Pledge Education Meeting Plan 4
Regional and Local Structures

Broad Topics: Regional Organizational Structure; Local Chapter Organizational Structure, dsp.org, CMP

Learning Outcomes:

- Pledges will identify the four (4) levels of the Fraternity organizational structure (local/chapter, regional, provincial, national)
- Pledges will identify the Region and Province their chapter is located in
- Pledges will identify their Regional Vice President (RVP) and Provincial Vice President (PVP)
- Pledges will identify the ten (10) nationally recognized collegiate chapter officer positions
- Pledges will identify at least two (2) pertinent pieces of information found on dsp.org

Materials Needed for Meeting:

- ➤ *The Crown & Delta*
- ➤ Access to dsp.org
- ➤ DISPLAY
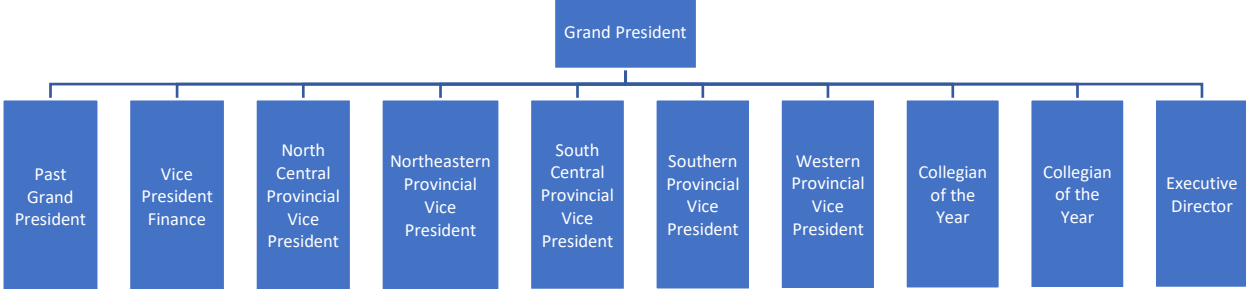
Additional Suggested Items for Meeting:

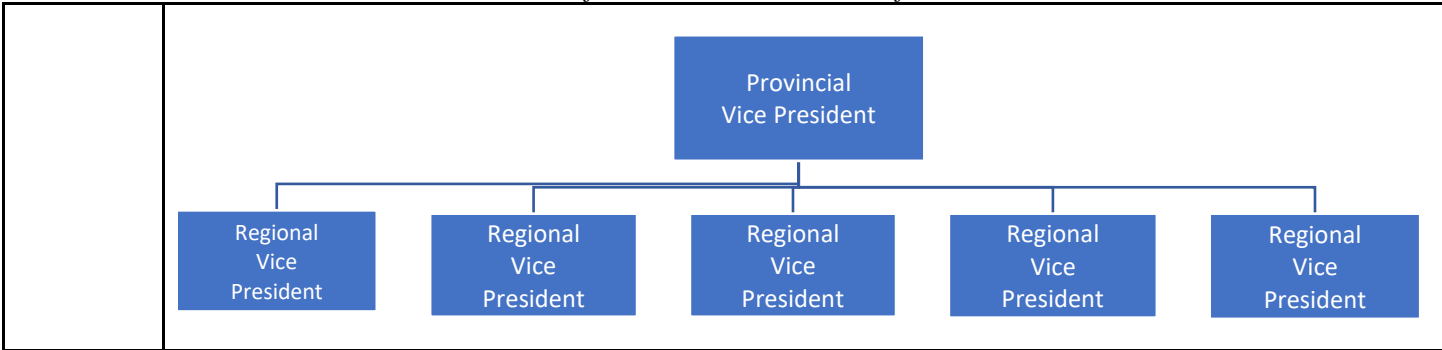- ➤ DISPLAY with access to dsp.org

Notes for Meeting:

- ★ In preparation for the meeting/exercises, the VPPE should have empty diagrams prepared on a DISPLAY. These should mirror the diagrams pledges have in their copy of *The Crown & Delta*.

5/5	Meeting Objectives/Module Recap	
	Prior to the start of this meeting pledges will have watched and answered questions regarding Delta Sigma Pi's Chapter and Organizational Structure. Pledges should be made aware during this in-person session, they will utilize the knowledge of the chapter and organizational structure to engage in the exercises of this pledge education meeting	
	During the online module, you spent time learning about the different structures within the fraternity. We are going to spend a few minutes reviewing those different levels and the responsibilities of the officers who fill those different roles. All the leadership we are about to discuss are volunteers, except for the Fraternity's Executive Director. So, they have full time jobs, families, and other responsibilities outside of the Fraternity. They give of their time, talents, and treasure, to advance the organization and be valuable to members not only as collegians, but also as alumni.	

20/25	**Structure and Role of the Board of Directors**	**Needed: _The Crown & Delta_** **Suggested: DISPLAY (for diagrams)**

  Pg. 19	• *Who can tell me what the highest elected level of the Fraternity organizational structure?* 　○ **Board of Directors** • *What are the eleven (11) officers on the Board of Directors?* 　○ **As pledges are naming the Grand Officers, the VPPE should fill in the diagram (see below) on the DISPLAY** 　○ **If pledges are having a difficult time identifying all the members of the Board of Directors, the VPPE can prompt them to use page 19 in _The Crown & Delta_** Once all the officers have been identified, the VPPE should instruct pledges to turn to page 19 in _The Crown & Delta_ to complete their diagram.

  Pg. 19	Once pledges have filled in the diagram. The VPPE will then have pledges take turns reading aloud the responsibilities of the Board of Directors on page 19 of _The Crown & Delta_. After reading aloud the responsibilities, pledges will then utilize their resources to fill in the names of the officers located on page 19 and the titles in the diagram on page 19 in _The Crown & Delta_. Their resources include _The Crown & Delta_, The VPPE, and dsp.org. When all National officers are identified and filled in, move on to the Provincial level.

	Provincial Level

  Pgs. 20-21	• *Who can tell me what is the next level of the Fraternity organizational structure?* 　○ **The Provincial Level** • *Who leads the Provincial Level?* 　○ **The Provincial Vice President (PVP)** • *And how many Provinces does the Fraternity have?* 　○ **Five (5)** • *Can anyone tell me what Province our chapter is in?* 　○ If pledges cannot identify the province the chapter is located in, the VPPE can either tell pledges or provide them with resources such as dsp.org. • *And who, in our volunteer structure, is supervised by the PVP?* 　○ **Regional Vice Presidents** 　○ Provincial Vice Presidents will oversee five (5) – seven (7) regions within their province

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                          Provincial
                        Vice President

  Regional      Regional      Regional      Regional      Regional
    Vice          Vice          Vice          Vice          Vice
  President     President     President     President     President
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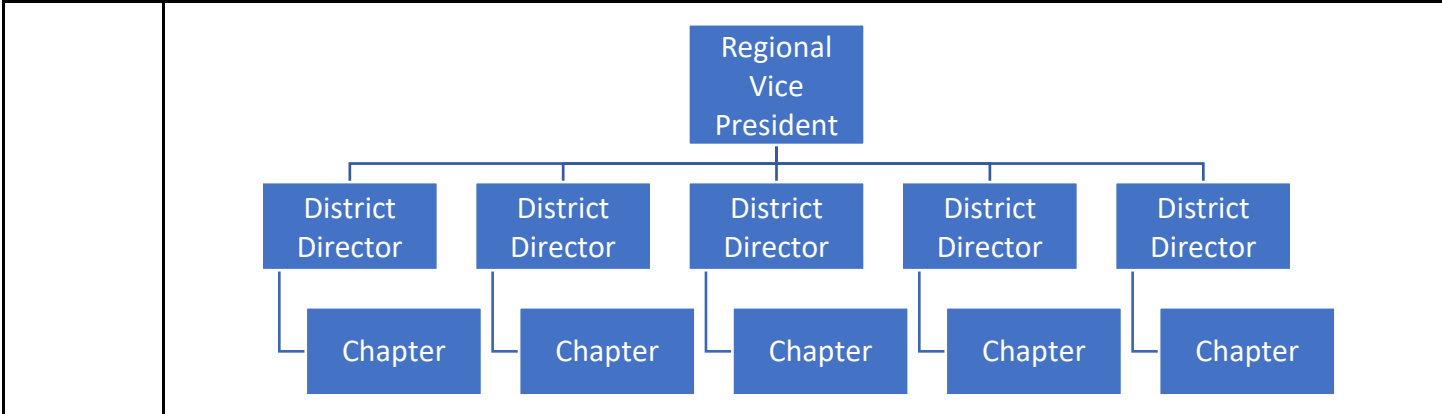
Once all the officers have been identified, the VPPE should instruct pledges to turn to page 20-21 in *The Crown & Delta* to utilize their resources to fill in the names of the officers and diagram with officer titles.
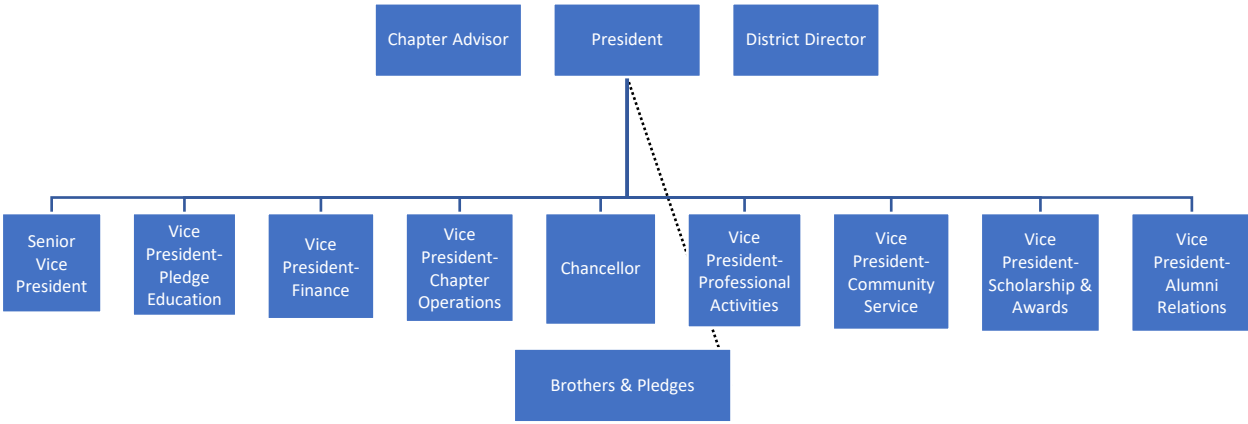
When all officers are identified and filled in move on to the Regional level.

Regional Level

- *Who can tell me what is the next level of the Fraternity organizational structure?*
  - **The Regional Level**

- *Who leads the Regional Level?*
  - **The Regional Vice President (RVP)**

- *Can anyone tell me what Region our chapter is in?*
  - If pledges cannot identify the Region the chapter is located in, the VPPE can either tell pledges or provide them with resources such as dsp.org.

- *And how many Regions does our Province have?*
  - **VPPE should confirm the correct answer**
- *Does anyone have any idea how many regions the organization has total?*
  - The VPPE can provide pledges with resources such as dsp.org.
  - **Thirty-two (32)**
- *And who, in our volunteer structure, are appointed and supervised by the RVP?*
  - **District Directors and Assistant District Directors**
  - While there is no limit to the number of collegiate chapters within a Region, the number of chapters currently range from as few as (3) to upward of fifteen (15). Additionally, District Directors and Assistant District Directors are not limited to supporting only one chapter.

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                          Regional
                        Vice President

  District    District    District    District    District
  Director    Director    Director    Director    Director

   Chapter     Chapter     Chapter     Chapter     Chapter
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Pg. 21	Once all the officers have been identified, the VPPE should instruct pledges to turn to page 21 in *The Crown & Delta* to utilize their resources to fill in the names of the officers and diagram with officer titles. Once pledges have filled in the diagram. The VPPE will then a pledge read aloud the responsibilities of the Regional Vice President on page 21 of *The Crown & Delta*. When all officers are identified and filled in, move on to the Chapter level.
	Chapter Level

- *What is the final level of the Fraternity organizational structure?*
  - **The Chapter Level**
- *Who leads the Chapter Level?*
  - **The Chapter President**
- *Who are the non-collegiate members who support the Chapter President and the Chapter most directly?*
  - **The Chapter Advisor, District Director (DD), and if applicable Assistant DD**
- *And what are the ten (10), including chapter president, nationally recognized chapter officers?*
  - **As pledges are naming the Chapter Officers, the VPPE should fill in the diagram (see below) on the DISPLAY**
  - **If pledges are having a difficult time identifying all the members of the Executive Committee, the VPPE can prompt them to use page 34 in *The Crown & Delta***
  - The VPPE should place the nationally recognized chapter officers in the places they see in the diagram below. The diagram below is the chapter order of succession as noted in the Fraternity's National Bylaws.

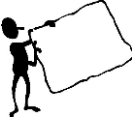|	
Pg. 25	Once all the officers have been identified, the VPPE should instruct pledges to turn to page 25 in *The Crown & Delta* to utilize their resources to fill in the diagram with officer titles. Once pledges have filled in the diagram. The VPPE will then have pledges take turns reading aloud the responsibilities of the chapter officers on page 25 of *The Crown & Delta*. After reading aloud the responsibilities, pledges will work with each other and the VPPE to fill in the officers on page 25 in *The Crown & Delta*.

<table>
<tr>
<td></td>
<td colspan="2">The Fraternity's organizational structure, policies, procedures, and bylaws are universal to the Grand Chapter and all individual chapters. Each individual chapter does have some opportunity to develop some local governing documents, in concert with national governing documents, that provide unique instruction to just our chapter. Some chapters may see a need or benefit to additional chapter officers or committee chairs. Each chapter has the opportunity to develop their own individual attendance policy. Chapters have the option to choose when officers are elected and when transitions happen. Many of these will be unique to our chapter and are adaptable to our campus resources. Our local governing documents do get reviewed annually by a small group of national volunteers to ensure they are not in conflict with national governing documents.

I wanted to spend a little time reviewing some of these local chapter policies. Some of these you may have already seen in action during chapter meetings.</td>
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<tr>
<td>5/30</td>
<td>Local Chapter Policies</td>
<td>Needed: Access to local chapter governing documents

Suggested: Printed copies of local chapter governing documents</td>
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<tr>
<td></td>
<td colspan="2">The VPPE should take the time to discuss with pledges any unique practices of the chapter as well as provide copies or access to the chapter's local Bylaws and Policies and Procedure manual. Things that could be discussed:
Any local attendance policies for chapter meetings and/or events
Any additional committees, officers, or chairperson roles (beyond the ten (10) national recognized officers) and their responsibilities
Officer election procedures
When are the majority of officers elected
Are there officers elected on a term basis vs other elected for an annual term?</td>
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<tr>
<td>10/40</td>
<td>CMP Information</td>
<td>Needed: DISPLAY (chapter's current CMP report (dsp.org/CMP))

Suggested: DISPLAY (CMP Guide (dsp.org | search: CMP Guide))</td>
</tr>
<tr>
<td>DISPLAY</td>
<td colspan="2">The VPPE will provide a high-level review of the Chapter Management Program (CMP) to help pledges understand the importance of the chapter's national requirements and expectations. Hopefully pledges have seen the chapter's current standing and reporting during the chapter meeting. This section is intended to provide more context for the program and why it is important for the chapter and the Fraternity.

Prior to starting the section, the VPPE should retrieve their chapter's current CMP report.</td>
</tr>
</table>

	The Chapter Management Program (or CMP) is a three-tiered program with guidelines and operational requirements for all chapters that has existed, in some form, within Delta Sigma Pi since 1931 when it was known as Chapter Efficiency Contest. It helps collegiate chapter officers keep track of chapter operations and formal communication with the national Fraternity through its web-based program. The program is divided into three annual achievement levels for collegiate chapters: Accredited Chapter, Chapter of Recognition and Chapter of Excellence. Tier designations give chapters both an incentive to manage their operations well, and credit for activities completed throughout the year. *Good record keeping through CMP simplifies operations for chapter officers and keeps lines of communication open between chapters and the national organization, so potential problems can be addressed quickly by reviewing a chapter's status online. CMP reporting is also a good historical record for the chapter. Officers can review previous submissions of events and forms when planning for their upcoming term.* *The Accredited Chapter tier, which is the minimum operational expectations for all chapters, focuses on basic functions of the chapter. Some of these include recruitment/pledging, membership, finances, professional and service programs, and leadership development. These sections reflect the practice of essential business principles and operations expected of each chapter as part of our professional business Fraternity, as well as the professional and leadership development opportunities for each member.* *The next tiers, Chapter of Recognition and Chapter of Excellence, focus on connecting the chapter with alumni and faculty. This can happen through events, celebrations, and education.*

	● *Why would an organization like Delta Sigma Pi have a program like the CMP?*
	    ○ **Establishes minimum expectations for every chapter; provides a base for volunteers and staff to assist chapters**
	
	● *What are the benefits of completing the requirements of the CMP?*
	    ○ **To keep a historical record of governing documents and events, programs, and operations; to assist brothers in the planning process for an academic year; aid chapter members in ensuring their elected officers are completing their duties**

DISPLAY	After introducing CMP and the tiers, the VPPE should take a few moments to show pledges where the chapter's report can be found on dsp.org/CMP. The VPPE can highlight specific areas of the report. It is recommended to review Officer Reports, Strategic Plans, Bylaws and Policies, Risk Management Event, Pledge Education Program Requirements, and programming/events.
	CMP Status Reports can be viewed by anyone, whether they be members, campus administrators, pledges or parents, online at dsp.org/CMP. By viewing these reports, members and advisors can ensure the elected officers are completing required items in a timely manner. *Additionally, chapters can review their progress and achievements over a period of multiple years as well as seeing how they are progressing among other chapters within the region or nation. A thing to remember is chapters should not compare themselves to other chapters because institutional academic calendars and resources may be different in a region or across the country. The only true comparison is against ourselves.*

	As we have already discussed the responsibilities of the officers, many of those responsibilities connect back to some part of the CMP. To assist officers in fulfilling their duties and reporting completed CMP requirements, the Central Office produces and updates a [CMP Guide](). The CMP Guide contains all policies and information about CMP, including details and submission information for each requirement. While the reporting is a duty of officers, planning, execution, and evaluation of the requirements is a function of the entire chapter.
DISPLAY	The VPPE can navigate to the CMP Guide to show pledges where to find it and what it looks like. It can be found by using the following path: dsp.org>Resources>Collegiate Chapter Resources>Forms and Manuals then scroll down to "Chapter Management Program Guide" This will be useful as many pledges will assume chapter officer roles at some point

15/55	**Professional and Service Events**	**Needed:** *The Crown & Delta*

	Part of a chapter's CMP requirements are to host professional and service events throughout the year. Each chapter is to host at least seven (7) professional events and six (6) service events per year. *The role of service events is for brothers to engage in giving of their time, talents, and/or treasure to serve the greater good. Service is a strong component of the Fraternity, but also the business community. Service events may be passive, such as collecting soda/pop tabs to donate to your local Ronald McDonald House (RMH), or creating general greeting cards to be delivered to a local children's hospital or a retirement community. Some service events may be more active in nature. Brothers could be in nature cleaning up trails or participating in a local after school program reading to students. The primary focus of service events is the <u>impact</u> you are making on the community. There is no service event too big or too small that won't have some sort of impact!* *Professional events are intended to educate brothers in specific topics. They could be for a specific business or internship/job search preparedness. Events could be on a smaller scale and could be added to the end of a chapter meeting agenda, such as a resume review with the career Center. Others can be larger scale such as a sponsored speaker for the entire school of business or planning a tour and Q&A session with a major corporation. For professional events to be counted for CMP credit, they must be presented by a professional in a particular field. While the chapter may conduct internal workshops led by brothers, they will not count for CMP credit, unless it is an alumni member who is a professional in the field.*
	● *Why would Delta Sigma Pi require chapters to participate in service and professional events?* ○ **It is part of our Purpose as a Fraternity:** ■ **""...to encourage social activity and the association of students for their mutual advancement…"** ■ **"...promote a closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community."**

Pgs. 35-36	*I want to give you all the opportunity to think about the different moving parts involved in planning an event. Specifically, a professional event. I am going to give you approximately ten (10) minutes to plan a professional event. In The Crown & Delta on page 36 there are some prompts to think about and resources you can use for planning. After you have planned the event, I am going to ask you to present it.*
	The VPPE should break the pledges up into smaller groups of 3-5. If necessary, the VPPE can assign the smaller groups specific types of professional events such as, workshop, presentation, tour, etc. Once the time has elapsed, pledges should briefly present their events.
5/60	**Wrapping up Meeting 4**
	During this meeting we covered: 1) The Organizational Structure of the Fraternity 2) Our Regional and Local Information 3) Understanding of the Chapter Management Program (CMP) 4) Event Planning
	Assign online module 4: Living the Purpose. Remind pledges: ● When modules are expected to be completed with satisfactory score ● Date/time/location/attire of next chapter meeting ● Date/time/location of next pledge education meeting ● Date/time/location/attire of any chapter events pledges should attend ○ Be mindful pledges may not participate in organized Fraternity activity in excess of six (6) hours per week (Sunday-Saturday) Adjourn