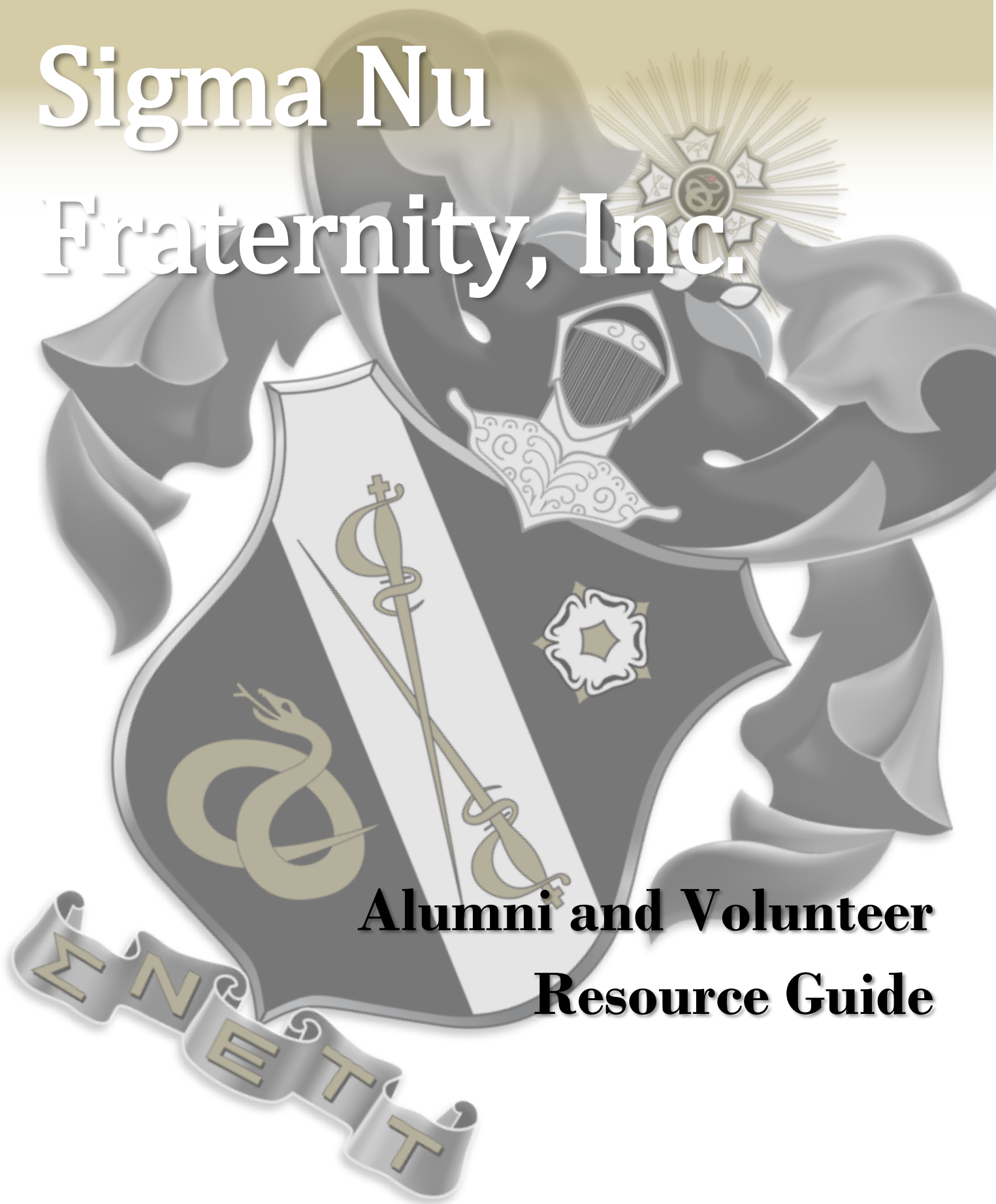


# Sigma Nu Fraternity, Inc.



## **Alumni and Volunteer Resource Guide**

**SIGMA NU FRATERNITY, INC.**

# Alumni and Volunteer Resource Guide

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## **Sigma Nu's Vision Statement:**

Excelling with Honor

### **The Mission of Sigma Nu Fraternity:**

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.

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## Introduction

*“Your association with Sigma Nu Fraternity does not end with college. Ours is a Fraternity for life. In fact, full appreciation for Sigma Nu does not come instantly; often it takes years to gain a complete understanding and appreciation. Rest assured that alumni experience and involvement in our Fraternity – on both the local and General Fraternity level – are essential ingredients in the successful operation of our international organization. No chapter survives for any length of time without strong and involved alumni backing.” - The Legion of Honor.*

These words prove as true today as they were when first written. Sigma Nu alumni and volunteers play a vital role in the continued success of our Fraternity. Our Ritual impresses upon us that membership in Sigma Nu is for life. This truth is most prominently displayed through the dedicated alumni who continue to work with and support our collegiate chapters. It is witnessed in the organization and execution of alumni events. In short, it is there, for all to see, in the example set by the alumnus who gets involved.



Alumni and volunteers add continuity to chapter programs and policies. Collegiate chapters experience tremendous turnover on an annual basis – experienced upperclassmen graduate, young members take on new responsibilities in officer positions, and new members are initiated into our ranks. The alumni and volunteers act as a motivating force in the pursuit for excellence. It is their responsibility to consistently remind the chapter that Sigma Nu is no ordinary organization.

Alumni should not serve as a protective parent who never allows experimentation but, rather, serve as one to alert the chapter when there are signs of mediocrity. They must persuade the chapter to look toward future accomplishments, not back on past successes. In doing so, they must also be prepared to assume the role of counselor. The alumnus' judgment is respected if he is experienced and wise. The relationship fostered by the chapter's reliance on his judgment is not like that of parent to child or teacher to student, but friend to friend, a relationship based on mutual understanding and mutual contribution.

This guide offers a collection of resources to help volunteers understand the various roles within the Fraternity. It will provide you with information about the Fraternity's volunteer structure. These resources will help you answer many questions, but not all of them. For some answers you will be forced to rely on your experiences as a Sigma Nu, the knowledge you have gained since your graduation, or your own best judgment. Additionally, you are always welcome to contact the General Fraternity with your questions and needs.

## Organizational Structure

### The Grand Chapter

The democratic legislative process of Sigma Nu Fraternity, Inc., commonly referred to as the General Fraternity, may be compared to that of our own government in many respects. The governance process of Sigma Nu begins with a legislative convention held every other year, called the Grand Chapter. Here representatives of the Fraternity's collegiate and alumni chapters and national officers meet to enact new legislation, elect the members of the High Council (board of directors), and celebrate achievements. The reports of the Fraternity's programs are presented, its officers and chapters called on for an accounting of their activities and actions, goals set for the new biennium, and a two-year budget for the operation of the General Fraternity adopted.

At the Grand Chapter, the collegiate voice is predominant, with each collegiate chapter entitled to two voting delegates. Each represented alumni chapter and each Grand Officer has one vote. The Grand Chapter reigns supreme over all affairs of the Fraternity including over all its members regardless of rank and position. Any initiated member of the Fraternity may attend Grand Chapter.

### The Law

The written rules and policies governing Sigma Nu are set forth in a document entitled *The Law of Sigma Nu Fraternity, Inc.* All actions of the General Fraternity, including those of the collegiate chapters, are subject to The Law. Next to the Grand Chapter, The Law reigns supreme over all affairs of the Fraternity and its members regardless of rank or position.

### The High Council

The High Council is analogous to a board of directors of a business corporation or to a cabinet of the executive branch of government. It serves as the governing arm of the General Fraternity during the two year period between Grand Chapters.

The High Council consists of seven alumnus members and four voting collegiate members called Collegiate Grand Councilmen. Thus collegiate brothers are present, the collegiate voice is heard, and their votes count at each High Council meeting. Few other fraternities equal the extent of Sigma Nu's collegiate voice and vote in the governance of a college fraternity.

The High Council has general charge of all business and administrative affairs of the Fraternity, except for those which are specifically conferred by The Law to other Grand Officers and the Office of Executive Director. The powers and duties of the High Council are enumerated in The Law. During the interval between Grand Chapters, the High Council has authority to act on all matters relating to the General Fraternity, especially those which are not specially regulated by The Law.

All members of the High Council serve without compensation, except for reasonable cost for official Fraternity business travel. Election to, and service on, the High Council is considered to be an expression of confidence in and high respect for those who volunteer their time, talent and treasure to the cause of Sigma Nu.

### Regent

### Regent-Elect

### Grand Treasurer

### Vice-Regents (four)

### Collegiate Grand Councilmen (four)



The **Regent** is the chairman of the board, much as the Commander is the chairman of the collegiate Brotherhood. He is provided no special authority over the rest of the High Council. It takes a majority, and sometimes the unanimous, vote of the entire High Council for the action of the Council to be legitimate. The Law does provide the Regent with the privilege of appointments of alumni to certain volunteer positions; but, in general the Regent, like the Commander of the chapter, is expected to exercise creative leadership by inspiring the rest of the Council, staff, key alumni volunteers and collegians to achieve collective agreement for the betterment of Sigma Nu. The Regent may not succeed himself.

The **Regent-Elect** is elected by the Grand Chapter for a two-year term and may not succeed himself. Upon completion of his term in office, the Regent-Elect will automatically ascend to the office of Regent for a two-year term.

The **Grand Treasurer** is elected by the Grand Chapter for a two-year term and may, by vote of Grand Chapter, succeed himself for a maximum of three terms.

The **Vice-Regents** are elected by the Grand Chapter for a term of two years. A Vice-Regent may succeed himself for only one term, unless there are less than two existing Vice-Regents eligible to be reelected to a second term of Vice-Regent, in which case one or two Vice-Regents having served two terms may be elected to a third term.

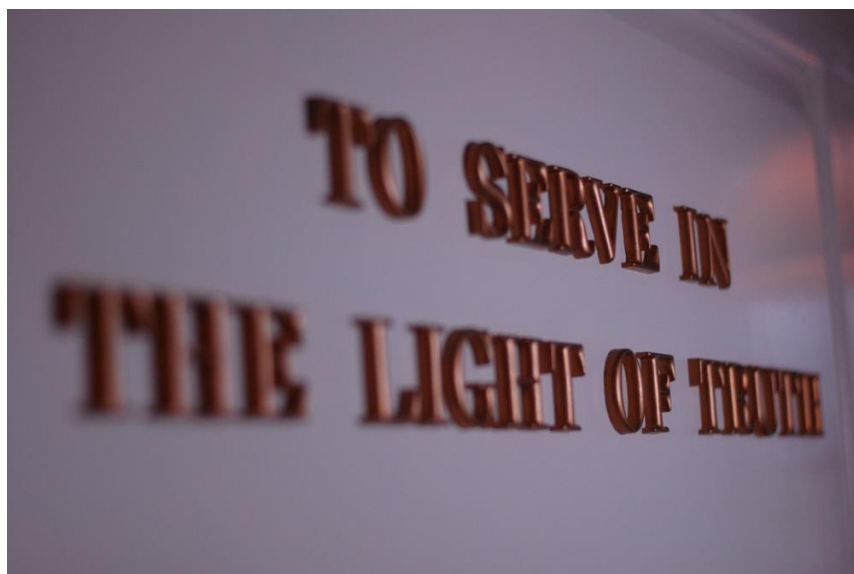
Four **Collegiate Grand Councilmen** are appointed by the Office of Executive Director, upon the recommendation of Division Commanders, to participate at each High Council meeting. The Collegiate Grand Councilmen serve in office until the next High Council meeting when four new Collegiate Grand Councilmen are appointed. The object of this rotation is to afford collegiate representation on the High Council from as many different chapters and divisions of the Fraternity as feasible.

The **Grand Chaplain**, the **Grand Marshal**, the **Grand Sentinel**, and **Grand Historian** are appointed by the Regent.



### Office of the Executive Director

The Executive Director serves as the chief executive officer of the Fraternity and is a full-time employee. He is employed by and is an agent of, therefore, directly accountable to, the High Council. His duties are generally prescribed by the High Council and The Law. The Executive Director is specifically responsible for the day-to-day management of the Fraternity operations, which includes the implementation of approved plans, programs and activities designed to accomplish the goals, decisions and directions established by the Grand Chapter and the High Council. He appoints and supervises all fraternity staff members and other paid employees of the Fraternity.



The Executive Director also appoints, assigns duties, and supervises such other assistants as are approved by the High Council, many of whom serve as Leadership Consultants with the task of visiting and providing advice and assistance to collegiate chapters. The Executive Director also supervises the General Office Staff. These employees are responsible for the daily tasks that enable the General Fraternity to serve its collegiate chapters and alumni constituents. The staff maintains offices at the Headquarters Shrine in Lexington, Virginia.

### Division Commanders

Chapters of the Fraternity are grouped geographically into Divisions. The High Council, upon recommendation of the Office of the Executive Director, appoints a Division Commander, who is an alumnus Brother, for each Division. The Division Commander represents an important link between the various alumni entities (Alumni Advisory Board, Alumni Clubs, Alumni Chapters and House Corporations) and the General Fraternity. Like other Grand Officers, the Division Commander is a volunteer who receives no financial compensation other than reimbursement for reasonable cost of official Fraternity business travel. His role is primarily advisory, although he may be appointed by the High Council to represent them in specific times of need.

### Alumni Advisory Boards

#### The Purpose:

The purpose of an Alumni Advisory Board is to provide ongoing support and assistance to the collegiate chapter. Splitting the duties among several individuals will lessen the time commitment for each alumnus, as well as increase the overall support available to the undergraduate members. This is the optimal model for involvement, as opposed to the single chapter advisor model.

Each member of the board works individually with one chapter officer to support his efforts, and act as a mentor for that officer. As a board, the members work with the collegiate officers to establish goals, monitor progress, and give support to the chapter as it grows and develops. Ensuring that the collegiate officer knows and understands his role within the chapter is crucial to his development as an officer and his ability to effectively serve the chapter. Assisting the collegian to develop beyond his role as a chapter leader and helping him prepare for experiences after graduation are important aspects of being an effective advisor.

### **The Make Up:**

The Alumni Advisory Board is a replacement for the traditional “Chapter Advisor” role, by expanding the level of knowledge and experience, so that all key officers and chairman have a “chapter advisor” for their particular area. By design it eases the burden of transition of officers from one term to the next by retaining a source of critical knowledge and experience in someone who will be there for more than one term. This reduces the impact and time required on the volunteer and hopefully eliminates the “single point of failure” of experience and guidance when an advisor is lost. It allows for any alumnus to dedicate the time they have available to have a meaningful impact on our Fraternity and its young men.

### **Chapter Advisors**

Chapter Advisors play a vital role within Sigma Nu. The relationships developed with chapter officers should encourage them to seek the advice and support of the chapter advisor. By gaining the trust and confidence of the



chapter’s officers the advisor becomes an incredible resource for the chapter. Without the guidance of, and regular contact with, an advisor, a collegiate chapter faces unnecessary struggles and challenges.

The participation an advisor has with a chapter can be as minimal as signing an occasional form for the chapter, attending a chapter meeting or two each semester, and offering to help the chapter officers as needed. But, it is the chapter advisor who regularly attends chapter meetings, solicits assistance from other alumni, and makes it a priority to spend time with chapter leaders who make the biggest positive impact on the lives of the undergraduate members of Sigma Nu.

The Fraternity relies on this group of volunteers for the consistent support and assistance that collegiate chapters require to maintain their success. Chapter advisors should advise and not dictate. A large part of the undergraduate learning experience in the Fraternity comes from making decisions and dealing with the results. Allowing the chapter to make small mistakes and then helping them learn from the experience is what the best chapter advisors do on a regular basis.



## House Corporations



The House Corporation is a legally chartered corporation authorized to conduct its affairs in the State or Province where the chapter is located. It serves as agent to the local chapter and its alumni. The members of the House Corporation board are typically alumni of the local chapter and play a role similar to that of a landlord or property manager.

The House Corporation holds the individual chapter members responsible for the proper care of the facility on a daily basis while it oversees the maintenance of chapter property by making major repairs and providing for replacement of worn-out equipment and furnishings in a timely manner.

The House Corporation collects rental payments from the collegians in order to satisfy the chapter's mortgage, taxes, and property insurance while servicing other appropriate indebtedness against the physical plant and premises. To promote fiscal and managerial responsibility among the collegiate members of the chapter, the House Corporation works closely with chapter officers, the Alumni Advisory Board and Alumni Chapter.

## Alumni Chapters

An Alumni Chapter can be established for each collegiate chapter that has been chartered by the Fraternity. Upon submission of a petition that is signed by at least ten alumni brothers in good standing with the Fraternity the High Council may grant a charter to an Alumni Chapter. An Alumni Chapter in good standing is entitled to vote at the Grand Chapter. The primary purpose of the Alumni Chapter is to offer assistance to the collegiate chapter and encourage alumni participation and engagement in the Fraternity. In addition, the Alumni Chapter serves as the record-keeping and information exchange resource for chapter alumni.

## Developing an Alumni Chapter

The primary purposes of an Alumni Chapter are to offer assistance to the collegiate chapter and to encourage active alumni participation in the affairs of the General Fraternity. Involvement in an Alumni Chapter is an active demonstration of the lifetime membership in and commitment to Sigma Nu. An individual's experiences while in the collegiate chapter start his involvement with Sigma Nu. As an alumnus, each member will, hopefully, want to share the benefit of his experiences with the collegiate chapter and support the mission of the Fraternity.

To establish an Alumni Chapter, a group of at least 10 alumni from the collegiate chapter must sign and submit the Alumni Chapter Petition to the High Council of Sigma Nu for approval. Once the petition is approved, the Alumni Chapter will be notified and presented with a framed Alumni Chapter charter. For the Alumni Chapter's charter to remain in good standing, and subsequently be allowed a vote at Grand Chapter, the Alumni Chapter must submit the following items to the General Fraternity:

- List of Alumni Chapter Officers
- Copy of Alumni Chapter Bylaws
- Brief description of the events / activities of the Alumni Chapter over the previous year.

## Alumni Clubs

Sigma Nu Alumni Clubs exist to provide opportunities for Sigma Nus in a geographical area to meet new people, expand networking opportunities, and enjoy social outings. Sigma Nu Alumni Clubs also participate in various service and philanthropic events to benefit groups in the area. These clubs also allow Sigma Nus to maintain a connection to the Fraternity.

## Alumni Club Membership

The members of an Alumni Clubs come from Sigma Nu alumni within a metropolitan or geographic area. A few alumni committed to developing and maintaining the Alumni Club will be necessary. The majority of alumni will be interested in attending events and participating in activities that are fun, convenient, and beneficial to the alumnus. The most successful Alumni Clubs are those that balance fun with opportunities for personal development and meeting new people.

The **Riley Society** is a recognized alumni club of Sigma Nu Fraternity. While most alumni clubs are organized around a metropolitan or geographic area, The Riley Society has been organized around professional and personal development. More specifically, the objectives of The Riley Society are:



- To establish a permanent medium of connection between alumni committed to service, development, and leadership in the Fraternity.
- To sustain and strengthen Society members' connection with and commitment to the Fraternity and its founding principles.
- To support the achievement of the Fraternity's and Foundation's strategic goals and imperatives.

## THE RILEY SOCIETY

The Riley Society is open to any initiated brother who is not on the roster of any collegiate chapter; is a current donor to the Sigma Nu Educational Foundation; agrees to receive communications from Riley Society, the Fraternity, and the Foundation; and commits to volunteer with one Sigma Nu alumni event or Helping Hand Initiative event every year.

The Riley Society is governed by a Board of Directors composed of a Chairman, two Vice Chairmen, a Director of Finance, and a Director of Recruitment. At the outset of each biennium, the Regent, with approval of the Council, will appoint a Chairman and two Vice Chairmen considering proposed recommendations by The Riley Society Board of Directors.

## Volunteer Specialists

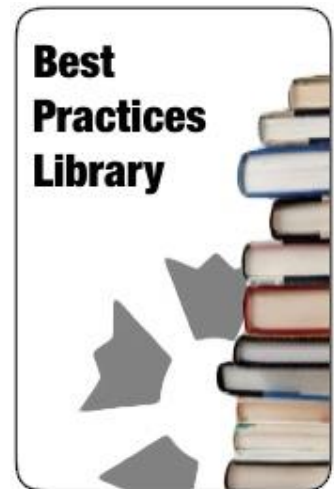
Specialists assist chapters in a limited, specific area of operations. Rather than working with one chapter on all areas of chapter programming, the specialist may work with numerous chapters on one specific area of operation.

An alumnus in the sales profession may, for example, become a recruitment specialist, or a computer professional may express interest in becoming a specialist to help chapters design and develop web pages.

## Best Practices Library

The Best Practices Library is designed to give specific examples of how Sigma Nu chapters have achieved excellence in various areas of chapter operations and help provide a road map for other chapters to follow in achieving their own excellence.

The **Alumni Best Practices Library** includes specific practices submitted by many of the most successful Chapter Advisors, Alumni Advisory Board Members, and Housing Corporation Board Members in Sigma Nu.



## Mentoring and Advising

Advising is truly a two-way communication experience. Some helpful points to remember when advising undergraduates follow.

Be a role model	•This should go without saying, but it is important to realize that being a volunteer is a living illustration of the fact that Fraternity affiliation continues after graduation.
Hold the chapter to high standards	•Help the chapter to develop high standards and advise the officers on holding everyone accountable.
Clearly establish your role with the chapter	•The chapter and the officers need to know and agree upon your volunteer role within the structure of the chapter
Ask for the chapter's input whenever you present a new idea or opinion	•Presentation, approach, and delivery are important any time something new is discussed with the chapter. When presenting something new at meetings, end with the question, "What do you think?" You will help free yourself from being accused of being pushy or a know-it-all
Give the chapter, and individual chapter officers and members the same respect you expect from them	•If the executive officers are given your respect, they will be enthused and want to learn. The average chapter member will also want to learn
Work most closely with the chapter officers	•Open dialogue between executive officers will enhance your relationship with the chapter and will also result in more business being accomplished
Be cautious about talking about the chapter's, or the university's, past	•Chapter members rarely like to hear about "the way it used to be." Glorifying the past or reminiscing about difficulties is usually a quick, sure way to lose your audience
Allow mistakes to be made	•Easier said than done. But, what distinguishes an adequate volunteer from a good volunteer is the ability to gauge the impact of the resulting disaster and determine what intervention is not only desirable, but necessary
Build on an officer's strengths	•An undergraduate's personality is largely developed by the time he reaches college, but what can be developed are manners, behaviors, skills and knowledge. Look at performance, not at promise, and focus on strengths and not weaknesses
Function as a liaison	•There will be many times when an officer will need assistance in contacting the appropriate school official, another alumnus, or a resource person in the community



## **Sigma Nu Educational Foundation, Inc.**

### **Vision**

THE ROCK THAT SUPPORTS  
EXCELING WITH HONOR

### **Mission**

THE SIGMA NU EDUCATIONAL FOUNDATION  
SECURES AND PROVIDES ENDURING RESOURCES TO  
SUPPORT THE EDUCATIONAL AND CHARITABLE INITIATIVES  
OF SIGMA NU FRATERNITY

We will:

- Support educational and leadership programming initiatives,
- Provide scholarships to support academic achievement,
- Enable members and friends to support these programs through tax-deductible contributions,
- Cultivate a lifelong commitment to the educational and charitable missions of Sigma Nu.

Sigma Nu Educational Foundation, Inc. is a 501(C)3 entity, established under the laws of the State of Indiana, USA. The Foundation provides funding to support the LEAD Program, the Fraternity Staff, College of Chapters, Grand Chapter, and other educational programs of the Fraternity. Tax-deductible gifts and bequests are made to the Foundation by alumni Brothers and friends of the Fraternity. Over thirty alumni Brothers serve on the Board of Directors of the Foundation. The Foundation owns and maintains the Headquarters property, and rents office space to the General Fraternity, in Lexington, Virginia.

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B. Wright  
Bull/Bruff