



## REPORTING

### Fraternal Organization...

It shouldn't be an oxymoron. An organized chapter is a healthy chapter. What does it take to be organized? Sure, every member can buy a day planner and the chapter can spend countless hours planning out and synchronizing everyone's schedule, but even that will not make for good organization.

The simplest and easiest way to become organized is to put one person in charge of organizing the chapter and keeping it on task. Luckily, our ritual describes the perfect person for the job ...

#### ROLE OF THE CORRESPONDING SECRETARY

Some chapters have been experiencing recent problems with their rosters. Members are not receiving badges by initiation, credit cards are not being received, and members are not processed as being initiated. The number one explanation is incomplete or missing paperwork. It has become a small crisis, and Alpha Sigma Phi needs your help.

Often overlooked, the Corresponding Secretary is, perhaps, the most important position in Alpha Sigma Phi today. All work and achievements of a chapter is the direct result of the Corresponding Secretary.

Some chapters may have a Corresponding Secretary in name, but they fail to utilize the position to its fullest extent. In many chapters, the Corresponding Secretary is simply the member who sends all of the information in to Fraternity Headquarters. Some chapters feel they do not need to elect a Corresponding Secretary!

If you look at the more successful chapters of Alpha Sigma Phi, the best, most productive, award-winning chapters through the years are those chapters that utilize the position of Corresponding Secretary. Some even refer to the position as "President in Training."



Yet, more often than not, the responsibilities of the Corresponding Secretary are given to the current chapter President. While the President should be worrying about leading the chapter, accomplishing goals, and living out our mission, he is oftentimes forced to collect paperwork, send in bills, and make sure that every member of the chapter knows about every little tidbit that comes from the National Headquarters. We need to

actively work to change our paradigm about the position of Corresponding Secretary. It is important.

In the chapter organizational hierarchy, the Corresponding Secretary is the *fourth most important position*, behind only the President, Vice President, and Secretary. If you doubt this fact, look in the ritual book on page 16.

The duties of the job are given in the Officer Installation Ritual (a public ritual),

*As Corresponding Secretary, he is charged with reading to the chapter all official communications and responding promptly so a favorable impression may be made of Alpha Sigma Phi. Proper files of correspondence should be maintained. All reports should be carefully completed. Letters from alumni and other chapters should be properly acknowledged. Care should be taken to express thanks to those who assist the chapter in any way.*

He is in charge of all correspondence between the chapter and the outside world. If a chapter succeeds in a great way, the Corresponding Secretary is the one who should let the world know. For instance, if a chapter fundraiser for Canine Companions for Independence (CCI) raises thousands of dollars and is a huge success, odds are that no one will hear about that success. The Corresponding Secretary is the member who makes sure that the chapter sends out press releases, informs the Headquarters, includes the information in the chapter newsletter, and sends thank you

notes to everyone who helped in the endeavor.

Financially, the Corresponding Secretary is the member who makes sure that the Treasurer sends out payments on time and in full. He is also in charge of ensuring that paperwork for new members has been filled out and sent in to Headquarters.

So, the Corresponding Secretary does all of this work himself, right? *Wrong.* Each chapter is a business in itself. The Corresponding Secretary is the *Office Manager* for the chapter. With a responsible, organized Office Manager, a business is able to prosper. With none, a business is doomed for failure. The same is true for our chapters and our Corresponding Secretaries.

### SOLUTIONS

So, how do we solve our organizational difficulties? Below are some simple and easy solutions that any chapter can implement:

- Elect the most organized person in the chapter to be the Corresponding Secretary. *Give him the responsibilities of the job.*
- Let the Corresponding Secretary act as an "Office Manager" for the chapter. His job is to keep the officers organized and to make sure that all correspondence between the chapter and the outside world (Headquarters, parents, alumni) is proper, complete, on time, and in order.
- Work with the *Chapter*

*Officer's Guide* to make sure that all members are fulfilling their responsibilities as a chapter.

- Contact Headquarters to find which paperwork the chapter is missing.
- Develop an Officer Retreat for your chapter. Information is available through Headquarters.



[www.alphasigmaphi.org](http://www.alphasigmaphi.org)

## CALENDAR

### MARCH

- 15 National Leadership Conference (NLC)  
delegate registration fee due (\$275)

### APRIL

- 1 April Report of Membership due  
15 Conference Coordinator Applications due

### MAY

- 1 NLC Scholarship Applications due  
Annual Chapter Report due  
Chapter Award Applications due  
Delta Beta Xi Award Nominations due  
Distinguished Merit Award Nominations due  
Distinguished Service Award Nominations due

### JUNE

- 30 NLC Non-delegate registration due (\$250)

### JULY

- 1 Scholarship & Grant Applications due  
NLC Non-delegate registration fees increase (\$300)

### AUGUST

- 13 - 17 1997 National Leadership Conference, The Park Ridge at Valley Forge, Valley Forge, PA

*The Brotherhood Bulletin* is published monthly during the academic year by Alpha Sigma Phi Fraternity Headquarters. It is distributed to all chapters, colonies, advisors and Fraternity volunteers in an effort to keep all informed of their Fraternity's activities, plans, and progress.

The editor reserves the right to edit or exclude any work submitted for publication in *The Brotherhood Bulletin* based on content, readability, grammar, syntax, relativity, and ethical standards.

News items for *The Brotherhood Bulletin* may be sent to [alphasigs@quest.net](mailto:alphasigs@quest.net), or to: Alpha Sigma Phi Fraternity Headquarters, 8645 Guion Rd., Suite 1 Indianapolis, IN 46288-3028

## Expansion Update

**H**ere we grow again ... so far in 1997 the Grand Council has approved three charters and one colony for membership in the Mystic Circle of Alpha Sigma Phi.

Our newest colony, Michigan State, currently holds an active undergraduate roster of 60. Established as Phi Sigma Phi, the group contacted Alpha Sigma Phi and asked for a presentation about our Fraternity. The group voted on January 21 to affiliate with Alpha Sigma Phi.

Add to these the hopeful addition of a charter for Oklahoma, and colonies at Maryland, Michigan, and Shawnee State, and we may have another record setting year for the Fraternity!

### Charters Approved

*March 1*  
Middle Tennessee, Delta Psi,

*April 5*  
Lindenwood, Epsilon Beta,

*April 26*  
Iowa State, Phi

### Colonies Approved

*February 21*  
Michigan State, Epsilon Alpha

## Chapter Closings

**A**fter much deliberation, the gentlemen of Delta Alpha Chapter, Loyola University, have decided to close the chapter. The chapter, which began as local fraternity, Sigma Delta Phi, was established in January 1958. Loyola was established as an Alpha Sigma Phi chapter in March 1967. In recent years the chapter battled membership and housing difficulties.

Earlier in the year, Delta Pi chapter, University of Delaware, turned in their charter also. Alpha Sigma Phi is developing an agreement with the campus to allow a return in the 2000-2001 academic year.

## Chapter Discipline

**T**he following chapters were placed on Administrative Suspension for failure to pay the liability insurance premium by February 1. All chapters that paid their bill in full before February 1 will receive a 5% insurance discount. The chapters on Administrative Suspension are:

Lycoming College,  $\Gamma$ P  
Lock Haven University,  $\Delta$ N

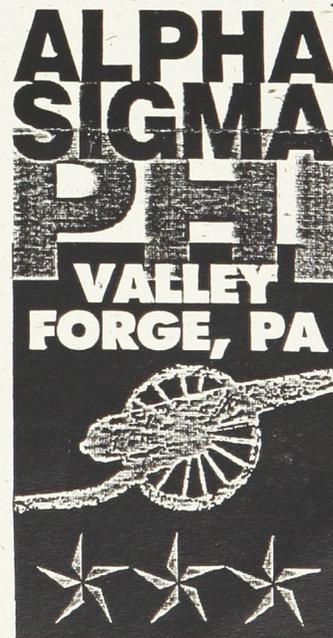
## 1997 National Leadership Conference

It is time to start making plans for the 1997 National Leadership Conference. This year's conference will take place August 13-17 at the Park Ridge in historic Valley Forge, Pennsylvania.

Featured at this NLC will be tours of the historic battleground, events in Liberty Square, and all of the favorite events from past conferences.

Attendees will also enjoy participating in the traditional Black Lantern Processional and Ritual Exemplification at George Washington Chapel.

Join over 200 other attendees in one of the greatest celebrations of brotherhood - the NLC. No Alpha Sig experience is quite like it. Call 1-800-MANIGAULT today!



National Leadership Conference  
**AUG. 13-17, 1997**

## Cycling for Independence

In April of 1996, Delta Phi Chapter at Grand Valley State University embarked on its first annual cycling trip around Lake Michigan to raise money for Canine Companions for Independence (CCI). Although besieged by bad weather and surprising setbacks, the first trip was an overall rousing success. With the hard work and determination of sixteen men, \$4,000 was raised. This milestone signified the beginning of even greater successes.

This year the brothers of Delta Phi chapter, with the cooperation and support of Grand Valley State University, hope to raise \$20,000 - enough money to train and place two Assistance Dogs. For ten days this spring twenty brothers will travel though four states on a 1,500-mile journey. But the work does not begin or end with the trip itself.

Fund-raisers are planned to aid in the endeavor. A benefit concert is planned featuring popular local bands, sponsored by CCI and Alpha Sigma Phi. This concert will be another first that the brothers hope to add to their repertoire of annual events aiding our National Philanthropy. The local community has been very positive toward the group's efforts.

Along with the benefit concert the chapter members will each participate in a pledge drive to raise a large portion of the

proceeds. An advertising booklet is also being designed to gather donations and to promote local businesses. With the advertiser and printer already secured, the booklet is right on schedule

With high hopes, the members of the Delta Phi chapter prepare to embark on the second annual Cycling for Independence. With the support of everyone involved, the new goal of \$20,000 can be achieved!

*Editor's note: For those interested in helping Grand Valley achieve the goal, you may contact the Chapter President, Kevin Cammet,*



Delta Phi Brothers cycle part of the 1,500-mile trip in 1996

*you may email the chapter at [cammetk@river.it.gvsu.edu](mailto:cammetk@river.it.gvsu.edu), or reach him by phone at (616) 895-1573. Pledges may be sent to 4687 Lake Michigan Drive #4, Allendale, MI 49401.*

*For those who are interested in helping CCI, Alpha Sigma Phi's National Philanthropy, in any way should contact Fraternity Headquarters for information.*

## Rights of Passage

Many people believe that college drinking is a "rite" of passage. However, please keep in mind the following Rights of Passage.

- ◇ You have the right to sleep without having your sleep interrupted by someone who is intoxicated.
- ◇ You have the right to not have to "baby-sit" drunk friends.
- ◇ You have the right not to be insulted by someone intoxicated.
- ◇ You have the right to never experience unwanted sexual advances from an intoxicated individual.
- ◇ You have the right to never be physically assaulted by an intoxicated individual.
- ◇ You have the right to a study environment free of interruptions by intoxicated individuals.
- ◇ You have the right to never be a victim of sexual assault or acquaintance rape.

**Defend Your Rights!**  
Don't allow intoxicated individuals to affect your college experience.

*Sponsored by the Office of Alcohol and Drug Education, Notre Dame University*