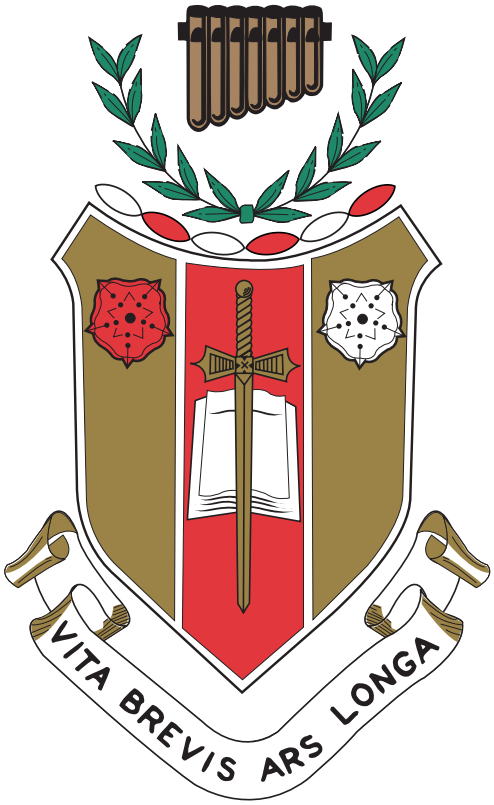
Sigma Alpha Iota

INTERNATIONAL ◆ MUSIC ◆ FRATERNITY

CHAPTER PROCEDURES MANUAL 2026



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INTERNATIONAL ◆ MUSIC ◆ FRATERNITY

CHAPTER PROCEDURES MANUAL 2026

A Publication of
Sigma Alpha Iota
International Music Fraternity

Founded June 12, 1903
at the
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Ann Arbor, Michigan

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SAI CPM TOC

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SAI CPM 1

THE NATIONAL ORGANIZATION

HISTORY AND PURPOSE

Founded in 1903 at the University School of Music in Ann Arbor, Michigan, Sigma Alpha Iota has grown into a thriving international fraternity dedicated to supporting and advancing women in music. Its membership includes undergraduate and graduate music students, alumnae, professional musicians, educators, arts advocates, and distinguished music patrons representing a wide range of academic disciplines, professions, and life experiences. An invitation to membership is an opportunity to join a network of leaders united by a shared commitment to music.

Sigma Alpha Iota fosters meaningful connections among individuals who value music and the arts. Members are active in all aspects of campus and community life, collaborating with faculty, administrators, students, music professionals, patrons, and community organizations. While many members pursue careers in music, others contribute their talents and expertise in fields such as education, business, science, healthcare, law, public service, and countless other professions. Together, they support the Fraternity's mission to encourage, nurture, and promote music throughout society.

Through a culture of service, leadership, and lifelong learning, members have access to scholarships, grants, awards, leadership opportunities, and professional development resources. Sigma Alpha Iota provides a welcoming community where members can build lasting friendships, develop valuable skills, and continue their engagement with music regardless of their chosen career path.

For more than a century, Sigma Alpha Iota has been recognized as a leader in the musical community, promoting excellence in music, fostering a lifelong appreciation for the arts, and creating opportunities for members to make a meaningful impact through music and service.

THE ARTICLES OF ASSOCIATION AND BYLAWS OF SIGMA ALPHA IOTA

These are the foundation documents of our fraternity.

The Articles of Association formally established the Alpha Chapter of Sigma Alpha Iota and incorporated the fraternity under the laws of the State of Michigan. These Articles state the name of the fraternity and its purpose. The complete Articles of Association can be found towards the end of this chapter.

The Purpose of this Fraternity (as amended August 5, 1998) shall be:

- To form chapters of women college students and alumnae who have a sincere interest in music.
- To uphold the highest standards of music.
- To further the development of music in America and throughout the world.
- To give inspiration and encouragement to members.
- To organize the cultural life of Sigma Alpha Iota members as a contributing factor to their educational growth.
- To support the ideals and goals of the member's Alma Mater.
- To adhere to the highest standards of citizenship in school, community, and fraternity life.

The Bylaws are the rules that govern the operation and internal affairs of the fraternity. They are also printed at the end of the chapter; consult the Officer Portal for the most up to date version.

THE MISSION STATEMENT AND VISION OF SIGMA ALPHA IOTA

In 2000, the National Executive Board appointed a Strategic Planning Committee, which met for the first time at that year's National Convention. The Strategic Planning Committee developed a Mission Statement and Vision for the fraternity (available on the SAI website). They are printed later in this chapter.

An Organization for Women

In 1981 Sigma Alpha Iota received a letter from the United States Department of Education, Assistant Secretary for Civil Rights, confirming that Sigma Alpha Iota is exempt from Title IX, and is permitted to remain an organization for women only. The fraternity status under Title IX has not changed since receipt of that letter.

Should a college or university raise questions regarding this membership status, National Headquarters should be contacted promptly so that Sigma Alpha Iota's legal counsel may provide appropriate clarification to the institution.

PUBLICATIONS

The official magazine of Sigma Alpha Iota is *PAN PIPES*. It is published by Sigma Alpha Iota Philanthropies, Inc., the charitable arm of Sigma Alpha Iota International Music Fraternity. SAI also publishes *Tempo!* Newsletter, the Manual for Members, the SAI Songbook, the Chapter Procedures Manual, the Centennial Songbook Supplement, *Sigma Alpha Iota, A History*, and various brochures.

THE NATIONAL CONVENTION

The governing body of Sigma Alpha Iota is the National Convention. It is composed of one delegate from each collegiate and each alumnae chapter, and the members of the National Officers Conference (NOC) who are in attendance.

Conventions are important because they provide opportunities for discussion of fraternity matters and exchange of ideas among delegates from all chapters. They bring a clearer understanding of the fraternity's projects, organizational structure, and duties and responsibilities of officers and members. Inspiration is gained from the direct and immediate contact with the fraternity in the broadest national scope.

It is the responsibility of each chapter to send a delegate to each national convention.

Each collegiate and alumnae chapter is responsible for the expenses associated with sending its official delegate to Convention. Collegiate chapters are assessed an annual Convention Fund fee, which is deposited into a national savings account. When established eligibility criteria are met, these funds are released to assist collegiate chapters with the cost of sending a delegate to the triennial National Convention. Alumnae chapters should incorporate Convention delegate expenses into their long-term financial planning and maintain adequate reserves to support delegate attendance.

A chapter must be in good standing for the delegate to be eligible to vote in elections and on any business that comes before the convention.

THE FRATERNITY OFFICERS

The members of the National Executive Board, Regional Officers, Province Officers, and Fraternity Directors comprise the National Officers Conference (NOC). The National Executive Board (NEB) consists of the elected, appointed, and staff National Officers of the fraternity. The NEB directs the policy of the fraternity and transacts fraternity business in the interim of convention. It meets at least annually at the call of the National President to hear reports, act on recommendations, lay plans, guide the fraternity's future, and authorize the budget. All of the officers of the fraternity, except the Executive Director, are volunteers. Most have had the opportunity to experience SAI as members of collegiate and alumnae chapters. They have proven dedication to the fraternity through hard work and diligent efforts over many years. These members serve because they understand the intrinsic values found in membership. All officers are available to address member concerns and suggestions.

THE NATIONAL EXECUTIVE BOARD OFFICERS

The **National Executive Board** (NEB) consists of elected and appointed officers, who are volunteers, as well as a staff officer. The detailed list is below.

The elected National Officers of the fraternity:

- National President
- National Vice President, Alumnae Chapters
- National Vice President, Collegiate Chapters
- National Vice President, Extension
- National Vice President, Finance
- National Vice President, Fraternity Development
- National Vice President, Ritual and Fraternity Education

The **appointed** National Officers are the Chairman of the Board of Directors, Sigma Alpha Iota Philanthropies, Inc., and the Fraternity's Director of Diversity, Equity, and Inclusion (DEI).

The **staff** National Officer is the Executive Director, an SAI member who serves as the administrator of the **National Headquarters**. This is the business office of the Fraternity and SAI Philanthropies, Inc., where records of membership, chapter accounts, archival materials, and publications are administered.

The Staff Officer and the Fraternity's Director of Diversity, Equity, and Inclusion serve as ex-officio members of the NEB.

FRATERNITY POLICIES

Over the years, the fraternity has adopted a number of official policies to provide guidance and establish consistent practices throughout the organization. These policies help to define the Fraternity's role within the broader musical community and clarify its position on matters that affect membership, chapter operations and fraternity life. *(See Appendix A for current policy statements or visit the Officer Portal Document Library.)*

PHILANTHROPIC ACTIVITIES

The philanthropic activities of Sigma Alpha Iota are carried out through its charitable arm Sigma Alpha Iota Philanthropies, Inc. *(See Chapter 11.)*

ARTICLES OF ASSOCIATION

We, the undersigned, being of full age, and desiring to become incorporated under the provisions of Act No. 171, of the Public Acts of Michigan for 1903, entitled "An act for the incorporation of associations not for pecuniary profit," do hereby make, execute and adopt the following articles of association, to wit:

Article I

The name or title by which said corporation is to be known in law is Sigma Alpha Iota International Music Fraternity. (amended 8-5-1998)

Article II

The Purpose of this Fraternity shall be:

(A To form chapters of women college students and alumnae who have a sincere interest in music.
(B) To uphold the highest standards of music.
(C) To further the development of music in America and throughout the world.
(D) To give inspiration and encouragement to members.
(E) To organize the cultural life of Sigma Alpha Iota members as a contributing factor to their educational growth.
(F) To support the ideals and goals of the member's Alma Mater.
(G) To adhere to the highest standards of citizenship in school, community, and fraternity life. (amended 8-5-1998)

Article III

The principal office or place of business shall be at Ann Arbor, in the county of Washtenaw and State of Michigan.

Article IV

The term of existence of this proposed corporation is to be perpetual, from the date of these articles. (amended by statute)

Article V

The number on the Board of Directors shall be nine. This Board of Directors shall comprise the National Executive Board. (amended 8-5-1998)

Article VI

The names of the trustees or directors selected for the first year of its existence are as follows: Elsa Stanley, Elizabeth A. Campbell, Ella S. Babcock, Mabel Ross Rhead, Fredreka B. Howland.

Article VII

The qualifications required of officers and members are as follows: Good character; high grade of scholarship; high degree of musical ability and attainment.

IN WITNESS WHEREOF, We, the parties hereby associating have hereunto subscribed our names this first day of December A.D. 1904.

Minnie M. Davis	Ann Arbor, Michigan
Elizabeth A. Campbell	" "
Frances C. Caspari	" "
Mabel Ross Rhead	" "
Ella Babcock	" "
Elsa Stanley	" "
Leila Farlin	" "
Nora Crane Hunt	Jackson, Michigan
Fredreka B. Howland	Ann Arbor, Michigan

State of Michigan, SS.
County of Washtenaw.

On this first day of December A.D. 1904, before me, a Notary Public in and for said county, personally appeared Minnie M. Davis, Elizabeth A. Campbell, Frances E. Caspari, Mabel Ross Rhead, Ella S.Babcock, Elsa Stanley, Leila Farlin, Nora C. Hunt and Fredreka B. Howland, known to me as the persons named in, and who executed the foregoing instrument, and severally acknowledged that they executed the same freely and for the intents and purposes therein mentioned.

Carl Storm, Notary Public
My commission expires October 5, 1908.

Recorded December 15, 1904

Amended and Filed January 10, 1928
Amended and Filed August 11, 1968
Amended and Filed April 6, 1977
Amended and Filed November 5, 1998

The following National Bylaws are meant as an example.

ALWAYS refer to the current version of amended bylaws by visiting the SAI national website at *www.sai-national.org*.

SIGMA ALPHA IOTA NATIONAL BYLAWS

The provisions of these Bylaws supersede and replace entirely all previously adopted Bylaws of Sigma Alpha Iota International Music Fraternity (the "Fraternity"). Notwithstanding anything to the contrary herein, in the event of a conflict or inconsistency between the Fraternity's Articles of Association (the "Articles") and these Bylaws, the Articles shall prevail.

ARTICLE I - NAME

The name of this organization is Sigma Alpha Iota International Music Fraternity, whose purposes are stated in the Articles of Association.

ARTICLE II - GENERAL PROVISIONS

Section 1. General Policies and Procedures

A. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these Bylaws, shall be handled in accordance with established procedures as prescribed in the applicable duly adopted Fraternity policies and procedures.
B. All chapters shall comply with the policies as set forth in the Chapter Procedures Manual and other applicable duly adopted Fraternity policies and procedures.
C. Any provision in chapter bylaws that conflicts with a provision in these Bylaws shall be null and void.

Section 2. **Voting Procedures**

All national actions voted on by the chapters and the National Officers Conference require an affirmative vote of two-thirds of the ballots cast, except for election of officers at the National Convention which is by majority vote. (See Article X, Section 3)

Section 3. **Acronyms**

The following acronyms will be used as appropriate in these Bylaws:

A.	Sigma Alpha Iota	-	SAI
B.	National Executive Board	-	NEB
C.	National Vice President	-	NVP
D.	National Officers Conference	-	NOC
E.	National Headquarters	-	NH
F.	Member in Training	-	MIT
G.	Diversity, Equity, Inclusion	-	DEI

ARTICLE III - MEMBERSHIP

Section l. Categories of Membership

A. This Fraternity shall have four categories of membership: Collegiate, Alumnae, Patroness and Distinguished.
B. No person who has held membership in Mu Phi Epsilon, Delta Omicron or Phi Beta shall be eligible for any category of membership.
C. Persons who have held membership in Phi Mu Alpha may only be initiated as Distinguished Members.

Section 2. **Collegiate Membership**

A. Requirements
1. To be eligible for election to collegiate membership in the Fraternity, the proposed candidate shall be:
   a. A regularly matriculated woman student in an institution where a chapter of this Fraternity is chartered who has demonstrated an interest in music and in the purposes of SAI.
      i. This is inclusive of cisgender women and transgender women. Identities that may be considered for

membership include non-binary, gender nonconforming individuals who are committed to the advancement of women in music.
ii. Persons not considered for membership are cisgender men and transgender men.
b. Such students shall be enrolled in or have completed one or more courses in music and shall have met all requirements as outlined in duly adopted Fraternity policies and procedures.
2. No person shall be eligible for membership who has been accepted to but not initiated by Mu Phi Epsilon, Delta Omicron or Phi Beta within the previous 12 months.

B. Fraternity Education and Initiation

Invitations to membership, education, and initiation shall be in accordance with the duly adopted Fraternity policies and procedures and the Ritual of Sigma Alpha Iota.

C. Privileges and Obligations

1. A collegiate member in good standing shall be entitled to vote on all matters presented to the chapter, to hold office, and to act as delegate to the National Convention. (See Article IX)
2. To be in good standing, a collegiate member must adhere to the Ritual, the Pledge and all provisions of chapter membership as set forth in the National Bylaws, Chapter Bylaws, and duly adopted policies and procedures. The member must meet all financial obligations to the chapter and to the National Fraternity.

Section 3. Alumnae Membership

A. Requirements

1. Persons who have previously been collegiate members shall automatically become alumnae members upon graduation or termination of studies.
a. This is inclusive of initiated cisgender women and transgender women, non binary, and gender nonconforming individuals who are committed to the advancement of women in music.
b. Persons not considered for membership are cisgender men and transgender men.
2. Non-student members became alumnae members upon initiation into the Fraternity.

B. Privileges and Obligations

1. Alumnae members in good standing shall be entitled to affiliate with alumnae chapters and to vote on all matters presented to the alumnae chapter. They shall be entitled to hold office and to act as an alumnae chapter delegate to the National Convention. (See Article IX)
2. To be in good standing, an alumnae member must adhere to the Ritual, the Pledge and all provisions of chapter membership as set forth in the National Bylaws, Chapter Bylaws, and duly adopted procedures. The member must meet all financial obligations to the chapter and to the National Fraternity.

Section 4. Patroness Membership

A. Qualifications and Procedure

A collegiate or alumnae chapter may invite and initiate into Patroness membership individuals who support the arts in their local communities and who are interested in becoming involved in a local SAI chapter.

1. This is inclusive of initiated cisgender women and transgender women, non binary, and gender nonconforming individuals who are committed to the advancement of women in music.
2. Persons not considered for membership are cisgender men and transgender men.

B. Categories of Patroness Members:

1. Patroness (without training): Initiated by a collegiate chapter, an alumnae chapter or the NEB.
2. Patroness with Training: Initiated by an alumnae chapter or the NEB, has completed a prescribed Fraternity Education Course, pays National Alumnae Association dues, and can affiliate with an alumnae chapter.

C. Privileges and Obligations

1. All patroness members may attend collegiate and alumnae chapter meetings and any Ritual ceremony.
2. Patronesses with Training may hold an elected alumnae chapter office and vote on local and national issues. A Patroness with Training must meet all financial obligations to the chapter and to the National Fraternity.
3. A Patroness with Training may serve as the Alumnae Chapter's delegate at National Convention.
4. No Patroness may hold a province, regional or national office.
5. Patroness with Training may be appointed as a Fraternity Director or Philanthropies Director.
6. All Patroness members shall receive the fraternity journal.

Section 5. **Distinguished Membership**

A. The following categories of distinguished membership may be conferred:
   1. ***Member Laureate*** - a collegiate initiated member of the Fraternity who has achieved international distinction in the music profession.
   2. ***Honorary Member*** - a woman who has achieved international distinction the music profession who is not an initiated member of Sigma Alpha Iota. This is inclusive of cisgender women and transgender women, non-binary, and gender nonconforming individuals who are committed to the advancement of women in music. Identities that will not be considered for Honorary Member are cisgender men and transgender men.
   3. ***National Arts Associate*** - a person who is nationally recognized for distinguished contribution to the arts.
   4. ***Friend of the Arts*** – a person, beyond the undergraduate student level, who is supportive of and actively involved in the arts at a local or regional level.

B. Election to distinguished membership is upon approval of the Distinguished Membership Committee, who shall consider a candidate's qualifications and determine which category of membership may be conferred.

C. Members Laureate shall retain all privileges of Fraternity membership. Other distinguished members may attend any Fraternity function but may not affiliate with an alumnae chapter, vote or hold office.

D. All Distinguished Members shall receive the fraternity journal.

Section 6. **Financial Obligations of Members**

National dues shall be determined by a vote of the membership. The vote may be collected at National Convention, or by mail, or by an electronic method such as email as directed by the NEB. (See Article VIII.) All other fees shall be determined by the NEB, except for local chapter fees.

A. Collegiate chapter members shall pay:
   1. National MIT fee, which includes MIT supplies
   2. National initiation fee, which includes:
      a. Initiation fee
      b. Life leasehold of official badge
      c. Life leasehold of the Ritual Member Copy
   3. National dues
   4. Local chapter fees

B. Affiliated alumnae chapter members shall pay:
   1. Annual Alumnae Association dues (optional for members reaching age 70 or those who have been initiated for 50 years)
   2. Local chapter fees

C. Unaffiliated alumnae members may pay annual Alumnae Association dues

D. Patroness members shall pay:
   1. National patroness initiation fee which includes:
      a. Initiation fee
      b. Life leasehold of Patroness badge
   2. Patroness with Training members who are affiliated with an alumnae chapter shall pay annual Alumnae Association dues (optional for emeritus members reaching age 70 or those who have been initiated for 50 years) and local chapter fees.

Section 7. **Sigma Alpha Iota Alumnae Association**

All alumnae members of SAI in good standing will be eligible to join the SAI Alumnae Association upon payment of SAI Alumnae Association dues. The privileges are:

A. Receiving the National Journal
B. Receiving the fraternity newsletter
C. Such other benefits as approved by the NEB.

Section 8. **Transfer of Chapter Membership**

Collegiate, alumnae and Patroness with Training members in good standing may transfer chapter membership in accordance with duly adopted procedures.

ARTICLE IV - CHAPTER ORGANIZATION

Section 1. **Chapter Structure**

The Fraternity shall consist of chartered collegiate chapters named consecutively according to the Greek alphabet, and chartered alumnae chapters named according to geographical location, with no two chapters bearing the same name. Chapters shall be grouped geographically into Provinces named according to the Greek alphabet, with the Provinces grouped into numerically designated Regions.

Section 2. **Collegiate Chapters**

A. Requirements for Collegiate Chapter Extension

1. Petitions for collegiate chapters may be considered from groups of ten or more regularly matriculated eligible students in post-secondary institutions, who are under graduating senior status, who intend to return to the institution for at least one academic year after the expected installation date. In addition, there may be students of senior or graduate status and teachers of comparable qualifications in the petitioning group. (See Article III, Section 2) (Refer to current Extension Guidelines)
2. Post-secondary institutions must:
   a. be accredited by a U.S. Department of Education-approved accrediting agency
   b. offer a baccalaureate degree in the field of music
   c. be of sufficient size (having at least 30 eligible music majors or minors) to support a collegiate chapter
3. Exceptions to these requirements may be considered by and must be approved by the NEB.

B. Petitions

1. Petitions, including detailed information about the applicants and the institution, shall be sent to the NVP, Extension, who may refer the petition to the NEB for approval.
2. Upon NEB approval, procedures for installation of the new chapter shall commence.

C. Initiation Requirements for Petitioning Members

1. Members of the petitioning group must meet all national membership requirements.
   Each member of the group must pass the membership examination and pay all national fees.
2. All members of the petitioning group who are approved by the NEB are eligible for initiation into SAI either at the time of installation or within one calendar year from that date.

D. Installation of Chapter

1. The chapter shall be formally installed by a member of the NEB and shall assume all privileges and obligations of a collegiate chapter.
2. Each chapter established under a charter shall be named in the order of its founding as follows: consecutive letters of the Greek alphabet for the first twenty-four chapters; additional chapters by the Greek alphabet prefixed consecutively by Sigma, Alpha, Iota, and then by Beta, Gamma, Delta, et cetera, through th Greek Alphabet.

Section 3. **Alumnae Chapters**

A. Requirements for Alumnae Chapter Extension

1. Ten or more SAI members in good standing (see Article III, Section 3) who are current with SAI Alumnae Association dues and organized as a group may present a group history and a signed petition for an alumnae chapter to the NVP, Extension. (Refer to the current Extension Guidelines).
2. Exceptions to this may be considered and approved by the NEB.

B. Petitions

1. Petitions, including detailed information about the applicants, shall be sent to the NVP Extension, who may refer the petition to the NEB for approval.
2. Upon NEB approval, procedures for the installation of the new chapter shall commence.

C. Installation of Chapter

The chapter shall be formally installed by a member of the NEB and shall assume all privileges and obligations of an alumnae chapter.

Section 4. **Chapter Financial Obligations**

All chapters shall pay special assessments. The amount of chapter financial obligation shall be determined by the NEB.

Section 5. **Convention Representation**

A. Chapters in good financial standing are entitled to be represented at the National Convention by one delegate.
B. Unaffiliated alumnae, who are members of the Alumnae Association are represented at National Convention by the Director of the Alumnae Association.

Section 6. **Inactive Chapter Status**

A chapter may petition the NEB to become inactive by a majority vote of its membership. Such inactive status becomes effective upon approval by the NEB. A chapter may also be declared inactive or closed by the NEB. All official Fraternity property and funds must be returned to NH immediately upon a chapter's inactive status being approved or declared by the NEB.

Section 7. **Chapter Ceremonies**

Only the ceremonies as set forth in the Ritual of Sigma Alpha Iota may be conducted by chapters.

Section 8. **Chapter Obligations**

Chapters shall fulfill all obligations as outlined in the duly adopted Fraternity policies and procedures.

ARTICLE V - OFFICERS

Section 1. **National Officers**

A. Elected Officers

1. The elected officers shall be
    a. National President
    b. National Vice President, Alumnae Chapters
    c. National Vice President, Collegiate Chapters
    d. National Vice President, Extension
    e. National Vice President, Finance
    f. National Vice President, Fraternity Development
    g. National Vice President, Ritual and Fraternity Education
2. These officers shall be elected and installed at the National Convention as prescribed in these Bylaws.
3. They shall serve for a term of three years or until their successors are selected. No officer shall be eligible to serve more than three terms in the same office nor more than six terms on the National Executive Board.

B. Appointed Officer

The Chairman of the Board of Directors, Sigma Alpha Iota Philanthropies, Inc., shall be appointed by the elected members of the NEB following the National Convention. The appointed officer shall serve for a term of three years and may be reappointed at the discretion of the NEB. The appointed officer must have been initiated as a collegiate member or a non-student member of the Fraternity and must be in good standing with the Fraternity.

C. Staff Officer

The Executive Director shall serve as a non-voting, ex-officio member of the NEB. The Executive Director must have been initiated as a collegiate member or a non-student member of the Fraternity and must be in good standing with the Fraternity. The Executive Director shall be hired by the NEB and shall remain in that position at the discretion of the NEB.

Section 2. **Regional Officers**

A. The Regional Officers shall be elected and installed at the National Convention for a term of three years.
B. No Regional Officer shall be eligible to serve more than three terms.

Section 3. **Province Officers**

A. The Province Officers shall be elected and installed at the National Convention for a term of three years.
B. No Province Officer shall be eligible to serve more than three terms

Section 4. **Duties of National Officers**

A. National President
1. Preside at the National Convention, at all meetings of the NEB and at any other meetings as appropriate.
2. Oversee liaison activity with other organizations and outside interests.
3. Appoint, with the approval of the NEB, Fraternity directors; chairmen of standing and special committees; and a Parliamentarian.
4. Oversee the job performance of all NOC members.
5. Serve on the Board of Directors of Sigma Alpha Iota Philanthropies, Inc.
6. Serve as an ex-officio member of all committees with the exception of the Election Committee and the Nominating Committee.

B. National Vice President, Alumnae Chapters
1. Oversee the work of the alumnae chapters.
2. Oversee the work of the Regional and Province Officers as it relates to alumnae chapters.

C. National Vice President, Collegiate Chapters
1. Oversee the work of the collegiate chapters.
2. Oversee the work of the Regional and Province Officers as it relates to collegiate chapters

D. National Vice President, Extension
Supervise all collegiate and alumnae chapter extension

E. National Vice President, Finance
1. Oversee Fraternity funds, including professionally managed investments and endowment funds.
2. Serve as chairman of the Finance Committee.
3. Serve as a non-voting, ex-officio member of Sigma Alpha Iota Philanthropies, Inc. Board.

F. National Vice President, Fraternity Development
Develop programs and resources that address fraternity member needs. This includes collegiate and alumnae members, patroness members, and Distinguished Members.

G. National Vice President, Ritual and Fraternity Education
1. Oversee all matters pertaining to Ritual and Fraternity education.
2. Have charge of national Ritual materials and equipment.

H. Chairman, Board of Directors, Sigma Alpha Iota Philanthropies, Inc.
Perform all duties as directed in the Bylaws of Sigma Alpha Iota Philanthropies, Inc

I. Executive Director
1. Staff and maintain the NH for the Fraternity.
2. Serve as Recording Secretary for all NEB meetings.
3. Serve as a non-voting, ex-officio member of the Finance Committee of the Fraternity.
4. Serve as a non-voting, ex-officio member of Sigma Alpha Iota Philanthropies, Inc. Board.

J. In addition to the specific duties outlined above for each national office, general duties required of all national officers as members of the NEB shall be to:
1. Report bi-annually or as required to the National Executive Board.
2. Report to the National Convention.
3. Oversee directors and chairmen as may be assigned by the NEB.
4. Fulfill all obligations of office.

Section 5. **Duties of Regional Officers**

A. Provide leadership for their respective region in consultation with the NEB.
B. Coordinate Regional Meetings in consultation with the NEB.
C. Report as required to the NEB and fulfill all obligations as outlined in the appropriate Fraternity publication

Section 6. Duties of Province Officers

A. Provide leadership for all chapters in the Province in consultation with the Regional Officer and the NEB.
B. Conduct Official Visits
    1. Visit each collegiate chapter in the province annually.
    2. Visit each alumnae chapter once in the triennium, with optional additional visits as approved by the NVP, Alumnae Chapters.
C. Report as required to the NEB and fulfill all obligations as outlined in the appropriate Fraternity publication

Section 7. Vacancies in Office

A. If a vacancy occurs on the National Executive Board, the NEB shall appoint a successor to fill the unexpired term.
B. In the event of a temporary inability of a national officer to serve, the NEB shall delegate that officer's duties to other members of the NOC.
C. If a vacancy occurs in a Regional or Province office, the National President shall appoint, in consultation with the NEB, a successor to fill the unexpired term.

ARTICLE VI - FRATERNITY ADMINISTRATION

Section 1. National Executive Board

A. Membership
1. The NEB shall be the Board of Directors of the Fraternity and shall consist of
    a. Voting members are the National Officers and the Appointed Officer.
    b. Ex-officio members are the Staff Officer and the DEI Director.

B. Responsibilities
1. The NEB shall have full power and authority over the affairs of the Fraternity between National Conventions, except which is retained by the membership as provided in these bylaws
2. The NEB shall meet at least annually and at the call of the National President or of any three members of the NEB. Meetings called may be conducted electronically. (See Article VIII.)
3. The NEB shall propose the amount for national dues. Such proposals shall be submitted to the chapters and the NOC for a vote.
4. The NEB shall determine other national fees. (See Article III, Section 6.)
5. The NEB shall have a Finance Committee.
    a. The Finance Committee is a permanent standing committee. This Committee shall consist of the NVP Finance as chairman, the National President and two other NEB members appointed by the National President with the approval of the NEB. The Executive Director shall be a non-voting, ex-officio member of this committee.
    b. The Finance Committee shall review budgets and prepare recommendations for the approval of the NEB and shall carry out any other duties regarding the Fraternity's fiscal affairs as the NEB may direct.

C. Quorum
A majority of the NEB members shall constitute a quorum.

Section 2. National Officers Conference
The National Officers Conference shall consist of the members of the National Executive Board, Regional Officers, Province Officers and Fraternity Directors.

ARTICLE VII - FRATERNITY DIRECTORSHIPS AND COMMITTEES

Section 1. Fraternity Directorships
A. A Fraternity Director is responsible for overseeing a particular aspect of Fraternity life.
B. Fraternity directorships may be established or eliminated at the discretion of the NEB.

Section 2. **Standing Committees**

A. Standing committees are on-going committees which have continuing responsibilities
B. These committees may be created or disbanded at the discretion of the NEB.
C. The standing committees shall include but not be limited to the Distinguished Membership Committee, the Finance Committee, and the National Bylaws Committee.

Section 3. **Special Committees**

Special committees may be created by the NEB as needed to function until completion of a specified assignment.

Section 4. **Appointment and Terms of Office**

A. All Fraternity directors and the chairmen of standing and special committees shall be appointed by the National President with the approval of the NEB.
B. Directors and committee chairmen shall serve for a term of three years or until their successors are appointed or assignment is completed, and may be reappointed at the discretion of the National President and the NEB.

ARTICLE VIII - PROVISIONS FOR ELECTRONIC COMMUNICATION

Section 1. **Electronic Meetings**

The NEB, NOC, Fraternity Directorships, Standing Committees and Special Committees are authorized to meet by telephone conference or through other electronic communications media provided that:

A. All attendees have the capability to participate in the meeting.
B. The electronic meeting is conducted on a safe and secure network.

Section 2. **Electronic Voting**

An electronic vote may include email, voicemail or other telecommunication techniques provided that fraternity business is not exposed to the public.

ARTICLE IX - NATIONAL CONVENTION

Section 1. **Organization and Procedure**

A. The National Convention of this Fraternity shall be held triennially at the call of the National President, date and location to be determined by the NEB, for the purpose of transacting business in accordance with the objectives of the Fraternity.
B. In unusual circumstances, the National Convention may be rescheduled by the NEB or held on an electronic platform that allows members to participate at the same time.
C. Unless otherwise specified, actions of the National Convention shall take effect at the close of the National Convention.
D. The quorum of any meeting of the National Convention shall be a majority of the voting members who are registered with the Credentials Committee and in attendance at the National Convention.

Section 2. **Voting Personnel**

A. The National President shall appoint a Credentials Committee which shall certify those members who are eligible to vote.
B. One delegate from each collegiate and alumnae chapter shall have one vote for the elected National Officers and for their respective Province Officer and Regional Officer.
C. Regional Officers shall have a vote for the elected National Officers, as well as for the Regional Officer and Province Officers in their respective region.
D. Province Officers shall have a vote for the elected National Officers, as well as for the Regional Officer and Province Officer in their respective region and province.
E. Fraternity Directors shall have a vote for the elected National Officers, as well as for the Regional Officer and Province Officer in their respective region and province.
F. Each NEB member shall have a vote for each elected officer. They may cast 1/3 vote for all Province Officers and Regional Officers.
G. No individual shall be entitled to more than one vote.

Section 3. **Expenses**

A. For official collegiate chapter delegates, the money collected in the National Convention fund shall be reserved for their chapters to assist with the costs associated with attending National Convention. If the chapter chooses not to send a delegate, the National convention funds are forfeited for that triennium.

B. For official alumnae chapter delegates, National Convention expenses shall be the responsibility of the individual and/or the chapter.
C. National Convention expenses for members of the NEB, Regional Officers, and Province Officers shall be paid as authorized by the NEB.
D. Fraternity directors may receive a travel stipend to the National Convention as authorized by the NEB.

Section 4. Program

The program of the National Convention may include but shall not be limited to business sessions, an awards banquet, Philanthropies functions, musical programs and Ritual ceremonies.

ARTICLE X - ELECTION PROCESS

Section 1. Qualifications for Office

A. Candidates for office must have been initiated as a collegiate member or non-student member of the fraternity, must be in good standing with the Fraternity, must be a member of the Alumnae Association and must meet the qualifications as set in the relevant job description.
B. Candidates for National President shall be or shall have been a member of the NEB.
C. Candidates for the NEB shall be or shall have been a Province Officer.
D. Candidates for Regional Officer shall be a resident of the region they are to serve and shall be or shall have been a Province Officer. (Exemptions to these requirements may be made by the NEB should circumstances warrant.)
E. Candidates for Province Officer shall be a resident of the Province they are to serve. (Exemptions to this requirement may be made by the NEB should circumstances warrant.)

Section 2. Nominations

A. The Nominating Committee shall be elected by the NEB. Announcement of the chairman shall be published in *PAN PIPES in* the fall preceding National Convention. The remainder of the Nominating Committee will be announced in the spring of the National Convention year.
B. In addition to the chairman, the Nominating Committee shall consist of one delegate from each region, on the following rotation schedule: Regions 1,3,5,7 - collegiate delegate and Region 2,4,6,8 - alumna delegate, reversing for the following National Convention; one former or retiring Regional Officer, one former or retiring Province Officer; one Fraternity Director; and the Executive Director serving as a non-voting member. The collegiate and alumnae members shall be recommended to the National President by the Regional Officers from among the official delegates to the National Convention.
C. No member of the Nominating Committee shall be a candidate for election to any office at the National Convention.
D. In the months preceding the Convention:
    1. Nominees for all elective offices shall be solicited from the entire membership of the Fraternity. Nominations are to be submitted to the chairman of the Nominating Committee, by the established deadline.
    2. The eligibility (i.e., qualifications for office as stated in Section 1 of this Article, and willingness to serve) of all nominees will be verified.
    3. A list of all eligible nominees will be prepared and made available to all chapters and the NOC
E. The Nominating Committee shall meet and review the entire list of eligible nominees.
F. At the opening General Session of the National Convention, the Nominating Committee Chairman shall present to the National Convention body the slate of nominees, one or more for each National, Regional, and Province office.
G. Following the report of the Nominating Committee, additional nominations may be submitted by delegates utilizing established procedures immediately following the end of the first General Session. Eligibility of all additional nominees will be established prior to publication of the final slate.
H. A member may be a candidate for no more than one National and one Regional office; one National and one Province office; or one Regional and one Province office.

Section 3. Elections

A. The chairman of the Election Committee shall be appointed by the National President with the approval of the NEB.
B. The Election Committee shall be composed of at least eight members appointed by the National President with the approval of the NEB and the chairman of the Election Committee.
C. No member of the Election Committee shall be a candidate for office.
D. The Election Committee shall have ballots prepared and balloting facilities and procedures established as appropriate.
E. Each voting member of the National Convention shall be identified by the Election Committee from the list furnished by the Credentials Committee and shall be entitled to vote as provided in Article VIII.

F. The election shall be held as provided in the National Convention schedule.
G. Election shall be by ballot and a majority vote shall elect. Where there are three or more candidates for an office and no candidate receives a majority of the votes cast on the first balloting, the candidate with the lowest number of votes shall be dropped from the ballot. The polls shall then be re-opened and an additional vote shall be taken for that office until a candidate is elected.
    1. Write-in votes are not permitted.
H. After the polls have been closed and the votes have been tallied, the chairman of the Election Committee shall report the election results to the National Convention body.
    1. If a member is elected to more than one office, the member shall choose which office they wish to serve in and the other office will be considered vacant.
    2. Should an office be vacant when elections are concluded, it will be appointed by the National President in consultation with the NEB after the conclusion of the National Convention.

Section 4. **Installation**
The officers elected as herein provided shall be installed in accordance with Fraternity Ritual on the last day of the National Convention and shall assume their duties as of the close of the National Convention.

Section 5. **Chapter Affiliation**
While holding office, National, Regional, and Province Officers may not be affiliated with a chapter or serve as an advisor of a collegiate chapter.

ARTICLE XI - INSIGNIA

as designated by the NEB. Permission must be obtained for use of official insignia in accordance with applicable duly adopted policies and procedures. This may be done by written request submitted to NH.

ARTICLE XII - RITUAL

The only Ritual ceremonies permitted are those contained in the officially sanctioned Ritual of Sigma Alpha Iota. The Ritual of Sigma Alpha Iota, including member copies, shall only be published by the Fraternity and shall remain the property of the Fraternity.

ARTICLE XIII - HONORS AND AWARDS

Fraternity honors and awards may be conferred upon members in accordance with established Fraternity guidelines and the Ritual of Sigma Alpha Iota. New honors or awards may be established at any time at the discretion of the National Executive Board.

ARTICLE XIV - LIMITATION OF ACTIVITIES

Section 1. **List or Directories**
The Fraternity shall not use nor permit the use of any Fraternity mailing lists or directories to conduct non-Fraternity business, with the exception of special projects for the benefit of the membership and the Fraternity as approved by the NEB.

Section 2. **Public Affairs**
The Fraternity shall not become involved in any campaign for a candidate for public office, nor engage in lobbying on behalf of or against any legislative proposal, with the exception of legislation which will directly affect the purposes of the Fraternity.

Section 3. **National Interests**
Matters pertinent to the national interest of the Fraternity may be referred to the membership by the NEB upon a majority vote.

ARTICLE XV- DISCIPLINE

Section 1. **Procedures**
Procedures for discipline shall be the applicable duly adopted Fraternity policies and procedures.

Section 2. **Chapters**

A. Chapters may be disciplined for:
   1. Violation of the Ritual or these Bylaws
   2. Conduct detrimental to the Fraternity
   3. Failure to submit required reports
   4. Failure to meet financial obligations

B. An investigation into a chapter's conduct may be instituted upon recommendation of:
   1. Three or more chapter members in good standing
   2. A Province or Regional Officer
   3. A member of the NEB

C. The NEB shall have the power to place a chapter on suspension, to close a chapter, or to otherwise discipline chapters.

Section 3. **Members**

A. Members may be disciplined for:
   1. Violation of the Ritual or these Bylaws
   2. Conduct detrimental to the Fraternity
   3. Failure to perform official duties
   4. Failure to submit required reports
   5. Failure to meet financial obligations

B. An investigation into a member's conduct may be instituted upon recommendation of:
   1. Three or more chapter members in good standing
   2. A Province or Regional Officer
   3. A member of the NEB

C. The NEB shall have the power to expel or otherwise discipline members.

Section 4. **Appeals**

A chapter or member under disciplinary action shall have the right of appeal to the NEB, which shall have the authority to reverse such action.

ARTICLE XVI - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the Fraternity in all cases in which they are applicable, and in which they are not inconsistent with state statutes, these Bylaws and any special rules of order the Fraternity may adopt.

ARTICLE XVII – TITLE IX STATUS AND ANTI-DISCRIMINATION STATEMENT

Sigma Alpha Iota is a Title IX exempt organization. Sigma Alpha Iota does not discriminate against students on the basis of race, color, national origin, religion, creed, political belief, disability, age, marital status, veteran status, or sexual orientation.

ARTICLE XVIII - MISCELLANEOUS

Section 1. **Contracts**

The NEB may authorize any officer or officers, agent or agents of the Fraternity, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Fraternity and such activity may be general or confined to specific instances.

Section 2. **Checks, Drafts, etc.**

All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Fraternity shall be signed by such officer or officers, agent or agents of the Fraternity and in such manner as shall from time to time be determined by resolution of the NEB. In the absence of such determination by the NEB, such instruments shall be signed by the NVP, Finance and countersigned by the National President or the Executive Director.

Section 3. **Deposits**

All funds of the Fraternity shall be deposited in a timely manner to the credit of the Fraternity in such insured banks, trust companies or other depositories as the NEB may select.

Section 4. **Gifts**
The NEB may accept on behalf of the Fraternity any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Fraternity.

Section 5. **Books and Records**
The Fraternity shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the NEB and committees having any of the authority of the NEB, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Fraternity may be inspected by any member or member's agent or attorney for any proper purpose at any reasonable time.

Section 6. **Fiscal Year**
The fiscal year of the Fraternity shall end on June 30 of each year.

Section 7. **Seal**
The Fraternity seal shall have inscribed thereon the words "Sigma Alpha Iota--1903."

Section 8. **Waiver of Notice**
Whenever any notice is required to be given under the provision of the laws of the State of Michigan or under the provisions of the Articles of Incorporation or the Bylaws of the Fraternity, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice

ARTICLE XIX - AMENDMENTS

Section 1. **Amendments at Convention**
Amendments to these Bylaws may be made at any National Convention by a two-thirds vote. Notice of proposed amendments shall be sent to all chapters and the NOC at least six months prior to National Convention.

Section 2. **Amendments Between Conventions**
These Bylaws may be amended or revised between National Conventions by mail or electronic vote of the chapters and the NOC.

Section 3. **Notification**
Notification of each adopted amendment shall be sent to all chapters and members of the NOC.

ARTICLE XX - DISSOLUTION

In the event of dissolution of this Fraternity, all of the net assets shall be distributed to such charitable, educational, and literary organizations described in Section 501(c)3 of the Internal Revenue Code of 1954 as the NEB in its sole discretion shall determine.

Adopted 1928
Amended 1931
Revised 1936
Amended 1938
Amended 1940
Amended 1941
Amended 1942
Amended 1943
Amended 1944
Amended 1945
Amended 1946
Revised 1947
Amended 1950
Amended 1953
Revised 1959
Amended 1966
Revised 1968

Revised 1977 Amended 1986
Amended 1987
Amended 1989
Amended 1992
Amended 1993
Amended 1995
Revised 2000
Amended 2001
Amended 2002
Amended 2004
Amended May 2005
Amended February 2006 (and corrected copies distributed September 2006) Amended March 2008
Amended November 2008
Amended March 2009
Amended March 2011
Amended July 2012
Amended August 2018
Amended February 2022
Amended June 2025

Mission Statement:

The mission of *Sigma Alpha Iota, International Music Fraternity*, is to encourage, nurture, and support the art of music.

Vision of SAI:

The vision of Sigma Alpha Iota, International Music Fraternity, is to be recognized throughout the world as the foremost fraternity that

- Supports and encourages women musicians of all ages, races, and nationalities
- Supports and promotes successful and innovative educational programs in music for all stages of life
- Cultivates excellence in musical performance
- Promotes programs and activities that stress the love and importance of music in our lives
- Recognizes technological advances in the field of music
- Dedicates financial resources that ensure the continuation of programs necessary to support the objectives of the fraternity in perpetuity
- Has as its members people who exemplify professional and ethical behavior in the spirit of the Sigma Alpha Iota founders.

SAI CPM 2

MEMBERSHIP IN SIGMA ALPHA IOTA

INTRODUCTION

Membership in Sigma Alpha Iota is both a privilege and an honor. Acceptance of this distinction carries the responsibility to support the fraternity in all its endeavors, to treat fellow members with fairness, kindness, and respect, and to foster sincere and lasting bonds of friendship throughout the fraternity.

TYPES OF MEMBERSHIP

The National Bylaws (Article III, Section 2) state that **Collegiate Membership** can be offered to: a regularly matriculated woman student in an institution where a chapter of this Fraternity is chartered who has demonstrated an interest in music and in the purposes of SAI. This is inclusive of cisgender women and transgender women. Identities that may be considered for membership include non-binary, gender nonconforming individuals who are committed to the advancement of women in music. Persons not considered for membership are cisgender men and transgender men. Such students shall be enrolled in or have completed one or more courses in music and shall have met all requirements as outlined in duly adopted Fraternity policies and procedures.

No person who has held membership in Mu Phi Epsilon, Delta Omicron, or Phi Beta shall be eligible for any category of membership. No person shall be eligible for membership who has been accepted to but not initiated by Mu Phi Epsilon, Delta Omicron, or Phi Beta within the previous 12 months. Persons who have held membership in Phi Mu Alpha may only be initiated as Distinguished Members. (National Bylaws Article III, Section 1 and Section 2, A.)

Alumnae Members (Article III, Section 3) are persons who have previously been collegiate members. They become alumnae members upon graduation or termination of studies. Non-Student members (a former category) became alumnae members upon initiation into the Fraternity.

Patroness Membership (Article III, Section 4) can be offered by a collegiate or alumnae chapter. It is for individuals who are patrons and supporters of the arts in their communities. This is inclusive of initiated cisgender women and transgender women, non-binary, and gender nonconforming individuals who are committed to the advancement of women in music. Persons not considered for membership are cisgender men and transgender men. **Patronesses with Training** can be initiated by alumnae chapters or the NEB only, after having completed a prescribed Fraternity Education Course, pay National Alumnae Association dues, and can affiliate with an alumnae chapter.

Distinguished Membership (Article IV, Section 5) has four categories:

Member Type	Description
Member Laureate	A collegiate initiated member of the Fraternity who has achieved international distinction in the music profession.
Honorary Member	A woman who has achieved international distinction in the music profession who is not an initiated member of Sigma Alpha Iota. This is inclusive of cisgender women and transgender women, non-binary, and gender nonconforming individuals who are committed to the advancement of women in music. I Identities that will not be considered for Honorary Member are cisgender men and transgender men.
National Arts Associate	A person who is nationally recognized for distinguished contribution to the arts.
Friend of the Arts	A person, beyond the undergraduate student level, who is supportive of and actively involved in the arts at a local or regional level.

ATTAINING COLLEGIATE MEMBERSHIP

Along with most of the collegiate fraternities and sororities, Sigma Alpha Iota collegiate chapters participate in membership recruitment, membership education, and initiation. A prospective member, undergraduate, graduate, or transfer student, **must have completed one semester as a full-time student at the school where they are being considered for membership**, must have a minimum GPA of 2.5 (individual chapters may set the minimum up to 2.9 depending on local chapter bylaws), and must be enrolled in or have completed one or more collegiate courses in music.

No 1st semester freshmen or transfer students!

Membership recruitment is the means by which members present the fraternity to prospective members and explain all of the obligations and privileges of membership. Please refer to the Chapter 12, Building Chapter Membership, for suggestions on successful recruitment.

If a Sigma Alpha Iota chapter is located at an institution that has other music organizations (e.g., Delta Omicron, Kappa Kappa Psi/Tau Beta Sigma, Phi Mu Alpha Sinfonia, Mu Phi Epsilon), the two or more fraternities should establish a Campus Interfraternity Music Council (CIMC) that will coordinate how and when recruitment can take place. The bylaws for this council should be based on the Model Bylaws provided by the National Interfraternity Music Council (NIMC) of which SAI is a member. These Model Bylaws are available from the National President.

Acquiring members-in-training (MITs) is done according to the Ritual of Sigma Alpha Iota, the Local Chapter Procedures Manual (LCPM). and the following process:

1. Invitation: Invitation to membership is extended to eligible candidates upon approval by a two-thirds affirmative vote of the chapter. Following approval, the chapter sends an official invitation and reply materials to each candidate.
2. Acceptance: Candidates who accept the invitation must submit the required acceptance materials and the MIT fee to the chapter. The Vice President, Membership (VPM) will collect the information necessary to complete and submit the Report of Pledging through the Officer Portal (OP) following the formal pledging ceremony.
3. Pledging: The formal pledging ceremony should be conducted as soon as possible after the candidate's acceptance. The ceremony must be conducted in strict accordance with the ritual ceremony, which is supervised by the Vice President, Ritual (VPR). **Although Sigma Alpha Iota no longer uses the term "pledge" to describe individuals seeking membership, the ritual ceremony remains known as the Pledging Ceremony, as during the ceremony candidates are asked to take a pledge, or promise, to learn about and become a member of Sigma Alpha Iota.** Also, the initiated members of the chapter are pledging, or promising, to educate the prospective members in the ways of SAI and to make them feel comfortable and welcome into the fraternity. As a result of the Pledging Ceremony, the prospective member becomes a Member-In-Training (MIT) and wears the MIT pin. The vice president, membership completes the Report of Pledging on the OP immediately after the formal pledging ceremony.
4. Validation: Each MIT will receive an email with a self-validation link. This will allow them to confirm the correct spelling of their name, complete their demographic information, and agree to abide by the fraternity's Risk Management Policies.
5. Sponsorship: Each MIT receives a sponsor or mentor from among the chapter members. The sponsor is selected by a method set forth in the chapter's LCPM. **The sponsor (sometimes called a "Big Sister") assists the member-in-training for the duration of the pre-initiation period only.**
6. Time Period: The membership education period should be no less than 4 weeks, nor more than 8 weeks. If an MIT drops out, the treasurer should Report a Membership Change in the Members section of the OP. An MIT whose education period has lapsed may be re-pledged, provided they remain academically eligible and receive an invitation from the chapter to participate in a new education period. The MIT fee does not have to be paid again if they are re-pledged in the same school year. If this situation arises, notify NH for special instructions.
7. Initiation: MITs must have fulfilled all national membership requirements: paying the National Member-in-Training Fee, paying the National Initiation Fee, and passing the membership examination. (The membership examination may be retaken,

Termination of MIT Status:
A Member-in-Training (MIT) may withdraw from the membership process at any time for personal reasons. A chapter may also terminate an individual's MIT status when the individual has not fulfilled the requirements or expectations of the membership program and continuation is not in the best interest of the chapter.

Before terminating an MIT's status, the chapter must communicate its concerns to the individual and provide a reasonable opportunity to address and correct the identified issues. The chapter must consult with its advisory committee and Province Officer before submitting a request for termination to the NVP Collegiate Chapters with any available documentation relating to the issue(s). No termination of MIT status may occur without the approval of the NVP Collegiate Chapters.

if needed.) MITs must also have fulfilled all local chapter requirements. MITs are responsible for paying their own MIT fee but may finance up to 100% of their initiation fees through approved fundraisers (No crowdfunding sites are allowed).

Chapters may not loan money to MITS. MITs may finance up to 100% of their initiation fees through fundraisers. Use of crowdfunding sites is prohibited.

a. At least two weeks prior to initiation, the VPM must ensure that all Membership Examinations have been completed through the OP. Membership exams may only be administered and submitted through the OP. The province officer will grade each exam through the OP and notify the chapter if an exam must be retaken. They will then approve the initiation once all exams have been successfully completed.
b. At the time of the exam, the treasurer must collect the initiation fee as billed on the chapterstatement in the OP and send it immediately to NH. (Chapters may also make payments online through the Officer Portal using a debit or credit card or electronic check.) **MITs who have not paid both the MIT fee and initiation fee are not eligible to take the exam.**
c. Preparation and presentation of the initiation ceremony is supervised by the VPR, in strict accordance with the ritual books. All parts must be memorized. A chapter may not hold initiation without receipt of the required badges.

No initiation may be held without receipt of the new badges.

d. Upon receipt of all fees and the PO approval, NH will send badges and member copies of the ritual book to the chapter. Once initiation has been held and reported by the VPM, NH will place the order for membership certificates and cards. The VPM should immediately report initiation for those who actually participate in the initiation ritual ceremony.
e. **If a chapter's initiation is postponed or an individual's initiation is delayed, the chapter MUST notify the Province Officer and NH immediately or as soon as possible.**

AFFILIATES

An initiated member from another chapter may affiliate with a new chapter when they relocate. The Application for Affiliation is submitted by the collegiate treasurer or the alumnae chapter VP membership through the OP. NH will approve the request if the candidate is eligible, i.e. they have no debts to their former chapter or to the fraternity, they are in good standing, and if an alumna, have joined the SAI Alumnae Association. When the candidate is affiliated, they have all the privileges of chapter membership, and they assume all the financial and other obligations of chapter membership. Their name is included on the chapter's roster of active members.

An initiated collegiate member who transfers to an institution that does not have a Sigma Alpha Iota chapter may affiliate with a chapter that exists at another institution in the same or nearby community, **if allowed by campus policy**, or with a local alumnae chapter.

MEMBERSHIP IN AN ALUMNAE CHAPTER

Collegiate members become alumnae members upon graduation, termination of studies, or upon choosing to discontinue their affiliation with a collegiate chapter.

Members are encouraged to affiliate with an alumnae chapter following their transition from collegiate membership. Continued involvement in Sigma Alpha Iota provides opportunities for lifelong learning, musical engagement, leadership, service, and meaningful connections with fellow members.

An alumnae chapter may affiliate any Sigma Alpha Iota alumna member or Patroness with Training upon approval by NH. Members of alumnae chapters are required to pay the annual SAI Alumnae Association fee; however, this fee may be waived for members who are at least 70 years of age or who have maintained membership in SAI for 50 years.

The Application for Affiliation must be submitted through the OP at least two weeks before the planned affiliation ceremony to allow adequate time for review and processing.

NH will verify the applicant's eligibility for affiliation, including confirmation that the individual is a member in good standing, has

fulfilled all financial obligations to SAI and any previous chapter, and has not withdrawn from or been expelled from the fraternity. The status of the application may be monitored through the OP.
Eligibility for affiliation is limited to alumna members who were initiated through a collegiate chapter, members initiated as non-student members, and Patronesses with Training who have completed the required fraternity education. Affiliated members are entitled to the privileges of voting and holding office. Distinguished Members may not affiliate with a chapter, with the exception of Members Laureate.

Alumnae are encouraged to maintain active affiliation with an alumnae chapter whenever possible. Members who choose to become inactive should notify the chapter by the deadline established in the chapter bylaws/LCPM. Inactive members will not be included on the chapter's roster of active members submitted to National Headquarters but may be recognized separately in chapter publications or directories.

THE PRIVILEGES AND RESPONSIBILITIES OF SIGMA ALPHA IOTA MEMBERSHIP

Privileges

- To wear the badge as an introduction to all Sigma Alpha Iota collegiate and alumnae chapters everywhere
- To impact music around the world utilizing Sigma Alpha Iota resources
- To seek the highest goals of personal development and achievement with the support and encouragement of the Fraternity and its members
- To promote American music, contribute to Sigma Alpha Iota's philanthropic projects, and participate in the Fraternity's scholarship and grant programs
- To work with fraternity leaders to promote Sigma Alpha Iota's Mission, and high standards of musicianship and scholarship
- To benefit from leadership opportunities within the national organization
- To attend Province Days, National Conventions, and other fraternity events to cultivate friendships with other Sigma Alpha Iota members who share our love of music

Responsibilities

- Represent the fraternity positively at all times
- Cultivate broad friendships and be democratic in all campus contacts
- Be ethical at all times
- Respect the authority of chapter, province, regional, and national officers
- Refrain from the discussion of internal fraternity affairs with non-members, unless they are chapter advisors
- Practice the high ideals of Sigma Alpha Iota at all times

SAI has adopted a statement of fraternal values and ethics developed by the commission on Values and Ethics of the National Interfraternity Conference (NIC). This statement is included in Appendix A.

GOOD STANDING IN THE CHAPTER

Being in "good standing" means being loyal to Sigma Alpha Iota and its ideals; adhering to the Ritual, Pledge, and all provisions of chapter membership as set forth in the Articles of Association and Bylaws; and paying all financial obligations.

In order to attain the full benefit of fraternity membership, an initiated member will:

- Attend all collegiate chapter meetings unless excused
- Attend all other chapter functions, musicales, ritual ceremonies, and social affairs unless excused
- Remain an active member of the chapter throughout undergraduate days
- Join the National Alumnae Association and affiliate with a local alumnae chapter upon graduation or leaving school
- Pay all national and chapter dues, fees, and assessments

The collegiate chapter executive board may excuse a member from the above obligations for the following reasons: a conflict with the member's class schedule or financial hardship. A collegiate chapter may work with chapter members in good standing to adopt a modified attendance plan per their LCPM. The members should still pay full-year national dues. The chapter may waive, reduce, or prorate chapter dues or attendance requirements for a set time period. (The chapter LCPM should make provision for this condition). Meeting schedules for alumnae chapters vary according to each chapter's bylaws.

Graduate Students, Modified Attendance Plans, Unaffiliated Alumnae

A member may request a modified attendance plan from their chapter. Such a plan may temporarily reduce chapter attendance requirements and local dues obligations. However, the member remains responsible for the full amount of national dues.

Members seeking a modified attendance plan must notify the chapter before becoming delinquent. Procedures and eligibility requirements for modified attendance plans should be outlined in the chapter's LCPM. Approval from National Headquarters is not required.

If a member no longer wishes to participate in chapter activities and efforts to re-engage them have been unsuccessful, the chapter should remove the member from their active membership roster. For the collegiate chapters, the chapter treasurer should report the member as "graduated" through the OP. For alumnae chapters, membership rosters are reviewed annually each fall, and updated rosters should be returned to NH.

Removing inactive members from the chapter roster helps ensure accurate quorum calculations and relieves the chapter of financial responsibility for individuals who do not wish to remain active. It may also reduce tension within the chapter when a member's continued inclusion on the roster creates confusion regarding participation expectations. Once removed from the chapter roster, the member is placed in unaffiliated alumnae status. (See below regarding national dues.)
A member who is no longer enrolled in school automatically assumes alumnae status. Such individuals have no obligations to the collegiate chapter and are no longer considered members of that chapter. They may participate in collegiate chapter activities only when those activities are open to all area alumnae.

To be exempt from paying full-year national dues for a member who has been moved to unaffiliated alumnae status, the collegiate chapter treasurer must report the change in membership status and submit an updated chapter roster to National Headquarters through the Officer Portal (OP) on or before October 1.

Members of alumnae chapters are encouraged to notify the chapter if they do not intend to participate during a given fraternity year. This courtesy enables the chapter to maintain accurate records and plan its activities accordingly.

Graduate students may elect to be active in either a collegiate chapter or an alumnae chapter, provided they meet the eligibility requirements of the chapter. They may also choose to remain inactive and affiliate with neither chapter during a given period.

BECOMING A MEMBER OF THE SAI ALUMNAE ASSOCIATION

Upon graduation or departure from a collegiate chapter, members are encouraged to join the SAI Alumnae Association. Membership is maintained through the payment of annual national dues. Members continue paying annual dues until they reach age 70 or complete 50 years of SAI membership, at which time they become eligible for Emeritus Member status and may choose whether to continue paying national dues to support the fraternity. A Patroness who has received special fraternity education and is affiliated with an alumnae chapter is also required to pay the annual Alumnae Association membership dues.

Why Should I Become a Member of the SAI Alumnae Association?

Membership in the SAI Alumnae Association ensures an ongoing connection to the Fraternity through subscriptions to *PAN PIPES, Tempo!*, and other national publications and communications.

All alumnae members who wish to affiliate with an alumnae chapter, including Patronesses with Training, must maintain current membership in the SAI Alumnae Association. **This requirement may be fulfilled by paying annual national dues or, if eligible, electing Emeritus Member status.**

Annual Alumnae Association dues provide essential financial support for the Fraternity and help sustain its programs, services, and future growth. Emeritus Members are encouraged to continue supporting the Fraternity through voluntary payment of annual dues, although such payments are no longer required.

SELECTING AND INITIATING PATRONESSES

Both **collegiate** and **alumnae chapters** may initiate patronesses. Patronesses pay their own initiation fees.

Collegiate chapters seeking to initiate patronesses may receive recommendations from an advisor, local alumnae chapter, or current

Patronesses. The chapter is responsible for verifying that each prospective Patroness meets the requirements outlined in the National Bylaws and has received appropriate information regarding the fraternity, its mission, and the responsibilities of membership.

Individuals considered for Patroness membership should demonstrate an interest in and support of music and the arts as well as a willingness to support the purposes and mission of Sigma Alpha Iota. Prospective Patronesses may include community members who actively support the arts, participate in community musical organizations, serve in leadership roles with arts organizations, or demonstrate a commitment to advancing music and the arts through their profession or community involvement. Potential candidates may also include faculty members, educators, administrators, or community leaders who have an appreciation for music and the arts and who would be supportive members of the Fraternity. Non-fraternity-affiliated music faculty members and school music educators may also be considered for Patroness membership.

Final selection for Patroness membership requires a two-thirds affirmative vote of the chapter.

1. After an affirmative vote, the chapter sends the prospective Patroness an invitation and reply card, a copy of *PAN PIPES*, the Patroness Brochure, and other relevant materials.
2. After the invitation has been sent, the Vice President, Membership (VPM), and a member of the chapter's Advisory Committee (in the case of a collegiate chapter) visit the prospective patroness. They are prepared to acquaint them with all the activities of the fraternity, explain their obligations to the chapter, explain the privileges of Patroness membership, and explain the financial obligations.
3. If the prospective patroness then accepts the invitation, the VPM submits the Approval for Initiation of Patroness Members and collects the initiation fee. The procedures for submitting an approval can be found in the Officer Portal, and the CPM Appendix D: Officer Portal Procedures.
4. The Patroness Initiation Ceremony is conducted according to the ritual, and the Vice President, Ritual, supervises. If a patroness initiation is being held at the same time as a collegiate initiation, holding the patroness initiation first is suggested so that the new patroness may then observe the collegiate initiation.
5. The treasurer submits the initiation fee to NH at least two weeks prior to the day of the initiation.
6. The patroness will be entered on the fraternity rolls when the Report of Initiation has been submitted by the VPM following the initiation ceremony.

Patroness Membership – Privileges and Involvement

The Patroness receives the special patroness badge with a life leasehold. They receive a subscription to *PAN PIPES*. They may attend initiations, musicales, all special programs, and chapter meetings at the invitation of the chapter. They may be elected as an advisor to the collegiate chapter.

Patroness involvement and service to the chapter should be encouraged but are not considered an obligation of membership. Chapters may invite Patronesses to participate in activities that align with their interests and availability, such as hosting or assisting with social events, sponsoring a musicale or other music program, or supporting special chapter projects. Chapters should express appreciation for all contributions of time, talent and resources by acknowledging Patroness support promptly and graciously.

A chapter should maintain regular and meaningful communication with their Patronesses. They should be invited to participate in chapter activities, including monthly musicales, initiations, social events, and special projects. Invitations should be extended well in advance, whenever possible, and chapters should avoid last-minute changes that may prevent Patronesses from participating. Ways to maintain strong connections with Patronesses include:

1. Appointing a chapter member to serve as the primary contact for Patronesses.
2. Assigning each chapter member a Patroness to contact periodically throughout the year.
3. Maintain communication with local Patronesses, including those initiated by another chapter.

Alumnae Chapters Only — Patroness with Training

Only alumnae chapters may provide the special fraternity education program for Patronesses, as prescribed by the fraternity. Upon completion of this program, a Patroness becomes eligible for affiliation with an alumnae chapter and may vote and hold elective office within the chapter. Patronesses who complete the training are required to maintain membership in the SAI Alumnae Association by paying national dues when invoiced.

If a prospective Patroness completes the special fraternity education program prior to initiation through an alumnae chapter, they automatically become an affiliated member of that alumnae chapter upon initiation, and no affiliation ceremony is required. National dues to the SAI Alumnae Association must be paid to maintain affiliated status.

If a patroness completes the special fraternity education program after initiation, they may subsequently affiliate with an alumnae chapter. At that time, the alumnae chapter must submit an Approval for Affiliation through the Officer Portal. Upon approval, the Alumnae Affiliation Ceremony should be conducted.

Patronesses who have not completed the special fraternity education program are welcome to participate in alumnae chapter activities; however, they are not considered affiliated chapter members. As such, they may not vote or hold elective office, except when serving on the collegiate chapter Advisory Committee.

INITIATING DISTINGUISHED MEMBERS

Chapters have the privilege of recognizing individuals who have achieved distinction in the field of music or made significant contributions to the advancement of music through initiation as Distinguished Members. The chapter is responsible for paying the initiation fee for all Distinguished Members.

Although Distinguished Members are not eligible to hold elective office (with the exception of a Member Laureate), they often serve as valuable advocates for Sigma Alpha Iota and its purposes through their leadership, influence, and support of music and the arts.

No person should be approached concerning any type of Distinguished Membership until approval has been received from the fraternity's Distinguished Membership Director.

Initiation Process for a Distinguished Member

To facilitate timely review and approval of a Distinguished Member candidate, chapters should carefully follow the procedures outlined below.

1. USE THE CURRENT APPROVAL FOR INITIATION FORM. Always use the most current Approval for Initiation form available in the Officer Portal. The form must be completed and submitted by the Vice President, Membership.

2. WRITE A COVER LETTER. Include a letter introducing the candidate and explaining why your chapter is nominating the individual as a Distinguished Member. Without all the information requested, no candidate can be approved. Include contact information for where initiation materials are to be sent including the current email address of the appropriate chapter officer.

3. PROVIDE ADEQUATE DOCUMENTATION. Submit sufficient supporting materials to allow for a thorough and fair evaluation of the candidate. Documentation should include a formal résumé or curriculum vitae and any other information that demonstrates the candidate's accomplishments and contributions to music. A photograph of the candidate should also be included for the Fraternity's permanent records and publication in *PAN PIPES*.

Incomplete applications may delay the review process and cannot be approved until all required materials have been received.

KEEPING MEMBERS ENGAGED - REMEMBER THE PLEDGE

Active, engaged members are essential to a healthy and successful chapter. When members feel valued, connected, and invested in the chapter's mission, they are more likely to remain involved and contribute to the chapter's long-term success. The following practices can help foster member engagement and retention.

- **Resolve Conflict Quietly and Quickly.** Conflicts and misunderstandings should be addressed promptly, respectfully, and confidentially. Open communication and timely resolution of concerns help maintain a positive chapter environment and strengthen relationships among members.

- **Be Responsive to Member Needs and Requests.** Members' circumstances and needs may change over time. Chapters should listen thoughtfully to member concerns and work collaboratively to identify solutions when appropriate. Accommodations, such as modified attendance plans, may help members remain active and connected to the chapter during challenging periods.

- **Recognize and Celebrate Members.** Acknowledge members for their participation, leadership, academic achievements, musical accomplishments, service, and personal milestones. Recognition helps members feel appreciated and reinforces their connection to the chapter.

- **Foster a Welcoming and Inclusive Environment**. Every member should feel welcomed, respected, and valued. Chapters should actively encourage participation from all members and avoid behaviors that create exclusivity or discourage involvement.

- **Build Personal Connections.** Meaningful relationships strengthen member engagement. Take time to learn about members' interests, talents, and goals. Personalized invitations, encouragement, and expressions of appreciation demonstrate that each member is an important part of the chapter community.

- **Empower Members through Meaningful Involvement.** Provide members with opportunities to contribute ideas, participate in decision-making, and take ownership of chapter initiatives. Assign responsibilities that match members' interests and strengths, while also encouraging leadership development through new experiences and mentorship.

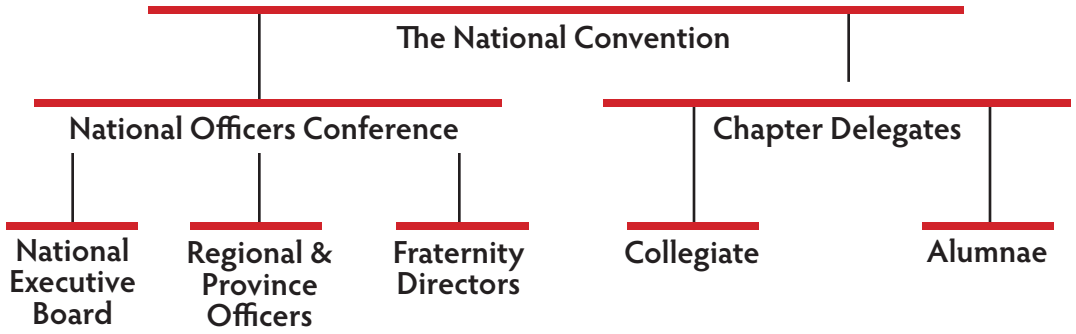
- **Celebrate Chapter Successes.** Share and celebrate the chapter's accomplishments, both within the Fraternity and throughout the campus and community. Members are more likely to remain engaged when they feel connected to a chapter that is making a positive impact and achieving its goals.

SAI CPM 3 NATIONAL, REGIONAL, AND PROVINCE OFFICERS

INTRODUCTION

This chapter provides general information about the province, regional, and national officers of Sigma Alpha Iota. It is important for members to understand the fraternity's organizational structure and their relationship to these officers, as well as their responsibilities as members of the fraternity

SAI ORGANIZATIONAL STRUCTURE AT-A-GLANCE



The National Convention is the governing body of the fraternity. It is composed of one delegate from each collegiate and each alumnae chapter, and the members of the National Officers Conference (NOC) who are in attendance. Each delegate and NOC member are entitled to one vote.

THE NATIONAL EXECUTIVE BOARD OFFICERS

The National Executive Board (NEB) is composed of the:

- National President
- National Vice President, Alumnae Chapters
- National Vice President, Collegiate Chapters
- National Vice President, Extension
- National Vice President, Finance
- National Vice President, Fraternity Development
- National Vice President, Ritual and Fraternity Education
- Chairman, Board of Directors, SAI Philanthropies, Inc.
- Executive Director (ex officio)
- Fraternity Director of Diversity, Equity and Inclusion (ex officio)

The NEB customarily meets twice each fraternity year, once in the winter and once in the summer, to conduct the business of the fraternity and address matters of strategic importance. The NEB is committed to supporting the health, growth, and success of every chapter. Information provided by Province Officers, Regional Officers, and chapters plays a critical role in helping the NEB make informed decisions and effectively serve the membership.

The NEB is intimately concerned with the health and welfare of each chapter.

Members of the NEB are available throughout the year to provide guidance, support, and assistance to chapters, Regional Officers, and Province Officers. National officers may also visit chapters to give encouragement, share information, and strengthen connections between the chapter and the fraternity's national leadership.

National officers may be invited to speak at Province Days and other fraternity events. In such cases, the sponsoring province or chapter is responsible for covering the officer's approved travel, lodging, and meal expenses.

The duties and responsibilities of each national officer are outlined in Article V, Section 4 of the National Bylaws.

National Officers serve as volunteers. The fraternity may provide an annual honorarium, as approved by the NEB and supported in the annual budget. Honoraria are not guaranteed and may be modified or suspended based on the financial needs of the Fraternity. Certain convention-related expenses may also be reimbursed in accordance with fraternity policy.

FRATERNITY DIRECTORS

Fraternity Directors provide leadership and oversight for specific areas of fraternity operations, programs, and initiatives. Each director is responsible for managing a designated area of focus, such as Distinguished Membership, Chapter Bylaws, the Alumnae Association, Fraternity History, Music Advancement, Province Days, and Diversity, Equity, and Inclusion, or other projects as assigned by the National Executive Board. Directors may be supported by committees or task forces appointed to assist with their work.

Fraternity Directors are appointed by the National Executive Board and serve as volunteers in support of the Fraternity's mission and strategic goals.

THE REGIONAL OFFICER

The Regional Officer (RO) serves as the primary liaison between the Province Office rs and the NEB. They provide leadership, guidance, and support within their assigned region and help ensure effective communication between chapters, Province Officers, and national leadership. Each SAI region is represented by one elected volunteer Regional Officer.

The duties of the RO are outlined in Article V, Section 5 of the National Bylaws and described in greater detail in the NOC manual. General responsibilities include:

- Supervising and supporting the provinces within their region in consultation with the appropriate National Vice President.
- Reviewing Official Visit reports and providing feedback and recommendations to the Province Officer and NEB, as applicable.
- Submitting reports and updates to the National Executive Board as required.

The Regional Officer provides monthly updates to the NEB and submits comprehensive winter and summer reports prior to each NEB meeting. They also oversee the awards and recognition process within their region and submit nominations to the NEB in accordance with established deadlines and procedures.

The position of Regional Officer is a voluntary leadership role. ROs are reimbursed for approved expenses incurred in the performance of their duties. Subject to annual budget approval and the financial condition of the Fraternity, Regional Officers may receive an honorarium in recognition of their service. Certain convention-related expenses may also be reimbursed in accordance with fraternity policy.

THE PROVINCE OFFICER

The Province Officer (PO) serves as the primary liaison between the chapters and the NEB through the Regional Officers who report to the National Vice Presidents for Collegiate and Alumnae Chapters. They provide leadership, guidance, and support to the chapters within their province and help ensure effective communication between chapters and the fraternity's national leadership. Each SAI province is represented by one elected volunteer Province Officer.

The duties of the Province Officer are outlined in Article V, Section 6 of the National Bylaws and described in greater detail in the Province Officer Manual. General responsibilities include:

- Supporting and monitoring all chapters within the province through regular communication with chapter officers, advisors, and members.
- Conducting an annual Official Visit with each collegiate chapter and submitting reports and recommendations as required.
- Conducting an annual phone interview or Official Visit with each alumnae chapter, as directed by the National Vice President, Alumnae Chapters.
- Providing reports, updates, and recommendations to the Regional Officer and National Executive Board as required.

Province Officers play an important role in promoting chapter success, identifying opportunities for growth, sharing fraternity resources, and assisting chapters in maintaining compliance with fraternity policies and procedures.

Reporting to the appropriate National Vice President through the Regional Officer is a key responsibility of the Province Officer. PO reports are based on observations and insights gained through Official Visits, required chapter reports, regular communication with chapter officers and advisors, and ongoing engagement with the chapters in the province.

Because the NEB customarily meets twice each fraternity year, once in the winter and once in the summer, POs are required to submit reports in advance of each meeting. These reports provide the NEB with valuable information regarding chapter operations, accomplishments, challenges, and support needs.

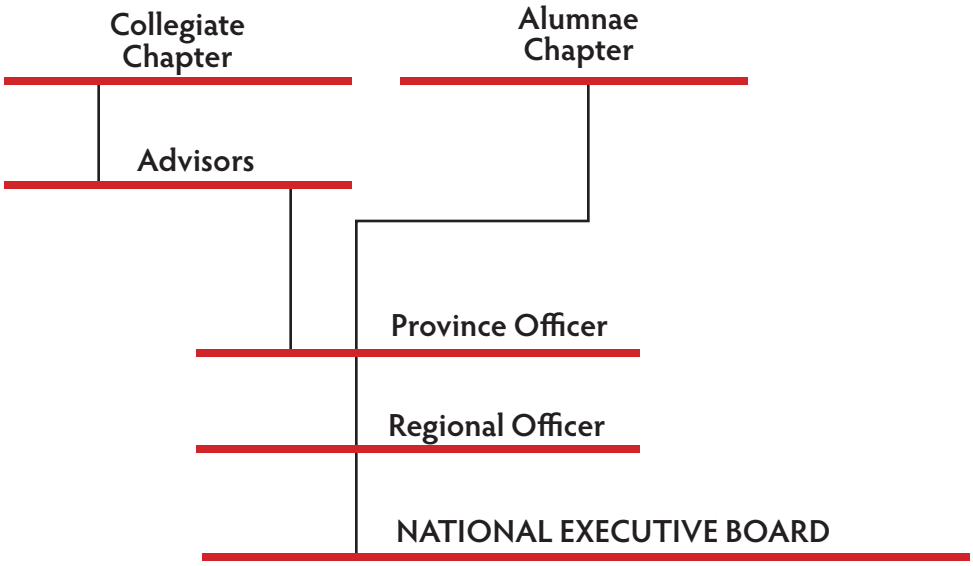
The first major reporting deadline typically occurs in early January. POs are encouraged to complete Official Visits between September and December so that the resulting reports can serve as a primary source of information for the winter reporting cycle.

Province Officers are also responsible for submitting nominations for national awards and recognitions, as well as summaries of chapter activities and accomplishments within their province, by the established deadlines.

The position of Province Officer is a volunteer leadership role. POs are reimbursed for approved expenses incurred in the performance of their duties. Subject to annual budget approval and the financial condition of the Fraternity, Province Officers may receive an honorarium in recognition of their service, provided all required reports and responsibilities have been completed in a timely manner. Certain convention-related expenses may also be reimbursed in accordance with fraternity policy.

For the province officer to meet their deadlines, collegiate and alumnae chapter officers must submit their reports through the Officer Portal prior to the published deadlines. The PO is at liberty to request reports earlier if necessary. Reporting to the province officer is a requirement of certain chapter officers.

CHAPTER RELATIONSHIPS TO THE NATIONAL EXECUTIVE BOARD



SAI CPM 4 COLLEGIATE CHAPTER OFFICERS

INTRODUCTION

When a member takes over the responsibility of a fraternity office, they have an obligation to perform the duties of that office to the very best of their ability and to fulfill all the requirements that come with their office. They must fulfill their duties with efficiency, promptness, understanding, and kindness. They must be knowledgeable of all facets of the fraternity.

SAI officers have the distinct privilege of radiating the spirit of Sigma Alpha Iota to others. Officers, in turn, have a right to expect the support of the membership.

> **All fraternity members should support their officers.**

The duties of collegiate chapter officers are explained in this chapter. A large amount of instruction is presented here, but it is not the only chapter in this manual where an officer will find the information they need. It will be necessary for officers to refer to other sections of this manual and to the Officer Portal Document Library, as well.

The executive board officers of the collegiate chapter are as follows:

President
Vice President, Membership
Vice President, Ritual
Recording Secretary/Corresponding Secretary
Treasurer
Editor
Sergeant-at-Arms

Note: The chapter president may not also serve as the treasurer.

Each officer must have a copy of:

- This *Chapter Procedures Manual* (CPM) (available online at *www.sai-national.org* or through the Officer Portal Document Library)
- National Articles of Association and Bylaws
- Chapter bylaws and Local Chapter Procedures Manual (LCPM)
- A working notebook specialized for the office they hold.

Every officer and advisor must create their own login for the Officer Portal. (*See Appendix D for further instructions*.)

Some officers have specific reports that must be submitted on the Officer Portal. The due dates for these reports are indicated on the report form and posted on the Fraternity Calendar on the Officer Portal Document Library. The posted deadlines work for most people and have been chosen to accommodate the average chapter calendar and also meet the needs of province, regional, and national officers. Contact the province officer with special requests due to unusual school calendars or situations.

Chapter Executive Board

The chapter executive board is composed of all elected officers as listed above. Chairmen of standing committees may be invited to an Executive Board meeting, as circumstances require.

The executive board should meet before each Formal Business Meeting. (In very small chapters, a separate meeting may be unnecessary.) The president may call special meetings. Bylaws should state the number of board members required to have the Vice President, Membership call a meeting if the president fails to call a needed meeting.

If the executive board does its work properly, much time can be saved in chapter meetings. Since everyone's time is precious, and no one wants to be held at a long meeting, proper preliminary work by the executive board is invaluable.

Term of Office
Officers serve for a specified amount of time called a term of office. The chapter bylaws should specify when the term begins and when it ends.

For most Sigma Alpha Iota collegiate chapters, the term of office closely follows the academic year. Officers serve for a full year, but the installation of new officers takes place near the end of the academic year, in time for the new officers to be trained by the retiring officers and preside over one or two chapter meetings. Officers should rotate, so that all members are allowed to develop leadership skills. **The president and treasurer may only serve one (1) year. Exceptions to this must be approved by the Province Officer in consultation with the Regional Officer, followed by approval of the NVP, Collegiate Chapters and/or the NVP, Finance through the related form in the Officer Portal. This form should be filled out by the corresponding secretary in collaboration with the nominating committee chair.**

Chapters may work with their Province Officer to devise a system that meets their own needs in the most effective way. However, the content of annual reports to province and national officers should cover an academic year.

Duties of the Executive Board

- To prepare appropriate recommendations to be presented at regular meetings.
- To prepare appropriate recommendations to be presented at regular meetings.
- To decide all matters not requiring a chapter meeting or a chapter vote (such as deciding where an event will be held).
- To report all decisions made to the chapter at the next meeting.
- To enforce chapter policies by conducting business according to the bylaws/LCPM and by upholding standards as prescribed in the bylaws/LCPM.
- To enforce individual members' national and chapter obligations.
- To see that any situation not covered by chapter bylaws/LCPM is referred to the advisor, province officer, regional officer, and/or appropriate National Officer.
- To meet five times each year with the advisory committee.
- To see that proper procedures are observed in any disciplinary action:
  1. The member must have the opportunity to present their case to the executive board;
  2. The board must advise the member of contemplated action;
  3. The board must inform the advisor and province officer of the proposed action;
  4. The board must send all information to the National Vice President, Collegiate Chapters for vote of the National Executive Board;
  5. The board must withhold final action until it receives the report of the NEB decision.
- To ensure that each officer performs their duties in a satisfactory manner and submits all required reports.
- To arrange for the chapter advisor/financial advisor to review the treasurer's annual report and closing bank statement efore final submission (*See Chapter 8*).

Officer Training Suggestions
Newly elected and retiring officers should meet for a face-to-face training session **within two weeks of officer elections.**

The workshop format is a good method for providing officer training, for it allows all officers to know and understand the duties of all other officers. Fraternity-developed officer training materials should also be incorporated. Members who are continuing on the executive board in another office can also instruct their successors and be instructed by their predecessors in one session. Workshop discussions should include the following topics:

- Discussion of the duties of all officers as stated in the *Chapter Procedures Manual*;
- Explanation by the retiring officer of the duties of the office to the newly elected officer;
- Discussion of suggestions for future projects;
- Transfer of files and other materials from outgoing officer to the newly elected officer.

The workshop could conclude with the first executive board meeting of the new officers, at which time they would make committee appointments, establish chapter goals for the new fraternity year, using the National Objectives as a guide, and determine areas of chapter life that need special attention.

INDIVIDUAL OFFICER'S OBLIGATIONS

To keep a current notebook for the specific office

To be thoroughly familiar with the contents of the Chapter Procedures

Manual and Officer Portal Document Library

To memorize assigned Ritual parts

To pay financial obligations promptly

To present the following reports:
A report to the chapter at each Formal Business Meeting
A mid-year, or annual report submitted to the Officer Portal where applicable

To instruct their successor in the office

To maintain the scholastic average required to hold office in accordance with chapter bylaws and university/college policies.

PRESIDENT

The office of president requires a person with leadership qualities, energy, organizational skills, and patience. Facilitating the business of the chapter, the president:

- Presides at all chapter and executive board meetings unless unable to be present;
- Serves as the presiding officer for initiations or affiliations;
- Installs chapter officers;
- Appoints committee chairmen, acting as ex officio member of every committee (except the Nominating Committee);
- Represents the chapter as the official contact with all school officials and campus groups and/or with the music community at large;
- Delegates members to carry out the responsibilities of the chapter;
- The newly elected president serves as the official delegate to a national convention (if they are unable to fulfill this function, another chapter member should be designated by the chapter as the official delegate).

The president may call special meetings when necessary and organize workshop and training sessions for new and retiring officers. The collegiate chapter president should maintain contact with the dean/director of the music school/department and with local alumnae and patronesses; and should represent the chapter on the campus inter-fraternity music council (CIMC) of a shared campus (a campus on which two or more music fraternities that initiate women are present). *(See Chapter 12).*

A well-organized president has a notebook that contains at least the following information:

- All the items listed earlier that must be in the possession of each chapter officer;
- Notes from the previous year's chapter and executive board meetings;
- Notes concerning all chapter events and how they are organized;
- A list of suggested future projects;
- A copy of the campus inter-fraternity music council bylaws (CIMC), if applicable;
- A copy of the current campus and SAI policies and state laws regarding hazing;
- A copy of the previous year's annual report;
- All the agendas and notes for meetings that have already been held during the current year.

President's Calendar

Leading the chapter involves much planning with the Executive Board. The following calendar is suggested:

If a President is needed to serve a second term, whether consecutively or not, the chapter must complete the second-term President request form in the Officer Portal. This form should be submitted by a member of the chapter's nominating committee via the corresponding secretary.

Two letters of recommendation must be attached to the form, one from the chapter advisor and one from the nominating committee of the chapter. Once the form and attachments are submitted, the form will go through a review and approval process with the Province Officer, Regional Officer, and NVPCC. If approved, the President and chapter must agree to a set of stipulations emailed by the NVPCC with the approval notice.

After Election, Late Spring and Summer

- Plan the optional yearbook directory with the yearbook directory chairman
- Outline meetings for the coming year, including official visit and Province Day
- Plan fundraising projects with the treasurer
- Study the National Objectives and develop ideas for fulfilling those objectives
- Alumnae and collegiate presidents meet to plan joint functions
- Meet with vice president, membership to plan for membership recruitment

August-September (depending on the starting date of the fall term)

- Submit the School Information Form to the Officer Portal by September 1
- Set up the chapter meeting schedule and begin holding regular meetings
- Preside over regularly scheduled meetings
- Check chapter files with the corresponding secretary
- Distribute NH mailings to the appropriate officers
- Set date and prepare for the Official Visit of the province officer
- Check local concert listings for appearances by SAI Distinguished Members
- Set dates for membership recruiting, Pledging Ceremony, membership education, and initiation
- Confirm with chapter treasurer that the chapter's membership roster has been updated on the Officer Portal by the stated deadline.
- Arrange for study of and possible amendment to or revision of the chapter's bylaws

October-November

- Coordinate the chapter's activities
- Submit annual Chapter Bylaws report and LCPM report

December

- Observe Incorporation Day as close as possible to December 15 (or observe Founders' Day as close as possible to June 12)

January-February

- Continue regularly scheduled meetings when next school term begins
- Organize the election of the Nominating Committee
- Appoint the Honors Committee for the selection of Sword of Honor and Collegiate Leadership Award nominees
- Preside over the election of new officers in February
- Arrange for voting on recipients of chapter honors
- See that award applications are submitted via the OP by the president, treasurer, or VP Ritual

March

- Install new officers at a time selected by the chapter, but usually no later than April 15

April - May

- Organize a workshop or training session, with advisors present, for new and retiring officers
- Retiring president:
  1. Prepare and read the Annual Report of Chapter President to the chapter
  2. Submit the Annual Report to the Officer Portal by the specified deadline and place a copy in the chapter files
  3. Confirm with treasurer that all bills and proposed contributions to SAI Philanthropies, Inc. have been paid
  4. When all reports are submitted and approved by National Officers, complete the transition to new officers through the Officer Portal
- New president:
  1. Arrange a conference with the head of music department and other school officials
  2. Supervise the presentation of special awards
  3. Confirm that each new officer has the materials of their office

4. Conduct the Senior Commitment Ceremony and see that the Chapter Treasurer reports the list of graduating seniors on the Officer Portal
5. Communicate with the province officer to set a fall Official Visit date

June

- Observe Founders' Day as close as possible to June 12 (or observe Incorporation Day as close as possible to December 15)

The chapter president will receive most communiques from NH, national officers, Sigma Alpha Iota Philanthropies, Inc., and the province officer. **The president must always share this material with the other members of the chapter.**

> **Whenever any officer receives a communication that is directed to the chapter, a time for reading it must be placed on the meeting agenda.**

Required Presidential Communication with Province and National Officers

Communication with province and national officers is a requirement for the chapter president. Although contact with these officers may be made any time the president wishes, the collegiate president has some required contacts. All have been listed above in the proposed calendar. Here are more details about each required contact.

- **The School Information Form** – submit the completed form by the specified deadline on the Officer Portal. The form asks for information about the chapter's host institution (names of administrators and other officials, dates for beginning and ending of semesters), chapter contacts, chapter advisors, and a list of other music fraternities on campus.
- Each chapter is required to host the province officer for an official visit once during each academic year, in the fall semester. To implement that, either the province officer or the chapter president may initiate the contact to arrange for the visit. In communities where both collegiate and alumnae chapters are active, the official visit to the alumnae chapter may occur in conjunction with the visit to the collegiate chapter. A plan for an effective Official Visit is given in Chapter 10.
- The Annual Report - the president who has presided over the chapter during the current academic year completes this report. The report asks for some information in the form of objective statistics and some in prose writing. Good record keeping throughout the whole year is essential for preparing a thorough, accurate annual report. The Annual Report is studied by the province, regional, and national officers and is an important source of information in determining the recipient of the Katherine Becker National Collegiate Chapter Achievement Award. Complete, accurate information is most valuable. The report is submitted to the Officer Portal by the stated deadline. One copy is placed in the chapter files.
- New Officers - names should be updated in the Officer Portal as soon as all annual reports are submitted and approved (no later than June 30).

VICE PRESIDENT, MEMBERSHIP

The vice president, membership (VPM) presides at chapter meetings in the absence of the president. However, the VPM's principal responsibility is to coordinate all the activities associated with membership recruitment and education. (*See Chapter 12, Building Chapter Membership*, for suggestions on effective recruitment.) They are responsible for educating the members-in-training (MITs) in the ways of Sigma Alpha Iota and for meeting with prospective patronesses and Distinguished Members before initiation.

A well-organized vice president, membership needs the following information in their specialized notebook:

- All the items listed earlier that must be in the possession of each chapter officer;
- A copy of the current campus and fraternity hazing policies along with any state laws regarding hazing;
- National Member-in-Training curriculum for VPMs, downloaded from the Officer Portal for the current year and membership education meeting plans for the current year;
- List of names of current members-in-training and their school addresses and home addresses;
- Names of chapter sponsors (mentors) for the MITs, to support the MITs as they complete member-in-training responsibilities);
- Names of SAI members transferring to school for affiliation request by Treasurer.

The vice president, membership makes an annual report to the chapter in April, which should include the number of MITs, activities carried out by MITs, and the number of initiates (collegiates, patronesses, and Distinguished Members).

Vice President, Membership – Initiation Process

1. During the summer, the vice president, membership makes plans for the membership education meetings using the National Member-in-Training curriculum. In planning the pre-initiation period, the vice president, membership observes all fraternity, local, and state laws and policies regarding hazing. *(See Appendix A.)* Campus rules for organizations must be followed. The VPM will need to set up their account in the Officer Portal (OP). **The MIT Education Plan must be submitted on the OP and approved before recruitment and training can begin.**
2. Immediately after the Pledging Ceremony, they complete the Report of Pledging in the OP for each MIT. At the same time, the treasurer collects and sends the member-in-training fees to NH. MITs will agree to the SAI Risk Management policy when self-validating on the OP.
3. When NH receives the Report of Pledging, supplies for each member-in-training will be sent to the chapter. The digital *Manual for Members* (in the OP Document Library) and hardcopy of *Songs of Sigma Alpha Iota* are given to each MIT. The examination and approval process will be described later.
4. Immediately after the Pledging Ceremony occurs, the vice president, membership secures the schedules of all members-in-training and arranges weekly meeting times. The date of the initiation will need to be determined and announced, too. As soon as supplies have arrived, they see that each member-in-training receives the items to which they are entitled. MIT meetings and events should not be held off campus nor late at night. Events may be held between 8 am & 10 pm or per university guidelines if they are more restrictive.
5. The member-in-training class holds election of officers and plans projects.

Membership Education Meeting Material (Required Materials)

Sigma Alpha Iota has standardized membership education expectations. The information in the current National Member-in-Training Curriculum (found in the OP's Document Library under VPM Resources), the Manual for Members and the current officers list are to be used for preparing the MITs for the national exam. The VPM is responsible for getting these materials to the MITs in a timely manner. They **must not** create their own version of these materials. Chapters must not expect MITs to learn/memorize "local" information, such as charter members, chapter history, etc. **Chapter officers risk expulsion if any activity determined to be hazing or against Fraternity policies occurs,** and chapters risk losing their charters for inappropriate, unprofessional behaviors.

From Pledging to Initiation – The Process

- The VPM should set up their account in the Officer Portal (OP).
- Submit the MIT Education Plan on the Officer Portal for approval by PO and NVPCC.
- Collect the "MIT Information Form for Sigma Alpha Iota" and MIT fee from each MIT.
- Report of Pledging – fill out the demographic information for each MIT and submit to NH on the Officer Portal immediately following the ceremony.
- MITs self-validate, agree to the Risk Management Policy, pay initiation fee, take and submit exams.
- VPM should notify the province officer that exams have been submitted.

POLICY ON MITS WEARING OFFICIAL FRATERNITY INSIGNIA

MITs are allowed to wear official SAI insignia as long as it appropriately reflects their membership status. More specifically, MITs may wear clothing containing the fraternity name, acronyms, and crest, as long as it is combined with the term "Member in Training."

The Membership Examination Process

The Membership Examination must be administered before the Approval for Initiation is submitted to the Officer Portal. It is essential to follow the schedule given below:

1. The vice president, membership arranges for all MITs to take the Membership Examination online. This must be done at least two weeks prior to the scheduled initiation date.
2. The province officer grades the exams and submits approval to NH and to the chapter.
3. The treasurer collects all fees and sends them to NH at the time of the exam. Members-in-training must pay all fees by the time the test is given. Chapters may not extend "credit" to MITs for initiation fees. However, MITs may finance up to 100% of their initiation fees through approved fundraisers.

A membership education period should be a minimum of four weeks and a maximum of eight weeks.

4. If an MIT drops out of the process, the Treasurer reports them as "Withdrawn" in the OP.
5. When National Headquarters receives fees and approval, badges are sent for the initiation. Do not initiate any member-in-training until the province officer has submitted their approval for initiation and the new badges have been received.
6. Initiation may be held once approval has been given by the PO AND all badges have been received. The VPM should check with NH if they do not have the badges four business days before the scheduled initiation. Initiation should not be a surprise to the MITs.
7. There are serious penalties for holding an improper initiation. Don't jeopardize your chapter's good standing.

Grading the Membership Examination is the responsibility of the province officer. The examination is graded as Passed or Retake. The province officer must decide whether the member-in-training prepared well for the test or whether they did not. A member-in-training may be asked to take the whole test or a portion of the test again.

Additional Information Regarding Initiations

Policy: **No Initiation is allowed without receipt of the new badges.** To do otherwise is to hold initiation without the fees having been paid, which is a flagrant disregard for Fraternity policy. The consequences to a chapter if they ignore this policy will be as follows:

If a chapter initiates without badges, possible consequences may result in a fine and limited MIT recruitment periods, to be determined by the NEB.

Collegiate Initiations:

- Eligible Undergraduate and graduate students may be considered for an invitation to membership.
- No first semester freshmen or first-semester transfer students may be invited to join a chapter. New students on campus need time to adjust to different surroundings, studies, and friends. Chapter members need time to get to know the new individuals in the music program to ascertain whether they demonstrate the standards that SAI requires.
- MITs may finance up to 100% of their initiation fees through fundraisers (p. 8-8)
- **No Money = No Exam**
- The MIT fee is good for the fraternity year only. If an MIT drops out and re-pledges the following fraternity year, the MIT fee must be paid again.
- Collegiate chapters are not allowed to loan or advance money to MITs.
- Initiations **must be completed** by the end of the semester, trimester, or quarter.

Alumnae and Collegiate Initiations:
NO INITIATION CEREMONIES ARE TO BE HELD AS A SURPRISE

- MITs should be told the date early on in their training, so they can be prepared for it, and look forward to it. Surprise initiations are cause for having the chapter's charter revoked.
- Distinguished Members are supposed to be invited to membership, after approval is received, using the formal invitation that is sent to a chapter along with the pin. Occasionally, candidates turn down the invitation because they do not want to show favoritism on campus. NEVER should the initiation be a surprise.
- For any initiation to proceed, the chapter must have:
  - A. Submitted all basic reports in a timely fashion (etc.)
  - B. Received approval from the PO or Distinguished Membership chairman
  - C. Received the regulation badge(s) or pin(s).
  - D. Prepared the ritual ceremony correctly.

Preparation and Initiation of Patronesses and Distinguished Members

The vice-president membership is also responsible for the preparation and initiation of patronesses and Distinguished Members. The VPM and a chapter advisor or alumna call on the prospective member and thoroughly explain local and national projects of the fraternity and the privileges and obligations of membership, using the prospective member materials available from NH. Prior to a patroness initiation, the VPM submits the Approval for Patroness Initiation on the Officer Portal, collects the initiation fee, and arranges for the treasurer to send it in two weeks prior to the requested initiation date.

The submission of a name for Distinguished Member initiation should follow the procedures as outlined:

SAI PROCEDURES FOR INITIATING A DISTINGUISHED MEMBER

Please follow these requirements to expedite the approval process.

ALWAYS USE THE CURRENT APPROVAL FOR INITIATION FORM to ensure accurate processing. Forms are available on the Officer Portal. The VPM submits the nomination form on the Officer Portal.

WRITE A COVER LETTER introducing the candidate and explaining why your chapter is nominating this person as a Distinguished Member and submit the application. Without all the information requested, no candidate can be approved.

PROVIDE ADEQUATE DOCUMENTATION. It is important to provide enough information,including a formal resumé, for the committee members to make a fair decision for approval of your candidate. Include a photo for the permanent records.

ALLOW 6-8 WEEKS TO RECEIVE APPROVAL FOR ALL DISTINGUISHED MEMBERS.

These applications are reviewed by the Distinguished Membership Committee. This is a realistic time frame for processing requests. Please be courteous of the time our volunteers give to the approval process and allow ample time for processing.

(Membership materials and invoices are sent to the chapter by NH after approval by the committee.)

SAI DISTINGUISHED MEMBER INITIATION FOLLOW-UP REPORT. Be sure to fill out this form on the Officer Portal, as the information is used as confirmation of initiation and for publicity in fraternity publications. Photographs submitted electronically must be at least 150 dpi resolution in EPS, JPEG or TIFF formats.

VICE PRESIDENT, RITUAL

The vice president, ritual is in charge of all Ritual ceremonies and is the custodian of the Chapter ritual books and the ritual equipment. Their love for the Ritual of SAI and their attitude toward the presentation of the Ritual sets the tone for the whole chapter. They utilize the Ritual Sign-Out Sheet at all times and distributes member ritual books to new initiates as required.

In addition to caring for and supervising the use of ritual equipment and supervising the preparation of and presentation of Ritual ceremonies, the vice president, ritual makes and submits an annual report that includes attaching a copy of the Ritual Sign-out Sheet via the officer portal by the posted deadline.

Please read *Chapter 9, The SAI Ritual*, for more details.

RECORDING SECRETARY

The Recording Secretary has three principal functions:

1. To take and keep accurate Minutes of each chapter and executive board meeting, and to make them available to the chapter and PO following each meeting;
2. To keep the attendance record;
3. To keep NH notified of member address updates. Chapters may choose to keep a permanent membership file; it can be a computerized list or kept on a flash drive ordered from NH.

They must also make an annual report to the chapter.

In addition to the standard items that each officer must have in their possession, the well-organized recording secretary must have the official Minutes and an attendance book, and they must know the location of the chapter's permanent roster list (flash drive, CD, or spreadsheet).

Secretarial Record Keeping

Minutes
Minutes are the official and permanent record of the chapter's activities and decisions. They should accurately document chapter business, summarize discussions, record all motions and votes, and note any assignments or actions to be completed. Minutes should be written clearly enough that someone who did not attend the meeting can understand what occurred and what decisions were made. When recording actions or statements, members should be identified by last name.

The secretary is responsible for maintaining accurate minutes of all chapter and executive board meetings. Minutes may be recorded and stored electronically or in a physical format, provided they are preserved in a manner that ensures long-term accessibility and transfer to future officers.

Draft minutes should be distributed to chapter members and the chapter's Province Officer following each meeting. At the next meeting, the minutes should be reviewed, corrected as necessary, and approved. Once approved, the president shall sign the minutes. A permanent archive of approved minutes and supporting records must be maintained as part of the chapter's official files.

(See Chapter 17 for Sample Minutes.)

Attendance Records/Absences

The recording secretary keeps the record of attendance at chapter meetings. An up-to-date alphabetical listing of the membership is one of the essential materials of the recording secretary. The attendance records should be part of the Minutes, telling how many members attended and whether a quorum was present.

Absences
Excused absences are often an item for long, involved, and sometimes heated discussion at collegiate chapter meetings. They should not be.

SAI recognizes four reasons for an excused absence:

1. A professional engagement or class;
2. Illness;
3. Necessary absence from the city;
4. Work conflict.

If a member has written an excuse for one of the above reasons, it should be accepted, and there need be no further discussion. Other types of excuses should be presented to and discussed by the executive board and a recommendation made to the chapter. The executive board may also recommend that a member be excused from a meeting for other than the above reasons, and minimal discussion may follow that recommendation, but attendance should not occupy a large amount of meeting time or result in hard feelings and division between sisters.

The most important element regarding attendance is communication. Absences should be presented in writing ahead of time, whether it be in hard copy or email.

Chapters must be clear about their attendance policies, based on national policy, and must specify procedures and repercussions in the local chapter procedures manual (LCPM).

The Chapter Membership Records

While permanent membership records are kept at National Headquarters, chapters also keep a list of initiated members on a CD or flash drive. A flash drive containing a current list of members can be ordered from NH and used as a starting point. The Recording Secretary would then update these records each year and pass it down to their successor.

CORRESPONDING SECRETARY

The corresponding secretary has three principal responsibilities:

1. To attend to chapter correspondence;
2. To confirm that all officers have submitted the necessary reports on the Officer Portal *(See Calendar in Chapter 6 and refer to the Officer Portal for any calendar updates*);
3. To maintain the chapter's permanent files.

They must also make **an annual report** to the chapter.

In addition to the standard items that each officer must have in their possession, the well-organized corresponding secretary has a record of the chapter's files: the complete contents and where they are kept. The Corresponding Secretary also has a list of the names and addresses of all alumnae and patronesses in the area.

Correspondence

- The corresponding secretary sends invitations to chapter functions to local alumnae, Distinguished Members, and patronesses, invitations to membership or affiliation, and "thank-you" notes and other courtesy notes.
- They answer all letters addressed to the entire chapter, in consultation with the president.
- They handle all correspondence with other campus organizations or civic organizations.
- They order supplies for the chapter in conjunction with the treasurer.
- They assist with the publication and mailing of the chapter newsletter.

Corresponding Secretary – Additional Responsibilities

Confirm that all officers' files are correct and up to date.

Confirm that officers submit all reports by the due date. They set up a monthly calendar listing the due dates of all reports. Then they record the date that the report was sent.

Make a monthly report to the chapter summarizing the officers' duties that were completed during the past month, and they list the reports that are due during the forthcoming month *(See Calendar on 6-2)*.

Corresponding Secretary's Calendar

The corresponding secretary is responsible for preparation of the following:

Month	Duty
April	Completes the nomination form for the chapter nominees of the Collegiate Leadership Award candidate to the province officer through the Officer Portal; Annual report to the chapter.

File Maintenance

A record of the present location of all files is essential. Records should be kept digitally or in hardcopy format, and should be passed on to new officers as they take office.

Permanent Records – Permanent file contents should be kept with the most recent reports/forms in front:

- Annual President's Reports - filed by year
- Annual Treasurer's Reports - filed by year
- Approvals for Initiation of Collegiate, Patroness, and Distinguished Members
- Chapter Minutes
- Treasurer's records: cash books (ledgers), individual member pages (maybe be saved on CD or flash drive)
- Chapter Initiation Signature Book
- Ritual equipment and Ritual books
- Chapter historical file: scrapbooks, letters of permanent value, disciplinary cases
- Copies of History Issues of *PAN PIPES:* May 1964, Fall 2003 Centennial issue
- Copies of *Robert's Rules of Order, Newly Revised*
- *Sigma Alpha Iota: A History* by K Marie Stolba
- Chapter Charter location

Current Reference Records - Some should be kept for a specified period of time, after which they may be discarded:

- Copies of Schedule for Official Visit - 3 years
- Yearbook Directory (optional) - 3 years
- Treasurer's Budgets - 7 years
- Bank Statements - 7 years
- Receipt Books - 7 years
- List of delinquent members - 7 years
- Ritual Inventories - 3 years
- Vice president, ritual Annual Reports, and the Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies - 3 years
- Copies of fraternity publications: *Manual for Members, Songs of Sigma Alpha Iota, Fr.Ed.*, patroness information, and current brochures

Corresponding Secretary – Additional Responsibilities

Confirm that all officers' files are correct and up to date.

Confirm that officers submit all reports by the due date. They set up a monthly calendar listing the due dates of all reports. Then they record the date that the report was sent.

Make a monthly report to the chapter summarizing the officers' duties that were completed during the past month, and they list the reports that are due during the forthcoming month *(See Calendar on 6-2)*.

TREASURER

The office of treasurer carries great responsibilities. A capable treasurer is a tremendous asset to a chapter. They are the custodian of the chapter's finances and financial record. They are entrusted with managing other people's money. The treasurer's job is complex and detailed. Please refer to Chapter 8, The Chapter Treasurer for more detailed job responsibilities.

A collegiate chapter treasurer should serve only one term of office as treasurer. If a Treasurer is needed to serve a second term, whether consecutively or not, the chapter must complete the second-term Treasurer request form in the Officer Portal. This form should be submitted by a member of the chapter's nominating committee. Two letters of recommendation must be attached to the form, one from the chapter advisor and one from the nominating committee of the chapter. Once the form and attachments are submitted, the form will go through a review and approval process with the Province Officer, Regional Officer, and NVPF. If approved, the Treasurer and chapter must agree to a set of stipulations emailed by the NVPF with the approval notice.

EDITOR

The editor is in charge of all chapter **public information**. What the outside world learns about Sigma Alpha Iota is often the result of what the editor has presented to the outside world about chapter activities
and events. A communications or information chairman may assist the editor. *(See Chapter 16, Communication - Sending the News.)*

The editor may use any and all available outlets in their community: local city and/or campus newspaper, arts council newsletter, the chapter newsletter, website, social media, etc. Please refer to the fraternity's social media guidelines found in Appendix A and make sure all publicity using these networks is in compliance.
The editor is often responsible for publishing the optional chapter yearbook directory. Instructions for the yearbook directory are in **Chapter 6, the section on Committees**.

The editor should send news to the current Collegiate Chapter Comment editor for publication in *Tempo!*, the national newsletter. The procedure for doing this is given in **Chapter 16** under **Sending Chapter News to Province and National Publications**. If a joint yearbook directory is prepared with the local alumnae chapter, information must be shared in a timely manner.

The editor makes an **annual report** to the chapter in April.

Publicize Musical Events

- Make arrangements in advance for newspaper photographers.
- Always use the correct classification for the fraternity – "Sigma Alpha Iota International Music Fraternity."
- Always use the correct form of the word "alumnae." "Alumna" is the correct form for the female singular. "Alumnae" is the female plural. "Alumnus" is singular male. "Alumni" is plural male and the correct form to use when referring to men and women together.
- Keep copies of all press releases.

ARCHIVIST or HISTORIAN (OPTIONAL)

The editor may serve as the chairman of the archives/scrapbook committee. *(See Chapter 6).*

SERGEANT-AT-ARMS

The sergeant-at-arms is the chapter's parliamentarian. They know the chapter's bylaws/LCPM thoroughly. They know, or are willing to learn, about parliamentary procedure. A copy of R*obert's Rules of Order, Newly Revised* is an essential part of their material, and may be purchased from National Headquarters.

Sergeant-At-Arms Responsibilities

Meeting Room Preparation

- A table at the front for the president, vice president, membership, and recording secretary.
- A chair for the sergeant-at-arms, just inside the door.
- Chairs for the members arranged to face the table.
- A gavel, gong, or chime on the table.

Meeting Responsibilities

- Answer the door.
- May assist the vice president, ritual in giving the password and handclasp as members arrive.
- Give the password and handclasp to latecomers.
- Take all messages for the members who are present.
- Count ballots, when used.
- Help the presiding officer follow parliamentary procedure.

Ritual Ceremony Responsibilities

- Assists the vice president, ritual, at all ritual ceremonies.
- Assists in preparation of the room.
- Takes an assigned part.

OFFICER RESIGNATIONS AND VACANCIES

The officer must present a written resignation to the chapter for action. In the case of an elected officer, the chapter votes to accept the resignation at the next regular meeting and elects a successor at the same meeting, using Robert's Rules of Order, Newly Revised (RONR). Nominations may be made by committee or from the floor. Regular voting procedures should be followed. If the election causes another vacancy on the executive board, that vacancy should be filled by election at the same meeting. The new officer(s) should be installed at that same meeting.

Vacancies caused by a member leaving school should result in the election of a successor at the next chapter meeting per the guidelines described above.

Vacancies caused by resignation of appointed officers should be filled in accordance with the chapter bylaws/LCPM.

QUESTIONS???

After receiving training and referring to the appropriate fraternity manual, officers should direct questions about their responsibilities to the chapter president, advisor, PO, RO, or national officer, following the proper communication chain.

CONCLUSION

The keys to a healthy chapter are open communication and respect among all officers and between officers and members, a desire to achieve individual excellence and chapter excellence, the ability to follow fraternity procedures, and above all, a true commitment to the Sigma Alpha Iota pledge.

Being a chapter officer is an honor, a privilege, and a charge to be taken seriously. Chapter pride is demonstrated in the way officers work together with members to accomplish great things. Members are happy and look forward to meetings when they are led by committed, efficient, cheerful officers.

SAI CPM 5 ALUMNAE CHAPTER OFFICERS

INTRODUCTION

The SAI officer has the distinct privilege of radiating the spirit of Sigma Alpha Iota to others. The officer also has an obligation to perform the duties of that office to the very best of their ability and to fulfill all the requirements that come with their office. The officers must fulfill their duties with efficiency, promptness, understanding, and kindness. They must be knowledgeable of all facets of the fraternity.

> **All fraternity members should support their officers.**

Officers, in turn, have a right to expect the support of the membership.

The duties of Alumnae Chapter officers are explained in this chapter. A large amount of instruction is presented here, but this is not the only chapter in this manual where an officer will find needed information. It will be necessary for the officer to refer to other sections of this manual as well.

Chapter Executive Board

The Chapter Executive Board is composed of all elected officers. Standing Committee chairs may be invited to an Executive Board meeting, as circumstances require.

The Executive Board should meet before each Formal Business Meeting (in very small chapters, a separate meeting may be unnecessary) and report a summary of their meeting to the rest of the chapter at the next formal business meeting. The president may call special meetings. Bylaws should state the number of board members required to have the vice president call a meeting if the president fails to call a needed meeting.

If the Executive Board does its work properly, much time can be saved in chapter meetings. Since everyone's time is precious, and no one wants to be held at a long meeting, especially if discussion on an issue becomes argumentative, proper preliminary work by the Executive Board is invaluable.

Term of Office

Officers serve for a specified amount of time called a term of office. The bylaws should specify when the term begins and when it ends.

Most Sigma Alpha Iota alumnae chapters conduct their business and activities on a schedule roughly from August through June. Many specify that a **term of office** lasts for one to two years. **It is recommended that officers change at least every two years on a rotating basis with the President being elected during the opposite year as the Treasurer.** New officers are installed in late spring.

Chapters may work with their province officer to devise a system that meets their own needs in the most effective way. However, the content of annual reports to province, regional, and national officers should cover an academic year.

Duties of the Executive Board

This is an overall list of duties of the executive board as a governing entity.

- To prepare recommendations, relative to chapter activities and actions, for approval by the chapter at regular meetings.
- To handle all matters not requiring a chapter meeting or a chapter vote and to report those matters to the chapter at the next meeting.
- To enforce chapter bylaws.

- To encourage chapter members to support national and chapter obligations and to inform all members about the benefits of the SAI National Alumnae Association. *(See information later in this chapter.)*

- To see that any situation not covered by chapter bylaws is referred to the province officer, regional officer, and/or appropriate National Officer.

- To see that proper procedures are observed in any disciplinary action:
  1. Assure that the member has the opportunity to present their case to the executive board;
  2. The board advises the member of contemplated action and informs the province officer and regional officer of the proposed action;
  3. The board sends all information to the National Vice President, Alumnae Chapters for vote of the National Executive Board;
  4. The board must withhold final action until it receives the report of the NEB decision.

- To ensure that each officer performs their duties in a satisfactory manner and submits all required reports.

- To arrange for another chapter member to review the treasurer's annual report before final submission. *(See Chapter 8)*

THE OFFICERS

The officers of the executive board of the alumnae chapter are as follows:

President
Vice President, Membership and Programs
(or a separate vice president for each function)
Vice President, Ritual
Recording Secretary/Corresponding Secretary
Treasurer
Editor Archivist/Historian (optional)
Sergeant-at-Arms (optional)

Each officer must have a copy of
- *Chapter Procedures Manual* (available online at *www.sai-national.org* or through the Officer's Portal Document Library).
- National Articles of Association and Bylaws
- Chapter bylaws
- A working notebook specialized for the office they hold.

Each officer must create their own login for the Officer Portal *(See Appendix D for further instructions.)*.

Each Officer Must:
Keep a current notebook for the specific office;

Be thoroughly familiar with the contents of the Chapter Procedures Manual;

Memorize assigned Ritual parts;

Pay financial obligations promptly;

Make an annual report;

Meet their reporting deadlines;

Train the person who succeeds them; Maintain annual/current SAI Alumnae Association membership.

Some officers have specific reports that must be submitted on the Officer Portal. The due dates for these reports are posted on the fraternity website, *www.sai-national.org*. The posted deadlines have been chosen to accommodate the average chapter calendar as well as meet the needs of province, regional, and national officers.

Officer Training Suggestions

Newly elected and retiring officers should meet for an individual conference. (Guidelines for training alumnae chapter officers may be found on the OP in the Document Library under Policies & Procedures.)

The workshop format is a good method for providing officer training, as it allows all members to know and understand the duties of all officers. Also, members who are continuing on the Executive Board in another office can instruct their successors and be instructed by their predecessors in one session. Workshop discussions should include the following topics:

- Discussion of the duties of all officers as stated in the Chapter Procedures Manual;
- Explanation by the retiring officer of the duties of the office to the newly elected officer;
- Discussion of suggestions for future projects;
- Transfer of files and other materials from outgoing officer to newly elected officer.

- Keys to running a successful meeting using Roberts Rules of Order

The workshop could conclude with the first executive board meeting of the new officers. At this meeting they It is strongly recommended that the workshop conclude with the first executive board meeting of the new officers. At this meeting they would make committee appointments, establish chapter goals for the new fraternity year (using the National Objectives as a guide), plan the chapter's calendar (including fundraising events and service projects), and determine areas of chapter life that need special attention.

QUESTIONS???

After receiving training and referring to the appropriate Fraternity manual, an officer should direct questions about their responsibilities to the chapter president, PO, RO, or national officer.

PRESIDENT

The office of president requires a person with leadership qualities, energy, organizational skills, and patience. When facilitating the business of the chapter, the president:

- Presides at all chapter and Executive Board meetings unless they are unable to be present;
- Serves as presiding officer for initiations or affiliations;
- Installs chapter officers;
- Appoints committee chairs, acting as ex-officio member on every committee (except the Nominating Committee);
- Serves as the official delegate to a National Convention (if they are unable to fulfill this function, another chapter member must be designated by the chapter as the official delegate);
- Represents the alumnae chapter as the official contact member and spokesperson;
- Delegates members to carry out the responsibilities of the chapter as needed.

The president may call special meetings when necessary and organize workshop and training sessions for new and retiring officers. The president also serves as a co-coordinator for joint collegiate and alumnae activities.

A well-organized president has a notebook that contains at least the following information:

- The items mentioned previously that must be in the possession of all chapter officers;
- Notes from the previous year's chapter and executive board meetings;
- Notes concerning all chapter events and how they are organized;
- A list of suggested future projects;
- A copy of the previous year's annual report;
- A copy of the current year's budget;
- All the agendas and notes for meetings that have already been held during the current year.

The President's Tentative Calendar

Leading the chapter involves thorough and attentive planning with the Executive Board. The following calendar is suggested:

Summer

- Plan the optional yearbook directory with the yearbook directory chair
- Outline meetings for the coming year, referring to fall and annual reports
- Plan fundraisers with the treasurer
- Study the current National Objectives and develop ideas for fulfilling them
- Coordinate with the vice presidents to plan outreach to all SAIs in the area
- Develop a community service project

September

- Begin holding regular meetings
- Preside over regularly scheduled meetings and continue throughout the year
- Check chapter files with the corresponding secretary

- Distribute NH mailings to the appropriate officers (via email or hard copy)
- Prepare for the Official Visit of the Province Officer, adhering to the proper protocol for an in-person or virtual visit
- Send the Official Visit Evaluation form within 2 weeks to the Regional Officer after the on-site or virtual visit is completed
- Check local concert listings for appearances by SAI Distinguished, Patroness, and Alumnae Members
- Update chapter roster sent by NH and return by the stated deadline
- Arrange for the study of and possible amendment or revision of the chapter's bylaws

October-November
- Coordinate the chapter's activities
- Submit annual chapter bylaws report on the OP

December
- Observe Incorporation Day as close as possible to December 15

January-February
- Continue regularly scheduled meetings
- Organize the election of the Nominating Committee
- Appoint the Honors Committee for the selection of Sword of Honor, Patroness Sword of Honor, Rose of Honor, Rose of Dedication, Rose of Constancy, Wreath of Achievement, Ring of Excellence, and Alumnae Leadership Award nominees

March
- Preside over the election of new officers and arrange for new officer training to take place before the new Fraternal year begins on July 1
- Arrange for voting on recipients of chapter honors and see that award applications are submitted via the OP by the president, treasurer, or VP Ritual

April - May
- Install new officers in either April or May
- Honor graduating seniors of any local collegiate chapter
- Retiring president:
  1. Prepare and submit the Annual Report of Alumnae Chapter President
  2. Read the Annual Report of Alumnae Chapter President to the chapter and place a copy in the chapter files.
  3. Confirm with the treasurer that all bills have been paid and proposed contributions to SAI Philanthropies, Inc. have been sent to NH'
- New president:
  1. Supervise the presentation of special awards
  2. Confirm that each new officer has the materials of their office and has been scheduled for (or has completed) new officer training
- Submit the new officers via the Officer Portal by the stated deadline, *after* all current officers have submitted their reports

June
- Observe Founders' Day as close as possible to June 12

The chapter president will receive most mailings from NH, other national officers, Sigma Alpha Iota Philanthropies, Inc., and the province officer. **The president must always share this material with the other members of the chapter.**

Whenever any officer receives a communication that is directed to the chapter, a time for reading it must be placed on the meeting agenda.

Communication with Province, Regional, and National Officers

Regular communication with the province, regional, and national officers is a requirement for the chapter president. Although contact with these officers may be made any time the president wishes, the alumnae president has three required contacts: the Province Officer, Regional Officer, and National Vice President, Alumnae Chapters. Here are more details about each required contact.

Prepare for the Official Visit of the Province Officer - Each chapter is required to host the Province Officer for an Official Visit at least once during each triennium. The NVP, Alumnae Chapters will determine whether the PO is to make a physical visit or is to conduct a virtual conference (via Zoom or a comparable alternative). To implement this, either the Province Officer or the chapter president may initiate the contact to arrange for the visit. In communities where both collegiate and alumnae chapters are active, the Official Visit to the alumnae chapter may occur in conjunction with the visit to the collegiate chapter. **A plan for an effective official visit is given in *Chapter 10, Working with Province, Regional, and National Officers***.

The Annual Report is submitted on the Officer Portal by the posted deadline. The president who has presided over the chapter during the current fraternity year makes this report. The Annual Report asks for some information in objective statistics and some in prose writing. Good record keeping throughout the whole year is essential for preparing a thorough, accurate annual report. The annual report is studied by the Province Officer, Regional Officer, and national officers. It is an important source of information used in determining the recipient of the Helen May National Alumnae Chapter Achievement Award. Complete, accurate information is most valuable. One copy is to be placed in the chapter files.

VICE PRESIDENT MEMBERSHIP AND PROGRAMS

The vice president of an alumnae chapter presides over all meetings and functions in the absence of the president. This officer, therefore, must be knowledgeable of the President's duties and responsibilities in the event that they must stand in.

Your chapter may choose to have two separate officers for the chapter's membership and program functions: Vice President, Membership and Vice President, Programs. If your chapter has two separate officers for Vice President, it is strongly recommended that the order of succession is outlined in the chapter Bylaws and in the chapter's LCPM, as only ONE Vice President may preside in the President's absence.

Vice President, Membership (VPM)

The Vice President, Membership (or Vice President, if not separate) is the membership chair. For this reason, it is advisable for them to have among the standard materials of office Fraternity brochures, copies of *PAN PIPES* and *Tempo!*, and a file of old yearbook directories. Part of their responsibility is to keep in contact with resident alumnae who are not participating actively in the chapter. This can be done in a variety of ways such as newsletters, special invitations, an email list, chapter website, etc. It is important during the summer that they also work closely with the chapter yearbook directory chair so that programs are printed accurately in the yearbook directory.

After chapter approval, the Vice President, Membership (or Vice President, if not separate) is responsible for inviting women to Patroness membership. The VPM submits the Approval for Patroness Initiation, collects the initiation fee from the prospective Patroness member(s) and arranges for the treasurer to send it at least one month prior to the anticipated initiation date. If a prospective Patroness wishes to take the Patroness Education Program to become a Patroness with Training (PWT) with all rights and privileges afforded that membership category, the VPM will make the arrangements. The curriculum for Patroness training is available on the Officer Portal. During training, the VPM should thoroughly explain local and national projects of the fraternity and the privileges and obligations of patroness membership. Prior to a patroness initiation, the VPM must receive the approval in the OP and the patroness badge from National Headquarters.

The VPM is also responsible for submitting candidates for Distinguished Membership, pending chapter approval. They should follow the procedures as outlined below.

Lastly, the VPM is responsible for all the paperwork connected with affiliations and initiations. Copies of these forms are available on SAI's national website. Affiliation requests must be submitted through the Officer Portal. Approved forms for Patroness and/or Distinguished Members candidates are submitted through the Officer Portal.

From Pledging to Initiation – The Patroness with Training (PWT) Process

The VPM should set up their account in the Officer Portal (OP).

Submit the Patroness with Training education schedule to the Province Officer.

Complete directions are located in the OP document library "Help" section.

Collect the PWT candidiate's contact information and PWT fee from each Candidate.

Report of Pledging – fill out the demographic information for each PWT, and submit to NH on the Officer Portal immediately following the ceremony.

PWT candidate(s) self-validate, agreeing to Risk Management Policy, pay initiation fee, take and submit exams.

VPM should notify the Province Officer that exams have been submitted.

POLICY ON PWT CANDIDATES WEARING OFFICIAL FRATERNITY INSIGNIA

PWT candidates are not allowed to wear official SAI insignia or clothing containing the Fraternity name, acronyms, and crest.

The Membership Examination Process

The Membership Examination must be administered before the Approval for Initiation is submitted to the Officer Portal. It is essential to follow the time schedule given below:

1. The Vice President, Membership arranges for all PWT candidates to take the Membership Examination online. **This must be done at least two weeks prior to the scheduled initiation date.**

2. The Province Officer grades the exams and submits approval to NH and to the chapter.

3. The Treasurer collects all fees and badge monies and sends them to NH at the time of the exam. Patroness With Training candidates must pay all fees by the time the test is given. Chapters may not extend "credit" to PWT candidates for initiation fees. **However, PWT candidates may finance up to 100% of their initiation fees through approved fundraisers.**

4. If a Fall PWT candidate drops out of the process, the Treasurer will report them as "Withdrawn." If they start again the following Spring, they should be added to the Report of Pledging, but they will not have to pay the $50 PWT fee again.

5. This fee is nonrefundable and is good for the current fiscal year only — through June 30 (if a PWT candidate withdraws in the Fall, but repledges the following Spring, they do not pay the PWT fee again).

6. When National Headquarters receives fees and approval, badges are sent for the initiation. Do not initiate any PWT candidate until the Province Officer (PO) has submitted their approval for initiation and the **new badges have been received.**

7. Initiation may be held once approval has been given by the PO AND all badges have been received. The VPM should check with NH if they do not have the badges **four (4) business days** before the scheduled initiation. Initiation should not be a surprise to the PWT candidates.

8. There are serious penalties for holding an improper initiation. Don't jeopardize your chapter's good standing.

Grading the Membership Examination is the responsibility of the Province Officer. The examination is graded as Passed or Retake. The Province Officer must decide whether the Patroness with Training candidate prepared well for the test or whether they did not. A Patroness with Training candidate may be asked to take the whole test or a portion of the test again.

Additional Information Regarding Initiations
Policy: No Initiation is allowed without the new badges having been received. To do otherwise is to hold initiation without the fees having been paid, which is a flagrant disregard for Fraternity policy. The consequences to a chapter if they ignore this policy will be applied as follows:

If a chapter initiates without badges within a 4-year period, possible consequences may result in a fine and limited PWT recruitment periods, to be determined by the NEB.

SAI PROCEDURES FOR INITIATING A DISTINGUISHED MEMBER

Please follow these requirements to expedite the approval process.

1. ALWAYS USE THE CURRENT APPROVAL FOR INITIATION FORM to ensure accurate processing. Forms are available on the Officer Portal. The VPM submits the nomination form on the Officer Portal.
2. WRITE A COVER LETTER introducing the candidate and explaining why your chapter is nominating this person as a Distinguished Member, and submit the application. Without all the information requested, no candidate can be approved. Include where materials are to be sent, and the current email address of the chapter officer.
3. PROVIDE ADEQUATE DOCUMENTATION. It is important to provide enough information, including a resumé, for the committee members to make a fair decision for approval of your candidate. Include a photo for the permanent records.

ALLOW 6-8 WEEKS TO RECEIVE APPROVAL FOR ALL DISTINGUISHED MEMBERS.
These applications are reviewed by the Distinguished Membership Committee.
This is a realistic time frame for processing requests. Please be courteous of the time our volunteers give to the approval process and allow ample time for processing.
(Membership materials and invoices are sent to the chapter from NH after approval by the committee.)

SAI DISTINGUISHED MEMBER INITIATION FOLLOW-UP REPORT. Be sure to fill out this form on the Officer Portal, as the information is used as confirmation of initiation and for publicity in fraternity publications. Photographs submitted electronically must be at least 150 dpi resolution in EPS, JPEG or TIFF formats.

Vice President, Programs (VPP)
The Vice President, Programs (or Vice President, if not separate) is often the chapter's program chair, and they typically serve as the leader of the chapter's Program(ming) Committee. Their duties begin in the summer when they meet or contact the alumnae chapter president, the collegiate chapter president as appropriate, and the president/chair of the Patroness group (if one exists), to plan joint programs. Their primary goal is to ensure that the chapter produces quality programs throughout the year. Programs such as public musicales, community service projects, and performances held during Formal Meetings are an example. This particular role is a collaborative one, as it may involve working with several committee chairs and/or officers and chapters to execute approved programming. Therefore, the VPP must be a member who is comfortable with working with others on a regular basis and is able to work timely, professionally, and efficiently.

The Vice President's Calendar

A proposed calendar for the Vice President(s) is below. Please note that unless there are two separate offices in your chapter, all responsibilities listed below fall on the Vice President by default. If separate, the appropriate designation is provided:

Summer
- VPP - Plan chapter programs for the year; send to the chapter yearbook directory chair
- VPM - Plan methods to expand membership through recruitment and retention

September/October
- VPM - Contact possible affiliates, potential Patronesses, and all resident inactive alumnae
- VPM - Submit Application for Affiliation on the Officer Portal for any fall affiliates, making sure they have paid the National Alumnae Association annual dues. Approval for affiliation must be received from NH before any affiliation ceremony is held.

February/March

- VPM - Submit Application for Affiliation for any spring affiliates. Approval for affiliation must be received from NH before any affiliation ceremony is held.

April/May

- VPP - Coordinate with the chapter President to include in their annual report a list of musicale programs, descriptions of projects, and a list of compositions performed at chapter meetings
- VPM and VPP - Make an annual report to the chapter and/or Executive Board by the end of May; file a copy in the vice president's notebook.

VICE PRESIDENT, RITUAL

The Vice President, Ritual (VPR) is in charge of all Ritual ceremonies and is the custodian of the chapter ritual books and the ritual equipment. Their love for the Ritual of SAI and their attitude toward the presentation of the Ritual sets the tone for the whole chapter. They utilize the Ritual Sign-Out Sheet at all times.

In addition to caring for and supervising the use of ritual equipment and supervising the preparation of and presentation of ritual ceremonies, the VPR makes an annual report to the chapter by the end of May and submits it through the Officer Portal, including providing a copy of the Ritual Sign-out Sheet, by the posted deadline.

Please read ***Chapter 9, The Sigma Alpha Iota Ritual***, for more details.

RECORDING SECRETARY

The Recording Secretary has three principal functions:

1. To take and keep accurate Minutes of all chapter and executive board meetings and to make them available to the chapter at the appropriate time
2. To keep the attendance record
3. To keep the chapter membership record up to date. The alumnae chapter membership record may be in the form of the traditional SAI card file, or it may be a computer database, if applicable.

They must also make an **annual report** to the chapter by the end of May.

In addition to the standard items that each officer must have in their possession, the well-organized recording secretary must have the official Minutes and an attendance book, and they must know the location of the chapter's membership records.

Secretarial Record Keeping

Minutes

Minutes are the principal historical record of the chapter. Chapter business, a summary of every discussion, every motion made, every vote taken, and all the results are recorded in the Minutes. Who said or did what, or will do what, is vital information (use first and last names). Minutes should be written so that someone who was not present at the meeting will be able to understand what took place at the meeting and what decisions were made.

Minutes are kept in a form that will insure their survival for several generations. The standard way of keeping minutes, handwritten in a bound volume, is not the only way anymore. It is still an acceptable way, but modern technology has provided us with other alternatives.

Many secretaries take their notes at the meeting, then type them into the computer and generate a copy (or copies) from there.

Minutes should be distributed in advance (no less than 48 hours) of the next Formal Business Meeting to all members for review. At the next meeting, they should be corrected (if necessary) and approved by a chapter vote. After approval, the President must countersign the Minutes with the Recording Secretary and a digital copy of the approved and signed minutes must be emailed to the Province Officer, with the following officers also copied: Regional Officer, NVP, Alumnae Chapters, National President, and NH. **A permanent file of the printed, signed minutes must be maintained** along with a digital copy for the chapter archives.
(See Chapter 17, A Good Meeting, for Sample Minutes.)

Attendance Records
The recording secretary keeps the record of attendance at chapter meetings. An up-to-date alphabetical listing of the membership is one of the essential materials of the recording secretary. The attendance records should be part of the Minutes, telling how many members attended the meeting and whether a quorum was present.
Membership Records

An alumnae chapter may choose to put its membership list in a digital database or use a card file as its membership record. Whichever method is used, the recording secretary is responsible for its maintenance. A membership card or digital record should be on file for every person who was affiliated by the chapter, or in the case of Patronesses and Distinguished Members, initiated by the chapter.

Information maintained on each chapter member should contain at least the following: name, best contact number (& type, e.g. cell or home phone), email address, home address, chapter of initiation, year/semester (if known), musical instruments(s), and any Fraternity honors.

Every time new information is received about a member's name or whereabouts, it should be entered on their membership card or digital record. Correspondence received is one way of keeping the records up to date with name and address changes. It takes time and effort but is well worth the trouble. The record of fraternity honors should also be updated each year.
When information about a member's death is received, record "Deceased" and the date of death on the affiliate card or record. At the same time, notify NH of the death of the member via the related OP from.

Finally, the recording secretary has a few other important duties:

- Keep NH informed of address changes;
- Attach all amendments of chapter bylaws to Minutes and recording secretary's notebook;
- Make an Annual Report to the chapter.

CORRESPONDING SECRETARY

The corresponding secretary has three principal responsibilities:

1. To attend to chapter correspondence;
2. To confirm that all officers have submitted the necessary reports through the Officer Portal (See Calendar on page 7-3) and refer to the Officer Portal for any calendar updates);
3. To maintain the chapter's permanent files. They must also make an annual report to the chapter by the end of May.

In addition to the standard items that each officer should have in their possession, the well-organized corresponding secretary has a record of the chapter's files: the complete contents and where they are kept. The corresponding secretary also needs two address lists: collegiate chapter members (if nearby) and active and inactive alumnae and patroness members. The corresponding secretary may consult the zip code list under the OP Directories tab.

Correspondence

- The corresponding secretary sends invitations to chapter functions to local alumnae, Distinguished Members, and patronesses, invitations to membership or affiliation, and "thank-you" notes and other courtesy notes.
- They answer all letters addressed to the entire chapter, in consultation with the president.
- They handle all correspondence with civic organizations.
- They order supplies for the chapter in consultation with the treasurer.
- They assist with the publication and mailing of the chapter newsletter

Corresponding Secretary – Additional Responsibilities

- Confirms all officers' files are correct and up to date;
- Confirms that officers submit reports on the Officer Portal by the due date.
- Sets up a monthly calendar listing the due dates. Records the date that a report is submitted;
- Makes a monthly report to the chapter with officers' duties that were completed during the past month and lists the reports that are coming due during the forthcoming month.

Corresponding Secretary's Calendar
The Corresponding Secretary is responsible for the following:

Month	Duty
March	Sends letter nominating Alumnae Leadership Award candidate to the province officer.
April	Acquires a list of spring graduates from local collegiate chapter for possible affiliation with the alumnae chapter.

File Maintenance

A record of the present location of all files is essential. Records should be kept digitally or in hardcopy format, and should be passed on to new officers as they take office. Permanent file contents should be kept with the most recent reports/forms in front:

- Annual President's Reports - filed by year
- Annual Treasurer's Reports - filed by year
- Chapter Minutes
- Treasurer's records: cash books, individual member pages, (may be printed or saved in a digital format)
- Card file or computerized lists
- Chapter Initiation Signature Book
- Ritual equipment and Ritual books
- Chapter historical file: Letters pertaining to national fraternity policy and local fraternity matters, important papers and contracts, chapter history and scrapbooks, disciplinary cases
- Copies of History Issues of *PAN PIPES:*
- Copies of *Robert's Rules of Order, Newly Revised*
- Copies of fraternity publications: *Songs of Sigma Alpha Iota, Fr.Ed*., patroness information, current brochures, *Sigma Alpha Iota: A History* by K Marie Stolba
- Chapter Charter

Current Reference Records. Some should be kept for a specified period of time, after which they may be discarded:

- Copies of Schedule for Official Visit – 3 Years
- Treasurer's Budgets - 7 Years
- Yearbook Directories - 3 Years
- Copy of List of Members returned to NH with corrections - 3 years
- Bank Statements - 7 years
- Receipt Books - 7 years
- Ritual Inventories and Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies - 3 years

TREASURER

The office of Treasurer carries great responsibilities. A capable treasurer is a tremendous asset to a chapter. They are the custodian of the chapter's finances and financial record. They are entrusted with managing other people's money.

The treasurer's job is complex and detailed. They have their own chapter in this manual. Please refer to ***Chapter 8, The Chapter Treasurer.***

EDITOR

The Editor is in charge of all chapter **public information**. What the outside world learns about Sigma Alpha Iota is often the result of what the editor has presented to the outside world about chapter activities and events. A communications or information committee chair may assist the editor. (*See Chapter 16, Communication: Sending the News.*)

The editor may use any and all available outlets in their community: local city and/or campus newspaper, arts council newsletter, the chapter newsletter, the chapter website, etc. Please refer to the fraternity's social media guidelines found in Appendix A and make sure all publicity using these networks is in compliance.

The editor is often responsible for publishing the optional chapter yearbook directory. Instructions are in **Chapter 7, Alumnae Chapter**

Management, the section on **Committees**. If a joint yearbook directory is prepared with the collegiate chapter, information must be shared in a timely manner.

The editor should send news to the current Collegiate Chapter Comment editor for publication in *Tempo!,* the national newsletter. The procedure for doing this is given in **Chapter 16** under ***Sending Chapter News to Province and National Publications.***

The editor makes an **annual report** to the chapter in May.

Publicize Musical Events

- Make arrangements in advance for newspaper photographers
- Always use the correct classification for the fraternity – "Sigma Alpha Iota International Music Fraternity"
- Always use the correct form of the word "alumnae." "Alumna" is the correct form for the female singular. "Alumnae" is the female plural. "Alumnus" is singular male. "Alumni" is plural male and the correct form to use when referring to men and women together.
- Keep copies of all press releases.

ARCHIVIST/HISTORIAN (OPTIONAL)

The Editor may serve as the historian for the chapter. They may keep the scrapbook, and they write an update to the chapter's history at the end of each fraternity year. The annual chapter history record should include:

- Names of all the officers for the year
- Names of all affiliates for the year
- A listing of musicales and special events
- Names of those who received honors, collegiate chapter contacts, major chapter decisions, number of members, and average attendance
- Pictures, programs, and newspaper clippings are essential material for the scrapbook.

SERGEANT-AT-ARMS (OPTIONAL)

The Sergeant-at-Arms is the chapter's parliamentarian. They know the chapter's bylaws thoroughly. They know, or are willing to learn, about parliamentary procedure. A copy of *Robert's Rules of Order, Newly Revised* is an essential part of their material and may be purchased from National Headquarters.

Sergeant-At-Arms Responsibilities

Meeting Room Preparation

- A table at the front for the president, VPM/VPP and recording secretary.
- A chair for the sergeant-at-arms, just inside the door.
- Chairs for the members arranged to face the table.
- A gavel, gong, or chime on the table.

Meeting Responsibilities

- Answers the door.
- May assist the VPR in taking the password and handclasp as members arrive.
- Gives the password and handclasp to latecomers.
- Takes all messages for the members who are present.
- Counts ballots, when used.
- Helps the presiding officer follow parliamentary procedure.

Initiation Ceremony Responsibilities

- Assist the vice president, ritual, at all ritual ceremonies.
- Assists in preparation of the room.
- Takes an assigned part

OFFICER RESIGNATIONS AND VACANCIES

The resigning officer must present a written resignation to the chapter for immediate action. In the case of an elected officer, the chapter votes to accept the resignation at the next regular meeting and elects a successor at the same meeting using *Robert's Rules of Order, Newly Revised (RRNR)*. Nominations may be made by committee or from the floor. Regular voting procedures should be followed. If the election causes another vacancy on the Executive Board, that vacancy must be filled by election at the same meeting. The new officer(s) must be installed at the same meeting.

Vacancies caused by resignation of appointed officers must be filled in accordance with the chapter bylaws.

SAI ALUMNAE ASSOCIATION

The SAI Alumnae Association is a way for individual SAIs to stay connected to the Fraternity and provide continuing support of our sisterhood. All alumnae chapter members must either pay national dues through the SAI Alumnae Association or be exempt (may be requested at age 70 or when reaching 50 years of membership. See Chapter 2 more information.). Its benefits include:

- a subscription to the national newsletter, *Tempo!,* which carries fraternity updates and news about chapters
- a subscription to *PAN PIPES*, the quarterly journal
- announcements about current Philanthropies' scholarships and grants for continuing education
- National Convention news

When SAI has current contact information for alumnae as they relocate around the country, local alumnae chapters benefit with news of potential new members. In the Officer Portal, alumnae chapters will find a zip code list, updated in real time, that provides contact information for members who are new to the area. Alumnae chapter officers need to educate new affiliates about paying national dues through the Alumnae Association. See ***Chapter 7, Alumnae Chapter Management***, and ***Chapter 8, The Chapter Treasurer***, for more details about the SAI Alumnae Association.

CONCLUSION

The keys to a healthy chapter are open communication and respect between all officers and members, a desire to achieve individual excellence and chapter excellence, the ability to follow fraternity procedures, and above all, a true commitment to the Sigma Alpha Iota pledge.

Being a chapter officer is an honor, a privilege, and a charge to be taken seriously. Chapter pride is demonstrated in the way officers work together with members to accomplish great things. Members look forward to meetings when they are led by committed, efficient, and cheerful officers.

QUESTIONS???

After receiving training and referring to the appropriate Fraternity manual, an officer should direct questions about their responsibilities to the chapter president, PO, RO, or national officer.

SAI CPM 6 COLLEGIATE CHAPTER MANAGEMENT

INTRODUCTION

A smooth-running chapter is the result of many people knowing their responsibilities thoroughly and performing them diligently, efficiently, and cheerfully. This chapter will present some methods of organizing the chapter work to help officers and members fulfill their duties.

OBLIGATIONS OF ALL COLLEGIATE CHAPTERS

To the National Fraternity

- **To fulfill the national objectives.** The National Objectives are designated each triennium to serve as specific goals for chapters. Fulfillment of the objectives is the basis for selecting the recipient of the Katherine Becker National Collegiate Chapter Achievement Award. The objectives should be read to the chapter several times each year. They should be printed in the chapter yearbook directory, if created, and used for Fraternity Education. The chapter should organize its activities so that the objectives will be fulfilled.
- **To send a delegate to national conventions.** All chapters are required to send a delegate to the national convention during a convention year. Typically, this is the incoming President. If that person is unable to attend, the chapter must vote on another member in good standing to attend and vote on behalf of the chapter.
- **To observe all proper procedures for official visits of province, regional, and national officers.**
- **To honor national policies on such issues as hazing, alcohol, use of controlled substances, and relations with other fraternities.**
- **To meet all national obligations promptly: financial, reporting, correspondence, contacts with province, regional, and national officers.**
- **To promote fraternity education.**
- **To work actively in promoting all Sigma Alpha Iota projects.**

To the Ritual of Sigma Alpha Iota

- **To hold formal business meetings at least once a month.**
- **To conduct impressive ritual ceremonies.** A chapter should have all the necessary ritual equipment and maintain that equipment in good order. Ritual ceremonies should be adequately rehearsed, and all parts should be memorized.
- **To observe Incorporation Day and/or Founders' Day in an appropriate manner.**

For Conducting Efficient Chapter Business

- **To present monthly musicales.** A complete plan of musicales should be outlined in advance. Each member should perform on a musicale at least once each year.
- **To adhere to chapter bylaw requirements and local chapter policies pertaining to attendance for all chapter events and meetings.**
- **To maintain chapter minutes for all meetings of the chapter.** These minutes should be taken each week, circulated to chapter membership for approval, and shared with the Province Officer, Regional Officer, and appropriate members of the NEB.|

- **To limit voting to initiated members in good standing: financial, scholastic, attendance, and performance, as defined by the chapter procedures and chapter bylaws.**
- **To elect and install its own officers.**
- **To have an executive board composed of elected officers, when chapter membership warrants.**
- **To have a chapter faculty advisor and advisory committee, when possible.**
- **To make its own bylaws, subject to National approval, in accordance with the National Articles of Association and Bylaws, and current National Policies and Procedures, following the official template.**
- **To have complete chapter files.**
- **To publish an optional annual yearbook directory, print or digital**
- **To install and maintain the approved bookkeeping system and maintain the chapter's financial integrity.**
- **To secure, in advance, the approval of the national organization before entering into any contract or written agreement which would bind the chapter for longer than one academic year.**

For Maintaining an Informed and Stable Membership

- **To elect members in conformance with the National Articles of Association and National Bylaws *(See Article III, of current National Bylaws)*, Chapter Procedures Manual requirements *(See Chapter 2, Membership in Sigma Alpha Iota)*, local campus interfraternity music council rules, and chapter bylaws/LCPM.**
- **To organize and conduct membership education for members-in-training following national guidelines, curriculum, and training manuals *(See Officer Portal)*.**
- **To encourage every undergraduate member to remain active.**
- **To encourage the maintenance of the highest possible scholastic average.**

THE SIGMA ALPHA IOTA COLLEGIATE CALENDAR

The following is a suggested way of organizing the fraternity year. Adjustments can and should be made to accommodate local schedules and needs; however, some dates are absolute deadlines and not flexible. Those dates include dates when fees are due to NH and reports are due to national, regional, and province officers. Materials are permitted and encouraged to be submitted early!

August/September

- President submits the School Information form via the Officer Portal by the announced deadline
- Chapter begins fall member recruitment, ritual rehearsals, and membership education activities
- Chapter officers complete plans for the coming year's participation in national fraternity projects, fulfillment of the National Objectives, and fraternity education
- Chapter bylaws committee reviews the bylaws and local chapter procedure manual
- President works with the Province Officer to schedule the Fall Official Visit (OV).
- President distributes correspondence received from NH or downloaded from the Officer Portal.
- Province Day is announced by host chapter(s).
- President discusses National Objectives with chapter

- Vice president, membership submits membership education plans to the Officer Portal for approval by the province officer and NVPCC (See example in OP Document Library) Reminder: no recruitment events may begin until this plan is fully approved.

October

- Vice president, membership reports new MITs on the Officer Portal, if the chapter has MITs for the fall semester; they utilize the Member-in-Training Curriculum for VPMs on the OP Document Library
- Vice president, membership reviews hazing policies and other Risk Management compliance policies with the chapter at a chapter meeting
- President reports any officer changes (addresses, email, telephone) on the Officer Portal. A change in advisors should be sent via email to NH and the PO Corresponding secretary and treasurer check all chapter supplies and order replacements from NH
- Treasurer presents the budget for chapter approval; submits budget on the Officer Portal by deadline
- Treasurer advises NH of the present status of all delinquent members reported the preceding May or June
- Yearbook directory chairman completes optional yearbook directory (a directory of members and dates to be used as a reference throughout the year). Yearbook directory chairman submits copies of yearbook directory to the NOC officers listed in later in Chapter 6
- President, treasurer, and recording secretary work together to correct the roster of members on the Officer Portal. It is submitted by the treasurer to establish the correct amount for National Dues and liability insurance.
- President presents proposed bylaw/LCPM amendments in writing to the chapter
- Vice president, ritual checks the condition of initiation equipment, schedules the initiation date (in consultation with the vice president, membership and chapter), and begins rehearsals for initiation. The Ritual Sign-Out Sheet is used every time a Master Ritual or Ritual Music book is checked out or returned. (Form is on the OP Document Library).
- Treasurer completes the collection of membership dues and unpaid obligations and sends National Dues and liability insurance payments to NH
- Treasurer sends member-in-training fees to NH if there are Fall MITs
- Editor submits material for fraternity publications (*PAN PIPES, Tempo!* newsletter, website, etc.)
- Chapter completes plans for fulfilling National Objectives

November

- Chapter votes on any proposed bylaw/LCPM amendments
- Chapter President submits the Bylaws Report (attaching chapter bylaws and LCPM documents via the Officer Portal by announced deadline.
- Corresponding secretary and/or editor issue the first semester newsletter
- Treasurer sends initiation fees and badge money to NH for fall initiates at least two weeks before initiation
- Program or Fraternity Education Chairman reads the Obligations of Chapters and Members to the chapter (CPM and current Manual for Members)
- President sends the Interim Report on the Officer Portal by the announced deadline

December

- Chapter may observe Incorporation Day (December 15)
- Editor submits material for Spring publications to the Collegiate Comment on the OP

- Treasurer updates e-mail addresses for first semester graduates on the Officer Portal and submits the list

January

- Chapter elects the Nominating Committee
- President submits any officer changes on the Officer Portal. Notify NH of any changes for advisors.
- Treasurer checks the Officer Portal for invoices and pays current financial obligations to NH
- Editor submits information concerning all special honors and individual achievements, with pictures, to the Collegiate Comment editor for *Tempo!*, the national newsletter on the OP
- Vice president, membership submits membership education plans to the Officer Portal for approval by the province officer and NVPCC (See example in OP Document Library). Reminder: no recruitment events may begin until this plan is fully approved.

February

- Chapter elects officers
- Chapter plans second semester membership recruiting and membership education
- President appoints the Honors Committee
- President distributes correspondence received from NH
- Vice president, membership reports new MITs online for spring members-in-training; they utilize the Member-in-Training Curriculum for VPMs in the OP Document Library.
- Vice president, membership sends membership education plans to the province officer
- Treasurer sends member-in-training fees to NH
- Editor submits material for Summer publications to the Collegiate Comment editor on the OP
- Archivist/historian works on the chapter's scrapbook

March

- Vice president, ritual sets date for spring initiation ceremony (in consultation with the vice president, membership and chapter including the MITs) and conducts rehearsals
- President distributes correspondence from NH in the spring mailing and from the SAI Officer Portal
- Applications for awarding the Sword of Honor are submitted through the OP by the president, treasurer, or VP ritual. The Collegiate Leadership Award nomination is sent to the province officer before April 1.
- Treasurer pays current financial obligations to NH
- Editor sends information concerning all special honors and individual achievements, with pictures, to the Collegiate Comment editor for *Tempo!,* the national newsletter

April

- Chapter installs officers
- Chapter conducts training sessions for all newly elected officers with their predecessors
- Chapter brings all chapter files up to date
- Chapter plans a tentative program for the coming year

- Chapter elects one member to rotate on the chapter advisory committee
- Chapter holds the Senior Commitment Ceremony and encourages membership in the SAI Alumnae Association
- Officers present annual reports to the chapter and/or the executive board
- New president appoints committees for the coming year
- New president holds a conference with the dean/director of the school/department of music and appropriate student affairs officials, in preparation for chapter activities in the coming year
- Corresponding secretary and/or editor issue the second semester newsletter
- Treasurer pays all financial obligations to NH. Sends all contributions for SAI Philanthropies, Inc. to NH, sends bills to members whose financial obligations have not been met, sends initiation fees and badge money for spring initiates to NH
- New treasurer presents a tentative budget to the chapter
- Retiring archivist/historian completes compilation of the chapter history for the past year and places it in chapter records. The chapter scrapbook is updated
- Fraternity Education Chairman sends the report of Fraternity Education programs to the province officer (no form is provided for this report)
- Retiring president submits the annual report via the Officer Portal by the announced deadline (earlier is better!). A copy is placed in the chapter files.
- Retiring treasurer submits the annual report via the Officer Portal by April 15. A copy is placed in the chapter files

May

- Vice president, ritual, completes the annual report by the assigned due date. Copies of the Ritual Sign Out Sheet are placed in the chapter files.
- Retiring treasurer, new treasurer, retiring president, new president, and advisor fill out signature cards at bank and change the names on the bank account with updated officers
- Submit award applications for Outstanding Advisor Award and Collegiate Service Project Award
- Treasurer submits the list of second semester graduates with current addresses on the Officer Portal
- Treasurer submits the list of delinquent collegiate members

June

- Convention delegate completes plans for Convention attendance (in a convention year)
- Outgoing president updates all officers in the Officer Portal as soon as all annual reports are submitted and approved (no later than June 30.
- Chapter observes Founders' Day (June 12), if feasible.

CHAPTER MEETINGS

Meetings are where the business of the chapter is decided, projects are discussed, and decisions are made. Members of the chapter should leave meetings feeling uplifted, included, confident, and enthusiastic.

General Rules

Only initiated, active members of a collegiate chapter may attend its chapter meetings, along with advisors, invited alumnae (when appropriate), and NOC members (when appropriate). An exception can be made to that rule for the non-SAI advisor to attend a meeting during the time when no Ritual is being conducted. The non-SAI advisor may enter the meeting after the Opening Ceremony is completed and leave before the Closing Ceremony begins.

All members should be respectful, refraining from cell phone use and silencing all non-essential electronic devices during the meeting.

The following people may vote at meetings:

- Members of the chapter in good standing who are in attendance
- Only collegiate members may vote at a collegiate chapter meeting

A certain number of members must be present at a meeting in order to transact business (a **quorum**). The quorum for collegiate chapters is 2/3 of the members in good standing per the collegiate bylaws template. Nothing that happens in a meeting without a quorum is legal or binding on the chapter.

Collegiate chapters **must have** one Formal Business Meeting per month and other meetings weekly or biweekly. Meetings **must** occur more frequently than once a month for projects and activities to be accomplished and sisterhood to be developed and maintained.

Attendance

Regular attendance at meetings by each member is very important, for the work of the organization cannot go forward without the support of the membership.

Collegiate chapter members must fulfill certain attendance requirements: to attend all meetings and to attend all Ritual ceremonies, unless excused under the following conditions.

- Requests for excused absences must be made in writing prior to the scheduled meeting and may be for illness, absence from the city, work conflict, professional engagement, or class schedule.
- Excuses may be received and approved by the president, treasurer, or recording secretary. The recording secretary notes the excused absence in the roll book and reports the absence to the chapter.
- Requests for excuses for any other reason, having been reviewed first by the executive board, shall be read to the chapter and accepted or rejected by chapter vote. If the absence is unexcused, the member must be notified and the matter referred to the chapter executive board for proposed action, as outlined in each chapter's bylaws and procedures.

The Business Meeting

The formal business meeting begins with the vice president, ritual, assisted by the sergeant-at-arms, taking the password and giving the handclasp as members enter the meeting room. (There is no formal knock, just taking the handclasp. Do not close the door after each member.)

Informal meetings as they are for Formal Business Meetings. In fact, all business meetings could be Formal Business Meetings if the chapter so desires.

Informal business meetings would exclude the ritual component (the Opening and Closing ceremonies). All other aspects of the meeting should be followed. The president calls the meeting to order with the fraternity knock, and the vice president, ritual recites the Opening Ceremony of the Formal Business Meeting.

The meeting is called to order. Minutes are presented, approved, and taken. Reports are presented. Unfinished business and new business are discussed. Motions are made and discussed, and voting takes place. The meeting is adjourned. Attendance requirements and quorum requirements are the same regardless of the type of meeting.

Meeting Agenda Overview – All Meetings

- The meeting is called to order.

- The recording secretary, having distributed the Minutes of the previous meeting in advance, accepts additions or corrections as called for by the president. If no corrections are needed, the Minutes are approved as presented and counter-signed by the president. If corrections are needed, the Minutes are approved as corrected and counter-signed by the president.

- The various officers and committee chairmen make their reports.
- The corresponding secretary, or other designated officer, reads correspondence that has been received since the last meeting, including releases from National Headquarters
- Recommendations of the executive board are read to the chapter and moved for adoption by the recording secretary. Discussion and voting on each recommendation follows.
- Unfinished (old) business
- New business
- Fraternity Education
- Musicale
- Closing Ceremony (Ritual)

(See Chapter 17, A Good Meeting, for a sample meeting agenda.)

Deviations from the Standard Meeting Agenda

Variations in meeting procedure will occur to meet special needs.

First Meeting of the Year
The first meeting of the year will be different from others. Plans for the year will be completed. The adoption of the budget should be one of the business items. The first meeting should include a reading of the National Objectives**.**

Visitor
When a visitor (such as the province officer, a national or regional officer, college administrator, Distinguished Member) is present at a meeting, the Formal Business Meeting should be used and the general meeting plan should be followed. The non-SAI visitor would be admitted after the Opening Ceremony and excused before the Closing Ceremony. It is wise to limit the number of reports to only those that are absolutely necessary and to keep business to a minimum. The visitor must be given time to address the chapter.

Province Officer's Official Visit
At the required chapter meeting held during the Official Visit of the province officer, the province officer should address the chapter after essential business has been completed and before the Closing Ceremony.

Installation of Officers
The last meeting conducted by retiring officers will include the Installation of Officers Ceremony for new officers.

Executive Board Retreat
An evaluation meeting or retreat can be very useful. It should be held at the beginning of the chapter year to prepare for the upcoming year. Topics addressed in executive board retreats include the following:

- How will the chapter fulfill the National Objectives?
- How will the chapter fulfill Chapter Procedures Manual requirements?
- How can the chapter best prepare for a positive work environment? What are members' strengths that can be used to support the good of the group?
- How will meetings be organized to best support chapter business?
- How is the chapter spirit? Does the feeling of sisterhood prevail? If not, what are we going to do to fix this?
- How will the chapter participate in national SAI projects?
- What opportunities are there to incorporate music-making into our business?

- What is the plan for recruitment? What semester(s) will we invite new members? What has worked well and what do we want to change?
- How will we ensure membership education is a good educational, musical, and social experience for members and members-in-training?
- Will the chapter sponsor local projects?
- Relationships with the school and wider campus: What services will the chapter participate in and how will we contribute to our school and campus community?
- How will we reach out to the local alumnae chapters and keep them informed of the support we need from them? What events will we send them invitations to?
- How will we plan to rehearse Rituals to ensure they are well prepared and executed?
- What Fraternity Education programs will we use to keep the initiative interesting and effective?
- When will we meet with our PO for officer training? Is there anything we need clarification on following the meetings with our predecessors?

Following the retreat, each officer should begin to plan goals and outline plans for the upcoming fraternity year. These plans should be presented to the chapter at the first meeting of the school year.

Special Meetings
Special meetings may be called by the president or by a number of members as prescribed in the chapter bylaws. Opening and closing ritual is not required at special meetings. Minutes do not have to be read and reports not pertinent to the business of the meeting should be eliminated. Minutes should be taken. Parliamentary procedure should be used for all business conducted.

OFFICERS AND COMMITTEES

Officer Elections
Chapter officers are elected according to *Robert's Rules of Order, Newly Revised (RONR)*. Robert's Rules is the standard resource for parliamentary procedure. It should be part of every chapter's supplies. It is readily available from all book-selling businesses and from NH.

The first step is to elect the **Nominating Committee**. The Nominating Committee should be elected at a meeting in January or very early February. It should consist of three members, as prescribed in chapter bylaws. Members of the Nominating Committee should not be candidates for election.

The election of officers is not a popularity contest. The duty of the Nominating Committee is to create a slate of officers from the members with the best qualifications for each office. All officers must be full-time students in the school where the chapter is located. To do this correctly, committee members should first study the chapter on Collegiate Chapter Officers, Chapter 4. The committee must confirm that all candidates are in good standing. Finally, the committee must secure the consent of the candidate before placing their name in nomination.

The collegiate president and treasurer may not serve more than one term of office without the approval of the appropriate NVP. **Before placing a president or treasurer's name on the slate for a second term, the nominating committee MUST complete the second-term request form on the officer portal and provide letters of recommendation from the chapter advisor and nominating committee. This request form will be reviewed by the Province Officer, Regional Officer and NVPCC or NVPF. Stipulations for approval will be communicated through the appropriate NVP**.

The Nominating Committee's report should be presented to the chapter at a meeting in February unless the province officer approves a later time. The president should, at this time, ask for nominations from the floor.

Elections should be held in accordance with Robert's Rules of Order, Newly Revised and any rules provided for in the chapter bylaws/LCPM. When more than one member is nominated for the same office, the vote for that office shall be held by ballot. A **majority vote** constitutes an election. If no candidate receives a majority of the votes, which is more than half of the votes cast, the candidate with the lowest number of votes shall be dropped from the ballot, and another vote must be held. Voting must continue until one candidate

receives a majority of the votes cast.

Officers are installed using the ceremony, **Installation of Officers**, from the Ritual (***Chapter 9***). Additional information about specific officer duties and responsibilities is located in ***Chapter 4, Collegiate Chapter Officers.***

Committees

Committees are necessary for any organization to have an effective program of activities. Standing committees are committees that are usually appointed every year, and they function for the full year. Standing committees must be listed in the chapter bylaws. The most frequently occurring standing committees are described below.

A committee can contain only one member.

Special committees are appointed for a specific purpose, for a limited time, and they are dissolved when the stated purpose for the committee has been accomplished.

Fraternity Education Committee

The chairman of the Fraternity Education Committee could be the vice president, ritual, a member of the executive board, or a special a ppointee. The fraternity education chairman should present short, informative programs to the chapter periodically (or arrange for them to be presented).

The following items are required Fraternity Education information and must be read periodically (or summarized) to the chapter at Formal Business Meetings:

- The Fraternity Risk Management Policy
- The National Objectives
- Obligations of Collegiate Chapters and Chapter Members from the Chapter Procedures Manual
- The chapter bylaws and LCPM
- The Articles of Association
- The sections for the National Bylaws regarding collegiate chapters and collegiate chapter members

Collegiate chapters should have at least four additional fraternity education programs, in addition to reading the above information to the chapter, during the year. A suggested calendar is October, January, March and April. These programs may be presented at regular business meetings, chapter musicales, or special programs.

Important sources of information for fraternity education programs are the SAI website, the Officer Portal, and releases from national officers, directors, and committee chairmen; *PAN PIPES*, Manual for Members, "FR.ED: A Fraternity Education Resource Guide for Sigma Alpha Iota" online, information shared by the NVP, Ritual, and the Ritual. Information from and about SAI Philanthropies, Inc. is appropriate for fraternity education. An excellent source of information is the Philanthropies portion of the SAI website. ***(See also Chapter 11, Sigma Alpha Iota Philanthropies, Inc.)***

Advanced planning is important. The dates for the **required readings** should be decided at the beginning of the year. Dates for the other four programs should be established also.

Other members of the chapter can conduct programs besides the chairman. Those who volunteer to do fraternity education programs should accept the responsibility well in advance of the presentation date.

The chairman should send a report to the province officer in May. The report should include the following information: preparation of the program, topics covered, the type of program, a complete script if the program was particularly successful. No form is provided for this report.

Honors Committee

For all awards except the Scholastic Award and Collegiate Honor Award, the president appoints a three-member Honors Committee. The Honors Committee considers records of all eligible members and selects only those who are fully qualified. Fully qualified members are those who meet the specific criteria of the award, who are in good standing, who have fulfilled all the requirements of their offices, and who have served the chapter above and beyond the requirements. **At the collegiate level, members who graduated in the fall, spring, or summer of the award year may be considered. Those names are presented for chapter vote.**

All chapter members who are in good standing shall have a vote. Members may be nominated for awards upon 2/3 affirmative vote of the chapter. If the committee is presenting more candidates for consideration than possible awards, nominating ballots are used. Those receiving the largest number of votes become the chapters nominee(s). **It is fraternity policy that a minimum of three years should occur between awards.**

Membership Committee
The vice president, membership should be the chairman of the Membership Committee. The Faculty/Membership Advisor should be consulted when making all recruitment plans. One duty of this committee is to make plans for contacting prospective members. These plans must be in accordance with campus regulations, fraternity policy, chapter bylaws, and National Bylaws. If there is a Campus Interfraternity Music Council on the campus the bylaws of that organization should be followed. *(See Chapter 15.)*

It is important to keep year-round contact with elligble students who:

- Are not eligible at the time of membership recruitment
- Formerly were not able to pledge
- May be eligible for reconsideration

Another duty of this committee is to secure a list of prospective members who are eligible according to national membership requirements and present it to the chapter. These membership requirements must be observed: no first-semester freshmen or transfer students; an established grade point average of at least 2.5-2.9 per local bylaws and the host institution; and enrollment in or having completed at least one course of music. GPA requirements may be confirmed through the chapter advisor who should give a "yes" or "no" as to whether the prospective member meets the established requirements. In addition, prospective members may be members of social sororities, Pi Kappa Lambda, and Tau Beta Sigma/ Kappa Kappa Psi; prospective members may **not** be members or former members of Delta Omicron, Mu Phi Epsilon, Phi Mu Alpha, or Phi Beta.

It is a duty of this committee to plan Recruitment Events. For further information *see* ***Chapter 12, Building Chapter Membership***.

Since SAI is a by-invitation organization, the chapter votes on whom to invite to membership. When it is time for the chapter to vote, the VPM should provide the chapter with complete information about each candidate, making sure that each candidate meets all eligibility requirements. The chapter members should give special consideration to the candidate's interest and involvement in music, scholastic standing, and how they will exemplify the ideals of SAI. **The chapter should not be influenced by the personal prejudices of chapter members.**

Program Committee
The program chairman or committee is responsible for planning all chapter programs. The president appoints this chairman immediately after installation of officers.

The chairman should prepare a program outline that will include the following:

- The number of musicales - monthly, guest, and/or public
- Program themes
- Plans for the American music program
  1. Consult American Music issues of *PAN PIPES*
  2. Works by SAI composers can be found by consulting the Composers Bureau section of the national fraternity website
- Plan for ensemble numbers
  • The chapter chorus may use SAI's Modern Music Series and the Inter-American Music Awards (IAMA) Series as two of its sources for music, as well as the SAI Songbook
  • Instrumental ensemble music is available in the IAMA Series

Public musicales must maintain the highest level of music and performance. A reference file of local concert programs is an aid for program planning. Each program should have contrast, climax, and variety in composition, instrumentation, solo, and ensemble.

Before announcing any public musicale, the performance venue should be established and have the approval of the collegiate chapter program advisor or a faculty member. The chapter must approve the program outline. At least one month before each program the chairman checks with each person scheduled to perform and makes necessary substitutions in personnel and program material.

The final duty of the Program Committee is to produce and keep programs. Copies of programs should be added to the chapter files.

Social Committee
The president should appoint the Social Committee immediately after installation of officers. The committee is responsible for all social affairs of the chapter. Common social events for SAI members are:

- Founders' Day or Incorporation Day
- Initiation banquet
- A meal following the Senior Commitment Ceremony
- Joint collegiate-alumnae-patroness events
- Fraternity sings

Common social events with guests are:

- Membership recruitment events
- A tea, picnic, or reception for new students or for faculty
- Receptions for visiting officers
- Guest Day Musicale

Successful social events depend on the cooperative efforts of many people. Dividing responsibilities is an effective way to get many things accomplished without one person having to do too much. Each person must fulfill their assignment. Some assignments could be invitations, decorations, entertainment or program, and serving.

The treasurer is an important resource for the Social Committee. All costs must be discussed with the treasurer. It is necessary to stay within the budget or to decide on the need for a special assessment. As with anything else, advanced planning is important. What will the program be? What will the decorations be like? Is any special transportation needed? What will the refreshments be? How will they be ordered, prepared and served?

If the event is a very formal one, everyone should know the correct procedures for a receiving line and introducing and serving special guests.

An effective social committee helps the chapter present itself positively to the world outside and helps to provide the chapter with a happy chapter life.

Ritual Committee

The vice president, ritual is the chairman of the Ritual Committee. The sergeant-at-arms is also usually a member of the Ritual Committee. The duties of the Ritual Committee are to care for the Ritual equipment and prepare for Ritual ceremonies. More detail about all things associated with the Ritual is in Chapter 9, The Ritual of Sigma Alpha Iota.

Fundraising Committee

The chairman of the fundraising committee could be the chapter treasurer or a special appointee. The committee should also have additional members based on the chapter's size. The chapter's financial advisor should also serve as an ex-officio member of the committee. The fundraising committee uses the approved chapter budget and annual goals of the chapter to establish fundraising goals. The committee should brainstorm possible fundraisers, present recommendations to the chapter, and then assist in planning and carrying out the fundraisers. After each fundraiser, the committee chairman shall present a summary of revenue, expenses, and net profit as a result of the event. Chapters shall also keep in mind the fraternity's policy regarding tax status as discussed in Chapter 8, as well as the Fraternity's policy that does not allow raffles. Fundraising ideas and resources are also available in the Officer Portal. Additional questions may be directed to the Province Officer, NVP Finance, or National Headquarters.

Advisory Committee

Having advisors is very important for a collegiate chapter. They can be a great help. They are not supposed to run a chapter, but they should be there in time of trouble, be objective listeners, and offer support.

S**igma Alpha Iota strongly recommends a three-member advisory committee on which each member serves three years, and one member is replaced each year.** The recommended division of responsibilities is membership advisor, program and social advisor, and financial advisor. Each type of advisor has specific suggested responsibilities. One of these three may be the faculty advisor, or perhaps the faculty advisor is a fourth person. The faculty advisor is a liaison between the chapter and the host institution. Advisors may be obtained from among alumnae members (affiliated or non-affiliated), patronesses, Distinguished Members, and even non-members or members of another music fraternity.

Recent graduates of a collegiate chapter may not serve as an advisor to their own initiating chapter for four years.

Sigma Alpha Iota feels that the role of chapter advisor is important. Chapter 15 in this manual is devoted to advising. Both advisors and collegiate chapter members should read this chapter so that each party understands the relationships and responsibilities of advisors to chapters. All requirements for eligibility of advisors are listed in Chapter 15. Please see ***Chapter 15, The Collegiate Chapter Advisor***, for more complete information.

Chapter Do's and Don'ts

THINGS YOU *CANNOT* DO	THINGS YOU *CAN* DO
• Hold membership recruitment without submitting and receiving the approval of the MIT Education plan	• Submit the MIT Education plan on the OP for the PO and the NVPCC to approve
• Charge MITs an application fee, conduct interviews, or have them fill out an application to join SAI	• Have MITs (who have gone through the Pledging Ceremony) complete the MIT information form and provide schedules to finalize meeting dates/times
• Have Family Trees or Grandbigs, Aunts, Moms, etc.	• Have Big and Little Sisters
• Allow MITs to take the membership exam without paying their initiation fees	• MITs may fundraise up to 100% of their initiation fees and should wait to take the exam until they have the necessary funds, even if this means having to wait a semester
• Initiate without fees paid to NH and SAI badges received from NH	• Submit payment to NH at the time of the exam and allow for at least 2 weeks between the exam and initiation; contact NH if badges have not been received at least 4 days prior to initiation
• Use the terms "pledge" or "pledge class"	• Use the terms "Member-in-Training", "MIT", or "MIT class"
• Use the term "bad standing"	• Use "not in good standing"
• Use the term "Pin-in" or other terms for the Pledging Ceremony	• Use the ceremony's correct name - the Pledging Ceremony
• Use the term "rush"	• Use the term "recruitment"
• Pledge 1st semester Freshmen or 1st semester transfer students	• Invite them to recruitment events and then reinvite them when they are GPA eligible
• Have "secret" recruitment, MITs, training, or initiation dates	• All aspects of SAI recruitment, the MIT process, and the date of initiation are open and NOT secret
• Call SAI an "International Music Fraternity for Women" or add the word "Inc." to our name.	• Use our official name "Sigma Alpha Iota International Music Fraternity"
• Have t-shirts with that have not been approved by NH	• Have t-shirts with SAI letters, chapter names, the semester/year of initiation, lines names, and line numbers as pre-approved by NH using Merchandise/Artwork Approval Form
• Create or use ceremonies other than those that are in the official SAI Master Ritual Book (ex. Rose Ceremonies) or add extra items/ motions to the ceremonies (no rose petals, pillows, real candles, etc.)	• Learn and perform the approved ceremonies well, to honor and respect the Fraternity, and ensure that all SAIs experience the same ceremonies
• Use the term "crossing" or "crossing over"	• Call it "Initiation" or "being initiated"
• Hold Scavenger hunts or quests	• Activities that fall within our policies, including Musicales, Probate shows, Fundraisers, etc.
• Decorate or have paddles, which represent a history of hazing activities	• Decorate plaques, roses, or other acceptable items
• Call NH "Nationals" or "NEO"	• Call NH "National Headquarters"

ALUMNAE CHAPTER MANAGEMENT

INTRODUCTION

A smooth-running chapter is the result of many people knowing their responsibilities thoroughly and performing them diligently, efficiently, and cheerfully. This chapter will present some tried-and-true methods of organizing the chapter work to help officers and members fulfill their duties.

OBLIGATIONS OF ALL ALUMNAE CHAPTERS

To the National Fraternity

- **To fulfill the national objectives.** The National Objectives are selected each triennium to serve as specific goals for chapters. Fulfillment of the Objectives is the basis for selecting the recipient of the Helen May National Alumnae Chapter Achievement Award. The chapter should organize its activities so that the objectives will be fulfilled. They should be printed in the chapter yearbook directory and used for Fraternity Education. The objectives should be read to the chapter several times each year.
- **To send a delegate to national conventions.**
- **To observe all proper procedures for official visits of province, regional, and national officers.**
- **To honor national policies on such issues as hazing, alcohol, use of controlled substances, and relations with other fraternities.**
- **To support SAI Philanthropies, Inc.**
- **To meet all national obligations promptly: financial, reporting, correspondence, and contacts with province, regional, and national officers.**
- **To promote fraternity education.**
- **To educate all alumnae chapter members about the requirement to remain in good standing as a member of the SAI Alumnae Association by paying national dues or notifying NH of emeritus status.**
- **To work actively in promoting all Sigma Alpha Iota projects.**

To the Ritual of Sigma Alpha Iota

- **To hold at least five meetings each year, of which at least two shall be Formal with memorized opening and closing ritual.**
- **To conduct impressive ritual ceremonies, rehearsed and memorized.**
- **To observe, in an appropriate manner, Incorporation Day and/or Founders' Day.**

For Conducting Efficient Chapter Business

- **To present at least three musicales each year; a musicale during each meeting is preferable.**
- **To have a service/educational project for the betterment of the community.**
- **To limit voting to affiliated alumnae and patroness with training members in good standing, as defined by the Fraternity and the chapter bylaws.**

- **To enforce national and chapter bylaw requirements governing alumnae members and chapters.**
- **To elect and install its own officers.**
- **To have an Executive Board composed of elected officers. Chairs of standing committees may be included, if desired.**
- **To provide advisory assistance to the local collegiate chapter in accordance with the Chapter Procedures Manual.**
- **To make its own bylaws and LCPM, subject to National approval, in accordance with the National Articles of Association and Bylaws, and current National Policies and Procedures, following the official template.**
- **To have complete chapter files.**
- **To publish an optional annual yearbook directory, print or digital**
- **To promote the chapter's financial integrity.**
- **Promote joint functions with any local collegiate chapter, when appropriate, following appropriate guidance for alumnae/collegiate interactions.**

For Maintaining an Informed and Stable Membership

- ***To affiliate members in conformance with the National Articles of Association and National Bylaws (see Article III, of current National Bylaws), Chapter Procedures Manual requirements (see Chapter 2, Membership in Sigma Alpha Iota), and chapter bylaws.***

WHY BE A CHARTERED ALUMNAE CHAPTER?

As an organization, Sigma Alpha Iota promotes and encourages the involvement of women in music. Alumnae chapters provide lifelong opportunities for SAI members to stay connected and inspired.

A Chartered Alumnae Chapter

- Receives the support of a strong national organization represented by national officers, regional officers, province officers, and the National Headquarters.
- Receives the support of Sigma Alpha Iota Philanthropies, Inc., the charitable arm of Sigma Alpha Iota, in terms of grants for chapter projects and scholarships, along with grants for individual members.
- May initiate Patroness members and Distinguished Members.
- Has its standing in the community enhanced because of its identity as a branch of a recognized national organization in the field of music.
- Is privileged to have its individual members recognized locally and nationally for their service and dedication to Sigma Alpha Iota.
- Has the privilege to vote on national issues by having an official voting delegate at national conventions and by voting on bylaw amendments and other issues requiring chapter approval that may arise between conventions.
- Creates a situation in which musicians can perform, promote, and support each other in their craft.
- Encourages members to support each other not only in music, but also life in general.
- Allow members to keep in touch and network with other members worldwide.

THE SIGMA ALPHA IOTA ALUMNAE CALENDAR

The following is a suggested way of organizing the fraternity year. Adjustments can and should be made to accommodate local schedules and needs; however, some dates are absolute deadlines and not flexible.
Inflexible dates are when fees are due to NH and reports are due for submission on the Officer Portal. Of course, it is acceptable and recommended to send something earlier than the due date!

Summer

- Chapter officers complete plans for the coming year's participation in national fraternity projects, fulfillment of the National Objectives, and fraternity education

September/October

- President distributes forms received from NH or downloaded from the Officer Portal
- President discusses the National Objectives with the chapter
- President or corresponding secretary submits any officer changes to the Officer Portal
- Corresponding secretary and treasurer check all chapter supplies and order replacements from NH
- Treasurer presents the budget for chapter approval
- Vice president, membership recruits new affiliates, presents names to the chapter for Patroness and Distinguished Member candidates
- Treasurer advises NH of the present status of all delinquent members reported the preceding May or June
- President, treasurer, and recording secretary work together to update the membership roster that is sent from NH, returning it by the stated due date. Reminders about SAI Alumnae Association dues can be sent out.

October

- VP Ritual affirms ritual requirements in OP.
- President submits copies of the Alumnae Chapter President's Fall Report via the Officer Portal by the announced deadline
- President presents proposed bylaw amendments in writing to the chapter
- VPM submits the Application for Affiliation form for fall affiliates to NH
- Treasurer checks the Officer Portal for invoices and sends Annual Service Charge and the insurance assessment to NH
- Editor sends material for fraternity publications (*PAN PIPES, Tempo!* newsletter, website, etc.) to the appropriate editor or NH

November

- Chapter votes on any proposed bylaw amendments
- Treasurer completes the collection of local membership dues and unpaid obligations
- Editor advises NH of any member not receiving *PAN PIPES*
- Program or Fraternity Education Chair reads Obligations of Chapters and Members to chapter (CPM and current Manual for Members)
- President submits Bylaws Report via the Officer Portal. *(See Chapter 5)*

December

- Chapters may observe Incorporation Day (December 15)
- Chapter completes plans for fulfilling National Objectives
- Editor sends material for Spring publications to the Alumnae Chapter Comment editor or NH

January

- Chapter elects the Nominating Committee
- President or corresponding secretary notifies NH of any officer changes
- Treasurer clears current financial obligations with NH

February

- Nominating Committee presents slate of officers for next fraternity year
- President appoints the Honors Committee
- President continues to share communications from NH
- Editor sends material for Summer publications to the Alumnae Chapter Comment editor or NH

March

- Chapter elects officers
- Applications for awarding the Sword of Honor, Patroness Sword of Honor, Rose of Honor, Rose of Dedication, Rose of Constancy, and Wreath of Achievement are submitted through the OP. Applications for the Ring of Excellence and the Alumnae Leadership Award are mailed to the province officer by the announced deadline, using the current method

April/May

- Chapter installs officers
- Chapter conducts training sessions for all newly elected officers with their predecessors
- Chapter brings all chapter files up-to-date
- Chapter plans tentative program for the coming year
- Chapter entertains graduating seniors and extends invitations to membership to seniors in nearby collegiate chapters
- Officers present annual reports to the chapter and/or the Executive Board
- President submits Service Project report.
- President reads their annual report to the chapter and/or the Executive Board
- Newly elected president appoints committees for the coming year
- Treasurer clears all financial obligations to NH
- Treasurer sends all contributions for SAI Philanthropies, Inc. to NH
- Corresponding secretary and/or editor prepare and send the final newsletter
- Editor/Archivist/Historian compiles the chapter history for the past year and places it in the chapter records
- Fraternity Education Chair sends the report of Fraternity Education programs to the province officer

May

- President submits the annual report via the Officer Portal by June 1 (earlier is better!). A copy is placed in the chapter files.
- Vice president, ritual submits the Alumnae Chapter Ritual Report on the Officer Portal when due (earlier is better!). A copy is placed in the chapter files.
- Vice president, ritual sends copies of the Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies to the province officer by June 1. A copy is placed in the chapter files. The form for this report is available in the Officer Portal, Document Library.
- Outgoing treasurer submits the annual report via the Officer Portal by June 1 (earlier is better!). A third copy is placed in the chapter files.
- Outgoing treasurer or newly elected treasurer presents the tentative budget to the chapter (and goes to the bank with retiring treasurer/new president to complete signature cards, if applicable)
- Editor sends information concerning all special honors and individual achievements, with pictures, to the appropriate editor or NH
- Convention delegate completes plans for National Convention attendance in a convention year
- President updates all officers in the Officer Portal after all the current reports have been submitted and approved.

June

- Chapter observes Founders' Day (June 12), if possible
- Treasurer sends the list of delinquent members to NH
- Treasurer clears all remaining financial obligations with NH
- Editor sends material for Fall publications to the Alumnae Chapter Comment editor or NH

CHAPTER MEETINGS

Chapter meetings should be well-organized and inspiring so that members of the alumnae chapter will feel uplifted, confident, and enthusiastic.

General Rules

Only initiated members usually attend alumnae chapter meetings. If the occasion is appropriate, alumnae chapters sometimes have Distinguished Members attend the social or musical portion of a meeting, b**ut not the business meeting**. Non-SAI guests may not attend ritual ceremonies with the exception of the open ceremonies (e.g. ceremonies for presenting awards, Founders' Day Ceremony, Memorial Ceremony). Non-SAI guests should be directed into another room during all closed ritual ceremonies.

All members should be respectful, refraining from cell phone use and silencing all non-essential electronic devices during the meeting. If children must come to a meeting, arrangements should be made for a caregiver or babysitter in another room.

The following people may vote at meetings:

- Members of the chapter in good standing (current with National and local dues and requirements)
- Affiliated alumnae members and Patronesses with Training (See *Chapter 2, Membership in Sigma Alpha Iota*) may vote on local and national issues
- All patronesses may vote on local issues

A certain number of members must be present at a meeting in order to transact business (a **quorum**). The alumnae chapter bylaws should state the number required to form a quorum per the alumnae bylaws template. Anything that happens in a meeting without a quorum is not legal or binding on the chapter. An exception to this is business conducted by mail, telephone, or an electronic medium, with the results of any votes recorded in the meeting's minutes (to be approved by chapter vote, signed by the Recording Secretary and

the President and emailed to the list of officers listed in Chapter 5 under Secretarial Record Keeping).

The number of required meetings for an alumnae chapter is five (5) per year. Of those five meetings, a minimum of two (2) must be Formal and a minimum of three (3) must include musicales.

Attendance

Regular meeting attendance is very important; the work of the chapter cannot go forward without the support of the membership.

Formal – Informal?

Many chapters call the meetings that take place between Formal Business Meetings "informal meetings."

Informal meetings do not open and close with a Ritual ceremony.

That is the only difference!

The Formal Business Meeting

The meeting begins with the vice president, ritual, assisted by the sergeant-at-arms, taking the password and handclasp as members enter the meeting room.

The president calls the meeting to order with the fraternity knock, and the vice president, ritual recites the Opening Ceremony of the Formal Business Meeting.

The usual business routine commences with the approval of minutes, reports, and going over business issues.

The meeting is adjourned and the vice president, ritual recites the Closing Ceremony of the Formal Business Meeting. If a musicale is part of the meeting, the Closing Ceremony may come before or after the musicale. If non-SAIs will be participating in the musicale, the Closing Ceremony should come before the musicale.

Meeting Agenda Overview – All Meetings

- The meeting is called to order.
- The recording secretary, having distributed the Minutes of the previous meeting in advance, accepts additions or corrections called for by the president, reads the Minutes of the previous meeting, or of all meetings since the last reading of Minutes if they have not been previously distributed. If no corrections are needed, the Minutes are approved as approved and countersigned by the president. If corrections are needed, the Minutes are approved as corrected and countersigned by the president. Reminder, the approved and signed Minutes are to be emailed to the officers listed in Chapter 5, under Secretarial Record Keeping.
- The various officers and committee chairs make their reports.
- The corresponding secretary, or other designated officer, reads correspondence that has been received since the last meeting, including releases from National Headquarters.
- Recommendations of the executive board are read to the chapter and moved for adoption by the recording secretary. Discussion and voting on each recommendation follows.
- Unfinished (old) business
- New business
- Fraternity Education
- Musicale
- Closing Ceremony (ritual) for Formal Meetings only!

(See Chapter 17, A Good Meeting, for a sample meeting agenda.)

Deviations from the Standard Meeting Agenda

Variations in meeting procedure will occur to meet special needs. The first meeting of the year covers plans for the year, a reading of the National Objectives and the adoption of the budget. Plans for the yearbook directory might also be discussed.

Visitor
When an official visitor (such as the province officer, a regional officer, or a national officer) is present at a meeting for an official visit, the Formal Business Meeting should be used and the general meeting plan should be followed. The non-SAI visitor would be admitted after the Opening Ceremony and excused before the Closing Ceremony. It is wise to limit the number of reports to only those that are absolutely necessary (or that require a chapter vote) in order to keep business to a minimum. It is important that the visitor be given time to address the chapter.

Province Officer Official Visit
At the required chapter meeting held during the Official Visit of the province officer, the province officer should address the chapter after essential business has been completed and before the Closing Ceremony.

The last meeting conducted by retiring officers will include the Installation of Officers ceremony for new officers.

Evaluation Meeting/Executive Board Retreat
An evaluation meeting or retreat can be very useful. It should be held at the close of the chapter year to assess accomplishments. Topics addressed in evaluation meetings include the following:

- How well did the chapter fulfill the National Objectives and follow Chapter Procedures Manual protocol?
- Did chapter members cooperate well with one another? Did the officers coordinate their duties well? Does the chapter have a sense of unity? Were all members' abilities put to use?
- Is every member in good financial standing? Is every member in good standing as a current member of the SAI Alumnae Association? Have all been informed about the Alumnae Association benefits?
- Were meetings well organized, and did they cover the chapter's business?
- How is chapter spirit? Does a feeling of sisterhood prevail?
- Did the chapter participate in national SAI projects?
- Did a sufficient amount of music-making occur, and was it of good quality?
- Were membership recruitment procedures effective?
- Did the chapter sponsor local projects?
- How were the relationships between the collegiate and alumnae chapters? Did the chapters work together on projects?
- Was the yearbook directory satisfactory?
- Were all Ritual presentations well prepared and performed or presented by memory?
- Were Fraternity Education programs interesting and effective?
- Was officer training effective?

After careful evaluation, chapter officers and committee chairs should adopt attainable goals for the coming year and plan specific projects needed to carry out the goals. Each officer/committee chair should prepare a written syllabus of procedures needed to carry out their assigned project, listing dates, contact persons, and pitfalls along with other necessary information. A copy of this syllabus should be given to the incoming officer/committee chair concerned with the project and the incoming president.

Special Meetings
Special meetings may be called by the president or by several members prescribed in the chapter's bylaws. Opening and closing ritual is not required at special meetings. Minutes do not have to be read and reports not pertinent to the business of the meeting should not be included. Minutes must be taken. Parliamentary procedure must be used for all business conducted.

Officer Elections

Chapter officers are elected according to *Robert's Rules of Order, Newly Revised (RONR)*. Robert's Rules is the standard resource for parliamentary procedure. It should be part of every chapter's supplies. It is readily available from all book-selling businesses and from NH.

The first step is to **elect the Nominating Committee**. The Nominating Committee should be elected at a meeting in January or very early February. It should consist of three or five members, as prescribed in chapter bylaws.

The duty of the Nominating Committee is to create a slate of officers. To do this correctly, committee members should first study ***Chapter 5, Alumnae Chapter Officers***. The committee must confirm that all candidates are in good standing. Finally, the committee must secure the consent of the candidate before placing their name in nomination.

The Nominating Committee's report should be presented to the chapter at a meeting in February unless the province officer approves another time. The president should, at this time, ask for nominations from the floor.

Elections should be held in accordance with *RONR* and any rules provided for in the chapter bylaws. When more than one member is nominated for the same office, the vote for that office shall be by ballot. A **majority vote** constitutes an election. If no candidate receives a majority of the votes, which is more than half of the votes cast, another vote must be held. Voting must continue until one candidate receives a majority of the votes cast.

Officers are installed using the ceremony, **Installation of Officers**, from the Ritual. *(See Chapter 9.)* Additional information about specific officer duties and responsibilities is located in ***Chapter 5, Alumnae Chapter Officers.***

Committees

Committees are necessary for any organization to have an effective program of activities. Standing committees are committees that are usually appointed every year and function for the full year. Standing committees must be listed in the chapter bylaws. The most frequently occurring standing committees are described below.

A committee can contain only one member.

Special committees are appointed for a specific purpose, for a limited time, and they are dissolved when the stated purpose for the committee has been accomplished.

Fraternity Education Committee

The chair of the Fraternity Education Committee could be one of the vice presidents, the program chair, or a special appointee. The fraternity education chair should present short, informative programs to the chapter periodically (or arrange for them to be presented). The following items are required Fraternity Education information and must be read periodically (or summarized) to the chapter at Formal Business Meetings.

- The National Objectives
- The Obligations of Alumnae Chapters and chapter members from the Chapter Procedures Manual
- The chapter bylaws
- The Articles of Association
- The sections from the National Bylaws regarding alumnae chapters and alumnae members

Important sources of information for fraternity education programs are the SAI website and Officer Portal, and releases from national officers, directors, and committee chairs; *PAN PIPES*, Manual for Members, "FR. ED.: A Fraternity Education Resource Guide for Sigma Alpha Iota", and the Ritual. Information from and about SAI Philanthropies, Inc. is appropriate for fraternity education. An excellent source of information is the Philanthropies portion of the SAI website. (See also ***Chapter 11, Sigma Alpha Iota Philanthropies, Inc.***) Electronic materials (webinars, Powerpoints, etc.) on various subjects related to fraternity life are available from the Multimedia Technology Director or in the Officer Portal (*See www.sai-national.org*).

Advance planning is important. The dates for the required Fraternity Education readings should be decided at the beginning of the year. Dates for the other programs should be established also.

Other members of the chapter may conduct programs besides the chair. Those who volunteer to do Fraternity Education programs should accept the responsibility well in advance of the presentation date. The chair should send a report to the province officer by June 1. The report should include the following information: preparation of the program, topics used, the type of program, a complete script if the program was particularly successful. No form is provided for this report.

Archives/Scrapbook Committee
The archivist/historian keeps the chapter scrapbook, and they write an update to the chapter's history at the end of each fraternity year. The annual chapter history record should include:

- Names of all the officers for the year;
- Names of all initiates and affiliates for the year;
- A listing of musicales and special events;
- Names of those who received honors, collegiate chapter contacts, major chapter decisions, number of members, and average attendance;
- Pictures, programs, and newspaper clippings are essential material for the scrapbook.

Each chapter may use a committee to assist the archivist/historian with maintaining the chapter's history. Knowing and maintaining this history with pride strengthens the bond of sisterhood within a chapter and celebrates chapter milestones and accomplishments.

Honors Committee
For all awards, the president appoints a three-member Honors Committee. The Honors Committee considers records of all eligible members and selects only those who are fully qualified. Fully qualified members are those who meet the specific criteria of the award, who are in good standing in all ways, who have fulfilled all the requirements of their offices, and who have served the chapter above and beyond the requirements. Those names are presented for chapter vote.

All chapter members who are in good standing shall have a vote. Members may be nominated for awards upon 2/3 affirmative vote of the chapter. If the committee is presenting more candidates for consideration than possible awards, nominating ballots are used. Those receiving the largest number of votes become the chapters nominee(s). It is fraternity policy that a minimum of three years should occur between award nominations.

Alumnae chapters may initiate patronesses.

A patroness with training is an affiliated chapter member.

Membership Committee
The vice president, membership should be the chair of the Membership Committee. The Membership Committee is not usually listed as one of the standing committees for an alumnae chapter, but a form of membership recruitment is important for alumnae chapters, too. Alumnae chapters need to recruit graduating seniors and unaffiliated alumnae in the community and be actively seeking eligible people to initiate as patronesses. Brochures are available from National Headquarters.

One duty of this committee is to make all the plans for contacting prospective affiliates and patronesses. Plans must be in accordance with chapter bylaws. It is important to keep year-round contact with SAI sisters who are not active in the chapter.

For further information see Chapter 12, Building Chapter Membership.

Program Committee
The program chair or committee is responsible for planning all chapter programs. In an alumnae chapter, this person can be the vice president, membership or a vice president, programs.

The chair should prepare a program outline that will include the following:

- The number of musicales - alumnae chapters should have at least three musicales per year, public or private
- Program themes
- Plans for the American music program
    1. Consult American Music issues of *PAN PIPES*
    2. Lists of works by SAI composers can be obtained by consulting the Composers Bureau section on the national fraternity website
- Plan for ensemble numbers
    1. The chapter chorus may use SAI's Modern Music Series and the Inter-American Music Awards (IAMA) Series as two of its sources for music
    2. Instrumental ensemble music is available in the IAMA Series

Public musicales must maintain the highest level of music and performance. A reference file of local concert programs is an aid for program planning. Each program should have contrast, climax, and variety in composition, instrumentation, solo, and ensemble.

Before announcing any public musicale, the performance venue should be established and have the approval of the chapter executive board. The chapter must approve the program outline.

Once the program outline has been approved, the chair must provide the yearbook directory chair with the following information for

each musicale: date, time, place, name of hostess, theme, and program personnel. At least one month before each program the chair must check with each person scheduled to perform and make necessary substitutions in personnel and program material.

The final duty of the Program Committee is to produce and keep printed programs. At least four copies of each program should be kept. At least one copy should be placed in the chapter scrapbook.

Social Committee
The president should appoint the Social Committee immediately after installation of officers. This committee is responsible for all social affairs of the chapter.

Common social events for SAIs:
- Founders' Day and/or Incorporation Day
- Initiation banquet with the local collegiate chapter
- The initiation of a Distinguished Member
- A breakfast, luncheon, or dinner honoring graduating collegiate members
- Joint collegiate-alumnae-patroness events
- Fraternity sings

Common social events with guests:
- Teas, picnics, or receptions for new students or for faculty
- Receptions for visiting officers
- Guest Day Musicale

Successful social events depend on the cooperative efforts of many people. Dividing responsibilities is an effective way to get many things accomplished without one person having to do too much. Some assignments could be invitations, decorations, entertainment or program, and serving.

The treasurer is an important resource for the Social Committee. All costs must be discussed with the treasurer prior to committing to venues or signing contracts. It is necessary to stay within the budget or to decide on the need for a special assessment.

As with anything else, advance planning is important. What will the program be? What will the decorations be like? Is any special transportation needed? What will the refreshments be? How will they be ordered, prepared, and served?

If the event is a very formal one, everyone should know the correct procedures for a receiving line, and introducing and serving special guests.

An effective social committee helps the chapter present itself positively to the world outside and helps to provide the chapter with a happy chapter life.

Ritual Committee
The vice president, ritual is the chair of the Ritual Committee. The sergeant-at-arms (if the chapter has one) is also a member of the Ritual Committee. The duties of the Ritual Committee are to care for the Ritual equipment and prepare for Ritual ceremonies. More detail about all things associated with the Ritual is in **Chapter 9, The Sigma Alpha Iota Ritual.**

Fundraising Committee - Alumnae
The chair of the fundraising committee could be the chapter treasurer or a special appointee. The committee should also have additional members based on the chapter's size. The fundraising committee uses the approved chapter budget and annual goals of the chapter to establish fundraising goals. The committee should brainstorm possible fundraisers, present recommendations to the chapter, then assist in planning and carrying out the fundraisers. After each fundraiser, the committee chair shall present a summary of revenue, expenses, and net profit as a result of the event. Chapters shall also keep in mind the Fraternity's policy regarding tax status as discussed in Chapter 8, as well as the Fraternity's policy that does not allow raffles. Fundraising ideas and resources are also available in the Officer Portal.

If the chapter maintains a local scholarship, the criteria should be reviewed and approved by the chapter. Additional questions may be directed to the Province Officer or National Headquarters.

(Optional) Yearbook Directory Committee
Each chapter is encouraged to publish a yearbook directory at the beginning of each fraternity year. **This is a directory of members and dates to be used as a reference throughout the year.** The president should appoint the yearbook directory chair immediately after installation of officers. It may be the chapter editor or the vice president, membership who is the chair of the yearbook directory committee. Collegiate and alumnae chapters may prepare a joint yearbook directory.

Preparation of the yearbook directory should begin early in the summer. However, current national statistics and officer updates will be made available in late August, after the summer NEB meeting, so use place holders for that information. It is necessary to work with the program chair so that all necessary information about programs is on hand. If the yearbook directory is to be published jointly with a collegiate chapter, alumnae, and patronesses, it is necessary to meet with representatives of those groups.

The chapter yearbook directory is a working book for the year that is to come. It is not a souvenir of the year that has passed. It has contact information, dates, awards, and other information. See later in this chapter for more information on yearbook directory contents. Many alumnae chapters send yearbook directories to chapter members upon receipt of the chapter annual dues. Some chapters distribute the yearbook directory electronically.

The yearbook directory should be distributed (by paper or digitally) to all chapter members, patronesses, and Distinguished Members. Digital copies should be sent to the province officer, the National President, the National Vice President, Alumnae Chapters or the National Vice President, Collegiate Chapters, and the National Vice President, Extension. A hard copy should be sent to National Headquarters.

See the Officer Portal for current yearbook directory releases, membership statistics, and current national officers. [A layout for directories is later in this chapter.]

Alumnae Liaison to a Collegiate Chapter

A COLLEGIATE CHAPTER may ask to have an Alumnae Liaison from the local alumnae chapter. The Alumnae Liaison is a member of the local alumnae chapter who has been appointed by the alumnae chapter President to serve as the primary communicator between the alumnae chapter and the local collegiate chapter(s). Many alumnae chapters include this job as part of the duties of the Corresponding Secretary. Most of their communication may be through electronic means. They may not attend the collegiate chapter meetings unless specifically invited to do so for a special chapter event – no exceptions. The Alumnae Liaison does not serve in an advisory role with the collegiate chapter. Should questions arise from the collegiate members about fraternity policy and procedures, the Alumnae Liaison should direct the collegiate members to their advisors and/or province officer. Duties include:

1) Sending alumnae chapter newsletters to the local collegiate chapter
2) Issuing invitations to musical, fundraising and service project events sponsored by the alumnae chapter
3) Staying in communication with a specific collegiate officer or member (this may be the Corresponding Secretary) as designated by the collegiate chapter president
4) Sharing information from the collegiate chapter with the members of the alumnae chapter

ADVISORS TO THE COLLEGIATE CHAPTER

In a community where both a collegiate chapter and an alumnae chapter are located, alumnae may be invited to serve as advisors by the collegiate chapter. The collegiate chapter is responsible for electing a rotating advisory committee. The faculty advisor should be on this committee. Having advisors is very important for a collegiate chapter. Advisors are not supposed to run a collegiate chapter or "mother" a chapter, but they should be there to help in time of trouble, be listeners, and offer support.

Note: Recent graduates of a collegiate chapter may **not** serve as an advisor to their own initiating chapter for four years.

Sigma Alpha Iota feels that the role of chapter advisor is important. ***Chapter 15*** in this manual is devoted to advising. Both advisors and collegiate chapter members should read this chapter so that each party understands the relationships and responsibilities of advisors to chapters. Please see ***Chapter 15, The Collegiate Chapter Advisor***, for more complete information.

SAI ALUMNAE ASSOCIATION

The SAI Alumnae Association is a way for individual SAIs to stay connected to the Fraternity and provide continuing support of our sisterhood. To participate as a member of an alumnae chapter, members MUST either pay national dues through the SAI Alumnae Association or be Emeritus Members (members 70 years of age or 50-year members must notify NH when they are choosing Emeritus Member Status). Its benefits include:

- the privilege of being affiliated with a chapter
- a subscription to the national newsletter, *Tempo!*, which carries fraternity updates and news about chapters
- a subscription to *PAN PIPES*, the quarterly journal
- announcements about current Philanthropies' scholarships and grants for continuing education
- National Convention news

Both alumnae members and patronesses with training must pay annual national dues or be exempt Emeritus Members in order to be a chapter member, serve as an officer, receive awards, etc. Of course, the conscientious member will WANT to support the national organization, knowing that the ideals of SAI can only be carried out that way.

When SAI has current contact information for alumnae as they relocate around the country, local alumnae chapters benefit with news of potential new members. Alumnae chapter officers need to educate new affiliates about the required membership in the Alumnae Association. See ***Chapter 8, The Chapter Treasurer***, for more details about the SAI Alumnae Association.

SAI Chapter Yearbook Directory Layout

- The front cover has the complete name of the fraternity (Sigma Alpha Iota International Music Fraternity), the name of the province and region, the name of the chapter, the city and state, and the year for which the book is in effect.
- Clearly marked area with the name, mailing address and email address of the chapter yearbook directory editor or point of contact.
- The yearbook directory has a Table of Contents with page numbers. The National Objectives, updated each triennium.
- The yearbook directory contains the names and addresses of all national officers, the regional officer, the province officer, and National Headquarters.
- The yearbook directory contains the following information for each chapter member: name; home address, including Zip Code; telephone numbers, including Area Code; email address; chapter of initiation, and field of performance (optional, year of initiation).The collegiate chapter yearbook directory should include the member's campus address and telephone number.
- The yearbook directory contains the names, addresses, email addresses, and telephone numbers of participating patronesses and Distinguished Members.
- The name, address, email address, and telephone number of the alumnae chapter president are listed in a collegiate chapter yearbook directory.
- The name, address, email address, and telephone number of the collegiate chapter president are listed in an alumnae chapter yearbook directory if a collegiate chapter is active in the same community or very nearby.
- All chapter officers, committee chairs and members, and the collegiate chapter advisory committee (if applicable) are listed.
- The yearbook directory includes a brief history of the chapter and the fraternity
- A list of the chapters in the province and the names and addresses of the chapter presidents are included.
- The schedule of regular chapter meetings is a required part of the yearbook directory: dates, times, places.
- The schedule of programs is a required part of the yearbook directory: dates, times, places, personnel performing or presenting.
- Finally, dates for events of nearby chapters, the observance of Founders' Day or Incorporation Day, joint events with other chapters, and all traditional chapter events are listed.

The following items make the yearbook directory more complete, but they are optional:

- The Purpose, Mission Statement, and Vision
- The Chorale and the SAI Symphony
- Fraternity projects
- Individual award winners: Leadership, Scholastic Award, Collegiate Honor Award, Sword of Honor, Rose of Honor, Rose of Dedication, Rose of Constancy, Wreath of Achievement, and Ring of Excellence, etc.
- Chapter bylaws
- SAI and campus hazing policies and regulations (if part of a joint yearbook directory with a collegiate chapter)

SAI CPM 8 THE CHAPTER TREASURER

INTRODUCTION

The chapter treasurer is the steward of the chapter's money. They are legally accountable to the chapter. As such, they must be reliable, trustworthy, and constantly vigilant of the status of the chapter's accounts and financial obligations. In addition, it is their responsibility to provide financial leadership to the chapter by advising on financial matters including but not limited to chapter dues, fundraising activities, and chapter expenditures.

Having proper tools is the key to being an effective chapter treasurer. Below are the primary tools each treasurer should have in order to carry out their duties..

Tools of the Treasurer

- Access to the CPM (available on Officer Portal)
- Access to the Chapter and National Bylaw
- An up-to-date list of chapter members
- List of delinquent chapter members
- Access to the chapter's budget and Treasurer's Annual Report for the previous year (in the Officer Portal)
- Ledger book or a computer program, such as Microsoft Excel, that can function as a ledger book to track all income and expenditures. Excel templates are also available for download on the Officer Portal, Document Library
- Receipt book
- Remittance forms for mailing payments to National Headquarters, or access to make payments electronically to National Headquarters through the Officer Portal
- Current Schedule of Fees (available on the Officer Portal)
- Current SAI Jewelry & Supply Price List (available on the Officer Portal)
- Bank checking account or college/university account, and other accounts (e.g., savings, CDs), if applicable
- Historical records – bank statements and other financial records for all accounts for prior years

RESPONSIBILITIES OF THE CHAPTER TREASURER

The chapter treasurer has a number of responsibilities that extend throughout the year. Therefore, it is important that they pay constant attention to their responsibilities. In addition to their record keeping duties, the treasurer is chairman of the chapter's Ways and Means Committee, if the chapter has one.

Procrastination is the chapter treasurer's worst enemy! The table below outlines the major responsibilities of the chapter treasurer.

Primary Responsibilities of the Chapter Treasurer	
Task	**Time Frame**
Develop an annual budget in consultation with the Chapter's Finance Committee or Executive Board.	Work on over the summer and finalize within first two weeks of school.
Planning ahead for sending a delegate to National Convention	
Present budget to chapter for approval.	As soon as budget is prepared
Complete Budget Form in the Officer Portal.	No later than September 30. (collegiate)
Collegiate: Update Membership Roster on the Officer Portal by submitting membership status changes (graduated, left school or chapter; new affiliates transferring in; member reactivating with chapter)	Before October 1 National Headquarters dues billing and as necessary during the year
Prepare to report on the status of all chapter accounts.	Before every meeting
Reconcile account balances.	Monthly
Meet with advisor or financial advisor (collegiate only) to review bank statements, expenditures, and future needs	Monthly **This is crucial to a treasurer's success
Collect annual collegiate national dues from members and submit to National Headquarters (collegiate only).	When invoiced (check statement in Officer Portal)
Collect Members-In-Training (MIT) fees and submit to National Headquarters (collegiate only).	At the beginning of each MIT period. Send payment to NH right away so that your MIT supplies will be shipped
Collect initiation and badge fees and submit to National Headquarters (collegiate only).	At least two weeks prior to each initiation ceremony and before MIT exam
Send convention fund (collegiate only), service charge, and insurance assessment fees to National Headquarters.	When invoiced (check statement in Officer Portal)
Pay all bills and send contribution to SAI Philanthropies, Inc.	Promptly chapters should contribute to Philanthropies at least annually
Train successor and transfer names on chapter bank accounts.	Immediately after officer elections and as needed
Prepare Annual Report and submit through the Officer Portal	No later than April 15 for collegiate chapters. No later than June 1 for alumnae chapters.
Manage delinquent member accounts and inform National Headquarters when accounts are cleared.	Throughout the year
At the end of the spring semester, submit list of delinquent members to National Headquarters.	No later than June 1 (collegiate) or June 15 (alumnae).

The list of tasks may look daunting, but the job of the chapter treasurer is actually straightforward, as long as they keep up with the work. Collegiate chapter treasurers should bear in mind that each chapter has a faculty advisor, and should have a financial advisor as well. Treasurers should be meeting with an advisor at least on a monthly basis. If problems or questions arise, **seek guidance from your chapter's advisors!**

THE CHAPTER'S OPERATING ACCOUNT

Each chapter must have an operating account of some kind that allows it to deposit money, make payments (check or electronic), and other financial transactions. For most chapters, this will be a checking account at a local bank. Some colleges and universities, however, require student organizations to maintain a university account, rather than a commercial bank account. In those cases, chapters must comply with campus policies and procedures. Chapters establishing a commercial bank account should look for desirable features such as free checking, interest-bearing accounts, regular monthly account statements, and access to view cancelled checks. SAI policy requires two signatures on each check if it is not a university check. Some chapters make use of debit cards or credit cards. As with the checking account, this requires careful monitoring and monthly reconciliation. Chapters should implement procedures for monthly review of bank statements and electronic financial activity by an advisor as well as a chapter officer other than the chapter treasurer.

The Chapter's Employer Identification Number (EIN)/Tax ID

National Headquarters is responsible for obtaining and managing the EIN/Tax ID for all chapters, and managing any necessary tax-related filings on their behalf. When a chapter establishes a bank account, the bank will require the chapter's Employer Identification Number (EIN). Each chapter of Sigma Alpha Iota has its own nine-digit EIN, which identifies it uniquely for tax purposes. The EIN for each respective chapter may be found on the Officer Portal on the Chapter Information tab.

Chapters should not contact or file any documents with the Internal Revenue Services (IRS). **If a chapter receives a report from the IRS, it should be forwarded to National Headquarters immediately.**

If requested to provide a Form W-9, instructions may be found in the SAI Officer Portal. If a chapter receives a request for any other EIN/Tax ID documentation, contact NH immediately.

Important Points for Collegiate Chapter Bank Accounts

The following two points are critical for collegiate chapter treasurers, regarding commercial bank accounts:

At least three approved signatures should be on each account. Two signatures are required on each check, if it is not a university check. One signature is the chapter treasurer's. The other may be that of the chapter president, the faculty advisor, or the chapter's financial advisor. All persons authorized to sign checks must have signatures on file with the bank.

After an election of new officers, or whenever signatures on accounts need to change, both the outgoing and incoming officers/advisors must go to the bank together to change the names on the signature card. If this does not happen, the chapter will be denied access to its account!

OTHER ACCOUNTS

Chapters may maintain other accounts (e.g., savings accounts for national convention, scholarship accounts, CDs) for which deposits and withdrawals occur infrequently. The chapter treasurer should monitor these accounts and maintain records of their activity. In the case of collegiate chapters, however, the Budget Form completed in the fall should reflect only the planned activities involving the chapter's **operating** (e.g., checking) account

LEGAL RESPONSIBILITY

The chapter treasurer is legally accountable to the chapter. The collegiate chapter treasurer is responsible for seeing that the financial advisor (or faculty advisor) reviews **each bank statement** and bank reconciliation.

The chapter treasurer is legally accountable to the chapter. The collegiate chapter treasurer is responsible for seeing that the financial advisor (or faculty advisor) reviews **each bank statement** and bank reconciliation monthly.

Details of Using the Checking Account

Below are some important details with respect to using the chapter's bank account.

Chapter bank accounts must be established using the official chapter name in the following format: "[Assigned Greek Name] Chapter of Sigma Alpha Iota at [Institution Name]." For example: "Alpha Chapter of Sigma Alpha Iota at the University of Michigan."

Each check sent to National Headquarters should be made out to "Sigma Alpha Iota," and should be accompanied by a fraternity remittance form that states exactly what items are being paid with that check. If making an online payment with an e-check, be sure to record the transaction in the chapter ledger.

Important exception to above: When a chapter is making a donation to SAI Philanthropies, Inc., the check should be made out to "SAI Philanthropies, Inc.", not "Sigma Alpha Iota." If a chapter desires to make a contribution to a specific project within Philanthropies (e.g., People-to-People), the treasurer should indicate this on the "Note" line of the check, but the check should still be made out to "SAI Philanthropies, Inc."

Personal checks from members (e.g., collegiate dues payments) should be deposited in the chapter's account, and then a check should be written from the chapter account to "Sigma Alpha Iota."

Record each check written and each deposit made in the checkbook, as well as in the chapter ledger.

Always provide a receipt to any member who has made a payment to the chapter.

Reconcile the checkbook with the bank account statement each time a statement is received. The financial advisor or faculty advisor should review the bank statement.

Be prepared to report the status of the account at each chapter meeting. To do this, make a note of the checkbook balance, any bills that have not yet been paid, and any money received that has not yet been deposited. Banks statements should be available for verification.

DO NOT SEND CASH THROUGH THE MAIL

Reconciling the Bank Account

Reconciliation is the process by which the chapter treasurer ensures that their accounting in the check book matches the account activity presented in the bank statement. If a bank does not assess service changes, and if all checks written and all deposits made have cleared the bank, the check book balance, as of the bank statement date, should match the balance on the bank statement. Often, however, this is not the case, and the bank statement and check book must be reconciled.

To reconcile the checking account using the bank statement:

1. Make a list of all checks written or other payments made as of the statement date that have not yet cleared the bank (i.e., outstanding checks or outstanding electronic payments) and another list of all deposits made by the statement date that were not shown on the bank statement.
2. Subtract the total of outstanding checks and other outstanding payments (in step 1 above) from the bank statement balance.
3. Add the total of outstanding deposits to the balance obtained in step 2.
4. Subtract any service charges reflected on the bank statement from the check book balance.
5. Look at the check book balance as of step 4 and the bank statement balance obtained in step 3. **The two should match. If they don't, either the chapter treasurer has made an error, or the bank has made an error.** To find the error:
   a. Review each check written, disbursement issued, or deposit made to ensure that the amounts recorded in checkbook match the amounts listed on the bank statement.
   b. Check the arithmetic in the check book. The bank rarely makes errors!
6. If you feel an error has been made, consult with your financial advisor, faculty advisor, and the bank promptly to resolve the difference.

See the following example.

Example Bank Statement Reconciliation

Scenario:

Bank Statement Balance = $1242.25
Service charge of $6.50 appeared on the bank statement.
Checkbook balance as of bank statement date = $947.74

Reconcile as follows:

Given: Outstanding check total = $376.01;
outstanding deposit total = $75.00
$1242.25 – 376.01 = $866.24
$866.24 + $75.00 = 941.24
$947.74 - $6.50 = $941.24
$941.24 = $941.24, so the bank account balance is properly reconciled to the checkbook balance.

A bank reconciliation Excel template is available for download on the Officer Portal.

THE CHAPTER LEDGER

The chapter ledger is used to record the details of all income and expenses of the chapter. It mirrors what is in the check book at a greater level of detail. For example, a chapter treasurer may deposit $500 in the bank, which is reflected in the check book as a single deposit. The ledger will contain the details of that deposit, which may have consisted of 8 checks from members for $50 each for dues, $76.23 in cash from a bake sale, and $23.77 in cash to be donated to SAI Philanthropies, Inc. from "passing the hat" at a chapter meeting. Each of these ten items will have its own individual entry in the ledger.

A chapter ledger Excel template is also available for download in the Officer Portal. Chapter treasurers should use these electronic tools to organize chapter treasurer files. **When using an electronic method, be sure to back up files regularly.**

\The chapter ledger has two parts:

1. The chronologically ordered entries of all income and expenses for the chapter
2. Individual members' pages.

Using the Ledger to Record Income and Expenses

The figure below shows a sample page of a chapter ledger. The first ten entries shown reflect the details of the $500 deposit described above. The opening balance for the year is the first thing that should be entered in the ledger, $673.19 in this example. The columns in the ledger are defined as follows:

A. Name of the person/organization involved in the transaction (i.e., the person paying money to the chapter, or the person/organization to whom expenses are being paid)
B. Date the income was received or the expense paid
C. Description of the transaction
D. The amount paid (for expenses)
E. The amount received (for income)
F. The balance after adding/subtracting the transaction amount

A	B	C	D	E	F	G
Category Name	Date	Item Description	Expense Amt. (Debits)	Income Amt. (Credits)	Balance	Codes*
	8/01/2020	Opening balance			$637.19	
Sandy Jones	8/23/2020	Dues (cash)		$50.00	$687.19	DI
Mary Smith	8/24/2020	Dues (check)		$50.00	$737.19	DI
Tiffany Miller	8/24/2020	Dues (cash)		$50.00	$787.19	DI
Various	8/26/2020	Bake Sale proceeds (cash)		$76.23	$863.42	FR
Megan Martin	8/27/2020	Dues (check)		$50.00	$913.42	DI
Sarah Jameson	8/27/2020	Dues (cash)		$50.00	$963.42	DI
Melissa Carey	8/27/2020	Dues (check)		$50.00	$1,013.42	DI
Individual Members	8/28/2020	Philanthropies pass-the-hat (cash)		$23.77	$1,037.19	P
Kathy Jones	8/28/2020	Dues (check)		$50.00	$1,187.19	DI
Teresa Black	8/28/2020	Dues (cash)		$50.00	$1,137.19	DI
Natl. Headquarters	8/30/2020	Dues (10@$40)		$400.00	$737.19	Dues
A&P	8/31/2020	Bagel Table Supplies		$47.28	$689.91	FR
K-Mart	9/06/2020	Member Recruitment supplies		$20.15	$669.76	Rec
Sharon Taft	9/15/2020	MIT Fee (cash)		$50.00	$719.76	MIT
Caitlin Howard	9/15/2020	MIT Fee (cash)		$50.00	$769.76	MIT

**DI =Dues Income FR = Fundraiser P = Philanthropies Rec = Recruitment*

Note: A paper receipt from a receipt book should be provided to any member from whom the treasurer receives a payment regardless of method of payment. The treasurer should also be prepared to write receipts upon request when conducting fund-raisers in which members of the public make donations or receive services.

Recommended Practice: Treasurers should consider adding an additional column to the ledger book in which each expense and income item can be classified according to the categories in the Treasurer's Annual Report form. For example, add a Column G in which dues payments by members are coded as DI, Telephone as T, MIT fees as MF, etc. This makes it easy to find the items in each category that must be totaled to obtain the amount for that category for the annual report.

Individual Member Pages

The treasurer should maintain an individual page tracking financial information for each chapter member. This provides a record of the members' obligations (MIT fee, initiation fee, badge upgrade, dues, chapter assessments) with the dates they are due, along with the payments made and the dates they were made. If an individual member makes a payment to National Headquarters utilizing a credit card, the payment should be recorded on their individual page and coded as a credit card payment.

ALWAYS deposit checks written to the chapter immediately.

Individual Member Page Example

A Date	B Member Obligation	C Charge	D Payment	E Balance
1/12/2020	MIT fee	$50.00		$50.00
1/20/2020	MIT fee		$50.00	$0
2/15/2020	Initiation Fee	$250.00		$250.00
2/15/2020	Badge Upgrade (Additional)	$50.00		$300.00
2/22/2020	Initiation Fee (credit card)		$100.00	$200.00
2/22/2020	Badge Fee (completion)		$50.00	$150.00
2/28/2020	Initiation (completion)		$150.00	$0
9/15/2020	Dues – 1st semester	$35.00		$35.00
10/1/2020	Dues – 1st semester		$35.00	$0
1/15/2021	Dues 2nd semester	$35.00		$35.00
1/24/2021	Dues 2nd semester		$35.00	$0

Petty Cash

Occasionally, chapters have a need to maintain small amounts of petty cash (for example, start-up funds for a fundraiser). A ledger page similar to the sample ledger page should be used to record income and expenses for petty cash.

Cautions!!

Chapters should maintain only small amounts in the petty cash account. Do not use petty cash as a holding place for money which needs to be deposited in the chapter's bank account!

Keep the chapter ledger up-to-date. Do not collect large amounts of cash or checks before entering them in the ledger.

General Budgeting Tips

Use the current Schedule of Fees and SAI Jewelry & Supply Price List (on the Officer Portal) in determining expenses.

Overestimate expenses and underestimate income to ensure that the chapter's financial status will be secure.

Carefully consider the amount charged for chapter dues. If budgeted expenses exceed budgeted income, dues may need to be raised or additional fundraising activities planned to cover expenses. Re-member that national dues are incorporated into and collected with collegiate chapter dues. The collegiate chapter sends the national dues portion to NH.

Make sure to read the instructions accompanying the budget form to ensure it will be completed correctly.

DO NOT SEND CASH THROUGH THE MAIL UNDER ANY CIRCUMSTANCES.

Important Note:

Collegiate Chapters for which National Headquarters has received no Budget form in the fall will not be permitted to have an MIT class in the spring.

The Chapter Budget

One of the chapter treasurer's primary responsibilities is to develop a budget at the beginning of the year and present it to the chapter membership for approval. The collegiate chapter treasurer is required to submit the Budget Form through the Officer Portal by **September 30.** The Budget Form and instructions for completion are available in the Officer Portal. The alumnae chapter treasurer should develop a budget in the fall of each year and present it to the chapter but they are not required to submit it to National Headquarters. A template for both collegiate and alumnae chapters is available in the Officer Portal.

The budget is simply an estimate of the expected income and expenses of the chapter for the year. Nevertheless, it is the chapter treasurer's responsibility to monitor income and expenses to ensure that the chapter's expenses fall reasonably within the budget. Generally speaking, a chapter need not vote on individual expenses that have been approved during the budget process. **However, major expenses that have not been budgeted for should be approved via a vote of the chapter, prior to spending the funds.** Members are advised to confer with the chapter treasurer before making expenses, even when those expenses have been included in the budget, to avoid duplicate expenses and ensure that the treasurer is always aware of the status of funds in the chapter treasury.

Plan ahead for sending a delegate to convention.

Every chapter and member shares a responsibility in supporting the Fraternity's mission and operations through the timely fulfillment of financial obligations. These contributions enable Sigma Alpha Iota to provide programs, resources, leadership development, chapter support, educational opportunities, and member services throughout the organization.

Fraternity operations are supported by the efforts of National Headquarters staff and national volunteers who work on behalf of our members and chapters. The financial support provided by chapters and individual members is essential to sustaining these services and ensuring the continued success and growth of Sigma Alpha Iota. Your cooperation and commitment help strengthen our Fraternity today and for future generations.

Obligations of Members-in-Training (MITs)

Each MIT must pay a National MIT fee at the time of pledging. This fee covers the Manual for Members, the fraternity songbook (Songs of Sigma Alpha Iota), and costs associated with the MIT exam. This fee is nonrefundable and is good for the fiscal year only — through June 30. (If an MIT withdraws in the fall, but repledges in the spring, they do not pay the MIT fee again.) The collegiate chapter treasurer is to collect this fee from each MIT at the time they accept the invitation to membership and is to remit payment to National Headquarters immediately. If sending a physical check, a remittance form that contains the name of each MIT should accompany the check. **Do not send CASH through the mail. Payment may also be made online.**

Before the MIT exam may be taken, the MIT must have paid the initiation fee. The initiation fee covers the processing of the initiation paperwork, a **life leasehold** on a regulation badge, the membership certificate and membership card, a member copy of the SAI ritual, and a subscription to *PAN PIPES* and *Tempo!* for the remainder of the school year. As with the MIT fee, the collegiate chapter treasurer should remit a chapter payment for the total amount to National Headquarters. Whether submitted electronically through the Officer Portal or remitted via check, the chapter treasurer should submit the name of each initiate and the type of badge and guard purchased. (**Remember, MITs may finance up to 100% of their initiation fees through fundraisers.**) The chapter should inform the MITs of the options for badges and chapter letter guards and their associated prices. No national dues are paid for the remainder of the fraternity year.

Important Note:

MITs may not be initiated until National Headquarters receives their initiation fees, badge fees and the Approval for Initiation from the province officer. It is strongly advised that chapters allow a minimum of two weeks between the date of the MIT exam and initiation so that the approvals can be processed and the badges sent to the chapter in time for initiation.

A member has a **life leasehold** on their badge until they die or are expelled from the Fraternity. The badge of a deceased member, including all attached honors, should be returned to National Headquarters. It will be placed in the Memorial Collection and held there in trust so that it can be given to a descendant who is initiated into Sigma Alpha Iota in the future. The badge of a deceased member will not be resold.

If a member is expelled from the Fraternity, their leasehold expires and they must return their badge and all official SAI insignia to National Headquarters.

Obligations of Patronesses and Patronesses with Training (PWT)

Patroness Obligations
The Patroness Initiation Fee, paid by the individual, is to be paid to the chapter before initiation. The chapter Treasurer must send a check for this fee to National Headquarters, accompanied by a remittance form listing the name of each Patroness. Initiation of a Patroness should not take place until National Headquarters receives the Patroness Fee and the patroness Approval for Initiation form from the Province Officer and ships the badge. The badge of a deceased Patroness is to be returned to National Headquarters.

A Patroness has a **life leasehold** on their badge until they die or are expelled from the Fraternity. The badge of a deceased Patroness, including all attached honors, should be returned to National Headquarters. It will be placed in the Memorial Collection and held there in trust so that it can be given to a Patroness with Training who is initiated into Sigma Alpha Iota in the future. The badge of a deceased Patroness will not be resold.

If a Patroness is expelled from the Fraternity, their leasehold expires and they must return their badge and all official SAI insignia to National Headquarters.

Patroness with Training (PWT) Obligations
Each PWT candidate must pay a National PWT fee at the time of pledging. This fee covers the *SAI Ritual Book*, the Fraternity

Songbook (*Songs of Sigma Alpha Iota*), and costs associated with the PWT exam. This fee is nonrefundable and is good for the current fiscal year only — through June 30 (if a PWT candidate withdraws in the Fall, but repledges the following Spring, they do not pay the PWT fee again). The Alumnae Chapter Treasurer is to collect this fee from each PWT candidate at the time they accept the invitation to membership and is to send a chapter check for the total amount to National Headquarters immediately. A remittance form that contains the name of each PWT candidate should accompany the check. **Do not send CASH through the mail.** Payment may also be made online.

Before the Membership exam may be taken, the PWT candidate must have paid the initiation fee. The initiation fee covers the processing of the initiation paperwork, a life leasehold on a Patroness badge, the membership certificate and membership card, a member copy of the SAI ritual, and a subscription to *PAN PIPES* and *Tempo!* for the remainder of the Fraternity year.

As with the PWT fee, the Alumnae Chapter Treasurer should send a chapter check for the total amount to National Headquarters with a remittance form containing the name of each initiate. Chapters may also make payments online through the Officer Portal. (**Remember, PWT candidates may finance up to 100% of their initiation fees through PO-approved fundraisers**.) The chapter should inform the PWT candidates of the options for additional guards and their associated prices. No National dues are paid for the remainder of the Fraternity year.

A PWT has a **life leasehold** on their badge until they die or are expelled from the Fraternity. The badge of a deceased PWT, including all attached honors, should be returned to National Headquarters. It will be placed in the Memorial Collection and held there in trust so that it can be given to a Patroness with Training who is initiated into Sigma Alpha Iota in the future. The badge of a deceased PWT will not be resold.

If a PWT is expelled from the Fraternity, their leasehold expires and they must return their badge and all official SAI insignia to National Headquarters.

Chapter Obligations for Distinguished Members

When a chapter has a nominee approved for Distinguished Membership, the chapter should pay the initiation fee. The fee for **Honorary Member**, **National Arts Associate**, and **Friend of the Arts** includes the appropriate badge, a membership card, and a subscription to *PAN PIPES*. The fee for a **Member Laureate** includes the Member Laureate pin and a subscription to *PAN PIPES*.

Obligations of Collegiate Members
National Dues must be paid by all collegiate chapter members and SAI Alumnae Association dues by all alumnae chapter members. (**Note:** *New initiates do NOT pay national dues for the remainder of the fraternity year.*) Collegiate national dues are collected by the chapter treasurer as part of chapter dues, deposited into the chapter account, and a check or electronic payment remitted to NH. For collegiate chapters, all those whose names are on the Fall List of Members are required to pay dues. All collegiate members, regardless of graduation date, pay full-year National Dues. National Dues payments are due October 15 for collegiate members. Collegiate chapter treasurers must submit the changes in status and updated roster by October 1. The collegiate treasurer is to remit payment for dues to National Headquarters. Membership dues entitle the collegiate member to electronic issues of *PAN PIPES*, eligibility for awards, scholarships, information on the SAI website, the *Tempo!* Newsletter, and administrative support from NH.

The SAI Alumnae Association

Alumnae members and patronesses who have completed the fraternity education, who wish to affiliate with an alumnae chapter, must pay the annual national dues through the SAI Alumnae Association. SAI Alumnae Association members receive electronic issues of *PAN PIPES* each year, and the national newsletter, *Tempo!*, with current news about chapters. They are eligible for alumnae professional development grants and graduate scholarships.

Alumnae members remain in good standing by paying the annual national dues and are encouraged to join an alumnae chapter. If an alumnae member is 70 years old or has been an initiated member for 50+ years, their national dues become optional. They must notify NH if selecting this option. **However, to support the Fraternity and its mission, these emeritus members may choose to continue payment of the annual national dues.**

The SAI Alumnae Association provides our alumnae members with continuing contact with the national organization. Initiated collegiate members are eligible to join upon graduation or leaving school. Alumnae members are billed individually for annual national dues to the SAI Alumnae Association.

Charitable Contributions

Each chapter of Sigma Alpha Iota should make annual contributions to Sigma Alpha Iota Philanthropies, Inc., the charitable arm of the Fraternity. *(See Chapter 11 – SAI Philanthropies, Inc. for details.)*

Other National Assessments

1. **Convention Fund** – Each collegiate chapter is required to make an annual Convention Fund payment, at a minimum. Payment of this fee assists with a portion of the collegiate chapter delegate's convention attendance. The collegiate chapter should set aside additional funds each year in addition to the Convention Fund payment to ensure the delegate's expenses are covered for the upcoming National Convention. Alumnae chapters are responsible for all costs associated with their delegate's attendance at the convention. Each year, the alumnae chapter should also set aside an amount for its convention delegate.
2. **Annual Service Charge** – This annual assessment supports the delivery of chapter services and communications, including electronic portals, reports, newsletters, publications, informational materials, postage, and other administrative expenses incurred on behalf of chapters.
3. **Insurance Assessment** – This assessment is due when invoiced each year. It pays for the chapter liability insurance, which provides coverage that protects SAI members when they travel, allows them access to facilities for hosting concerts and fundraisers, and, insures them against losses due to accidents related to fraternity events. This is a per capita assessment based on the membership roster submitted by the chapter as of October 1 each year.

THE ANNUAL REPORT OF THE CHAPTER TREASURER

Caution to Collegiate Chapter Treasurers!!!!
The end of term is a very busy time, so don't get behind! Plan ahead so that the Annual Report will be completed and can be reviewed by the chapter financial advisor prior to the April 15 deadline.

Both collegiate and alumnae chapter treasurers are required to submit an Annual Report and the closing bank statement through the Officer Portal. For collegiate chapters, these items are due by April
15. For alumnae chapters, they are due by June 1.

Important Note:

Chapters for which National Headquarters has not received an Annual Report will not be permitted to have an MIT class during the following fall term.

The collegiate chapter advisor/financial advisor must review the Annual Report before final submission. It is the advisor's responsibility to check the report for accuracy and review the chapter's financial records for the year. Similarly, the alumnae chapter must appoint someone, generally another chapter member, to review the report and financial records for the yea

OTHER DUTIES OF THE CHAPTER TREASURER

The chapter treasurer has several responsibilities beyond those already described in this chapter.

Managing Delinquent Member Accounts

The chapter treasurer is responsible for informing members when payments are due, collecting payments from members, and knowing the status of each individual member's account. Occasionally, a member may fail to meet their financial obligations and become delinquent. **The chapter should never advance monies to members.** Delinquent accounts should be managed as prescribed in the chapter's bylaws. If the chapter currently has no provisions for managing delinquent accounts in its bylaws, such provisions should be developed by the chapter. Consequences could include loss of vote in chapter meetings or the loss of performance privileges in chapter programs and musicales, until all financial obligations are met. Chapter members who are delinquent may not hold office or be considered for awards. Chapter treasurers are to monitor delinquent accounts and make regular reports to the chapter. In some cases, the chapter may choose to cancel all or part of an individual's local debt. **Debts to the National organization (i.e., MIT fee, initiation fee and badge fee, National Dues), however, cannot be cancelled by the chapter.**

It is the chapter treasurer's responsibility to maintain frequent contact in writing with all delinquent members. If a chapter member is not participating with the chapter, their name should be removed from the active member list and they should not be billed for chapter assessments. They would NOT then be reported as delinquent. At the end of the fraternity year, the names of delinquent members and copies of all correspondence related to the delinquent accounts should be sent to NH on the Delinquent Member Report (collegiate by June 1; alumnae by June 15). **Reporting someone as delinquent does not remove the name from chapter rolls or remove the member's charges from the chapter's account.**

Whenever a delinquent chapter member's debts have been cleared, the chapter treasurer should report the member's change of status to National Headquarters immediately. A delinquent member cannot affiliate with another collegiate or alumnae chapter while listed as delinquent, so reporting this change of status is important.

CHAPTERS MAY NOT LOAN OR "DONATE" MONEY
TO MITS FOR THE FINANCIAL OBLIGATIONS OF INITIATION.
An MIT class may fundraise to cover up to 100% of the cost of initiation fees

Providing Financial Leadership to the Chapter

Over and above carrying out the basic accounting and reporting duties of the office, the chapter treasurer should be proactive in demonstrating financial leadership to the chapter. Leadership may involve any or all of the following activities:

1) Looking for banks that provide the most attractive interest rates on checking accounts, as well as the lowest penalties for low balances, overdrafts, etc.

2) Investigating the fundraising activities of other chapters, via Fraternity Education releases, in order to suggest new fundraising activities as needs arise

3) Closely monitoring the chapter's income and expenses, so that when requests for new expenses are presented, the chapter treasurer can provide a valid argument for or against the expense given budget constraints.

Training of a Successor

A new treasurer needs to have adequate training in order to assume the responsibilities of their position. It is the responsibility of an outgoing chapter treasurer to:

1) Submit Annual Treasurer's Report
2) Make sure the files are in good working order before they pass them on
3) Take time to familiarize the new treasurer with the files
4) Update authorized signors on the chapter's account at the bank
5) Train their successor on the tasks for which they will be responsible.

The end of the school year is a particularly busy time, but it is vital that chapter treasurers make the time to complete these tasks to ensure a smooth transition of officers. As soon as possible after the election of new officers, the outgoing and incoming treasurers should meet for a training session. **Don't leave the new chapter treasurer in a lurch!**

Online Banking

Chapters are allowed to use online banking provided by their financial institution. However, chapters who choose to use online banking should implement controls to ensure that chapter funds are carefully monitored. No personal information (e.g. phone or social security number) should be tied to the chapter banking accounts.

In a collegiate chapter, these controls should include the faculty and financial advisor having the password for the online system. At least one advisor should log into the system at least twice per month to review the chapter's financial activity. In addition, the treasurer should send the monthly bank statement to the chapter president, faculty advisor, and financial advisor for review.

In an alumnae chapter, these controls should include the chapter president having the password for the online system, at a minimum. The president should log in to the system at least once per month to review the chapter's financial activity. In addition, the treasurer should send the monthly bank statement to the chapter president for review.

Debit and Credit Cards

SAI chapters are allowed to use debit and credit cards. However, similar to online banking, chapters must implement controls in order to prevent unauthorized use of the card.

In a collegiate chapter both the chapter president and faculty or financial advisor should receive and approve a copy of the monthly bank statement detailing the debit/credit card charges.

In an alumnae chapter, the chapter president should receive and approve a copy of the monthly bank statement detailing the debit/ credit card charges.

Although debit cards are allowed, chapters are still encouraged have a physical check book in order to make payments to NH and other vendors that do not accept electronic forms of payment.

Electronic Payment Methods

Chapters may use electronic payment methods such as Zella, Paypal, or Square, etc. (Note: **Venmo is not allowed.**) However, each chapter is responsible for reading and abiding with any Terms of Use, Seller Agreements, and other agreements that must be acknowledged when signing up for these payment programs. Payment accounts should in no way be linked to an individual member's account or personal information. It is solely the responsibility of each individual SAI chapter to understand these agreements and ensure that the chapter is in compliance with the respective company's requirements and for understanding what types of fees may be collected using that payment service (whether membership dues can be collected, fundraising conducted, etc.). Zelle is the Fraternity's recommended electronic payment method, as it is free through most banks. If you create a Square or Paypal account, you must create a business account using the chapter EIN/Tax ID and agree to the associated fees.

Collegiate chapters should discuss with both faculty and financial advisors before enrolling in electronic payment methods. Additionally, chapters must represent themselves as a 501(c)7 organization. Any money paid to chapters is not tax deductible and may not be represented as such. As a reminder, chapters are not exempt from sales tax and will likely be liable for sales tax imposed by the electronic payment system. Each chapter is responsible for complying with applicable tax laws. Should you have questions, contact your advisors, the NVP Finance, and National Headquarters as needed.

Online Fundraising

Chapters may not use online fundraising sites (GoFundMe, etc.) to raise money for specific chapter projects, for donations to the chapter in general (for no specific purpose), for donations for SAI conference attendance, or for individual dues or fees, including MIT fees. Chapters may only advertise fundraisers to their university/ community patrons and accept funds via approved electronic payment methods, cash, or check.

No Raffles Allowed

Raffles are a form of gambling that is highly regulated within each state. As a result, the Fraternity does not allow Sigma Alpha Iota chapters to be involved in or host raffles. Please keep this in mind as you plan your chapter's fundraising activities. Silent auctions are approved.

Income Tax Exemptions, Sales Tax, and Charitable Contributions

Chapters of Sigma Alpha Iota are recognized subgroups of the parent organization for tax purposes. Sigma Alpha Iota is a 501(c)(7) non-profit organization. National Headquarters submits an annual IRS filing for each chapter. Should your chapter receive a tax notice in the mail, contact NH **immediately**. Should the chapter receive other correspondence from the IRS (e.g., notice of an impending audit), the chapter treasurer should also contact the National Vice President, Finance and National Headquarters **immediately**. Chapters should not contact the IRS under any circumstances.

Chapters of Sigma Alpha Iota are **not exempt from state and local sales taxes**.

Contributions made to Sigma Alpha Iota are not tax deductible because, while SAI is a non-profit organization, it is **not a charitable non-profit** under the IRS rules. Chapters cannot accept donations without providing goods and services.

People who donate money to a chapter cannot deduct it as a charitable contribution on their tax returns. However, Sigma Alpha Iota Philanthropies, Inc., the charitable arm of Sigma Alpha Iota, is a 501(c)(3) charitable non-profit organization, and donations made directly to SAI Philanthropies, Inc. are tax deductible. Chapter treasurers should keep this in mind as they plan fundraising activities. Currently, donations would be tax deductible by the donor only if they are made directly to SAI Philanthropies, Inc. without first being deposited into the chapter's account.

Tax Status

As you plan fundraisers, banquets, and other chapter events, it is important that you be aware of the Fraternity's tax status:

The Fraternity and each of its chapters are 501(c)7 organizations under IRS regulations. Thus, we are considered membership organizations. Contributions to the Fraternity and its chapters ARE NOT tax deductible. We are also NOT exempt from paying state and local sales tax.

SAI Philanthropies, Inc. is a 501(c)3 organization under IRS regulations - more commonly known as a charitable organization. Contributions made directly to SAI Philanthropies, Inc. are considered tax deductible.

Reminder: Chapters cannot accept donations without providing goods and services.

Important Information for Collegiate Delegates!

IT IS THE OBLIGATION OF ALL CHAPTERS TO HAVE A DELEGATE IN ATTENDANCE AT NATIONAL CONVENTION! Please contact the NVPCC and NVPF with any problems related to attendance.

The collegiate chapter delegate registration will be processed as follows:
Each year a collegiate chapter is currently assessed a $250 convention fund fee; when that is paid it is set aside as a "savings account" to be used by the chapter for convention.

Example: Chapter will pay into their convention savings

2022-2023	$250.00
2023-2024	250.00
2024-2025	250.00
Total paid	750.00

When the delegate registers for convention the registration fee will be paid out of money the chapter has paid into the convention fund. The remainder that is left in the convention fund will be sent to the chapter to help defray delegate expenses. The chapter is expected to reimburse their delegate for travel, hotel, and reasonable meal costs. Thus, chapters must set aside additional funds each year to cover the chapter delegate's cost at the upcoming National Convention.

NOTE: Any collegiate chapters installed or reactivated during the current triennium will receive separate instructions from the NVP Finance.

Reminder: Having a delegate there to represent the chapter and bring back information is paramount.

Do be aware that the delegate's chapter must be in good financial standing with all bills paid to SAI National Headquarters to be eligible to vote

HISTORICAL RECORDS MAINTAINED BY THE CHAPTER TREASURER

The chapter treasurer is responsible for maintaining historical records of their office. Some of these records are important, primarily, for preserving the chapter's history. Others are required for tax purposes in the event the Internal Revenue Service conducts an audit of the chapter's finances.

The following is a list of records that should be archived and maintained by the chapter treasurer.

Records Maintained by the Chapter Treasurer

Seven Year Retention:
- **Bank statements**
- **Copies of lists of delinquent members**

Three Year Retention:
- **Duplicates of remittance forms sent to National Headquarters**
- **Correspondence pertaining to financial matters**

The annual treasurer's report for every chapter must be submitted to National Headquarters at the end of the school year, as required by the Internal Revenue Service.

Thank you for your compliance.

SAI CPM 9 THE SAI RITUAL

INTRODUCTION

The Ritual of Sigma Alpha Iota is a strong heritage that links all who have been initiated, from Alpha Chapter to the present. It is the source of knowledge for the fraternity's founding principles. The heart of the Ritual has been carefully preserved through all editions. If our Founders were to be present at a Ritual ceremony today, they would recognize many passages that originated in their time.

The Ritual teaches us the inner meaning of the symbols of membership. Therefore, the ceremony of the Ritual is a task to be performed seriously. It should reawaken the spirit of the Founders and should be exemplified in the life of every member. Members should sense true meaning in the handclasp and in the password. The Ritual should open the doors of our sisterhood, and the principles of Sigma Alpha Iota should stand out until they become great objectives, not merely spoken words. **Members may not Skype, Facetime, Zoom, Google Meets, etc. into Initiation or any other ritual ceremony - open or closed. Rehearsals must also take place in person - no virtual may take place.**

TYPES OF CEREMONIES

Closed Ceremonies

The following Ritual ceremonies may be presented only in the presence of initiated members of Sigma Alpha Iota.

Opening Ceremony
Closing Ceremony
Installation of Officers
Pledging Ceremony
Collegiate Chapter Initiation Ceremony
Installation Ceremony for New Chapters
Reactivation Ceremony
Affiliation Ceremony for Alumnae and Collegiate Chapters
Patroness Initiation Ceremony
Member Laureate Initiation Ceremony
Honorary Member Initiation Ceremony
Friend of the Arts or National Arts Associate Initiation Ceremony
Senior Commitment Ceremony
Recommitment Ceremony

Open Ceremonies

The following Ritual ceremonies may be presented in the presence of non-members.

Grace
Sword of Honor Ceremony and Patroness Sword of Honor Ceremony
Ruby Sword of Honor Ceremony
Diamond Sword of Honor Ceremony
Rose of Honor Ceremony
Wreath of Achievement Ceremony
Rose of Dedication Ceremony
Rose of Constancy Ceremony
Ring of Excellence Ceremony
Individual Member Anniversary Ceremony
Memorial Ceremony
Founders' Day Ceremony or Incorporation Day Ceremony
Chapter Anniversary Ceremony

The proper presentation of the Ritual in all its phases demands careful study. It is our opportunity to make an impression on our membership. That impression must be without flaw.

THE RITUAL CEREMONY – PREPARATION AND EXECUTION

All Ritual ceremonies must be memorized and thoroughly rehearsed. **At least three full rehearsals of any Initiation Ceremony (including music) must be held.** Chapters may amend ritual text in all ceremonies by interchanging appropriate and needed pronouns.

The password and the handclasp must be taken preceding all formal business meetings and all closed Ritual ceremonies. Early each year the vice president, ritual must review the password, the handclasp, and the pledge at a chapter meeting.

The vice president, ritual must arrive at all meetings and Ritual ceremonies in sufficient time to prepare the room and take the password and handclasp from each member as they enter the room. The sergeant-at-arms may assist with this. After the ceremony/meeting has begun, the sergeant-at-arms is seated near the door, and they take the password and handclasp from late comers.

If it is impossible for the vice president, ritual to be at the meeting room in advance of the meeting hour, the VPR must notify the chapter president. The responsibility passes to the sergeant-at-arms or another member appointed by the president.

The vice president, ritual must collect master ritual and ritual music books from each member at the end of a ceremony and sign their return on the Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies.

The "Chorale" in a Ritual Ceremony

The singing of the Sigma Alpha Iota "Chorale" is called for in some Ritual ceremonies. Whenever the "Chorale" is sung as part of a Ritual ceremony, it must be the **two-part version** from the Ritual Music Book.

The four-part setting of the "Chorale" that is in *Songs of Sigma Alpha Iota* is not to be used in a Ritual ceremony.

The Electric Badge

The Sigma Alpha Iota Electric Badge is a wall plaque that is an enlarged version of the member badge with electric lights in place of the pearls. It hangs with a hook or can be rested on an easel. It may be displayed in public. Any maintenance can be completed by local vendors.

The Table Badge

The Table Badge is much like the Sigma Alpha Iota badge but uses electric candles. It is used for chapter Installation Ceremonies, Chapter Anniversary Ceremonies, and Reactivation Ceremonies.

Collegiate and alumnae chapters may request the use of a Table Badge for a Chapter Anniversary Ceremony on the occasion of a **major** anniversary such as 10, 25, 50, etc., years. This request is made to National Headquarters via the SAI Store or email. The following usage fees are charged:

1. Rental fee
2. Shipping fee

If the Table Badge is not returned to NH within two weeks of the date on which it was used, the rental fee is doubled. If the Table Badge is not returned within one month, a fee equal to the cost of replacing the Table Badge will be charged.

Battery-Powered Candles

Sigma Alpha Iota requires electric candles for all ceremonies for safety and liability issues. No open flame should be used anywhere. It is **MANDATORY**, as of June 2009, that **ONLY** battery-powered candles be used.

VICE PRESIDENT, RITUAL

The vice president, ritual is responsible for all chapter rituals. They **supervise the** preparations for all ceremonies for initiating members (collegiate, patroness, and Distinguished Member), awarding honors, installing officers, and the Memorial Ceremony. The only rituals to be performed are in the Master Ritual. *Chapters may not create their own ritual ceremonies or alter the official ritual.*

The **collegiate vice president, ritual** supervises the preparations for collegiate, patroness, and Distinguished Member initiation ceremonies and collegiate affiliation ceremonies. The **alumnae vice president, ritual** supervises the preparations for alumnae and

patroness affiliation ceremonies and patroness and Distinguished Member initiation ceremonies. NO INITIATION CEREMONIES SHOULD BE A SURPRISE.

The well-organized vice president, ritual must have the following materials in their notebook:

- *Chapter Procedures Manual*
- Copies of the Ritual Inventory reported to the National Vice President, Ritual and Fraternity Education for the past three years
- Copies of the Annual Report to the chapter of the vice president, ritual for the past three years
- Copies of the Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies for the past three years.

The vice president, ritual is also the custodian of the ritual equipment, as listed on the Ritual Inventory checklist on the Officer Portal, and the ritual books. The distribution of rituals is as follows:

Collegiate chapters

- Three *Master Rituals*
- Three *Ritual Music Books*
- Any copies sent for visually impaired members

Alumnae chapters

- Three *Master Rituals*
- Three *Ritual Music Books*
- Any copies sent for visually impaired members

The vice president, ritual must keep a complete record of ritual books loaned to those taking part in the ceremonies, using the Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies. *Members who do not return ritual books will be charged for replacements.*

Each individual member is responsible for their own personal Member Ritual Book (presented to all collegiate members and new initiates as of Fall 2009). Alumnae members should also purchase their own copy of the Member Ritual Book via the SAI Store.

General Duties of the Vice President, Ritual

Maintaining the dignity and integrity of the Sigma Alpha Iota Ritual must be the primary concern for the vice president, ritual.

- Directs and manages the Ritual Committee *(See later in this chapter).*
- Takes the password and handclasp from each member preceding all formal business meetings and Ritual ceremonies. Again, these should be reviewed at a chapter meeting early in the year. (There is no "door knock" to enter events.)
- Conducts the opening and closing ceremonies of formal business meetings. These ceremonies should be memorized.
- Gives the "Grace" at each chapter banquet or arranges for the singing of "Grace" (See *Songs of Sigma Alpha Iota*).
- Announce the dates for initiations in consultation with the chapter president and VPM.
- Explains the meaning of the Ritual (Master Ritual, Chapter 3) to new initiates at the first chapter meeting following initiation.
- Presents the Member Ritual Books to new initiates following the Explanation of the Ritual. (This is the personal property of each member.)
- Collects Master and Music Ritual books from each member at the end of a ceremony and initials their return on the Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies.
- Secures permission from the NVPCC to hold collegiate initiation after May 15 (if necessary). **Initiations must be completed by the end of each semester.**
- Completes necessary entries in the Initiation Signature Book (See below).
- Conducts an orientation meeting with the new vice president, ritual before or soon after the installation of new officers.
- Organize an Initiation practice for the collegiate Official Visit. The Province Officer must see an initiation ceremony practice, with music. Memorization expectations will depend on timing of OV in relation to the ceremony.

The Initiation Signature Book, Collegiate and Alumnae Chapters
The Initiation Signature Book should contain the signatures of all initiates and affiliates: collegiate, patroness, Member Laureate, Honorary Member, National Arts Associates, and Friend of the Arts. The vice president, ritual should write the superscription in the Initiation Signature Book for each collegiate initiation ceremony.

The Initiation Signature Book is the official record of all those initiated into the chapter. It must be cared for and stored with great concern.

The Initiation Signature Book should have the date of each initiation with the countersignature of the chapter president and vice president, ritual. Each initiation ceremony should be numbered chronologically beginning with the ceremony at the time of installation.

The Ritual Committee
The vice president, ritual is chairman of the Ritual Committee. Other members of the committee are the sergeant-at-arms and members appointed by the vice president, ritual. The Ritual Committee's responsibility is to organize the Ritual ceremonies. In detail, this will include:

	Ritual Committee Organization Tasks
Assign Parts	Parts must be assigned far enough ahead of the time of the ceremony for participants to memorize their respective parts. Every ceremony should be rehearsed, and the Collegiate Chapter Initiation ceremony requires at least three complete rehearsals, **including music**.
Arrange for Equipment	Equipment must be checked to see that it is available, clean, and in proper working order. This should be done well before the ceremony. At the close of the ceremony the Ritual Committee is responsible for checking, cleaning, and storing ritual equipment.
Room Arrangement	The Ritual Committee oversees the arranging the room for the ceremony.
Badges, Initiation Ceremony	The Ritual Committee oversees having badges in place for all Chapter Initiation ceremonies. Membership cards and certificates will be mailed to the chapter as soon as they are available, possibly at a different time from the initiation ceremony.

The vice president, ritual is responsible for the presentation of the Ritual and the care of the Ritual books and equipment.

Ritual Inventory
At the time of the province officer's official visit, the province officer and the vice president, ritual of the collegiate chapter will complete the Ritual Inventory. This inventory will document whether or not the chapter has all of its ritual books, robes and equipment as well the condition of the equipment. If all the ritual books are not available during the official visit, there is a substantial fine. The province officer submits the ritual inventory report online through the OP for collegiate chapters and for on-site alumnae chapter visits. For alumnae chapters, the vice president, ritual submits an annual report and inventory.

The National Vice President, Ritual and Fraternity Education, will make every effort to help a chapter obtain all the robes and equipment it should have. They will automatically replace missing Music or Master ritual books, charging the appropriate fine for lost rituals and the appropriate postage and handling charges.

The vice president, ritual MUST collect ALL Ritual books from members to have on hand for the province officer at the time of the official visit.

The vice president, ritual of an alumnae chapter should complete of the **Ritual Report** form in the Officer Portal by the published due date. One copy should be placed in the chapter files.

The vice president, ritual **must keep** the **Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies.** On this sheet, a member signs out the ritual book they need to learn their part. At the end of each ceremony, the member must return the ritual book to the vice president, ritual, who signs in the book on the Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies. The Ritual

Sign Out Sheet for Ritual Music and Master Ritual Copies is found on the Officer Portal in the Document Library. By the announced due date, the vice president, ritual should send a copy of the Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies to the province officer. One copy should be kept for the chapter files.

See later in this chapter for a checklist for the vice president, ritual.

Be Careful!

Losing ritual books and materials shows carelessness and lack of responsibility.
It is also expensive!
Be conscientious about the care of ritual books and materials.

Replacing Rituals
If a Master Ritual book or Ritual Music book has been lost, the National Vice President, Ritual and Fraternity Education should be notified immediately and given the inventory number of the book that has been lost. They will automatically replace rituals that show up as missing on the Ritual Inventory. The fines for lost rituals are assessed by the National Vice President, Ritual and Fraternity Education each year.

All other instructions concerning the Ritual are in the Master Ritual book.

Read it carefully and follow the instructions diligently and thoroughly.

Badly worn rituals may be replaced. No fines are assessed for replacing worn rituals as long as the worn rituals are returned to the National Vice President, Ritual and Fraternity Education. Postage and handling charges do apply. Send the worn ritual(s) to the National Vice President, Ritual and Fraternity Education by a secure way, such as USPS Priority Mail.

Security/Maintenance for Ritual Equipment
All chapter ritual books and equipment should be securely kept in a locked compartment, safety box, or cabinet on campus. The vice president, ritual, the president, and the advisor should have keys for the locked storage areas.

The vice president, ritual should make recommendations to the chapter for needed repair or replacement of ritual equipment. This information should be part of their Annual Report to the chapter.

INITIATION PREPARATION: CHECK-LIST FOR VICE PRESIDENT, RITUAL

One or two months before initiation, at a chapter meeting:

- Assign parts. Conduct a complete read-through.
- Reserve rooms for initiation and rehearsals and check the reservations each week.
- Check all equipment and replace or repair missing or broken equipment. Assign members to clean and press robes.
- Insist on memorization of the Ritual. Have members check out the Master Ritual books and Ritual Music, using the Ritual Sign-Out Sheet for Ritual Music and Master Ritual Copies.
- Learn the songs sung by all initiation participants.
- Give the members-in-training specific instructions about dress and time and place of arrival.
- Arrange for an advisor or alumnae member to sit with the members-in-training for the meditation period one-half hour before initiation.

One or two weeks before initiation:

- Conduct first rehearsal. It should be from memory, with an advisor acting as prompter.
- Rehearse the processional and recessional at least three times.
- Include musicians in the rehearsal.
- Remind the members that no one is excused from dress rehearsal or initiation.
- Order roses.

- Check on the arrangements for the meditation period.
- Be sure badges have arrived from National Headquarters. If different styles were ordered, be sure to note which MITs receive which style.

The Day Before (in the same room as Initiation, if possible):

- Conduct a final rehearsal.
- All parts must be memorized; no one should be holding a book, except the vice president, ritual.
- Use the tone bar or gong, crest, pointer, trays, etc. so that participants will be comfortable using them at initiation.
- Rehearse the processional and recessional thoroughly.
- All musicians must be at this rehearsal!
- It is beneficial to have stand-ins for the initiates, so that everyone can rehearse speaking the lines to someone and look directly into the eyes of those being spoken to. The stand-ins must be SAI members.
- Prepare the Initiation Signature Book.
- Press robes, if necessary. Check all equipment again.
- Remember to bring a pen for the Initiation Signature Book and extra batteries for battery-powered candles.
- Check again on the arrangements for the meditation period.

Day of Initiation:

- All members should be present one hour before the scheduled time of initiation to help with setup.
- The chapter president and vice president, ritual should sign the Initiation Signature Book.
- Place badges in the proper place, noting which MITs purchased the different styles.
- Vice president, ritual leads meditation period for participants 15-20 minutes prior to the Initiation Ceremony start time.
- No other member-in-training activities should be scheduled for that day. Vice president, ritual leads meditation period for participants 15-20 minutes prior to the Initiation Ceremony start time.
- No one is excused from initiation; it is the most rewarding experience that Sigma Alpha Iotas share.

POLICY ON SURPRISE INITIATIONS

NO INITIATION CEREMONIES ARE TO BE HELD AS A SURPRISE

- MITs should be told the date early on in their training, so they can be prepared for it, and look forward to it. Surprise initiations are cause for having the chapter's charter revoked.
- Distinguished Members are supposed to be invited to membership, after approval received, using the formal invitation that is sent to chapter along with the pin. Occasionally, candidates turn down the invitation because they do not want to show favoritism on campus. NEVER should the initiation be a surprise
- For an initiation to proceed, the chapter must have:
  A. Submitted all basic reports in a timely fashion, including the School Information Form (collegiate), Budget (collegiate), and all annual reports (President, Vice President, Ritual, Treasurer)
  B. Received approval from the PO or Distinguished Membership chairman
  C. Paid all MIT and initiation fees, lost ritual books fines, and have a chapter balance under $1,000.
  D. Received the regulation badge(s) or pin(s).
  E. Shown an understanding of the Initiation Ceremony and its music.

NO INITIATIONS ARE TO BE A SURPRISE.

POLICY ON RECEIPT OF BADGES BEFORE INITIATION

DO NOT INITIATE WITHOUT NEW BADGES! No initiation, at the collegiate or alumnae level, is allowed without the new badges having been received. To do otherwise is to hold initiation without the fees having been paid, which is a flagrant disregard for Fraternity policy.

POLICY ON JOINT INITIATION CEREMONIES

The Collegiate Chapter Initiation Ceremony is to be conducted by the initiating chapter. Joint chapter ceremonies are not permitted. If smaller chapters require additional members to fill all parts, they may request assistance from members of their local alumnae chapters, neighboring collegiate chapters or unaffiliated alumnae - preferably members of the Alumnae Association.

POLICY ON RITUAL CEREMONIES AT PROVINCE DAYS

The only ritual ceremonies permitted during Province Days are:

- Opening/Closing Ceremonies (required at all Province Days)
- Sigma Alpha Iota Grace
- Distinguished Member Initiation Ceremony
- Awards Ceremonies
- Memorial Ceremony
- Founders' Day/Incorporation Day Ceremony
- Chapter Anniversary Ceremony

Review which ceremonies are open and which are closed, for members only. Ensure that only initiated members are present for the closed ceremonies and that all ritual equipment is removed prior to non-members being permitted to reenter the room.

Note: The Collegiate Chapter Initiation Ceremony, Pledging Ceremony, Patroness Initiation Ceremony, and Affiliation Ceremony for Alumnae and Collegiate Chapters **are not** permitted to be conducted during Province Day events.

POLICY ON PARTICIPATION OF POs, ROs, AND NEB MEMBERS IN RITUAL CEREMONIES

Participants in chapter ritual ceremonies must be members of the chapter conducting the ceremony. When necessary, chapters may contact members of the local alumnae chapter and/or collegiate chapters, as well as unaffiliated alumnae to assist. However, the main parts/key roles are to be filled by the home chapter members.

Only as a last resort, after all other avenues have been exhausted, will POs, ROs, or NEB members be permitted to assist with chapter ritual ceremonies. Participation of a PO, RO, and NEB member must receive prior approval from the National Vice President, Ritual and Fraternity Education.

RITUAL RELATED STATEMENTS AND REMINDERS

Statement on SAI Men participating in Ritual

SAI members that are male can only participate in ritual as a pianist or instrumental musician. If a male participates in a ritual ceremony in this manner, they are to wear a white long sleeved dress shirt and blue/ black/khaki dress pants.

Statement on Children at Meetings and Ritual Ceremonies

If children must come to a meeting, arrangements should be made for a caregiver or babysitter in another room It is preferable to have a babysitter for the occasion of a ritual ceremony. Children should not attend closed rituals, especially once they are able to talk and ask questions. For open ritual ceremonies, it is recommended that the caregiver be seated near an exit to be able to leave unobtrusively, if needed.

Chapter members should not be expected to take on babysitting as a part of their duties.

If there is a question or special circumstance, please contact your Province Officer while copying the National Vice President, Ritual and Fraternity Education (in addition to other appropriate officers).

The Badge at Graduation

If a member chooses to wear their badge to graduation, the badge should be worn underneath the robe on dress clothes. Cords or stoles are sold to show fraternity affiliation. The badge should not be worn on something that will be removed like the graduation gown.

Do NOT Copy or Reproduce Ritual Materials in ANY WAY

Materials out of the ritual book are not to be copied or reproduced in any way including private chapter use. Do not put our secrets and symbolism in presentations- even if only for chapter use. Do not make copies of songs or pages. If you are using a quote from a ritual that was taken from another resource- please cite the author of that quote, as well. These can be found in the ritual book.

Violating Stated Safety Procedures

If your chapter is not following given instructions from the national organization and doing actions that violate normal safety procedures (such as performing ceremonies in the dark, blindfolding, or altering set up/ equipment), these actions could potentially void the insurance coverage each chapter pays for if an accident were to happen.

It is required that the chapter know the SAI Pledge and SAI Chorale.

If the chapter does not know the Pledge or SAI Chorale at the time of the Official Visit, the chapter's upcoming initiation ceremony will be suspended until it is proven that the chapter can recite the Pledge and/or sing the SAI Chorale by memory. **Note:** The chapter should continue to rehearse the Initiation ceremony as it is expected that the chapter would learn these vital components. The chapter is responsible for arranging for the PO or an alumna member (approved by the NVPR) to attend a meeting to verify the Pledge and/or Chorale have been learned.

It is required that the chapter have all three master and all three music ritual books in their possession to hold an Initiation ceremony.

If a book is lost, the chapter must replace the book (including payment) before holding their upcoming Initiation Ceremony. For Collegiate Chapters, the NVP-Ritual will suspend the performance of the Initiation Ceremony until the payment for the lost book(s) has been received. Familiarity with the Initiation rehearsal is required. The chapter must be familiar with the Initiation Ceremony at the Official Visit Initiation Ceremony Rehearsal- spoken word and music. If not, the chapter's upcoming Initiation Ceremony will be postponed until it can be proven the chapter can perform the ceremony. The chapter is responsible for arranging for the Province Officer or an alumnae member (approved by the NVP-Ritual) to attend a meeting or special rehearsal to prove that they are able to respectfully perform the portrayal of the foundation of our fraternity. The PO or alumnae member will communicate with the NVP-Ritual to release the suspension of Initiation.

Ritual Ceremonies - *detailed* instructions are in the Master ritual books!

The only ritual ceremonies permitted to be performed are those in the ritual book. The ceremonies must be performed exactly as noted in the book, without any additions or deletions. This includes props, movements, music, and words. Some specific items which are not permitted are sheets on the floor, rose petals on the floor, requiring MITs to wear all black to the Pledging Ceremony, and the use of Christmas lights. These are just a few examples of what is not permitted. If your chapter is not doing something that is written in the book, please discuss this with your Province Officer. Just because it was done in the past and/or is your chapter tradition does not make it right.

Initiation and Affiliation Rehearsal at Official Visit

Collegiate Chapters are required to hold a rehearsal for Initiation at their Official Visit while Alumnae Chapters are required a rehearsal of the Affiliation Ceremony, this is so the Province Officer can provide guidance and suggestions to make the ceremony spectacular! This is a requirement, not optional. This rehearsal should be a run through of the entire ceremony, spoken word and music (even if sightreading). The preparedness of the chapter should be equivalent to the time until their ceremony. For example: if the ceremony is two weeks away, the chapter should be very prepared and parts would be memorized. If the ceremony is four months away, reading from the ritual books (master and music) would be acceptable.

Badge Attire Statement

Sigma Alpha Iota has clear expectations when it comes to the definition of "badge attire". A document has been created so that all of our chapters can align with fraternity policy. This document is available in the Officer Portal Document Library. This badge attire document is designed to help us all provide a consistent, professional appearance to our peers and colleagues. Our appearance reflects on ourselves as much as the organization. Most importantly, members are expected to demonstrate good judgment and professional taste when choosing how to represent themselves within the fraternity. Chapters may not add further stipulations beyond what is listed in this document in their local procedures manual (LCPM). Members are expected to dress in business casual/business attire.

More information available in the Document Library of the Officer Portal

Please see all documents and resources available in the Document Library of the Officer Portal.
There is a folder specifically designated for VPRs and Fraternity Education.

SAI CPM 10 WORKING WITH PROVINCE, REGIONAL, AND NATIONAL OFFICERS AND DIRECTORS

INTRODUCTION

The Province, Regional, and National Officers as well as the Fraternity Directors of Sigma Alpha Iota are volunteers who provide leadership and support to chapters and members throughout the fraternity. They help chapters understand how their work contributes to the fraternity as a whole and provide guidance, resources, and assistance to help chapters succeed.

Throughout the fraternity year, chapters interact with province, regional, and national officers and fraternity directors in a variety of ways. Many of these interactions involve important reporting requirements and opportunities for communication, collaboration and leadership.

This chapter outlines several of the most common ways chapters work with fraternity leadership including:

- Official Visit by the Province Officer
- Visit by a National Officer
- Province Day
- Annual chapter bylaws review
- Submitting chapter news to province, regional, and national publications (province/regional newsletter and *Tempo!*)

THE OFFICIAL VISIT OF THE PROVINCE OFFICER TO A COLLEGIATE CHAPTER

Each chapter is required to host an annual official visit by the Province Officer. The Province Officer serves as the primary link between the chapter, the Regional Officer, and the National Executive Board (NEB). As one of the fraternity's most important support and evaluation processes, the official visit allows the Province Officer to gain first-hand knowledge of the chapter's strengths, challenges, and overall operations and to report those observations to the RO and NEB. The Official Visit also provides an opportunity for chapter members and the Province Officer to build a positive working relationship. Open communication, mutual respect, and a spirit of support and mentorship help strengthen both the chapter and the fraternity.

The chapter president, in consultation with the chapter officers, members, advisor, and appropriate campus personnel, is responsible for planning the visit in accordance with the procedures outlined in this manual. Because the Official Visit is an official fraternity business trip, children and nonmembers may not accompany the PO during the visit.

Organizing the Official Visit

- **Confirm the visit date with the Province Officer early in the academic year.** Choose dates that avoid major collegiate events, chapter conflicts, and scheduled breaks so that all members can participate in the Official Visit. If requested by the Province Officer, coordinate the visit dates with the local alumnae chapter. The NEB recommends scheduling at least one and one-half days for the official visit.

- **Lodging:** Whenever possible, arrange for the Province Officer to stay in a private room in a hotel, motel or campus guest housing.

- **Transportation:** Provide the Province Officer with a campus map, parking instructions, and any other information needed to navigate campus. This should be provided with the draft schedule of the Official Visit. The chapter is responsible for providing transportation to all scheduled meetings and events during the visit.

- **Financial Responsibilities:** The collegiate chapter is financially responsible for the Province Officer's lodging, local transportation, and meals during the Official Visit. The national treasury covers the Province Officer's travel expenses between their home and the chapter.

- **Plan the Schedule.** Develop a detailed schedule for the visit well in advance. Meetings with school officials should be arranged early, as their schedules often fill quickly. Be prepared to explain the Province Officer's role and the purpose of the visit, and send a reminder to each school official at least one day before the scheduled meeting. If school officials are not available on the day(s) of the Official Visit, the chapter can coordinate an alternate time for the Province Officer to meet with school officials virtually.

- Schedule individual meetings between the Province Officer and each chapter officer, taking class schedules and other commitments into consideration.

- If requested by the Province Officer, coordinate the schedule with the local alumnae chapter, as the official visits to the collegiate and alumnae chapters may occur during the same trip. Chapter members should escort the Province Officer between meetings and events throughout the visit.

- **Share the Final Schedule.** Submit the completed schedule on the OP for the Province Officer **at least two weeks before** the visit. The schedule should include:
  - Date, time, and location of each event
  - Purpose or type of each meeting or activity
  - Individuals expected to attend
  - Any presentations or remarks the Province Officer should prepare
  - Appropriate attire for each event
  - Adequate travel time between appointments

  Providing the schedule in advance allows time for questions, revisions, and any necessary adjustments before the visit.

Required Events for a Collegiate Chapter Official Visit

The Province Officer must meet individually with each chapter officer. Officers should bring a copy of the Chapter Procedures Manual, officer notebook, and current files and correspondence pertaining to the office.

Recommended meeting lengths:

Officer	Recommended Time
President	1 hour at the beginning of the visit and 30 minutes at the conclusion
Vice President, Membership	1 hour
Vice President, Ritual	1 hour (with all three Master Rituals, three Music Rituals, and all ritual equipment available)
Secretaries	30 minutes if meeting together; 15 minutes each if meeting separately
Treasurer	1 hour (with all financial and bank records available)
Sergeant-at-Arms	May meet jointly with the Vice President, Ritual or 15 minutes individually
Editor	30 minutes
Committee Chairs	15 minutes each

Meetings with University Officials

The Province Officer should meet with the following university representatives:

- Head of the Music Department – 30 minutes
- Director of Student Activities – 15 minutes
- Other university officials, as appropriate or requested – 15 minutes

If an official is unavailable during the visit, a virtual meeting may be scheduled at a mutually convenient time.

Meeting with the Advisory Committee
The Province Officer must meet with the chapter's Advisory Committee for approximately one hour.

Meeting with the Executive Board
The chapter's Executive Board must meet with the Province Officer before the Formal Business Meeting. The meeting should include adequate time for discussion and questions.

Formal Business Meeting
The chapter must hold a Formal Business Meeting during the official visit.
Requirements include:
- Minimum length of 30 minutes
- Attendance by all chapter members
- The chapter musicale may be incorporated into the meeting or held separately

Initiation Ceremony Rehearsal
The Province Officer must observe an Initiation Ceremony rehearsal during the Official Visit. Expectations for memorization will depend on the timing of the official visit in relation to the planned initiation ceremony.

Optional Events for a Collegiate Official Visit
- A reception for the Province Officer may be held so that people outside the chapter have an opportunity to meet them.
- The chapter may choose to present an open musicale as a separate event or part of a reception.

See a model agenda for a Collegiate Official Visit below.

THE OFFICIAL VISIT BY THE PROVINCE OFFICER TO AN ALUMNAE CHAPTER

Each alumnae chapter is required to have an annual official visit from the Province Officer, either **on-site** or by **telephone/virtually.** The NVP Alumnae Chapters determines the type of visit to be conducted each year.

The purpose of the official visit, whether conducted in person or virtually, is to provide the Province Officer with an opportunity to gain first-hand knowledge of chapter's activities, strengths, and challenges to share relevant information with the RO and the NEB.

When possible, the on-site alumnae chapter official visit may be scheduled in conjunction with a collegiate chapter official visit in the same community. Coordinating the dates and schedules of both visits with the Province Officer should be a priority. When the visits occur together, the collegiate chapter traditionally assumes financial responsibility for the Province Officer's lodging, meals, and local transportation. The alumnae chapter is encouraged to assist with these arrangements when possible. When not conducted in conjunction with a collegiate visit, the alumnae chapter assumes responsibility for the Province Officer's visit expenses. The national treasury covers the Province Officer's travel expenses to and from the chapter location.

An on-site official visit with an alumnae chapter is generally less extensive than a collegiate chapter official visit. Depending on the schedule and the distance travelled, overnight accommodation may not be necessary.

Required Events for an Alumnae Chapter Official Visit

During an **on-site** official visit, the Province Officer will:
- Attend a Formal Business Meeting of the full chapter.
- Meet with the chapter executive board
- Review the chapter's plans for membership recruitment, service projects, musicales, and other activities.
- Observe an affiliation rehearsal, including music, ritual books, and ritual equipment, and complete the required report following the visit.

The official visit may be scheduled to coincide with a special chapter event, such as the initiation of a Distinguished Member, a musicale, a luncheon, or another significant fraternity activity.

During a **telephone or virtual** official visit, the Province Officer will:
- Schedule a meeting when the executive board can be together, if possible.
- If the combined executive board is unavailable, schedule the call with the President, VP Membership, and Treasurer.
- Review the chapter's plans for the annual budget, membership recruitment, service projects, musicales, and other activities.

The official visit also provides an opportunity for chapter members to ask questions, seek clarification regarding fraternity policies and procedures, and receive guidance from the Province Officer.

SAMPLE AGENDA FOR PROVINCE OFFICER'S OFFICIAL VISIT— COLLEGIATE CHAPTER

The following model agenda illustrates the typical components of a Province Officer Official Visit. The sequence of events may be adjusted to meet the needs of the chapter and the Province Officer. The agenda includes meetings with the collegiate chapter, chapter officers, advisors, school administration, patronesses, and when appropriate, the local alumnae chapter. It also includes observation of a ritual ceremony, a Formal Business Meeting, officer conferences, and a musicale.

Throughout the visit, emphasis should be placed on fostering sisterhood, strengthening the chapter, and building connections within the greater SAI community.

When the official visit includes only an alumnae chapter, the schedule should be modified accordingly.

Friday Afternoon

3:00 The chapter president or another designated chapter member greets the arriving Province Officer at the designated meeting location and escorts them to the first scheduled event.
4:00 Meet with school administration. Tour the music school/building, chapter meeting space, SAI storage area and other relevant campus facilities.
6:00 Meet with alumnae chapter executive board, if applicable.
6:30 Potluck Dinner (at the home of an alumna or another suitable location) with members of the alumnae chapter (if applicable), collegiate chapter, advisors, and patronesses (if applicable).
7:30 Alumnae Chapter Formal Business Meeting, including officer reports, fraternity news, discussion with the Province Officer and questions from the members.
8:30 Musicale featuring collegiate members, alumnae members, Distinguished Members, patronesses, or advisors; following by a fraternity sing.

Following the evening's activities, the Province Officer should be escorted to their lodging. Whenever possible, lodging should be provided in a private hotel room, motel, or campus guest housing at the chapter expense.

Saturday Meeting with Collegiate Chapter

8:00 Conference with the chapter president
9:00 Conference, with the Vice President Membership
10:00 Conference with the Recording and Corresponding secretaries
10:30 Break
10:45 Conference with the Vice President, Ritual, and Sergeant-at-Arms
11:45 Executive Board meeting
12:45 Lunch break
1:30 Formal Business Meeting, including Opening Ceremony, officer reports, chapter business, recommendations from the Province Officer, and an Initiation Ceremony or Initiation rehearsal, followed by the Closing Ceremony
2:30 Conference with the Advisory Committee: Faculty advisor, Membership advisor, Program and Social Advisor, Financial Advisor
3:30 Conference with the chapter treasurer & financial advisor (when possible)
4:30 Conference with the Editor
4:30 Break
4:45 Follow-up Conference with the Chapter President
5:15 Conclusion of Official Visit

Note: This agenda is intended as a model and may be adjusted to meet the needs of the chapter, the Province Officer, and the institution while ensuring that all required meetings and events are included.

THE VISIT OF A NATIONAL OFFICER

From time to time, a National Officer may visit a collegiate or alumnae chapter. These visits may occur for a variety of reasons, including:

- A courtesy visit while the National Officer is in the area on other fraternity business.
- A visit at the request of the Province Officer or Regional Officer to provide guidance or support.
- A visit directed by the National Executive Board (NEB), including fact-finding, chapter support, or disciplinary matters.
- Extension activities, such as preliminary campus visits, petition visits, or chapter installations.

When a National Officer visits a chapter, the chapter is generally not responsible for the National Officer's travel, lodging, meals, or other visit-related expenses. Exceptions may apply when the National Officer is visiting at the chapter's request, conducting an official investigation, or participating in the installation of a new chapter. (See the Extension Guidelines.)

Although the fraternity covers the National Officer's travel expenses, chapters may be asked to assist with local transportation, lodging arrangements, and meals during the visit. Extending hospitality to the National Officer helps create a welcoming and enjoyable experience. A red rose is always a thoughtful touch.

If a National Officer accompanies the Province Officer during an official visit, the regular official visit schedule should be followed, with additional opportunities for the National Officer to address the chapter and meet individually or in small groups with officers and members.

When a National Officer initiates the visit, they will work with the chapter to develop an appropriate schedule. Depending on the purpose of the visit, activities may include:

- Individual conferences with chapter officers
- A Formal Business Meeting, during which the National Officer addresses the chapter
- Meetings with university administrators
- A musicale, ritual ceremony, reception, or other chapter event, as appropriate

National Officers visit chapters to provide guidance and encouragement, share information about the fraternity, offer assistance, evaluate chapter operations and challenges, and strengthen the connection between the chapter and the national organization.

PROVINCE DAY

Province Day (or Province Weekend) is one of the signature events of the fraternity year. Much like a National Convention, it brings members together to celebrate music, sisterhood, leadership, and the mission of Sigma Alpha Iota. Province Day is open to all members of the fraternity, including collegiate and alumnae members, Members-in-Training, Patronesses, and Distinguished Members. Unless otherwise specified, badge attire is the appropriate dress for Province Day.

The host chapter(s), working in partnership with the Province Officer, is responsible for planning and coordinating the event. The host chapter appoints a Province Day Chair, who works closely with the Province Officer to develop a meaningful and engaging program that reflects the values of Sigma Alpha Iota through music, education, sisterhood, and service. The Province Officer serves as the presiding officer for Province Day.

Special Note: In some states with multiple provinces, an agreement may be in place to alternate between individual Province Days and State Day every other year.

Scheduling Province Day

The host chapter should begin planning well in advance by reviewing both the chapter calendar and, for collegiate chapters, the academic calendar to identify suitable dates. The first priority is selecting dates that work well for the host chapter and the Province Officer. Other chapters in the province should then be consulted before the date is finalized, and timely responses to scheduling inquiries are encouraged.

Once the date has been established, announce it as early as possible to maximize attendance. Periodic reminders through province and chapter communications are encouraged. When selecting dates, consider factors such as major fraternity events, academic calendars, holidays, and anticipated travel conditions to help ensure a successful and well-attended Province Day.

(See ***Chapter 16, Communication: Sending the News***, for additional guidance on promoting Province Day.)

Inviting a National or Regional Officer

One of the purposes of Province Day is to help members experience the fraternity beyond their own chapter and community. Inviting a National or Regional Officer or Director can provide valuable insight into the broader work of Sigma Alpha Iota while strengthening members' connection to the fraternity. Representatives of SAI Philanthropies, Inc., including members of its Board of Directors or project directors, may also be invited to serve as guest speakers or presenters.

National and Regional Officers welcome opportunities to participate in Province Days, However, because the national treasury does not provide funding for Province Day travel, the host chapter and participating chapters within the province are responsible for the invited officer's travel, lodging, meals, and other approved expenses. These costs may be incorporated into the Province Day registration fee.

If travel expenses present a challenge, National and Regional Officers may also be available to participate virtually as keynote speakers or workshop presenters.

Invitations should be extended as far in advance as possible. Once an officer accepts the invitation, they can work with the Province Officer and Province Day Chair to determine how they can best contribute to the program, whether through a keynote address, workshop, panel discussion, or other educational session.

Budgeting for Province Day

Province Day should be planned so that the host chapter recovers its expenses without generating a profit. The event is intended to provide a meaningful fraternity experience rather than serve as a fundraiser.

Common Province Day expenses may include:

- Facility rental
- Snacks, meals and refreshments
- Printing and supplies
- Promotional materials
- Speaker or performer honoraria, when applicable
- Other approved event expenses

When establishing the registration fee, carefully estimate anticipated attendance and expenses to ensure that costs are covered while keeping registration as affordable as possible.

Advance registration and payment are strongly recommended, particularly when meal guarantees or facility contracts require payment based on the number of reservations received. The registration deadline should allow sufficient time to finalize attendance counts and make any necessary adjustments before the event.
Because attendance may differ from the number of reservations received, it is also advisable to plan for a small number of additional attendees while avoiding unnecessary expenses.

Lodging for the Overnight Guests

When Province Day includes overnight accommodation, provide attendees with information about available lodging options. Depending on the location of the event, this may include local hotels, campus guest housing, residence halls (when permitted by the institution), or host homes offered by alumnae members or Patronesses. Whenever host housing is offered, arrangements should be coordinated in advance to ensure the comfort and safety of both guests and hosts.

Providing lodging information well in advance will help attendees make travel plans and encourage greater participation from across the province.

Province Day Events

Chapter and Province officers are encouraged to consult with the Province Day Director when planning Province Day. The Director can provide guidance, resources, and creative programming ideas to help make the event meaningful and engaging. Every Province Day is unique, and no single event will include all of the activities listed below. However, the following are commonly included:

Required Activities

- Formal Opening and Closing Rituals. Other rituals, such as the Initiation of a Distinguished Member or the Memorial Ceremony, may also be included when appropriate. (*See Chapter 9 for guidance on which rituals may be conducted during Province Day.*)
- A musicale, typically featuring performances by members from across the province.

Educational and Professional Development

- Workshops or discussion sessions on fraternity operations, leadership, music, or career development
- Panel discussions
- Scholarship competitions
- Educational presentations about SAI Philanthropies, Inc.

Member Engagement

- Activities designed for Members-in-Training (during times when closed rituals are taking place)
- Province-wide service projects
- Ice-breaker or networking activities
- Sing-alongs featuring SAI songs

Fundraising and Philanthropy

- Phlea Phlam, a sale of fraternity- or music-related items benefiting SAI Philanthropies, Inc.

The Province Day program should strive to provide a balance of music, fraternity education, leadership development, service, and fellowship while fostering meaningful connections among members throughout the province.

Promoting Province Day

Promoting Province Day should begin several months before the event. The initial announcement should include as much information as possible, including the date, location, registration fee, lodging options, schedule, and planned activities. As details are finalized, provide regular updates through province and chapter communications to maintain interest and encourage participation. Consistent communication helps members plan ahead and reinforces the importance of attending.

Encourage participation by involving chapters throughout the province in planning and presenting the event. Sharing responsibilities fosters collaboration and creates a stronger sense of ownership. Examples of chapter contributions include:

- Providing decorations
- Presenting a workshop or leading a discussion session
- Participating in a ritual ceremony
- Performing in the musicale
- Leading a service project
- Contributing refreshments or other event needs, as appropriate

To encourage representation from every chapter, a province may, by majority vote, require each chapter to pay the registration fee for one representative, regardless of whether that individual ultimately attends. Any such policy should be communicated well in advance as part of the Province Day planning process.

The Musicale

Music is at the heart of every Province Day, and a musicale is a required part of the program. The most common format features performances by members representing each chapter in the province, but many other approaches are equally appropriate.

For example, the musicale may feature:

- Performers from each chapter in the province
- A guest artist, such as a Distinguished Member
- A performance presented entirely by the host chapter
- A featured performance by a visiting chapter
- Any combination of these formats

Regardless of the format, the musicale should celebrate the musical excellence and diversity of the province.

When planning the musicale, be sure to:

- Reserve an appropriate performance venue.
- Provide rehearsal or warm-up space for performers.
- Ensure that the piano has been tuned, if needed.
- Have sufficient music stands and other required equipment available.
- Confirm all program information in writing, including titles, composers, performers' names, accompanists, and any special acknowledgments.

Carefully proofread the printed program before it is published. Even small errors can distract from an otherwise excellent performance.

Replying to the Invitation to Province Day

Each chapter should respond to the host chapter by the stated registration deadline. Timely responses are essential for planning the event and finalizing arrangements.

The response should include:

- The number of members who plan to attend
- Expected arrival and departure times, if requested
- Overnight lodging needs, if applicable
- Any responsibilities or contributions the chapter is willing to provide (such as presenting a workshop, participating in the musicale, assisting with a service project, or providing event materials)

If a chapter is unable to attend, it should still notify the host chapter by the registration deadline. Prompt communication allows the host chapter to plan accurately and ensures that all chapters remain informed and engaged in Province Day planning.

THE CHAPTER BYLAWS DIRECTOR

Every chapter is required to maintain current chapter bylaws and a Local Chapter Procedures Manual (LCPM) and submit an annual bylaws/LCPM report to the Chapter Bylaws Director. Whether a chapter is drafting new bylaws, amending existing bylaws, or revising them to reflect current practices, the Chapter Bylaws Director serves as a resource and is available to answer questions throughout the process.

All chapters must use the current approved chapter bylaws and LCPM templates, which are available in the Officer Portal Document Library under Policies and Procedures.

Local Chapter Procedures Manual (LCPM)

In addition to chapter bylaws, every chapter is required to maintain a Local Chapter Procedures Manual (LCPM). The LCPM is a separate document that contains chapter-specific policies, procedures, operating practices, local requirements, recurring events, etc. that should not be included in the chapter bylaws.

Annual Submission

The chapter president is responsible for submitting the annual bylaws/LCPM reports through the Officer Portal. The report forms are available in the Officer Portal Document Library.
The report forms are due November 1 for both alumnae and collegiate chapters.

Review Process

The Chapter Bylaws Director reviews each chapter's bylaws to ensure they are complete, current, and consistent with the National Bylaws and fraternity policies. If revisions are needed, the Chapter Bylaws Director will provide guidance and recommend appropriate additions, deletions, or corrections.

Each chapter's Local Chapter Procedures Manual is reviewed by a committee selected by the Chapter Bylaws Committee in consultation with the National President. The committee provides feedback and identifies any required revisions to ensure the manual complies with fraternity policies while accurately documenting the chapter's local procedures and practices.

For **collegiate chapters**, the annual bylaws report, chapter bylaws, and Local Chapter Procedures Manual (LCPM) must be submitted by the annual reporting deadline for the chapter to be eligible to host a Members-in-Training (MIT) class during the following spring semester. Any required revisions identified during the review process must be completed and approved before the chapter may host an MIT class during the following fall semester.

FRATERNITY PUBLICATIONS

Sharing chapter news through fraternity publications is an important way to celebrate achievements, recognize members, promote chapter activities, and strengthen connections across Sigma Alpha Iota.

Submission guidelines and deadlines for fraternity publications—including province and regional newsletters, *PAN PIPES*, and *Tempo!*—are available in the Officer Portal Document Library under **Publications**. Additional guidance can be found in ***Chapter 16: Communication—Sending the News***.

Chapters are encouraged to submit news, photographs, and stories regularly to showcase their accomplishments and contribute to the historical record of the fraternity.

LICENSED VENDORS

Sigma Alpha Iota requires that any vendor participating in or selling merchandise at fraternity-sponsored events be officially licensed through **Affinity Consultants**. Trademark licensing protects the fraternity's intellectual property and helps ensure the appropriate and consistent use of Sigma Alpha Iota's name, symbols, trademarks, and other brand assets.

Before engaging a vendor, chapters should review the Trademark Licensing Toolkit, available in the Officer Portal Document Library, for guidance on licensing requirements and proper trademark usage. Chapters are responsible for verifying that a vendor is appropriately licensed before entering into any agreement.

For additional information or assistance, contact National Headquarters.

SAI CPM 11

SAI PHILANTHROPIES, INC.

INTRODUCTION

Sigma Alpha Iota Philanthropies, Inc. is the charitable arm of Sigma Alpha Iota International Music Fraternity. This tax-exempt, non-profit organization was established at the 1974 Triennial Convention in Kansas City. Sigma Alpha Iota Philanthropies, Inc., a 501(c)3 charitable organization, encompasses all benevolent projects that were formerly under the auspices of either the International Music Fund or the Sigma Alpha Iota Foundation.

Through Sigma Alpha Iota Philanthropies, Inc. the fraternity carries out its charitable and educational endeavors, supports national music organizations, advances the interests of music and musicians in this country and abroad, maintains National Headquarters, and publishes the fraternity journal.

The Board of Directors of Sigma Alpha Iota Philanthropies, Inc. administers the projects through its many project directors. The members of its board are the Chairman, the Vice Chairman, the Secretary, the Treasurer, the Sigma Alpha Iota National President, two other general board members, and the Sigma Alpha Iota National Vice President, Finance and the Executive Director of SAI (both ex officio, nonvoting).

Projects are supported with financial, material, and service contributions. The various projects help both members and non-members. Visit *www.sai-national.org* for more information.

WHERE DOES THE MONEY COME FROM?

Sigma Alpha Iota Philanthropies, Inc. receipts come from voluntary individual and chapter contributions, bequests, "In Memoriam" gifts, proceeds from benefit concerts, and interest/dividends from invested funds.

Sigma Alpha Iota chapters and members are asked to support Sigma Alpha Iota Philanthropies, Inc. annually by making contributions of money and/or goods and by actively engaging in projects supported by the philanthropic organization.

HOW CAN CHAPTERS AND INDIVIDUALS SUPPORT SIGMA ALPHA IOTA PHILANTHROPIES, INC.?

Financial Contributions

Members and non-members are encouraged to make contributions to the annual campaign, the SAI Symphony Society. The easiest way for chapters to support Sigma Alpha Iota Philanthropies, Inc. is by making an annual financial contribution of any size. This contribution can be financed in several different ways.

- A specified amount can be budgeted every year from the chapter treasury.
- The chapter members can be asked for individual donations to the chapter Philanthropies fund; many chapters "pass the cup" for small change at each meeting or include informal fundraisers as part of the program.
- The proceeds or a percentage of the proceeds from a benefit concert or similar fundraising event can be dedicated to Philanthropies.
- Gifts can be made in "memory" or in "honor" of another person.

There are also opportunities for underwriting special projects or events (e.g., National Convention events, projects at National Headquarters, etc.).

Contributions of Goods

Gifts from chapters and individuals consisting of music, music textbooks, instruments, recordings, audio equipment, and other music supplies are put to good use. The projects of the **People-to-People** program make the most use of these materials, sending them to schools and musicians in the United States and developing countries.

Contributions of Services

Chapters are encouraged to look for, and they usually find, places in their communities where the musical talents and skills of the members can be used directly to bring music to people who otherwise would not have it.

Members and chapters should get involved in the projects of SAI Philanthropies, Inc. In addition to participating in People-to-People activities, members and chapters can work on developing large-print music versions for musicians with low vision through the **Bold Notes project.** They can also encourage qualified composers to apply for admittance to the **Composers Bureau** and make use of the extensive information in the Online Composers Bureau to program concerts featuring the work of American composers. Chapters can also work to assist and support local music therapists through the **Music Therapy Project**.

Planned Giving Opportunities/Bequests

Sigma Alpha Iota Philanthropies, Inc. has benefited from bequests, gifts of stock and annuities, and gifts of real estate. These gifts have permitted Philanthropies to increase the size and number of existing scholarships and create new scholarships and grants. Information on setting up personal bequests to benefit Sigma Alpha Iota Philanthropies, Inc. may be obtained from the Treasurer. Those who set up personal bequests are recognized by being added to the Pan's Legacy list, which is displayed at National Headquarters.

All individual and chapter donations to Sigma Alpha Iota Philanthropies, Inc. must be sent to National Headquarters for processing.

Donations should be clearly marked with the donor's name and contact information.

The Pan's Legacy mural at National Headquarters.

WHERE DOES THE MONEY GO?

Funds are used to aid chapters and individuals in musical and educational endeavors. Many of the projects are described below in the sections on help for chapters and for individuals. The organization also has expenses for:

a) meetings of the Board of Directors
b) the office of the Chairman
c) fees for auditors, attorneys, and investment counselors
d) general office expenses at National Headquarters
e) maintenance and improvements to the National Headquarters building and property
f) other related expenses

Publication of *PAN PIPES*
PAN PIPES, the fraternity journal, is published under the auspices of Sigma Alpha Iota Philanthropies, Inc. Both the Fraternity and Philanthropies, Inc. underwrite the cost of publishing *PAN PIPES*. The fraternity money for publication costs comes from member dues and fees, and the interest/dividends on invested income.

HOW DOES SIGMA ALPHA IOTA PHILANTHROPIES, INC. HELP CHAPTERS?

Impact Project Grants for Collegiate Chapters

Impact Project Grants are awarded annually to college or university music departments in cooperation with their SAI chapter for major projects in music that have an impact beyond the campus and chapter membership. Each project must be completed within a stated period of time.

Sigma Alpha Iota collegiate and university music departments, as well as SAI chapters, receive information about the Impact Project Grants. Chapters and administrators are advised to work together to develop a proposal for a co-sponsored project. Applications must be completed online through the SAI website. **Refer to releases and current website listings for deadlines at *www.sai-national.org*.**

Chapter Outreach Grants

Chapters may apply to SAI Philanthropies, Inc. for a Chapter Outreach Grant for a project that must be completed within one calendar year of receipt of the grant.

Chapter Outreach Grants are available for general chapter projects and also for projects specifically related to Music Therapy or Strings.

At the beginning of each academic year, chapters receive information about applying for these grants. The conditions of the grant are as follows:

- The grant must be in support of an outreach project developed and carried out by the chapter for the musical enrichment of the campus or community beyond the membership of Sigma Alpha Iota. It may not be used toward scholarships or tuition.
- The grant will be for a maximum amount of money (which is set each year) and will, in no case, be for more than half the total cost of the project.
- No more than one grant will be awarded to a chapter for a particular project.
- The project must be completed within one calendar year of receipt of the grant.

Examples of projects for which Chapter Outreach Grants have been awarded include funding a concert by women composers, funding a workshop for area elementary and secondary teachers, and funding purchase of half-size violins for a special afterschool program.

For further information, chapters should contact the Chapter Outreach Grant Project Director. Applications can be completed at any time online through the SAI website. **Refer to releases and current website listings for deadlines at *www.sai-national.org*.**

HOW DOES SIGMA ALPHA IOTA PHILANTHROPIES, INC. HELP INDIVIDUAL MEMBERS?

Many scholarships, grants, and other services are available every year to Sigma Alpha Iota members. All applicants for Sigma Alpha Iota Philanthropies, Inc. benefits must be members in good standing and current with collegiate or Alumnae Association fees.

Annual and Continuous Scholarships and Grants

All applications can be completed online through the SAI website at *www.sai-national.org*. **Refer to releases and current website listings for qualifications and deadlines.**

Career Performance Grant
This grant is awarded to assist an outstanding SAI performing artist who is preparing for a concert career. The grant was established in 1993 in memory of Verna Ross Orndorff, a Sigma Alpha Iota Patroness. It is on a three-year rotation for: voice; strings, brass, and winds; or keyboards and percussion.

Community Arts Grant for 501c3 Nonprofits
The Community Arts Grant provides funding to 501c3 nonprofit music organizations that enrich their communities through performance, education, and outreach initiatives. This grant is designed to support drum and bugle corps, small orchestras, chamber ensembles, choral groups, and other nonprofit music organizations with an annual budget not to exceed $3 million in their efforts to sustain and expand their impact.

Conducting Scholarship for Graduate Students
To be eligible for this scholarship, the applicant must be a member of Sigma Alpha Iota who is enrolled in a graduate degree program with an emphasis on conducting. This scholarship is in memory of Bobbie Burk, National Chaplain, 1978-1987, and National Archivist, 1990-2003.

Doctoral Grant
This grant is awarded to a member of Sigma Alpha Iota who is enrolled in a program leading to a doctoral degree. Doctoral final projects are acceptable in Music Education, Music Therapy, Musicology, Ethnomusicology, Theory, Composition, Psychology of Music, or Applied Research including Performance or Pedagogy.

International Study Grant for Graduate Students
This is a grant for music studies outside the United States for initiated members of Sigma Alpha Iota pursuing advanced studies beyond the bachelor's degree. This grant is designed to provide a student with the invaluable experience gained through living and studying in a foreign country.

Internship Stipends
SAI members participating in an arts-related (music) internship may apply for an Internship Stipend through SAI Philanthropies, Inc.

Music Business/Technology Scholarship - undergraduate or graduate level
This scholarship is offered to a member of SAI who is enrolled in an undergraduate or graduate degree program in the field of Music Business or Music Technology. The degree emphasis may also include Music Marketing, Music Business Administration, Entertainment Industry, Commercial Music, Music Management, Recording Industry, or other related fields. This scholarship was established in 2003 in memory of Dorothy Cooke Whinery, National Executive Secretary, 1956-1992.

Music Career Enhancement Grant
The Music Career Enhancement Grant provides funding to support professional growth and career-related expenses in the field of music. Whether advancing performance opportunities, expanding teaching resources, or developing creative projects, this grant is designed to help SAI members enhance their careers and continue their impact in the arts.

Music Education Outreach Grants
These grants are awarded to assist music programs in public schools, K-12. Grants are used to purchase equipment or supplies to enhance a program which has not received adequate funding. SAIs or teachers sponsored by an SAI chapter may apply.

Music Education Scholarship for Graduate Students
One scholarship is awarded annually to a Sigma Alpha Iota member who has completed an undergraduate degree in music education and is enrolled in a graduate degree program in music education.

Music Project Development Grant
The Music Production/Creation/Project Development Grant supports Sigma Alpha Iota members who are developing innovative and creative music-based projects. This grant encourages original contributions to the field of music through production, research, or creative project work.

Music Therapy Scholarship – undergraduate or graduate level
An undergraduate or graduate member of Sigma Alpha Iota who has successfully completed a minimum of two years approved training toward a degree in music therapy is eligible for this scholarship. They must be continuing their studies in this field.

Musicians with Disabilities Scholarship – undergraduate or graduate level
This scholarship is offered to a member of Sigma Alpha Iota enrolled in an undergraduate or graduate degree program in music who has a qualifying disability (sensory, physical, or cognitive impairment.)

Professional Development/Education Grants for Alumnae and Affiliated Patronesses with Training
This grant is available for alumnae and affiliated patroness members of SAI to encourage music-related continuing education and professional development among alumnae and affiliated patroness members of Sigma Alpha Iota. A member may apply to receive a grant every three years to support an educational and professional development activity related to their current employment in the field of music.

Summer Music Scholarship
Sigma Alpha Iota Philanthropies, Inc. provides scholarships for members who wish to study during the summer at a major music institute or festival in the US or abroad.

Undergraduate Scholarship
Each collegiate chapter is urged to honor one of its own by nominating an outstanding member to be an applicant for an Undergraduate Scholarship. Applicants must be members of Sigma Alpha Iota who are under senior status in the current academic year. The applicant must also express financial need for this scholarship.

Triennial Awards

At the time of every SAI National Convention, Sigma Alpha Iota Philanthropies, Inc. awards numerous scholarships and grants to Sigma Alpha Iota members. Triennial scholarships/grants are announced in the fall preceding a national convention. All applications for triennial awards can be completed online through the SAI website at *www.sai-national.org*. Refer to releases and website listings for deadlines. The following is the current list of Triennial Awards:

Graduate Performance Awards
Scholarships will be offered to members of Sigma Alpha Iota for graduate study in the field of performance:

- Piano and Percussion (Mary Ann Starring Memorial Awards)
- Strings (Dorothy E. Morris Memorial Awards)
- Voice (Glad Robinson Youse and Lucille Malish Memorial Awards)
- Woodwinds and Brass (Mary Ann Starring Memorial Awards)

Contemporary Performance Award
The Contemporary Performance Award celebrates Sigma Alpha Iota members who are advancing performance in today's diverse and evolving musical landscape. This triennial award encourages exploration, creativity, and inclusivity across a wide range of contemporary performance styles—embracing popular, global, experimental, and hybrid genres alongside contemporary classical art music.

Undergraduate Performance Awards
Scholarships will be offered to undergraduate members of Sigma Alpha Iota for instrumental and vocal performance. Applicants must be returning to school in the fall as undergraduates. Categories are as follows:

- Piano or Percussion (Mary Ann Starring Memorial Award)
- Strings including Harp (Dorothy E. Morris Memorial Award)
- Voice (Blanche Z. Hoffman Memorial Award)
- Woodwinds or Brass (Mary Ann Starring Memorial Award)

OUTREACH PROJECTS OF SIGMA ALPHA IOTA PHILANTHROPIES, INC.

Composers Bureau

For many years, Sigma Alpha Iota has celebrated the American composer in the winter issue of *PAN PIPES,* detailing new compositions, premieres, and performances of America's foremost composers. This annual publication has become an important and valued resource for scholars, researchers, and those interested in discovering new music for performance. It is now a project of Sigma Alpha Iota Philanthropies, Inc.

The project director maintains contact with America's outstanding composers. Each year the director compiles up-to-date information on their current activities and achievements for the winter *PAN PIPES* and the SAI Philanthropies, Inc. website, which is maintained by National Headquarters. Feature articles in this issue are also focused on contemporary American music and topics of concern to the composer. Visit the Composers Bureau at *www.sai-national.org*.

Inter-American Music Awards

The Inter-American Music Awards is a triennial competition for composers from North, Central, and South America. The first award was presented in 1948. **Check the SAI Philanthropies, Inc. website for a current application at *www.sai-national.org*.**

The Inter-American Music Awards serve a threefold purpose. New compositions of high musical merit are made available to the public. Additionally, the event brings distinction to the winning composers by linking their names to those of composers with well-established reputations.

Selected by a panel of established composers, the winning composition is premiered at a Sigma Alpha Iota National Convention, and the composer receives a monetary prize.

MacDowell, Pan's Cottage

One of the fraternity's first national projects, undertaken in the interest of the American composer, was at MacDowell, a residency program for Creative Artists in Peterborough, New Hampshire. The program was in need of more housing for the artists who came there to work.

The 1916 Convention, consisting of 11 chapters, decided to build and give a cottage to MacDowell. The cottage was completed by 1919. Since then, the fraternity, now through Sigma Alpha Iota Philanthropies, Inc., has provided financial support for the maintenance of the cottage: utilities, general repairs, and replacement of furnishings, etc. A large gift was also given to MacDowell to honor the 100th anniversary of its founding in 1907, enabling the restoration of Edward MacDowell's music room at Hillcrest. In 2016, a new campaign for renovating the 100-year-old Pan's Cottage was announced, and that renovation has been completed.

Maud Powell Society

SAI Philanthropies assists the work of the Maud Powell Society for Music and Education. This organization shares many goals with Sigma Alpha Iota, including the promotion of women composers and performers, and especially the life and accomplishments of the outstanding woman violinist of the early 20th century, Maud Powell. SAI Philanthropies, Inc. provided the funding for the Maud Powell Society to launch the on-line version of its magazine, Signature, which is available free of charge to people throughout the world, including members of SAI. To access the magazine, go to www.maudpowell.org. SAI Philanthropies also supported the publication of the 4-volume set, "Maud Powell Favorites." It includes violin transcriptions and music dedicated to, commissioned by, and associated with Maud Powell.

Music Therapy Programs

Sigma Alpha Iota was the first organization to become a sustaining member of the American Music Therapy Association, Inc. (formerly known as the National Association for Music Therapy, Inc.). The fraternity has aided numerous music therapy programs by making gifts of instruments to:

a) military and Veterans Administration Hospitals;
b) city, county, and state hospitals and clinics;
c) homes for developmentally disabled children and adults;
d) rehabilitation centers; and
e) educational television stations.

Music therapy projects are undertaken in public and private schools to promote musical growth and understanding.

As a result of a bequest, some Chapter Outreach Grants are reserved for music therapy projects. Music Therapy Scholarships are available for undergraduate or graduate study in music therapy. For more information and to share project ideas, contact the Director of Music Therapy via *www.sai-national.org*.

Music Therapy Project

A Fraternity-wide Music and Health Project that encourages chapters to collaborate with a board-certified music therapist to make a positive impact through music while keeping activities affordable and accessible. The project is designed to bring comfort, connection, and care to local communities.

Musicians with Disabilities

Since 1959, Sigma Alpha Iota has assisted musicians who are blind or struggle with visual impairments. Incorporating the work of the former Bold Notes and braille projects, this activity (in which SAI was a pioneer) assists SAI members who have visual impairments in obtaining needed materials in braille, audio, or large-print form (e.g. SAI ritual materials, music scores, and *PAN PIPES*).

Braille Transcription Project: Braille transcribers, who must learn literary braille before music braille, complete projects from the National Library Service for the Blind and Print Disabled. Many SAIs have been certified braille transcribers.

Bold Notes Music Project: The Bold Notes Music Project aids partially sighted musicians who cannot read the normally printed page. The music, initially hand-copied and hand-enlarged, is of sufficient and uniform size to meet the needs of those with visual impairments. Bold Notes Music is deposited with the Library of Congress in the Lending Library in the Division of the Blind and Print Disabled.

Many SAI chapters and individual members have worked on Bold Notes projects, with valuable contributions of time and expertise by members. Bold Notes music is now produced by chapters using computer software (Sibelius or Finale). This new approach to producing Bold Notes was initiated in 2006 in partnership with the Library of Congress. For more information, go to *www.sai-national.org*.

People-to-People

Since 1963, SAI's influence has been felt by musicians in many parts of the world through the work of People-to-People projects. People-to-People provides material assistance (instruments and accessories, scores, books, teaching materials) and encouragement to schools, music organizations, and musicians in the United States and developing countries. Musicians in more than 75 countries — including such diverse locations as Haiti, Colombia, Belize, Botswana, China, Chile, Madagascar, Mongolia, Philippines, Papua New Guinea, Kenya, and Zimbabwe, to name a few — have received invaluable aid through this program.

Chapters can become directly involved in People-to-People projects by consulting with the director of People-to-People, who will advise them concerning the specific types of used and new music materials for chapters to collect, as well as the types of instruments needed in the People-to-People program. The director works with other non-profit charitable organization, Sister City arrangements, and the like to arrange for shipments of these materials.

Sometimes a member who has gone to work in a foreign country and has discovered a need for music in the lives of the people where they work initiates a People-to-People project. With the help of the fraternity and resources from People-to-People, that need can be filled.

MUSIC ORGANIZATIONS SUPPORTED WITH SAI PHILANTHROPIES, INC. FUNDS

SAI Philanthropies makes contributions to many institutions to help provide scholarships for both SAI members and non-members:

- An SAI National Vocal Scholarship is available at Aspen Music Center.
- The Chautauqua Summer Institution awards scholarships in the name of SAI.
- The Inspiration Point Fine Arts Colony provides an opera scholarship.
- The Brevard Music Center provides a scholarship for any discipline of musical study.
- The Round Top Music Festival provides a scholarship for any music discipline.

To be eligible for these scholarships, one must apply directly to the facility and be accepted for the summer program. Although these scholarships are open to anyone, preference is given to SAI members. Therefore, it is very important for an applicant to mention that they are a member of Sigma Alpha Iota. SAI Philanthropies, Inc. provides the money for these scholarships, but the individual summer program determines the recipient.

SAI outreach programs go beyond the scope of scholarships. Besides Pan's Cottage at MacDowell, the SAI Foundation (now known as SAI Philanthropies, Inc.) built the Sigma Alpha Iota Scholarship Lodge at Interlochen Center for the Arts for high school aged children. It is a multiple unit cabin designed for year-round use and provides housing for guests of Interlochen. The Brevard Music Center was given the SAI Practice Cabin, and it was renovated in 2004 and 2025.

SIGMA ALPHA IOTA PHILANTHROPIES, INC.
MAKES A DIFFERENCE
The presence of Sigma Alpha Iota is recognized in the community, in the nation, and throughout the world. The need to support Sigma Alpha Iota Philanthropies, Inc. goes on, so that its many projects may continue to inspire, support, and encourage its members, and that its many outreach programs may continue to meet the musical needs and challenges of the new century.

SAI PHILANTHROPIES, INC. MISSION STATEMENT

The mission of Sigma Alpha Iota Philanthropies, Inc. is to support the educational and charitable goals of Sigma Alpha Iota International Music Fraternity through philanthropic endeavors.

VISION STATEMENT

To establish and maintain a lasting financial base for funding educational projects.

To provide opportunities to build strong leaders through education and leadership training. To promote the musical growth of fraternity members and chapters.
To manage financial resources to develop and sustain educational programs and initiatives.

To support all aspects of music on campus, in the community, in the nation, and throughout the world. To inspire the generosity of donors in support of the organization's philanthropic musical goals.

SAI CPM 12

BUILDING CHAPTER MEMBERSHIP

INTRODUCTION

An organization will not survive without members. Building and maintaining membership is the business of every member in the organization.

In SAI, member recruitment is the responsibility of each member. Every member must feel an obligation to replace themself in the chapter. Even though recruitment is under the leadership of the vice president, membership or the membership chairman, every member must have a direct interest in it. This has to do not only with encouraging new members, but also with the presentation of the fraternity to the world.

Both collegiate and alumnae chapters must conduct regular member recruitment to ensure the chapter's continued existence.

Recruitment At-a-Glance:

Recruit New Members (Students and Alumnae)

Present SAI to the Community

Create and reinforce contacts with music students and professionals.

Member recruitment begins informally on the first day of registration on a campus. Getting to know the new eligible students who are involved in music and reestablishing contacts with returning students is an ongoing process which intensifies during the orientation, mixers, moving-in, and registration days. Recruitment can also start during the summer before a new student begins their studies. Many colleges will provide SAI with information on entering students.

Recruitment Dos and Don'ts...

Don't leave a guest alone!

Don't discuss sensitive topics at this point, such as religion, politics, the opposite sex, or somebody's complaints about the school, faculty, or classes.

Do be prepared to talk about financial obligations and time commitment to SAI. These things are real and should not be minimized or ignored.

HAVE A MEMBERSHIP RECRUITMENT WORKSHOP FOR THE CHAPTER

A chapter must practice recruitment by practicing with each other. Members must know all phases of their fraternity - national, region, province, and local - and be prepared to talk about it. The skills of correct introduction, light conversation, the type of conversation that puts a nervous guest at ease, and circulation among the guests, need to be taught and practiced.

If the chapter feels the need to develop or polish recruitment skills, consider asking SAI alumnae, PO, RO, national officers, or other nearby collegiate chapters to conduct a workshop for the chapter.

Preparation

Have a list of frequently asked questions for discussion at the workshop. It might also be helpful to brainstorm more questions for discussion. What questions did current members have before joining SAI? Those are the types of questions that need to be discussed before the recruitment event(s). All members should be as well informed as possible before the event.

Example Questions

What does the chapter do: music, social, service, fundraising?

How much does membership cost: at the beginning and after initiation?

(Member-in-training fee, initiation fee, dues, assessments.)

What is the time commitment?

What is expected of a member-in-training? Do I have to do silly things or wear silly clothes to belong?

What happens to my membership after college?

CAMPUS INTERFRATERNITY MUSIC COUNCIL (CIMC)

Delta Omicron
Kappa Kappa Psi
Mu Phi Epsilon
Phi Beta
Phi Mu Alpha Sinfonia
Tau Beta Sigma
along with Sigma Alpha Iota

are members of the National Interfraternity Music Council (NIMC). These fraternities have agreed to promote good relations among the member fraternities. All member fraternities are pledged to work together to promote the best interests of music and music fraternities.

Each campus is encouraged to have a campus interfraternity music council (CIMC) made up of representatives of the different music fraternities. The purpose of this council is to promote good relations among the member organizations. Establishing guidelines for fair and equitable membership recruitment is an important function of this council. In addition, the council members often work together on projects contributing to the musical life of the campus. The bylaws for this interfraternity council should be based on the Model Bylaws provided by Sigma Alpha Iota, Mu Phi Epsilon, and Delta Omicron. These Model Bylaws are available from the National President.

Chapter members must understand and follow the agreements of that council. These agreements cover the timing of recruitment events, what activities may take place at a recruitment event, when invitations to membership may be sent out and accepted, when the membership education period begins and ends, and when initiations may take place. SAI shares the principle of exclusive membership with Mu Phi Epsilon, Delta Omicron, and Phi Beta. Individuals may be initiated into only one. SAI does not share this exclusive membership principle with Tau Beta Sigma and Kappa Kappa Psi. Women may be members of both Sigma Alpha Iota and Kappa Kappa Psi or Tau Beta Sigma.

The recruitment process is different for collegiate and alumnae chapters. Descriptions for both are in the next sections.

THE COLLEGIATE CHAPTER MEMBERSHIP RECRUITMENT PROCESS

Step One:

Plan the membership recruitment event thoroughly, specifying:

- Time
- Location
- Duration
- Activities
- Handouts

Each member of the chapter must know their specific responsibilities. Additionally, members must know and apply the principles expressed in "A Statement of Fraternal Values and Ethics" which is published in Appendix A of the CPM and in the *Manual for Members.*

What is the program for a membership recruitment function? Will there be a theme? SAI is a music fraternity. The chapter must showcase musical talents and highlight musical activities.

Step Two:

The chapter should create and submit the MIT Education Plan to the Officer Portal. There are resources in the OP Document Library to help with this. This plan must be thorough, and the chapter should be prepared to execute it as written. Please be reminded that the chapter is not permitted to begin any recruitment events or activities (including promotion of the events) until the plan has been submitted and approved by both the Province Officer and NVP, Collegiate Chapters.

Step Three:

Create a list of Undergraduate and graduate eligible students who are music majors, music minors, or are enrolled in music classes, lessons, or ensembles. These references usually come from the department chairman, the faculty advisor, or the interfraternity council. This list will be the invitation list to the function. While first semester freshmen and transfer students **may attend informational meetings only**, they **MAY NOT** be invited to membership in SAI. Only after being in classes with a person for a semester, will chapter members be in a position to vote on appropriate invitations to membership.

First Semester Freshmen and First Semester transfer students are not eligible for pledging and initiation!

Step Four:

Issue invitations to the function. Written personal invitations, personally delivered, are the best method of inviting a potential member to an information meeting. A sign on a bulletin board or a posting on Facebook or other social media may also serve as a reminder of a recruitment function.

To deliver the invitations, individual chapter members can be assigned names. If the members know the person, that is an advantage. It is the chapter member's responsibility to see that those on their list receive written invitations to all recruitment functions and are introduced to all other chapter members.

Step Five:

Follow up. A day or two after delivery of the invitation, the member should approach their assigned names and say something like: "We hope to see you at the party" or "We are so glad you plan to attend." It is also important to ascertain whether any guests need transportation to the membership recruitment function.

The personal touch cannot be overestimated. Many new students are very shy, or overwhelmed, or just do not understand the focus of SAI, and think it is just another social group. The member must expect this to happen and be prepared to tell these women about SAI.

THE RECRUITMENT EVENT

At this point, the event has been carefully planned, the structure and time limits of the event have been defined, and the theme (if any) and method for carrying it out have been decided. And, most importantly, each member understands and is committed to carrying out their special responsibilities.

Check the plans again:

- The chapter is following the rules of the campus interfraternity council and/or department.
- A musicale is planned, and the performers are all arranged.
- Handouts have been prepared, describing all requirements for membership (national policies must be followed.)
- The skit (if any) has been well prepared.
- Good food is always an important part of any party!

Everything the chapter does must be of top quality and show the chapter and its members in the best possible light.

Handouts are useful. NH has professionally produced brochures available at a small cost. Chapters may also produce some of their own handouts, such as a list of members, officers, membership requirements (including minimum GPA), time commitments, and activities. **The financial obligations of membership should be clearly explained in a handout.**

Create displays, such as scrapbooks, programs, and composites. Include *PAN PIPES, Tempo!* and information from SAI Philanthropies, Inc. about projects, scholarships, and grants in displays as well.

Information from students interested in being considered for membership can be collected in a survey to help determine eligibility. Chapters may use the form in the OP Document Library or a school approved form. This information collected should be limited to that which is required for the chapter to verify eligibility and contact the member. The chapter should not ask questions about preferences. If there is a question about what is allowed to be on this form, please reach out to your PO, RO, or the NVP Collegiate Chapters. Additionally, chapters may not have members complete an application process for potential membership.

Dress tastefully and appropriately. Chapter members should not wear perfume in consideration of allergies. For proper badge placement, *see* ***Chapter 18***.

Wear your SAI badge proudly!

AFTER THE EVENT

Soon after the recruitment event, the chapter will vote on membership or send an invitation to a second membership recruitment function. The chapter members must be reminded that they have the privilege of selective membership, but they must not abuse the privilege. The chapter should consider how prospective members will contribute to the purpose of SAI and the chapter.

Before voting:

- Determine the students eligible for membership in SAI, based on national and local membership requirements, including the minimum GPA. Advisors must confirm GPA eligibility. Please review the National Bylaws for detailed information about qualifications for membership.
- First semester freshmen and first semester transfer students are not eligible for membership during their first semester of enrollment. Even if a freshman took summer classes and advanced placement for credit, they are still a first semester freshman and are still adjusting to campus life.
- Be certain that the potential member has the required GPA for pledging SAI as stated in SAI national policies and the chapter bylaws. This information affirming the student meets the required GPA can be secured by the faculty advisor.
- No musical audition or individual interview is allowed.

The chapter now votes on whom to invite to membership. The chapter bylaws must specify who is eligible to vote on new members and what the margin of affirmative votes should be. As a reminder, invitation to membership should not be a popularity contest or based upon prior friendship. The fraternity's ideals and values along with the individual's ability to meet national qualifications should be the determining factor for the vote.

An invitation to membership should be extended using the official Sigma Alpha Iota invitation to membership cards. These invitations are to be purchased from NH.

All chapters are expected to maintain the high ideals of the fraternity at all times.

A quality membership recruitment takes much time and planning, but the end result will be a quality, informed membership.

THE ALUMNAE CHAPTER MEMBERSHIP RECRUITMENT PROCESS

Recruiting and retention of new members is vital to the future and longevity of our alumnae chapters. Recruiting new members should be an ongoing process in which all chapter members take ownership in order to be successful. Once new members have joined the chapter, the chapter's focus needs to be one of retention and mentoring so that the new members feel a part of the chapter and want to contribute to the chapter's programs, activities and ultimately take on leadership roles.

Step One:

Identify potential members:

1) Unaffiliated Alumnae – always be on the lookout for newcomers to the area. The obvious places are in the local school system's music programs as well as local church musicians. It is always surprising to find out how many SAI members are in the community who have never thought about joining an alumnae chapter. Be sure to contact National Headquarters to receive an updated list of alumnae members in your area when you are planning a new recruitment effort. This may be done by sending the zip codes within a fifty-mile radius from your city/town.
2) Inactive members – these alumnae were active members of your chapter at one time. Keep in touch with these sisters through newsletters and reminders. Remind them that SAI will always be there for them.
3) Patronesses – this is an untapped resource of woman power! Many alumnae chapters do not take advantage of initiating Patronesses, which is an effective way to increase membership numbers. Look for potential Patronesses in local church choirs, community ensembles and on local arts groups' Board of Directors. Alumnae members of collegiate music service organizations – Kappa Kappa Psi or Tau Beta Sigma — already have the experience of being involved with a music organization, so it would be an easy step for them to become Patroness members of alumnae chapters. These women obviously care about the arts since they are already giving their time and energy to these organizations. Introduce them to the wonderful work SAI does in the local communities, across the country and worldwide. Give them the chance to make a difference through SAI. If the potential Patroness would like to be able to vote on chapter business and serve as a chapter officer, they will need to be trained using the Patroness Training Program for Alumnae Chapters, available through the Officer Portal.
4) Collegiate Members (whether or not there is a local collegiate chapter in the area)
    a) If there is a local collegiate chapter, schedule some activities with the collegiate women by including them in service projects, helping them with their activities on campus, and giving sisterly support.
    b) Invite graduating seniors to a meeting to introduce them to alumnae chapter life. Consider paying first-year Alumnae Association dues as a gift to recent graduates remaining in the area.
    c) If there is not a local collegiate chapter, consider "adopting" a collegiate chapter in your Province that does not have a local Alumnae Chapter. Send Holiday gift bags, finals survival kits, etc. to establish a rapport with the collegiate women. Start a pen pal program where an alumna is paired with a collegiate woman. Share your memories and stories of why SAI is important in your life. Plan a holiday party in December or early January and invite those collegiate members who are home on break from school. Schedule a similar event for the summer months. Make them feel a part of the local SAI sisterhood even if they go to school in another part of the country. That is the wonderful part of SAI – we are all sisters regardless of where we went to school and where we are on our life's path.

Step Two:

"Advertise" your chapter's presence in your community and on the web:

1) Develop a chapter website so that sisters can find the chapter.
2) Create an open group on Facebook for your Alumnae Chapter. Post pictures from your events and chapter meetings. Keep an updated list of events and activities so that potential members can participate.
3) A template for creating a personalized recruitment brochure for your chapter can be found in the OP Document Library.
4) Wear your SAI badge everywhere – be proud of your membership! Carry your SAI bag and be ready to answer questions from people who ask about SAI.
5) Put an SAI license plate or plate holder on your car, buy SAI window clings from National Headquarters and put them all over your car.
6) Join LinkedIn, etc.
7) Advertise in local newspapers (many newspapers provide this service for free).
8) If your chapter publishes a newsletter, email it to all of the collegiate and alumnae chapters in your province.

Step Three:

After a successful recruitment event, be sure to:

1) Follow up with personal notes (perhaps from the chapter's Corresponding Secretary, VPM, and/or President) thanking those sisters for taking the time to attend your event.
2) Give the potential members a copy of the chapter's calendar. This will demonstrate the variety of activities in which the chapter participates during the year and will give them future dates in case they are able to attend.
3) Provide the potential members with a copy of the chapter's yearbook directory, so they will know who to contact should they have questions.
4) Add potential members to the chapter's Facebook (or other social media sites), listserv, and/or contact list.
5) Have a chapter member volunteer to stay in touch regularly with each new member between meetings; a quick email reminder about events would be a great help as well.
6) Call two weeks before the next event to remind the new members to attend, giving the time, date, and place; offer them rides to be sure they have transportation.

If your chapter recruits one member from each category listed above every year, your membership numbers will grow exponentially. If each member of the chapter brings in one potential member, think how quickly the chapter's numbers will grow.

SAI CPM 13 CHAPTER ACTIVITIES AND PROJECTS

CHAPTER ACTIVITIES AND PROJECTS BENEFIT CAMPUS AND COMMUNITY

A vital chapter life is achieved if activities and projects are worthy of the time and energy of the members and if they accomplish the goals of the organization. In fact, no member will put time and energy into the organization if the organization does not have activities and projects that involve the members.

Sigma Alpha Iota Philanthropies, Inc. makes grant money available to chapters for projects that serve the institution and/or the community. See *Chapter 11, Sigma Alpha Iota Philanthropies, Inc.*, for information on Chapter Outreach Grants and Impact Project Grants.

Two principles should guide the planning of activities and projects for Sigma Alpha Iota chapters. These guiding principles are **music** and the **SAI National Objectives**.

FOCUSING ON MUSIC

Devote much energy and time to make music together in the name of Sigma Alpha Iota and to share it with other people. The founders organized Sigma Alpha Iota because, as young music students, they were seeking ways to increase their performance opportunities in order to further develop their performance skills, and they wished to support one another in their endeavors. Furthermore, they firmly believed that they had an obligation to share music with others

It is not enough to report at the end of a fraternity year that "six sisters gave senior recitals" or "five sisters occupied first-chair positions in the orchestra." What counts is that SAIs make music together as SAIs in the name of SAI. The chapter president's Annual Report should read "Omega Omega chapter presented a public recital of American music in Smith Recital Hall on March 28," or "Anytown Alumnae Chapter presented musicales at three retirement centers during this past year."

Whether an activity or project is for the purpose of performing music, raising money, or performing a service for others, try to make music a focus.

FULFILLMENT OF NATIONAL OBJECTIVES

To help chapters adopt goals and plan the activities that will accomplish those goals, the National Executive Board publishes **National Objectives** every three years. These objectives are general enough to be adaptable to all chapters, both collegiate and alumnae, and specific enough so that a chapter's "Theme for the Year" could be developed around one of them.

One of the obligations of all chapters is "To fulfill the National Objectives" (*See Chapters 6 and 7 under Obligations of All Collegiate/Alumnae Chapters*). Fulfillment of the National Objectives is the basis for the presentation of collegiate and alumnae chapter achievement awards at the province, regional, and national levels. Each chapter should read and study the National Objectives at least twice each year. Then the chapter should analyze its activities and projects to determine how these contribute to fulfilling the National Objectives.

Opportunities to share ideas on chapter activities and projects occur at conventions and province days, or wherever SAIs are gathered together. *Tempo!* national newsletter and approved social media sites are good sources for learning about other chapters' successful projects and activities.

MUSICALES

Musicales are an important chapter activity. Collegiate chapters are required to present monthly musicales. Alumnae chapters are required to present a minimum of three musicales a year. Monthly musicales are encouraged.

Some musicales are for chapter members only. Other musicales serve a wider fraternity audience by including patronesses and alumnae members. Finally, other musicales are open to the general public.

All collegiate chapter members are required to perform on musicales. The number and types of performances required varies from chapter to chapter, but everyone makes music. Chapter bylaws should specify the frequency and type of musical performance required of each chapter member. (Some members will perform in ensembles; members who are majors in composition, musicology, or history may share through other presentations.)

Whether a musicale is private or public, it must be well planned, the music must be of worthy quality, the performances must be well prepared, and each performer must strive to do their very best.

Some appropriate times for musicales are:

- Formal Business Meetings
- Membership recruitment parties
- SAI guest visit
- Banquet or luncheon

These and any other time the chapter thinks music would add luster to the event!

One of SAI's seven purposes is "To further the development of music in America and throughout the world." That is why Sigma Alpha Iota sponsors the Inter-American Music Awards every three years. Sigma Alpha Iota publishes the Inter-American Music Awards Series in cooperation with the C. F. Peters Company. Carl Fischer, Inc. publishes the Sigma Alpha Iota Modern Music Series, choral music for women's voices composed between 1948 and 1956 by American composers. Every chapter should do something every year to benefit American music and especially the American composer.

SAI Celebrates American Composers by:

Performing the music of American composers

Underwriting the annual American Composer Update in *PAN PIPES*

Attending performances of American composers' music

The program chairman must schedule musicale dates at the beginning of each year (even during the preceding summer) and make performance assignments, considering each member's special talents and preferences.

Copyright regulations must be obeyed. It is illegal to use photocopied music.

SERVICE PROJECTS

Although Sigma Alpha Iota is not primarily a service organization, helping others brings many rewards to the chapter and to each individual member.

The service can benefit people of any age. It can benefit the music department or the whole college. It can be done in the community. It can benefit Sigma Alpha Iota beyond the local chapter. It can be musical or non-musical, but since SAIs are musicians, it makes sense that SAI service should be musical in nature or to benefit the cause of music.

At the end of this chapter is a worksheet for chapters to use in helping to plan a project or activity. The pages may be copied if desired.

The Alumnae and Collegiate Service Project Awards

Alumnae and collegiate chapters receive annual recognition for service projects. The annual awards program is discussed in more detail in Chapter 14, Recognizing Outstanding Service and Achievement. It is important to acknowledge that service projects are a necessary element of SAI life.

FUNDRAISING PROJECTS

Raising money should never be the primary function of a Sigma Alpha Iota chapter, but since all chapters have expenses, sometimes it is necessary to raise money to cover those expenses. If a chapter feels that dues should not be so high as to cover all the chapter expenses through dues, then the chapter must develop other sources of income. However, if making money to meet the chapter's expenses is the type of activity most often carried on by the chapter, then the chapter must reduce expenses or raise dues.

Some fundraising activities are to benefit a cause other than the chapter's treasury. Fundraising projects that raise money to benefit Sigma Alpha Iota Philanthropies, Inc., a local charity, or a local musical organization can also be considered service projects. Try to include a focus on music whenever possible.

Tempo!, the national newsletter, and the Officer Portal Document Library are excellent sources for learning about many types of successful fundraising activities.

SOCIAL EVENTS

Social events are a vital component of chapter life. Social events are often musical events. Musical events are often social events as well. A membership recruitment event is a social event that should be musical and educational.

When planning and carrying out social events, all chapters are expected to adhere to the fraternity policy on the use of alcohol and controlled substances *(See "Sigma Alpha Iota Risk Management Policy" on the OP and in the appendix).* **No collegiate chapter may have alcohol at any SAI event even if it is a joint event with another group.** Chapters must obey federal, state, local, and campus laws.

Appropriate times for social events are whenever a special SAI guest is present, to commemorate a holiday, to introduce the fraternity to non-members, or to celebrate a fraternity event such as an initiation or the presentation of an award.

ALUMNAE-COLLEGIATE-PATRONESS EVENTS AND PROJECTS

Events involving alumnae, collegiate, and patroness members are well worth the extra coordination required to plan and carry them out. Joint events provide an opportunity to meet more SAIs and for collegiate members and community people to meet each other. Joint events could include resident Distinguished Members.

Representatives from all membership categories can work together to plan events. Since the schedules of many busy women and men must be accommodated, plans need to be made far ahead of time. If responsibilities are to be divided among the different chapters involved, assignments must be clear and made far in advance of the date of the event.

Some appropriate occasions for joint events are Incorporation or Founders' Day, guest musicales, initiation banquet, Senior Commitment, recitals, Homecoming, the visit of a province, regional, or national officer, conferring Distinguished Membership on someone, and receptions for Honorary Members or Members Laureate who are performing in the area.

If no local alumnae chapter exists, a member of the collegiate chapter should be responsible for contacting individual local alumnae, patronesses, and Distinguished Members and extending invitations to musicales and recitals, initiations, guest days, and social events.

Joint Newsletters or Yearbook Directories

Collegiate and alumnae chapters sometimes publish joint newsletters or Yearbook Directories. A sharing of the responsibilities of preparation, cost, and distribution should be fair for each chapter.

Joint publications should contain information or news of both chapters' activities, chapter and individual honors, news from non-resident alumnae, requests for changes of name and address, encouragement for membership in the SAI Alumnae Association, and stimulus for individual participation in Philanthropies projects. These should be distributed via e-mail or regular mail to all local collegiate chapters, alumnae, patroness, and Distinguished Members, the regional and province officers, the *PAN PIPES* editor, and the National Executive Board.

CAMPUS AND COMMUNITY

Sigma Alpha Iota is part of the campus and the community. Each collegiate and alumnae chapter is engaged in mutually beneficial interaction with all parts of its environment, both for the promotion of music and other human values for all concerned.

Collegiate chapters should seek mutually trusting and respectful relations with faculty and administrations on their respective campuses. They may represent SAI and the music department in appropriate campus events.

Alumnae chapters will have many opportunities to network with community leaders.

A community-minded point of view should be cultivated, not only to promote the mission of SAI, but as an active and fulfilling way of life.
In the community, chapters can be of assistance to the symphony, opera, public TV/radio, etc. Look for a need that is not being filled and fill it. Work with other organizations to accomplish something bigger than a chapter could do by itself.

Sigma Alpha Iota chapters and members can be leaders in supporting and strengthening school system music programs so that the education of future musicians and audiences will begin early and continue throughout the students' lives.

Consider how the fraternity can help in non-musical ways as well as musical ways. For instance, collecting food for a local charitable food distribution program by requiring a food item as admission to a concert is a way of using music to benefit a non-musical end.

An annual meeting between the collegiate chapter president and the head of the music department should be a normal occurrence in the chapter's year. Ask the department administrator how the fraternity can help the department. Keep the administrator informed of the chapter projects and activities throughout the year.

Reminder!
Sigma Alpha Iota Philanthropies, Inc. provides grant money for chapter projects.

WORTHY PROJECTS

Described below are some chapter activities that have brought notice to the chapters. The campuses or communities in which these chapters exist have felt the presence of Sigma Alpha Iota. Some of the chapters represented in these stories were National Achievement Award winners. Some chapters received Annelle Chandler McAdams Alumnae Service Project Awards. Some utilized Chapter Outreach Grants, Impact Project Grants and Music Education grants for sponsoring booths at state conferences of the National Association for Music Education (NAfME, formerly MENC).

Piano Workshop

The chapter sponsored a piano workshop for high school and college students with a regionally recognized piano teacher. A competition for a piano scholarship was held in conjunction with the workshop. The scholarship was presented to an incoming freshman. A professionally produced brochure advertised the workshop, and the workshop drew a large response.

Young Musicians Workshop

A chapter sponsored a workshop for K-8 musicians of the region. The purpose of the workshop was "to convey the basic concepts of music production while in a fun-filled educational atmosphere." The workshop was thoroughly promoted and organized, drawing a large attendance. The workshop involved every chapter member and some non-members. In addition to each member having responsibilities as instructor, usher, registrar, "go-fer," etc., the chapter presented a short choral program.

Scout Projects

A number of chapters work with scout troops to prepare them for merit badges in music studies.

Valentine Party at a Retirement Home

For several years the alumnae and collegiate chapters of a small community have presented an annual Valentine Party for the residents of a retirement home. The party consists of a musical program and refreshments. Many chapters have similar parties for other appropriate occasions.

Music for the Developmentally Disabled

A collegiate chapter has conducted this project for several years. Three or four chapter members at a time take turns going to a home for developmentally disabled people one evening a week to give a music lesson. The chapter owns instruments purchased specifically for the project with money received from the fraternity as a recognition award for a good community service project. Lesson plans are made for each session and kept on file. Another chapter used the proceeds from recycling aluminum cans to purchase an Omnichord for a home for developmentally disabled adults.

Involvement in an International Institute and Competition

An alumnae chapter provides services for an international piano institute and competition held every year in the city. The chapter performs on-site work helping with transportation, ushering, providing a hospitality room, and running errands.

People-to-People

This has been a national project of SAI Philanthropies, Inc. for many years. Music supplies and instruments are donated by chapters and individuals. Other chapters hold benefit concerts, and budget regularly for gifts to the People-to-People fund.

Piano Tuning

An alumnae chapter provides the funds for the tuning of the piano at a local nursing home.

String Competition

An alumnae chapter encourages young string players by sponsoring an annual competition for 8- to 12-year-olds. Members of the city symphony (one of the major symphonies of the U.S.) judge the young musicians, and the winners receive scholarships for private study at either one of two major music schools in the city.

Concert Series

Several alumnae chapters have performed or coordinated the performance of free concerts in significant public places in their communities at regular intervals. Examples of the places in which these concert series have taken place are the public library, a hospital chapel, and a historic church that is a popular tourist spot in the city.

Resource Kits

An alumnae chapter compiled Women Composers Resource Kits, which can be borrowed by music teachers for use in music classes. The kits contain lesson plans, books, recordings, and visual aids for teaching about women composers and their music.

Adopt-a-school

Chapters in many communities have participated in programs whereby chapter members enhance the existing music education program of the school. Some chapters give performances or demonstrations. Some help with school music events. One chapter sponsors an annual “Music Memory Contest” for fourth through sixth graders.

Letter-writing Campaign

An alumnae chapter responded to a music education crisis in the public schools of the city. The chapter selected appropriate materials on promoting public school music education from the NAfME and the National Interfraternity Music Council and added their own statement on the value of music education in schools. All of this material was sent to the principals of every school in the city school district.

Benefit Concerts

Benefit Concerts provide support for several different projects: chapter scholarship programs, local charitable causes, a college or university program, and Sigma Alpha Iota Philanthropies, Inc. Performers donate their services so that all proceeds from the concert can be given to the cause.

SCHOLARSHIPS AND COMPETITIONS

Many chapters sponsor performance award competitions with monetary prizes. Some are given to SAI members, some are given to the student population in general, and some are given in the community. Money for the scholarships/awards is sometimes provided first by a bequest. Money is often raised by benefit concerts. Some are for performance in a specific area, such as voice or strings.

Many chapters sponsor composition contests. These contests may be at the high school, collegiate, or general community level.

Some chapters sponsor scholarships based on financial need. They might be for members or non-members. It is the duty of the chapter to let the campus and the community know that they exist. “Getting out the message” is as much a part of a musical life as making music. The same applies to the chapter’s relationship with all members of both campus and community.

On the next page is a worksheet for chapters to use in helping to plan a project or activity. The pages may be copied if desired.

STATE MUSIC EDUCATOR CONFERENCES

A chapter or group of chapters may apply to the Fraternity for a Music Education Grant to reimburse half the cost of renting a booth at state NAfME (formerly MENC) conferences. The application is located in the Officer Portal. National Headquarters will send publicity materials for distribution upon request.

Sigma Alpha Iota maintains a professional relationship with other national music organizations, too. Information on various conferences and festivals is posted on the SAI website.

PLANNING A SIGMA ALPHA IOTA PROJECT WORKSHEET

TITLE OF PROJECT/ACTIVITY _____

_____

CHAIRMAN FOR PROJECT/ACTIVITY _____

TYPE OF EVENT
Musicale Initiation Service Project Fundraising Project Social Event Recruitment

Other Event _____

FOR WHOM WILL THIS EVENT BE HELD?
Chapter members only SAIs beyond the chapter

The music school/department

The community The campus

IF THE PROJECT/ACTIVITY IS A SINGLE EVENT:

DATE_____**TIME**_____

LOCATION_____

IF THE PROJECT/ACTIVITY COVERS AN EXTENDED PERIOD OF TIME:

BEGINNING DATE_____**ENDING DATE**_____

HOW MANY CHAPTER MEMBERS NEED TO BE INVOLVED?

All _____ Percent

WHAT ARE THE JOBS THAT MUST BE DONE?

1.

2.

3.

4.

5.

FACILITIES NEEDED:

EQUIPMENT NEEDED:

CONTACT PEOPLE:

KEY PARTICIPANTS:

TOTAL ANTICIPATED INCOME:

Sources:

TOTAL ESTIMATED EXPENSES:

Itemization:

WHICH NATIONAL OBJECTIVE DOES THIS ACTIVITY FULFILL?

SAI CPM 14 RECOGNIZING OUTSTANDING SERVICE AND ACHIEVEMENT

INTRODUCTION

It is a great privilege to recognize the achievements of individuals and chapters in the name of Sigma Alpha Iota. Fulfillment of the ideals and the National Objectives of the fraternity and outstanding service to the fraternity through performance and leadership are acts worthy of recognition. Some fraternity awards are given to individuals, and some are given to chapters.

For all awards except the Scholastic Award and Collegiate Honor Award, the president appoints a three-member Honors Committee. The Honors Committee considers records of all eligible members and selects only those who are fully qualified. Fully qualified members are those who meet the specific criteria of the award, who are in good standing in all ways, who have fulfilled all the requirements of their offices, and who have served the chapter above and beyond the requirements. At the collegiate level, members who graduated in the fall, spring, or summer following the award year may be considered. Those names are presented for chapter vote.

All chapter members who are in good standing shall have a vote. Members may be nominated for awards upon 2/3 affirmative vote of the chapter. If the committee is presenting more candidates for consideration than possible awards, nominating ballots are used. Those receiving the largest number of votes become the chapters nominee(s) and are to be voted on to confirm 2/3 affirmative vote. When considering an award for an alumna member, it is fraternity policy that a minimum of three years should occur between award nominations.

Most award applications are submitted through the Officer Portal. Others may require a form that is printed off and sent in. If an NOC Member is being nominated, chapters may use a special form obtained from NH. After approval, National Headquarters will invoice the chapter for the award. (Consult the current price list.) **Please consult the Officer Portal for new instructions as award applications are updated often.**

AWARDS AND RECOGNITIONS GIVEN TO INDIVIDUAL MEMBERS

In the descriptions below, please note that a member who has shown "continued service" is a member who has been active and provided outstanding and extraordinary service for three (3) or more consecutive years.

"Beyond the local level" refers to members who have given outstanding and extraordinary service beyond their local chapter. The member may be active in the province with the local collegiate chapter(s) (i.e. as an advisor or chapter liaison). They may participate regularly in Province Day events, attend National Convention, and/or present workshops or perform at Province Days and/or National Conventions.

Awards are given based on continued outstanding and extraordinary service. Continued service is defined as three (3) or more years. Therefore, it is highly recommended that there be at least three (3) years between considering individual alumna members for awards.

Special note: Awards are not permitted to be passed down from member to member. When a member dies their badge, along with all awards, is to be returned to National Headquarters (*See badge disposition form)*.

Sword of Honor

If Given by a Collegiate Chapter to Collegiate Member(s) and advisors.

The Sword of Honor is given to a collegiate member who has **fulfilled all duties in each office** they have held in an outstanding manner. The Sword of Honor may be given to a collegiate chapter member of *junior status or above*, and to an advisor (if they are an SAI member).

- The member has shown strong leadership within the chapter and was in attendance at chapter meetings and functions.
- The member has made a special contribution to the program of the chapter, given consistent support to fraternity endeavors, and participated in general campus activities.
- The member has submitted all the required reports of their office(s) to the province officer and/or appropriate national officer in a timely manner.

- The member is in good standing financially (with SAI) and scholastically (maintaining the grade point average required for pledging).

The number of Swords of Honor that may be given in one year by a collegiate chapter is determined by the current active membership on March 1. (Awards given to an advisor would not be a part of this count. Alumnae chapters do not have this stipulation.)

- 1 to 10 members - one award
- 11 to 20 members - two awards
- 21 or more members - three awards

The province officer may approve more awards in special situations.

Screening candidates carefully is of primary importance. Awards must be given **only** to worthy candidates. **Selecting award recipients is not a popularity contest.** The chapter is not required to give three Swords of Honor just because it is entitled to give three based on the size of the membership.

The Sword of Honor awarded to the leadership nominee (if they do not already have one) must be included in the total number of awards. (The Collegiate Leadership Award is explained later in Chapter 14.)

Procedures
The Sword of Honor application may be submitted upon two-thirds affirmative vote of the entire chapter membership for each candidate. Voting must be done by written ballot and the results must be kept secret.

An award application is not an automatic approval!

The online application may be submitted through the OP by the president, treasurer, or VP Ritual. An application must be submitted for the Sword of Honor that is to be presented to the Collegiate Leadership Award recipient if they don't already have the Sword of Honor.

If the PO approves the granting of this award, NH will process the approval. If they do not approve, the province officer must send a letter of explanation to the chapter and the chapter advisor.

NH will send the Sword of Honor to the chapter as indicated on the application. The **Sword of Honor Ceremony** from the Master Ritual is held under the supervision of the vice president, ritual. The presentation may be made at a public function.

If given by an Alumnae Chapter to Alumna Members

(Those who received the Sword of Honor in college are not eligible again, as it is the same award)

The Sword of Honor is given to an alumna chapter member who has fulfilled all duties in each office they have held in an outstanding manner. They have shown strong leadership within the chapter, and they have submitted all the required reports of their office(s) to the province officer, regional officer, and/or appropriate national officer in a timely manner. The Sword of Honor may be given to an active alumna member of an alumnae chapter.

- They are in good standing, are a current member or emeritus member of the SAI Alumnae Association and have been in attendance at chapter meetings and functions.

- They have made a special contribution to the program of the chapter, or they have brought honor and distinction to the chapter through exceptional community leadership.

Procedures
The Sword of Honor application may be submitted upon two-thirds affirmative vote of the entire chapter membership for each candidate. Voting must be done by written ballot or email, and the results must be kept secret. The online application may be submitted through the OP by the president, treasurer, or VP Ritual.

If the PO approves the granting of this award, NH will process the approval. If they do not approve, the province officer must send a letter of explanation to the chapter.

NH will send the Sword of Honor to the chapter as indicated on the application. The **Sword of Honor Ceremony** from the Master Ritual is held under the supervision of the vice president, ritual. The presentation may be made at a public function.

Patroness Sword of Honor

This award recognizes a patroness who has been especially supportive of a collegiate or alumnae chapter and the ideals of SAI. The procedure is the same as the Sword of Honor given by an alumnae chapter *(See above)*.

Rose of Honor

The Rose of Honor is presented to a member who has given outstanding or extraordinary service in all three of the following fields: the local chapter, the Fraternity beyond the local level, and the community.

The Rose of Honor may be presented by either a collegiate chapter to a patroness or advisor (if the advisor is an SAI) or by an alumnae chapter to an *alumna member* who is in good standing and is a current member or emeritus member of the SAI Alumnae Association or to a *patroness*. The alumna member or Patroness must have received the Sword of Honor/Patroness Sword of Honor.

Procedures
The Rose of Honor application may be submitted upon two-thirds affirmative vote of the entire chapter membership for **each** candidate. Voting must be done by written ballot or email, and the results must be kept secret.

The online application may be submitted through the OP by the president, treasurer, or VP Ritual.

If the PO approves, the application will be reviewed by the RO. If the RO approves the granting of this award, NH will process the approval. If the province or regional officer does not approve, they must send a letter of explanation to the chapter.

NH will send the Rose of Honor to the chapter as indicated on the application. The **Rose of Honor Ceremony** from the Master Ritual must be used for presentation, supervised by the vice president, ritual. The presentation may be made at a public function.

Wreath of Achievement

The Wreath of Achievement is presented to a member for continued outstanding and faithful service in four fields: the local chapter, the fraternity (beyond the local level), the community, and musical activities.
The Wreath of Achievement may be presented by either a collegiate chapter to an advisor (if they are an SAI) or by an alumnae chapter to an *alumna member* or to a *patroness who has successfully completed the special fraternity education*, who is in good standing and is a current member or an emeritus member of the SAI Alumnae Association. The nominee must have received the Sword of Honor and Rose of Honor.

Procedures
The Wreath of Achievement application may be submitted upon two-thirds affirmative vote of the entire chapter membership for **each** candidate. Voting must be done by written ballot or email, and the results must be kept secret.

The online application may be submitted via the OP by the president, treasurer, or VP Ritual. If the province or regional officer does not approve, they will send a letter of explanation to the chapter.

NH will send the Wreath of Achievement to the chapter as indicated on the application. The **Wreath of Achievement Ceremony** from the Master Ritual must be used for presentation, supervised by the vice president, ritual. The presentation may be made at a public function.

Rose of Dedication

The Rose of Dedication is presented to a member who has given outstanding or extraordinary service in all three of the following fields for a minimum of 25 years: the local chapter, the fraternity, and the community.

The Rose of Dedication may be presented by either a collegiate chapter to a patroness or advisor (if they are an SAI) or by an alumnae chapter to an *alumna member* or to a *patroness who has successfully completed the special fraternity education*, who is in good standing and is a current member or an emeritus member of the SAI Alumnae Association. The nominee must have received the Sword of Honor and the Rose of Honor.

Procedures
The Rose of Dedication application may be submitted upon two-thirds affirmative vote of the entire chapter membership for **each** candidate. Voting must be done by written ballot or email, and the results must be kept secret.

The online application may be submitted through the OP by the president, treasurer, or VP Ritual. If the PO approves, the application will be reviewed by the RO. If the RO approves the granting of the award, NH will process the approval. If the province officer or regional officer does not approve, they will send a letter of explanation to the chapter.

NH will send the Rose of Dedication to the chapter as indicated on the application. The **Rose of Dedication Ceremony** from the Master Ritual must be used for presentation, supervised by the vice president, ritual. The presentation may be made at a public function.

Rose of Constancy

The Rose of Constancy is presented to a member who has given outstanding or extraordinary service in all three of the following fields for a minimum of 35 years after college: the local chapter, the fraternity (beyond the local level), and the community.

The Rose of Constancy may be presented by either a collegiate chapter to a patroness or advisor (if they are an SAI) or by an alumnae chapter to an *alumna member* or to a *patroness who has successfully completed the special fraternity education*, who is in good standing and is a current member or an emeritus member of the SAI Alumnae Association. The nominee must have received the Sword of Honor, Rose of Honor, and Rose of Dedication.

Procedures
The Rose of Constancy application may be submitted upon two-thirds affirmative vote of the entire chapter membership for each **candidate. Voting must be done by written ballot or email, and the results must be kept secret.**

The online application may be submitted through the OP by the president, treasurer, or VP Ritual. If the PO approves, the application will be reviewed by the RO. If the RO approves the granting of the award, NH will process the approval. If the province officer or regional officer does not approve, they will send a letter of explanation to the chapter.

NH will send the Rose of Constancy to the chapter as indicated on the application. The **Rose of Constancy Ceremony** from the Master Ritual must be used for presentation, supervised by the vice president, ritual. The presentation may be made at a public function.

Ring of Excellence

The Ring of Excellence is the fraternity's highest award. It may be given by the National Executive Board or by a chapter, if approved by the NEB.

Given by the National Executive Board
When given by the National Executive Board, the Ring of Excellence is given to *an alumna member* for outstanding service to the national organization or to an internationally renowned artist, scholar, or teacher who was *initiated as a collegiate or non-student member*. The NEB may make the presentation directly, or a chapter may be asked to make the presentation on behalf of the NEB.

Given by a Chapter
A collegiate or alumnae chapter may apply to award the Ring of Excellence to an alumna member who has performed **exceptional service to the national organization**, who is outstanding as a musician, performer, teacher, or composer, who was *initiated as a collegiate or non-student member*, and who is in good standing, i.e. a current member or emeritus member of the SAI Alumnae Association. The alumna member of recognized professional standards must have received the Sword of Honor, the Rose of Honor, and the Wreath of Achievement.

The Ring of Excellence application may be submitted upon two-thirds affirmative vote of the entire chapter membership. Voting must be done by written ballot or email, and the results must be kept secret.

The online application may be submitted through the OP by the corresponding secretary (unless they are the nominee). If the PO approves, the application will be reviewed by the RO. If the RO approves, the application will be reviewed by the National Executive Board. If the province or regional officer does not approve, they will send a letter of explanation to the chapter.

The National President sends copies to the National Executive Board for a vote (allow one month for approval). If approved by two-thirds affirmative vote of the NEB, the NEB will approve the application, and the chapter will be notified.

NH will order the Ring as instructed by the chapter regarding ring size. This is usually done after the presentation ceremony so the recipient may select the ring size. Eight weeks must be allowed for delivery.

The **Ring of Excellence Ceremony** from the Master Ritual must be used for presentation, supervised by the chapter vice president, ritual. The presentation may be made at a public function.

SPECIAL AWARDS

Collegiate Leadership Award Nomination

A collegiate chapter may nominate a **graduating senior or graduate student** annually for the Collegiate Leadership Award. The nominee can be a December graduate, May graduate, or an individual who will graduate after the summer term. They must have the Sword of Honor or be nominated for the Sword of Honor. The award is based on four criteria:

1. Qualities of leadership expressed in the member's sense of organization and their ability to work well with chapter members, advisors, and faculty
2. Fraternity service in terms of chapter offices held, committee chairmanships, performance on chapter musicales, cooperation in chapter activities, and national fraternity viewpoint
3. Campus activities in terms of student organization participation, offices held outside of the fraternity, and general campus honors
4. Maintenance of a high scholarship level.

Procedures
The Leadership Award nomination may be made upon two-thirds affirmative vote of the entire chapter membership. Voting must be done by written ballot, and the results must be kept secret.

The corresponding secretary (unless they are the nominee) completes the Collegiate Leadership Award available in the Officer Portal, Document Library, and sends it along with a letter of nomination from the chapter and chapter advisor to the province officer by the specified deadline. The information must include the name of the nominee and detailed information based on the criteria for selection.

If the province officer approves the chapter choice they will send a small certificate for presentation to the nominee. If they do not approve, the province officer must write a letter of explanation to the chapter and the chapter advisor. Approval does not mean they are the recipient, just that they are approved as their chapter nominee.

If being nominated for a Sword of Honor at the same time, the Sword of Honor for the Leadership Award nominee must be included in the number of Swords of Honor that the chapter may give based on the active initiated membership on March 1.

Selection of the Province Collegiate Leadership Award Winner - Ruby Sword of Honor

All approved Collegiate Leadership Award nominees become candidates for the Province Collegiate Leadership Award. The province officer will choose one person from these candidates to be the Province Collegiate Leadership Award recipient. The fraternity will present the Ruby Sword of Honor to this member. The province officer will arrange for the presentation of the Ruby Sword of Honor, using the **Ruby Sword of Honor Ceremony** in the Ritual, in cooperation with the chapter vice president, ritual. The presentation may be made at a public function.

Selection of the National Collegiate Leadership Award Winner

The National Collegiate Leadership Award is the highest award a collegiate member can receive.
Province Collegiate Leadership Award recipients are sent to the regional officer who chooses one person from their region. These regional choices become candidates for the National Collegiate Leadership Award. The National Executive Board will choose one person from these regional candidates to be the National Collegiate Leadership Award recipient. The National Collegiate Leadership Award winner receives the National Collegiate Leadership Award pendant from the fraternity. The NEB will supervise the presentation of the award.

Province Diamond Sword of Honor and Alumnae Leadership Award Nominations

An alumnae chapter may nominate an active alumna member from their chapter for the Province Alumnae Leadership (Diamond Sword) Award. The award is based on the following criteria:

- Outstanding or extraordinary service in all three of the following fields: fraternity, local chapter, and community
- Fulfilled all duties in each office held in an outstanding manner
- Made a special contribution to the program of the chapter
- Brought honor and distinction to the chapter through exceptional community leadership
- Must be a current member or an emeritus member of the SAI Alumnae Association
- Must be in good standing with the chapter and participate in chapter meetings and functions
- Must have received the Sword of Honor and Rose of Honor

Procedures
The Province Alumnae Leadership Award (Diamond Sword) nomination will be made upon two-thirds affirmative vote of the entire chapter membership. Voting must be done by written ballot or email and the results must be kept secret.

The corresponding secretary (unless they are the nominee) must complete the required Province Alumnae Leadership (Diamond Sword) Award form, available in the Officer Portal, Document Library, and send it along with a letter of nomination to the province officer by the specified deadline. The information must include the name of the nominee and detailed information based on the criteria for selection.

If the province officer approves the chapter choice as a nominee, they will send a small certificate for presentation to the nominee. If they do not approve, the province officer must write a letter of explanation to the chapter. An approval does not mean they are the recipient, just that they are approved as their chapter nominee.

Selection of the Regional Alumnae Leadership Award Winners - Diamond Sword of Honor

Each Province Officer will choose one province candidate from among the province nominees. The Regional Officer will pick one Regional Recipient from all province candidates, and then the Province Officer will arrange for the presentation of the Diamond Sword of Honor, using the **Diamond Sword of Honor Ceremony** in the Master Ritual, in cooperation with the chapter vice president, ritual. The presentation may be made at a public function.

Nominations and Selection of the National Alumnae Leadership Award Winner

For an alumna member to be nominated for the National Alumnae Leadership Award, the member must have or be currently nominated to receive the Diamond Sword of Honor.

The chapter officers complete the application on the OP for NEB review. The National Executive Board will choose one person from the submissions to be the National Alumnae Leadership Award recipient. The National Alumnae Leadership Award winner receives the National Alumnae Leadership Award pendant from the fraternity. The NEB will supervise the presentation of the award.

Recognition of 25- and 50-Year Members and Beyond

The Fraternity has created special pins and certificates which may be purchased by chapters or individuals to acknowledge years of membership. Visit the SAI Shopping Cart or the Officer Portal for current prices and procedures.

Sigma Alpha Iota Scholastic Award

The purpose of the Sigma Alpha Iota Scholastic Award is to recognize academic achievement among graduating Sigma Alpha Iota collegiate seniors. The recipient can be a December graduate, May graduate, or an individual who will graduate after the summer term.

The Head of the Music Department may present the award (a certificate) to the senior Sigma Alpha Iota member with the highest scholastic average for all subjects within their degree courses. (If there is a tie, multiple Scholastic Awards may be given.) The department head may withhold the award if the department head feels that no senior is eligible.

NH will contact the department head and faculty adviser in March requesting the name of the person who should receive the Sigma Alpha Iota Scholastic Award. The faculty adviser will submit the name through the Officer Portal. When NH receives the recipient's name, the Sigma Alpha Iota Scholastic Award certificate will be sent to the department head or some other designated person. The department head will determine the time and place for presentation of the award.

Sigma Alpha Iota Collegiate Honor Award

The purpose of the Sigma Alpha Iota Collegiate Honor Award is to give the Head of the Music Department an opportunity to recognize a **graduating** Sigma Alpha Iota collegiate senior for outstanding musicianship, scholarship, and fraternity service. The recipient can be a December graduate, May graduate, or an individual who will graduate after the summer term.

NH will contact the department head and faculty adviser in March requesting the name of the person who should receive the Collegiate Honor Award. The faculty adviser will submit the name through the Officer Portal. When NH receives the recipient's name, the Collegiate Honor Award certificate will be sent to the department head or some other designated person. The department head will determine the time and place for presentation of the award.

National Outstanding Advisor Award

Nominations are submitted to the National Vice President, Collegiate Chapters by collegiate chapters each spring. This award is based on the advisor's participation, dedication, example, and support. The nomination is submitted through the Officer Portal. The advisor does not need to be a member of Sigma Alpha Iota to be nominated.

Dorothy Whinery Special Leadership Award

This award is given for superior outstanding leadership in the national organization. Originally named the Special Leadership Award, it was renamed the Dorothy Whinery Special Leadership Award to honor their 35 years of service as National Executive Secretary (from 1956-1992). The award is presented by the National Executive Board, on behalf of the entire fraternity.

AWARDS GIVEN TO CHAPTERS

It is a great pleasure for the fraternity to recognize collegiate and alumnae chapters that have had an outstanding year or maintained a consistent record of high activity and achievement as a chapter.

Katherine Becker National Collegiate Chapter Achievement Award

The Katherine Becker National Collegiate Chapter Achievement Award (named in memory of the former National Vice President-College Chapters 1978 to 1987) is given annually to a chapter whose officers and members have achieved distinction in fulfilling the following criteria:

- The National Objectives
- Completion of the chapter's local obligations: financial good standing, good relationships with chapter advisors and school officials, good relationships with patroness members and alumnae members, development and/or implementation of school and/or community music projects, participation in Province Day activities
- Completion of the chapter's national obligations: financial good standing, good relationships with province and national officers by submitting all required and especially requested reports on time, and support of national projects through participation and financial contributions to SAI Philanthropies, Inc.

Procedures for Selecting the Province Collegiate Chapter Achievement Award Winner
Every collegiate chapter in the province is a candidate for the Province Collegiate Chapter Achievement Award. The province officer will select the recipient of the Province Collegiate Chapter Achievement Award based on the following criteria:

- The POs' knowledge of chapter functioning and "esprit de corps" as gained at the time of the official visit
- Information obtained from the chapter president reports
- Information obtained from the treasurer's Annual Report, such as a donation to SAI Philanthropies, Inc.
- Information obtained from completing the Ritual Inventory at the time of the official visit and the Annual Report (Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies) of the vice president, ritual
- Additional information obtained through correspondence, newsletters, yearbook directory, and programs

The province officer sends their selection for the Province Collegiate Chapter Achievement Award to the regional officer. The RO will select one chapter as the regional finalist and forward the nomination to the NEB.

Procedures for Selecting the Katherine Becker National Collegiate Chapter Achievement Award
Chapters selected as regional finalists for the Collegiate Chapter Achievement Award become candidates for the Katherine Becker National Collegiate Chapter Achievement Award.

The National Executive Board makes the selection based on the criteria listed above. *No chapter may receive the award more than two consecutive years.* The Fraternity will present Province, Regional, and National Collegiate Chapter Achievement Award certificates annually.

Helen May National Alumnae Chapter Achievement Award

The Helen May National Alumnae Chapter Achievement Award (named in memory of the former Chairman of the SAI Foundation) is given annually to a chapter whose officers and members have achieved distinction in fulfilling the following criteria:

- The National Objectives
- Completion of the chapter's local obligations: financial good standing, support of collegiate chapter(s) when located in the vicinity, good relationships with local patroness members, development and/or implementation of community music projects, participation in Province Day activities
- Completion of the chapter's national obligations: financial good standing, good relationships with province and national

officers by submitting all required and especially requested reports on time, and support of national projects through participation and financial contributions to SAI Philanthropies, Inc.

Procedures for Selecting the Province Alumnae Chapter Achievement Award Winner
Every alumnae chapter in the province is a candidate for the Province Alumnae Chapter Achievement Award. The province officer will select the recipient of the Province Alumnae Chapter Achievement Award based on the following criteria:

- Information obtained from the chapter president reports
- Information obtained from the chapter treasurer's Annual Report, such as a donation to SAI Philanthropies, Inc.
- Information obtained from the vice president, ritual's Annual Report (Ritual Sign Out Sheet for Ritual Music and Master Ritual Copies and Ritual Inventory)
- Additional information obtained through correspondence, newsletters, yearbook directory, programs, and personal contacts

The province officer sends their selection for the Province Alumnae Chapter Achievement Award to the regional officer. The RO will select one chapter as the regional finalist and forward the nomination to the NEB.

Procedures for Selecting the National Alumnae Chapter Achievement Award Winner
Chapters selected as regional finalists for the Alumnae Chapter Achievement Award become candidates for the National Alumnae Chapter Achievement Award.

The National Executive Board makes the selection based on the criteria listed above. *No chapter may receive the award more than two consecutive years.* The Fraternity will present Province, Regional, and National Alumnae Chapter Achievement Award certificates annually.

Service Project Awards - Collegiate and Alumnae

The Fraternity annually presents service project awards to collegiate and alumnae chapters in different categories.

The following conditions are taken into consideration in deciding on the awards:

- The type of service: service is defined as something for others, not a fundraiser to benefit the chapter
- The percentage of chapter members involved in the project
- The originality of the project
- National financial good standing

E. Jane Ruby Collegiate Service Project Awards and Annelle Chandler McAdams Alumnae Service Project Awards are given to chapters in each of three different size categories:

- Category 1: 1-10 Chapter Members
- Category 2: 11-20 Chapter Members
- Category 3: 21 or more Chapter Members

Each chapter is asked to submit a report of a service project. The Service Project Report Form is available in the Officer Portal, Forms. The province officer may select one project from each category for collegiate and alumnae and forward to the RO. The RO chooses the best project in each category and forwards them to the NEB for consideration for the Annelle Chandler McAdams Alumnae Service Project Awards and the E. Jane Ruby Collegiate Service Project Awards.

Applications for award nominations may be found on the Officer Portal, under Forms.

LOCAL AWARDS

Chapters may make local awards with the approval of the province officer as long as they do not resemble national awards in name and form. Details on eligibility requirements for these awards and the application process should be outlined in the chapter's LCPM.

Some suggested awards are outstanding member-in-training, greatest academic improvement, campus service, outstanding community service, some specific kind of fraternity service, or some achievement of real worth to the chapter or the community.

The local chapter may determine the type of award and the manner of presentation as long as it does not resemble the SAI ritual nor the chapter creating a ritual.

SAI CPM 15 THE COLLEGIATE CHAPTER ADVISOR

INTRODUCTION

The position of Sigma Alpha Iota collegiate chapter advisor is a trusted office. Good advising is vital to the health of a collegiate chapter. The collegiate chapter needs advisors who will listen, judge impartially, and guide gently, but firmly. Most collegiate chapters can keep themselves out of serious trouble, especially financially, when they maintain good communication with someone with a broader and different perspective.

WHAT DOES THE ADVISOR DO?

The advisor acts as a consultant, listener, mediator, supporter, parliamentarian, role model, teacher... and other roles as situations present themselves. Other possible functions are listed below.

- Enter discussions at executive board and chapter meetings.
- Refer a problem to the province officer.
- Take part in a chapter musicale. Advisors have appeared on private and public musicales as soloists, ensemble members, and accompanists.
- Take part in a Ritual ceremony, if they are an initiated member.
- Counsel a member who is having problems with their chapter participation and who might desire to become inactive in the fraternity.
- At times, rebuild a faltering chapter by recruiting members, conducting their membership education, and presiding over their initiation, when approved by the NVP, Collegiate Chapters.
- Review chapter bank statements.
- Serve as a liaison to campus administrators.

An Advisor May Not:

Vote at chapter meetings.

Directly influence a chapter decision.

Make a decision for a chapter; however, they may give advice that may influence the chapter's decision.

Take over any chapter function except at the direction of the province officer or the National Vice President, Collegiate Chapters.

WHAT DOES THE ADVISOR NEED?

Each advisor should have the following materials:

- An active account on the SAI Officer Portal (Directions available on the OP login screen)
- The current Chapter Procedures Manual (on the Officer Portal, Document Library)
- The Chapter Bylaws/LCPM
- The Articles of Association and National Bylaws
- The Manual for Members
- The state, local, and campus regulations regarding hazing
- The local Panhellenic rules and interfraternity regulations of the host institution
- The rules of the interfraternity music council of a shared campus
- Current National Objectives of the Fraternity

PREFERRED VS. REAL WORLD SYSTEM

Advising a Sigma Alpha Iota collegiate chapter falls into two general categories: The Preferred System and The Real-World System. The Preferred System is the ideal way the advisory system should be implemented. The "Real World System" is anything that falls short of the ideal. These are defined as the kind of advising system Sigma Alpha Iota would like to have versus the reality of what suffices for many chapters.

The Preferred System

The fraternity recommends each collegiate chapter elect a faculty advisor and an advisory committee consisting of three members each serving rotating three-year terms. Each advisor on the committee can specialize in a particular area of collegiate chapter life; membership, financial or social. The advisory committee can be made of alumnae members (faculty or non-faculty), patronesses, or Distinguished Members. The faculty advisor may be one of the members of the advisory committee. **The collegiate chapter should elect the advisory committee members with terms arranged so one term expires each year.** The election of a new member to the advisory committee should occur at approximately the same time as the election of new chapter officers. **NOTE: Graduates of a collegiate chapter may NOT serve as an advisor to their own initiating chapter until four years post-graduation.**

Implementing the System

To put the plan into operation for the first time, elect one member for three years, another for two years, and another for one year.

Organizing the Advisory Committee

The Advisory Committee should select its own chairman. These assignments should be made soon after elections occur.

General Duties of the Membership Advisor

- Consult with the chapter to see that all prospective members meet local and national requirements for pledging and initiation.
- Assist with member recruitment plans.
- Ensure that all members and MITs read and sign SAI's Risk Management Compliance Form.
- Advise on interfraternity matters in consultation with the Province Officer.
- Advise on membership education and assure that no membership education activities can be considered hazing.
- Assist the vice president, membership with membership education, using the national curriculum.
- Proctor the membership examination, when possible.
- Insist that new member activities uphold the standards and ideals of SAI.

General Duties of the Financial Advisor

The financial advisor's signature is one of the three signatures required on the signature card for a collegiate chapter checking account. The other signatures are those of the chapter treasurer and another chapter officer. Two signatures are required on collegiate chapter checks, and it is preferred that those two signatures be those of the chapter treasurer and the financial advisor. In an emergency situation, when the financial advisor is not available, the treasurer and the president can sign the check(s).

Sigma Alpha Iota will not tolerate hazing.

An advisor MUST see the bank statement for the chapter's account each month.

Other suggested functions of the financial advisor are as follows.

- Assist with the preparation of the budget, considering all national and local fixed expenses against dues and moneymaking projects to cover estimated expenditures.
- Monitor the treasurer's bookkeeping by checking the financial standing of individual members, assisting with plans for the collecting of overdue accounts, and checking the annual report of delinquent accounts.
- Review and approve each financial report before it is submitted via the Officer Portal.
- Consult with the treasurer on all expenditures not included in the budget.
- Assist with fundraising plans and projects.
- Make certain a neutral person audits the books.

It can never be assumed that the elected treasurer of the chapter knows how to keep financial records. Most do know how to balance their own checkbooks and do an adequate job, with a little training, of keeping the chapter books in the preferred SAI way. Unfortunately, there have been instances where chapters that collected money for initiation fees, badge fees, etc., did not send them to the National Headquarters immediately, and then were faced with a huge national bill and no money to pay it.

Good rapport and totally honest communication between the financial advisor and the treasurer is vital to the chapter. *(See Chapter 8, The Chapter Treasurer.)* The Financial Advisor should regularly review the chapter's account statement on the Officer Portal (OP).

General Duties of the Program and Social Advisor

- Confer with the chapter program chairman before musical program plans are submitted to the chapter for vote.
- Monitor chapter activities, assuring the chapter avoids any activity that could be considered hazing.
- Approve publicity releases.
- Assist with plans for each public musicale, encouraging the highest musical standards and performance level.
- Assist the yearbook directory chairman in planning and editing the yearbook directory.
- Assist the fraternity education chairman.
- Work with the social chairman in planning social events and special courtesies.

Requirements of Financial, Membership, and Program & Social Advisor:

- Any alumnae member of Sigma Alpha Iota who wishes to serve as an advisor must not have been enrolled in the university for at least 4 years prior to serving. No current students (graduate or collegiate) can serve as advisors.
- All advisors must live no more than 50 miles from the campus location.

- Advisors must be listed in the Officer Portal under one of the three remaining advisory categories: Financial Advisor, Membership Advisor, or Program & Social Advisor.
- No more than two (2) of the three (3) advisor positions (financial, membership, and program & social advisor) may be filled by:
  - A single Alumnae or Patroness member with or without training, or
  - Alumnae of the collegiate chapter being advised (initiated or affiliated with the chapter).
- Requests for exceptions to these requirements must be submitted in writing to the NVPCC who will respond in writing with approval or denial of the request.

MEETINGS

The chairman of the advisory committee should schedule a time for committee members to meet with visiting province and national officers. One advisory committee member should attend each Formal Business Meeting. The presence of an advisor at informal meetings is desirable and would be appreciated. Business at an informal meeting is as important as business at a Formal Business Meeting (the only difference, in SAI vocabulary, between the two types of meetings is the use of ritual at the Formal Business Meeting).

The chapter should have its meeting at a reasonable time, a time when an advisor with a family and other responsibilities besides attending classes and practicing can attend (not 6:00 a.m. or 11:00 p.m!).

Note: Some campuses require an advisor to be present at all chapter meetings.

The entire advisory committee should meet at least once a semester. The Province Officer will also be scheduled to meet with advisors during the annual Official Visit.

The advisory committee should meet with the chapter executive board bi-monthly beginning with the first month of the academic year. This is called a Joint Executive Board Meeting. The agenda should include the following topics:

- Chapter decisions and activities since the last meeting
- Future chapter plans
- Chapter problems
- Disciplinary cases
- Financial conditions
- Discussion of matters needing chapter vote
- Arrangements for meetings between individual officers and committee members
- Zero tolerance policy regarding hazing

Minutes of Joint Executive Board meetings should be kept in the chapter minutes. Recommendations adopted for presentation to the chapter should also be kept in the minutes.

A FACULTY ADVISOR

Most institutions require that a student organization, such as a fraternity or sorority, have a faculty advisor. SAI requires that a faculty advisor be in place for all chapters, regardless of the institution's regulations. Some chapters, in order to meet this requirement, have a faculty member who serves "in name only." This person,
SAI member or non-member, has agreed to have their name placed on the line labeled "Faculty Advisor" on any form that must be turned in to the Director of Student Affairs, or whomever. This type of advisor generally does little to help the chapter. In this case, it is prudent that a chapter has non-faculty advisors who really do help.

Conversely, other chapters have a functioning faculty advisor and three-member advisory committee. The faculty advisor may be one of the three members of the advisory committee, or the chapter may have a four-member committee. The faculty advisor should be included in all Joint Executive Board meetings and meetings with visiting province or national officers. The faculty advisor should be one of the advisors who participates in meetings. The faculty advisor may remain the same for several years, in consultation with the head of the music school.

THE REAL WORLD SYSTEM

The scenario just described is what the fraternity considers the most satisfactory arrangement.

Many chapters are located where no significant clustering of alumnae members exists. Those chapters need to conduct a continuing search for new patronesses, non-student members, or Distinguished Members who can serve as advisors.

Sometimes a chapter is unable to find enough people to form a three-member committee. Or the chapter might have a three-member committee but be unable to replace one committee member with a new person every year. The chapter must modify the system so it works.

CAMPUS CONDITIONS THAT AFFECT IMPLEMENTATION OF THE SYSTEM

- **No Women** - Some chapters have men as faculty advisors. These men sometimes are initiated as Friends of the Arts or National Arts Associates.

- **No SAIs** - A few chapters have members of Mu Phi Epsilon, Delta Omicron, Phi Beta, or Phi Mu Alpha Sinfonia as advisors. In most cases they get along very well. The advisors are interested in working closely with a group of young women, regardless of the name attached to the group.

- **A Non-SAI Advisor** - Non-member advisors can do everything to help a chapter except attend functions where Ritual is to be presented. In most cases this is not a serious drawback. The advisor attends informal business meetings rather than Formal Business Meetings. Also, the non-SAI advisor could enter a Formal Business Meeting after the Opening Ceremony is completed and leave before the Closing Ceremony begins.

At some point, this non-SAI advisor might be initiated as a non-student member, patroness, or Distinguished Member (Friend of the Arts, National Arts Associate, Honorary Member), unless they are already a member of Mu Phi Epsilon, Delta Omicron, or Phi Beta.

- **I am the Only Advisor** - a single advisor gets to do it all. Maybe for a long, long time! This is a satisfactory arrangement for many chapters, but steps should be taken to form the three-person advisory committee. It is important to remember that one person cannot do and be everything, so the single advisor shall continue to search for another person to help.

No matter what system is in operation, the advisor does what is possible. The advisor keeps the chapter aware of their presence and support. The advisor encourages free, comfortable communication. The advisor attends meetings as often as possible and is accessible in other ways and at other times when attending meetings is not possible.

THE CHAPTER IGNORES THE ADVISORS

When having advisors is something new for a chapter, great care must be taken to establish a good working relationship. Both sides must know and understand their responsibilities toward the other, and act accordingly.

Changes in the chapter's attitude toward the advisors could indicate a problem. If a chapter becomes uncommunicative, either gradually or suddenly, the advisor must take the initiative to reestablish communication. Enlist the aid of the province officer and/or the department head if necessary.

Often when the chapter withdraws from the advisors, it is possible the chapter has a problem and is embarrassed. The chapter hopes the problem will go away, preferring no one will find out about the problem. This is especially true in cases of financial difficulty. T his puts the advisor in an especially important but delicate role.

THE RESPONSIBILITIES OF THE COLLEGIATE CHAPTER

As stated in the Manual for Members (2015 edition), the chapter:

- Makes itself representative of the standards and ideals of the fraternity.

- Is broadly national in feeling and thinking and recognizes its significance to the total welfare of the fraternity.

- Develops responsibility and leadership in all members.

- Selects officers with careful attention to leadership, efficiency, proven responsibility and feeling for the fraternity.

- Respects National SAI Bylaws, the SAI Ritual, and other fraternity policies, including the policies of no alcohol at collegiate events and no hazing.
- Fosters loyalty and service to the school of which it is a part.
- Encourages scholastic achievement, actively participates in school endeavors, and advances desirable standards of social life.
- Fulfills the fraternity's triennial National Objectives. (Note: These are re-written and presented at each National Convention and should be reviewed when planning chapter activities each year)

THE SHARED CAMPUS: OTHER MUSIC ORGANIZATIONS

A Shared Campus is a campus on which there is a chapter of Sigma Alpha Iota and one or more of the other music organizations. Some are music fraternities that admit men and women: Mu Phi Epsilon, Delta Omicron, and Phi Beta. With these fraternities, SAI shares the principle of exclusive membership. One may never be initiated into more than one of these fraternities. SAI does not share this principle with Tau Beta Sigma, or Kappa Kappa Psi,chapters. **Students may be members of both Sigma Alpha Iota and Kappa Kappa Psi/Tau Beta Sigma.**

Sigma Alpha Iota, Mu Phi Epsilon, Delta Omicron, Phi Beta, Phi Mu Alpha Sinfonia, Kappa Kappa Psi, and Tau Beta Sigma are members of the National Interfraternity Music Council (NIMC). At the national level these fraternities have agreed to promote good relations among the member fraternities. Sigma Alpha Iota, Mu Phi Epsilon, and Delta Omicron have established guidelines for colonizing on a campus where one of the member fraternities already exists. All member fraternities are pledged to work together to promote the best interests of music and music fraternities.

Each shared campus is encouraged to have an interfraternity music council made up of representatives of the different music fraternities. The purpose of this council is also to promote good relations among the member organizations. Establishing guidelines for fair and equitable membership recruitment is an important function of this council. In addition, the council members often work together on projects to contribute to the musical life of the campus. The bylaws for this interfraternity council should be based on the Model Bylaws provided by Sigma Alpha Iota, Mu Phi Epsilon, and Delta Omicron. These Model Bylaws are available from the SAI National President.

The shared campus presents special circumstances and special opportunities. In such a case, the contribution of the advisor(s) can be even more crucial and significant. The advisor may provide the sensitivity and delicacy necessary to save the chapter from the mistakes of an adversarial mindset.

HAZING: A DANGEROUS SITUATION

In spite of the public outcry against hazing and the enactment of laws against hazing, hazing still occurs. It occurs in sports, in the military, in marching bands, and in some sororities/fraternities. Sigma Alpha Iota will not tolerate hazing.

Hazing has come to be generally described as any action or situation that recklessly or intentionally endangers mental or physical health, or any action taken or situation created which produces mental or physical discomfort, embarrassment, harassment, or ridicule. It also includes subtle forms of hazing, meant to make a prospective member feel "less than," unworthy, or under pressure to please. This includes, but is not limited to, signatures, interviews, negative nicknames, "family" groupings, late night meetings, scavenger hunts, restrictions on clothing or colors that can be worn, and other activities that have nothing to do with a music fraternity.

Sigma Alpha Iota will Not tolerate hazing.

The fraternity's policy on hazing, "Sigma Alpha Iota Statement on Hazing and Pre-Initiation Activities," is found in Appendix A of this manual. Sigma Alpha Iota chapters must obey state, local, campus, and fraternity laws regarding hazing. Advisors must know what these laws are and be willing to intervene if they see behaviors, on the part of individual members or the chapter as a whole, which might be in violation of these laws. Any incidents or activities that constitute hazing must be reported to the NEB, the advisor, the province officer, and campus student affairs. If a chapter, member, or advisor, has any questions about an activity, they should check with the National Vice President, Collegiate Chapters.

Every collegiate chapter is required to have its campus policy on hazing in its own files and on file with the province officer, NVP-Collegiate Chapters, and National Headquarters. Each collegiate chapter member signs and agrees to the SAI Risk Management Policy online when they become a member, indicating that they have read and will abide by Sigma Alpha Iota's policies regarding hazing and substance abuse. If members or MITs do not report a hazing incident, they may be disciplined by the Fraternity. (*See Appendix B*)

COMMUNICATION WITH PROVINCE, REGIONAL, AND NATIONAL OFFICERS

Most information about collegiate chapters is learned from reports submitted by a collegiate chapter officer through the Officer Portal. SAI chapters do many wonderful things in the name of SAI, but if they are not reported, no recognition can be gained.

A chapter will not be considered for a national award if all required reports have not been submitted.

The advisor should confirm that chapter officers know how to access and submit all reporting forms from the Officer Portal. A collegiate chapter that has not submitted the required reports will not be allowed to have an MIT class the following semester.

What Reports…When Are They Due?

Detailed information regarding reports for chapter officers is in Chapter 4, Duties of Collegiate Chapter Officers. **A calendar of reports is published annually on the Officer Portal, Document Library**. Below is a table of due dates of the most important reports but always refer to the current year's calendar.

Report	Created By	Submit to	Due On
School Information Form	President	Officer Portal	September 1
Annual President's Report	President (retiring)	Officer Portal	April 15
Report of MIT Education Plans	Vice President, Membership	Province Officer	Oct 31 or March 15
Report Pledging of New MITs	Vice President, Membership	Officer Portal	Complete in OP at time of Pledging Ceremony
Approval for Initiation	Vice President, Membership	Officer Portal	Complete on website before exam date
Report of Initiation	Vice President, Membership	Officer Portal	Complete in OP at time of Initiation Ceremony
Officers Updated	President	Officer Portal	June 15 or after all annual reports are approved
Budget and Bank Statement	Treasurer	Officer Portal	September 30
Update Chapter Membership Roster	Treasurer	Officer Portal	October 1
Annual Bylaws Report and Current Chapter Bylaws (Collegiate) /LCPM	President	Officer Portal	November 1
Annual Treasurer's Report and Bank Statement	Treasurer (retiring)	Officer Portal	April 15
Delinquent Members	Treasurer (retiring)	National Headquarters	June 1
Annual Ritual Report	Vice President, Ritual	Officer Portal	April 15
Copies of Chapter Newsletter and News for *Tempo!*	Editor	Officer Portal	Any time

Report Assistance from Advisors

The following table shows which advisors may be of assistance on particular reports:

Advisor	Report	Created By	Submit To
Program and Social Advisor	Annual Report[1]	President	Officer Portal
Membership advisor	Report of MIT Education Plans[2]	Vice President, Membership	Officer Portal
Membership advisor	Report Pledging of New MITs	Vice President, Membership	Officer Portal
Financial Advisor	Budget	Treasurer	Officer Portal
Financial Advisor	Update Chapter Membership Roster	Treasurer	Officer Portal
Financial Advisor	Delinquent Members	Treasurer	National Headquarters
Financial Advisor	Annual Report	Treasurer	Officer Portal
Faculty Advisor	School Information Form	President	Officer Portal

1. An Annual Report, prepared by the retiring president, covering the year's activities, describing how the chapter has met the National Objectives, and providing some vital statistics about the chapter. It is due on or before April 15. Submission of this report is important to the province officer in helping them decide which chapter receives the Province Collegiate Chapter Achievement Award, thus becoming a nominee for the Katherine Becker National Collegiate Chapter Achievement Award.

2. A report of the chapter's plans for the membership education period: teaching sessions, date of member-in-training musicale, date of examination, and other activities. The due date would be near the beginning of any membership education period. The advisor should examine all activities to make sure they cannot be construed as hazing.

THE ADVISOR IS A VALUABLE VOLUNTEER

Most responsibilities that people accept in life are taken on without expectation of reward or recognition. In fact, people realize that the satisfaction felt from a job well done is its own reward. This is true in SAI.

The province officer, regional officer, and National Executive Board members will try to keep in communication with advisors, or the advisory committee chairman, by sending copies of their correspondence with the chapter. The faculty advisor will receive mailings from NH and other officers. The mailings are to be shared with all members of the committee. To help advisors realize the total picture of SAI, it is the desire of the fraternity to keep them knowledgeable about the goals of the fraternity and informed about pending changes.

The advisor(s) should contact the province officer, regional officer, or a national officer whenever it seems necessary. Email addresses are available in the Officer Portal and at the national website: *www.sai-national.org*

The National Executive Board tries to keep well informed by reviewing each chapter twice a year. The board receives much information from the province officer and some directly from the chapter. The advisors are considered closest to the action. Advisors will always be a key source of information about the chapter.

Ups and downs will occur. The best advising in the world is not a guarantee of success. Maintaining an optimistic attitude, communicating clearly and honestly, and expecting the best from everyone is the key to effective advising.

Sigma Alpha Iota appreciates the willingness of advisors to serve the chapter.
THANK YOU!

SAI CPM 16 COMMUNICATION — SENDING THE NEWS

Comunication is the essence of interaction between individuals and organizations. It is accomplished in many different ways: through the public print and electronic media, other organizations, the formal structure of the college or university, social networking, personal one-on-one activities, paid advertising, and performances or programs sponsored by the chapter.

Communication is both internal (within the fraternity) and external (beyond the fraternity). When it comes to "getting out the news," externally, many communication channels exist.
Bulletin Boards – Have a fraternity bulletin board that is kept neat and informative. It must be more than a hanging place for members to leave notes for each other. The bulletin board must catch the eyes of the other students. The board should have information others will want to read so they will consequently learn about the fraternity.

Campus Newspaper and/or Community Newspaper and campus online capabilities promote chapter musicales, activities and fundraisers. An active communication or information chairman is an asset to a chapter.

Radio and Television – Promote concerts and other events to which the public is invited. Many stations have special "arts calendar" programs that are broadcast periodically. The station will indicate the timing of when information should be sent to the station and the format in which it should be sent.

Organizations and Agencies – Contacts to offer the chapter's availability to do musical programs as a form of service or entertainment.

Social Networking – Facebook, Instagram, TikTok, and LinkedIn are examples of communication tools that are used by chapters and members.

INTERNAL COMMUNICATION

"Internal communication" refers to the exchange of information between members of an organization. It includes written correspondence (including email), telephone conversations, publications (newsletters), or any other outlets of information (such as websites and social media, which also happen to fall into the category of "external communication").

Because of time and distance, it is necessary to improve communications between chapters and province, regional, and national officers. Only individual chapters and the National Executive Board (NEB) meet among themselves on a regular basis; while there may be province days or national conventions, these occur infrequently. Since much of our understanding arises from nonverbal communication, understanding and meaning can be misconstrued in written communications unless we are careful. We must standardize the way in which we communicate with each other, so we lose as little understanding as possible.

Chapters should always copy their POs and advisors on correspondence. If a quick text or phone call is used, it should be followed up by a comprehensive email.

Electronic, or Internet, Communications: Incorporating "Netiquette" into email

Sending email is the quickest and most convenient communications tool we have at our disposal. However, the method has pitfalls. Being aware of these pitfalls is the first step in avoiding them.

Piitfalls to email communication:

- Spelling errors
- Replying too quickly (before you have thought through your answer)
- Lack of familiarity with email address of the sender(s)
- Vague subject
- Not directing or carbon copying ("cc"-ing) the email to the appropriate person
- Being vague in your reply

What can I do to avoid these pitfalls?
Become familiar with your email program. Email programs have features that allow you to easily overcome these pitfalls.

- A "spell check" feature or program will help you avoid spelling errors. However, be aware that spell check does not always consider syntax. Be wary of inappropriate substitutions!
- Take your time when composing a reply. You may be able to save a draft of your reply and refine it before sending it.
- Follow the guidelines below. These have been developed to streamline and improve communication among members of Sigma Alpha Iota and to avoid the aforementioned pitfalls.

Email Guidelines
To whom should I send and/or carbon copy an email? The answer to this question depends upon the subject matter of the message. It is appropriate, and often necessary, to copy others at the national level, depending upon to whom the email is directed. Emails should be carbon copied (cc:) to include those above you in the chain of responsibility.

For example:

- For emails from individuals or chapters to NEB, please cc—
  National President, National Headquarters (Executive Director), province officer, regional officer, and advisor(s)

- For emails from NEB, Regional Officers, or directors to NEB, ROs or directors, please cc—
  National President and National Headquarters (Executive Director)

- For emails from individuals or chapters to province officers or directors, please cc—
  appropriate National Vice President, Regional Officers, National President and National Headquarters (Executive Director)

Subject: Please give the chapter name (spelt out) and a descriptive subject. "Meeting" doesn't give as much information as "Omega Omega, Feb. 5 formal meeting" does.

Please use the following heading in the body, or message section, of your email:

When sending to NEB and directors:	Name Title
When sending to POs or ROs:	Name Province/Regional Officer Name of Province/Region
When sending to Chapters:	Name (if known) and/or Title, if any Chapter, College/University or City/State (Alumnae Chapters) Name of Province

Proceed with typing your message.
Please sign your emails in such a way as to help the recipient know who you are and what your responsibility and or affiliation is:

From individuals or Chapters:	Name Title, if any Chapter, College/University or City/State (Alumnae Chapters) Name of Province
From NEB or Directors:	Name Title
From Province or Regional Officers:	Name Province/Regional Officer Name of Province/Region

Please use the "reply all" feature of your email or cut and paste the original correspondence from earlier emails when replying to email inquiries. This keeps the context of the conversation at the fore. Remember that email addresses do not always reveal who the sender is, nor do the recipients always recall the original question posed solely from the answer given. It is not unusual for someone at

the national level to receive dozens of emails daily, and a reply of "Great; let's proceed with that!" is vague enough to cause confusion and/or misunderstanding.

Please note that these guidelines are now the fraternity standard; please adhere to them. Failure to do so may result in the return of your inquiry for proper identification.

SOCIAL MEDIA

Sigma Alpha Iota recognizes the vital importance of social media interaction for the exchange of ideas, making connections with other members and disseminating information. It is also committed to ensuring its members participate responsibly in online social media correctly. Therefore, the Fraternity has created Social Media Guidelines to advise its members how to participate in social media while maintaining Sigma Alpha Iota's optimistic and positive purpose, mission statement, and vision. The current guidelines can be found in The Officer Portal, Document Library.

SENDING CHAPTER NEWS TO PROVINCE AND NATIONAL PUBLICATIONS

Sigma Alpha Iota has publications to which chapters can send news. Taking advantage of this privilege is a way of sharing chapter news with other chapters and reading about their accomplishments. The responsibility for sending news to these publications belongs to the chapter editor or the public relations chairman.

Deadlines and contact information are posted on the SAI website.

The Province Newsletter

The province officer should write a province newsletter at least twice a semester. This doesn't have to be formal, but should be informative, reminding chapters of deadlines. They want to have something in the newsletter about every chapter. They will welcome receiving anything about chapter life: activities and projects, performances, members-in-training or initiates, significant events at the school or in the community, service projects, news of the personal achievements of members.

The province officer will establish a deadline, which all chapter editors or public relations chairman have an obligation to meet.

Submissions for the newsletter can be sent to the province officer by either email. The province newsletter is the responsibility of the whole province, although the province officer does the editing and publication by email.

As you distribute your newsletter, please be sure to share it beyond your province by also sending it to your Regional Officer and the National Executive Board. Keeping leadership informed helps us celebrate and support the great work happening throughout the Fraternity.

The Regional Newsletter

Regional officers should write a regional newsletter at least twice a semester. Similar to the province newsletter, this doesn't have to be formal, but should be informative, reminding chapters of deadlines. They could include something in the newsletter from each province. They will welcome receiving anything about chapter life: activities and projects, performances, members-in-training or initiates, significant events at the school or in the community, service projects, news of the personal achievements of members.

The regional officer will establish a deadline, which all chapter editors or public relations chairman have an obligation to meet.

Submissions for the newsletter can be sent to the regional officer by email. The regional newsletter is the responsibility of the whole region, although the regional officer does the editing and publication by email.

As you distribute your newsletter, please be sure to share it beyond your region by also sending it to the National Executive Board. Keeping leadership informed helps us celebrate and support the great work happening throughout the Fraternity.

Tempo! - The National Newsletter

Collegiate and alumnae chapters should send copies of their chapter newsletters and news to National Headquarters and the editors of CHAPTER COMMENT. Similarly, province officers should send copies of province newsletters to NH. Electronic files and photos are appropriate.

Tempo! is published by National Headquarters, and copies are distributed to collegiate chapters and members of the SAI Alumnae Association.

Examples of newsworthy submissions include news about music school plans, new music buildings, festivals, special workshops held on campus, and noteworthy personalities; Province Days, local music and service projects, successful fundraisers, initiations, and joint programs with other chapters.

A chapter might also include news about musically prominent alumnae, scholarship recipients, patroness news, participation of members in school or local productions, honors received by members, and the initiation or appearance of Distinguished Members.

Fraternity Directors are welcome to submit content related to their directorship for inclusion in the newsletter. Content may include articles and updates about programs and initiatives, requests for member assistance or volunteers, upcoming events, important deadlines, available resources, recognition of accomplishments, and other information that supports member engagement and awareness of your directorship's activities.

Chapter editors should submit their *Tempo!* articles via the Officer Portal, for review by the comment editors. The editor may edit all materials, decline to use any materials, hold materials for a later publication, or decide to submit them to *PAN PIPES*.

PAN PIPES - The National Magazine

PAN PIPES was first published in 1909. It is now published four times a year. A highly respected magazine, it is found in libraries around the country. The winter "Contemporary American Music Issue" gives the most comprehensive listing of the activities of living American composers: premieres, new publications, new recordings, and performances. Other issues include articles about national trends in music and reports on the projects of SAI Philanthropies, Inc. and Sigma Alpha Iota. Articles for possible inclusion may be submitted to the editor of *PAN PIPES*.

Check the SAI website for current submission deadlines for *PAN PIPES* and *Tempo!*

The SAI website, *www.sai-national.org*

The SAI website provides information about the organization, links to chapters, the SAI Composers Bureau, and related resources for members.

Format to be used for Submissions

Copy for *Tempo!* Newsletter, *PAN PIPES*, or the SAI website may be sent through email to the appropriate editors or the Executive Director. Always include the chapter name and the location of the chapter, institution, and/or city.

Use specific dates and please spell all names correctly. See *www.sai-national.org* for submission deadlines and editor contact information.

If the news is about a performance/musicale, attach programs and underscore the names of members on the program. If forwarding articles from media websites, please post the article's URL in your emails to publication editors.

When possible, send photos with full descriptions of the event and names of people included. Photos should be sent in digital format with the best resolution/megapixel setting possible.

EXTERNAL COMMUNICATION

External communication is the kind of communication we use to transmit our message to non-SAIs. Through the use of various promotional techniques, chapter activities can be showcased in unique and exciting ways. Take advantage of the many opportunities to keep SAI in the public eye.

Using Broadcast Media

Know the goal and what is to be accomplished in the way of radio and television promotion. Plan the program, making sure that the promotion schedule covers all phases of the project. Supply radio and television stations with the same fact sheets given to the newspapers.

Approach the program and news director with an idea, the fact sheet, and an explanation of the program. A well-planned, simply stated idea will be more likely to attract the interest of the news director than a flowery, elaborate expression. State the main emphasis of the project clearly. The director will evaluate the project and decide on the amount of time that will be given to the project.

When the project/event is completed, provide the media with final, complete details. Follow everything with a written "Thank you."

Internet and Digital Communications

The Internet offers many possibilities for presenting Sigma Alpha Iota to the outside world. Chapter websites, social media platforms, email communications, and other digital channels can be used to promote events, celebrate achievements, highlight members, and share information about chapter initiatives. Links to and from relevant websites can help increase visibility and connect prospective members, alumnae, and supporters with fraternity resources.

Because all chapter-managed digital platforms represent Sigma Alpha Iota, content should reflect the Fraternity's values and standards. Chapters are responsible for ensuring that websites, social media accounts, and other online communications are accurate, professional, and consistent with fraternity policies and guidelines.

Effective digital communication relies on engaging content, including high-quality photos, videos, graphics, and storytelling that capture attention and encourage interaction. When sharing content online, chapters should consider accessibility, readability, and appropriate permissions for the use of member images and information.
The national fraternity website, *www.sai-national.org*, provides resources, guidance, and information that chapters may reference when developing websites, creating social media content, and communicating with members and the public.

Digital communication tools—including email, websites, social media platforms, online newsletters, video conferencing, and community engagement platforms—are valuable resources for sharing information, strengthening connections among members, and promoting chapter and fraternity activities.

Other Media

Many forms of free media are available to provide information about SAI activities and values. Paid advertising should be regarded only as a last resort. Established media such as newspapers and broadcasting are an effective way to reach a large number of people, but chapters can often produce their own informational material and post it online using social networks.

Posters and Fliers
Poster and fliers are excellent tools for chapter advertising. Both may be done electronically or printed in hard copy and distributed. The key to successful poster advertising is readability. It is easy to achieve campus- or community-wide coverage with posters. Examine other posters and determine what features of the posters are most eye-catching and attractive. Incorporate those ideas into an effective poster. Carefully select the best location for the poster and hang it at eye level. Be certain to follow campus and community rules for hanging posters.

Like posters, fliers must be eye-catching and distributed in high traffic areas. Fliers can be reproduced in many ways. In addition to the visual appeal of the poster, a headline is an attention-getter. Plain letters are easier to read than fancy script. Colored paper or colored ink adds interest to a flier. Be certain to follow campus and community rules for distribution of literature.

Displays
For some projects, displays are an effective means of advertising. Some campus and community buildings (such as public libraries) reserve space in display cases for groups.

Classroom and Chalkboard Announcements
Faculty members may be persuaded to make announcements during classes. Their support lends credibility to the project. Another possibility, or a method to be used along with the class announcement, is to section off a small corner of the chalkboard and write a short (15 word) note telling of the event.

Direct Mail
Direct mail advertising can be especially effective for pre-selling a coming event or a project. Direct mail is most efficient when the project or service appeals to a small, select group.

SAI CPM 17

A GOOD MEETING, CHAPTER MINUTES AND BYLAWS

"The meeting will please come to order."

Those words signify the beginning of what can be a productive session where much is accomplished. Conversely, those words can also begin what could be a long discussion with little progress made.

FIVE BASIC PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. Only one subject may claim the attention of the assembly at a given time.
2. Each proposition presented for consideration is entitled to full and free debate according to adopted rules. (Keep in mind that some motions are not debatable.)
3. All members in good standing have the right to attend meetings, make and debate motions, and vote.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the larger unit of the organization.

Successful meetings are contingent on various factors. The most critical elements include the president's ability to organize the elements of the meeting into a logical sequence and successfully execute the process. In addition, the president should understand parliamentary procedure, and participating members should understand the process and their respective roles in a business meeting.

The most current edition of Robert's Rules of Order, Newly Revised is followed at all Sigma Alpha Iota meetings. The sergeant-at-arms, who is the parliamentarian for the chapter, should have a copy with them at all meetings. It is not necessary for anyone to know all the rules in the book, but knowledge of the basic rules and a willingness to apply them will result in a more productive meeting.

Using parliamentary procedure will ensure that decisions made at meetings will reflect the true wishes of the members because democratic principles have been followed. Members will feel that the time spent in the meeting was worthwhile, and subsequently, they will want to come to meetings.

POINTERS FOR THE PRESIDENT

Have a copy of the National Bylaws, the chapter bylaws/LCPM, and the *Chapter Procedures Manual* at each Have a copy of the National Bylaws, the chapter bylaws/LCPM, and the Chapter Procedures Manual at each meeting.

Call the meeting to order on time. Thank all members for their presence and their punctuality.

Ascertain the quorum. The chapter bylaws provide that a certain number of members be present in order to conduct business. That number is called the quorum. Nothing that happens in a meeting without a quorum is legal or binding on the chapter.

Use general consent to informally dispose of routine matters such as adopting a motion without a vote or without a motion having been made. Say, "If there is no objection (pause to give time for an objection); and then indicate what will be done. For example:

- "If there are no corrections, the Minutes are adopted as read."
- "If there are no further nominations, the Chair declares nominations closed."
- "Is there further discussion? (Pause) If not, the question is on the motion to..."
- "Is there any further business? If not, the meeting will be adjourned (pause); the meeting is adjourned."

It is not necessary to adopt or approve the treasurer's report. However, if the chapter has its books audited, the Audit Committee report must be adopted. (*See Chapter 8, The Chapter Treasurer.*)

Because chapter meetings are small assemblies, the Chair (the presiding officer) may allow informal consultation on a subject to help a member frame a good motion. This informality does not extend to changes in rules of debate.

THE MOTION PROCESS

1. All business must be put in the form of a motion and seconded before it can be discussed and voted upon. Any member may initiate discussion on business by saying "I move that..." Using motion cards is helpful. This aids the member in carefully wording the motion, the president in handling the motion, and the secretary in recording the motion. An example of a motion card is shown below:

SAI MOTION CARD

I move that _____

_____

_____

_____

Signature

2. The person seconding the motion does not have to wait to be acknowledged by the Chair to say, "I second the motion." When there is no second to a motion, ask, "Is there a second to the motion?" If none is offered say, "There being no second, the motion is not before the chapter." Do not say that the motion dies for lack of a second, or that the motion is lost; it has not been voted on, so it cannot be lost.

3. Before discussion may begin, the Chair must state the motion. Discussion may take place on the motion at this point.

4. Frequently tell members what action or business is before them. For example, "The motion is made and seconded to...; Are you ready for the question (or 'Is there any discussion?')?"

5. If, during the course of the debate, members desire to amend the motion, or table the motion, debate and voting on the new, most recently stated motion takes precedence over debate on the original motion. This precedence is in effect until the most recently stated motion passes or fails.

6. If much discussion takes place, repeat the wording of the motion. If another motion of higher rank is made and seconded, such as an amendment, state the amendment and inform members "The pending question is on the amendment to..."

Subsidiary or Secondary Motions

Some subsidiary or secondary motions are:

- to lay the motion on the table
- to amend
- to refer the motion to a committee
- to limit or extend limits of debate
- to move the previous question
- to postpone indefinitely or to a certain time

All the above motions require a second. To "lay on the table," "move the previous question," and "postpone indefinitely" may not be amended. To "limit debate" and "move the previous question" require a 2/3 vote.

Handling Debates

Keep debate limited to the pending question; if an amendment is under debate and the member strays from the amendment to the main motion, interrupt (with a smile) and say, "Debate is now limited to the amendment. You may debate the main motion when it is pending."

In selecting members from the floor to debate:

- The motion maker is entitled to speak first if they wish.
- Recognize a member who has not spoken in preference to one who has.
- Recognize opposing views alternately as much as possible.
- Recognize the first person that addresses the Chair when the floor is available (which might not be the first person who addresses the floor as some people "jump the gun").

The president must never take part in debate, or show a viewpoint by facial expression, unless debating a question is so important to the president that the vice president is called upon to preside until the motion is disposed of, and the president can then act in the role of member for that period. If this is done, the president must explain to members what is happening and why the vice president is being asked to complete action on the motion.

Take the vote by stating, "Those in favor say 'Aye' (pause); those opposed say 'No' (pause)" for a voice vote. When a 2/3 or 3/4 vote is required, state, "Those in the affirmative, please raise your hand (pause and count); those in the negative raise your hand (pause and count)." If a rising vote is preferred, say, "Will those in the affirmative rise (pause and count); be seated; those in the negative rise (pause and count); be seated."

Always take the negative vote even if it sounds or looks like a unanimous vote in the affirmative. The exception to this is for a courtesy resolution, which expresses appreciation to a member, officer, or committee for something done or for some other courtesy when a "thank you" is appropriate.

TERMS USED IN PARLIAMENTARY PROCEDURE

Ex-Officio – by virtue of office, as "The president is ex-officio member of that committee."

Orders of the Day – the regular order of business, as fixed by the rules, filled out by inserting in the proper places the committees reporting, the unfinished business, postponed business, and any special orders for that day.

Pro Tem – for the time being, as "Secretary pro tem" (acting in the place of the secretary who is absent).

Quorum – the number of voting members, as stated in the bylaws, who must be present in order that business can be legally transacted.

The Chair – the presiding officer, usually the president.

The House – the organization or club.

The Question – the business before the house.

The Standing Committee – a committee provided for in the bylaws, usually appointed by the year.

Special committees are created for a specific task by the chapter and cease to exist when the task is completed or by their final report.

"Putting the question" Means "Taking a vote"

THE RULE OF EIGHT

These eight steps are necessary to introduce business and put a motion correctly through the floor:

Member:	1. Rise, address the chair – "Madam President". 2. Await recognition – (The Chair nods to or calls the member by name). 3. Present the motion – "I move that …." or "I move to…"
2nd Member	4. Second the motion by either saying "Second" or "I second the motion".
Chair	5. Chair states the motion - "It is moved and seconded that ..." or "It is moved and seconded to ..." 6. Chair calls for debate (if motion is debatable.) "Are you ready for the question?" (This means are there amendments, questions, discussion, or are you ready to vote.) 7. Chair takes the vote – a. For majority – "Those in favor, say 'aye'"; "Those opposed, say 'no'". b. For 2/3 – "Those in favor of the motion will rise and remain standing until counted…be seated." "Those opposed will rise and remain standing until counted…be seated." 8. Chair announces the results – a. For Majority – "The ayes have it, the motion is adopted and we will…." Or, "The noes have it, the motion is lost and we will not…." b. For 2/3 – "There are ___ votes in the affirmative and ___ votes in the negative. There being two-thirds in favor, the affirmative has it, the motion is adopted and we will…" Or, "There are ___ votes in the affirmative and ___ votes in the negative. There being less than two-thirds in the affirmative, the motion is lost and we will not…."

RANKING MOTIONS

Privileged:	May Interrupt	2nd	Debatable	Amendable	Vote	Can Reconsider
Adjourn	N	Y	N	N	Maj.	N
Take a Recess (2)	N	Y	N	Y	Maj.	N
Raise of question of privilege (3)	Y	N	N	N	(4)	N
Call for orders of the day (3)	Y	N	N	N	(4)*	N
Subsidiary:						
Lay on the table	N	Y	N	N	Maj.	N
Previous question	N	Y	N	N	2/3	(5)
Limit/extend limits of debate (2)	N	Y	N	Y	2/3	Y*
Postpone to a certain time (2)	N	Y	Y	Y	Maj.	Y
Commit, refer, recommit (2)	N	Y	Y	Y	Maj.	*
Amend (2)	N	Y	(6)	Y	Maj.	Y
Postpone indefinitely (2)	N	Y	Y	N	Maj.	Neg. No
Main Motion	N	Y	Y	Y	Maj.	Y

Notes:
*Check *Rules of Order Newly Revised* for exception or modification.
(2) Privileged or subsidiary if made when a main motion is pending.
(3) Raising questions and calling for orders of the day is privileged. However, questions of privilege and orders of the day, if dealt with as motions, are subject to rules governing main motion.
(4) Chair usually decides. Majority if put to vote.
(5) May be reconsidered before action has been taken.
(6) Debatable when applied to a debatable motion.

PARLIAMENTARY QUESTIONS AND ANSWERS FROM ***PAN PIPES*** COLUMNS

The following questions and answers have appeared in *PAN PIPES* articles on parliamentary procedure, as written by the fraternity parliamentarian.

Why Use Parliamentary Procedure

Q. Isn't using parliamentary law stuffy and confusing?
A. In order to ensure that decisions made at meetings reflect the true wishes of members, democratic principles need to be followed. All parliamentary law is based on principles that protect the rights of the majority, the minority, individual members, absentees, and all of these together.

Quorum

Q. What is a quorum?
A. A quorum is that number of members who must be present at a meeting in order to transact business. Check chapter bylaws. If they do not prescribe the number, it is a simple majority (50% plus 1) of the total membership who are in good standing. Nothing that happens in a meeting without a quorum is legal or binding on the chapter.

The Gavel

Q. Can you have a meeting without a gavel? I hope so, because we do not even own one.
A. A gavel is a symbol and is used frequently to call a meeting to order, a member to order, or adjourn a meeting. The same result is easily accomplished by rapping a pencil on the table or a glass on the table...it is not a requirement by any means.

Majority Vote

Q. We had ten members present at a recent meeting. On a motion requiring a majority, four votes were in favor, three votes opposed and three members did not vote. Did the motion receive a majority vote?
A. Yes, majority means more than half the votes cast. In the example, there were seven votes cast, and the four voted in favor were a majority. The three members who chose not to exercise their right to vote indicated by their abstention that they were willing to accept the result of the vote. One exception to this answer exists. If chapter rules state that a motion requires "a majority of those present," the majority would become six
- more than half of the ten members present. Generally, a majority is more than half of the votes cast by members present and voting.

Verifying A Vote, Voice Vote Vs. Raising Hands

Q. On a voice vote, the president announced the vote carried. From the back of the room where I sat, it sounded more like the vote lost. I did not want to argue with the president. What could I have done to satisfy myself about whether the vote really did carry?

A. It is neither rude nor argumentative when there is any doubt about the results of a vote to call out "Division," or "I call for a division" without obtaining the floor. It is the right of a single member to require that a vote be retaken when the result of the vote is questionable. The president would then immediately take a vote by asking members to rise. If the president is in doubt they may, on their own, take a recount. This process is called a Division of the Assembly and is used expressly to assure the result of close votes.

Voice Vote Vs. Raising Hands

Q. I attended a parliamentary law workshop. We practiced making motions and presiding. All our votes were voice votes. At my chapter meetings, it is our custom to vote by raising hands. Is this proper?

A. Yes, in small assemblies either voting method is acceptable. If the chapter president is announcing the votes, they should announce, "The ayes have it," or "the noes have it," when announcing the result of a voice vote. They should announce, "The affirmative has it," or "The negative has it," for a vote taken by a show of hands.

When the President Votes

Q. Does the president ever vote?

A. The president votes along with other members when the vote is by ballot. In all other cases, the president may vote when that vote would make a difference in the result of the vote. For example, a tie vote fails. The president could vote in the affirmative, and the vote would then carry. If a vote carries by one vote, the president could vote in the negative creating a tie and the vote would fail.

Ask All Questions Through the Chair

Q. How can I get information I need from the treasurer before I vote on an issue?

A. Address ALL remarks through the chair. Ask for clarification or information by stating, "I rise to a point of information." The Chair responds by recognizing the appropriate officer, chairman, or member to speak to the request.

Make the Motion First

Q. Can I discuss my ideas with a few members sitting near me before I make a motion? I always like to see if others think it is a good idea.

A. the side conversation is distracting other members, and both the person considering the motion and those with whom they are conferring are missing the pending business. Business comes to the floor by motion of a member. The motion cannot be debated until it has been moved, seconded, and stated by the Chair. At that time, the maker of the motion has first right of debate if they wish. This is the proper time to explain why the motion was made.

Voting Against a Motion

Q. Can I speak against a motion I make, or vote against it?

A. A person may NOT speak against their own motion; they may, of course, vote against it.

Rules of Debate

Q. How long may I talk to a motion?

A. 1. Unless the chapter's parliamentary special rules of order prescribe otherwise, members may speak TWICE to a debatable question. After the second speech, the member may not speak again without permission of the assembly. The Chair might say, "If there is no objection, the member will be allowed to speak a third time in debate." (Any objection demands a formal vote on granting permission and requires 2/3 vote to carry.) This courteous handling of the enthusiastic member helps them plan their debate for future motions.

2. Members who have not spoken in debate are given preference for the floor over members wishing to debate again.

Managing Time During Debate

Q. How can we assure that one or two people don't talk a motion to death?

A. It is a good idea for the chapter's parliamentary rules of order to include a limitation to the length of time a member may debate. for instance, "No member may debate more than twice NOR LONGER THAN TWO MINUTES PER SPEECH on debatable questions." Without such a rule, members may speak for ten minutes

Stop Debate to Vote Immediately

Q. What can we do to assure that a motion doesn't use the whole meeting time?

A. 1. BEFORE (much/any) debate, move "to limit debate on the pending question to minutes." (Requires a second, 2/3 vote, is not debatable, may be amended.)

2. When it is desired to stop debate immediately, move "the previous question." (Requires a second, 2/3 vote, is not debatable; its adoption stops debate and amendments, and the vote is taken on the pending question.)

PREPARE AN AGENDA

A sample agenda is shown at the end of this chapter.

An agenda prepared in advance by the president, in coordination with other officers and committee chairmen, is essential to a smooth-running, productive meeting. The agenda should be shared with the chapter at least 24 hours before the meeting. Members should be given a chance to share desired topics of discussion to the agenda before the agenda is sent. There should also be a moment for additions or changes to the agenda before the meeting begins. All chapter officers should have a report for the chapter and that should be included in the agenda.

Regarding the Agenda:

- Use general consent to approve minutes.
- State each item of business as it comes up. "The next business in order is reports of officers: the Chair recognizes the secretary." "The next business in order is new business. Is there any new business?"
- Do not ask for unfinished business; the president should know what the unfinished business is and announce it. Ask for "New Business."

Minutes

An example of minutes is shown at the end of this chapter.

Minutes are the record of everything that happens in a meeting. Accuracy is important. When minutes are read, it is customary for the Chair to ask for corrections. Usually, corrections are made immediately, and minutes are accepted as corrected. However, it is never too late to correct minutes.

Minutes should contain the results of all voting. When a vote is by ballot, record the number of votes. When a count is ordered, record the counted vote. When amending bylaws, record the vote unless it is unanimous or nearly so.

Writing a motion on a card is helpful, because motions should be stated accurately in the minutes. An amended main motion may be entered in the adopted form without giving the original form and amendments. The minutes could be written "After amendment the motion was adopted as follows:..." The secretary may edit minutes to make them concise by eliminating unnecessary information. References to what is said in debate, remarks by a guest speaker, and color schemes and menus at programs may be omitted. While a summary of a chapter meeting may be emailed to members, official minutes need to be in written form and treated as official fraternity business.

The phrase "Respectfully Submitted" is unnecessary. The secretary should sign their name and, below their signature, print or type their name. After approval the president should countersign the minutes.

MEETING SUCCESS AT A GLANCE:

1. **Use an agenda (created by the president, approved by the officers).**
2. **Follow *Robert's Rules of Order, Newly Revised* (Sergeant-at-Arms should have a copy for reference at the meeting).**
3. **Use motion cards.**
4. **Establish and maintain discussion time limits.**
5. **Keep good minutes – count vote results for minutes.**

Distributing Chapter Minutes Electronically/Other SAI Business

Chapter secretaries may send the chapter Minutes out electronically via email or a secure listserv. No SAI Ritual or instructions should be in the Minutes. The Minutes should be in a pdf format so they cannot be altered. NO chapter business or official communications should be posted on Facebook or any public social networking site. Discussions about Fraternity business are only appropriate in groups on a secure listserv managed by the chapter.

SAMPLE AGENDA

Thursday, September 9, 2020
7:30 p.m., University Union, Room 180

SAI FORMAL BUSINESS MEETING
Omega Omega Chapter

Call To Order, Opening Ceremony, Roll Call

Reading of Minutes, or approval if distributed prior to the meeting

Reports of Officers and Committee Chairmen
(include first and last names of each officer and chairman.)
- President
- Vice President, Membership
- Vice President, Ritual
- Corresponding Secretary
- Recording Secretary
- Treasurer
- Editor
- Committee Chairmen
  - Ritual
  - Social
  - Yearbook Directory
  - Program
  - Membership Recruitment
  - Fundraising

Reading of Correspondence Received: e.g. from province officer, National Headquarters, national officer.

Recommendations from executive board; Special Orders (business previously designated for consideration at this meeting)

Unfinished Business
- Membership Recruitment event
- Initiation
- American Musicale

New Business
- Musicale with Alumnae Chapter at Retirement Center
- Incorporation Day Luncheon
- Singing Valentines
- Campus-wide Drug Awareness Program

Fraternity Education

Monthly Musicale

Closing Ceremony
(The Closing Ceremony may come before the Musicale if non-members will be participating in the Musicale.)

CONTENT OUTLINE FOR MINUTES

First paragraph includes:
1. Type of meeting (regular, annual, special, etc.,)
2. Chapter name
3. Date and time of meeting and, if the place is not always the same, the meeting place.
4. The fact that the president and secretary were present, or, in their absence, names of their substitutes.
5. Disposition of Minutes from the previous meeting; whether they were approved as read, approved as corrected, or dispensed with.

Following paragraphs include:
6. Statement that treasurer's report was given and filed for audit.
7. Other reports given, any action taken.
8. All main motions that were not withdrawn. Record the name of the maker of the motion, but not the seconder. Points of order and appeals, and whether they were sustained or lost. All other motions not lost or withdrawn.
9. The time of adjournment.

Sample Minutes

The sample Minutes contain numbers in parentheses (), which refer to the outline.

> *(1.-5.)*The regular meeting of Pan's Piper Chapter of SAI met at the home of Melodie Marvel at 8 p.m., June 3, 2019. The meeting was called to order by the president, the secretary being present. Minutes of the previous meeting were read and approved as corrected.
> *(6.)* The treasurer reported receipts of $80 and disbursements of $150, with a balance on hand June 1, 2019, of $867. The report was filed for audit.
> *(7.)* Martha Muse, Community Program Chairman, reported that the summer music festival would be held August 1-5 with three SAIs on the program. *(Copy of brochure attached to original of minutes)*
> *(8.)* On motion by Tina Treble, which was seconded, it was voted to spend $35 to list the chapter in the Chamber of Commerce "Musical Organizations Manual."
> *(9.)* There being no further business, the meeting adjourned at 9:30 p.m.
>
> *(Signature)*
> Clara Clef, Secretary

BYLAWS

One of the obligations of all collegiate/alumnae chapters is "To make its own bylaws in accordance with the National Articles of Association and Bylaws."

General Instructions

Chapters are bound by all regulations of, and write their own bylaws in compliance with, the National Articles of Association and Bylaws and the *Chapter Procedures Manual*. **The collegiate/alumnae bylaws templates are to be used by all chapters for their bylaws.**

Bylaws contain all the rules for the chapter that are of enough importance that they should not be changed without due consideration by all chapter members. Notice of a proposed change must be made at one chapter meeting and the vote delayed until the following meeting. This safeguards changes being made to meet special circumstances. Bylaws should state the method for amending the bylaws.

Amendments and Revisions

See the Sigma Alpha Iota Calendar for annual bylaw review procedures. Additionally, bylaws may be amended or revised as follows:

- The chapter shall compare the current bylaws with the bylaws template.
- Proposed amendments should be presented in writing at the regular meeting preceding voting.
- At the next regular chapter meeting, the members vote on proposed amendments. Upon the required affirmative vote, these amendments should be entered upon the copy of the chapter bylaws that are attached to the Chapter Bylaws report and submitted through the Officer Portal.

To revise chapter bylaws, the chapter may consult with the Chapter Bylaws Director.

A current copy of the chapter bylaws should be in the president's notebook and in the secretary's notebook, and a copy should be given to each new initiate. Updated bylaws shall be made available to all chapter members.

Form for Chapter Bylaws

It is not necessary to repeat the regulations from the National Articles of Association and Bylaws or from the *Chapter Procedures Manual*. If, however, some of these seem necessary to understand the additional chapter regulations, they should be referred to in the chapter bylaws. When such references are made, be certain the bylaws reflect each change in the National Articles of Association and Bylaws.

Chapter bylaws template:

See Officer Portal for bylaws template for collegiate or alumnae chapter bylaws.

Collegiate chapters on campuses with a local interfraternity music council should follow the bylaws of that organization

Sample chapter bylaws (collegiate and alumnae chapters) may be found on the Officer Portal, Document Library

LOCAL CHAPTER PROCEDURES MANUAL (LCPM)

Local chapter policies, practices, procedures, requirements, events, etc., are placed in a document separate from the chapter bylaws called an LCPM. Like chapter bylaws, this document is approved by the chapter and reviewed annually. It is submitted with the chapter bylaws report each fall and reviewed by an NEB appointed committee.

Collegiate Chapters must submit bylaws and the LCPM by the fall deadline to be eligible for a Spring MIT class. Additionally, Collegiate Chapters must have fully approved bylaws and LCPMs before the end of the spring semester to be eligible for a Fall MIT class.

SAI CPM 18 BADGES AND INSIGNIA

INTRODUCTION

Sigma Alpha Iota members are recognized by the wearing of official badges. Through the years customs have grown that direct the manner in which badges are worn.

The member-in-training pin, regulation badge, or patroness badge is placed on the left side, over the heart. It is always attached to dresses or blouses, never on suit jackets or coats, unless the jacket will not be removed. The regulation badge should never be turned into a charm.

- Recognition insignia may be worn on a suit lapel or coat collar or lapel as a sign of fraternity membership when the badge cannot be seen.
- A guard may be attached to the badge with a short chain and pinned below and to one side of the badge.
- If the badge of another fraternity is also worn, it may be chained to the Sigma Alpha Iota badge or be kept separate, but it should not be worn above it. (The two may be worn at the same level beside each other.)

The Sigma Alpha Iota Regulation Badge, Sigma Alpha Iota Coat of Arms, and the letters SAI are copyrighted.

Chartered chapters in good standing may use them on their publications, advertising, local recognition items, and other fraternity-related items, such as shirts, mugs, caps, etc.

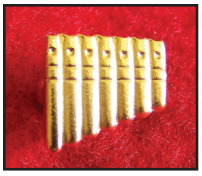
BADGES AND INSIGNIA

Only Sigma Alpha Iota members may wear Sigma Alpha Iota badges. The official badges of the fraternity are described below.

Member-in-Training Pin

The member-in-training pin is the seven gold Pipes of Pan

Official Badges



The official regulation badge for initiated collegiate members has the seven gold Pipes of Pan encircled by a band set with pearls, bearing the Greek letters “Sigma,” “Alpha,” “Iota” on black enamel.

Honorary Members wear the regulation badge. In addition to the official badge, a Member Laureate may wear the Member Laureate pin.

The National President’s badge is set with diamonds and has a diamond enhancer.

Patroness Badge
The Patroness badge, worn by patronesses initiated since 1925, has the Pipes of Pan modeled in yellow gold bearing raised letters, “Sigma,” “Alpha,” “Iota”, and jeweled with seven pearls, all within a gold modeled wreath.

Friend of the Arts and National Arts Associate Badge
The Friend of the Arts and National Arts Associate badges are modeled in yellow gold with the letters “Sigma,” “Alpha,” “Iota” surrounded by a wreath of laurel leaves. In addition, the National Arts Associate badge is jeweled with a ruby.

Recognition Insignia

Recognition Pin
This jewelry is worn when the official badge is not appropriate (e.g. with casual clothing, on lapels or caps, etc.). There are several styles of recognition pins with the letters “Sigma,” “Alpha,” “Iota.”

25-Year Member Pin
The 25-year Member Pin is a silver circle of roses surrounding the numeral “25”.

50-Year Member Pin
The 50-year Member Pin has the fraternity Coat-of-Arms surrounded by a horseshoe-shaped wreath of laurel leaves, the letters “Sigma,” “Alpha,” “Iota” above the crest, and the numeral “50” at the base.

Past National President Pin
A gold pin, jeweled with a ruby and a diamond, created for SAIs who have served as National President.

Other insignia may be added from time to time.

GUARDS AND DANGLES

Members may attach guards to the badge with a short chain which could be soldered on by a jeweler. Guards protect a badge from coming loose and being lost.

Members may wear a guard that shows the letter(s) of the chapter into which they were initiated or affiliated with. They may also wear a guard or dangle that is the symbol of the chapter office(s) they have held.

A qualified member may wear a dangle indicating that they were a charter member of a chapter.
An alumna member or Patroness with Training who has been affiliated with an alumnae chapter may wear an Affiliated Alumnae Member guard.

Members of the National Executive Board, Sigma Alpha Iota Philanthropies, Inc. Board or Directors, Regional Officers, Province Officers, and Fraternity Directors may wear a special guard, a chevron above a shield jeweled and enclosed in a laurel wreath. The guard for a National Executive Board Member is jeweled with a diamond, the guard for a Regional Officer is jeweled with an amethyst, and the guard for a province officer is jeweled with a pearl. The guard for Fraternity and Philanthropies, Inc. directors is jeweled with a ruby. The guard for a board member of Sigma Alpha Iota Philanthropies, Inc. is jeweled with an emerald.

AWARDS JEWELRY

The following insignia are awards, and only members who have received those awards may wear them *(See Chapter 14, Recognizing Outstanding Service and Achievement for information on individual award criteria.)*

Sword of Honor
The Sword of Honor is a gold sword guard.

Patroness Sword of Honor
The Patroness Sword of Honor is a gold sword guard set with a sapphire.

Rose of Honor
The Rose of Honor is a gold rose guard set with a ruby.

Wreath of Achievement
The Wreath of Achievement is a 10k gold circular pin with the SAI crest in the center of a circle of laurel leaves.

Rose of Dedication
The Rose of Dedication is a tiny gold rose guard with a pearl center and surrounded by a laurel wreath.

Rose of Constancy
The Rose of Constancy is a gold rose guard set with a pearl.

Ring of Excellence
The Ring of Excellence is a gold replica of the badge. An enameled rose on each side of the band forms the mounting.

Province Collegiate Leadership Award
The Province Collegiate Leadership Award is the Ruby Sword of Honor.

Regional Alumnae Leadership Award
The Regional Alumnae Leadership Award is the Diamond Sword of Honor.

National Alumnae Leadership Award
The National Alumnae Leadership Award is a gold pendant that may also be worn as a pin.

National Collegiate Leadership Award
The National Collegiate Leadership Award is a gold pendant on which is a replica of the Coat-of-Arms set in a circle of rays bordered with a wreath.

National Outstanding Advisor Award
The National Outstanding Advisor Award is an engraved gold pendant with a rose insignia.

Dorothy Whinery Special Leadership Award
The Dorothy Whinery Special Leadership Award, given for outstanding leadership in the national organization, is a gold pendant. The molded Coat-of-Arms is surrounded by a circle of pearls and bordered with a molded gold wreath.

COAT-OF-ARMS

Members are privileged to use the fraternity Coat-of-Arms as further identification. The Coat-of-Arms is not a secret symbol. In heraldic terms the Coat-of-Arms is described as:

Arms	D'Or (gold) on a pale (third portion of shield cut vertically) Gules (crimson) between; in dexter (right) chief (upper third portion) a Tudor Rose Argent (white) and in sinister (left) chief a Tudor Rose of the second (the second color, which is crimson in this case); an open book debruised (partially covered) by a Sword palewise (vertically) both proper (in natural color).
Crest	On a wreath of colors (white and crimson) and circled by a laurel wreath Vert (green) the Pipes of Pan d'Or (gold).
Motto	"Vita Brevis, Ars Longa." (Life is short, but art is long)

OTHER INSIGNIA

Colors
The colors of the fraternity are red and white.

Flower
The flower is the red rose.

OFFICIAL JEWELER

The Sigma Alpha Iota jewelry collection may be viewed on the website of our official jeweler, Herff Jones. The Greek Division of Herff Jones Sigma Alpha Iota products are guaranteed to be free of defects in material and craftsmanship and to comply with customer specifications. If you should note any imperfections in quality and workmanship, please send the product via traceable and/or insured method to the Greek Division of Herff Jones and the item will be repaired or replaced. Like other items of fine quality, your jewelry may require repair over time, even under normal wearing conditions or could be unintentionally damaged. Should this occur, please return the product to Herff Jones with confidence that they will repair or refurbish your jewelry to the best of their ability at a reasonable charge.

For current accessories and gift items, visit www.hjgreek.com.

Visit *www.sai-national.org* and the online SAI store, *www.sai-national.org*/shop.

RETURN OF SAI BADGES AND INSIGNIA

Each initiated member of the Fraternity has the privilege of wearing the appropriate badge or insignia as long as that person is a member. If they are expelled by the NEB, the badge is to be returned to National Headquarters. When the badge of a deceased member is returned to National Headquarters, it is placed in the Memorial Collection and held in trust for a descendant. No badges should be passed down to other chapter members. (p. 8-8)

The badge disposition form, available in the OP Document Library, National Website, or by contacting National Headquarters, can be filled out and put with your legal papers (will, etc.) so that your family will know what to do with your badge.

Badges of deceased members are to be returned
to the National Headquarters for placement in the Memorial Collection.
SAI Ritual books should also be returned.

SAI BADGES AND INSIGNIA THAT ARE POSTED ON EBAY AND OTHER AUCTION SITES

It is Fraternity policy that SAI members should NOT bid on or purchase SAI badges that show up on eBay or other auction sites, Etsy, etc. Members end up bidding against each other and driving the price up. SAI jewelry pieces do show up from time to time in resale situations, including pawn shops and garage sales; we do not control this. NEVER try to tell a seller that they "ought" to turn it over to SAI, or that they are "bad" for selling it. Remember that you are making a lasting impression in the name of SAI. What we DO control is our own regard for our badge and what it stands for.

SAI CPM A CURRENT POLICIES

This appendix provides a compilation of current policies and position statements adopted by Sigma Alpha Iota and the National Executive Board. Additional policies and procedures may be found throughout this Chapter Procedures Manual.

Because fraternity policies and positions may be updated as the needs of the organization evolve, members should consult the official SAI Officer Portal Document Library to verify that they are referencing the most current information.

Questions regarding policies or procedures may be directed to a Province, Regional, or National Officer, who may provide clarification and guidance.

Sigma Alpha Iota Risk Management Policies

All members and MITs (Members-in-Training) are required to review and acknowledge their understanding of Sigma Alpha Iota's risk management policies and protocols for disciplinary action, and their responsibility to comply with these requirements (see Appendix B of the Chapter Procedures Manual).

HAZING - Hazing is defined as "any action or situation that recklessly or intentionally endangers mental or physical health or any action taken or situation created which produces mental or physical discomfort, embarrassment, harassment or ridicule." Such activities and situations include road trips, scavenger hunts, sleep- overs, required wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, late work sessions which interfere with scholastic activities, and many other inappropriate activities.

Sigma Alpha Iota, with all members of the Professional Fraternity Association, condemns the hazing of anyone including members and prospective initiates. **We condemn the practice of using families, family trees, and like practices by Greek Organizations.**

Sigma Alpha Iota recognizes and affirms that the pre-initiation period is a time for education for the candidate, and a time for the promotion of professionalism, ethics, and dignity through exposure to the privileges and responsibilities of membership as exhibited by our college and alumnae chapters. By reading this agreement, each member or MIT will abide by and honor the policies of Sigma Alpha Iota.

ALCOHOL AND SUBSTANCE ABUSE - Sigma Alpha Iota believes that all members deserve the inherent privilege to develop their full potential through quality fraternity association. Therefore, the National Executive Board has adopted the following substance abuse guidelines for chapters: *All collegiate chapter functions shall be free of alcohol and of all controlled substances. *All chapters, members, and guests must abide by federal, state, local, and college- university laws.

BULLYING AND CYBER-BULLYING - Sigma Alpha Iota will not tolerate unsisterly conduct. It is the responsibility of each member, MIT, and chapter to uphold professional standards. Social media should never be used to conduct Fraternity business or to speak derogatorily about another member.

It has always been expected that SAIs will conduct themselves in an ethical manner, behave with dignity in all situations, exemplify the ideals of SAI, and remember that they are representing Sigma Alpha Iota at all times.

As a member or MIT of Sigma Alpha Iota, you agree to abide by the policies of the Fraternity as stated in those documents, as stated above, and in the Fraternity national bylaws. If found responsible for violating these policies, you understand disciplinary action will be taken by the NEB in accordance with Article XVI of the SAI National Bylaws.

A Statement of Fraternal Values and Ethics

Basic Expectations
In an effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of fraternity membership have been established:

I

- I will know and understand the ideals expressed in my fraternity Ritual and will strive to incorporate them in my daily life.

II

- I will strive for academic achievement and practice academic integrity.

III

- I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically or sexually abuse or haze any human being.

IV

- I will protect the health and safety of all human beings.

V

- I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.

VI

- I will meet my financial obligations in a timely manner.

VII

- I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.

VIII

- I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.

IX

- I will challenge all my fraternity members to abide by these fraternity expectations and will report those who violate them.

Joint Statement of Respect Between Music Organizations

Joint Statement

…by the national leaders of Phi Mu Alpha Sinfonia, Sigma Alpha Iota, Kappa Kappa Psi and Tau Beta Sigma, four musical fraternal organizations:

We firmly believe that there are equally important roles for Phi Mu Alpha Sinfonia, Sigma Alpha Iota, Kappa Kappa Psi and Tau Beta Sigma to fulfill on any campus where our chapters mutually exist, now or in the future. Each organization possesses a distinct mission and, as a result, fulfills a unique and vital role in the musical environment of a college campus. It is not acceptable for any of our organizations' members, chapters, or local leaders to take actions that would inhibit the creation or success of any of these organizations at any campus. We believe it is important that the members of our organizations recognize and respect each group's purpose, rich history, and valued place in the framework of colleges and universities throughout the country. Furthermore, we expect our members to demonstrate their respect for each other through genuine friendships and honest cooperation to further the advancement of music and the success of our respective goals.

Joint membership in more than one of our organizations is permissible, subject to only two simple requirements: 1) the single-gender membership of Phi Mu Alpha Sinfonia and Sigma Alpha Iota, and 2) the prohibition of joint, Active membership in both Kappa Kappa Psi and Tau Beta Sigma. A member of Phi Mu Alpha Sinfonia or Sigma Alpha Iota can hold simultaneous membership in Kappa Kappa Psi or Tau Beta Sigma, subject to their own interests and the eligibility requirements of the other organizations. The same holds true for a member of Kappa Kappa Psi or Tau Beta Sigma with regard to membership in Phi Mu Alpha Sinfonia or Sigma Alpha Iota.

The national leaders of Phi Mu Alpha Sinfonia, Sigma Alpha Iota, Kappa Kappa Psi and Tau Beta Sigma expect that all members will work to maintain a consistently positive inter-fraternal spirit. We encourage all of our members to honor this commitment as each of our organizations seeks to provide an excellent fraternal experience.

(Accepted 2005)

Sigma Alpha Iota Policy on Big Brothers/Sweethearts/"Mr. SAI Pageants"/Related Events

Sigma Alpha Iota recognizes the maintenance of a friendly working relationship between members of other organizations at the same level for the purpose of promoting and accomplishing similar goals and objectives in music.

However, for several reasons, the existence/establishment of Big Brothers/Sweethearts is not permitted:

- The functioning of a Sigma Alpha Iota chapter and big brothers/sweethearts as a common unit at social and other events could jeopardize the fraternity's single-sex membership, as suggested by the U. S. Supreme Court ruling in a case involving the Jaycees.
- The existence of the above extends the already broad range of chapter and national liability.
- Because of such relationships, sisters sometimes share secrets with nonmembers, either knowingly or unknowingly.

In addition, this policy has been expanded to now include activities and fundraisers focused on awarding/ crowning a "Mr. SAI". Sigma Alpha Iota acknowledges that our chapters receive support from their male peers and as such desire to bestow upon them a token of their appreciation. However, this concept is very similar to what is described above for Big Brothers/Sweethearts and brings with it the same issues and concerns. Our
chapters are encouraged to find more appropriate ways to acknowledge these individuals that do not involve the use of the fraternity's name or insignia.

Based, in part, on the reasons given above, the following policy concerning big brothers/sweethearts and "Mr. SAI pageants".

Sigma Alpha Iota does not recognize the legitimacy of a big brother or a sweetheart associated with its chapters. Additionally, the fraternity prohibits chapters from hosting events, such as Mr. SAI pageants and the like, where the fraternity's name, insignia and/or a chapter's Greek name for such individuals/ activities are used. Furthermore, the national fraternity disclaims any and all responsibility in these matters.

Guidance on Nonmembers Wearing Official Fraternity Insignia

In general, individuals who are not members of Sigma Alpha Iota may not wear apparel or other items displaying the fraternity's official letters, insignia, or trademarks.

Limited exceptions may be approved for special circumstances, such as family weekend or other chapter-sponsored events. For example, apparel bearing phrases such as **"Proud Parent of an SAI"** or similar supportive messages may be permitted, provided the design has been reviewed and approved by National Headquarters and is produced through a licensed vendor.
All designs incorporating Sigma Alpha Iota's name, letters, insignia, or other trademarks must be submitted to National Headquarters for approval before production.

Guidelines for Approval of 2nd Term Collegiate Chapter Presidents or Treasurer

Leadership succession is encouraged to provide members with leadership opportunities and to promote the long-term health of the chapter. However, there may be circumstances in which it is in the chapter's best interest for the current President or Treasurer to serve a second consecutive term.

When a collegiate chapter wishes to nominate a member for a second term as President or Treasurer, approval must be obtained before chapter elections are held. This requirement applies to both consecutive and non-consecutive terms of office. The chapter should discuss the request with their Province Officer and submit the appropriate **Second-Term Officer Request** through the Officer Portal. The request must include a detailed explanation of the circumstances supporting the nomination.

The review process is as follows:

1. The chapter submits the request through the Officer Portal.
2. The Province Officer reviews the request, provides comments and a recommendation, and forwards it to the appropriate National Vice President.
3. The Regional Officer reviews the request and provides input to the appropriate National Vice President.
4. The appropriate National Vice President reviews all recommendations, conducts any necessary follow-up with the Province Officer, Regional Officer, chapter advisors, or chapter nominating committee, and makes the final decision.
5. The appropriate National Vice President notifies the chapter's nominating committee chair of the decision by email.

In evaluating the request, the following factors should be considered:

- Is there another qualified and willing member who could serve in the office?
- Have the chapter advisors been informed of the request, and do they support it?
- Are there extenuating or special circumstances that justify a second term?

For requests involving a **second-term President**, additional considerations include:

- Has the current President fulfilled the responsibilities of the office, including submitting reports on time, conducting meetings effectively, and maintaining regular communication with advisors and the Province Officer?

For requests involving a **second-term Treasurer**, additional considerations include:

- Has the current Treasurer fulfilled the responsibilities of the office, including submitting reports by the established deadlines, making timely payments to National Headquarters, maintaining accurate financial records, and effectively managing the chapter's financial obligations?

If approval is granted, the fraternity may establish expectations or conditions to support the chapter's success during the officer's second term, such as regular communication, timely submission of reports, meetings with advisors, or other appropriate accountability measures.

While second terms may be appropriate in certain circumstances, they should generally remain the exception rather than the standard practice. Encouraging regular leadership transitions strengthen the chapter by developing future leaders and expanding leadership opportunities to a broader range of members.

Serving as Advisor to One's Initiating Chapter

To encourage the development of healthy advisor–chapter relationships and promote a successful transition from student member to alumna member, recent graduates may not serve as an advisor to their own initiating collegiate chapter until **four years** after graduation.

SOCIAL MEDIA GUIDELINES

Sigma Alpha Iota recognizes the vital role social media plays in facilitating the exchange of ideas, fostering connections among members, and sharing important information. To support these efforts, the Fraternity has developed Social Media Guidelines to help chapters engage responsibly online while upholding Sigma Alpha Iota's positive purpose, mission, and vision.

Chapters found to be in violation of these Social Media Guidelines may be required to delete their accounts and will be subject to disciplinary action in accordance with Fraternity policies and procedures:

- The current version of this policy can be found in the Officer Portal's Document Library, under the "Policies and Procedures" tab.
- Please remember that social media offers limited privacy protections, and accounts can be compromised at any time.
- Do not identify or "tag" members in posts without their express permission.

Before posting on chapter, province, or regional social media accounts, ensure that all content:

- is accurate and fact-checked;
- does not include inappropriate language, audio, video, or images;
- does not reference Fraternity business or ritual ceremonies;
- complies with all university and Fraternity policies; and
- demonstrates respect for all members.

Using Fraternity-Copyrighted Images and Graphics

Approved graphics are available on the SAI website at *www.sai-national.org* under the "Resources" tab, then "Idea File," then "SAI Graphics." Any other graphics that bear Sigma Alpha Iota's name, insignia, badge, and acronyms are copyrighted and cannot be used without permission. To obtain permission, fill out the Merchandise and Artwork Approval Form on the SAI website under the "Chapters" tab. Follow the instructions to submit your artwork.

- Approved graphics are available on the SAI website at *www.sai-national.org* under the "Resources" tab, then "Idea File," then "SAI Graphics."
- Any other graphics that bear Sigma Alpha Iota's name, insignia, badge, and acronyms are copyrighted and cannot be used without permission.
- To obtain permission, fill out the Merchandise and Artwork Approval Form on the SAI Officer Portal. Follow the instructions to submit your artwork.

Creating Chapter Social Media Accounts

Currently, the Fraternity has approved the use of Facebook, Twitter (X), Instagram, Snapchat, TikTok, and YouTube for use by Sigma Alpha Iota Chapters, Provinces, and Regions.

To ensure responsible and consistent use of these platforms, the following guidelines apply:

- Each chapter may maintain only one official account, page, or group per approved platform.
- Members-in-training (MIT) classes may not create their own accounts. Instead, they should be given access to contribute content through the chapter's official platforms.
- Alumnae of collegiate chapters are not permitted to create social media accounts that include the chapter name or any variation of "Sigma Alpha Iota" (e.g., "Sigma Alpha Iota – Omega Omega Alumnae of Anytown University"). If such an account exists, it must be renamed to remove any reference to the chapter or the Fraternity name.
- Chapters may not create joint social media accounts with chapter alumnae, other chapters, or campus organizations.
- At the beginning of each academic year, chapters must record in their first meeting minutes the names of the individuals who administer each social media account, along with all login usernames and passwords. This ensures continued access if administrative changes occur.
- When a social media administrator leaves office or departs the chapter, access must be transferred to the new administrator. The former administrator should be removed from all accounts, and usernames and passwords must be updated accordingly.

Social Media Account Guidelines

To maintain a unified and professional presence online, Sigma Alpha Iota chapters must adhere to the following account naming and usage guidelines:

Account Naming:
Use the approved naming convention based on platform space:
Sigma Alpha Iota – [Your Chapter Name] or SAI – [Chapter Name]

The Profile's Bio Statement:
The account bio must include the following language:
"This is the official page of the [Chapter Name] Chapter of Sigma Alpha Iota."

Account Visibility:
All accounts must remain public (open to all viewers).
Private, secret, closed, or unauthorized groups are not permitted.

Content Standards:
Any content—including posts, comments, photos, videos, presentations, podcasts, or other media—that does not comply with these Social Media Guidelines must be promptly removed.

Administrator Controls:
Use the built-in administrative tools for each platform to monitor and control who can post or comment. Refer to the respective platform's support center for instructions.

Groups:
Implement participant approval settings and use membership questions to screen users before allowing them to join, post, or comment.

Monitoring:
Administrators must regularly monitor posts and comments and are authorized to block users who violate SAI policies or post inappropriate content.

Follow Official SAI Accounts:
Chapter accounts should follow official Sigma Alpha Iota Fraternity accounts so that the Fraternity can follow back and engage.

Hashtag Use:
Use relevant and appropriate hashtags to increase reach and visibility. Suggested hashtags include: #1903, #SAI, #loveandroses, #FoundersDay, #OmegaAPD

Language Use:
Avoid using nicknames, slang, or any terms that may be considered inappropriate, unprofessional, or inconsistent with Sigma Alpha Iota's values.

Community Platforms & Digital Communities

Sigma Alpha Iota recognizes the value of community-based platforms (e.g., Discord, GroupMe, Slack) in fostering connections among members and supporting engagement across chapters, and provinces. These platforms may be used to enhance communication when implemented responsibly and in accordance with Fraternity policies.

To ensure appropriate use, the following guidelines apply:

Purpose & Use: Community platforms are intended to support member engagement, networking, and collaboration. These platforms are supplemental and do not replace official Fraternity communication channels, including email, the Officer Portal, or formal meetings.

Access & Administration:
Access to community platforms must be restricted to authorized users through appropriate screening or verification processes. Role-based permissions should be used to manage visibility and participation. Platforms must have designated administrators responsible for monitoring activity and managing access, such as Province/Regional Officers or Chapter Editors. To support continuity, it is recommended that more than one administrator maintain access at all times.

Content & Conduct: All communication must reflect Sigma Alpha Iota's values and comply with these Social Media Guidelines and all related policies. The following content must not be shared on any platform, regardless of privacy settings:

- Fraternity ritual or ceremonial content
- Internal documents, including Officer Portal materials
- Fraternity business
- Inappropriate, disrespectful, or harmful content

Can I Post This?

Chapters are encouraged to use social media to promote Sigma Alpha Iota in a positive, professional, and mission-aligned manner. Approved content includes events, updates, and communications that:

a. Reflect positively on your chapter and the Fraternity
b. Foster constructive relationships with members, prospective members, alumnae, and the broader community

The following guidelines apply:

- **Event Promotion:**
  Use **Facebook event pages** for official Sigma Alpha Iota-sponsored events to invite participation and build engagement.
- **Timely Announcements:**
  Social media may be used for **last-minute updates** or changes.
  Example post:
  "The meeting/event scheduled for tonight has been canceled/moved to a different day. Please check your email, text messages, or chapter messaging app for more details."
- **Online Fundraising:**
  Fundraising campaigns may be promoted via social media but **must comply** with the "Online Fundraising Guidelines" available in the **Officer Portal's Document Library.**
- **Pre-Posting Review:**
  When in doubt, reach out to your **Province Officer** for a quick review before posting. A second set of eyes can help ensure your content aligns with Fraternity standards and expectations.

What Can't I Post?

To protect the integrity, privacy, and professionalism of Sigma Alpha Iota, the following types of content must not be posted on chapter, province, or region social media accounts:

1. **Meeting agendas or minutes**
   (These are internal documents and should not be shared publicly.)
2. **Fraternity business or ritual ceremonies**
   (All ritual and official Fraternity business must remain confidential.)
3. **Officer Portal documents**
   (These materials are for internal use only and should not be distributed or shared online.)
4. **Personal or individual event promotions**
   (Avoid advertising personal parties, off-campus gatherings, or promoting individual businesses or services.)
5. **Crowdfunding appeals**
   (Use only approved fundraising platforms and follow the **Fraternity's Online Fundraising Guidelines**.)
6. **Inappropriate, disrespectful, or negative content**
   (This includes photos, comments, captions, or any content that does not reflect the values and standards of Sigma Alpha Iota.)

Cyber Bullying and Addressing Inappropriate Content

Per the Fraternity's Risk Management Agreement, each member should uphold professional standards when In accordance with Sigma Alpha Iota's Risk Management Agreement, all members are expected to uphold high standards of professionalism when using social media. Social platforms must never be used to speak disrespectfully or derogatorily about another member. Violations of this policy may result in disciplinary action as outlined in Appendix B of the Chapter Procedures Manual.

Oversight & Accountability

The National Executive Board (NEB) does not monitor chapter accounts regularly. However, any questionable content reported to the NEB will be reviewed, and disciplinary action will be taken when appropriate.

The NEB does not investigate individual members' personal social media accounts. Similarly, chapters, members, and Fraternity officers are not expected to police individual posts.

Reporting Concerns

If you encounter social media content that raises concern, do not engage directly.
Instead, take a screenshot of the content and report it to your Province Officer for review and guidance.

By acting with care and professionalism online, members help uphold the values and reputation of Sigma Alpha Iota.

Promoting SAI Individually

Members are encouraged to proudly represent their affiliation with Sigma Alpha Iota on social media. You may identify yourself as a member in your personal profiles, bios, and posts—as long as your content reflects the Fraternity's values of professionalism, respect, and sisterhood.

Remember: When you identify as an SAI member online, your words and actions may be viewed as a reflection of the organization. Please ensure that your content upholds the ideals and image of Sigma Alpha Iota.

Sigma Alpha Iota's Social Media Presence

Sigma Alpha Iota is represented at the national level on the following social media outlets:

- Facebook: (facebook.com/sigmaalphaiotafraternity) and (facebook.com/SAIPhilanthropiesInc)
- Instagram: (@sigmaalphaiota)
- LinkedIn: (linkedin.com/groups/Sigma-Alpha-Iota-International-Music-109214/about)
- TikTok: (@sigmaalphaiota)

New Platform and Policy Updates

As new social media platforms continue to emerge, Sigma Alpha Iota remains open to exploring opportunities for responsible expansion. If you believe the Fraternity should establish a presence on a new or emerging platform, please contact the **National Vice President, Fraternity Development** at **nvp.development@sai-national.org.**

Do not create accounts or represent the national organization on any platform without prior approval.

Policy Updates

These Social Media Guidelines have been adopted by the N**ational Executive Board (NEB)** and may be updated or modified at any time.

The **most current version** of this policy is available in the **Officer Portal's Document Library**, under the **"Policies and Procedures"** tab.

If your chapter has questions about creating or managing a social media account, please contact the **National Vice President, Fraternity Development** at **nvp.development@sai-national.org** to ensure compliance with platform-specific guidelines.

POLICY ON GENDER, GENDER IDENTITY, AND GENDER EXPRESSION

Sigma Alpha Iota has adopted the following policy regarding gender and gender identity as they relate to membership and membership eligibility:

Membership Eligibility

For purposes of the Fraternity's membership criteria, an individual who, in good faith, identifies as a woman is considered a woman and is eligible for membership, provided all other applicable membership requirements are met.

Membership Following a Change in Gender Identity

If an initiated member identifies as male, their membership status will transition to the Friend of the Arts Distinguished Member category, which is open to male members. This transition will include a ritual ceremony and the appropriate changes to the individual's badge, membership card, and certificate.

REMINDERS FOR CHAPTER TREASURERS

Bank Accounts-
Due to stringent Federal guidelines, and to protect the integrity of the chapter account(s), ALL accounts should have multiple officers (and advisors, if a collegiate chapter) who have the authority to sign checks. Outgoing officers MUST go to the bank with the new officers and complete the proper paperwork.

Two signatures are required on all collegiate chapter checks (unless checks are issued by the school).

Payments-DO NOT SEND CASH through the mail under ANY circumstances Chapter payments can be made through the Officer Portal with electronic checks, debit, or credit cards. Payments sent through the mail should include a copy of the invoice. Only checks, money orders, or credit cards may be used for making payments.

Orders on the OP — The chapter treasurer has a new option in the officer portal. A limited list of chapter supplies can now be ordered via this link and paid for using a check or credit/debit card. Some of the items available are invitations, MIT pins, brochures, and graduation supplies (cords and stoles), as well as the Prospective Patroness Packet. Please utilize this great new function whenever possible.

OFFICIAL FRATERNITY BUSINESS OF PROVINCE, REGIONAL, AND NATIONAL OFFICERS

Children On Official Fraternity Business

To maintain a professional environment and ensure that official fraternity responsibilities receive full attention, children may not accompany Province, Regional, or National Officers and Directors while conducting official fraternity business.
In exceptional circumstances, the National Executive Board may grant an exception to this policy. Requests should be submitted in advance whenever possible and will be considered on a case-by-case basis.

Chapters should not be asked to provide childcare or babysitting services. If requested, chapter members may assist by sharing information about local childcare resources, but they are under no obligation to arrange or provide childcare.

Trademark Use and Licensed Vendors

The name Sigma Alpha Iota, SAI, ΣAI, the fraternity crest, and the badge are officially registered trademarks of Sigma Alpha Iota, and may not be used except with the express permission of SAI.

Chapters in good standing may use official fraternity trademarks on routine chapter materials such as concert programs, yearbook directories, recruitment materials, and chapter websites/social media.

Any commercial, promotional, or non-routine use of Sigma Alpha Iota's trademarks—including apparel, merchandise, promotional items, fundraising products, and other specialty items—requires prior approval from National Headquarters and must be produced through a fraternity-licensed vendor.

Only officially sanctioned Sigma Alpha Iota events may use the fraternity's name, trademarks, or insignia. Unauthorized use of Sigma Alpha Iota's intellectual property is prohibited.

Every member shares responsibility for protecting the fraternity's trademarks and brand identity. The Trademark Licensing Toolkit, available in the Officer Portal Document Library, provides a quick, clear resource that explains why trademark licensing matters and how your chapter can use Sigma Alpha Iota's marks correctly.

It is fraternity policy that any vendor producing merchandise for or participating in fraternity-sponsored events must be licensed through the fraternity's officially licensed by AFFINITY CONSULTANTS. For additional information or assistance, contact National Headquarters.

POLICY ON CHAPTER HOUSING

Sigma Alpha Iota International Music Fraternity ("Fraternity") has determined as a matter of policy that its chapter members will not live in Fraternity owned, sponsored or affiliated housing. The Fraternity does not maintain insurance coverage for "chapter housing". While the Fraternity does not inject itself into the living arrangements of its members, the Fraternity does not permit its name or letters to be posted or otherwise visible on any living facility in a way that may imply Fraternity approved housing.

The Fraternity does not permit chapters to own real estate or chapter houses.

As conditions allow, collegiate SAI members may have the opportunity to live together in on-campus or off-campus housing. In these instances, it must be understood by all chapter members that such housing is not an official Sigma Alpha Iota house and should not be referred to as such.

For on-campus housing, all school guidelines must be followed. SAI policies and guidelines must be adhered to for any official SAI events held in any on-campus or off-campus housing.

SIGMA ALPHA IOTA OFFICIAL MERCHANDISE POLICY

Sigma Alpha Iota has a long history and our name, letters, our badge, and crest carry a great sense of pride for those who wear them. The Greek letters ΣAI and SAI, Sigma Alpha Iota name, the crest, and the
badge are officially registered trademarks, and may not be used except with the express permission of SAI. Chapters in good standing may utilize SAI trademarks on standard publications such as concert programs, yearbook directories, recruitment posters, and chapter websites. Always refer to the current policy in the OP Document Library.

- **Creating your own merchandise:** Many chapters will create their own apparel or items to sell to their members. Any uses for apparel and general SAI merchandise require permission from SAI National Headquarters. Your chapter must submit the Merchandise and Artwork Approval Form to request approval to use the registered trademarks before ordering or selling any items.
- **Selling items:** SAI chapters may sell general SAI merchandise (non-chapter or non-province specific) only within the local SAI chapter, at the chapter's specific Province Day Phlea-Phlam, and at SAI National Convention Phlea-Phlam. Sales at the chapter's specific Province Day Phlea-Phlam and SAI National Convention Phlea-Phlam are to be on-site sales only (no orders taken before or after events). Chapters may not act as vendors nor engage in retail or online sales of SAI merchandise for fundraisers, charity, or otherwise.
- **Other:**
  - Only officially sanctioned SAI events may use the registered trademark names, and all other uses are expressly forbidden.
  - It is Fraternity policy that any vendor who is invited to Fraternity events must be officially licensed by AFFINITY CONSULTANTS. Contact National Headquarters for further information.
  - When creating the artwork, and prior to submission, the chapter should check that any graphics, wording, fonts, artwork, etc., do not contain copyrighted materials belonging to other companies or brands.
- **Trademark, Merchandise and Artwork Approval Form:** Chapters must submit this form before they can use any Sigma Alpha Iota registered trademark names, the crest, and/or the badge on apparel or general SAI merchandise (non-chapter or non-province specific). The link for this form can be found on the SAI website, Chapters, and in the Officer Portal Document Library. Submit this completed form, along with samples of the proposed design, to National Headquarters at least four weeks prior to the date you plan to order the proposed item(s). Items submitted for approval will be assessed for both design accuracy as well as their consistency with the ideals of the Fraternity. National Headquarters will respond to your request by e-mail. Do not contract for, or purchase, the proposed item(s) until you have been given written approval to do so.

A list of licensed vendors is located on the SAI website: *www.sai-national.org*, under the "Chapters" and "Trademark, Merchandise, and Artwork Approval" tabs.

FREQUENTLY-ASKED QUESTIONS

Why do we need approval for merchandise and artwork? The Greek letters ΣAI and SAI, Sigma Alpha Iota name, the crest, and the badge are officially registered trademarks, and therefore, chapters and individuals may not use them without the express permission of SAI. Chapters getting design approval, in general, are creating clothing to be sold to and worn by their own members.

Can our chapter sell general SAI merchandise? Yes, to chapter members as part of a group order. If a chapter is planning to sell merchandise outside of the chapter—even to alumnae—the merchandise design/ artwork must be chapter-specific and tied to an event, such as Province Day, chapter anniversary, or National Convention.

Why can't chapters sell general merchandise outside of the chapter? When chapters sell to the general public, they are acting as a commercial retailer, and that carries certain liabilities, as well as legal and tax implications.

Would sponsor logos be allowed on SAI merchandise? You would need to submit a list of possible sponsors with the approval form for the National Executive Board to consider; a written response will come from the NEB.

Can a fraternity member create SAI merchandise as part of their own business? If an individual decided to run, for example, an Etsy online store and wanted to sell SAI-specific products, they could apply and pay for the license to do that with our licensing company, and then they would be a retailer. More information on that can be obtained by contacting National Headquarters.

POLICY ON "DATE AUCTIONS" AS FUNDRAISING EVENTS

Sigma Alpha Iota prohibits collegiate chapters from conducting date auctions or similar fundraising activities. This policy reflects the fraternity's commitment to member safety, respect for individual dignity, and sensitivity to the historical implications associated with these types of events.

As an alternative, chapters may conduct fundraising events in which participants bid on a service or task rather than an individual. Examples include chapter-sponsored service projects such as washing cars, cleaning rehearsal or practice spaces, yard work, or other community service activities.

Any service offered as part of a fundraising event should be performed by a group of chapter members rather than by an individual member. Fundraising activities should always uphold the values of Sigma Alpha Iota and promote a safe, respectful, and inclusive environment for all participants.

NEW CHAPTER EXTENSION PROCESS

All inquiries regarding establishment of new interest groups for possible collegiate or alumnae chapters are managed through the office of the National Vice President, Extension. For information and contact information, visit the SAI website at *www.sai-national.org*.

We all share the excitement of expanding Sigma Alpha Iota's presence and impact. Because collegiate interest groups and petitioning groups are not yet established chapters and are comprised of individuals who are not yet members of SAI, the extension process is governed by specific procedures designed to promote a strong and sustainable foundation for future chapter success.

To ensure consistency, compliance, and adherence to both Fraternity and institutional requirements, all extension efforts are managed exclusively by the National Executive Board. No chapter or individual member may provide guidance, assistance, recruitment support, or other extension-related services without the prior approval of the National Executive Board. This centralized approach helps protect the integrity of the extension process and supports the successful establishment of new chapters.

ALUMNAE CHAPTER VIRTUAL MEETING ATTENDANCE POLICY

All alumnae chapter meetings must be held in person. Fully virtual meetings with all participants attending remotely are not allowed, except for chapter Executive Board meetings. However, individual members **may participate** virtually in chapter meetings under the following circumstances:

- The member cannot attend in person due to accessibility limitations at the meeting location, mobility restrictions, or a chronic health condition.

- The member is unable to secure transportation to the meeting due to personal or logistical barriers.
- The member is unable to secure dependent care for a member-only event.
- The member lives more than 50 miles from the nearest alumnae chapter. In this case, the member may affiliate with the chapter closest to their residence. While it is suggested this member attend chapter events in person, when possible, virtual attendance would be permitted as needed. To be eligible for virtual meeting attendance, a member must be in good standing with the SAI Alumnae Association by being current with national and local dues or by notifying NH of emeritus status.

In the event of a natural disaster or other emergency, chapters may request approval from the National Vice President of Alumnae Chapters to hold a fully virtual meeting.

If a chapter permits members to attend meetings virtually, a statement to this effect must be contained in the chapter's Local Chapter Procedure Manual (LCPM).

Chapter Officers are expected to attend all chapter meetings in person unless extenuating circumstances prevent it.

Important Note: All Live Musical Performances and Ritual Ceremonies must be conducted in person without exception. While members may listen to Musicales virtually, virtual attendance is strictly prohibited for all Ritual events.

New Member Presentation Policy:

The New Member Presentation is an integral part of student life at many colleges and universities, particularly on campuses of Historically Black Colleges and Universities (HBCU). The fraternity does not require our new members to participate in such an event as part of their membership process. However, Sigma Alpha Iota recognizes that the participation of SAI chapters in these traditions can have a significant impact on the creation and maintenance of fraternal spirit and a positive reputation among the student body.

To foster and promote unity within all new member experiences, collegiate chapters of SAI must adhere to the following guidelines when presenting new members to their community.

New member presentations must adhere to all applicable university/college rules and regulations. This fraternity policy is intended to act in concert with, and not in place of, all such applicable laws, rules, and regulations. If fraternity policy contradicts any aspect of the host institution's policies, it is the host institution's policy that must be followed.

New Member Presentation shows and rehearsals are subject to, and must comply with, any and all provisions of SAI's Hazing and Risk Management Policies.

Only current active members of the collegiate chapter may actively participate in the presentation. All alumnae and visiting members must remain in the audience until the conclusion of the presentation unless they were specifically invited to serve as an accompanist or back up musician.

The presentation itself must take place after the new members have been initiated. Similar events that take place prior to initiation are not permitted. Rehearsal and preparation for the event prior to initiation is permitted within reason.

The new member presentation may be utilized as or combined with the MIT recital or held as a separate event.

Accommodations must be made for any new member who requires assistance. This may include allowing them to sit out for selected portions of the show or to participate in non-performance aspects of the show, e.g. scheduling with university officials, admission, programs, logistics, stage crew etc.

Rehearsals for the performance need to be practical in frequency, length, and rigor. Preparing your new members for the event should not be mistaken for required or forced exercise. All rehearsals should be positive and encouraging in nature.

All attire must be appropriate. No revealing attire is permitted.

Vulgarity and profanity will not be tolerated.

Verbal attacks against any individual or organization will not be tolerated.

No drugs or alcohol use will be permitted before, during or immediately following the event.

No physical or suggestive abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, punching, poking, caning, paddling etc.

Props may be used as part of the performance, but they must be appropriate in nature and may not be used to harm another individual.

Decorative face coverings, such as masquerade masks, are permitted. However, the participant's breathing and vision may not be restricted in any way.

The duration of the show should be limited to 2 hours total and must take place between the hours of 8 am and 10 pm.

An outline of the proposed New Member Presentation must be included in the written MIT Education Plans the chapter's Vice President of Membership submits to their Province Officer at the start of each new MIT class. Please include the proposed rehearsal schedules, either separate rehearsals or those incorporated into the MIT education meetings, as well as the event theme/content and the proposed date the event is to be held.

Failure to comply with the stated guidelines as well as the fraternity's risk management policies may result in the loss of future presentations and fraternity privileges as well as potential disciplinary action. Any and all questions regarding this policy should be directed to your Province Officer who will engage the necessary members of the NEB to address your concern.

SIGMA ALPHA IOTA POLICY REGARDING LINE NAMES AND LINE NUMBERS

What is the purpose of the policy?

- Traditional and cultural for HBCUs
- A name that summarizes your experience going through the MIT process
- A display of the bond that is had with the people you joined the organization with

Line Names and Line Numbers are an integral part of student life at many colleges and universities, particularly on campuses of Historically Black Colleges and Universities (HBCU). The fraternity does not require our new members to participate in such an activity as part of their membership process. However, Sigma Alpha Iota recognizes that the participation of SAI chapters in these traditions can have a significant impact on the creation and maintenance of fraternal spirit and a positive reputation among the student body.

To foster and promote unity within all new member experiences, collegiate chapters of SAI must adhere to the following guidelines when presenting new members to their community.

- Line Names must be positive about an individual and cannot be disparaging.
- Profanity in Line Names will not be tolerated.
- References to drugs or alcohol may not be included in Line Names.
- References to abuse of any kind may not be included in Line Names.
- References to sexual, vulgar, or suggestive acts may not be included in Line Names.
- References to sexuality, race, religion, nationality, or any other protected party may not be included in Line Names.
- Line Numbers should be given based on height, either ascending or descending order.
- Line Names will be selected by Big Sisters/Mentors in conjunction with the President, Vice President Membership, and Vice President Ritual. Only active members of the Collegiate Chapter may participate in naming MITs.
- Individuals may opt out of getting a line name before names are given. Individuals interested in opting out must do so by the time of the Membership Exam.
- Once given, Line Names are not subject to change unless they are in direct violation of this policy.
- Line Names should be revealed to MITs between the Membership Exam and Initiation.
- The communication of Line Names and Line Numbers may not be a part of any ritual ceremony, nor may the chapter create a ritual ceremony for this purpose.Failure to comply with the stated guidelines as well as the fraternity's risk management policies may result in the loss of future use of Line Names, Line Numbers, and fraternity privileges as well as potential disciplinary action. Any and all questions regarding this policy should be directed to your Province Officer who will engage the necessary members of the NEB to address your concern.

Sigma Alpha Iota International Music Fraternity

Policy and Guidance for Assigning Mentors/Big Sisters/ Sponsors During the MIT Process

This document provides guidance for collegiate chapters on selecting and pairing Mentors, Big Sisters, or Sponsors for Members in Training (MITs). The goal of this process is to ensure that every MIT receives consistent support, education, and connection to the chapter through a process that is fair, equitable, and aligned with fraternity policy and values. Throughout this document, this role will be referred to as a Mentor but refers to the role that is referred to as a Mentor, Big Sister, or Sponsor within the fraternity.

Purpose of the Mentor Role

The Mentor serves as a supportive guide throughout the MIT process. This role is designed to:

- Help MITs feel welcomed, supported, and connected to the chapter
- Provide clarification on chapter culture, expectations, and policies
- Encourage participation, accountability, and engagement
- Model appropriate member behavior and uphold fraternity standards

Mentors are not responsible for evaluating or disciplining MITs. Their role is supportive and educational in nature. Mentors should support the education process, but are not responsible for conducting education as that is the responsibility of the Vice President, Membership (VPM).

Guiding Principles

All mentor assignments should be grounded in the following principles:

- Fairness and equity for all MITs and eligible members
- Transparency in how mentors are selected and paired
- Consistency with national and campus policies
- Avoidance of favoritism, bias, or subjective decision-making

The pairing process should never give the appearance of exclusivity, reward, or punishment. The pairing process should be fair and equitable, allowing for participation of all members who wish to do so.

Eligibility to Serve as a Mentor

Chapters should clearly define eligibility requirements in advance. These qualifications should be listed in the chapter's LCPM. At a minimum, mentors should:

- Be an initiated collegiate member in good standing
- Be meeting financial, academic, and conduct expectations
- Be willing and able to commit time and energy to the MIT process

Chapters are encouraged to ensure that all eligible members are given the opportunity to participate, rather than limiting the role to a small or select group.

Selecting Mentors

If a chapter chooses to gather interest from potential mentors, the process should be simple and objective. Examples include:

- A brief interest form confirming availability and understanding of expectations
- A sign-up list at a chapter meeting

There should be **no financial requirements** to serve as a Mentor. In alignment with the Risk Management Policy, chapters may not require or imply that mentors purchase gifts, apparel, food, supplies, or incur any personal expenses as part of this role.

Any activity that places a financial burden, pressure, or expectation on members in connection with the MIT process is prohibited. Financial requirements—whether explicit or implied—may create inequity, coercion, or the appearance of hazing and are not permitted.

Chapters should avoid:

- Long or detailed applications
- Interviews or one-on-one selection meetings

- Selecting mentors based on personal relationships or perceived compatibility
- Imposing direct or indirect financial expectations on mentors

The goal is participation and equity, not competition.

Pairing Mentors with MITs

Pairings should be completed using an objective, pre-determined system. Acceptable methods include:
- Random assignment (ex. pulling names from a container or wheel of names)
- Alphabetical rotation
- Numbered or lottery-based systems

The method used should be clearly explained to the chapter and applied consistently

Pairings should be announced during a chapter meeting or through a chapter-wide communication, rather than privately or individually.

Chapters should not:
- Match based on personality traits, friendships, or shared interests
- Conduct interviews to determine compatibility
- Announce pairings individually or in closed settings

Number of MITs Per Mentor

Whenever possible, mentors should be assigned one MIT. If chapter size or circumstances require mentors to have more than one MIT:
- Assignments must still be randomized or objectively determined
- No single member should consistently receive multiple MITs over others
- The VPM and President should not serve as mentors unless absolutely necessary

This helps prevent inequity and burnout while maintaining consistency across the chapter. The VPM and President should be neutral parties who are supporting the entire MIT class and not focused on the support of only one MIT.

Documentation and Transparency

The chapter's Local Chapter Policies and Membership (LCPM) document should clearly outline:
- Mentor eligibility requirements
- The selection process
- The pairing method
- Any limitations on the number of MITs per mentor

Having these procedures documented ensures continuity from year to year and supports accountability.

Oversight and Support

The VPM, chapter executive board, and advisory team should monitor the mentor process to ensure:
- Expectations are being met
- Boundaries are respected
- MITs are receiving appropriate support

If questions or challenges arise at any point, chapters are encouraged to reach out to their Province Officer, Regional Officer, or the National Executive Board for guidance.

Final Notes

The Mentor relationship should enhance the MIT experience, not complicate it. When handled with transparency, objectivity, and care, this process strengthens both individual members and the chapter as a whole.

SAI CPM B PROTOCOLS FOR DISCIPLINARY ACTION

The Sigma Alpha Iota Committee on Standards has created a document to guide chapters and individuals through the process of an investigation of alleged hazing or alcohol and drug abuse violations or bullying. This process may be revised from time to time. If there are questions, a province, regional or national officer will be happy to offer clarification.

PROTOCOLS FOR INVESTIGATING A REPORTED HAZING ISSUE

Sigma Alpha Iota Position Statement On Hazing

Sigma Alpha Iota (SAI) is devoted to music, sisterhood, and harmony and believes that all collegiate (members-in-training, actives, and non-students), alumnae, patroness, and Distinguished Members, hereinafter referred to as "members", deserve the inherent privilege to develop their full potential through quality fraternity association.

Sigma Alpha Iota International Music Fraternity is a member of the Professional Fraternity Association and of the National Interfraternity Music Council (NIMC), made up of Sigma Alpha Iota, Mu Phi Epsilon, Delta Omicron, Kappa Kappa Psi, Phi Beta, and Tau Beta Sigma.

All of these fraternal organizations condemn hazing on the grounds that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education and that constructive pre-initiation activities must be educational whereby a candidate for membership does not surrender any legal, moral, emotional, or social right while being instructed to participate in a fraternity's policies.

Sigma Alpha Iota stands in solidarity with the anti-hazing policies of these affiliates and maintains a policy of Zero Tolerance for hazing activities, in any form and under any circumstances, perpetuated by or targeting, any Sigma Alpha Iota member or prospective member.

The National Executive Board (NEB) will rigorously investigate allegations of hazing and take action against chapters and/or individuals found guilty of instigating, perpetuating, contributing to or taking part in hazing activities. Failure to report acts of hazing PERPETUATES hazing.

Furthermore, Fraternity programs of all chapters and at all levels must adhere to the policies of a Chapter's school and to the relevant National, State, and local laws and regulations.

All chapters and individuals must conduct Fraternity Education and Fraternity Activities in a manner which will uphold the dignity of our Fraternity and of all our members and prospective members in order to ensure programs that will result in materially better members, better public relations on campus and in the community, and increased prestige to the Fraternity.

Why A Policy Of Zero Tolerance On Hazing Is Necessary

Engaging in practices considered hazing does not bring us closer together as sisters. Instead, it drives us apart and creates strife within our organization. Furthermore, hazing can involve seemingly harmless activities, but such activities often set the stage for more risky and potentially dangerous behaviors. Hazing can be harmful on a number of levels and is often related to the following detrimental outcomes:

- Physical harm and death
- Emotional harm
- Student attrition
- Breeding of mistrust among group members
- Cultivation of a school/campus culture of abuse
- Bad press for individuals, organization and school/campus or community
- Lawsuits and liability

The risk level of hazing can quickly escalate and take participants by surprise. Numerous accounts of hazing practices have documented the problems of hazing (including death, physical injuries, emotional harm, and attrition) among collegiate students.

"Hazing is an extraordinary activity that, when it occurs often enough, becomes perversely ordinary as those who engage in it grow desensitized to its inhumanity." - Hank Newer, "Wrongs of Passage"

Definition of hazing

"Hazing" refers to any activity (whether in public or in private) required of someone in order to gain admission to a group (or to maintain full status in a group) that humbles, humiliates, degrades or risks emotional and/ or physical harm, regardless of the person's willingness to participate. Hazing can be noncriminal, but it is nearly always against the rules of an institution, team, or Greek group. It can be criminal, which means that a state statute has been violated. Hazing is an act of power and control over others. It is victimization. Hazing is pre-meditated and not accidental.

Consent Is Not A Defense To Hazing!

Sigma Alpha Iota, with all members of the Professional Fraternity Association, condemns the hazing of any of its members or prospective members. The National Executive Board reminds all members that hazing activities, occurring as the result of any action of the Fraternity's chapters, or of its individual members, are considered immature, juvenile, and unacceptable practices which have no place in Sigma Alpha Iota.

Examples of hazing as defined by Sigma Alpha Iota shall include, but are not limited to, the following specific activities:

- Verbal or physical harassment in individual or in group situations.
- Interrogation under stress or unusual circumstances, commonly referred to as "line-ups", etc.
- Forced calisthenics or other unusual exercises.
- Forced consumption of alcohol, drugs, or any other type of food or beverage.
- Prolonged deprivation of sleep and/or food.
- Forcing members to wear attire which is inappropriate or to conduct themselves in a degrading or otherwise humiliating manner. This includes making/carrying fraternity paddles.
- Activities which require members to violate the law or the code of conduct of the host institution.
- Transportation of members under unusual circumstances, or abandonment of members in unknown areas.
- Placing members in dangerous situations, including exposing them to the outdoor elements or depriving members of any of their senses. (e.g., blindfolding)
- Striking members in any manner.
- Forced memorization or gathering of extraneous material. (e.g., "family trees" and "sign-in books")
- Activities which require personal servitude.
- Activities which place members under emotional or psychological duress through misleading statements, such as the practice of leading one or more of the members-in-training to believe they have failed to meet the necessary requirements for membership.
- Requiring MITs to wear clothing blatantly different than the other members.
- Any activities of a sexual nature.
- Scavenger Hunts.
- Bonfires.

This is in no way meant to be an all-inclusive list.

IF YOU SUSPECT IT'S HAZING, IT PROBABLY IS!

COLLEGIATE PRE-INITIATION AND TRAINING ACTIVITIES

Goal of the Pre-Initiation Period

Sigma Alpha Iota recognizes and affirms that the pre-initiation period is a time for education for the candidate, and a time for the promotion of professionalism, ethics and dignity through exposure to the privileges and responsibilities of membership as exhibited by our collegiate and alumnae chapters.

The pre-initiation period is a time for growth and guidance in music, harmony, and sisterhood. This should be an enjoyable, rewarding and empowering experience in a hazing-free environment, while also respecting the religious beliefs, ethnicity, race, social/economic background, sexual orientation, and gender identity of all individuals.

Hazing is not necessary for someone to prove their worth. Once an invitation to membership is extended by the chapter, that person is believed to be "true and worthy" of being called a sister. True bonds of sisterhood must be nurtured in an atmosphere of social and moral responsibility.

Acceptable Training Activities

All activities for the members-in-training should be fun while helping to further the SAI National Objectives. Suggested joint activities with active members include, but are not limited to:

- Having a study session to learn about SAI
- Enjoying a shared meal
- Attending a recital or performance
- Learning and making music from the SAI Songbook
- Having a games party
- Exploring the SAI webpage
- Browsing chapter scrapbooks
- Viewing a download from the SAI Multimedia Director
- Working on a departmental/chapter service project
- Attending a campus event
- Making a scrapbook to incorporate your SAI/school memories
- Practicing music together
- Visiting the SAI faculty, patronesses, and advisors
- Having a movie night
- Doing a joint fundraiser
- Having a crafts event

Hazing Awareness Education

Hazing awareness education is an integral part of the pre-initiation training period, and the Members-in-Training have a responsibility to familiarize themselves with SAI policies and the Fraternity National Bylaws. Every collegiate chapter is also required to have its campus policy and state policy on hazing in its own files and on file with the PO, RO, NVPCC, and NH. All SAI sisters are required to comply with the aforementioned, as acknowledged by their signature on the SAI Risk Management Form.

If a chapter or a member has any questions about an activity, they should check with the Province Officer immediately. If members or MITs do not report a hazing incident, they may be disciplined by the Fraternity.

NON-COMPLIANCE

Sigma Alpha Iota International Music Fraternity does not condone hazing and has issued this statement to protect the rights of prospective and current members. Any hazing violations should be reported to the Chapter Advisor, the Province Officer, the Regional Officer, the National Vice President, Collegiate Chapters or any other National Executive Board member.

Chapters that are accused of violations of this policy will be subject to the Fraternity's Protocol for Hazing Allegations.

Individuals who are accused of violations of this policy, as well as any member who consents to be hazed, may be subject to discipline under the provisions of this policy. Fraternity members who are found in violation of this policy may be suspended or even expelled.

State Criminal Liability

All states effectively ban hazing. Specific hazing statutes are on the books of many states. Typically, state statutes prohibit any willful action which recklessly or intentionally endangers the mental or physical health of an individual. Many statutes define specific acts which are prohibited. The statutes generally provide for a fine with possible imprisonment.

Civil Liability

Although a particular state may not have a specific anti-hazing statute, the actions that constitute hazing can be prosecuted under other criminal statutes, generally under assault or reckless endangerment provisions..

Prevention: Awareness and Reporting

The most effective way to educate about hazing is to begin by drawing attention to hazing and helping others interpret hazing as a problem.
Campus and school officials, student leaders, and your chapter can do this by:

- publicizing hazing policies;
- providing information to students' parents, staff, faculty, and community members about how to identify hazing and where to report it;
- providing intervention and assurances of support for those who do report being hazed;
- establishing consequences for those who participate in hazing;
- developing incentives for the implementation of hazing awareness education.

Who May Report an Allegation of Hazing?

Any concerned person may initiate complaints about alleged violations of this cod

Protocol for Hazing Allegations

Such complaints should be brought to the attention of an appropriate campus or Fraternity official (*See below*) who shall provide for confidential representations regarding such violations.

As soon as practicable, and by the most immediate means possible, any person who has knowledge of a hazing incident that has taken place or one that is planned shall notify at least one of the following individuals

- the Faculty Advisor of the chapter in question,
- the Province Officer of the province where the activity occurred or is planned,
- the Regional Officer of the region where the activity occurred or is planned,
- the appropriate NVP or any other member of the National Executive Board.

The advisor, Province Officer, Regional Officer, or the appropriate NVP who receives a complaint of hazing activity shall contact the National President.

The National President also shall notify the members of the National Executive Board (NEB) of the activation of the Protocol.

NOTE: In extreme cases, when allegations of violence or criminal activity during a hazing incident have been made, Sigma Alpha Iota will support and cooperate with local and state authorities in any legal action

INVESTIGATION: PROTOCOL FOR CONDUCTING AN INVESTIGATION

Preliminary Investigation: Responsibility, Purpose and Action

The National President or their representative contacts a school official, the regional officer, the province officer, chapter advisor, and the chapter president to make all parties aware of concern.

- No individual may investigate any chapter in which they are or ever was an active member.
- The preliminary investigation may take place through telephone interviews or other long-distance communication.
- The purpose of the preliminary investigation is to determine if there is probable cause to continue the investigation.

Investigation:

1. Initial Discipline: Chapter privileges will be suspended pending further investigation:
   - Based on the findings and recommendations of the person(s) who conducted the preliminary investigation, the chapter in question may be placed on probation or suspension in accordance with the National Bylaws.
   - Initial discipline shall be imposed where the findings of the preliminary investigation suggest that the hazing allegations have a reasonable likelihood of being truthful.
2. Official notice is sent to music department, chapter, advisor, Province Officer, Regional Officer, and NEB.
3. The NOC will receive a packet of information about the chapter from NH prior to the investigation.
4. Designated NOC members will interview persons involved in alleged hazing incidents.
   - This may include on-site visitations
   - This may include interviewing advisors, department chairs, student activities personnel, and campus judicial review board, if applicable.
5. Chapter's MIT training program will be reviewed.
6. Chapter will be required to review the Hazing Policies of its school, local government, state, and of SAI. Members will sign the SAI Risk Management Form.

Reporting

The designated investigator must prepare a written report of findings, including a recommendation as to appropriate disciplinary action, and must submit their report to the National President within ten (10) days of the date the NEB initially was notified of the allegations (when possible). If the designated investigator requires additional time to conduct the preliminary investigation and/or prepare their report, they may seek an extension of time from the NP. Extensions shall be granted freely for good cause shown.

Findings:

1. If a chapter, and/or individual member is determined to be in compliance with fraternity policies and expectations, all privileges to the chapter and its members will be immediately reinstated, and complaints against the chapter will be filed as "without substantiation" for permanent record at NH.
2. If a chapter and/or individual member is found guilty of hazing activities, then consequences of non-compliance are enforced. Sanctions (actions that must be taken to correct the situation) may be issued.
3. Accusing parties will be notified of such findings and advised to direct further queries to the appropriate NVP.

CONSEQUENCES OF A CONFIRMED HAZING INCIDENT:

By a chapter:

- The chapter will pay costs associated with the hazing investigation which have been incurred by the fraternity.
- The chapter president will make a formal apology, in writing, to all parties involved/hazed, with copies of apology sent to department head, NH, NP, COS, NVPCC or NVPAC, PO, RO, and chapter advisor.
- The VPM shall prepare and present to the chapter, advisor, and PO, a new outline of the chapter's plans for MIT training.
- No new MITs may be pledged for up to one fraternity year.
- Based on the severity of the hazing incident, the chapter may be closed and its charter removed.
- Under the supervision of appropriate NOC person, the chapter will undergo and demonstrate understanding of the fraternity hazing policy.
- An appropriate NOC person may pay unexpected visits to the chapter for up to two years, to determine that all hazing activities have ceased.
- The chapter will comply with any other sanctions as determined by the NEB.
- The NEB will support any further disciplinary action as mandated by the school and will cooperate with any local investigation. Should victims press charges against individual members, the NEB will acknowledge their right to pursue such action. The NEB and Sigma Alpha Iota will not take any responsibility for the actions of individuals whose actions are not in compliance with school, fraternity, and state hazing policies and laws.
- A chapter RETAINS the right to appeal.

By an individual:

- The individual will pay costs associated with the hazing investigation which have been incurred by the fraternity.
- The individual will make a formal apology, in writing, to all parties involved/hazed, with copies of apology sent to department head, NH, NP, NVPCC or NVPAC, PO, RO, and chapter advisor.
- The individual (if a chapter officer) will be removed from office immediately. The individual may not serve as an officer for five (5) years.
- The individual will comply with any other sanctions as determined by the NEB.
- The NEB will support any further disciplinary action as mandated by the school, and will cooperate with any local investigation. Should victims press charges against individual members, the NEB will acknowledge their right to pursue such action. The NEB and Sigma Alpha Iota will not take any responsibility for the actions of individuals whose actions are not in compliance with school, fraternity, and state hazing policies and laws.
- Based on the severity of the hazing incident(s), the NEB may:
  a. remove membership privileges of chapter member while still enrolled in school,
  b. expel the member from Sigma Alpha Iota. An individual RETAINS the right to appeal.

Re-Instatement Of Privileges

Of a Chapter:

If a chapter is determined to be in compliance with fraternity policies/expectations, as well as all pertinent hazing laws (school, state, and local) then:

- All privileges will be immediately reinstated.
- Complaints against the chapter will be filed as "without substantiation" for the permanent record at NH.
- Notification will be sent to all appropriate persons by the National President, outlining any sanctions that could be required of the chapter.
- Parties who accused the chapter of inappropriate behavior will be notified of such findings and asked to direct any further queries to the National Vice President, Collegiate Chapters or the National Vice President, Alumnae Chapters, as appropriate.

If a chapter was determined to be non-compliant and has fulfilled all required sanctions within the specified period of time, then:

- All privileges will be immediately reinstated.
- Notification will be sent to all appropriate persons by the National President.

Of an Individual:

If an individual is determined to be in compliance with fraternity policies/expectations, as well as all pertinent hazing laws (school, state and local), then:

- All privileges of membership will be fully reinstated, although certain requirements may still be applied as determined by the NEB.
- Complaints against the individual will be filed as "without substantiation" for the permanent record at NH.
- All parties accusing the individual of inappropriate behavior will be notified by a letter written from the National President.

If an individual is determined to be non-compliant and has fulfilled all required sanctions within the specified period of time, then:

- All privileges will be immediately reinstated.

PROTOCOLS FOR NON-COMPLIANCE RELATING TO ALCOHOL AND SUBSTANCE ABUSE

Excerpt from RISK MANAGEMENT COMPLIANCE FORM:

Sigma Alpha Iota recognizes and affirms that the pre-initiation period is a time for education for the candidate, and a time for the promotion of professionalism, ethics, and dignity through exposure to the privileges and responsibilities of membership as exhibited by our college and alumnae chapters. By signing this agreement, we will abide by and honor the policies of Sigma Alpha Iota.

Further, Sigma Alpha Iota believes that all members deserve the inherent privilege to develop their full potential through quality fraternity association. Therefore, the National Executive Board has adopted the following substance abuse guidelines for chapters:

- All collegiate chapter functions shall be free of alcohol and of all controlled substances.
- All ch*apters, members, and guests must abide by federal, state, local, and college-university laws.*

It has always been expected that SAIs will conduct themselves in an ethical manner, behave with dignity in all situations, exemplify the ideals of SAI and remember that they are representing Sigma Alpha Iota at all times.

As an individual and a member of Sigma Alpha Iota I agree to abide by the policies and expectations of the Fraternity as stated in those documents, as stated above, and in the Fraternity national bylaws. If found responsible for violating these policies, I understand disciplinary action will be taken by the NEB in accordance with Article XV of the SAI National Bylaws.

Definition Of Non-Compliance

A member or MIT who arrives to a fraternity event:

- In possession of alcohol or controlled substances, and/or
- Under the influence of alcohol or controlled substances

Shall be considered:

- "non-compliant" with the Sigma Alpha Iota Statement on Substance Abuse
- a potential danger to herself and to other persons in their vicinity
- a distraction to the fraternity activities planned or underway, and
- a detractor from the Mission, Purpose and reputation of Sigma Alpha Iota.

Procedure For Dealing With A Non-Compliant Member

A designated chapter officer (or other responsible chapter member):

- shall refuse admission of non-compliant member to the event;
- shall immediately contact Campus Security or local law enforcement. As professionals, they:
  a. are trained to recognize the offending behavior and to deal with the incident;
  b. have the proper instruments and tests for determining the cause of the offending behavior;
  c. are trained to safely escort someone off the premises, if necessary;
  d. are equipped to file separate reports in accordance with campus policy, municipal codes and state statutes.
- shall contact the chapter's faculty advisor
- [the chapter officers] shall immediately submit a written report of the incident to the Chapter Advisor, the Province Officer and the appropriate campus personnel. The written report shall include:
  a. Date, Time and Location of incident
  b. Purpose of the event (ex. Chapter meeting)
  c. Name of non-compliant member
  d. Description of offending behavior
  e. Statements from all witnesses
  f. Steps taken to remedy the situation:
    - Refused admission
    - Contacted Campus Security
    - Report submitted to appropriate officials
    - Other relevant information (describe)

Consequence

In addition to any consequences incurred by the non-compliant member according to Campus policy, In addition to any consequences incurred by the non-compliant member according to Campus policy, municipal codes and state statutes, the Province Officer, or other Fraternity official, may issue a Reprimand, or recommend Suspension or Expulsion of the non-compliant member in accordance with the steps outlined in the Fraternity Discipline Policy.

(Adopted August 2010)

MYTHS VS. FACTS: SAI AND ALCOHOL

Our SAI Risk Management policies have the following statement:

Further, Sigma Alpha Iota believes that all members deserve the inherent privilege to develop their full potential through quality fraternity association. Therefore, the National Executive Board has adopted the following substance abuse guidelines for chapters:

- All collegiate chapter functions shall be free of alcohol and of all controlled substances.
- All chapters, members, and guests must abide by federal, state, local, and college-university laws.

It has always been expected that SAIs will conduct themselves in an ethical manner, behave with dignity in all situations, exemplify the ideals of SAI and remember that they are representing Sigma Alpha Iota at all times.

The above policy pertains to all members of Sigma Alpha Iota.

There are a number of incorrect assumptions or false "rules" made by chapters about the legal consumption of alcohol by SAI members.

Myth #1

SAI members may not drink in fraternity letters or badges, must cover their letters or badges, or must turn their letter shirts inside out when out socially.

Facts:

- Collegiate SAI members may not drink at any official SAI events, regardless of what they are wearing.
- If an SAI member of legal drinking age is out socially and happens to be wearing SAI letters or the SAI badge, they are not required to change or cover their shirt. It should be understood, however, that someone wearing SAI insignia is perceived as representing the organization and any negative behavior exhibited could be detrimental to the local chapter's reputation.
- Alumnae chapters may have functions with alcohol present, if no collegiate members are in attendance.

Myth #2

SAI members may not drink at all.

Facts:

- SAI members of legal drinking age may consume alcohol, as long as all governing laws are adhered to.
- Collegiate SAI members may not drink at any official SAI events, regardless of age.

Myth #3

Collegiate SAI chapters may participate in an event with another organization where alcohol will be present, as long as all SAI members do not participate in drinking.

Facts:

- As per our policy, "all collegiate chapter functions shall be free of alcohol and of all controlled substances." A collegiate SAI chapter may not be involved in any event where alcohol will be present. Example: NOT ALLOWED - A joint banquet with Phi Mu Alpha and SAI, where the Phi Mu Alpha chapter is having alcohol.

COMMITTEE ON STANDARDS

Purpose

The Committee on Standards is a standing advisory committee appointed at the beginning of each triennium to assist the National Executive Board (NEB) in matters involving fraternity standards, member conduct, and compliance with the National Bylaws, policies, and procedures.

The committee reviews matters referred to it by the National President or the NEB, evaluates the available information, and makes recommendations to the NEB regarding appropriate action. When necessary, the committee may conduct or assist with an investigation to gather additional information.

The Committee on Standards serves solely in an advisory capacity. It does not have the authority to impose disciplinary sanctions or make final decisions. All recommendations are submitted to the National Executive Board, which retains final decision-making authority in accordance with the National Bylaws.

Appointment and Composition

At the beginning of each triennium, the National President, with the approval of the National Executive Board, appoints a Committee on Standards consisting of three to five members.

Committee members should possess a thorough knowledge of the fraternity's governing documents, policies, and procedures, and have demonstrated experience serving in a leadership role within Sigma Alpha Iota. Former members of the National Executive Board are preferred; however, other qualified members with appropriate leadership experience and institutional knowledge may also be appointed.

The National President appoints the committee chair, who is responsible for coordinating the committee's work, convening meetings, and communicating the committee's recommendations to the National Executive Board.

Should a vacancy occur during the triennium, the National President, with the approval of the National Executive Board, may appoint a replacement to serve the remainder of the term.

Initiation of a Standards Review

A request to investigate the conduct of a member or chapter may be initiated upon the recommendation of any of the following:

1. Three or more members in good standing of the member's chapter.
2. A Province Officer or Regional Officer.
3. A member of the National Executive Board.

Upon receipt of a complaint or recommendation, the National President, in consultation with the National Executive Board as appropriate, will determine whether the matter should be referred to the Committee on Standards for review and/or investigation.

Responsibilities

The Committee on Standards may:

- Review complaints and matters referred by the National President or the National Executive Board.
- Review performance evaluations and concerns involving elected and appointed fraternity volunteers, as requested by the National President or National Executive Board, and provide recommendations to support accountability, volunteer development, and effective leadership.
- Evaluate reports, documentation, correspondence, and other relevant information.
- Request additional information or clarification when necessary to complete its review.
- Conduct or assist with investigations when directed by the National President or the National Executive Board.
- Recommend educational, corrective, or disciplinary actions to the National Executive Board.
- Recommend revisions to fraternity policies or procedures when recurring issues or trends are identified.
- Perform other duties as assigned by the National Executive Board.

Committee Procedures

The Committee on Standards meets as needed at the request of the National President or the National Executive Board.

Committee members are expected to:

- Maintain strict confidentiality regarding all committee business.
- Evaluate each matter objectively, impartially, and in accordance with the fraternity's governing documents.
- Disclose any actual or perceived conflicts of interest and recuse themselves from the review of any matter in which a conflict exists.
- Base recommendations on the information available and the applicable provisions of the National Bylaws, Chapter Procedures Manual, and fraternity policies.

Following its review, the committee will submit its findings and recommendations to the National Executive Board for consideration. The National Executive Board will determine the appropriate disposition of the matter.

Confidentiality

The work of the Committee on Standards involves confidential information relating to members, chapters, and fraternity operations. Committee members shall maintain the confidentiality of all complaints, investigations, deliberations, records, and recommendations. Information may be shared only with individuals authorized by the National Executive Board or as otherwise required by the fraternity's governing documents or applicable law.

SAI CPM C LOCAL CHAPTER PROCEDURES MANUAL (LCPM)

Chapters should place the LCPM in their local binder. All such documentation should be given to chapter advisors and the province officer to place in their copy of the CPM, too. Any time changes are made, chapters should notify the advisors and the PO.

See the Officer Portal Document Library folder, **Bylaws and LCPM, Chapters**, for templates, tips, and directions on submitting your chapter's LCPM in the OP for review.

OFFICER PORTAL

Always refer to the online Officer Portal for the most current procedures.

This is current through Fall 2026 and will be updated Spring 2027

Javascript must be enabled to log in to the Officer Portal. If you experience trouble logging in, please update your browser and enable Javascript.

If you are unable to perform an action in the Officer Portal, consider attempting the same action in another browser (e.g. Edge, Safari, Firefox, Chrome).

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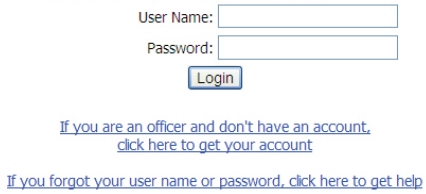
CLAIMING YOUR ACCOUNT
(ONLY CURRENT OFFICERS HAVE ACCESS TO THE OFFICER PORTAL)



Step 1
At http://op.sai-national.org, click
"If you are an officer and don't have an account, click here to get your account."

Select your chapter of initiation.
(If you were initiated by **an Alumnae chapter**:
Patroness, please select "Patroness by Alumnae (Non-College Initiate)"
Friend of the Arts, please select "Friend of the Arts (Non-Collegiate Initiates)"
Honorary, please select "Honorary (Non-Collegiate Initiates)"
National Arts Associate, please select "National Arts Associate (Non-Collegiate Initiates)"

If you are a chapter advisor, but not an initiated member of SAI, please select **"Chapter Advisor Non-Member."**.

Member Laureates, call NH, you likely have more than one record. ☺)

Step 2
Enter your last name.
Enter your first name.
Enter your primary email address.
(If the system does not locate your file, perhaps National Headquarters does not have your most current email address; please call NH to update this info.)

An email will then be sent to the address that is on file for you.

Step 3
Check the email for further instructions!

LOGGING IN

Step 1
Create you username and password.
Click —Login.

Read and Agree to the Terms of Service.

NOTE: NEVER share your user ID and password;
by using the Officer Portal, you have agreed to this requirement.

Step 2
If you hold more than one office, select the one that you would like to work under. ***You can only work from one office at a time.***
(Change Office Role, if needed later)

*If you have created an account for the Officer Portal, but have forgotten your username or password, click the "If you forgot your username or password, click here to get help" link.

Using Officer Portal (OP)

Once you are logged in, there are several links along the top as well as a menu bar with icons on the left hand side.

- Change Office Role – If you hold more than one office, you can change between them. Each option is not available to every officer, so make sure you are logged in appropriately. (If not, this link is not visible to you.)
- I Need Help – Opens an email to National Headquarters at nh@sai-national.org
- Logout – Logs you out of Officer Portal. Please log out at the completion of each session.

Calendar

The calendar contains due dates for forms as well as dates for chapter events.

- Public calendar entries may be viewed by **all officers** but entries may also be created to be viewed only by **entry creator** if the "allow others to view" box is not checked.

Click Add an Entry to My Calendar in the upper right-hand corner of the calendar.

- Select the type of entry (Province Day, Spring Break, etc).
- Enter the date that the event begins.
- Select whether or not you want it to be public by clicking (or not clicking) the box to "Allow Others to View"? (Click the box to clear the checkmark, which makes it a private entry.)
- Enter the description of the event as it will appear on the calendar. Click Save. The status of the event (pending, etc) will be displayed as well.

Note the icon for forms with due dates:

A red X indicates that the form has not yet been completed by the submitting officer.

A yellow/orange triangle indicates that the form is partially complete OR pending an approval (PO, RO, NH, etc.) and is not yet available. (See the details in the popup information bar when you hover.)

The Acrobat symbol, followed by a linked form, indicates that the form has been submitted, and made it through the approval process, if there is one. The form can be opened, and the LAST page will be the submission details and any comments.

Forms
(Various Officers)

Click on the —Forms icon on the left-hand side of the page.

For each office, there will be different forms listed here.

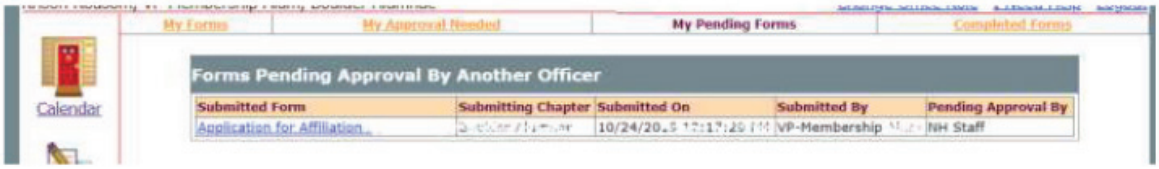
For example:

- a collegiate President can select — School Information Form
- a collegiate VPM can select — SAI Approval for Pledging of Non-Student Member
- an alumnae VPM can select — Application for Affiliation
- a Treasurer can select — Treasurer Annual Report

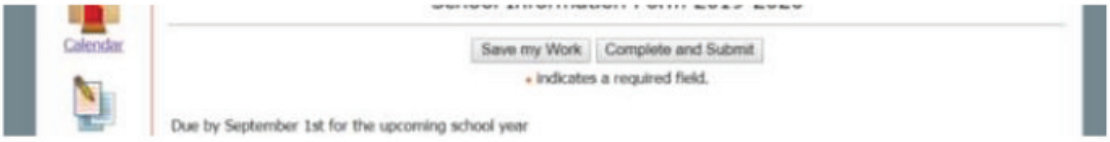
Fill in the proper information and submit it.

My Pending Forms / Completed Forms

If you have filled out a form which must receive approval, the completed pdf file will be available to be saved/printed after the final approval has been given (some forms require more than 1 level of approval). If you have submitted a form which requires approval processing, the form will likely show in the My Pending Forms tab with the level currently pending approval.



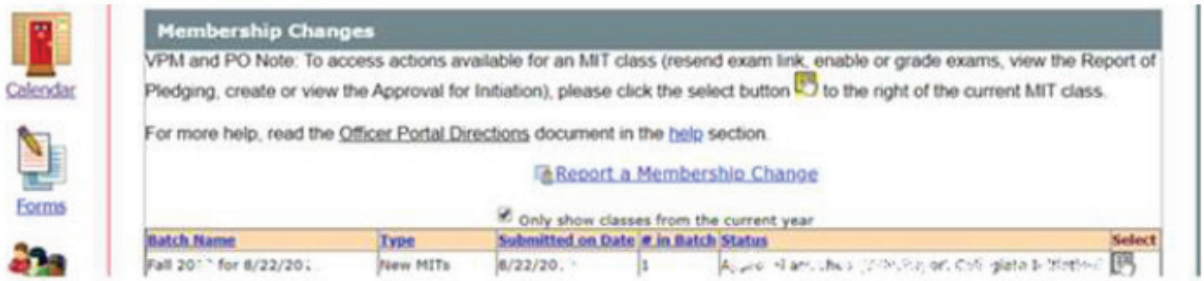
Click —*Save my Work* periodically or if you must stop but want to save your work (only available on forms with a due date), then click *Complete and Submit* when everything has been completed.



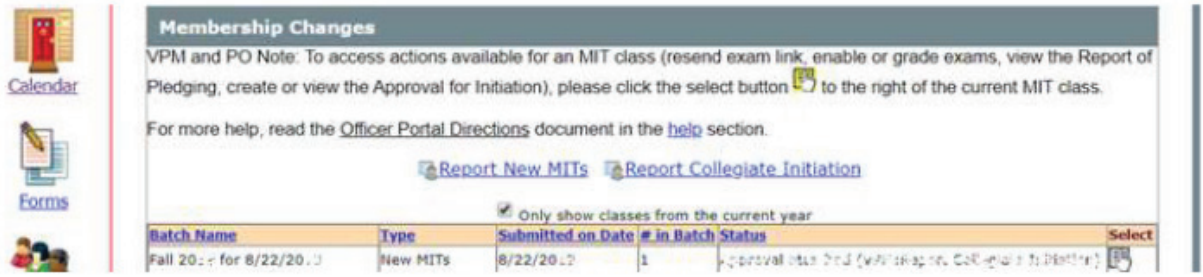
Members

This area contains the current undergraduate and graduate student members from a particular collegiate chapter. MITs will also appear in this list for your convenience; if they appear as MITs post-initiation, the VPM may still need to complete the Report of Initiation. MITs who have withdrawn from the process must be reported by the Treasurer as soon as their status changes. (Withdrawn MITs may be added back to the next Report of Pledging, if returning, per current fraternity policy.)

The Treasurer's View:



The VPM's View:

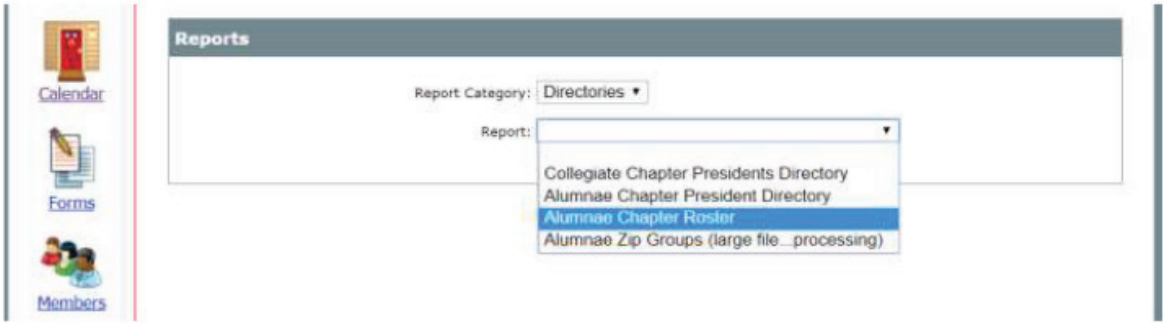


Click on the **Membership Type** header to sort the members into groups (Undergraduate/Member-In-Training). If new MITs are not shown in the list yet, it may mean that the Report of Pledging has not yet been submitted by the VPM. (This action should be completed immediately following the Pledging Ceremony.)

Members who have been reported (by the treasurer) as graduated will disappear from the chapter list immediately; please be sure to make all phone/email/address updates prior to submitting this type of class! Current officers cannot be reported as graduated.

Collegiate Presidents and **Treasurers** have access to update member information using the SELECT function near the member's name and should keep the information accurate with the PERMANENT HOME ADDRESS, phone and email for each member listed.

****Alumnae Chapters - members who are active affiliates can be found in the Reports section by selecting Directories in the Report Category dropdown and then selecting the Alumnae Chapter Roster in the Report dropdown. Scroll to the right on that report to see more information including initiation date and last Alumnae Association payment (required annually unless Exempt status has been requested).**



Report Members-In-Training
(Collegiate VP-Membership)

VPMs enter basic information about MITs. Please advise your MITs to carefully verify and correct their personal information by clicking the link that is emailed to them. The address listed should be their PERMANENT home address, not a school address. The email address you enter during this step is critical.

Click on the Members icon on the left-hand side of the screen.

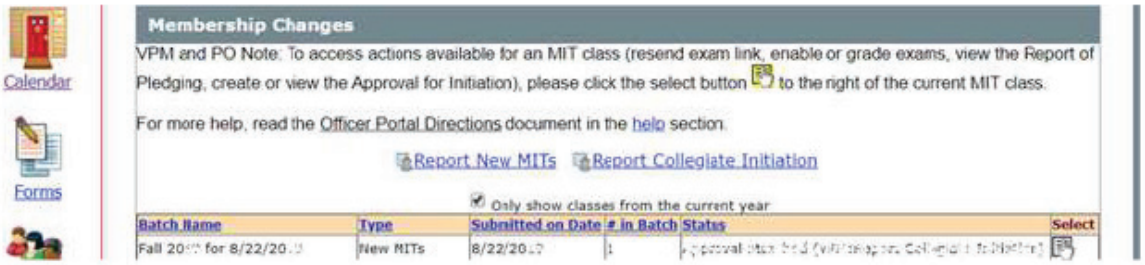
Click on Report New MITs under Membership Changes headline. Click the link to Enter a new MIT.

> (Previously withdrawn MITs may appear on this page; please select Include in report if an MIT isre-pledging this semester; do not enter a new record for the MIT.)

Input basic information about the new member: name, permanent home address, phone number, email address, and verify they meet the required GPA. To add another MIT to this class, click on the button "Enter a New MIT". If you need to edit the MIT information you have entered, use the 'select' button on the record of the MIT.

When all of the MITs have been entered, click — Submit this list of ## MITs.

Enter the date of the pledging ceremony (do not attempt to complete this process prior to the ceremony), and the expected initiation date, for this class and submit the Report of Pledging. Open the New MITs class to gain access to the Report of Pledging to print or save. You will receive an email that the Report of Pledging has been submitted.



Ask the chapter treasurer to send a copy of the **chapter statement**, along with your **chapter check** or money order, to National Headquarters. *They may also pay via the Officer Portal* with the chapter checking account!! If your chapter funds are processed via the business office, provide them with the chapter statement for payment and ask about the process and time required for checks to be cut. **FACTOR THIS TIME** into your initiation calendar since fees must be received prior to the shipping of the required initiation supplies.

Member-In-Training Self-Validation

****In order for an MIT class to proceed to the National Exam and receive Approval for Initiation, every MIT must self-validate and agree to the SAI Risk Management Compliance Form****

Every MIT will receive an email from the Executive Director. It will contain a link to verify and correct their personal membership information. When the MIT clicks on this link in the email, it will take them to a webpage that explains how to proceed.

Directions for the MIT:

Click the link in the Welcome to Sigma Alpha Iota email you received.

Click the —Next button at the bottom after you have read through everything.

Carefully enter and confirm your personal information, including your permanent home address. Fields with a red arrow next to them are required before continuing.

Click the — Next button at the bottom when you have completed the required. The next page is the SAI Risk Management Compliance Form.

Read through the agreement. When you have finished, sign the form electronically by first entering your initials where asked, then click the checkbox to confirm that you agree to abide by the SAI Risk Management Compliance Form.

Click —Next when you have agreed.

You may now leave this webpage and await further instruction from the VPM regarding MIT training and the scheduled date for the Membership Exam.

Save the email you received; it contains the link which will take you to your exam once it has been enabled by the VPM.

Reporting a Withdrawn MIT
(Collegiate Treasurer)

If any of your MITs choose, at any time prior to initiation, not to become an SAI and to withdraw from the process, immediately

- Notify your Advisor and Province Officer
- Complete a "Membership Change Class" for the MIT(s) so that the national records can be updated. NH will remove the MIT from the chapter member list and make any necessary adjustments to the chapter statement.
- The chapter must return all initiation supplies in a resaleable condition prior to NH crediting the invoice or processing the report of initiation of other members.

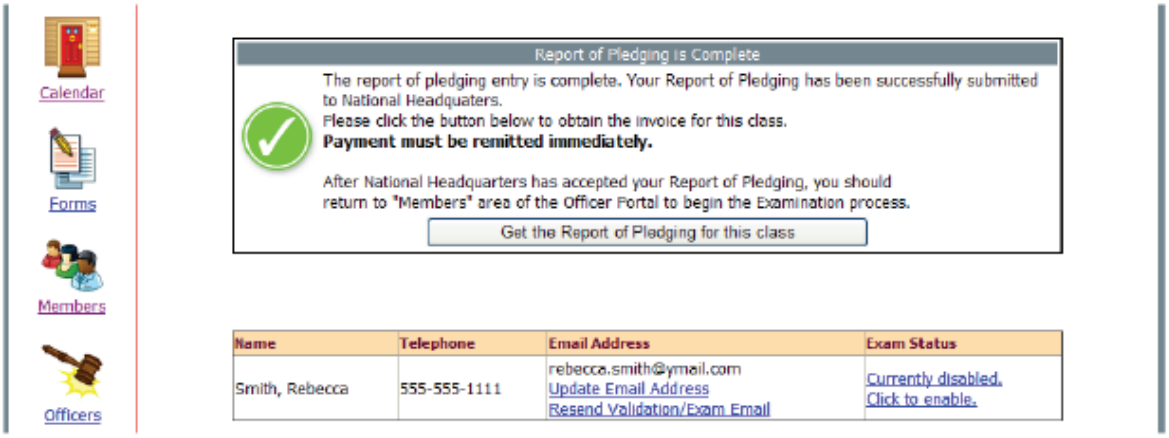
Membership Examination
(Collegiate VP-Membership)

Once the Report of Pledging is completed, National Headquarters will ***verify that the chapter has met the requirements for eligibility***, process the MIT class, and send an SAI Songbook for each MIT to the chapter to be distributed immediately (the Manual for Members is a digital publication, available for download in the OP). MIT fees have been billed and are due; please include the chapter statement with the chapter check or money order, or the treasurer may submit payment via the OP.

When the Report of Pledging ***has been accepted***, the training completed, and the class is ready to take the exam:

- VPM will be able to log in to the OP
- Go to the Members section
- Select the button to the right of the current MIT class in the Membership Changes section (Fall 2019, for example).

- Then you will see the MITs listed, similar to this:



Only select "Enable Exam" next to each MIT who is with you, has paid their initiation fees in full, and is prepared to take the exam.

> Do NOT enable the exam until the MIT is present and you are prepared to proctor the exam; this action will create an invoice!!

> When every exam for this session is enabled, LOG OUT.
>
> Please DO NOT "REFRESH" THE PAGE.

- Each MIT must have completed self-validation before the exam can be enabled
- If an MIT needs to receive the email again, or the MIT email address needs to be changed, please follow the directions above to access those links.

If you see "Report of Pledging pending receipt by NH" you must ***wait until NH has approved and processed the MIT class you have entered***. *The report of pledging will not be processed, nor MIT supplies shipped, until the chapter has met the eligibility standards by completing all required reports / payments on previous balances.*

Once the exams are enabled, each MIT will use the email they received with their self-validation link to log in and take the National Exam. Periodically, during the exam a message will appear asking if the MIT is still working — they must click this message to confirm that they are still active in the session. At the end of the exam, they must confirm that their exam is complete and those are the answers they wish to submit.

> NOTE: Please do not enable the exam until each MIT is available to take the exam, and DO NOT click the disable exam link unless there has been an urgent issue requiring the MIT to leave prior to taking the exam.

As the exams are submitted, the Province Officer will have access to grade them. Please communicate with your PO to be certain that they are aware that the exams are available. If there are exams to be retaken, communicate with your PO regarding the material that needs to be studied prior to the retake(s); you will be able to re-enable the exam using the same process as before. The MIT will only need to retake the portions which were not previously marked correct. If the exam has been passed, it will show in the exam status section next to each MIT.

Once all of the exams have been passed, your PO will complete the Approval for Initiation, and access to it will appear below the Report of Pledging.

When you "Get the Initiation Approval Report for this class", if your chapter's date of initiation does not match what appears on this form, **contact NH immediately** so that the shipping method required for your initiation materials can be accurately judged.

The Expected Initiation date cannot be modified ANYWHERE within the Officer Portal; the chapter must call or email NH to notify that a modification is needed.

Any Approval and Fees received 5 business days or less from the reported initiation date will trigger a RUSH shipment and associated charges.

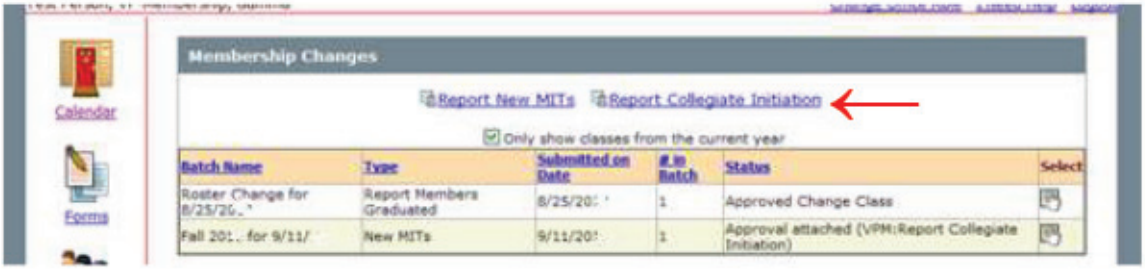
Reporting Initiation
(Collegiate VP-Membership)

Once the exams have been passed, your Province Officer has submitted the approval, and the initiation fees have been received at NH, initiation materials will be shipped to the chapter and initiation may be held.

> NOTE: Do NOT initiate any member with someone else's badge.

After initiation, remember to log in to the Officer Portal to Report Collegiate Initiation.

Click on the —Members icon on the left-hand side of the screen, and then click Report Collegiate Initiation at the top of the Membership Changes section.



Select either Fall or Spring in reference to the MIT class being reported, and enter the date of initiation. On the next screen confirm the names of each of the MITs who were present and initiated and complete the initiation report.

You will see a screen that says that the report of initiation is complete. No further action is required.

> *NOTE: This is not an automated process, and will not be reflected immediately.
> This report must be processed by the NH staff.

Certificates and Membership cards will be ordered after the Report of Collegiate Initiation is completed, using the names confirmed by each MIT during self-validation and the date reported by the VPM. These materials will be mailed to the chapter address to be distributed by the chapter.

Reporting Membership Changes
(Collegiate Treasurer)

Click on the Members icon on the left-hand side of the screen.

Make any necessary demographic updates by selecting the member record prior to submitting your report.

Every type of membership change is to have its own change class.
*Members who appear on the Officers List cannot be removed until they have been taken out of office.

(Treasurer: Graduated Members [applies to every situation to remove a collegiate member from the active roster], Undergrad to Active Graduate Student, and Withdrawn MITs).

***NOTE: This may not be an automated process, and all aspects may not be reflected immediately. This report must be processed by the NH staff.**

Click — Report a Membership Change

Select from the drop-down menu the type of change that you are going to make.

Click — Create this Group
Select the individuals in this change group from the eligible chapter membership listed.

Click — Selection Complete. Next>>

The membership change class has now been submitted to National Headquarters for approval.

Create as many change classes as necessary (there is no need to create a separate class for each member with the same change type).

Officers

This displays the current officers, or open positions (which will say Officer Needed), for a collegiate or alumnae chapter.

Chapter officers may be updated by the President or Recording Secretary:

Click on the Edit icon next to a name to change or remove a person from that particular office.

Chapter Officers

Office Title	Member Name	Telephone	Email Address	Select	Edit
President	Person, Test	123-456-7890	nh@sai-national.org		
President	Officer Needed				

There will be 3 actions to choose from, if the position is currently filled:

- Replace officer with a new officer.
  - Enter the beginning date for the incoming officer.
  - Select a person from the roster list.
- Remove a person from office, but not assign a new officer yet.
- Cancel activity. Do not make any changes.

Do not complete these changes until the officer has completed their annual reports/responsibilities! Changes made are effective immediately.

If you click on the Select icon next to a name in the Officers section, you will be able to view/edit all of that officer's contact information. It is only possible to edit the email address and phone number of chapter Officers if you are the President or Recording Secretary.

Every officer has the ability to view the contact information for each officer. If you see information that is not correct, please notify the chapter President or email National Headquarters so that it can be updated.

Chapter Orders (Treasurer)

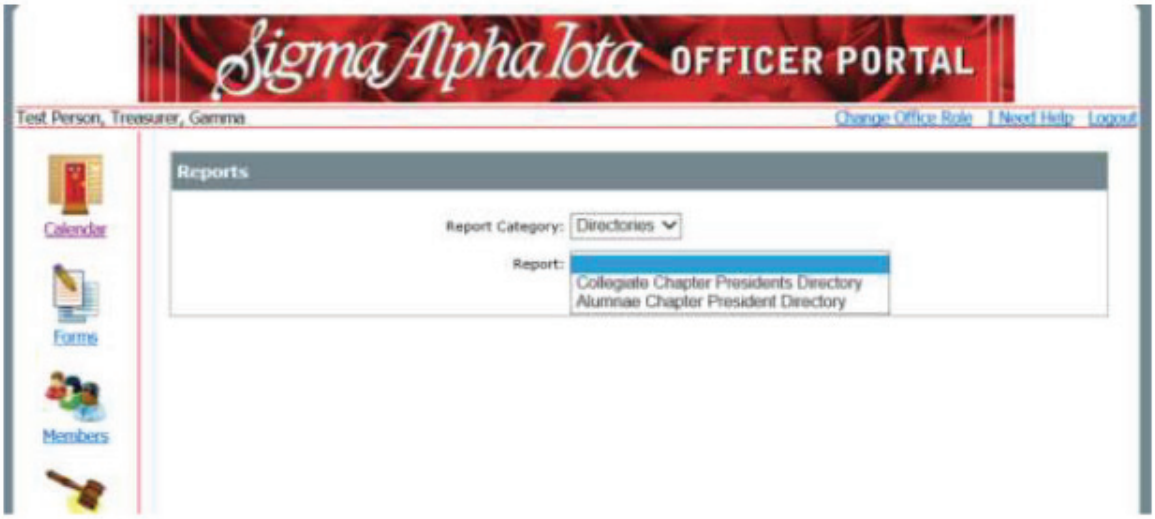
The chapter treasurer has the option to purchase a limited list of chapter supplies in the OP. They can be ordered and paid for using an e-check or credit/debit card. Some of the items available are invitations, MIT pins, brochures, and graduation supplies (cords and stoles), as well as the Prospective Patroness Packet.

Please utilize this function whenever possible.

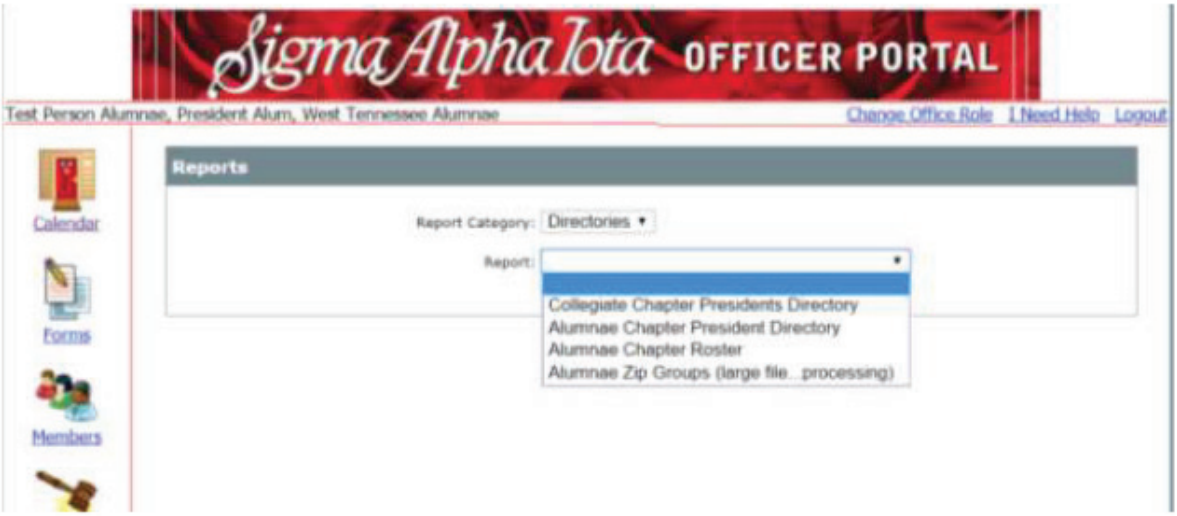
Reports

Click on the Reports Icon to be presented with options for Report Category, and then you may select from the available reports.

Currently you may find options there for the directory of the Collegiate Chapter Presidents (with the chapter address) and the Alumnae Chapter Presidents (with the address of the chapter president).



An Alumnae Chapter Roster of your active members (including the last payment date, required annually unless Exempt status has been requested), is available to you in this section, if you are an officer of an alumnae chapter.



Chapter Information Dashboard

The Chapter Information dashboard is basically a snapshot of your chapter. Its main purpose is to give officers synopsis of the general information on the chapter, including the chapter tax ID number as well as a link to the chapter website. A link on the address of the chapter will take you directly to a map of where the chapter is located.

The chapter dashboard is also the place where every officer can get a current Chapter Statement at any time. (Award invoices will show AFTER the requested presentation date.) Please check this Statement frequently for your current chapter balance. *The treasurer will also find a payment link here; we accept electronic checks via the OP!*

Document Library

The document library is a repository for all Sigma Alpha Iota manuals, forms, form examples and other documents. Because the number of documents is so large, only those that pertain to a specific office may be viewable by that officer.

To search the list, Expand All and use your browser search function (usually accessible by keyboard shortcut Ctrl + F if using a PC or Cmd + F on a Mac).