, is just a small part of the scholarship ideal. Scholarship in our organization expands outside the classroom and is a part of a larger “always learning” philosophy. Our Chapters hold scholarship events and can attend National events that encourage the spirit of lifelong learning.

Leadership: Phi Sigma Pi provides the opportunity for students to gain core leadership skills to strengthen oneself; but then, just as importantly, how they apply that skill to pay it forward. The nationally award-winning Leadership in Action program is a personal/professional leadership training and certification program that provides Members with the skills to inspire a positive change in all facets of the Fraternity and within their communities. This certification program opportunity goes beyond the traditional organization leadership roles by exploring communication skills for emerging leaders and team management.

Leadership in Phi Sigma Pi also extends through service in our communities. Our Chapters support our National Philanthropy HOBY and also plan philanthropic events with other organizations that have a meaningful impact to the local community.

Fellowship: Phi Sigma Pi develops a culture of fellowship within the organization. In addition to a fraternal culture that develops friendships, it also fosters a sense of teamwork and camaraderie that allows for the local Chapter to plan successful events and activities. In Phi Sigma Pi, you're a Member for life. Fellowship provides the passion and stability to fully remain involved with Phi Sigma Pi long after you cross the graduation stage.

Benefits of Being a Chapter Advisor

While the Chapter benefits from having a dedicated Advisor, Advisors also receive some benefits, such as:

- The opportunity to become better acquainted with students outside of the classroom and across disciplines.
- Increase involvement in the community.
- Watching the Chapter develop, grow and succeed.
- Watching the Members develop and grow their interpersonal and leadership skills.
- The chance to informally share knowledge and expertise on relevant subjects.
- Assist the Chapter and its Members meet their goals and accomplishments through the contribution made to a certain group of students.
- Become a mentor to the Chapter and its Members.
- Connect and network with a group of Chapter Advisors on the National level.
- Discuss Higher Ed topics with over one hundred other Chapter Advisors.
- The opportunity to join other organizations such as the [Association of Fraternity/Sorority Advisors](#).
- Be invited to all Phi Sigma Pi events on the local, regional and national level.

Role of Chapter Advisor

The role of a Chapter Advisor is an important one. You are the Chapter's contact on the ground at the university/college. Therefore, you offer an expertise and knowledge for the Chapter that cannot be given at the National level. As defined in the National Constitution (Article IX, Section 9, Chapter Advisors) "A Chapter Advisor of the Collegiate Chapter shall be appointed or elected by Members of the Collegiate Chapter in the manner approved by the Collegiate Chapter's sheltering institution. The Chapter Advisor shall be a member of the faculty, staff or administration of the sheltering institution."

The National Office has created a [Chapter Advisor/Chapter Checklist](#) (on page 7). This checklist is designed to start the conversation between Chapter Advisors and Chapter Officers to determine a clear role for Chapter Advisors in matters pertaining to the Chapter. Clearly defining the role of the Advisor is critical for building a good Chapter-Advisor relationship. It is important to note that the role of the Chapter Advisor may change yearly depending on the newly elected Executive Board.

Insurance and Volunteer Protection

The Fraternity heavily depends upon Volunteers. The well-crafted "named insured clause" of a Fraternity's insurance program means all Volunteers should be included. Furthermore, the Federal [Volunteer Protection Act's](#) (VPA) purpose is to protect Volunteers from liability from their acts while performing services for nonprofit organizations without compensation.

The Volunteer Protection Act and Phi Sigma Pi's policy includes the following:

- The federal law preempts state law to the extent that state law is in conflict with the federal law.
- The protection is waived by criminal misconduct, gross negligence or reckless misconduct, or a flagrant indifference to an individual's rights or safety. Thus, a Volunteer who passively or actively encourages unlawful behavior such as hazing or underage drinking is waiving the Act's protection.
- The VPA does not cover injuries caused by a Volunteer operating a vehicle if there is a state law requiring both licensing and insurance.
- There is no protection for harm caused through sexual misconduct.
- There is no protection for harm caused by violation of federal or state civil rights laws.
- There is no protection if the Volunteer was under the influence of intoxicating alcohol or drugs at the time of the injury.

Source: Robert E. Manley, Fraternal Law, September 1997 and September 2005

Confidentiality

Volunteers will maintain the security of confidential information by not disclosing or permitting to be disclosed any confidential information of Phi Sigma Pi, its Members or Chapters. Volunteers are not use confidential information acquired in connection with Phi Sigma Pi or Phi Sigma Pi related activities for personal gain or for unauthorized purposes.

All information provided is for the sole use of promoting official Phi Sigma Pi National Honor Fraternity programming. Use of this information for any other purpose, including, but not limited to, using the Member contact information for any private, commercial or political mailing is strictly prohibited and is in direct violation of copyright and constitutes misappropriation of corporate property.

Chapter Advisor/Chapter Checklist

The Chapter President, in consultation with the Executive Board as appropriate, and the Chapter Advisor should respond to the following items and meet to compare and discuss answers.

For each statement, respond according to the following scale:

1	2	3	4	5
Essential to the Advisor role	Helpful for the Advisor to do	Not required for the Advisor to do	Would prefer the Advisor not do	Absolutely not the Advisor's role

Organization Structure

National Organization Structure

Phi Sigma Pi National Honor Fraternity is a 501(c)(3) organization incorporated in the Commonwealth of Pennsylvania. As a membership based organization we are led by our Grand Chapter (the supreme legislative body) which is comprised of voting Delegates from National Council (volunteer board of directors), Collegiate and Alumni Chapters as well as National Alumni Association Delegates. When the Grand Chapter is not in session, the National Council serves as the supreme executive and administrative body.

The National Council hires professional staff through the Executive Director to assist with the Fraternity's daily operations.

National Office Organizational Structure

The National Office is a combination of National Council Members and the National Staff. The National Council is the primary executive arm of the Fraternity. It has the legislative power to conduct the affairs of the Fraternity between Grand Chapter Business sessions. The seven volunteer National Officers are elected to the National Council every two years by the Grand Chapter. The National Staff runs the Fraternity's daily administrative and program operations.

The National Staff, through the Director of Leadership Advancement, provides the training and support for Chapter Advisors.

The National Headquarters is located at 2119 Ambassador Circle, Lancaster, PA 17603 and is open Monday – Friday 8:00 am – 4:30 pm ET.

Your National Office Contact

Your National Office contact is the Senior Leadership Development Coordinator, Lindsay Slater. You can contact this person through email at lslater@phisigmapi.org or call 717-299-4710.



Who is the National Spokesperson?

All media inquiries must be directed to the Executive Director. Only those employees who have been specifically authorized may communicate with the press or other media representatives concerning Phi Sigma Pi, its activities, its personnel or its Members.

If an emergency or PR situation does occur and, as a Chapter Advisor, you have or the Chapter has been approached by the media to comment, it is recommended that you share that, “Comments will need to be made by a National Office spokesperson.”

Fiscal Year

According to the National Constitution, “Phi Sigma Pi’s fiscal year shall begin July 1 and end the following June 30.”

National Information

Governing Documents and Policies

The governing documents of Phi Sigma Pi shall be as ordered: the [National Constitution](#) and *The Ritual Ceremonies Book*. All Chapter Bylaws, Chapter Operating Policies and Articles of Incorporation (if necessary) shall conform to these National Phi Sigma Pi Documents.

Additional National policies are the [National Operating Policies](#), [National Risk Management Policy](#), [Initiate Bill of Rights](#) and other [key policies](#).

Risk Management

The National Constitution reads that a Chapter Risk Management Policy must be developed taking into consideration the [National Risk Management Policy](#) (NRMP) that highlights the issue of hazing, the responsibilities and liabilities of alcoholic beverages and illicit controlled substance possession, consumption and distribution. The policy must be in compliance with all regulations set forth by Phi Sigma Pi, NRMP, the National Constitution, as well as all federal, state and local laws. Each Chapter shall be required to hold or attend a minimum of two (2) programs per academic year to further educate Members and Initiates on its Risk Management Policy.

How to Report Risky Behavior

There may be times that you will hear about an upcoming event or a past event that includes questionable activities or may go against Phi Sigma Pi policies. It is important that you notify the National Office immediately by contacting the Standards and Practices Coordinator via email at riskmanagement@phisigmapi.org or calling the National Office at 717-299-4710.

Understanding Due Process

A solid disciplinary procedure will provide for due process for any Member accused of violating Chapter or National Fraternity policy. Components of sound due process include notification of the offending behavior, explanation of how the behavior could impact the Member's standing, clearly stated expectations for future behavior and the timeframe in which change is expected. A Member should understand the consequence for not changing the behavior, but they should also be given time to make changes to get them back on track. Having due process built into Chapter disciplinary procedures will ensure fairness in the administration of disciplinary action and contribute to Member retention in the spirit of Membership for life. For more information on due process, check out [these resources](#).

National Office Due Dates

Due dates can be found online at phisigmapi.org/duedates.

Rituals and Ceremonies

All Phi Sigma Pi ceremonies are listed in the Phi Sigma Pi Ceremonies and Ritual Book. These ceremonies are confidential. Ceremonies include:

- The Pinning Ceremony (for students who agree to go through the Initiation process)
- The Big Brother Ceremony (when Initiates receive their Big Brother)
- *The Ritual*: Formal Induction Ceremony (when Initiates become Members)
- Meeting Commencement Ceremony (the beginning of each Chapter Meeting)
- Officer Installation Ceremony (install new Officers)
- Alumni Ritual (for Members who are entering Alumni status)
- Founders Ceremony (to be held on the Fraternity's Founders Day, February 14th)

Rituals and Subrosa

It's important for Members to understand the significance of all Rituals and Ceremonies. Due to their sacred nature, Rituals and Ceremonies are protected under Subrosa. This means that all Rituals and Ceremonies should be conducted in a private place and should not be photographed.



The Chapter Standards of Excellence

The Chapter Standards of Excellence consists of 8 Guiding Principles covering over 40 focus areas and benchmarks that outline best practices and governing requirements of a Chapter's operations, training, Member development and two structured implementation programs: the Tripod Event and Recruitment. It has been developed to provide transparency for what it means

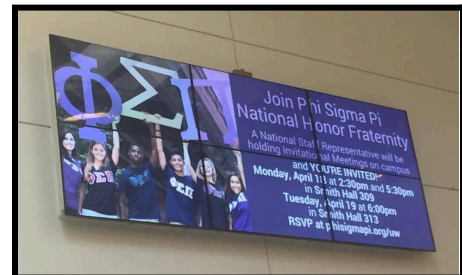
to achieve excellence and be eligible for awards such as the Joseph Torchia Outstanding Chapter Award, which is the highest designation a Chapter can achieve annually. It is designed to provide an understanding of the basic concepts of leading a non-profit organization, for that is exactly what each Chapter is - a non-profit entity with the mission to improve humanity with honor. Each Advisor and Chapter leader has access to the [Chapter Standards of Excellence \(CSE\) Scoring Guide](#).

The 8 Guiding Principles



Recruitment

According to the National Constitution (Article IX: Collegiate Chapters, Section 4: Membership Drives), each Collegiate Chapter shall hold a minimum of two membership drives per academic year (usually, one in the fall and one in the spring). A membership drive consists of a recruitment period and an Initiation period. The recruitment period begins on the date of the first advertised recruitment event and ends with the Ritual Pinning Ceremony.



Recruitment resources can be found [here](#).

Growth & Chapter Sustainability

As Chapters strive for successful Recruitment, Chapter growth should be kept at the forefront for all Members. Support for Chapters in their Recruitment efforts should include discussing how Chapter growth will benefit the Chapter operationally and financially, how continual



growth will ensure long-term sustainability for the Chapter and the Fraternity as a whole and being far reaching in our mission.

There are a number of reasons why growth is good for Chapters and the Fraternity:

- More hands to help plan and execute events
- A greater campus presence
- More students benefiting from being part of Phi Sigma Pi
- Stronger Chapter operations
- Less of a burden on individual Members for all-Chapter initiatives like Recruitment
- Opportunity for greater diversity
- Greater potential to positively impact the community
- Spreading Phi Sigma Pi's mission

Chapter growth also has a financial impact for Chapters because more local dues provide for:

- Lower individual costs
- National event attendance
- Less reliance on fundraising
- Enhanced programming
- Stronger philanthropic support

At the National level, more dues means:

- Lower individual costs
- Continued programming that benefits Members and Alumni
- Sustainability into the future

SURGE

One way the National Office assists Chapters with recruitment is through our award-winning recruitment program called Surge. Surge is designed to support Chapters in reaching their potential in recruiting new members on their campus. The program includes a Recruitment Dashboard, custom web page on the Phi Sigma Pi website, RSVP form and professional email marketing. Each Chapter is assigned a National Staff contact who provides additional support in ensuring that Chapters hold a successful Recruitment and maintain growth. Though Surge is not mandatory for all Chapters, every Chapter is highly encouraged to participate no matter their level of Recruitment success. More information can be found at phisigmapi.org/surge.



Your Role in Recruitment

You can play a pivotal role when it comes to recruitment. The most beneficial thing you can do is assist with obtaining an email list of eligible students. If you cannot share the list directly, consider whether you can send out mass emails yourself—we can provide templates to make this easier. You can also support your Chapter by suggesting campus marketing opportunities

such as newsletters, newspapers, listservs, or mass messaging platforms. Referring students by mentioning Phi Sigma Pi and your Chapter's recruitment in your classes is another great way to spread the word. Additionally, share any university requirements, such as mandatory training, forms, or student org portal updates, that Chapters or potential members may need to complete. Lastly, if you can help with reserving rooms for recruitment events, consider recommending high-traffic, visible locations to help maximize visibility and attendance.

Member Requirements

- Have completed a minimum of one (1) semester or one (1) quarter of college work
- Have one (1) semester or two (2) quarters of prescribed undergraduate study remaining following the Initiation semester
- Have earned at least a 3.00 Cumulative Grade Point Average (GPA) on a 4.00 scale (where an A=4.00)

No more than two of the requirements in subsection A, B, or C above may be waived for an individual at the discretion of the Chapter.

Initiation Program

The primary goal of the Initiation Program is to orient Initiates to the Fraternity's ideals and educate them about the expectations of Fraternity Members. In addition to becoming acquainted with our Tripod of scholarship, leadership and fellowship, Initiates will learn about the history of the Fraternity, opportunities for personal and professional development as a Member and how they can contribute to the success of the Chapter through holding leadership roles and upholding our values as an organization. A strong Initiation Program will make Initiates feel valued, respected and included, and will offer opportunities for the Initiate to engage in Chapter business through Committee involvement and event planning even before becoming a Member.



According to the National Constitution, the Initiation period begins with the Ritual Pinning Ceremony and ends with the Ritual Induction Ceremony with all events having the expressed purpose to educate the Initiates in accordance with the Chapter and National guidelines. The following are requirements for a Chapter's Initiation Program, which may not span more than one academic semester or quarter, according to National policy:

1. Hold a minimum of five Initiate Meetings
2. Require the Initiate class to complete at least one event that represents the ideals of Phi Sigma Pi
3. Require each Initiate to attend at least one Collegiate Chapter Meeting at the sheltering institution

4. Assign each Initiate to one or more Collegiate Members or Active Alumni Members of a Collegiate Chapter who will serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program
5. Issue copies of the *Scholar's Province*, the governing documents of the National Fraternity, and the governing documents of the Collegiate Chapter, and educate the Initiate on content contained in each
6. Require all Initiates to learn the Fraternity Songs
7. Require all Initiates to learn the Fraternity's history and the Collegiate Chapter's history
8. Require all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam
9. Ensure each Initiate is provided feedback in person at least once on their progress in the Chapter Initiation Program.

National Exam

The National Constitution requires all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam. The National Exam and quizzes are found on the website's Resource Center. An Initiate can take the National Exam multiple times and may request accommodations.

Officer Positions

According to the National Constitution (Article XI, Section 1), Collegiate Chapters shall elect and install annually at least the following Officers:

- [President](#)
- [Vice President](#)
- [Secretary](#)
- [Treasurer](#)
- [Historian](#)
- [Parliamentarian](#)
- [Initiate Advisor](#)

Many Chapters have created additional positions and Committees to serve their Chapters. The responsibilities of those positions should be listed in the Chapter Bylaws.

Elections

Officer elections should be conducted annually in each Chapter. It can be conducted in the fall or spring based on the preference of your Chapter as outlined in the Chapter Bylaws. Officers should be elected to serve for a term of two semesters or three quarters unless otherwise specified in the Chapter Bylaws. Elections should be run by Robert's Rules of Order.

Additional resources include:

- [Officer and Chair Elections](#)

Officer Transitions

The Phi Sigma Pi National Office suggests a structured four week [Officer Transition](#) program. This program will ensure that each Officer has the tools to succeed in their role.

Prior to Transitions

- **Organize Transition Documents-** Officers should keep organized records and add to them throughout the term. While some Chapters use physical binders, the use of electronic documents is strongly encouraged to prevent the loss of important information and facilitate easy access.
 - Transition documents should include:
 - Position description per Chapter and National documents
 - Logins and passwords for all accounts
 - Information regarding progress toward goals and long-term plans
 - Details about specific events, including what worked well and what should be improved
 - Tips and tricks learned during the past year

Officer Installation Ceremony

At the conclusion of the four week transition, the outgoing Officer should officially pass their duties on to the incoming Officer.

Chapter Business

Understanding Robert's Rules of Order

Robert's Rules of Order is synonymous with parliamentary procedure, which is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Our National Constitution stipulates that we follow the rules contained in the current edition of Robert's Rules of Order Newly Revised unless inconsistent with the National Constitution.

Here are some of the most common motions that may be made when conducting a meeting using Robert's Rules:

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary and requires no second



- Point of Information: Generally applies to information desired from the speaker
- Orders of the Day (Agenda): A call to adhere to the agenda
- Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- Main Motion: Brings new business (the next item on the agenda) before the assembly
- Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- Postpone to a Certain Time: State the time a motion/agenda item will be resumed
- Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred

Additional resources include:

- [Basic Principles of Parliamentary Procedure](#)
- [Parliamentary Procedure Cheat Sheet](#)
- [Parliamentary Procedure: General Motions](#)
- [Parliamentary Procedure: Special Motions](#)

What is Quorum?

A quorum is the minimum number of voting Members who must be present at a properly called meeting in order to conduct business in the name of the group (Chapter or Executive Board). If quorum is not outlined in the Chapter Bylaws, Robert's Rules of Order sets quorum at a majority of the Members (50% +1).

How to Set Up a Business Agenda

When using parliamentary procedure, a fixed order of business typically is written as:

1. Call to order
2. Roll call of Members present
3. Reading of minutes of last meeting
4. Officer reports
5. Committee reports
6. Unfinished business
7. New business
8. Announcements
9. Open Forum
10. Adjournment

How to Write Business Minutes

Minutes are the Executive Board or Chapter's official record of actions taken at a meeting, not a record of everything that was said. They serve a historical purpose and a legal purpose, documenting the Chapter's adherence to procedures and governing documents. Minutes and recordings made during a meeting are considered official records, meaning they could be pulled into any legal investigation, so it is imperative to be practical about what is included.

PHI SIGMA PI
NATIONAL HONOR FRATERNITY

Name of Chapter Business Meeting
Meeting Minutes

Total Voting Members- **XX**
Total Non-Voting Members- **XX**
Total Attendance- **XX**

The regularly scheduled meeting of Phi Sigma Pi, **NAME OF Chapter**, was called to order on **DAY, MONTH, YEAR** at **TIME** by President **NAME OF CHAPTER PRESIDENT**. The meeting was held in the **NAME (OR #) OF ROOM** at **NAME OF UNIVERSITY**.

Absent Members
ROLL NUMBERS OF ALL ABSENT MEMBERS

Roll Call
Motion **XX** that we approve the minutes of the **DATE OF LAST** Chapter meeting.
VICE PRESIDENT/SECRETARY, PASS/FAIL

Presentations (not Phi Sigma Pi related- ie study abroad, resume workshops, etc.)
1. **XXXX**
2. **XXXX**
3. **XXXX**

Officer Reports (Voting does not occur here. Just give information and answer questions)
President's Report:

What's In

The minutes should include the following:

- Chapter Name
- Meeting date, time and venue
- Names of those in attendance (including Advisors) and the person recording the minutes
- The agenda

The minutes should follow the agenda's order, with a basic, almost vague, summary sentence or two for each item, along with the name of the individual presenting it. Votes taken should be included where they occurred in the agenda. Generally, don't include names. Instead, record what happened: "Action - Motion made, seconded and carried."

Sample meeting minutes can be found [here](#).

Budgeting

The National Constitution requires that Chapters utilize a budget that will guide the management of Chapter funds throughout the fiscal year. This budget should reflect sources of income and expenses and should include anticipated and actual amounts for each. While the Treasurer is responsible for proposing and adhering to the budget, input may be gathered from a Finance Committee, Chapter Officers and Committee Chairs. The budget must be voted upon and approved by the Chapter.

The budget should be based on:

1. The amount of dues-based income the Chapter will collect during the year
2. The amount of non-dues income (fundraising proceeds, etc.) that the Chapter will raise during the year
3. The amount that will be spent by the Chapter on programming, dues, donations, etc.
4. The amount that may be incurred for fines and fees from the National Office or sheltering institution

There are certain items that must be included in order for a budget to be considered thorough and complete:

- Executive Board - include a line for each Officer
- Executive Council - include a line for each Committee Chair
- Income Report - include dues, fees/fines, fundraising proceeds, donations and school funding
- Miscellaneous Expense Report - include dues, fees/fines, donations and National event registrations
- Budget Summary - include the starting balance, total income, total expenses and projected ending balance

Chapters must also remember these important items to include in the budget:

- National Convention Registration - The Chapter is constitutionally required to provide funding to send the Chapter Delegate to the National Convention. This includes the registration fee, hotel, meals and transportation costs.
- Donations to National Funds - Each term, 5% of all fundraising profits to support the Chapter should be donated to the Subrosa Fund or one of the available scholarship funds.
- Emergency Funds - In order to ensure that the Chapter stays in good financial standing even when the unexpected occurs, efforts should be made to establish an Emergency Fund, the details of which should be outlined in Chapter governing documents.

Chapters that are in good financial standing may consider allocating Chapter funds to support Members in need and those deserving of special recognition as follows:

- Appreciation Fund - Graduation gifts, including cords, stoles or NAA Memberships, may be purchased for graduating seniors.
- Subrosa Fund (local) - Support may be provided to Members experiencing extreme hardships like the loss of a loved one, major health issue or destruction of personal property from fire or flood.
- Financial Aid Fund - Assistance may be provided in covering the cost of dues for Members or Initiates who are unable to meet the financial obligation of Membership but deserve to be retained.

Local Policies

Each Chapter's governing documents exist to provide greater detail as to the operation of the Chapter beyond what is provided by the National Constitution. The Chapter Bylaws and Operating Policy together serve to offer the "what" and "how", respectively, of Chapter operation.

Maintaining Campus Recognition

This process varies on each campus. The Chapter will either be a recognized student organization through Student Life, or similar office, or a registered Greek organization through the Greek Life Office. Maintaining recognition may consist of regular submission of a Chapter roster and documents, attending on campus trainings, participation in campus wide programs, etc. Maintaining recognition is vital to utilize campus resources such as room reservations, campus funding, free printing, etc.

National Benefits

Executive Leadership Program

The [Executive Leadership Program](#) is a four-tiered professional leadership certificate program exclusively for Phi Sigma Pi Members. This program is designed with you in mind! The Executive Leadership Program courses are intentionally designed into six core professional competencies. These competencies were refined from Phi Sigma Pi's 17 Characteristics of an Excellent Member.



The competencies are:

- Emotional Intelligence
- Team Management
- Honor through Inspirational Leadership
- Inclusive Leadership
- Collaborative Leadership
- Strategic Thinking

In a modern progressive 4-tiered leadership program, The Executive Leadership Program provides interactive, real-time, sought-after skill development. As you move through each tier, you'll grow your understanding, abilities and confidence.

Grand Chapter

The Grand Chapter is an assembly of Delegates composed of representatives from each Collegiate Chapter, Alumni Chapter, the National Alumni Association, and the members of the National Council. The Grand Chapter is the supreme body of Phi Sigma Pi and is responsible for voting on amendments to the National Constitution and electing the National Council. Chartered Chapters are required to send a delegate to represent their Chapter during Grand Chapter business.

To support this, Chapters should plan ahead by [budgeting and fundraising](#) to cover the costs of sending a delegate. In many cases, schools offer funding opportunities for student organizations to attend leadership conferences or national events, and faculty advisors can often assist with submitting requests for such funding.

Members attend National Convention not only to fulfill this important duty but also to strengthen themselves, their Chapter, and the Brotherhood. Held annually, the event brings together students, Alumni, Chapter Advisors, and honored guests. Registrants participate in Chapter programming, service projects, and our annual Awards Banquet. National Convention is held at a different location each year, with past locations including Philadelphia, Washington, D.C., and Orlando.

President's Volunteer Service Award (PVSA)

The [President's Volunteer Service Award \(PVSA\)](#) recognizes incredible individuals who are committed to a high level of volunteer and service. These individuals work tirelessly to help solve some of the toughest challenges facing their communities, and our nation.

As an official certifying organization, Phi Sigma Pi Members are eligible to receive this special award in recognition of their annual volunteer service.

Chapter Awards

Phi Sigma Pi Chapters/Associations are also eligible to receive a certificate of achievement and letter signed by the President. Group awards require the participation of two or more people with each Member contributing at least 25 hours toward the group's total volunteering hours, which must reach a minimum of 200 hours. The Member must be an active Member of the Chapter/Association and log their hours individually via CORE (more information to come).

If you have any questions regarding the Presidential Volunteer Service Award email volunteer@phisigmapi.org.

National Scholarships

Phi Sigma Pi currently offers two scholarships for the support of our Members' education: The [Richard Cecil Todd & Claudia Pennock Todd Tripod Scholarship](#) (undergraduate) and the [Rolla F. Wood Graduate Scholarship](#) (graduate). All Scholarship applications are due on April 15.

National Awards

Phi Sigma Pi recognizes excellence within our Chapters by presenting National Awards at the Annual Banquet and Awards Presentation. Chapters may submit award nominations throughout the year. The Chapter Standards of Excellence will serve as the basic expectations for Chapters to achievement and award eligibility. See a full list of awards at phisigmapi.org/awards.

National Award Eligibility

1. To be eligible to receive a National Award, Chapters must have all National Forms, Dues/Fees, Induction Fees and outstanding debts reconciled before May 15 for semester schools and June 15 for quarter schools.
2. Chapters on probation or suspension for any portion of the academic year are ineligible to receive any National Awards for that academic year. However, the Chapter Standards of Excellence (CSE) must be submitted regardless of whether or not the Chapter is eligible to receive a National Award.



Partners

National Philanthropy HOBY

In 2015, Phi Sigma Pi entered into a philanthropic partnership with [Hugh O'Brian Youth Leadership \(HOBY\)](#) and in 2017, the Grand Chapter voted to make HOBY our official National Philanthropy. Ever since, we have been fostering a relationship of volunteerism, service and support that has benefited both organizations in a big way.



All Chapters are encouraged to get involved with HOBY by volunteering at/for one of their many events. HOBY is split up into regions and each region has its own point of contact. To find a Chapter's point of contact, search this [list of Leadership Seminar dates](#) for your area and then click the link to the Seminar. You will then find the region contact information.

Chapters can support HOBY in many ways including making HOBY hugs, donating items for events, volunteering at a Leadership Seminar and organizing a CLew. However, to find out the opportunities available in a certain area or where HOBY needs you most, the best thing to do is to contact the region's representative.

If a Chapter does work with HOBY, we ask that they share with us their HOBY happenings by emailing hoby@phisigmapi.org. Chapters who work with HOBY are also encouraged to nominate themselves for the [Marder Excellence in National Philanthropy Award](#).

[Resources on HOBY and how to get involved](#)

Gift of Life

Phi Sigma Pi is excited to partner with [Gift of Life Marrow Registry](https://www.giftoflifemarrow.org/). Through this partnership, Chapters will help recruit new blood stem cell and bone marrow donors to Gift of Life's registry to save the lives of blood cancer patients. Does your Chapter want to host a drive? Have questions? Contact Traci Ackerman at tackerman@giftoflife.org.



Extra Life

Phi Sigma Pi is excited to partner with [Extra Life](https://www.extralife.org/), a program through the Children's Miracle Network Hospitals. Through this partnership, Members and Chapters can participate in gaming events to bring awareness and raise funds for their local Children's Miracle Network Hospital. Does your Chapter want to get involved? Have questions? Contact Chelsey Crowne at ccrowne@cmnhospitals.org.



Learn to Be

Phi Sigma Pi is excited to partner with [Learn to Be](https://www.learntobe.org/), a nonprofit bringing free, 1-on-1 online tutoring for students from under-resourced communities. Members can apply to be a virtual tutor to support students in reaching their academic goals. Does your Chapter want to get involved? Have questions? Contact Emily Darcy at emily.darcy@learntobe.org.



Certified NonProfit Professional (CNP)

We've partnered with the [Nonprofit Leadership Alliance](https://www.nonprofitleadershipalliance.org/) to offer the [Certified Nonprofit Professional \(CNP\) credential](https://www.nonprofitleadershipalliance.org/certified-nonprofit-professional-credential/)—a nationally recognized certification that sets leaders apart in the nonprofit sector. This opportunity will provide valuable training, networking, and career advancement for those passionate about making an impact.



Local Philanthropies

Apart from our National Philanthropy, many Chapters will choose to also have a local philanthropy. This is not required, but it is a great way for the Chapter to connect with their community. Local philanthropies could include animal shelters, environmental organizations, food pantries, homeless shelters, youth educational programs and so much more. Many

Chapters will also choose to support a national charity or organization. When choosing a local philanthropy, it's important to ensure that the organization is a valid and upstanding organization that can align with our mission. It's also important to ensure that the work that will be done to support the local philanthropy adheres to all of Phi Sigma Pi's policies, including risk management policies.

Marketing

National Style Guide

The [Phi Sigma Pi Style Guide](#) is designed to give clear expectations on what terms are to be used when discussing Phi Sigma Pi, as well as how to use them. The guide will give the preferred terminology and use from everything from proper abbreviations to which words should be italicized and capitalized. It also provides examples of words we would prefer you use alternatives for instead (ie. recruitment instead of rush).

Approved Vendors

Phi Sigma Pi's reputation depends on the use of our name and image, which we exclusively own. Our name includes: Phi Sigma Pi's Greek letters (ΦΣΠ), our Shield, Official pins, the logos and the name Phi Sigma Pi National Honor Fraternity, including our abbreviated name, Phi Sigma Pi. In order to protect our reputation, we have implemented a program and partnership with Affinity Consultants to ensure the proper use of our insignia.

Affinity Consultants works closely with Greek letter organizations and their licensed vendors to maintain quality and appropriate designs and products that contain our official colors and logos. In addition, they ensure that the companies they work with "firmly oppose any product, service or design that attempts to glorify alcohol, hazing, sexism, racism or any other image that conflicts with values and missions of our clients."



Phi Sigma Pi products and merchandise can be found at greeklicensing.com. All vendors listed here are licensed vendors and all Chapters should only be using these vendors to approve merchandise. You can also look for the above logo. Remember: No Seal, No Deal.

ChapterCentral

ChapterCentral is Phi Sigma Pi's official online portal that helps Chapter leaders manage operations and maintain communication with the National Office. As an advisor, it's helpful to be aware of this platform and the key ways your Chapter uses it:

ChapterCentral is used to:

- Submit required National reports and forms
- Update and manage Chapter rosters
- Track Initiate and Member progress
- Access important documents and Chapter resources

In addition, advisors will receive an invitation to join a growing online community—a space designed to connect with other Chapter advisors, share insights, and access additional support. Chapter officers will also have the opportunity to join. Participation is encouraged but not required.

Chapter Excellence Board

[The Chapter Excellence Board](#) (CEB) is to be an extension of the National Office's Chapter Services team in order to provide support from engaged and knowledgeable Phi Sigma Pi Alumni. Chapter Excellence Board volunteers are to serve as educators, coaches and mentors to assist Collegiate Chapters in implementing strong and successful operational practices. Advisor responsibilities and support correspond to the Chapter Standards of Excellence evaluation method.

The objectives of the Chapter Excellence Board are to:

- Assist as an educator to develop and strengthen the leadership skills of Members.
- Act as a coach by offering encouragement and recognition for achievements made by the Chapter and Members.
- Serve as a mentor by counseling and guiding Collegiate Chapters.
- Measure the success of the Chapter while being in compliance with Phi Sigma Pi's standards.

The Phi Sigma Pi Foundation

The Phi Sigma Pi Foundation, approved by the 2004 Grand Chapter, is a charitable foundation that collects and distributes funds in support of the Fraternity's programs and goals. The Foundation has its own Constitution and Board of Directors and works within an operating agreement with the Fraternity. Find more information at phisigmapi.org/foundation.

