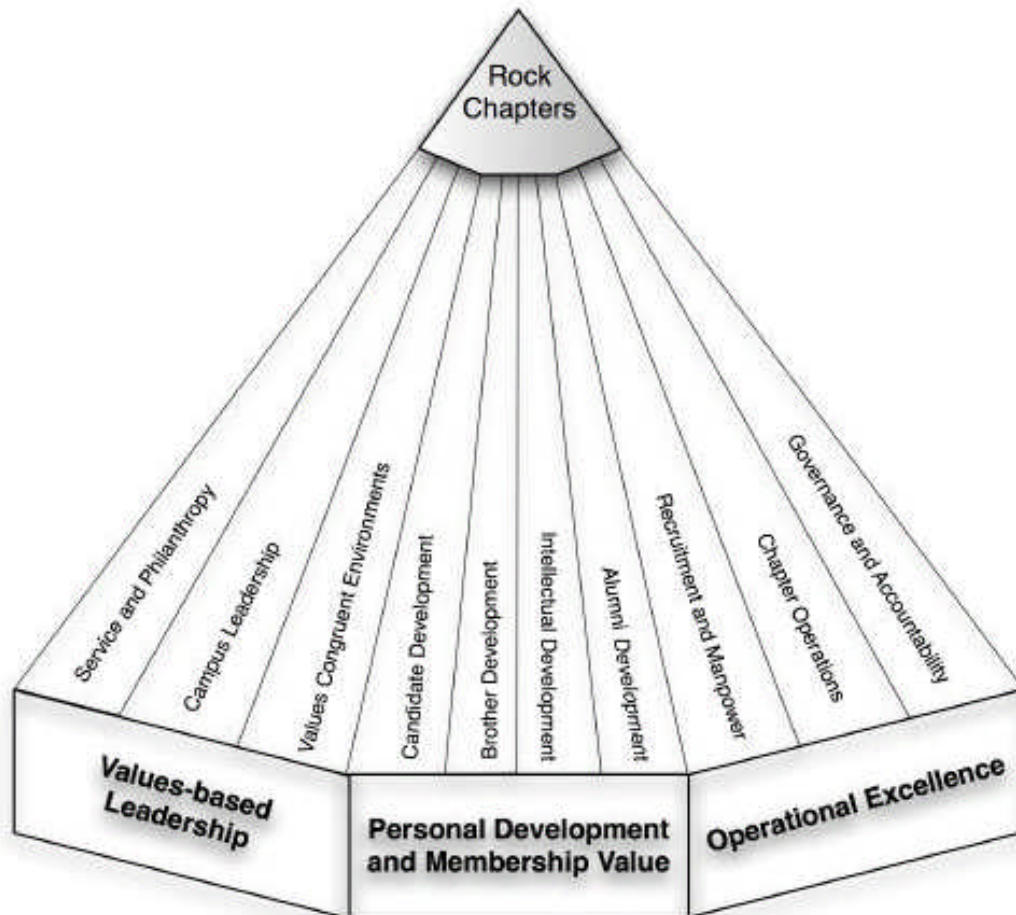




THE PURSUIT OF EXCELLENCE PROGRAM



OUR MISSION

To develop ethical leaders inspired by the principles of Love, Honor, and Truth.
To foster the personal growth of each man's mind, heart, and character.
To perpetuate lifelong friendships and commitment to the Fraternity.

OUR VISION

Excelling with Honor

THE PURSUIT OF EXCELLENCE PROGRAM

PROGRAM SUMMARY

The Pursuit of Excellence Program (PEP) is Sigma Nu Fraternity's assessment, standards, and improvement program. Unlike traditional "minimum standards" programs, the Pursuit of Excellence Program is designed to be a year-round planning, evaluation, and improvement program.

Part of the Strategic Plan adopted by the Fraternity's High Council in November of 2000, was to develop a set of "minimum standards" for chapter performance. The High Council appointed an Ad Hoc Committee to recommend minimum standards for adoption by the 60th Grand Chapter. In 2006, a committee was appointed to review the Pursuit of Excellence Program. This committee put forth changes to the program based on the following assumptions:

1. The Pursuit of Excellence Program should set a standard that drives our collegiate chapters and the entire organization toward the realization of the Fraternity's vision "Excelling with Honor."
2. Standards should be set to assess our chapters in their alignment with the mission of the Fraternity.
3. It is vital that the program includes a viable feedback mechanism whereby chapters can utilize information from the assessment to drive the organization forward toward excellence.
4. The Pursuit of Excellence Program should align with the Rock Chapter criteria and work in support of the Fraternity's strategic initiatives under the Strategic Plan.

Three categories of chapter operations were agreed upon for measurement:

VALUES-BASED LEADERSHIP

- SERVICE AND PHILANTHROPY
- CAMPUS LEADERSHIP
- VALUES CONGRUENT ENVIRONMENTS

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

- INTELLECTUAL DEVELOPMENT
- CANDIDATE DEVELOPMENT
- BROTHER DEVELOPMENT
- ALUMNI DEVELOPMENT

OPERATIONAL EXCELLENCE

- RECRUITMENT AND MANPOWER
- CHAPTER OPERATIONS
- GOVERNANCE AND ACCOUNTABILITY

EVALUATION PROCESS

Chapters are annually evaluated in each subcategory. Annual evaluations take the form of a [chapter self-assessment](#) which is supplemented by feedback from an assessment team of advisors and staff. In the final assessment each subcategory is evaluated on a seven point scale from poor to excellence. The full rating scale is provided below.

Poor Substandard Fair Acceptable Good Very Good Excellence

A rationale for each rating is communicated to the chapter along with recommendations for improvement. Chapters receiving an overall level of excellence for one of the three standard areas are recognized for the Pursuit of Excellence in that standard and chapters which maintain an overall level of excellence for a period of three years or more are recognized as Rock Chapters.

THE PURSUIT OF EXCELLENCE PROGRAM

PROGRAM SUMMARY

FEEDBACK AND COACHING

In addition to the self-assessment and documentation submitted by the chapter the General Fraternity will solicit input from an assessment team of individuals who have regular interaction with the chapter. Chapters should actively engage each of these individuals throughout the year as they develop goals, implement plans, and reflect upon the year. The assessment team will be as follows:

- Chapter's Leadership Consultant
- Division Commander
- Chapter Advisor/Alumni Advisory Board
- Campus Fraternity/Sorority Advisor

PROGRAM BENEFITS

This restructured program presents various benefits to the Fraternity. There will be increased involvement and engagement from chapter members, a better understanding of chapter strengths and challenges will emerge for the purpose of chapter improvement, increased feedback will be provided to undergraduate chapters, and the follow up mechanism involves key constituents. Finally, processes are streamlined by combining Pursuit of Excellence and Rock Chapter, and all evaluations of the chapter by the General Fraternity, alumni volunteers, and advisors are brought into alignment with each other.

PROGRAM TIMELINES

- Beginning of the academic year
 - Chapter receives feedback from previous year
 - Chapter conducts self assessment in August/September via the [Strategy Session](#) (All-Chapter LEAD Module B, Session 8)
 - Chapter utilizes information to create goals and action plans for the upcoming year via the [Strategy Session](#)
 - Chapter communicates goals and action plan(s) to key constituents
 - General Fraternity and Leadership Consultant
 - Chapter Advisor/Alumni Advisory Board
 - Division Commander
 - Campus Fraternity/Sorority Advisor
- During the academic year
 - Leadership Consultant utilizes feedback from previous year and chapter action plan to structure consultations to best support chapter needs
 - Leadership Consultant submits a report to the General Fraternity which evaluates chapters in relation to the PEP standards
 - Division Commander utilizes feedback from previous year and chapter action plan to guide their visit with chapters
 - Division Commander submits a report to the General Fraternity which evaluates chapters in relation to the PEP standards
 - Chapter continually evaluates progress in relation to the PEP standards
 - Chapter leadership meets with Chapter Advisor and Campus Fraternity/Sorority Advisor to discuss progress toward goals
- End of the Academic year
 - Chapter leadership meets with Chapter Advisor/Alumni Advisory Board to review the previous year.
 - Chapter Advisor/Alumni Advisory Board each submit an evaluation report to the General Fraternity based on the PEP standards

THE PURSUIT OF EXCELLENCE PROGRAM

PROGRAM SUMMARY

- Chapter conducts their end of year evaluation by reviewing the [Self-Assessment Guide](#) and completing the [Chapter Self-Assessment Booklet](#). They submit this along with proper documentation to the General Fraternity for review. Submissions are made via email to pep@sigmanu.org
- Over the Summer
 - General Fraternity staff evaluates the chapters utilizing the self-assessment and documentation along with assessment team ratings.
 - General Fraternity provides chapters with ratings and feedback from assessment.
 - Chapters are recognized for their achievement in the Pursuit of Excellence.

ROCK CHAPTER

The Rock Chapter Award is meant to honor collegiate chapters that have achieved excellence in all areas of chapter operations. To be granted the award, a chapter should be expected to attain the ideals or a nearly perfect state across a broad range of areas of fraternity operations. It should also be noted that risk management and behavioral issues are included in the judging process. In addition, to win the award, a chapter should be expected to maintain a state of excellence for a given period of time, not just for a semester of one school year. Furthermore, the award once granted, should not be considered recognition for future achievement (i.e. once a Rock Chapter, always a Rock Chapter), but rather recognition for past achievement with an appropriate date inscribed indicating the precise year which the award represents.

Finally, the Rock Chapter award is only presented at Grand Chapters, (i.e. every two years), providing there are chapters that qualify.

ACCOUNTABILITY

All chapters of the Fraternity are required to submit documentation for the Pursuit of Excellence Program each year. This year's documentation is due **no later than April 30**. Failure to do so will result in a suspension of the chapter. This suspension would prohibit the chapter from hosting, co-hosting, sponsoring, or participating in any events with alcohol. If after a period of six months the chapter has still not submitted documentation, all activities of the chapter will be suspended.

In addition, chapters receiving an achievement level below "Acceptable" in a subcategory must submit a plan of action for improvement in that area to the General Fraternity.

Chapters receiving an achievement level below "Acceptable" in five or more subcategories will be placed on Show Cause status with the General Fraternity. These chapters will be suspended from hosting, co-hosting, sponsoring, or participating in events with alcohol. Further, they will work with General Fraternity staff to develop a strategic plan and create operational plans to improve their operations to acceptable levels. These chapters will be required to submit their self-assessment by the end of March the following year and will have their performance and charter reviewed by the High Council.

STANDARDS AND CRITERIA FOR EXCELLENCE

Each of the standard areas and criteria for excellence can be found on the following pages. Available resources are indicated beneath each excellence criterion. Suggestions for supporting documents to be collected throughout the year are also listed at the end of each section.

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

VALUES-BASED LEADERSHIP

Sigma Nu transforms society through the commitment of its members to the Fraternity's founding principles, leadership and ethical living.

Values-Based Leadership focuses on the role that chapters and their members play in the communities in which they are embedded. As current and future leaders, we must model exemplary citizenship and create positive environments.

SERVICE AND PHILANTHROPY

Future leaders are transformative throughout the communities they interface with. Service to others, through the donation of time, talent and treasure, is a core mechanism for creating leaders as engaged citizens in their local community.

CRITERIA FOR EXCELLENCE

- Chapter volunteered to provide direct community service at least monthly and has an established relationship with a local non-profit organization.
 - [LEAD Phase I Session 11: Community Service](#)
- Chapter incorporated periodic reflection after service and philanthropic activities to help members process the experience. This should help members better understand the impact of their service and philanthropy activities as it relates to the values and purpose of the Fraternity.
 - [LEAD Phase I Session 11: Community Service](#) AND LEAD Phase III: Session 5 (online content)
- Members are involved in individual service in addition to chapter projects.
 - LEAD Phase III: Session 5 (online content)
- Chapter has advocated for their non-profit partners to help create awareness about the issues partners address. This should help others in the community understand the importance of supporting these causes.
 - [Community Service and Philanthropy Chairman Manual](#) (Event Marketing & Promotion section)
- Each member completes six (6) hours of community service each semester.
- Chapter encourages others to support local non-profits, including those it selects for its own community service and philanthropy projects.
- Chapter includes one of the organizations that are partners in the Helping Hand Initiative in its fundraising or community service projects.
 - [Community Service and Philanthropy Chairman Manual](#) (Helping Hand Initiative section)
 - Helping Hand Initiative web pages
- Chapter has incorporated education about the cause being supported into at least one fundraising event.
 - [Community Service and Philanthropy Chairman Manual](#) (Event Marketing & Promotion section)
- Chapter incorporated the values of Sigma Nu into all Service and Philanthropy events.
 - LEAD Phase III: Session 5 (online content)
- Chapter co-sponsors a community service or philanthropy project with another campus student organization.
 - [Community Service and Philanthropy Chairman Manual](#) (Event Planning Procedures section)

SUPPORTING DOCUMENTATION

- Values-Based Leadership: Service and Philanthropy Self-Assessment
- Contact information for partner non-profit organizations
- Record of service-oriented chapter functions, service activities in collaboration with other organizations, and community service hours per member with a description of the service project(s)

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

CAMPUS LEADERSHIP

Members of the Fraternity enhance their host institution by becoming engaged as leaders in campus and interfraternal activities and organizations. Through their leadership, members advance the purpose of both the fraternity and their institution. This is recognized as a contribution to the greater good.

CRITERIA FOR EXCELLENCE

- Chapter has demonstrated a high level of involvement in campus (non-Greek) and interfraternal activities.
 - [LEAD Phase I Session 3: Leadership & Working in Groups](#), [Session 8: Leadership: The Basics](#), and [All Chapter LEAD Module B, Session 6: Campus Involvement](#)
- Chapter sends representatives to campus-wide and IFC-sponsored leadership development programs.
- At least 80% of chapter members are involved in other student organizations.
 - [All Chapter LEAD Module B, Session 6: Campus Involvement](#)
- More than 10% of chapter members have leadership roles in other student organizations or campus programs.
- Chapter meets or exceeds all IFC and host institution expectations.
 - [LEAD Phase I Session 8: Leadership: The Basics](#)
- Chapter established a positive relationship with campus fraternity/sorority advisor and other campus administrators who serve as a resource.
- Chapter hosts at least one campus-wide event or program.
 - [Community Service and Philanthropy Chairman Manual](#) (Event Planning Procedures section)
- Chapter has received recognition for their involvement on campus, or has received recognition through campus or interfraternal awards programs.
- Chapter actively assisted members in becoming involved in other organizations or campus programs.
 - [All Chapter LEAD Module B, Session 6: Campus Involvement](#)
- Chapter has been a leading voice in issues facing the fraternity/sorority community.
 - [LEAD Phase II Session 8: Living Our Values](#)

SUPPORTING DOCUMENTATION

- Values-Based Leadership: Campus Leadership Self Assessment
- Letter from sponsor of campus-wide leadership development program verifying participation.

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

VALUES CONGRUENT ENVIRONMENTS

The physical and social environments created by the Fraternity foster positive growth and development and the establishment of lifelong friendships. This includes the promotion of a safe and healthy lifestyle. The chapter will foster a brotherhood that respects the dignity of people while embracing the free exchange of ideas.

CRITERIA FOR EXCELLENCE

- Chapter creates a safe and healthy social environment.
 - Sessions from [All Chapter LEAD, Module C](#)
 - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy and Guidelines](#)
- Chapter Candidates complete the Risk Reduction session from LEAD Phase I.
 - [LEAD Phase I Session 5: Risk Reduction](#)
- Chapter sponsors one session from the Risk Reduction and Personal Development modules of All-Chapter LEAD each semester.
 - [All Chapter LEAD Modules A and C](#)
- Chapter sponsors one program related to wellness or diversity with another student organization on campus.
 - All Chapter LEAD Module A [Session 1: Wellness](#) AND [Session 6: Diversity](#)
- Chapter has not been in violation of [The Law of Sigma Nu Fraternity, Inc.](#), the [Risk Reduction Policy and Guidelines](#) or university policy in the last year.
 - [The Law of Sigma Nu Fraternity, Inc.](#)
 - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy and Guidelines](#)

SUPPORTING DOCUMENTATION

- Values-Based Leadership: Values Congruent Environments Self Assessment
- Copy of Chapter Social Calendar
- Copy of Chapter Crisis Management Plan
- Chapter house maintenance plans

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

Through the development of the organization and the individual the Fraternity adds value to the experience of its members by fostering the personal growth of each man's mind, heart, and character. This added value perpetuates a lifelong commitment to the organization.

Personal Development and Membership Value stresses the importance of the development of our members as candidates, members and alumni. The Fraternity adds value to the lives of its members by creating extracurricular experiences that support the mission of Sigma Nu and the educational purpose of their host institutions.

INTELLECTUAL DEVELOPMENT

Chapter will positively impact intellectual development by promoting the importance of academics and by supporting its members through activities which develop the intellect and support critical thinking.

CRITERIA FOR EXCELLENCE

- Chapter earned a GPA above both all-male and all-fraternity averages, or chapter GPA was above a 3.0 for the previous two semesters.
 - [All Chapter LEAD Module A Session 3: Scholarship](#)
 - [Scholarship Chairman's Manual](#) (section on Goal Setting)
- Chapter ranked among the top 5% of chapters in GPA among IFC fraternities at least once in the previous year.
 - [All Chapter LEAD Module A Session 3: Scholarship](#)
- Chapter sets a minimum GPA for new members, active members and officers as part of a written academic plan for its membership.
 - [Scholarship Chairman's Manual](#) (section on Enforcing Minimum Standards)
- Chapter sets a minimum GPA for all officers.
 - [Scholarship Chairman's Manual](#) (section on Enforcing Minimum Standards)
- Chapter provides incentives and recognition plans as components of its written academic plan.
 - [Scholarship Chairman's Manual](#) (section on Incentives and Rewards)
- Scholarship committee and advisors provide individual support for members who have struggled academically.
 - [Scholarship Chairman's Manual](#) (section on Academic Resources)
- Chapter has a faculty advisor who assists with scholarship and works with the chapter's Scholarship Chairman.
- Chapter members pursue admittance to honors programs and academic groups.
 - [All Chapter LEAD Module B Session 6: Campus Involvement](#)
- Chapter members pursue admittance to Order of Omega and Omicron Delta Kappa (or other Honoraries).
 - www.orderofomega.org and www.odk.org
- Chapter connects members with campus academic resources, including introducing new members to these resources.
 - [Scholarship Chairman's Manual](#) (section on Academic Resources)
- Chapter encourages members to participate in intellectually stimulating activities (i.e. lectures, study abroad, campus programs, faculty presentations and undergraduate research).
 - LEAD Phase III Session 2: Personal Development (online content)

SUPPORTING DOCUMENTATION

- Personal Development and Membership Value: Intellectual Development Self Assessment
- Written Scholarship Plan
- College/University grade reports for fraternities and sororities
- Report from Faculty Advisor on their role with the fraternity

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

CANDIDATE DEVELOPMENT

Through a variety of learning and mentoring experiences, candidates are prepared to be active members of the Fraternity with a commitment to the values and purpose of Sigma Nu.

CRITERIA FOR EXCELLENCE

- Chapter completes all LEAD Phase I sessions and utilizes guest facilitators in the program.
 - [LEAD Chairman's Manual](#) (section on Guest Facilitators)
 - [LEAD Guest Facilitators web page](#)
- Chapter can articulate the impact of LEAD on their Candidate Education Program and Candidates.
- Chapter has clearly defined outcomes for their Candidate Education Program.
 - [Marshal's Manual](#) (section on The Candidate Education Program)
- Chapter has clear expectations of its Candidates and clear expectations for what Candidates can expect of the chapter and active members.
 - [Marshal's Manual](#) (sections on The Candidate Education Program and Candidate Scholarship Program)
- Chapter utilizes the Candidate Class Retreat from LEAD Phase I.
 - [LEAD Phase I Session 3: Leadership & Working in Groups](#) (2 sample retreat agendas with activities are available)
 - Sample candidate retreat agenda from the [Best Practices Library](#) (Candidate Development > Candidate Retreat)
- Chapter reinforces the messages communicated through Values-Based Recruitment with members serving as role models of the mission and values of Sigma Nu.
 - [The Recruitment Bluebook](#)
- Candidates complete a community service activity as part of the Candidate Education Program. Experience includes follow up discussion to help candidates understand the importance of these activities to the community and to the Fraternity.
 - [LEAD Phase I Session 11: Community Service](#)
- Candidates attend all campus based programs sponsored for new members.
 - [All Chapter LEAD Module B Session 6: Campus Involvement](#)
- Chapter initiates at least 90% of candidates (excluding those de-pledged for disciplinary reasons).
- Chapter articulates to all members and candidates that Sigma Nu is an anti-hazing organization and all members understand the definition of hazing as described by [The Law of Sigma Nu Fraternity, Inc.](#) and the *Risk Reduction Policy and Guidelines*.
 - [The Law of Sigma Nu Fraternity, Inc.](#)
 - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy and Guidelines](#)
 - [Risk Reduction Affidavit](#)

SUPPORTING DOCUMENTATION

- Personal Development and Membership Value: Candidate Development Self Assessment
- Candidate Education calendar, including LEAD calendar
- Candidate Retreat agenda and overview

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

BROTHER DEVELOPMENT

The chapter prepares brothers to be effective in leadership roles within Sigma Nu and other organizations and experiences. In addition, active members are prepared to be successful alumni.

CRITERIA FOR EXCELLENCE

- Chapter utilizes all phases of LEAD with guest facilitators.
 - [LEAD Chairman's Manual](#) (section on Guest Facilitators)
 - [LEAD Guest Facilitators web page](#)
- Chapter can articulate the impact of their LEAD programming.
- Chapter has compiled a list of possible guest facilitators and their contact information.
 - [LEAD Chairman's Manual](#) (section on Guest Facilitators)
- Chapter attends regional Sigma Nu programs.
 - [Sigma Nu Institutes](#)
- Chapter attends College of Chapters and Grand Chapter.
 - [College of Chapters](#), [Grand Chapter](#)
- Chapter members attend campus or interfraternal leadership development programs (i.e. UIFI, IMPACT, LeaderShape, and officer training programs).
 - [Undergraduate Interfraternity Institute \(UIFI\)](#)
 - [LeaderShape](#)
- Chapter demonstrates a commitment to the LEAD Program through the establishment of a LEAD Committee that includes the Commander, Marshal, LEAD Chairman and at least one other brother in the chapter.
 - [LEAD Chairman's Manual](#) (chairman summary and section on Creating a LEAD Committee)
- The position of LEAD Chairman is an elected, major office.
- Chapter sponsors a brotherhood retreat on an annual basis.
 - Sample retreat agenda from the [Best Practices Library](#) (Brother Development > Retreats)
- Chapter sponsors an Officer Transition session as part of its transition plan each semester.
 - [All Chapter LEAD Module B Session 5: Officer Transitions](#)

SUPPORTING DOCUMENTATION

- Personal Development and Membership Value: Brother Development Self Assessment
- Written membership development plan for previous year, including LEAD Calendar
- Schedule and materials for brotherhood retreat
- Chapter retreat agenda and overview

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

ALUMNI DEVELOPMENT

Sigma Nu shall identify and engage alumni and volunteers to support the success of the chapter, develop and perpetuate fraternal leadership and increase the value of lifelong membership.

CRITERIA FOR EXCELLENCE

- Chapter produces and distributes alumni newsletters each academic year, at least once every four months, in paper and electronic formats.
 - Sample newsletters from the [Best Practices Library](#) (Alumni Development > Alumni Newsletter)
 - [Alumni Newsletter Guide](#)
- Chapter sponsors two alumni events each year.
 - [Alumni Chairman's Manual](#) (sections on Alumni Events & Communication)
- Chapter has at least one active alumni club for chapter alumni.
 - [Alumni Clubs](#)
- Chapter utilizes alumni as guest facilitators for the LEAD Program on an annual basis.
 - [LEAD Chairman's Manual](#) (section on Guest Facilitators)
 - [LEAD Guest Facilitators web page](#)
- Chapter shares a list of alumni and their contact information from their college or university on an annual basis.
 - [Alumni Chairman's Manual](#) (sections on Chairman's Duties and Alumni Programming)
- Chapter promotes interaction between alumni through a social networking group.
 - [Alumni Chairman's Manual](#) (section on Communication with Alumni)
- Chapter communicates regularly with alumni through e-mail updates.
 - [Alumni Chairman's manual](#) (section on Communication with Alumni)
- Chapter keeps alumni updated on the chapter through a chapter web site.
 - Ideas from the [Best Practices Library](#) (Alumni Development > Alumni Development Ideas)
- Chapter has an active Alumni Advisory Board or Alumni Advisor.
 - [Alumni Chairman's Manual](#) (section on Advisory Roles)
 - [Alumni Advisory Boards](#)

SUPPORTING DOCUMENTATION

- Personal Development and Membership Value: Alumni Development Self Assessment
- Written alumni development plan and calendar of alumni events
- Report from alumni advisor or alumni chapter
- Copies of chapter communications with alumni and chapter web site address

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

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.

RECRUITMENT AND MANPOWER

The manpower of a chapter must be sufficient to maintain all successful chapter operations in a manner which provides a positive fraternal experience. Further, Sigma Nu will strive for growth through an innovative, values-based recruitment program that engages new members who are committed to the founding principles of the Fraternity.

CRITERIA FOR EXCELLENCE

- Chapter's recruitment efforts are focused on Sigma Nu's Values-Based Recruitment program, with particular emphasis on the values and purpose of the Fraternity.
 - [Recruitment Skills Workshop](#)
- Chapter has a written, year-round, recruitment plan which places emphasis on the development of positive relationships on an individual level.
 - Ideas from the [Best Practices Library](#) (Recruitment and Manpower > Year-Round Recruitment Plan)
- Chapter has exhibited healthy growth in the previous year, and chapter maintains a healthy manpower for its campus environment.
- Chapter can articulate what type of member they target to achieve their stated purpose as an organization.
 - [The Recruitment Bluebook](#) (section on Recruitment Goal Setting)
- Chapter meets or exceeds the average manpower size for the university.
 - [The Recruitment Bluebook](#)
 - [Year-Round Recruitment Plan Template](#)

SUPPORTING DOCUMENTATION

- Operational Excellence: Recruitment and Manpower Self Assessment
- Year-Round Recruitment Plan
- College/University manpower and recruitment reports

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

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.
 - [Treasurer's Manual](#) (section on Budgeting)
- Chapter members are involved in creating a chapter budget which expends financial resources in a manner which supports the mission of the Fraternity.
 - [Treasurer's Manual](#) (section on Creating a Budget)
- Chapter has had no past due balance with the General Fraternity, College or University, or any other entity.
 - [Treasurer's Manual](#) (section on Managing Debt with Sigma Nu)
- 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.](#)
 - [The Law of Sigma Nu Fraternity, Inc.](#) (Article 4, Section 7)
- Chapter keeps all financial records electronically.
- Chapter utilizes an outside financial service to collect dues.
 - [Treasurer's Manual](#) (section on External Collections and Dues)
- Chapter utilizes two signature checks.
 - [Treasurer's Manual](#) (section on Check Signing)
 - [The Law of Sigma Nu Fraternity, Inc.](#) (Article 7, Section 5.4)
- Chapter operates on the committee system and the committees meet at least monthly to discuss business.
 - [Lt. Commander's Manual](#) (section on Committees)
- Chapter operates under a written strategic plan with measurable goals and objectives that are reviewed annually by the chapter.
 - [All Chapter LEAD Module B Session 1: Goal Setting](#)
 - [All Chapter LEAD Module B Session 4: Strategic Planning](#)
- Chapter utilizes Ritual for each chapter meeting as well as proper induction and initiations.
 - [Chaplain's Manual](#) (section on Utilizing the Ritual)
- Chapter has Ritual discussions after induction and initiation.
 - [Chaplain's Manual](#) (section on Utilizing the Ritual)

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

THE PURSUIT OF EXCELLENCE PROGRAM
STANDARDS, SUBCATEGORIES AND CRITERIA FOR EXCELLENCE

GOVERNANCE AND ACCOUNTABILITY

Effective governance structures and measures of accountability must be in place within the Fraternity. These measures should complement the values of the Fraternity while maintaining integrity to the purpose of the organization.

CRITERIA FOR EXCELLENCE

- Chapter utilizes the Trial Code Procedure of The Law of Sigma Nu Fraternity, Inc. when necessary to discipline chapter members.
 - [The Law of Sigma Nu Fraternity, Inc.](#) (Trial Code)
 - [Trial Code Procedures Checklist](#)
- Chapter bylaws are current.
 - [Lt. Commander's Manual](#) (section on Reviewing and Maintaining Bylaws)
- Chapter has not been in violation of The Law of Sigma Nu Fraternity, Inc. or the *Risk Reduction Policy and Guidelines* in the last year.
 - [The Law of Sigma Nu Fraternity, Inc.](#)
 - [Sigma Nu Fraternity, Inc.'s Risk Reduction Policy and Guidelines](#)
- Chapter has not violated university policy in the last year.
- Chapter has a written Crisis Management plan and members are educated.
 - [Risk Reduction Chairman's Manual](#) (section on Crisis Management Plan)
 - [Sample Crisis Management Plan](#)
- Chapter has conducted Session 7: Accountability from Module B of All-Chapter LEAD Programming.
 - [All Chapter LEAD Module B Session 7: Accountability](#)
- Chapter creates a culture of accountability among its members.
 - [Lt. Commander's Manual](#) (section on Honor Board and Discipline)
 - [All Chapter LEAD Module B Session 7: Accountability](#)
- Chapter has established a system of accountability and discipline.
 - [Lt. Commander's Manual](#) (section on Honor Board and Discipline)
 - [All Chapter LEAD Module B Session 7: Accountability](#)

SUPPORTING DOCUMENTATION

- Operational Excellence: Governance and Accountability Self Assessment
- Copy of Chapter judicial board, or other accountability mechanism, process
- Report from college/university Fraternity/Sorority Advisor
- Copy of Chapter bylaws