

COLLEGIATE CHAPTER SAMPLE POLICIES AND PROCEDURES

The document that follows is a sample policy and procedures manual for collegiate chapters. **This sample is designed to help the chapter format its own policies and procedures, and it is not a requirement that chapters follow any of the specific sample policies.** The chapter may choose to use some of these policies exactly as stated, but should make necessary changes to fit the needs of the chapter and to follow any university policies. Main topics/titles should be listed in alphabetical order to help ease of use and comparison between chapters for leaders and Central Office staff. Below is a list of items that would be helpful to place in the chapter's policies and procedures manual, most of which are also contained in the following sample:

- Attendance
 - Required chapter events
 - Any additional attendance policies
- Awards
 - National
 - Responsible for submission and help with submission
 - Guidelines to follow
 - Chapter- Specific awards given every year
- Bylaws
 - National Bylaws, Article X. Section 2 and National Policies, Section B. Policy 1
 - The Chancellor is responsible for updating chapter bylaws
 - Bylaws will be reviewed by the chapter and submitted to Central Office by November 15th every year
- Chapter Management Program responsibilities
 - Who is responsible for submitting each item
 - When should items be submitted
- Committees
 - List of non-standing committees
 - Responsibilities of each committee
- Communications
 - Best way to communicate to members
 - Distribution and other information about member directories
- Discipline
 - Chapter discipline methods in addition to the Individual Disciplinary Guide
- Dress code
 - Chapter Meetings, Professional Events, Other chapter events
 - What is allowed and what is not
- Elections
 - How nominations and elections are conducted
 - Making appointments
- Finances
 - Payment of dues
 - Submission of budgets
 - Reimbursement policies
 - Fundraising
 - Investments, if any
 - Donations to Leadership Foundation

- Meeting management
 - National Bylaws, Articles X. Section 4. - Each chapter shall hold at least one business meeting a month during the college year at which a quorum shall be present
 - Time and place
 - Copy of minutes available
- Membership
 - Qualifying Majors
 - Changing Status to Alumni
- National Events (Grand Chapter Congress, Provincial Conferences, LEAD Schools)
 - Delegates for Provincial Council and Grand Chapter Congress
 - Reimbursement of attendees, if any
 - Number of members required to attend
- Officer Duties
- Officer Reports
 - How often to report
 - What to include in reports
- Pledge Education Program
 - National Policies, Section E, Policy 2
 - Local requirements chosen
 - Big Brother Program
 - How pledges matched with brothers
 - Responsibilities of both parties
- Publications and Website
 - Updates
 - Privacy of Members Information
- Revision to policies amendments
 - How amended by chapter
 - How amended by Executive Committee
- Risk Management, Insurance and Conduct
 - National Policies, Section A
 - Additional alcohol policies including how many designated drivers or sober monitors and how those people are chosen
- Scholarship
 - Chapter scholarship requirements
 - Maintenance of chapter scholarships
 - Keeping GPA at required limit
 - Responsibilities of ensuring Scholarship Key is awarded by Dean
 - Responsibility of updating Scholarship Key Scroll
 - Chapter scholarship activities or chapter scholarship
- Transition
 - How conducted
 - Who is in attendance
- University policies
 - Reserving rooms on campus
 - Posting signs
 - Applying for money
 - Fundraising options
 - Other important policies



SAMPLE Chapter Delta Sigma Pi

Policy and Procedures Manual

**Updated as of
July 2012**

These policies are in compliance with the National Bylaws and Policies and all chapter business should be conducted in observation of them. A copy of this chapter's policies and procedures should also be given to all chapter members so that they may become familiar with them.

SAMPLE Chapter of Delta Sigma Pi

Policy and Procedures Manual

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A. ATTENDANCE

Policy 1. Duties of Membership- (See National Bylaws, Article XII. Section 4 and Ritual Book pages 61-63)

- a. Attend all meetings, activities, and events of the chapter unless there is an important reason for absence. The President, or his or her designee, must be notified in advance of all planned absences.
- b. Completely perform all assigned duties when elected to office or appointed on committees.
- c. Actively search for candidates most qualified for membership in the Fraternity.
- d. Assist fellow members to fulfill the Purpose of the Fraternity.
- e. Pay all financial obligations in full and on time.
- f. Actively support the Fraternity throughout your lifetime.
- g. Live up to the highest standards of business principles and honesty.

Policy 2. Attendance Rewards- Members will receive 1 raffle ticket for each chapter meeting and event they attend. Members can use raffle tickets during weekly drawings (done at the conclusion of the chapter meeting) or they can save up raffle tickets for the end of the year raffle. Members must be present to win.

Policy 3. Reporting Absences- Any member that knows that he or she will miss ANY chapter event (except for social events) should report to the VP-Chapter Operations or President prior to the event (either in person, by phone call, or by email). If an emergency arises, the person should notify the President or VP-Chapter Operations as soon as possible. All reported absences will be excused. However, since we want our members to get the most out of their collegiate Deltasig experience, we will provide counseling for those that repeatedly miss events. This counseling is to help the member reach an agreeable compromise with the chapter.

Policy 4. Missing More than 5 Events- Even though members might offer proper notification of missing events, the chapter would like to work with this person to get them more involved. Once a member has missed 5 events with proper notification, the President will meet with this person to discuss ways for the member to remain more active. Examples may include: joining a committee, helping the planning of a professional event, or creating a flyer for an upcoming chapter event. The President should schedule a meeting with every member after every 5 events missed.

Policy 5. Failure to Report Absences- Members that do not report absences to the chapter will be handled appropriately. The following steps will be taken when a person misses a chapter event without notifying the chapter:

1 Absence	VP-Chapter Operations contacts member about absence
2 Absences	President contacts member about absence
3 Absences	Meeting with President arranged
4 Absences	Meeting with Executive Committee arranged
5 Absences	Charges preferred against member for non-participation

If unreported absences continue after the trial, the chapter should resume efforts with step 1 listed above.

Note: Chapters should avoid punishment exclusive attendance policies. Chapters should also avoid defining the terms for excused and unexcused absences.

B. AWARDS

Policy 1. National Awards- The official *Awards and Recognition Guide* contains all policy and procedures related to awards and recognition. It is published on the Fraternity website (www.dsp.org) and should be followed precisely by the submitter.

Policy 2. Applying for Awards- The Vice President-Scholarship and Awards is responsible for applying for National Awards every year, which should be submitted at least 14 days prior to the official deadline.

Policy 3. Chapter Awards- The chapter will award a Brother of the Year Award once annually. Nominations and a vote for the winner will take place at the second to last meeting. The award will be presented at the last meeting of the year or other appropriate time decided upon by the Executive Committee. The Brother of the Year will be exempt from dues for the following year.

C. BYLAWS

Policy 1. Updating Bylaws- (See National Policies, Section C, Policy 1) The Chancellor will be responsible for updating chapter bylaws and submitting them to Central Office by November 15th of every year.

D. CHAPTER MANAGEMENT PROGRAM

Policy 1. CMP Deadlines- All CMP items will be submitted at least 7 days prior to the published deadline so that the submission can be verified by the Vice President- Chapter operations prior to the deadline.

Policy 2. Officer Duties Relating to CMP- Since CMP is a chapter responsibility, all chapter officers will be responsible for certain sections of CMP throughout the year and when the Vice President- Chapter Operations is not available. Below is a list of officers primarily responsible for submitting forms:

- a. Officer Report – The Vice President-Chapter Operations will collect contact information from all officers to update the information in the Hub and submit the officer report.
- b. Strategic Plan- Each officer will submit their section of the strategic plan at least 7 days before the CMP deadline so that the President has ample time to approve before the deadline.
- c. Bylaws – The Chancellor will update and submit chapter bylaws.
- d. Policies and Procedures Manual– The Chancellor will update and submit the chapter policies and procedures manual.
- e. Pledge Education Program- The Vice President-Pledge Education will submit the pledge education program.
- f. Pledge Manuals Ordered- The Vice President-Pledge Education will order the pledge manuals for all pledges, faculty initiates, and honorary initiates.
- g. Pledging Ceremony- The Vice President-Pledge Education will submit the recruit information as soon as available for all pledges, faculty initiates, and honorary initiates and then submit the pledging ceremony report.
- h. Badge Order- The Vice President-Pledge Education will order a badge for each pledge, faculty initiate, and honorary initiate.
- i. Initiation Report- The Vice President-Pledge Education will submit the initiation report.
- j. Initiation Fees- The Vice President-Finance will send initiation fees for all pledges, faculty initiates, and honorary initiates to Central Office.
- k. Dues Payment- The Vice President-Finance will send the dues payment for all current members to Central Office.
- l. Budget and Financial Statements- The Vice President-Finance will submit the budgets and financial statements.
- m. Annual Financial Review- The Vice President-Finance will find a suitable faculty member or professional to review the financial books and then upload the completed Annual Financial review form.
- n. Professional Event- The Vice President-Professional Activities will add all professional events to the Hub calendar and then submit the professional event form within 14 days of each professional event.
- o. Community/University Service Events- The Vice President-Community Service will add all service events to the Hub calendar and then submit the service event form within 14 days of each service event.

E. COMMITTEES

Policy 1. Standing Committees- Please see Article VII of this chapter's Bylaws for a complete list.

Policy 2. Committee Meetings- Committees should meet at least monthly and submit minutes to the Vice President-Chapter Operations within 7 days of each meeting.

Policy 3. Silver Anniversary Committee- The Silver Anniversary Committee shall plan and coordinate events and communications for the chapter's silver anniversary. All chapter alumni, all local alumni, and local and national leadership should be invited to the event.

Policy 4. Brotherhood Committee- The Brotherhood Committee shall increase motivation of members through special events and rewards for members. The Brotherhood Committee should also use ice breakers and team building exercises to increase the bond between all brothers including newly initiated members.

F. COMMUNICATIONS

Policy 1. Member Directory- A directory of members will be distributed at the first meeting in October and will be available from the Vice President-Chapter Operations at any other time. Members should contact the Vice President-Chapter Operations to update their information anytime it changes.

Policy 2. Communication- The President (or designee) will send out weekly emails updating members about upcoming events and other important information.

Policy 3. SAMPLE Newsletter- The Vice President-Alumni Relations will create a semi-annual newsletter that will be emailed out to all SAMPLE alumni members and alumni living within 25 miles of campus.

G. DISCIPLINE

Policy 1. Individual Discipline Policy- (See National Policies, Section H) The *Individual Discipline Policy*, published on the Fraternity website (www.dsp.org) contains all policies and procedures related to the discipline of an individual. It is updated as often as needed.

Policy 2. Executive Trial Committee- The Executive Trial Committee will consist of three officers- the Chapter President, the Vice President-Chapter Operations, and the Vice President-Finance. In the event any of the primary Executive Trial Committee members are unable to participate with the Executive Trial, the next ranking Executive Trial Committee member present shall serve on the Executive Trial Committee for the duration of the Executive Trial. The following rank should be followed in order of availability: Senior Vice President, Vice President-Pledge Education, Chancellor, Vice President-Professional Activities, Vice President-Community Service, Vice President-Scholarship and Awards, and Vice President-Alumni Relations.

Policy 3. Verifying Contact Information for Accused Members- Before official notification for trials are mailed out, the contact information for the accused should be verified with university records through the Chapter Advisor. This helps guarantee that the chapter will not put someone on trial that does not receive proper notification.

Policy 4. Penalty Guide- Common trial offenses will result in penalties as listed below. These are only guidelines and the Executive Trial Committee or Chapter may choose a lesser or more severe penalty based on the circumstances of the case.

- a. Nonpayment of Dues- Suspension for 3 months or until dues are paid
- b. 5 Unreported Absences (1st offense)- Probation for 3 months
- c. 5 Unreported Absences (2nd offense)- Probation for 6 months
- d. Nonpayment of Dues and 5 Unreported Absences (2nd offense)- Expulsion

H. DRESS CODE

Policy 1. Chapter Meetings- The dress code for chapter meetings is professional dress.

Policy 2. Professional Events- The dress code for professional events is professional dress. Business casual may be optional for some professional events. If this is the case, members will be notified.

Policy 3. Other chapter events- The dress code for service and social events is casual. Members will be notified of the dress code for any other events.

Policy 4. Dress Code Specifics- Professional dress includes suits for men and suits or dresses for women. Business casual dress for men includes dress pants and a collared shirt. Business casual dress for women includes dress pants and a dressy shirt or a dress. Jeans and t-shirts are not acceptable for business casual.

I. ELECTIONS

Policy 1. Nominations for Officer Elections- Nominations for officers must be submitted and received by the Senior Vice President at least 7 days prior to the election. The nomination forms will then be emailed when possible to all members at least 4 days prior to elections. Nominations from the floor may then be accepted from any member.

Policy 2. Nomination Form- The nomination form must contain the following items to be allowed for submission:

- a. Position
- b. Name
- c. Address
- d. Phone
- e. Email
- f. Experience including other chapter offices or responsibilities held and offices in other organizations
- g. Reasons for running for office

Policy 3. Reporting Officers to Central Office- The Vice President-Chapter Operations must report new officers to Central Office within fourteen days of an election.

J. FINANCES

Policy 1. Dues- Semi-annual dues are currently set at \$85 (including \$40 national dues).

Policy 2. Dues Payment- Annual dues must be submitted to the Vice President-Finance within 21 days of the start of fall and spring term so the dues payment can be sent to Central Office within 30 days of the start of the term.

Policy 3. Completing Budgets- All officers and committee chairs must submit a budget for their elected term in office to the Vice President-Finance within 30 days of their election. If a budget is not submitted, the Finance Committee will create an appropriate budget for the officer.

Policy 4. Reimbursement Policy- Receipts should be submitted for all expenses. Unused monies from specific officer expense budgets are forfeited. The allocated funds must be utilized during the current fiscal year to be claimed. Expense reports **must** be submitted to the Vice President-Finance for reimbursement. All expense reports must be submitted within 30 days of purchase for reimbursement. Expense reports not received by the deadline will not be reimbursed.

Policy 5. Financial Reports- The Vice President-Finance should complete all financial reports by June 15th to be audited and reviewed. A copy of this report should be sent the Regional Vice President. (See National Policies, Section X, Policy 1)

Policy 6. Chapter Investments- Chapter investments are maintained by the Vice President-Finance in the regular checking account or money market accounts, except in the case of a special vote of the chapter in unusual circumstances.

Policy 7. Donations to the Leadership Foundation- The chapter suggests that each member donate at least \$25 annually to the Leadership Foundation.

K. MEETING MANAGEMENT

Policy 1. Chapter Meetings- Chapter Meetings will be held (generally) weekly on Sunday at 7 pm in Room 102 in the Business School.

Policy 2. Meeting Agenda- The meeting agenda can be found in the chapter's bylaws.

Policy 3. Minutes- Minutes of each meeting will be available within 7 days of the meeting. Minutes will be sent out via email to all chapter members and will be available on the chapter's website. Members can also request copies from the Vice President-Chapter Operations at anytime.

L. MEMBERSHIP

Policy 1. Qualifying Majors- The following majors at SAMPLE University are currently accepted by the National Fraternity into membership: Accounting, Economics, Finance, Human Resources, and Marketing.

Policy 2. Verifying GPA for Membership- As grades are considered confidential, to obtain verification of a recruits eligibility to pledge a list of all recruit names will be provided to the Chapter Advisor who will mark 'yes' or 'no' by each name to indicate if the candidate does or does not have the required GPA to pledge as set forth in the bylaws of the chapter.

Policy 3. Changing Status from Active Collegiate- Members who are graduating, studying abroad, transferring universities, changing majors outside of the business school, or not enrolling in SAMPLE University for the following term must complete a Status Change Form and submit it to the Vice President-Chapter Operations within the first 7 days of the start of the school term. Status Change Forms may be submitted anytime during the year, but will not go into effect until the following school term.

M. NATIONAL EVENTS

Policy 1. Description- National Events include Grand Chapter Congress, LEAD Provincial Conference, and LEAD Schools.

Policy 2. Delegates for Provincial Council and Grand Chapter Congress- The delegate of the chapter voting at Provincial Council and Grand Chapter Congress shall be the President. If the President is unable to attend, the chapter will elect another member to represent the chapter. Delegates and alternates for Grand Chapter Congress are reported to Central Office. Any alternates for a Provincial Council must be reported to the Provincial Vice President.

Policy 3. Reimbursement of Attendees- The chapter will reserve \$100 annually for each LEAD School, \$250 annually for each Provincial Conference and \$650 annually for Grand Chapter Congress (\$1300 over 2 years). Registration for the delegate and half of the alternate's registration will be paid from each reserve. The remaining amount (or complete reserve for LEAD Schools) will be divided equally among all attendees (including the delegate and alternate). Members can only be reimbursed for travel, lodging, and registration. All other items must be paid for by the attendee. Reimbursement will not occur until after the event with proper reimbursement forms submitted.

N. OFFICERS

Policy 1. Officer Duties- Specific officer duties are listed in Article VI of this chapter's Bylaws. Refer to National Policies and Procedures as well.

Policy 2. Additional Duties of Senior Vice President- The Senior Vice President should seek out members to run for office and committees. The Senior Vice President is also in charge of collecting nominations prior to elections.

Policy 3. Additional Duties of Vice President-Alumni Relations- The Vice President- Alumni Relations should present or seek out an alumni member to present the provided Leadership Foundation Presentation (available online at www.dsp.org) at least once annually.

O. OFFICER AND COMMITTEE REPORTS

Policy 1. Officer and Committee Reports- Officers and Committee Chairs should prepare oral reports at each chapter meeting and should prepare a written report due at the last meeting before elections that will be distributed to the chapter before chapter elections.

Policy 2. Report Contents- All written reports should include the following:

- a. Progress of Goals
- b. Activity of Officer and/or Committee
- c. Status of any spending by officer or committee (The Vice President-Finance should give a complete update on the financial status of the chapter including current balance)
- d. Status of any CMP submissions (The Vice President-Chapter Operations should give a complete update on the total CMP credit for the chapter)

P. PLEDGE EDUCATION PROGRAM

Policy1. Standard Pledge Education Program- The Standard Pledge Education Program can be found in the National Policies and Procedures Manual Section. E. Policy2.

Policy 2. Length of Pledge Program- The pledge program will last between 5 and 7 weeks in length.

Policy 3. Final Exam Percentage- Pledges must receive 85% on the final examination in order to pass the exam.

Policy 4. Total Initiation Fee- The total initiation fee will be \$135 (including \$70 national initiation fee, \$50 badge lease, \$6 for the Pledge Education Manual, and \$9 for local initiation fees. Pledges that do not finish the pledge education program will be refunded any part of the \$70 initiation fee and \$50 badge lease that they already paid. \$65 will be collected within the first 2 weeks of the pledging process. The rest of the initiation fees will be due at the last pledge meeting.

Policy 5. Local Options Requirements- The chapter will choose the following three local requirements for the pledge education program:

- Pledges will choose between preparing a one-page essay on a business, education, or Fraternity topic and giving a 5-minute (or less) speech/presentation on a professional topic (business-related)
- Pledges will plan a cookout, game or other social event. The type of event (picnic, potluck dinner, etc.) is up to the pledge class to discuss and decide upon; not the chapter. **(Must comply with the Risk Management Policy.)**

Policy 6. Big Brother Program- The Vice President-Pledge Education will accept applications from brothers who would like to be a Big Brother for that term. The Vice President- Pledge Education will then match brothers with pledges prior to the pledging ceremony and notify brothers of their little brothers. Big Brothers will then present

themselves to their little brothers at the conclusion of the pledging ceremony. Big Brothers should meet with or at least communicate with their Little Brothers at least once per week during the pledging process.

Q. PUBLICATIONS AND WEBSITE

Policy 1. Privacy of Membership Records- No member information will be published by the chapter unless authorized by the individual member. Member information will be submitted to Central Office for officer reports and member updates.

Policy 2. Website Privacy- Individuals elected to office shall have their name and their choice of phone number, postal address or e-mail address listed on the chapter web site. Others listed on the chapter web site must give their permission to be listed – or access to the information must be secured via an identification verification system, with the stated restriction that Social Security Number is not to be used in this authentication process.

Policy 3. Chapter Website- The Vice President-Chapter Operations or appointed webmaster is responsible for keeping the chapter web site up-to-date.

R. REVISION TO POLICIES

Policy 1. Changes Made by the Chapter- Changes to these policies and procedures can be made by a majority vote of those in attendance at a regular or special meeting, or by mail/email vote.

Policy 2. Changes Made by the Executive Committee- Changes to these policies and procedures can be made by a three-fourths (3/4) vote of the Executive Committee with endorsement by chapter at next meeting.

S. RISK MANAGEMENT, INSURANCE AND CONDUCT

Policy 1. Risk Management, Insurance and Conduct Policy- The National Policy and Procedures Manual, published on the Fraternity website (www.dsp.org), contains all policies and procedures related to Risk Management. It is updated as often as needed. (See National Policies, Section A, Policy 1)

Policy 2. Individual Code of Conduct- All chapter members will sign a declaration when submitting annual dues stating that they will follow the Individual Code of Conduct as listed in National Policies, Section A, Policy 1.

T. SCHOLARSHIP

Policy 1. Chapter Scholarship- The chapter will award a \$250 scholarship to a local collegiate member each August. Each eligible member must complete and submit an application and essay detailing what they have given to Delta Sigma Pi and what they plan to do in the future for the Fraternity by June 30.

Policy 2. Choosing a Recipient- The Executive Committee will evaluate all applications and choose the recipient of the annual scholarship. If no applications are received or none are worthy enough, the Executive Committee may choose not to award the scholarship for the year.

Policy 3. Maintenance of Scholarship- The Finance Committee will be responsible for managing the money used for the annual scholarship and for endowing it for the chapter.

Policy 4. Endowment- Policies regarding endowing scholarships can be found in the Delta Sigma Pi Leadership Foundation Policies and Procedures Manual.

U. TRANSITION

Policy 1. Participants- All officers and appointed committee chairs should take part in transition. The chapter's District Director and Regional Vice President should also be invited to the chapter transition meeting.

Policy 2. Prior to Any Transition Meetings- Before any transition meetings occur, the following items should be done:

- A. President finds and appoints committee chairs
- B. Vice President-Chapter Operations preplans calendar searching for holidays, Fraternity Events (Grand Chapter Congress, LEAD Schools, LEAD Provincial Conferences, etc), and other important events
- C. President provides the following to new officers
 1. Copies of National Bylaws and National Policies and Procedures from www.dsp.org
 2. Copy of Chapter Bylaws and Chapter Policies
 3. Copy of past year's financials including budgets and financial statements
 4. Calendar with important preset dates
 5. Blank Goal Sheet including areas for both personal and chapter goals
 6. Agenda for transition meeting
 7. List of new officers and chairs with contact information

Policy 3. Individual Officer Transition Meetings- Each officer and committee chair should properly transition their successor within 14 days after the election.

- A. Review duties and responsibilities relating to National Bylaws and Policies and Procedures, Chapter Bylaws and Policies and Procedures and the Ritual Book
- B. Review and set officer goals by reviewing goals from last term and establishing new goals which are detailed, measurable, attainable, realistic, and time specific
- C. Brainstorm new ideas for activities in all chapter areas
- D. Set preliminary dates for activities on calendar
- E. Prepare budget by reviewing old budget and making new budget based on new activities

Policy 4. Prior to Chapter Transition Meeting- Each officer will need to prepare the following items for the chapter transition meeting after being individually transitioned:

- A. Brainstorm ideas for professional, community service, social, collegiate relations, and recruiting events
- B. Submit a budget to the Vice President-Finance
- C. Submit tentative event dates to Vice President-Chapter Operations

Policy 5. Chapter Transition Meetings- The chapter transition meeting should take place within 30 days after officer elections.

- A. Expectations of officers and committee chairs
- B. Review goals from last year, discuss individual goals, and discuss chapter goals based on individuals suggestions
- C. Set tentative calendar for year
- D. Set budget by reviewing last year's financials, identifying expected income from dues and fundraising opportunities, reviewing individual budget proposals, making adjustments to proposed budget, and approving chapter budget with proposed changes
- E. Review available resources (www.dsp.org, Hub, National Leaders, Central Office Staff)

Policy 6. Post Transition- The finalized calendar, goals, budgets, and current contact information for all new officers and chairs should be distributed to all chapter members within 10 days of the chapter transition meeting.

V. UNIVERSITY POLICIES

Policy1. University Policies- All members are responsible for knowing and following SAMPLE University policies.

Policy 2. Reserving Rooms on Campus- Classrooms can be reserved on campus up to 60 days prior to an event. Rooms must be reserved by going to www.SAMPLE.edu/roomreservations. When at all possible, rooms should be reserved in the business school.

Policy 3. Posting Signs- All signs and flyers must be preapproved by the Director of Student Organizations and the Chapter Advisor.

Policy 4. Fundraising- Policies regarding campus fundraising can be found in the SAMPLE University policies available online at www.SAMPLE.edu/policies. All bake sales and other food sales should be compliant with SAMPLE University Policies.

Policy 5. Applying for Money- The President and Vice President-Finance can and should apply for money from the business school and student government. Applications are available November 1st and March 15th in the Student Organization office. Special applications for speakers and attending conferences are available throughout the year in the Business Dean's Office.