

# PURSUIT OF EXCELLENCE PROGRAM STANDARDS

## CHAPTER OPERATIONS

### OPERATIONAL EXCELLENCE

*Sigma Nu's organizational structure and internal operations will provide for the effective deployment of resources to deliver excellence in every facet of the Fraternity.*

To achieve excellence a chapter must have a structure and adequate resources in place to facilitate chapter success. These structures must maintain the integrity of the values and mission of the Fraternity to ensure long-term success and development.

---

### CHAPTER OPERATIONS

*Sigma Nu will ensure the necessary structures, systems, and resources are in place in support of the Fraternity. This includes fiduciary responsibility, organized administration and effective planning so as to best achieve the aims of Sigma Nu.*

#### CRITERIA FOR EXCELLENCE

- Chapter operates on an annual budget with a 5% revenue over expense margin.
- Chapter members are involved in creating a chapter budget which expends financial resources in a manner which supports the mission of the Fraternity.
- Chapter has had no past due balance with the General Fraternity, College or University, or any other entity.
- Chapter maintains a savings account.
- Chapter has no accounts receivables in excess of 30 days and for candidates and brothers who are in arrears, the chapter utilizes the 30/60/90 policy as per The Law of Sigma Nu Fraternity, Inc.
- Chapter keeps all financial records electronically.
- Chapter utilizes an outside financial service to collect dues.
- Chapter utilizes two signature checks.
- Chapter operates on the committee system and the committees meet at least monthly to discuss business.
- Chapter operates under a written strategic plan with measurable goals and objectives that are reviewed annually by the chapter.
- Chapter utilizes Ritual for each chapter meeting as well as proper induction and initiations.
- Chapter has Ritual discussions after induction and initiation.

#### SUPPORTING DOCUMENTATION

- Operational Excellence: Chapter Operations Self Assessment
- End of year financial statements
- Copy of Chapter budget and budget planning process
- Copy of committee structure and meeting schedule from previous year
- Copy of chapter plan and goals from the previous year with an evaluation of progress made toward each goal