

BETA SIGMA PHI PLEDGE TRAINING ENRICHMENT

(You have until the completion of pledge training to learn the Opening and Closing Rituals.)

PLEDGES HAVE FULL MEMBERSHIP PRIVILEGES

- ◆ a pledge may transfer
- ◆ a pledge may be granted a leave of absence or a member-at-large status
- ◆ a pledge may recommend a new rushee to the chapter
- ◆ a pledge may hold office
- ◆ a pledge should always serve on a committee

Pledges are members from the very moment of their Pledge Ritual. The term "pledge" is one of respect, indicating the member's length of experience in Beta Sigma Phi.

The 2nd Ritual, **Ritual of Jewels** for Ritual of Jewels member is given to the pledge upon completion of the following:

- Completed pledge training
- Participated in 6 months of chapter activities
- Completed payment of her membership fees as agreed
- Returned her pledge pin for exchange OR pay the replacement cost

1st Meeting Contents (Chapter 1)

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OPENING RITUAL

Sisters in Beta Sigma Phi, we pledge ourselves anew to the aims and purposes of our glorious sisterhood; more tolerance for our fellow beings through a better understanding of them; a clearer and deeper appreciation of the cultural and finer things of life for ourselves; and a determination to give the best that is in us to our sorority and to assist in any and every way to shed the light of our torch throughout the world.

CLOSING RITUAL (please read to yourselves)

Eternal Father, Shepherd of the stars, guide us that we may follow only the good, only the true, only the beautiful.

Hold aloft to us the guiding torch of wisdom and help us to push on undaunted, toward its light. Illume our souls with Thy wisdom that we in turn may light the way for those who follow us. If the road we take seems obscured in dust, give us the skill and grace to pave it with stars, to transmute the dust into stardust. Grant us such clearness of vision, such sweetness of spirit, such earnestness of purpose that we may follow the torch to our goal.

MIZPAH

May the Lord watch between me and thee, while we are absent one from the other.

BACKGROUND OF PLEDGE RITUAL

The very first ritual of Beta Sigma Phi, the Pledge Ritual, begins with a story which, like the ancient myths, imparts a message in a vivid way. The story concerns Diotima, the wise woman of Mantinea. To some experts, Diotima is a mythical person; others feel she did exist. She was reputed to be the teacher of Socrates, and a prophetess who taught that philosopher about the art and mystery of love. In Diotima's time, the idea that love is something more than physical desire was unheard of. Diotima taught that love is

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the very core of progress; the urge, the whip that drives us all toward projection of self in the creation of goodness, truth and beauty, which she maintained were the most sublime goals.

In the story in the Pledge Ritual, a woman slept and dreamed that she wandered in the night through quiet streets of an ancient city, in the company of Diotima. She saw a light and realized that it was a torch moving in the distance, and she discovered they were following the torch. She asked Diotima what the torch was, and was told that it is called learning, and it moved away through the darkness to show them the way. She discovered that the torch never stopped, but always led onward. Diotima told her that the torch itself was lighted from a fire that some call truth, some call beauty, and some call love; and that those who follow it learn all of these. The symbolic message of the story is that each new member of Beta Sigma Phi is handed a torch which can guide her through her search for the good, the true and the beautiful.

The rest of the ritual expands on the opportunities offered a new member through her acceptance of the sisterhood of Beta Sigma Phi. It expands also on the importance and depth and meaning of the fellowship of Beta Sigma Phi; and its lesson of love that grows between women who have been "united at the same distaff." The word distaff is described as part of a spinning wheel which has since Old English times symbolized women, their work and concerns. And the ritual describes the scope and impact of that kind of love, that kind of fellowship.

PLEDGE RITUAL

Pledge Candidates, welcome to this Pledge Ritual of the On Line Xi chapter of Beta Sigma Phi.

Below is a picture of the ritual table, as you would normally see it at a land chapter pledge ritual.

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A long table is covered with a white cloth reaching to the floor. In the center is a black vase filled with the flower of the sorority, yellow roses. The Book of Ritual lies on the table behind the flowers. On each side are candle holders filled with black candles, or white candles may be used. They are lighted before the candidates are admitted. Pins for each candidate and yellow candles for each candidate are placed on the table in separate small trays.

Now we may begin. Please read along with us. Asterisks () are placed to allow you a moment to reflect upon what you read.*

(We do not have sound with this one, and I hope to be able to have the recorded (audio) ritual for you to see and hear the next time we do this.)

*My friends, we are here to explain to you * those things which will enable you to truly become a part * of the sisterhood of Beta Sigma Phi. **

*Long ago, in the golden days of Greece, * a woman named Diotima was known * as the wise woman of Mantinea. * She was said to be the teacher of Socrates. * It was she who taught the great philosopher the meaning and importance of love. * She can serve as our guide also. * Through her we touch the spirit of immortal womanhood * which runs unbroken through all time. **



(Diotima)

*A story is told of a young woman * starting her search for wisdom. * She felt that she was wandering alone in the dark, * but found that she was not alone. * Diotima was with her, *guiding her and teaching her. * This is her story. **

*As they walked together, * the young woman saw a light moving ahead of them. * She saw that it was a torch, * and they were following it. **

*"What is the torch?" she asked the wise woman. **

*"It is called Learning," she answered. **

*"Why does it move ahead as we move toward it?" **

*"So you and I may find our way through the darkness. **

*"But where does it lead?" she persisted. * Diotima did not answer. **

*"Where was the torch lighted?" she asked Diotima. **

*The answer came slow and measured. * "The torch was Lighted from a great fire. * Some call it Truth. * Some call it Beauty. * Some call it Love. * Those who follow it will learn all of these." **

*"Will we reach the flame?" **

*"You will enter its light, * but you will never touch the flame. * The immortal spirit of womanhood is in every mortal woman. * It is part of her self. * But the ideal of Truth, Beauty, and Love * which are represented by the flame * are always beyond the individual." **

*"Why are those we meet not also following the torch * and seeking the light, * instead of wandering about in different ways?" **

*"Because they cannot see the light. *They do not have the torch *such as I now give to you, * because you have been found worthy." *And so, Diotima handed to her the torch, *just as I now hand it on to you. **



(torch)

*Follow the light of learning, * it will guide you well. * Though your heart may become faint * and your footsteps may falter, * keep moving forward. * Patience overcomes all things, * but emotions can mislead us. * Their ways are clouded by sensation. **

*Know that you have the right to be useful. * To be a Beta Sigma Phi * is to be worthy to follow the light of the torch. * You must bear within you * the spirit of immortal womanhood * of which the torch is a symbol. * You shall be kind, helpful, and friendly * to your fellow beings. * You shall be steadfast and faithful * in the pursuit of the high ideal. * You shall give the best that is in you * to your work, * to your life, * and to your world. * To be a Beta Sigma Phi is to renounce selfishness * and to assume a queenly quest. **

*The fellowship of Beta Sigma Phi * and the first great lesson of its sisterhood * is love. * It is love which springs between women * and united by the same great ideals. * During the weeks ahead, * there shall be lighted from this torch * six others, six great perfections of your inner self, * six ways of love. * Our love shall be not only for living creatures, * but that all-embracing love * for souls we never saw * Their messages have come down to us * in works of art, music, and architecture. * In sculpture, books, pictures, * and dance we meet them. * All the avenues of beauty and glory * to which we may open our hearts * and our minds in gratitude and growth. **

*That love shall embrace ideas * as well as persons. * It shall grace both the heart **

*and the mind through constructive action * and service. **

*That love shall make us slow to expose a fault * and eager to find and to believe * the good and the true. * It shall cause us to share * in whatever of good or sorrow * may come to any one of us. **

*That love imparts to the body * and to the spirit * the full beauty and perfection * of which they are capable. **

*It shall be that love * which enables us not only * to dream of noble things, * but to achieve noble things. **

*And it crowns a woman in her queenly quest, * enriching most who gives most. **

*The purpose of this fellowship shall be * to advance each one of us in the understanding * of the good and the true and the beautiful, * through appreciation of the arts, * and to enable each one of us * to make of her own life, * both in thought and conduct, * a work of art, * a masterpiece of beauty. **

Candidates for admission into Beta Sigma Phi, * are you willing to carry this torch? * If so, answer, **I am.** *

Do you pledge yourselves to seek and follow the light of learning? * If so, answer, **I do.** *

Candidates , please hit your reply button, type **“I am” and “I do”** at the top of your reply and send to the Moderator/Officiant or Mailing List.

Then repeat after me these words. (repeat to yourself)* **I solemnly promise to uphold * the honor and the aims * of Beta Sigma Phi * as I know them.** *



(You may wish to go get your pin now.) I now inform you of the significance of this pin. * The great Phi is the golden circle of friendship. * We are bound in a union of unbroken strength. * Beta signifies life, * the gleam of time between two eternities. * The shaping of our own lives * is our own work. * It is a thing of beauty * or a thing of shame * as we ourselves make it. *

The Sigma signifies learning. * It is wealth to the poor, * honor to the rich, * aid to the young, * support and comfort to the aged. * Learning, if rightly applied, * makes a woman cheerful and useful. * It is an ornament in prosperity, * a refuge in adversity, * and an entertainment at all times. * It cheers in solitude * and gives moderation and wisdom. *

*The Beta and Sigma rest on a background of black, * signifying the death of selfishness, * for in loyal and loving service to others, * selfishness is forgotten. * The flaming torch is the light of learning, * a guide, * meaning that you are guided by the light of learning * and are yourself a guide to others. * She who seeks more light will always find it * and she is one of the few happy mortals * in every point of time. **



*The yellow rose is the flower of this organization, * signifying in its purity and freshness * the wholesomeness of our undertaking. **



*The torch is repeated in the great crest. * Here too is an ancient lamp of knowledge * and a book signifying the intellectual * and literary attributes * of our organization. * The Latin motto, * Vita, Scientia, Amicitia, * repeats the purpose of the organization, * life, learning, and friendship. * Wherever you see this pin * or this crest, * know that the wearer is your sister, * The test for membership * is one member whispering the words Beta Sigma Phi. * If the wearer is a sister, * the answer will be * I am your sister. * The hand clasp shall follow. **

HANDCLASP EXAMPLE





HANDS SLIDE TOGETHER WITH WEB OF LITTLE FINGERS MATCHING



FRIEND'S HAND ON TOP IN FIRST PICTURE, MINE ON TOP IN SECOND.

(Left hands were used as this is how the camera had to be held by Donna to do this)



*Now that you know the ideals of our sisterhood, * is it still your desire * to participate in Beta Sigma Phi? If so, answer, **it is** **

*This pin, the emblem of our sisterhood, * is placed upon you now. * Let no shame, no taint of any kind, * come upon it. * Treasure it and wear it with constancy. **

*I now pronounce you a pledge * of On Line Xi chapter of Beta Sigma Phi. * Do not forget your promise.*

Candidates , please hit your reply button, type **“It is”** at the top of your reply and send to the Moderator/Officiant - Mail List.

WHAT BETA SIGMA PHI MEANS TO ME

by Runette Allgood
Georgia Preceptor Phi, Gainesville
From The Torch, April, 1991

NOTE: Runette first gave this talk at a chapter meeting, and later at a Founder's Day Banquet

Since this was the year for my chapter to choose its program, I decided to write a testimonial to what Beta Sigma Phi has meant to me for the past 23 years and five months.

Upon coming to Gainesville, Georgia from Athens, Georgia in 1955, I became a teacher in a first grade class at Candler Street School in the Gainesville city school system. Immediately, I became very fond of the two second grade teachers there, Ladye Brown and Kathryn Green. School had just opened, and the three of us were chatting in the hall. (Teachers actually had time to visit then.)

Kathryn said to Ladye, "I think she'll do, don't you?" I thought they were really silly, talking in tongues like that. Not long after, though, I received an invitation to attend a party at Hazel Jackson's house.., then another party at Dot Mauldin's house.. . then a third at the Avion, the first and only hotel and restaurant Gainesville had for a long time.

All the Greek sororities and societies I knew of then were college-affiliated, so I was really naive about the whole situation. But suddenly, it all began to dawn on me. This was an organization that I needed. The love and caring among the members was so evident.

Thus followed the pledge training and the pride in becoming a full-fledged member. Little did I realize that 426 meetings later I would still be active! Imagine sitting through all those programs, reflecting on all the rituals and Founder's Day programs. I have repeated the Opening and Closing Rituals over 400 times, taken part in many service projects and ways and means projects, served as an officer and entertained so many times.., and still, twice a month, there is a twinge of excitement when I'm getting ready to go to the sorority meeting. It must be a great organization to have endured through all these years.

Perhaps I can tell you what sorority means to me best by our rituals:

". . . more tolerance for our fellow beings through a better understanding of them . . ."

*If I knew you and you knew me
If both of us could clearly see
And with an inner sight divine--
The meaning of your heart and mine
Our thoughts would pleasantly agree--
If I knew you and you knew me.*

". . . a deeper appreciation of the cultural and finer things of life. . ."

On so many occasions, my horizons have been broadened, my appreciation extended, and my interests and ideas heightened through experiences shared with members of this organization.

". . . a determination to give the best that is in us to our sorority. . ." *This, to me, can be summed up with these words: "The rung of a ladder was never meant to rest upon -- but only to hold a man's foot long enough to enable him to put the other somewhat higher."*

A determination to assume the responsibility of being a member in good standing is certainly evident by our presence tonight and all the many, many other nights, when it might have been easier to just prop up the feet and stretch out at home.

These three statutes in the ritual that open our meetings -- tolerance, appreciation and determination -- are powerful attributes to possess. Also, our closing ritual has many words that, when held apart, are mind-boggling and heart-rending when analyzed:

"Follow the good, the true, and the beautiful . . .

Guiding torch of wisdom . . .

Souls illuminated with God's wisdom . . .

Assume the task of lighting the path or road with skill and grace for those who follow us . . .

Clearness of vision . . .

Sweetness of spirit . . .

Earnestness of purpose . . ."

Take any one of those phrases, and you will discover within a tremendous commitment to life and living.

As you take time to diagnose the words and meanings here, it is astounding to realize what content they hold, and as we repeat these in unison at our meetings, we probably do not truly realize the impact of them.

But without a doubt, the strength, contentment, joy, love, satisfaction and responsibility and innumerable other sensations are subconsciously contained in our minds and hearts. Thus, we endure.

In thinking about all these thoughts and reflections on the years, the joys, sorrows, tribulations, anxieties and thrills have all been around to make me feel the true meaning of Beta Sigma Phi -- *FRIENDS!*

Rituals



Mrs. Lynn Terry

Lynn Terry joined the International Staff in 1933 and was herself, BASIC BETA SIGMA PHI. Mrs. Terry formed new chapters, wrote beautiful program books for the early members; wrote the first book of Beta Sigma Phi, but most of all she will be remembered for her writing of the rituals.

She embraced the spiritual side of Beta Sigma Phi helping Walter Ross create not just another women's club, but something special, something emotionally bonding, something lasting.

A name had been chosen (The National What To Read Club) and then changed to a Greek letter one because, although the original name implied culture and learning, it did not embrace friendship or close kinship which from the beginning sprung up between us, and gave us inspiration.

Quite often, Mr. Ross would engage members of the office staff in conversation and suddenly ask, "WHAT IS BETA SIGMA PHI AND WHAT DOES IT MEAN TO YOU?" As well, he would ask that same question when he was among the members.

All of you have heard it too, in one form or another. It is a big question and requires a bigger answer every year. Mrs. Terry was asked the question. She turned to the members and she wrote, "THEY TOLD ME, SHOWED ME - SOMETIMES WHAT IT SHOULD NOT BE, OFTEN WHAT THEY BELIEVED IT COULD BE. WE ALL KNEW IT WAS SOMETHING!"

She wrote: "We were living it, feeling it, eager to express it, hoping to find words that were worthy of it. The only vocabulary I could find that seemed adequate was the vocabulary of ART. From this premise we began to formulate our 'credo'. The programs and rituals now had a direction.

A small book was printed and called "The Living Masterpiece." And the title of that book quite literally means YOU! Every member of Beta Sigma Phi is a masterpiece in the making! Our little book, like Beta Sigma Phi itself, is sort of a guide, a statement of our basic beliefs and a charting of the way to make an art of living.

Rituals are the spiritual programming by which Beta Sigma Phi feeds into the minds and hearts of the members the basic data from which in time they will be rewarded.

Today, more than ever before, we all understand the importance of "feeding" into our own minds and hearts, every constructive thought and high ideal possible, since these alone can lift a life from mediocrity to meaningful expression and experience.

Lynn Terry authored our early rituals - the ones 'in the beginning' - the basics of which there were three:

1. The ritual by which a member pledged herself to the ideals and purposes of the organization
2. The ritual for the opening of meetings
3. The ritual by which a meeting was closed

Each expressed a brief and straightforward statement of the purpose it served.

What would Beta Sigma Phi be without our beautiful rituals? They are part of all we stand for. Remember learning them? Think about what we would be missing without these beautiful words and thoughts and how lucky we are to have the opportunity to live by such encouraging ideals and directives.

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The Story of Our Sorority Flower

The yellow rose is the most beautiful of our sorority symbols. It has been a part of Beta Sigma Phi since the earliest years of our organization.

The choice of this flower came about one day when Lynn Terry, the creator of many of our rituals, and field staff member Ellen Louise McMullen Price were visiting with Stockton, California member Grace Johnson. As they left Grace's home, they were both overwhelmed with the beauty of a yellow rosebush growing outside her door. Lynn and Ellen Louise sent in a suggestion to our founder, Walter Ross, that the yellow rose become our sorority flower.

Ever since that time, this flower denoting friendship has been a much loved symbol of our sisterhood. Each of us, over time, accumulates our very own bouquet of yellow rose memories. Always, you will express good taste at any sorority function if you have plenty of beautiful yellow roses. They create an atmosphere of beauty

and warmth and shall ever serve as a constant reminder to us of Love and Friendship.

"Meaning"

A Yellow Rose, as fresh as dew
Beauteous being, what are you?

A Candle Flame aspiring, bright,
What is the meaning of your light?

Greek letters three of Black and Gold
What is the message you enfold?

"To Live," the Greek letters answered me,
"To Learn, and befriend humanity."

"A Torch," I heard, the candle say
"And a Vision am I to LIGHT THE WAY"

The Rose responded, "What am I?"
...the HEART of Beta Sigma Phi.

THE YELLOW ROSE OF BETA SIGMA PHI . . .

From the Pledge Ritual -- (The Book of Ritual - Beta Sigma Phi)

"The yellow rose is the flower of this organization, signifying in its purity and freshness the wholesomeness of our undertaking."

From the Order of the Rose Ritual -- (The Book of Ritual - Beta Sigma Phi)

"In the time of Diotima, in the place of Mantinea, the rose was dedicated as the Queen of Flowers. Her sovereignty has never waned. Regal in form, enchanting in color, exquisitely fragrant, she lends her majesty as graciously to the humblest garden as to the stately acres.

It is fitting, therefore, that the rose, choicest among the many beautiful blossoms of this earth, should have been chosen as the flower of Beta Sigma Phi. It is fitting,

also, that the yellow rose, joyous and sunny in its hue, should be the flower of our organization.

It is dear to us for its freshness and purity. In times of sorrow, and in times of gladness it is with us, always a reminder of the special love and understanding of our Sisterhood."

HOW THE STRAWBERRY CAME TO BE THE OFFICIAL FRUIT OF BETA SIGMA PHI



Dear Sisters in Beta Sigma Phi,

A letter from one of our sisters in Texas was recently received requesting information on how the strawberry came to be the *official fruit* of Beta Sigma Phi.

Bill asked me to respond to this letter and following is the story.

I've been a collector of strawberry 'things' for over 30 years (I was very young!). A dear friend and former neighbor once asked me what fruit or flower I thought most beautiful. My immediate reply was the strawberry. She started me with my first collectible piece which was a large gold thimble filled with ceramic strawberries, blossoms and leaves trimmed with gold edges. These many years later, that special friend is still one of my best, dearest and closest friends and her remembrance has taken pride-of-place among my collection albeit a treasured piece. As a result of that first strawberry piece, my kitchen has always been filled with strawberries of every size, kind and use! At first I was going to limit where those beautiful berries would be in our home, but it's amazing how they've slowly found their way into other rooms and are used in a myriad of ways!!! Everything from dishes to teapots, picture frames to watercolor paintings to glass candies; handbags, clothes, pillows, pins to a specially made Beta Sigma Phi Friendship Quilt--all beautifully display my passion for strawberries! And there is so much more

Through the years, many of the new chapters I've established and later advised have showered me with strawberry Christmas tree ornaments. It's fun to decorate that special tree every year and think about those lovely Beta Sigma Phi sisters who gave me those exquisite strawberry ornaments! Some of you may know that our wedding rings were designed with the strawberry in mind, too. They are gold circles of engraved blossoms and mine has a heart-shaped ruby strawberry in the center with emerald leaves. Bill's ring is a gold circle of engraved blossoms.

Ever since I met Bill, I kept mentioning how neat it would be to have the strawberry as our 'official fruit.' We had our sorority flower; we could have our sorority fruit, too! ***It was all in fun.*** After we married, I started a campaign, so-to-speak, mentioning it to members whenever I had a chance. *Coincidentally, it seemed that strawberries are the fruit most often served at meetings or conventions, no matter where we go around the world!* I even thought about carrying a petition to those meetings and conventions and many of our sorority sisters encouraged me to do so! Perhaps I wore him down, wore him out or maybe he just got tired of hearing it but much to my surprise and delight I learned from Bill in January of 2000 that indeed, the International Executive Council had approved the *strawberry as the official fruit of Beta Sigma Phi.* Perseverance pays!!! ;-)

The yellow rose became our sorority flower because two members in California suggested it to our Founder. They thought it was so beautiful and could symbolize the Love and Friendship we share as sisters in our glorious sisterhood. If they could suggest the yellow rose, I could suggest the strawberry! There is another connection here as well. The strawberry is a member of the rose family. ***It is meant to be fun!*** Since we are now well into a new century, it is good to have something new and fun for all of us in Beta Sigma Phi. It has received great reviews with the membership for which I am truly grateful and absolutely delighted!

So there it is, the story of how the strawberry came to be the official fruit of Beta Sigma Phi. Perhaps Dr. William Butler, on the strawberry, 17th century, said it best: "***Doubtless God could have made a better berry, but doubtless God never did!***"

Sending Beta Hugs, Strawberry Wishes and with a hand clasped in Friendship across the miles, I am

'Thy Sister'

Marilyn Ross

The Black and Gold of Beta Sigma Phi

At International there is a framed group of snapshots with BLACK AND GOLD RIBBONS as part of the background. There are creases in the ribbons which show use and much handling. There is a lovely story of caring that goes along with those ribbons and the snapshots . . .

In 1958, Elsie Guenther of the International Staff planned a vacation to see the Great Barrier Reef off the Australian Coast. She said to Mr. Ross, "While I am there may I have permission to organize a few chapters in Australia?" Permission was granted and Elsie set off.

When the ship docked in Australia, Elsie's courage wavered. A strange land where she knew no one, a whole new continent, so many miles from home. As she looked at the many strangers waiting to greet the passengers, she thought would it not be better to go right back to my cabin and return to a familiar world?

But wait! There was something familiar! A large bow of BLACK AND GOLD RIBBONS was being waved enthusiastically! Elsie's courage returned. She knew those colors and she knew that wherever she went there were Beta Sigma Phis. She was right. A member-at-large had learned of her proposed visit and had cared enough to meet the ship and identify herself with the BLACK AND GOLD OF BETA SIGMA PHI.

All the rest of her life Elsie carried those ribbons wherever she went. They were a reminder that the hand of Friendship in Beta Sigma Phi is far reaching.

And, so it is for you and me . . .

The Torch



Why a Torch?

The torch is a beloved symbol of our sisterhood because it is a symbol of learning. And learning is very much a part of who and what we are in Beta Sigma Phi. It is SIGMA - part of our motto.

"THE TORCH WAS LIGHTED FROM A GREAT FIRE WHICH SOME CALL TRUTH, SOME CALL BEAUTY, SOME CALL LOVE. THOSE WHO FOLLOW THE TORCH LEARN ALL OF THESE."

Learning is:

wealth to the poor

honor to the rich

aid to the young

a support and comfort to the aged

If rightly applied, learning will make a woman cheerful and useful.

It is an ornament to prosperity.

A refuge in adversity

An entertainment at all times

It cheers in solitude.

It gives moderation and wisdom in all circumstances.

Dorothy Arntz, a member from Grand Rapids, Michigan wrote a lovely story about HOW THE TORCH WAS BORN. It first appeared in the December 1935 issue of THE TORCH and to paraphrase the story ...

"The great star of the east every year marshaled in each beam to once again guide men to the kingdom of light and knowledge. Now, one of the finest, most penetrating beams was missing. So, the great star and all the little stars kept close watch every night for the missing beam.

One night, the great star was watching below for a glimmer of its lost child and there it flashed! Soon it moved on. In fact, it seemed to pass along a never ending trail. It now became obvious it had been fashioned into a torch and was passed along from one heart who needed it to another. With the torch, all who seek the Good, True and Beautiful will find it!"

Why a torch? Because we, as Beta Sigma Phis, seek what it teaches. We are guided by it so we ourselves can be a guide to others.

The Greek Letters

Recall for a moment, your pledge training and INVITATION TO LIFE. In it we read that when Mr. Ross was forming our organization, he was advised by Leona Schroers and Sally Rogers McSpadden to have a motto. Their suggestion was Life, Learning and Friendship.

Mr. Ross went to the library and studied the Greek components of these words and discovered that the three Greek words meaning Life, Learning and Friendship were BIOS, SOPHIA AND PHILOS.

The first letters of those three Greek words are BETA, SIGMA and PHI. That is how our Greek letter name came to be.

The Beta Sigma Phi Crest



With the adoption of our motto, "Life, Learning and Friendship," the membership in the early days, desired to have a crest that would exemplify all that we dreamed of doing. It was thought that the crest should be a shield upon which the adornment of our special purposes could be placed.

It would be a shield against intolerance and any thought that was in opposition to our purposes. The shield itself was first designed by a young artist in Kansas City.

The shield is the symbol of Life.

To represent Learning, the Lamp of Learning is on a clear field with upward stretching lines toward a book and oak leaves at the top, symbolizing everlasting life.

For Friendship, a torch was placed upon a field of many golden points .. the torch of wisdom, friendship, the light of understanding each other.

This is the story of the development of the crest, but the real joy of its creation cannot be captured in words and can be understood and known by only those of our Beta Sigma Phi's who were dreaming of what it should be when this organization was very young.

Diotima



Who is she, anyway?

Diotima, the Wise Woman of Mantinea, is used as a symbol of wisdom in the rituals of Beta Sigma Phi.

The International Office researched information on Diotima and conferred with educators of Greek history and language. In addition, they wrote and visited with natives from Athens. From our sources, we found that Diotima was not a goddess; however, we still do not have enough evidence to confirm her actual existence. We do know that Socrates thought she was a woman of great insight.

So, she is a bit of a lady of mystery, our Diotima. Perhaps that is why, in part, Mrs. Terry made her an important part of the Beta Sigma Phi rituals she created.

We do not know much about the character, but we do know she was a seeker of truth with very high standards for living and learning. She had a philosophy that embraced love in the broadest and most beautiful sense.

Book Of Beta Sigma Phi and Invitation To Life

These two books are very important to us as members of Beta Sigma Phi. The contents provide us with security and trust in knowing that we are an organization with aims, purposes, a constitution, by-laws, standards, and rules to be followed. These assure us of proper enjoyment of our organization and we best do this with an understanding of what is written inside.

The information has changed through the years, as we have. Therefore, it is important we all keep up-to-date with the latest editions.

Remember as a pledge of Beta Sigma Phi having to read and remember? The anxiety over your pledge test? The best way to learn it, I think, is to experience it and in Beta Sigma Phi we learn as we go ... and grow! And it seems to me there is always something new to learn!

That is one of the things I love most about it. . .

Badge/Degree Pin



Your degree pin is the emblem of our Sisterhood. It is a symbol of belonging to a globe-circling sorority whose ideals command respect and admiration wherever we go. As each degree pin is unique in color and meaning, one characteristic common to all of our badges is the design.

THE GREAT PHI IS THE GOLDEN CIRCLE OF FRIENDSHIP. WE ARE BOUND IN A UNION OF UNBROKEN STRENGTH.

There is a fascinating story about how our sorority jewels came to be.

When Mr. Ross was registering Beta Sigma Phi as an International Organization, he knew he would have to register one jewel and he had chosen the pearl. When the time came, he found he needed a secondary jewel and he said, "Off the top of my head, I chose the diamond."

Years later, Lynn Terry thought differently. She said, "You see, there are no accidents. Things are all part of a plan, if we just wait to see them unfold. Both jewels are white light. The pearl absorbs it - the diamond gives it off. When Beta Sigma Phis are new they are learning, absorbing information. Later, there comes a time when a member must progress, she must become a way-shower, an Exemplar. When that time comes, she wears a diamond which gives off light."

And so it goes with the --

- Sapphire jewel of Preceptor, representing the blue of Humility
- Emerald jewel of Laureate, signifying the green of Fellowship
- Ruby jewel of Master, expressing the red of Courage and the unwavering welcome with which to meet the opportunities of each new day.
- **HOW TO WEAR YOUR PIN**
-
- Your official jewelry marks you as a member of a globe-circling sorority whose ideals command respect and admiration wherever you go. Members wear their sorority jewelry with pride, and with respect for the achievements of the thousands of other Beta Sigma Phis who also wear it.
- The pledge pins and degree pins (or badges) are worn over the heart. These pins, which symbolize advancement in Beta Sigma Phi, are worn on dresses or

blouses. To show respect for the badge, members do not pin it to outer garments, such as coats and suit jackets which they will remove. If a suit is worn without a blouse, it is appropriate to pin the badge on the jacket.

- It is proper to wear the badge with daytime wear. The members' judgment will indicate when the degree of casualness calls for leaving the badge in the jewelry case. Badges are appropriate with formal wear when the occasion is a ritual or other Beta Sigma Phi function where only members attend.
- Special guards, which a member may earn the right to wear (for example, a president's gavel guard) are pinned below and centered between the 'Phi' of the badge and the torch guard. These special guards may be transferred from one badge to another as the member advances in degrees.
- The badge of Beta Sigma Phi is an emblem of membership in our Sisterhood and is to be worn, always, over the heart. It is not considered a piece of jewelry, and to wear it around the neck or on the arm as a part of a bracelet would tend to divest it of the esteem in which it is held by the membership.
- While the badges are worn on a dress or blouse, the Crest Recognition Pin is especially suitable for a coat collar or suit jacket. This pin comes with a pin or post back.
- There is no special position for pinning the Order of the Rose pin. Members who have earned the right to wear this emblem through long and outstanding service may choose to use it as a brooch or as a pendant for a necklace.
- The silver achievement band is worn as a bracelet on either arm. It is attractive and appropriate with any attire. Members may attach the individual 'hearts' and 'stars' accessories to the links in the order they wish.

- **Transmute The Dust Into Stardust**



From Dust Into Stardust

- In our closing ritual, there are five words in particular that have always appealed to me and as the years pass, become more meaningful. There is a fascinating story about them...
- Mrs. Terry had been on vacation and was coming home, driving through western Kansas. It was a pleasant time of day to drive, just as the sun had set. Suddenly, at the rim of the horizon she and her companion saw something that looked like a mound of earth slowly rising upward.
- In a very short time it spread into a weird and ominous orange- yellow fan-like cloud. They pulled into a filling station and asked the attendant what it was. "That," he said, "is a dust storm. If I were you, I would not drive into it."

- She wrote, "we needed no persuasion to accept his advice. The tone of his voice and look in his eyes were enough! We stayed the night and the dust storm did not reach us. But the next day, as we journeyed onward we read the ugly record it had left behind."
- The scene was like a picture painted by a madman. For miles, dust lay in arid drifts along the roadway and against the fences. Where fields of tall green corn had stood the day before, there were now only sere, brown stalks, stripped of every leaf, leaning dejectedly like inanimate scarecrows, bent in the path the storm had taken.
- The following spring, Mrs. Terry had occasion to go that way again and the picture she saw was a very different one. As she looked out the train window onto the verdant landscape she said her eyes teared and her heart filled with gratitude for the story of the resurrection which comes to earth every spring.
- Everything was new! The fields and trees were singing with color. The dust had been transmuted into all of this. A dust storm is an ugly thing. There is strangulation, defeat and death until it be transmuted into better things.
- Sometimes, we too, feel the road we take seems obscured in dust. Have we the skill and grace to pave it with stars? To transmute the dust into stardust?
- When we are useful and give of ourselves free from self and selfishness, we reach a higher level of character, thereby manifesting the deeper teachings of our rituals.
- Regardless of the road we take, if it is obscured in dust all we need do is the best we can, jump the hurdle and transform what is not good into something that is . . . transmute the dust into stardust!

LOVE LETTERS

...to be used during the study of our Rituals, or anytime!

1. Use a stencil & cut-out large letters - one each for L, O, V, E. Use any kind or color of paper.
2. On the back of each letter, write that letter's message. [refer below]
3. Glue the lower tip of the L to the top of the O; glue the left tip of the letter V to the bottom of the O; glue the top left point of the E to the side of the V. All the letters will be attached.
4. Or, print the word LOVE in large letters on your computer. Give or send these LOVE LETTERS to your pledges ... & to every member of your chapter! Or, email them the LOVE LETTER MESSAGE.
5. The sky is the limit on what you can do with these letters. They can even serve as favors for a sorority get-together!
6. Remember, in the Pledge Ritual we first hear that LOVE is the Fellowship of Beta Sigma Phi and the first great lesson of our Sisterhood! This is very important for each of us to know and remember...



LOVE LETTERS
especially for YOU!

- L** -- Listen to the hearts of others
- O** -- Overlook the flaws & faults in favor of looking for the Good, True & Beautiful in one another
- V** -- Voice your approval & encouragement often!
- E** -- Effort make the effort go the extra mile for and with one another!

2nd Meeting Contents (Chapter 2)

Contents:

30 Pages

*Chapter & Council Elections**Officer Symbols**Guidelines for Running Effective Meetings**Chapter Yardstick**Member Interests Survey**Parliamentary Procedure – Motions**Basic Meeting Agenda**Chapter Election Procedures – Nomination, Election & Installation**Parliamentary Practice**Parliamentary Q & A**Councils*

Chapter & Council Elections

Vote for Success

By Jack Ross

All too often in chapter or council elections, the vote becomes more of a popularity contest than a selection of the best candidates.

But when you get right down to brass tacks, *nominating a dear friend for an office for which she is not qualified is not an act of friendship*. Your action may tell your friend you are proud of her and trust and rely upon her, but there are other and better ways to demonstrate your feelings. **Every member of every chapter and every representative to city council should give careful advance thought to those who will be nominated and to those for whom she will vote for each office.** Some offices, such as the office of treasurer and recording secretary particularly, require special skills if they are to be handled in the best way and with the least amount of difficulty for the officer elected. **Each office has some special requirement for which some members are better suited than others.**

Every chapter or council is a bit different, but the general duties of each office are still very similar. Let's consider them.

What does it take to be a good president? A president needs to be well liked, but being the most popular member is not necessary. She needs much more to be **steady, decisive, orderly, understanding, and above all, enthusiastic**. She needs to **understand the basis of the organization, its structure and its modes of operation**. She needs to be well enough **acquainted with the members of her chapter or council to understand their needs, desires, and wishes; she needs to be selfless enough to want those members' desires fulfilled**.

She needs to be able to **keep track of the work of the committees without interfering with it**. She needs to be able to **preside at a meeting without dominating it**. It is her duty to **execute the expressed wishes of the members, but not her duty to make all the plans and do all the work herself**. She is not someone upon whom you dump all the projects and problems while you walk away and forget them. **She is the leader, but not the ruler**. No one will fill all those qualifications perfectly, but you should choose from among you the one who, at that time, can best fill those qualifications considering her own talents and available time.

The most important function of a leader is to bring individuals together as a TEAM, to make them "GEL" . . .

G for GOODFINDERS - Look for the GOOD in others!

E for EXPECT THE BEST - in yourself and others!

L for LOYALTY - the desire to help others become successful!

The ***vice president*** is not the understudy president. Simply presiding when the president is absent is not her chief duty. She **leads the chapter**, also, **in a specific area**. She is the **chapter's membership chairman**. She is the **rushing chairman and the chapter hostess**. She, too, needs great **enthusiasm**. She also needs a **very good understanding of the organization so she can clearly and easily present it to prospective members**. She needs to be **gracious and interested in people** so she can fulfill her role as hostess, and **in city council do an effective job of helping council do an effective job of helping transferees**. Besides enthusiasm for the organization and the chapter, she needs a **clear understanding of membership needs in the chapter. In fact, she needs to know as much as anyone about Beta Sigma Phi, so she can give proper pledge training to the new members**.

One of the most demanding and difficult jobs in any chapter is the job of the ***recording secretary***. Ideally, the member elected to that position will have the **mechanical skills**, such as typing and possibly shorthand, which will make the position easy for her. A member who has to write down the minutes by hand and take copious notes in longhand is at a disadvantage. A recording secretary also needs to be an

orderly, well-organized person. She should be **good with details**, and **keep all the chapter and membership records**, which are shared with International, **up to date**. She needs to be able to **organize the notes she takes into clear, concise and brief minutes and reports**. She also needs the heartfelt thanks of every member for doing a difficult job.

The **corresponding secretary** needs to **express the chapter's written communication gracefully, clearly and correctly**. She needs to **understand the proper forms of correspondence**, such as formal and informal invitations, RSVP's, letters of condolence and congratulations, and business letters. Her job is lighter than the job of recording secretary, but very important. She is often the one who **represents the chapter to people in the community**.

One of the really difficult jobs in any chapter or city council is the job of **treasurer**. It is amazing how often a member elected to the office of treasurer is not really good with numbers and has no experience with bookkeeping at all. It isn't unusual to hear a treasurer admit she has difficulty balancing her own checkbook. To elect such a member to the office of treasurer is almost mean. **Treasurer's books for a Beta Sigma Phi chapter or city council should be as simple as possible.** They should be kept **clear, accurate and up-to-date**. The treasurer should have enough time to keep the books day by day rather than try to straighten them out every month or so. Her **honesty** goes without saying, but she should also be **discreet**, so that the financial affairs of the chapter and members of the chapter are kept confidential. Nothing can cause more unhappiness for a chapter or a member of your chapter than a treasurer without the talents required for this job.

In a chapter, one of the most neglected offices is that of **extension officer**. Her chief duty, of course, to **lead Friendly Venture projects** undertaken by the chapter. Chapters often ignore the office because they do not plan to form a new chapter by Friendly Venture. However, the extension officer can have a tremendous effect in stabilizing the balance of chapters in a city by helping to form Ritual of Jewels chapters which will provide eligible candidates for the Exemplar chapter and other higher degree chapters in time. One or two enthusiastic, capable extension officers in a city can make a big difference. An extension officer's requirements are **much the same as ones for vice president**; she will be even better off if she has a bit of **special organizational talent**, the **ability to bring people together and help them move forward**.

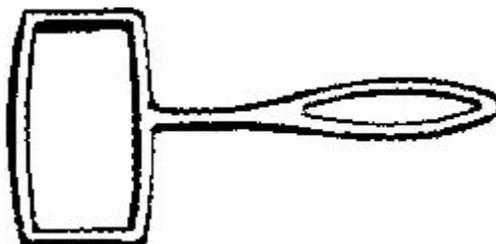
While they are not chapter officers, **representatives to city council should be chosen very carefully**. They not only need to be able to **represent the chapter** by being aware of the feelings and opinions and needs of the members of the chapter, they **need the capacity to serve as officers and leaders of committees**. **No one should be sent as a representative to city council who would not be willing to serve in such a capacity and who, in the chapter's opinion, does not have the ability to discharge the duties of a city council office.**

The **same general qualifications apply for city councils as for chapters**. There is an additional consideration; that is, **all city council officers should be able to see the wide picture of Beta Sigma Phi in their city, and function not only as representatives of their chapters, but as citywide leaders devoted to the best interests of the community of chapters and members.**

For the sake of your chapter, your council and the individuals you will call upon to serve, **think carefully before you cast your ballot.**

OFFICER SYMBOLS

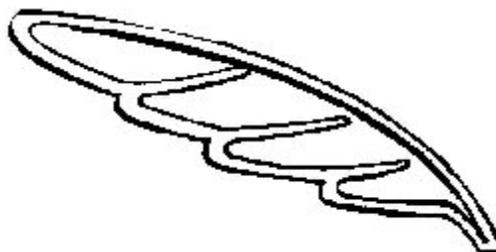
President ----- Gavel



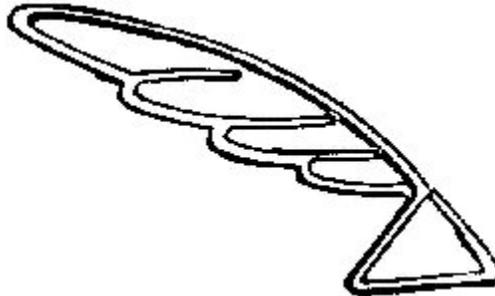
Vice President ---- Clasped Hands



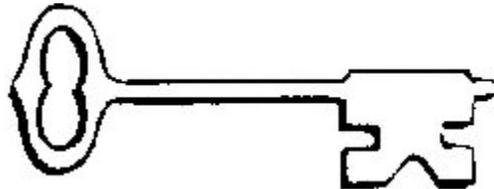
Recording Secretary ---- Quill



Corresponding Secretary ----- Bottle & Quill



Treasurer ----- Key



Guidelines for Running Effective Meetings

- 1 - Is the meeting necessary? Could it be handled with a letter or memo?
- 2 - Are you certain the right people have been informed of and invited to the meeting?
- 3 - Have you prepared an agenda? [It needs to be sent out to concerned individuals prior to the meeting -- between a day and a week ahead.]
- 4 - Does your agenda have time constraints?
- 5 - Are you certain you are covering essential material?
- 6 - Are you comfortable drawing discussion to an end when the allotted time has passed? [THIS IS VERY IMPORTANT!]
- 7 - Is everyone clear on the meeting guidelines?
[It may be necessary to send the guidelines prior to the first "restructured" meeting.]
- 8 - Are you allowing time toward the end of the meeting to design the following meeting's agenda?
- 9 - Are you familiar with the rules of parliamentary procedure?
- 10 - Are you enabling each individual to participate in the discussion?
- 11 - Are you scheduling follow-up evaluation sessions to check meeting effectiveness?
[This may be done as "processing" for the last five minutes of each meeting, or by questionnaire with discussion at a later time.]
- 12 - As you organize meetings, allow for some flexibility in discussions, and for some humor in your meetings.

13 - Use creativity to add fun to meetings!

A friend of mine made everyone at her Valentine's Day meeting feel good when she presented valentines and candy to each person! You'll be surprised to see how a small, thoughtful gesture of this kind can soon have everyone listening better and smiling during your meeting!

In The Book of Beta Sigma Phi, under parliamentary procedure, it says: "The purpose of using parliamentary procedure is to give courtesy and justice to every member, consideration of only one thing at a time, to give every member a chance to be heard, and an understanding that the majority decision prevails." A good president can keep a meeting going smoothly. I hope all parliamentarians and presidents read this so they can concentrate on making meetings a joy to members, instead of a bore.

Look for the time-wasters. Disorganized committees that are not prepared ahead of time, compulsive talkers and long, boring reports slow down a business meeting. Call your committee chairmen ahead of the meeting and see if they are prepared to report. If they have no report, do not call on them. If they are supposed to have one, remind them you will be asking for it. Watch those motions! A large amount of time is wasted discussing a motion to death. When one has been sufficiently discussed, call for a vote. If you have a compulsive talker in the chapter, you will just have to move ahead, leaving her jaws flapping. I hope these hints help!

**PLAN YOUR MEETINGS CAREFULLY
HAVE THE RIGHT PEOPLE IN ATTENDANCE
HAVE A STRUCTURED AGENDA WITH TIME CONSTRAINTS
KEEP PEOPLE TALKING ABOUT THE DISCUSSION AT HAND
BEGIN AND END ON TIME
HAVE FUN**

Chapter Yardstick

PLANNING

_____ **Executive Board Meetings (10 pts. max)**

10 points for meetings held as needed.

_____ **Regular Meetings (18 pts. max)**

1 point for each meeting.

_____ **Attendance (12 pts. max)**

10 points for percentage of attendance. Example: 7 points for 70%, etc. Members on leave-of-absence and shut-ins not counted against percentage. *2 points* for consistent system of notifying members of time and place of meetings.

_____ **Finance (19 pts. max)**

10 points for preparation of chapter budget that limits the cost to an amount the members agree is not a burden to each member. *7 points* for a major money-making project, *2 points* for a minor project.

_____ **Cooperation (44 pts. max)**

5 points for participation in City Council or executive coordinating committee. *10 points* for committee planning and

handling preliminary details before meetings. *2 points* for each month's chapter minutes and report forms sent to International by the end of the month. *5 points for City Council participation.*

_____ **Book of Beta Sigma Phi Review (36 pts. max)**

3 points for each month activity pursued.

_____ **Publicity (10 pts. max)**

5 points for each major project, *2 points* for each minor project.

_____ **Phone or Email (10 pts. max)**

5 points for having a phone or email tree to get the news out to chapter members.

_____ **TOTAL (159 points possible)**

SOCIAL

_____ **Planned Social Calendar (30 pts. max)**

30 points for planning the sorority year by September 1.

_____ **Social Balance (60 pts. max)**

5 points for each traditional social held (Founder's Day, Beginning Day, etc.), *4 points* for each informal social held.

10 points for city-wide social. 2 points for interchapter social.

_____ **Attendance (10 pts. max)**

10 points for attendance of members at social functions.

(*10 points equals 100%, 7 points equals 70%, etc.*)

_____ **Time for a Good Time (18 pts. max)**

1 point per meeting, dining, and for allowing time to socialize.

_____ **Sending Cards (5 pts. max)**

5 points for sending cards to members for occasions such as illness, birthday, etc...

_____ **TOTAL (123 points possible)**

MEMBERSHIP

_____ **Membership Plan (20 pts. max)**

10 points for each rushing program.

_____ **Pledge Training (36 pts. max)**

2 points per pledge training session from *Invitation to Life*.

_____ **Success (65 pts. max)**

5 points for each pledge added to your chapter during the sorority year. *5 points for chapters with 10 - 20 members.*

10 points for chapters with more than 20 members.

_____ **Transfers and Reinstatements (20 pts. max)**

5 points for each member transferred into the chapter, each inactive member reinstated, and each member-at-large added.

_____ **Progression (45 pts. max)**

5 points for each event encouraging progression to your chapter, *5 points* for each eligible member that progresses to your chapter.

_____ **TOTAL (186 points possible)**

CULTURAL

_____ **Programs (36 pts. max)**

2 points each for a formal program (30 minutes), *1 point* each for an informal program (cultural outing). One program per meeting.

_____ **Program Presentation (36 pts. max)**

2 points for a program presented by two or more members.

One program per meeting.

_____ **Chapter-Wide Discussion (18 pts. max)**

1 point for discussion guided by leader following the presentation, allowing each member's participation.

_____ **Audio-Visual Aids/Demonstrations (12 pts. max)**

1 point for each program in which audio-visual aids or demonstrations are used requiring participation by members

(i.e., games, quizzes, etc.).

_____ **Programs on the Shelf (20 pts. max)**

5 *points* for each program prepared for emergency use.

_____ **TOTAL (122 points possible)**

BONUS POINTS

_____ **Establishing a New Chapter (10 pts. max)**

5 *points* for Friendly Venture reservation, 5 *points* for presenting Beta Sigma Phi to prospective members.

_____ **Receive a FOUR-STAR RATING when your chapter completes a Friendly Venture!**

_____ **Wider Social Horizons (16 pts. max)**

10 *points* being a sponsoring chapter of a convention, area meeting or workshop, 2 *points* for representation at a convention, area meeting or workshop.

_____ **Community Service or Cultural Event (15 pts. max)**

5 *points* for each major project, 2 *points* for each minor project.

_____ **Chapter Assistance (20 pts. max)**

4 *points* for each active member serving as an advisor.

_____ **Legacies and Sponsored Members(10 pts. max)**

1 *point* for each member who enrolls one or more in the Legacy or sponsored member program.

_____ **Assisting Community Chapters (45 pts. max)**

15 *points* for assisting a small chapter with rushing or progression activities. 2 *points* for each personal recommendation of an out-of-town candidate, max. 20 *points*. 1 *point* each for contacting transferees or prospective members for your chapter or introducing them to another chapter, max. 10 *points*.

_____ **Contest Entries (6 pts. max)**

1 *point* for each entry in any International contest.

_____ **Member Survey (10 pts. max)**

10 *points* for surveying members' interest.

_____ **Envoys (10 pts. max)**

1 *point* per Envoy member.

_____ **Theme (10 pts. max)**

10 *points* for implementing theme in chapter activities.

_____ **Volunteering (10 pts. max)** Must designate you are a Beta Sigma Phi member

_____ **Online Hosting (10pts max)** 1 *point* per occurrence. Visit to online chapter to make up a land chapter meeting.

_____ **TOTAL (172 points possible)**

Suggestions For An Individual Member Interest Survey

Any chapter's Executive Board should find it very much to its advantage to get from every member her opinions and suggestions about all the different phases of chapter activity. To guide both the officers and the committees in the planning for the ensuing sorority year, we recommend that a questionnaire be prepared by the Executive Board to give the chapter the benefit of each member's opinions and suggestions.

The following paragraphs give some suggestions and sample questions to guide an Executive Board in preparing an Interest Survey Questionnaire. These are given merely as a guide and include only basic items. There are, in every chapter, other questions pertinent to local activities which may be included.

After this questionnaire has been composed by your chapter's Executive Board, typewritten and copied, give one copy to each active member of your chapter. Ask each member to fill it out completely and return to a designated person in your chapter. (Very often, both the

Recording Secretary and the Corresponding Secretary of a chapter receive the returned questionnaires and work together in tabulating the information received.) It is important that the questionnaire include a deadline date for it to be returned to the designated person so all the suggestions can be tabulated early enough to serve as a guide to the

Executive Board and the committees:

1. The Standing Committee appointments can be made on the basis of each member's preferences as to the committee(s) she would prefer to serve on during the coming year.
2. The preferences as to the different types of activities can be tabulated on separate sheets of paper so this information can be handed to each committee or to the Executive Board, to guide the particular committee or the Executive Board in preparing its respective recommendations for the chapter's consideration, revisions (if needed), and approval.

For example, the information as to preferences of committees each member would like to serve on during the coming year should be tabulated on a sheet that is to be given to the Executive Board. Also, the suggestions for the ways and means committee, program committee, social committee, service committee, and other committees are tabulated on a separate sheet of paper to be given to each committee.

Here are some sample questions to guide you in preparing your chapter's questionnaire:

1. Below are listed the Standing Committees of our chapter. Please put a **#1** in the box in front of that committee on which you would **most prefer** to serve during the coming year. Put a **#2** in the box in front of the committee that would be your second choice, and a **#3** in the box in front of the committee that would be your third preference.

Program Committee Social Committee

Ways & Means Committee Service Committee

2. Look over the programs in the Program A La Carte (Print the List off the web page).

List your first, second & third preferences as to program topics which you would want as your program assignment – either to develop individually or as part of a program team. Program Listings can be found at <http://www.betajournal.com/program.htm>

3. How many social activities a year do you think our chapter should have? _____

4. List your first, second, and third preferences as to the specific kinds of socials you suggest our chapter have sometime during the next year:

1. _____

2. _____

3. _____

5. How many money-making projects do you personally think our chapter should sponsor during the coming year? _____

6. List below your first, second, and third preferences as to the specific kinds of ways and means projects you personally would enjoy cooperating in during the coming year.

1. _____

2. _____

3. _____

7. Should our chapter plan to have any service projects during the coming year?

_____ yes _____ no

8. If you feel that the chapter should sponsor a service project (one or more) during the coming year, indicate the number of projects you feel should be sponsored. _____

9. Write in the order of your personal preferences suggestions as to the kinds of service projects you would help to support during the coming year, both in time and effort.

1. _____

2. _____

3. _____

10. What particular phase of chapter activity, if any, do you personally feel needs to be changed?

11. If you felt in answer to #10 that any change was needed, then what do you suggest be done to effect such a change?

12. What, if anything, would you like our chapter to do which, to your knowledge, we have not done so far?

13. Average attendance at our chapter meetings is _____. With this in mind, how many members do you think we should add to our chapter during the year? _____

14. Would you prefer special rushing activities, or would you prefer to do individual rushing by having a member bring a guest to a regular meeting or activity so we can get acquainted?

PARLIAMENTARY PROCEDURE . . . ABOUT MOTIONS

SUGGESTIONS FOR THE PRESIDENT:

- Keep the meeting brief and to the point.

- It is the responsibility of the President to see that the discussion of any motion be sufficient to allow all who wish to speak on the motion to do so.
- The maker of a motion has the privilege of speaking first on it. She may vote against the motion, if points during the discussion make her change her mind, but she may not speak against her own motion.
- *NO MEMBER SHOULD BE ALLOWED TO SPEAK MORE THAN TWICE ON THE PENDING MOTION, UNLESS PERMISSION IS GRANTED BY THE MEMBERS PRESENT TO DO SO.*

To bring the discussion to an end and get the opinion of the members by their vote, the President asks:

1. **"Are you ready for the question?"**
2. She then **restates the motion** and
3. **Calls for the vote.**

BASIC AGENDA FOR REGULAR BETA SIGMA PHI MEETINGS

...Script of Chapter President...

NOTE: Chapter (and City Council) *business meetings are a means to an end and the things that make them exciting are that they are short, to the point, decisive, and leave members with the feeling that the end result, the accomplishment of whatever is being planned, is being reached quickly.* If time is spent on relatively small details which the committees should be entrusted to work out, the business meeting becomes dull, long drawn out, and drains off the enthusiasm for the project at hand. **Officers and committees** contribute to an effective business meeting by **being prepared** with agenda and reports. **All members** contribute to a good business meeting **by understanding the order of business, when discussions should take place** and by **making written note of decisions, assignments and the where and when of any coming activities.**

- The **President prepares an Agenda before each meeting.** This makes it easy for the President to conduct an orderly, brief meeting.
- It **follows the order of business** as given in the Book of Beta Sigma Phi.
- When the President knows of **anything special to be brought up** under any of the 16 points on the Agenda, she **writes it in as she plans.**

- The **Recording Secretary should remind the President of anything carried over from the last meeting** so it can be written in on the Agenda ahead of time.

On the basic Agenda given below, the *actual words that a President uses* to introduce each point are given in quotation marks. Where necessary, brief explanations for the handling of that point are in parentheses.

BASIC AGENDA

1. **"Meeting will Please come to order. May we stand and repeat together the Opening Ritual."**
2. **"The Secretary will call the roll."**
(If the Recording Secretary is absent, the President appoints someone to take the minutes and the roll call.)
3. **"The Secretary will read the minutes of the last meeting."**
(Recording Secretary reads.)
"Are there any corrections?" *(Pause)*
"If not, the minutes stand approved as read."
(If there are any corrections, they are made and the President then says,)
"The minutes stand approved as corrected."
4. **"Is there any official communications from our International Office?"**
(All Officers should know that mail received from International is intended for the chapter and it should be presented at the first meeting after it has been received.)
5. **"Are there any other communications to be brought before the chapter?"**
(The Secretary reads them. If any action is necessary the Secretary may put it in the form of a motion or the President may ask for a motion. When the President states the motion to the chapter, she asks, "Is there any discussion?" At the end of the discussion, President restates the motion and calls for vote.)
6. **"The Vice President, who is official chapter hostess, will introduce our guests and transferees."**
7. **"May we have the Treasurer's report."**
(Report is given.)

"Are there any corrections?"

"If not, the report will be placed on file subject to audit."

(Notice: The Treasurer's report is placed on file subject to audit. It is not approved because if any mistakes come to light later, you want to be able to correct them.)

8. "May we have the report of the Executive Board Meeting?"

(Executive Board minutes are not read. The Recording Secretary gives a report of the meeting. If recommendations are made, they need chapter approval and should be presented for chapter vote at this time.)

"Are there reports from any other Officer?" *(For example: Extension Officer)*

"May we have the report from the City Council Representative on the City Council meeting?" *(If applicable.)*

9. "May we have the reports of the Standing Committees as they are called?"

***MEMBERSHIP:**

***PROGRAM:**

***PUBLICITY:**

RITUAL:

SCRAPBOOK:

SECRET SISTER/SUNSHINE:

***SERVICE:**

***SOCIAL:**

***WAYS/MEANS:**

YEARBOOK:

(Denotes major committee.)*

(As each committee report is given, if a recommendation needs action, the member giving the report may put the recommendation in the form of a motion. President says . . . "It has been moved that . . . Is there any discussion?" If there is no discussion, or at the

end of the discussion, the President calls for the vote.)

10. "Are there any reports from the Special Committees?"

(Handle the same as above.)

11. "Is there any unfinished business?"

(It is called unfinished business, not old business.)

12. "Is there any new business?"

(New business is the last point on the agenda for your business meeting. When it is complete, the President will say . . .)

13. "Is there any further business to be brought before the meeting?"

Next meeting will be _____ at _____ -
(date) (place)

(time)

"The business meeting is adjourned."

14. New chapters will want to use the time following the meeting for Pledge Training, led by the Vice President (*or Pledge Trainer.*) Pledge Training will take about 20-30 minutes. Long established chapters would do Pledge Training at some other time than following regular chapter meetings.

15. "The Program Committee will now conduct the cultural program."

(At the end of the program, the Program Chairman will say, "Madam President, that concludes the Program for this evening.")

16. "May we now stand and join together in repeating the Closing Ritual?"

CHAPTER ELECTION PROCEDURES

An election of chapter officers in Beta Sigma Phi is a very special activity. There are two phases to be considered in an election, and both of them are important.

Perhaps the **first thing** that occurs to the members of a chapter in nominating and electing officers is an **expression of confidence and trust for the members nominated and elected to each office**. That confidence and trust must work both ways. The members of the chapter must not only have confidence in their candidates, the **candidates must also have confidence in the members of the chapter**. They must feel that the members of the chapter will accept their leadership and support them in it in every possible way.

The **second phase** to be considered is the **mechanics of the election process** itself, and it is here that a chapter can defeat its own purposes most easily. Even though the election process should be and is very simple, the technical matters are sometimes overlooked, producing uncertain results, and to some extent a sense of dissatisfaction among members of the chapter.

In very large organizations, elections can be a very complicated thing, and must be hedged all around with safeguards and complicated procedures. That is not the case in Beta Sigma Phi chapters. **In a Beta Sigma Phi chapter, the election of officers should be a simple and direct expression in the most democratic way possible of the will of the majority of members of the chapter.**

It is highly recommended that this information about election procedures be retained in the chapter's permanent record book to be read at each occasion when an election is about to take place, so that each member will have a full understanding of the procedure.

NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

Nominations shall be made from the floor at the second regular meeting in March each year. At this meeting, the President shall call for nominations from the floor, and nominations shall be made for each office--beginning with the President and proceeding through the Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Extension Officer. City Council representatives may also be elected at this same meeting. City Council Representatives are not chapter officers.

In considering members for nomination, every care should be taken to avoid nominating a member who is eligible for the next higher degree, and if holding office would delay her progression to that degree *(if she plans to progress into a chapter of a higher degree.)*

Any active voting member is entitled to make a nomination.

A nomination does not need to be seconded.

No one member, except by general consent of the entire group, can nominate more than one member until after all members of the group have had the opportunity to nominate.

After nominations have been made, the President should ask, "Are there further nominations? Hearing none, the nominations are closed." A motion may be made to close the nominations. It must be seconded and passed by a two-thirds vote.

A vote shall be taken on each office in turn. The vote for each office shall be held immediately after the nominations for that office have been closed. The vote shall be by secret ballot and it shall require a majority of the votes cast to elect.

The nominations and voting for each office shall be complete before the nominations for the next office begin.

Discussion of each candidate shall be limited to a three-minute speech by the member placing that candidate's name in nomination.

In the event only one nomination is made for any office, the vote for that office may be taken by voice or by show of hands.

When ballots are required, they shall be collected by two tellers appointed by the President. They will immediately count the ballots and write the results on a piece of paper, followed by their signatures, which shall immediately be given to the President. The President shall then announce the result of the ballot. In the event no candidate has received a majority, another ballot shall be taken. If there are more than two candidates, only the two having the largest number of votes on the first ballot shall be included for the second ballot.

At the conclusion of each balloting, the tellers will place the ballots in envelopes, which shall be sealed and retained by the Secretary for 30 days.

In the event that any member feels there is an irregularity in any phase of the election, she shall make it known to the chapter immediately. The chapter may, at its discretion and upon a majority vote, declare the election for a specific office, or for the entire slate of officers, null and void if it finds there was an irregularity in election procedures which would invalidate the election of any officer or of all officers.

Such an irregularity would be

- (1) a miscount of ballots
- (2) nomination and election of a member ineligible by reason of inactivity on the International Roster
- (3) Leave of Absence
- (4) Member-at-Large status locally

Failure to follow prescribed election procedures, if such failure could affect the outcome of the election, would also constitute an irregularity and of which the election could be contested.

A ballot cast for anyone who has not been nominated shall be treated as a blank ballot.

Ballots cast for an ineligible person shall be treated as a blank ballot.

Failure to contest the election before the meeting at which the election is held is adjourned, expresses tacit approval. *No election may be contested at any time for any reason after the meeting at which the election is held is adjourned.*

If the procedures listed above are followed, the election will be a true expression of the will of the majority of the chapter. No matter how fine and capable she is, not every candidate can be elected. *An election of officers is not a popularity contest; and so failure of a candidate to be elected should not under any circumstances be thought to reflect upon her or upon those who have nominated and supported her.*

To be nominated for office is a high honor. ***Candidates who have not been elected and those who have supported them should take the lead in offering congratulations and support to those who have been elected.***

PARLIAMENTARY PRACTICE AND STUDY

Fundamental Principles of Parliamentary Law

Parliamentary Law is a code of rules for working together in a group. They were founded on principles developed in the British Parliament - based on:

- 1. Equality for all.**
- 2. Right of the majority to decide.**
- 3. Freedom for everyone to speak.**

Parliamentary rules exist to facilitate the transaction of business and to promote co-operation and harmony.

The rights of the minority to be heard, to express opinions and to dissent, must be protected.

Full and free discussion of every proposition presented should be encouraged by the presiding officer.

The simplest and most direct procedure for accomplishing a purpose should be used. A definite and logical order of procedure governs the introduction and processing of motions:

1. Only one question can be considered at a time.
2. Every member has the right to know what the question before the assembly means before voting.
3. Membership may delegate duties and authority but retains the right of final decision.
4. Parliamentary rules must be administered impartially

Definitions of Motions

MAIN MOTION A motion to bring a subject before the group for its consideration and action. Lengthy motions should be in writing.

Example: "I move that the chapter purchase a notebook for the Recording Secretary."

SUBSIDIARY MOTION A motion that can be on the floor at the same time as the main motion and still be in order. An amendment to the main motion is an example of a subsidiary motion.

Example: "I move to insert '8 ½ by 11 three ring, loose leaf' before the word notebook."

PRIVILEGED MOTION This motion is not debatable or amendable. While a main motion and one or more subsidiaries are pending, there must be some method of closing the meeting (if it is running past the stated time for the length of a meeting), taking a recess, and appointing the time for an adjourned meeting. Or if there is a question which arises as to the rights and privileges of the group or individual member, that requires immediate attention, though other questions are pending, by use of a privileged motion, these matters can be handled.

Example: "I move that the speaker move to the front of the room so the membership can hear her better."

INCIDENTAL MOTION Not debatable except on appeal under certain circumstances.

Example: "I move that we suspend our order of business temporarily so the guest speaker may present her program as she must leave early."

Proper Steps Of A Motion

Member:

1. Rises, addresses the chair: "Madam President."
2. President recognizes member.
3. Member states motion: "Madam President, I move that"

Note: Do not say, "I make a motion..."

4. Another member seconds the motion. She does this while seated and no recognition from the chair is needed.

Note: If there is no second, this means that only one member (the maker of the motion) is interested in the subject so the motion stops there.

Chair:

5. President states the motion: "It has been moved and seconded that..."
6. President opens the floor for discussion: "Is there any discussion?"
7. President takes vote when all who wish to speak have done so and she restates the motion. If there has been no discussion then the first part of this step is omitted and the President states: "The motion is that..."
8. President asks for vote.

"All in favor say 'aye'."

"Those opposed say 'no'."

Note: Do not forget to ask for those opposed, even though the vote was obviously passed.

9. President announces the result of the vote. If it passes she states: "The ayes have it and the motion is carried."

If it fails to pass she states: "The noes have it and the motion is lost."

Note: A tie vote is a lost motion.

The President votes only once when the vote is by:

1. Secret ballot **OR**
2. Roll call and her name is called last **OR**
3. To make or break a tie.

Elections should be by secret ballot vote. If there is a topic for discussion needing the true expression of the feelings of the members, it is wise to take the vote by secret ballot.

PROPER STEPS OF A MOTION

- MEMBER
1. Rises, addresses the chair: "Madam President."
 2. President recognizes member.
 3. Member states motion, "**Madam President, I move that . . .**"
 4. **Another member seconds** the motion. She does this while seated and no recognition from the chair is needed.

NOTE: If there is no second, this means that only one member (the maker of the motion) is interested in the subject. The motion stops there.

- CHAIR
5. President states the motion:
"**It has been moved and seconded that . . .**"
 6. President opens the floor for discussion:
"**Is there any discussion?**"
 7. President **takes vote when all who wish to speak have done so** and **she restates the motion**. If there has been no discussion then the first part of this is omitted and the President states: "**The motion is that . . .**"
 8. President asks for vote.
"**All in favor say 'aye'.**"
"**Those opposed say 'no'.**"

Note: Do not forget to ask for those opposed, even though the vote was obviously passed.

9. .President announces the result of the vote.
If it passed she states:
"**The ayes have it and the motion is carried.**"
If it fails to pass, she states:
"**The noes have it and the motion is lost.**"

NOTE: A tie vote is a lost motion.

- The **President votes only once on a question** and then by:
 1. Secret ballot -- or
 2. Roll call and her name is called last -- or
 3. To make or break a tie.
- If there is a topic for discussion needing the true expression of the feelings of the members, it is wise to take the vote by secret ballot.
- Elections should be by secret ballot vote.

PARLIAMENTARY QUESTIONS AND ANSWERS

The study of Parliamentary law opens an interesting field for self-improvement and provides mental exercise that is excellent if we wish to enjoy the opportunities of organizational life to its fullest extent.

Q: One of the greatest problems that seems to arise is by-laws. May by-laws ever be suspended?

A: No. The purpose of by-laws is to protect the membership from hasty action on important issues. By-laws should not contain petty rules that need to be suspended, and should some of the laws be found to be useless or a hindrance, then the by-laws should be amended to strike out the objectionable features. But while they are a part of the laws of the organization they must be obeyed.

Q: Is it correct for the President, when minutes have been read, to ask, "Are there any corrections, omissions, or additions?"

A: No. The President should simply ask, "Are there any corrections?"

Q: What is done with the annual financial report of the Chapter Treasurer when the by-laws fail to provide for an auditor or an auditing committee?

A: The President may ask, "How shall the auditing committee be appointed? Or the President may say, "The financial report should be audited. A motion to appoint an auditing committee is in order." The treasurer should move that the committee be appointed, for the audit is a protection to her as well as to the organization.

Most organizations require a financial report from the treasurer every meeting; this is for the purpose of information and quite proper, but no action is taken on the unaudited financial report. The auditor's report or the report of the auditing committee should be adopted, however.

Q: When the President and Vice-President are absent and chairman pro tem is presiding, how is she addressed?

A: She is addressed as "Madam Chairman."

Q: How is the President addressed when she is presiding?

A: She is addressed as "Madam President."

Q: May a secretary make motions and debate?

A: Yes.

Q: May a presiding officer make motions and enter into discussions?

A: Not while she is in the chair. Should she wish to do so, she must call the vice-president to the chair, and after she has debated the question, she may not assume the chair until the question has been settled.

A wise presiding officer will enter into discussion seldom, for impartiality is a necessary virtue if confidence is to be her reward in the hearts of the members of the chapter. Information is not discussion, and the President should give information that will be helpful in expediting the business at hand.

Q: Should the secretary close her minutes with "Respectfully submitted?"

A: No. The minutes are not the secretary's report. They are the record of the business of the meeting and the secretary simply signs her legal name and gives the title of her office.

Q: Are lost motions recorded in the minutes?

A: All main motions are recorded in the minutes whether carried or lost.

Q: Is it your belief that a President should be chosen chiefly because she is a good parliamentarian?

A: No. There are many other virtues necessary if a chapter is to enjoy success and harmony. A person may not be well versed in parliamentary law, but if she is intelligent,

sincere, and eager to succeed in her office, she will equip herself with knowledge of this science. A good president must be tactful and just, willing to work diligently herself, if she would have others work; courageous, too, because there always are problems that arise when she cannot please the entire group, and it will be necessary to choose the course that will result in the most good for the chapter. If she has all the other qualities, her members will love her and follow her, even when they are not able to agree with her on some points. This they will do because she has earned their respect and confidence.

If a worthy person is elected to the high office of president she soon will become an efficient parliamentarian because it is her duty to learn how to protect the chapter from unfairness, or thoughtlessness. She must set the example of orderliness of thought and action, kindness, gratitude and tolerance. Parliamentary law helps to develop these virtues but the heart must be willing and the purpose sincere.

Q: Do you consider it necessary to follow certain strict rules in conducting a meeting?

A: Not entirely. The purpose of parliamentary law is to make meetings efficient, interesting and fair. Sometimes we are confronted with the type of person who has learned a little about this science and is so eager to display this knowledge that she continually will raise points of order and insist on reading excerpts from the parliamentary authority. We should remember always that parliamentary law is to serve the chapter and not the individual who seeks an easy road to recognition.

1. Basic principles of Parliamentary Law:

- Justice and Courtesy to all
- One thing at a time
- The rights of the minority - that they be heard
- The rule of the majority

2. We need **parliamentary procedure to prevent chaos** in our meetings.

3. **BASIC RULE:** *Get a motion on the floor-*"I move that..." Get a second to the motion, and then the discussion will have some reason for taking place.

4. **A MOTION is made in the positive** and voted down ... it is never made in the negative.

5. All **meetings should begin and end on time**. Business should be dealt with speedily but thoroughly. Presidents should be firm in holding all the excursions into side issues to a minimum.

6. The **social hour** should be just that . . . a social hour, not a rump session for the meeting; but **a time to truly enjoy the friendships we have in Beta Sigma Phi.**



Councils

A Council is a coordinating body. It is the chapters that compose it. It is not a chapter in itself. Council should not be in competition with a chapter. It should NOT siphon off the energies for chapter projects and show them how to do it. Council can show chapters how to combine strengths to combat weaknesses.

Since the measuring stick for council would be based on the strengths of the chapters that compose it, and since it can combine strengths to combat weaknesses, then *council must know the chapters that compose it and know where the strengths are.* That's the first rule given to councils - **KNOW YOUR CHAPTERS!**

Know their names - when they meet - have an idea of their attendance.

Know the general age range of the members in each chapter.

Know whether they have interesting meetings, well conducted.

Know something about the chapter's programs.

Know their membership strength - and their rushing ability.

The second rule given to councils would be to do everything possible to **HELP CHAPTERS KNOW ONE ANOTHER.** In a chapter it is important for every member to know every other member and know those little things about her that make an interesting and whole individual, not just a name. This should be a goal of council - to help every chapter know every other chapter so there is a bridge of Friendship between chapters and among chapters.

Practical ways in which friendship can be brought about include the following:

SISTER CHAPTER PLAN. This can be arranged through council. Chapters select their sister chapter and entertain them at one social and/or one meeting a year. A chapter learns a great deal from sitting-in-on another chapter's meeting. They learn good things and they see weaknesses that they themselves may have, and become determined to

correct them. Inter-chapter Socials help chapters get acquainted, and help some chapters learn how to have socials.

HIGHLIGHT ONE OFFICE AT EACH COUNCIL MEETING. For instance, at the September council meeting, invite all the Vice Presidents. Have some experienced and successful Vice Presidents give a talk that is partly inspirational and partly how-to. Find out at that meeting about each chapters' rushing goals and what assistance they might need to reach those goals. Invite VP's in September because they are just beginning their exciting rushing season. Please contact the Rushing Department at the International Office for any information needed.

At the next council meeting, highlight the office of President. Even though chapter Presidents automatically attend council there are things pertinent to that office which are not covered in the general run of council meetings. Some points to highlight for Presidents are the importance of the Basic Agenda and conducting a brief, decisive meeting ... the importance of chapter discussion on how a committee functions. You'd be surprised how many members don't know how a committee should function in order to save chapter time. All members, not just special committees, need to know, and it is suggested every chapter have a discussion on it every year.

At the council meeting where you highlight the office of Recording Secretary, stress the importance of correct terms for each membership status. That may seem easy - but you'd be surprised how many hassles International has because someone inadvertently reported a member was going to be a member-at-large when she actually meant leave of absence. And speaking of leave of absence, when the Recording Secretary attends council and her office is highlighted - ask her to report how many members are on the chapter roster, how many attend, and how many are on leave of absence. If there are many on leave, something is wrong. Other chapters will be able to suggest ways of combating that weakness and International has ideas, too.

WEAR NAME TAGS at all council meetings and all functions where members of various chapters are together. That's a simple way to promote knowing your chapters and members, and of chapters knowing one another.

HAVE A SOCIAL TIME after council meetings. Use get acquainted activities just as they would be used in a chapter when guests are present to build friendships.

THINGS COUNCIL SHOULD CONCENTRATE ON:

As we talk about each point you'll see how much more effective each procedure will be when council knows its chapters and when chapters know each other.

Remember we said earlier that council should not siphon off the energies of chapters for council activities. Council should NOT plan the activities that a chapter can plan. *Council is meant to plan those activities that are beyond the powers of an individual*

chapter. And the number of those projects should be very limited. Very limited - or council becomes a competitor of the chapter. That would weaken the chapters and thus weaken the council.

TRANSFEREES. Part of the success with transferees depends on how quickly a Beta Sigma Phi calls to welcome the transferee to the area; part of it depends on how quickly she is not only invited, but also picked up and taken to a chapter meeting; and part of it depends on the transferee, herself. A suggestion would be to follow a type of **HOSTESS PLAN for contacting transferees**. It may not be very different from the plan you are using - but there may be one or two fine points, which can make all the difference.

With this HOSTESS PLAN, when the Council Contact Chairman [1st VP] receives the information about a transferee, she makes the initial welcoming contact immediately, by phone if possible, by note if the phone number is not available or incorrect.

Then the Contact Chairman, knowing the chapters, calls the chapter, which has the very next meeting coming up. She asks them to serve as HOSTESS CHAPTER for this particular transferee. That means a member of the chapter will get in touch with the transferee IMMEDIATELY, arrange for a member to pick her up and take her to the very next meeting. Within reason, it doesn't really matter whether the HOSTESS CHAPTER is of the same degree as the transferee - though if there is a large age gap, that might influence the decision. The Contact Chairman and the Hostess Chapter should let the transferee know that her name will be introduced to all chapters but since this chapter meeting was the first after they knew of her arrival, they wanted her to attend to HELP HER GET STARTED GETTING ACQUAINTED WITH MEMBERS IN THE AREA.

Then the contact information is given to other chapters and they have an opportunity to invite the transferee. Once the information has been given to all chapters, each has an equal opportunity to attract the transferee.

Council should be informed by chapters of which transferees have been invited and have attended which chapter's meetings.

Any delay in getting a transferee invited to a meeting cools her enthusiasm. Even if the Contact Chairman calls her as soon as she receives her name, unless a chapter invites her to a meeting soon, she begins to have qualms. Assigning her to a HOSTESS CHAPTER for the first chapter meeting is to fill the void. Sometimes when transferee names are read or given at council meetings, chapters don't really know what is expected of them. This could be especially true at the beginning of the year when new officers take over.

Chapters in a city can see both sides of the coin. We know how much chapters appreciate it when a transferee takes part of the initiative. But you can't expect that from all transferees. Try to see it through their eyes ... they don't want to be pushy ... they are

unsettled ... they don't know their way around ... they are afraid ... maybe they won't find the place of the meeting, afraid of entering a meeting alone. Remember the transferee is ONE person - she's being put into a group of close friends. TAKE AS MUCH OF THE DECISION MAKING off her shoulders as you can.

The best solution is to make a personal welcoming call as soon as you get the name, arrange for the transferee to be picked-up for a chapter meeting within a matter of days. **And make sure chapters know how to follow through by contacting transferees - that's worthy of discussion at council.** And if you decide to use the HOSTESS CHAPTER PLAN be sure chapters know that whichever chapter serves as hostess to take the transferee to the first chapter meeting after her arrival should not extend an invitation to the transferee until her name has been given to **all chapters**.

PROGRESSION. The rules have changed in regard to Progression. Nothing has been taken away from the traditional way of progression yet great flexibility has been added. Members can still progress into existing chapters of higher degrees just as before. OR, members who become eligible for the next highest degree can receive that degree and remain in their current chapter. Progression was created for the individual member herself and it is of benefit to her to progress when she becomes eligible.

The chapter Vice President receives from the International Office in September and January, a Ritual Certification form. This form indicates who in the chapter is eligible to progress. Encourage members to receive their next highest degree if they decide to remain in your chapter. If no one is eligible to read the Ritual of that next highest degree in your chapter, invite a member who is holds that degree from another chapter.

RUSHING. Being interested in chapters' membership strength and success in rushing as well as focusing attention on chapters' rushing success at council meetings is a step in the right direction. Does your council know when and how many a chapter pledges? Do you openly congratulate the chapter and make a big thing of it? That is extremely important to do!

It is not recommended that councils do the rushing for chapters. Council can, however, coordinate the strength of all chapters to help each one find the names of women to be rushed. And through knowing the chapters and members council can find help for the chapters, which are not good at rushing.

FINDING THE NAMES OF THOSE TO BE RUSHED. This needs to be done by a plan, i.e., pin pointing areas, brainstorming. The Membership Department at International has several plans that yours for the asking.

By providing each chapter with a copy of the plan, council can expect every chapter to come up with names of women to be rushed.

Councils can combine strengths to combat weaknesses by having a RUSHING SEMINAR for all Vice Presidents and an 'understudy' which she would choose from her chapter. Keep the group small and thoroughly digest every step of rushing and fine-tune the points that make each step successful.

Knowing your members and chapters, you will know which chapter has always been good at rushing and you will know which members have served as successful rushing chairmen. You'll know which chapters are weak in that area. See if you can get those strong rushing members to actually tune in on the plans of a chapter not used to rushing yet. Combine strength to combat weakness.

Just as a chapter is proud of the Vice President who leads them to a record in rushing success, so council should be *proud and give accolades to the chapters that have outstanding success and encouragement to those who need it.*

It's time to get down to grass roots and strengthen your councils at the Ritual of Jewels level. When you gather names of possible rushes from all chapters, you're going to have more names than the individual chapters can rush. Chapters should not rush a large number at a time. It is better for them to concentrate on a few. You'll have names left over and those names can be the basis for a Friendly Venture chapter. I can just hear you saying, "Oh, council is so busy now that we can't Friendly Venture!" That's very much like a chapter saying, "We have so many projects under way that we'll leave rushing until they are complete." **New pledges in a chapter and new chapters in a Council must come first! They can't be left until everything else is done because they are the very life of the chapter or council. Its ability to do things depends on membership strength.**

For Council to sponsor a Friendly Venture doesn't mean that every member of Council has to get into the act. That would be overwhelming. Council can select a Friendly Venture committee - and the members don't even need to be those attending Council this year. A small committee can Friendly Venture most efficiently. It would be considered a Special Committee.

About City Councils

Why should a member want to serve on council?

There are many reasons to be part of a city council. The most important one is that being on council gives you the opportunity to make new friends and connections by getting to know other sisters in other chapters in your community. It gives you the chance to see how things are done in other chapters in your town. It is an honor for your chapter to think enough of you to elect you to represent them in a city wide body. As a member of council, you have the opportunity of sharing ideas with other members, sharing your chapter's ideas and desires with the council and sharing other chapters' ideas and feelings with your chapter. You not only represent your chapter to council, but you represent all other chapters in council to your chapter.

As a member of council, you represent the best of Beta Sigma Phi. You can encourage your chapter to be involved in all aspects of the sorority through council, you can help publicize special events or achievements of your chapter or other members and chapters to council and to your community.

And as a member of council, you can help remember that the most important entity in Beta Sigma Phi is the member, then her chapter and then city council as a whole and make sure all decisions made in council reflect this balance. Remember that your sisters have limited time and money and make decisions based on this knowledge. Council is there to guide the community of chapters and members, enhancing the Beta Sigma Phi experience for them, and to help enhance your community through Beta Sigma Phi.

What is the purpose of a City Council?

The purpose of a City Council is to promote inter-chapter harmony and good will. It is there to nurture the friendship between chapters of Beta Sigma Phi in your community, through cooperation and harmony in keeping with the ideals of Beta Sigma Phi. Council is to help members get acquainted with members of other chapters. Council will provide a way for chapter members to discuss and correlate their planning of city-wide events in which all chapters participate. Founder's Day, Beginning Day, Valentine's Day, First Lady of the Year, Christmas and Mother's Day are examples of city-wide events in which your council may coordinate efforts of several chapters to insure a well organized event. Council will also help chapters coordinate individual efforts, so chapters can avoid finding themselves with three different ways and means events on one weekend, thus helping all chapters have a successful project, but council does not have a voice in chapter decisions. Council may recommend, when asked, encourage and nurture, but never legislate.

Can any degree member be elected to represent her chapter or hold office?

Of course, all members of sorority have full rights and privileges from the moment they join the chapter as stated in "*The Book of Beta Sigma Phi*". It would not be fair if they didn't have all rights, including the right to serve as an officer.

Do WE need a City Council?

A City Council can be a great asset to a community of Beta Sigma Phi chapters. It gives your members a feeling of the wider purpose of the organization than just being in your chapter does. It gives you the opportunity to meet and get to know other chapters and other members. It gives you the ability to have large events like Founder's Day and to get more recognition in your community through city-wide events and service projects. It is also very important as a means of keeping up the strength of your Beta Sigma Phi community. Councils can help with city-wide rushes, with Friendly Venture, with sharing transfer information and prospective member names and with something that is priceless, advice from other members who have greater experience with different areas of sorority. Council can and should be a storehouse of knowledge, experience and dedication to the organization and the needs of the members in the city.

How many chapters should you have in council?

A council isn't really necessary if you have fewer than four chapters. You might consider an Executive Coordinating Committee. You can get information on that from International. If you have four or more chapters, then a council is a good idea. If you have a very large geographic area, you may need more than one council within a metropolitan area. Many large cities have multiple councils, such as Kansas City, Houston, and areas in Virginia, wherever there is too much area to cover for one group.

A council can be a mighty force in a city if it remembers that it is there for the individual member, for the chapters and for the organization, not for itself. If it remembers the needs of the members and the chapters and makes plans and budgets accordingly and supports events that make the members truly wish to support them, it is a successful council. When a council has the support of its members, it can move mountains!

Beta Sigma Phi International

P.O. Box 8500
Kansas City, MO 64114-0500
(816)444-6800 • FAX (816)333-6206

About City Councils

Getting your City Council off to the right start — Election Procedures for the first two called meetings

Know Your Representatives' Qualifications:

1. The existing City Council prepares sufficient copies of the information form on the last page of this bulletin for each incoming city council representative to use to report her experience in Beta Sigma Phi. The copies will be given to outgoing representatives. They will present these to the incoming council representatives before the first called meeting. This information will help to qualify her for some special responsibility in the incoming council.
2. The City Council President should get names of the incoming representatives and chapter officers, regular and alternates as soon as possible.

Procedure at First Called Meeting of Incoming City Council Members:

NOTE: Except for the Outgoing City Council President, only incoming city council representatives attend this meeting.

(The purpose of this meeting is to elect the Nominating Committee)

1. City Council President calls the meeting to order, leads the opening ritual and appoints someone to call roll.
2. Distribute listing of all incoming representatives (with chapters designated) and collect all completed forms.
3. Nominations for the Nominating Committee are made from the floor. Each nominee is asked to stand so all will know who she is and what chapter she represents.
4. The President appoints two members to collect, tally and report tally.
5. Proceed with ballot voting to elect nominating committee. All regular representatives cast ONE vote. (An elected alternate may cast a vote only in the absence of a regular representative from the alternate's chapter. The alternate may not be nominated for office or to serve on the nominating committee.)
6. The ballots are collected, tallied and the report given to the President. She will announce the new nominating committee members.
7. After the election results for the nominating committee are announced, the forms collected earlier by the President are given to the nominating committee to use for consideration of the candidates.
8. The Current City Council President calls a second meeting of all incoming city council representatives.

Procedure at Second Called Meeting of Incoming City Council Representatives:

NOTE: During their deliberations for officer candidates, the nominating committee should consult with the members they wish to nominate, to determine if they are receptive to accepting the nomination.

1. The President has name tags prepared for each representative.
2. The President calls the meeting to order, leads the opening ritual and appoints someone to call roll.
3. The President then asks the chairman of the nominating committee to read aloud the committee's report. The President then calls for any nominations from the floor, in succession, beginning with the presidency.
4. Nominations from the floor do not require any second. No member shall make additional nominations from the floor for each office, until all members have had the opportunity to do so.
5. Voting is by secret ballot, paper for ballots should be prepared in advance. The outgoing president has no vote, unless she is to be a voting representative in the incoming council.
6. When ballots are tallied, their report, stating name and number of votes, is signed and handed to the President, who announces the new officer's name.
7. The report and the ballots are given to the Secretary, who keeps them in a sealed envelope for one month before they are destroyed. This is in keeping with parliamentary procedure.

Note: The incoming City Councils use this procedure to elect their nominating committee and officers. This procedure is effective and helpful in maintaining good will among all the council members.

New Council Information

Name _____

Address _____ Phone: _____

City/State/Postal Code _____ Work: _____

Chapter Name _____ Degree Held _____

Offices held previously in chapter, council or other organizations: _____

Committees upon which you've served in chapter, council or other organizations (indicate if chairman):

Special committees (list fully) _____

Hobbies/Interests/Talents? _____

Are you interested in an office? _____

or committee? _____

New Council Information

Name _____

Address _____ Phone: _____

City/State/Postal Code _____ Work: _____

Chapter Name _____ Degree Held _____

Offices held previously in chapter, council or other organizations: _____

Committees upon which you've served in chapter, council or other organizations (indicate if chairman):

Special committees (list fully) _____

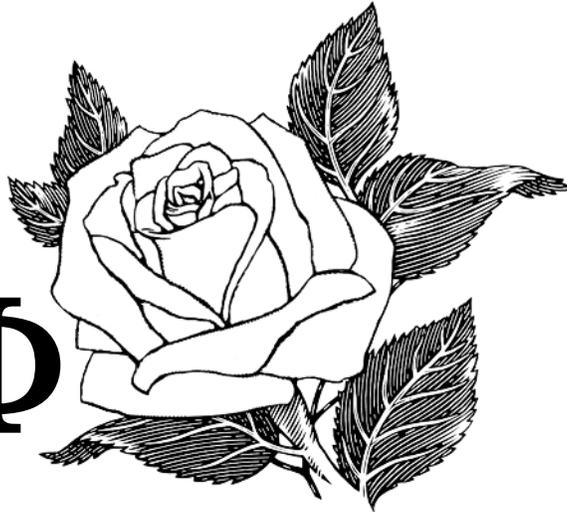
Hobbies/Interests/Talents? _____

Are you interested in an office? _____

or committee? _____

Officer's Preparation Packet

ΒΣΦ



Dear President,

Congratulations on your new office! Your sisters see you as a natural leader. This packet will give you some of the tools you need to be the best you can be. It should make your job easier and help you and your officers make this your best sorority year ever!

Of course, help from International doesn't end here. If anything comes up during the year that you aren't sure about or want a little advice or help with, we are here for you. Give us a call or email or mail us a note and we'll be happy to help. Don't be shy! We love to hear from you and help out any way we can.

One thing we don't want is for this office to be a burden for you. It should be fun and rewarding. Good planning goes a long way to ensuring your year goes smoothly. A calendar in this packet covers most of the events which occur throughout the year and gives deadlines for Beta Sigma Phi contests, scholarships, and so on. At a glance, you should know when each of your officers will receive mailings.

Don't forget – we want this to be an incredible year for you, and we're committed to doing whatever we can to help make your year a success. Thank you for taking the responsibility in leading your chapter this year. We know your sisters appreciate your dedication!

Sincerely,

Vivian Iddings
Director Service Department

The President



Once elected, the **President** should obtain the interests of each member in order to determine where the chapter's interests lie as a whole. Call an executive board meeting to appoint committee chairs and make tentative plans for the coming year. Note: Chapters following the career format may appoint committees when and if they are necessary. It is not necessary to secure every detail at this point, but tentative plans will help in the long run.

Before the first meeting, review the Chapter Meeting Agenda found in your Invitation to Life Book. Jot down the committee chairs who will give reports. Make note of any unfinished business that needs to be completed or added. Also note any information presented in reports such as "Correspondence Received." If it is not handled when presented, it should be noted in "New Business" and acted upon or tabled. By knowing the order of business, the President can preside over a more time-efficient meeting. This will also allow more time for the program and socializing.

Remember, the President of the chapter is a leader. Good leadership means knowing when to delegate tasks. It also means knowing when to follow up on assigned tasks. As the de facto member of all committees, be informed of their progress in their assignments. For instance, know how the Beginning Day plans are going as the summer progresses. If someone has problems continuing her duties, the President should be aware and gently recommend some assistance or possibly transfer the duties to another member (have the Recording Secretary inform International of any changes). If this is done well, it will not appear that the President is whisking away her importance, but rather helping her through a difficult time.

The President has the ability to engage all members in sorority, so they feel like an important part of their chapter. Create harmony and nurture the sisterhood that makes Beta Sigma Phi the organization it is. With guidance, patience and understanding, the chapter will be led by the ideals of Beta Sigma Phi. No one person is responsible for the entire chapter. No one person is responsible for making all the decisions of the chapter. With dedication to the office and to the members who have elected her to serve, the President will be the one person who can be sure that all is done with the best interests of the members and the chapter.

FOR DIVISION CHAIRMEN CONTACT INFORMATION PLEASE GO TO ABOUT US ON OUR WEBSITE AT WWW.BETASIGMAPHI.ORG.

The Vice President



The **Vice President** of the chapter is responsible for ensuring the membership strength of the chapter. Well planned rushing, whether rushing one or two at each meeting, or holding large rushing events a couple of times a year, should be geared specifically toward presenting Beta Sigma Phi to prospective members.

As Vice President you will receive a Fall and Spring rush packet with supplies and ideas to help you have a successful rushing season. It will include membership applications, brochures, and party plans.

The official magazine of Beta Sigma Phi, *The Torch*, is published seven times a year. It is available in PDF form online, though many sisters prefer the full-color, glossy print edition through subscription at \$14/year. In every issue, *The Torch* features rushing information that has proven successful for chapters throughout our organization. It is a great tool to enhance your rushing experience and success.

The Vice President is also the Chairman of the Membership Committee. This committee assists with rushing activities. You will work together with the Social Chairman to coordinate events appropriate for inviting guests. Plan on pledging two or three new members each year. If a chapter that is normally 20 to 25 members falls to 12 or 15, this can create a hardship on the remaining members. Just remember – the more, the merrier!

Once the chapter has decided to invite prospective members to join, the Vice President is responsible for sending the membership applications to International. This includes a completed and signed membership application with the new pledge's membership payment. International offers \$5.00 (U.S. Funds) expense allowance for each new member. This \$5 comes directly out of the pledge's initial membership payment. If the chapter would like to keep the \$5 for the expenses incurred while rushing, subtract it from the initial payment and then send the balance to International. The other option is to donate the \$5.00 to the Beta Sigma Phi Breast Cancer Research Fund. If this is the option chosen, send the full amount of the initial payment (do not subtract \$5.00) and International will make the donation.

As soon as the signed application for membership and payments are received by International through fax or mail, then the pledge pin, Book of Beta Sigma Phi, and Invitation to Life will be sent to the Vice President. If a member joins online, they are automatically made a Member-at-Large and the materials are sent directly to them. The chapter should then contact their Division Chairman to let them know the member has been added to their chapter. Please note International cannot send pledge pins until the applications and membership payments are received. Since shipping of the pins and books can take up to two to three weeks, be sure to plan the pledge ritual date accordingly.

Twice each year, Vice Presidents will receive their chapter's Certification Form. This form includes a list of all the chapter members active in the chapter and will indicate which members are eligible for the next higher degree. Use this form when ordering higher degree pins and rituals by mail. Simply follow the directions enclosed. Phone orders are acceptable by contacting Certification with a charge card. International cannot bill the chapter for higher degree pins. If there are any questions about the degree shown by any member, please call International and talk with your Division Chairman (call 816-444-6800, Fax 816-333-6206, or email your Division Chairman).

After the chapter has been “built” to the size the members desire, it is time to make plans to organize a new chapter. Sharing and giving the gift of Beta Sigma Phi is a memorable experience for everyone. Forming a new Ritual of Jewels chapter is called a “Friendly Venture.” Just contact the Friendly Venture Department at International toll free at 1-888-238-2221 or email rushing-friendlyventure@betasigmaphi.org for further assistance and information.

Other duties of the Vice President include attending all Executive Board meetings and filling in for the President when she is unable to attend a meeting. In the absence of the Treasurer, the Vice President is authorized to assume her duties also.

Beta Sigma Phi’s most important office is the Vice Presidency. With her encouragement, dedication and desire to maintain her chapter’s healthy membership strength, she shoulders the highest level of responsibility. HOWEVER, she also has the best opportunity to give the gift of Beta Sigma Phi to prospective members, transferees and to her current sisters. Every member added to the chapter’s roster gives the chapter a gift...the gift of a new pledge’s friendship, the gift of her knowledge, the gift of her dreams. Give her the light of our torch to guide her through her membership.

A RECAP OF THE VICE PRESIDENT’S DUTIES:

- Serving as chairman of the Membership Committee
- Coordinating rushing events for the chapter
- Serving as “hostess” for the chapter for rushing events
- Introducing Beta Sigma Phi to prospective members
- Extending the invitation to join Beta Sigma Phi
- Completing a new pledge’s application for membership, collecting initial fee payment and forwarding all to International
- Collecting supplies and preparing the various degree rituals for the chapter
- Coordinating pledge training (if your chapter assigns that duty to the Vice President)

Membership Committee

The **Membership Committee** is required to meet within one month after its appointment. It is led by the Vice President of the chapter. The Membership Committee is responsible for evaluating pledge recommendations and setting up the guest list for rush parties. If the chapter appoints a Pledge Trainer, she should be a member of the Membership Committee.

The Membership Committee’s aim shall be to do any and all things that will contribute to the membership growth of Beta Sigma Phi, including recommending their chapter organize a Ritual of Jewels chapter (a Friendly Venture). For more information on creating a new Ritual of Jewels chapter, call the Friendly Venture Department toll free at 1-888-238-2221. Remember when you friendly venture a new chapter you receive monetary rewards.

The Recording Secretary



The **Recording Secretary** is primarily responsible for keeping the records of the chapter. To assist the Recording Secretary, International sends a kit with all the forms necessary to successfully complete the duties (it should arrive by September).

The most important duty of the Recording Secretary is taking minutes at chapter and executive board meetings using the “Chapter Minutes” form. Keep a copy of all minutes for the chapter and send a copy to International. These minutes should be accompanied by the “Chapter Monthly Report” form that contains the chapter’s attendance record and indicates if pledge training or programs were held. It is a good idea for chapters to have their own records of each member’s attendance at meetings. An attendance record is included in the Recording Secretary’s Kit for keeping ongoing attendance records. The “Chapter Minutes Form” is also included in the Recording Secretary’s Kit for writing minutes. Please include your chapter number on all email forms, correspondence, and emails.

It is also the responsibility of the Recording Secretary to be sure International has accurate addresses and phone numbers for each member of the chapter. There are two ways to provide International with this information. In March, International will send the Recording Secretary a “Chapter Record Review” for listing **newly elected** officers and making any changes to the roster (i.e., change of address, members on leave of absence, etc.). Be sure to return the form to International by May 1, so the packets can be sent to new officers.

The Recording Secretary can also notify International of any changes in the roster by using the “Change of Status, Address, or Office” form. This form is also included in the Recording Secretary’s Kit along with a “Reinstatement” form. This is used for members who are inactive and want to become active and affiliate with a chapter. Both the “Change of Status” and “Reinstatement” forms can be sent to International attached to the minutes.

Additional copies of any Recording Secretary forms can be obtained online at www.betasigmaphi.org under the Downloads page or by calling, writing, faxing or emailing International.

Emailed minutes are not accepted. To submit minutes electronically, please use the fill-in form at www.betasigmaphi.org under members only, where minutes may be directly entered.

The Corresponding Secretary



The **Corresponding Secretary** is responsible for all chapter correspondence—both official and social. The most important official function of this office is to communicate the chapter's inquiries or concerns with your Division Chairman at International.

Other official correspondence includes ordering supplies and requesting specific information (i.e., chapter operation, party ideas, ways and means suggestions) from International.

Following are several hints to make communication flow more clearly and directly:

1. Be sure to address mail correctly. The correct address for International is:

1800 W. 91st Place
P.O. Box 8500
Kansas City, MO 64114-0500

2. Make a note when mailing something to International. If no response is received within a couple of weeks from the mailing date, write again or call. International does try to answer all mail within two or three working days. During peak times (September through October and March through April), it may be slightly delayed.
3. Messages to International may also be **faxed** to **(816) 333-6206**, or **emailed** to your Division Chairman. Remember to always use the **chapter number** and **member number** on all correspondence. A chapter number includes the letter prefix for all chapters.

The Corresponding Secretary's social correspondence includes sending cards (i.e., get well, sympathy, congratulations), invitations and thank-you notes written on behalf of the chapter. Share the replies received with the chapter.

Maintain a history of the chapter in your scrapbook, and handle publicity unless special committees or members are chosen to do so.

Contact members about all regular meetings and chapter activities. A "telephone tree" or monthly flyer can be very effective and will have a positive effect on chapter attendance.

The Corresponding Secretary is an optional office if you are following a Career Chapter format. The chapter may choose to incorporate these duties with those of the Recording Secretary.

When sending information to *The Torch*, please include chapter information, names of persons in photos and share your wonderful ideas! Our best ideas **DO** come from our members. No one else can tell us what works for you better than **YOU!** We look forward to hearing from you at all times.

When receiving good service, please let International know. The staff at International likes to know if they've done a good job. Conversely, if at any time you have not received good service, please let us know! We need to know when improvement is needed. International wants to give the best possible service to our members. That's why we are here!

The Treasurer



The **Treasurer** collects all monthly dues, fines, and assessments and disburses funds upon authorization of the chapter.

The Treasurer should not take over the chapter's books until an audit has been done on the past year's books. Check with the former Treasurer to become familiar with the manner of bookkeeping used once the audit is complete. Keep records that are easy to understand and explain.

Report clearly to the chapter at each meeting the receipts, disbursements, and balance on hand. The books should be available for members to look over if they desire.

Prepare a monthly account statement for each member. Place in individual envelopes with member name and hand out at each meeting. Before the close of the meeting, members should return the envelopes with payment(s) enclosed. Collect money in advance of any event. Always give receipts for the chapter's permanent records.

The Treasurer shall sign with the President on all checks and vouchers. **Two signatures are recommended, but not required.** Any remittance the Treasurer is sending to the International Office shall be made by money order or check payable to Walter W. Ross & Co., Inc. Give an itemized account of exactly what the amount covers and both the first and last names of the members concerned. All correspondence sent to International shall include the chapter name and number, also the Treasurer's own full name and address.

Suggested Chapter Budget

Here are some suggestions of items to be considered when the Executive Board prepares a proposed budget to meet the chapter's annual financial needs. Each chapter should be guided by its own activities. The budget is adopted by the membership. The adopted budget should be attainable without becoming a burden to the members. Some of these suggestions may not pertain to your chapter, so feel free to omit those not applicable and to add others more suited to your needs.

CHAPTER BUDGET

BALANCE ON HAND (date)	_____
ESTIMATED CHAPTER DUES	_____
ESTIMATED MISCELLANEOUS INCOME (birthday, bank fines, etc.)	_____
TOTAL	_____
PROPOSED EXPENDITURES	
Program Committee*	_____
Yearbook Committee	_____
Flower Fund	_____
Stationary and postage	_____
Other committee expenditures	_____
Socials**	_____
Service and charitable donations	_____
Guest Speakers***	_____
Council dues or clubroom rent	_____
Miscellaneous	_____
TOTAL	_____

With this total, minus the total of expected income, it will be possible for the Ways and Means committee to plan a calendar of activities to raise the necessary amount for the planned chapter activities.

(*See explanation below)

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.
2. Review interests of each member (member interests should be obtained by the President after elected).
3. The Executive Board will want to look over the Standing Committee's report of its proposed plans for the coming year. Copies of the final proposed budget should be given to each member when discussing the budget. (Note: All members' suggestions should be heard and considered before the chapter acts on the proposed budget.)

*Program Committee-Examples of needs of this committee: Best Program of the Year Award, rental of equipment for use with audio or visual aids.

**Socials- Some of their needs might be: decorations, favors, gratuities, rush activity expenses.

***Guest Speakers- Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.

The Pledge Trainer

Pledge training is the most important aspect of new membership. With proper training, a new pledge more fully understands the organization and how it operates. During the first six months of membership, the Pledge Trainer prepares every new member for the second Ritual.

Although some chapters select their Vice President as Pledge Trainer, some choose to appoint a Pledge Trainer.

Newly organized chapters devote 30 minutes of the regular meeting time to the presentation and discussion of topics outlined. In an established chapter, pledge training can be held at a time other than the regular meeting hours (i.e. 30 minutes before or after the regular meeting, as well as during the chapter meeting). Pledge training is designed to be completed in six months. This length of time is necessary for new pledges to become accustomed to chapter affiliation and participation.

The more your pledge knows about Beta Sigma Phi, the stronger an asset she will be to your chapter. Not only will she be more likely to remain a member, but she will also become a stronger, more confident and dedicated member.

Like a Beta Sigma Phi meeting, a pledge training meeting should be enjoyable as well as productive. The pledge should learn:

- Our sorority's history and traditions
- How a business meeting is conducted
- How a program is prepared and presented
- How the officers, committees and councils function
- Her obligations for upholding the ideals and purposes of Beta Sigma Phi
- What privileges and benefits she deserves as a member

The second ritual, Ritual of Jewels, is given to the pledge upon completion of the following qualifications:

- Completed pledge training
- Participated in six months of chapter activities (shown on International record)
- Completed payment of her membership fees as agreed
- Returned her pledge pin for exchange or paid the replacement cost

After pledge training, return the pledge pin or submit \$5.50 to receive the Ritual of Jewels pin. Send these to the attention of the Certification Department, allowing at least three weeks before the date of the ceremony. Hold the ceremony as soon as possible after the pin is received.

PLEDGE INFORMATION

1. Once International has received the pledge's signed application for membership and payment, she is **immediately** considered a full-time member.
2. A pledge has **all** the privileges of membership including full voice and vote.
3. A pledge should be given some important responsibility immediately after she has received the Pledge Ritual so she may lend her ideas and make her contributions to the chapter's success.
4. Regular pledge training meetings are a requirement.
5. A pledge has the same financial obligations to her chapter and to the International organization as any other active member.

If you need to order a replacement set of books that comprise the training manuals (Book of Beta Sigma Phi, Invitation to Life), please contact the Gifts Department toll-free at 1-800-821-3989.

Program Committee

The Program Committee Chairman should call a meeting within one month of the appointment.

The chairman of the Program Committee or some other member appointed by the chairman, shall arrange the assignments. She may order the program outlines (these are available to all but are recommended for Ritual of Jewels and Exemplar Degree members) from the March-April issue of The Torch. An order form is in this issue and programs may be ordered by number, and the order faxed or mailed to International. Programs will be mailed in early summer.

Program Outlines are available online any time with no limit by downloading them from the Program Outlines page at www.betasigmaphi.org.

HOW TO ORDER PROGRAMS

To order by mail, use the following guidelines:

- Circle the numbers of the programs you want on the order form. You can order up to 18 programs.
- Send only one order form per chapter.
- Return the order form no later than **May 31. THIS WILL BE YOUR ONLY OPPORTUNITY TO ORDER PROGRAMS THIS YEAR BY MAIL.**
- Your chapter's program chairman should retain a list of programs ordered, program numbers, and a list of members responsible for each program.

SAMPLE PROGRAM ORDER FORM

Program Order Form									
• Circle the numbers of the programs you want on this order form.									
• Please select no more than 18 programs.									
• Only one order form per chapter.									
• The chapter's program chairperson retains a copy of your order.									
Chapter Name					Chapter Number				
Program Chairperson					Member Number				
Address					City, State, & Zip Code				
101	102	104	106	108	110	114	116	118	120
121	122	124	126	204	207	208	214	216	218
215	217	218	219	222	223	224	226	228	230
228	233	301	303	305	307	309	311	313	315
322	327	329	331	333	335	337	339	341	343
344	345	346	347	348	349	350	351	352	353
419	421	423	425	427	428	431	432	433	434
435	436	437	438	439	440	441	442	443	444
524	525	526	527	528	529	530	531	532	533
601	602	603	604	605	606	607	608	609	610
613	620	621	622	623	624	625	626	627	628
629	632	634	635	636	637	703	706	710	716
717	718	719	720	721	722	723	724	725	726
728	732	733	736	738	748	750	751	752	753
754	757	759	764	765	769	772	773	774	775
776	778	780	781	801	806	811	820	821	822
821	822	823	824	825	828	829	900	901	902
901	902	903	963	985	989	992	993	994	995
994	996	998	999	1000	1026	1028	1031	1032	1033

Return to: **Beta Sigma Phi International**
PO Box 8500
Kansas City MO 64114-0500.

Social Committee

The **Social Committee Chairman** shall call a meeting within one month of its appointment.

Since Beta Sigma Phi is a social and cultural organization, the word “social” should not mean just parties.

The work of the Social Committee will have a great deal to do with the area in which all Beta Sigma Phis in a chapter touch life and activities outside the chapter. Even though many of the socials planned by the committee will be for members only, these plans will affect their families. When chapter socials include husbands and friends, this effect is even greater. The committee must find the right balance of social events to provide the most enjoyment for the members.

The first thing to do is prepare the social calendar for the chapter. If your council traditionally has certain events, you’ll want to save room for them. Plan your early events, date, time, theme, etc., deciding future events later. You may want to pencil in the future events by month only, unless you plan to use the events for rushing. The events will be shared with the chapter for approval. Your plan should include two major events and other minor events to compose the year’s program of social activities.

The social schedule may be reduced or increased, but shall not be increased to the point of endangering regular meetings or overtaxing the membership nor be reduced to the point of losing the standing of the chapter as a social unit. The social time, both after the business meeting and individual social events, is the most important factor for differentiating Beta Sigma Phi from other organizations. Without the social aspect that helped define Beta Sigma Phi as a sisterhood, we would not be Beta Sigma Phi!

SOME POINTS TO REMEMBER WHEN PLANNING EVENTS:

- Plan in advance.
- Be sure to work with other committees in order not to overlap dates, and to not have too many functions in a very short period of time.
- Rushing is a social event—be sure to work with your Vice President so rushing and socials can be combined.

If social plans are made clear to all members, especially if there are costs and methods of payment involved, the chapter will avoid many problems that could arise, plus it will also avoid any hard feelings or misunderstandings. If the committee in charge is responsible for making sure that all arrangements, plans, costs, etc. are explained clearly to every member, then all will have fun!

Service Committee

The **Service Committee Chairman** shall call a meeting within one month of the appointment.

Your chapter may wish to have one primary service project and any smaller service projects as the chapter wishes. As with the Social Committee, the Service Committee should concern itself with not overextending the time expectations of the chapter's membership. Too many service projects may cause a lack of attendance or aversion to other projects, including the socials.

Consideration for service projects should always be dependent upon the interest expressed by the membership of the chapter.

Suggestions for long term projects include supplying food items for a local food pantry, adopting a needy family for a year or adopting a stretch of highway or local street to maintain. Short term projects might include collecting winter coats, blankets and small heaters for a project like "Project Warmth" in Kansas City or fans and air conditioners for the "Fan Club" during the summer months. (If you don't have city-wide projects like these, your chapter might initiate them, or work with your local councils to do so.)

Your service Committee should work with the Publicity Committee to ensure that your local media is aware of the projects you are doing. **Remember**, telling your community about your successful service projects isn't like patting yourself on the back—you are telling them what we all know about Beta Sigma Phi—you not only have a good time at socials, but you socialize while you do good things for others!

Ways & Means Committee

The **Ways and Means Committee Chairman** shall call a meeting within one month after its appointment and after approval of the budget.

Your committee will review the chapter's annual budget and plan for money-making projects that will provide adequate funds to meet the chapter's needs as set forth in its annual budget. The Ways and Means Committee shall work in cooperation with the Social Committee where activities, such as rush parties, would involve both.

The Beta Sigma Phi Party Book includes Ways & Means party ideas and is available for purchase from the Gift Department at International. Great ideas are also found in *The Torch*, either in the "Chatter" or news sections or as a feature story.

Other great ideas might include sponsoring and coordinating a "run" or "walk" for your charity organization, sponsoring a raffle (check on the legalities in your state, province or locale) or a Homes Tour, Garden Tour or Holiday Homes Tour. Call International for your copies of the free bulletins "Some Fast and Easy Ways and Means Projects" and "Keeping an Adequate Treasury."

Don't overload your sisters with lots of little projects. Your chapter might work one day at a stadium to supply your chapter's whole budget for the year, rather than having six or seven small fundraiser projects.

Publicity Committee

The **Publicity Committee Chairman** will need to compile a listing of local publications, radio stations and television stations, which might be used during the year for any announcements or accomplishments of the chapter. All articles should include some basic information about the organization, such as the information on the number of chapters in your area, the fact that we have chapters in more than 10 countries, and that we are a social, cultural and service-oriented organization.

You might want to include the name of this year's theme, which will be announced in the Founder's Day packet sent to your chapter President in February. Below, you will find additional information you may want to include in your article. Your article should endeavor to give the public an accurate account and intelligent understanding of Beta Sigma Phi as an educational, social and service factor in your community.

If you need assistance with a press release, please don't hesitate to contact the staff of *The Torch* at 816-444-6800. They will be happy to help you with wording, advice about how to contact news professionals, and so on.

All items which would make interesting articles for *The Torch* should be sent to International, in care of Editor, and be typewritten. Include interesting, clear photos, which help tell the story. ALWAYS remember: Action photos are much better than posed photos.

SAMPLE PRESS RELEASE

Beta Sigma Phi is the largest women's organization of its kind in the world, with more than 150,000 members in more than 10 countries.

Beta Sigma Phi has been recognized internationally for its philanthropic work, but the main goal of the organization is life, learning and friendship for its members. Founded in 1931 in the midst of the Depression by Waler W. Ross, Beta Sigma Phi was originally designed to provide an outlet for women, who, in those hard financial times, could not attend college and were obliged to stay home and support their families. Walter Ross provided these women with a program of cultural study so they could have an opportunity for intellectual and social growth.

Since that time, Beta Sigma Phi has grown from a small social and cultural group into an international sorority that is proud to call women like U.S. First Ladies Hillary Rodham Clinton and Barbara Bush sisters.

Each year, members organize and study a variety of programs that enhance cultural understanding. Members also plan socials for themselves, their families and their communities.

Members are dedicated to cultural and social activities but service is also important. Members devote much time to service – so much that there is hardly a charitable, health or cultural group in existence today that has not been assisted in some way by Beta Sigma Phi.

A recent survey of the membership revealed that chapters give between 200-300,000 hours of time each year to charitable causes and raise between \$1-2 million for these causes annually.

International chapters have created several special funds to which they contribute. These include the International Endowment Fun, which has donated more than \$2 million to health research groups, homes for underprivileged children, and many other causes; a college scholarship fund for members, their children and grandchildren; and the Disater Relief Fund, which is distributed to members stricken by natural disasters.

Some of the projects members are involved in locally include: (insert local project information here). For futher information, contact: (local chapter or council president, address and phone number).

FOR FURTHER INFORMATION, CONTACT:

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Kansas City, MO 64114-0500
(816) 444-6800
www.betasigmaphi.org
(Press Kits are available.)

Scrapbook Committee

The **Scrapbook Committee Chairman** should begin planning the scrapbook early in the year, because you can build on your base and not have to pull an “all-nighter” before Founder’s Day deadline or the last meeting. Begin with the theme. (If your chapter has an ongoing scrapbook, rather an historical book for the chapter, you might want to plan to utilize the theme to differentiate the new year.)

The Scrapbook Chairman should have someone (or several members) assigned to do photography during the year. Keep track of the little funnies and highlights of the year so you can include them with the photos.

If you are planning on entering your scrapbook at convention, the committee will normally share with you a list of their expectations for judging. The following are recommended from International.

1. Ten points may be given for each of the following qualities, if satisfactory, less for inadequate work. Total of 60 points.
 - a. Neatness
 - b. Originality
 - c. Artistic Arrangement and Color
 - d. Letter or Script used for Headings and Labeling
 - e. Snapshots and Pictures
 - f. Organization of Materials

2. Abundance of material is important and five main points may be given for each of the following. Total of 40 points.
 - a. Party Favors
 - b. Place Cards
 - c. Program Books
 - d. Menus for Beta Sigma Phi affairs
 - e. Thank yous and interesting correspondence
 - f. Yearbooks
 - g. Appropriate clippings for newspapers and *The Torch*
 - h. Pictures from any other source

Suggestion for Judges

- All newspaper and magazines clippings should be dated and the name of the publication included.
- Rating is to be done on the basis of 100%. Give points on the above items (1 and 2), add up score made by each chapter scrapbook and vote accordingly for First, Second and Third places. Add Honorable Mention if you wish.
- Some cities have two contests: One for early scrapbooks (prior to 1960) and one for the current or recent years.

Yearbook Committee

The **Yearbook Committee Chairman** should meet as soon as possible, because they need to work with all other committees and the Executive Board to prepare a yearbook. As soon as you receive the theme for the year, begin working with ideas to utilize the theme throughout the yearbook.

International will usually have a page of theme artwork you can use to decorate your yearbook, but don't hesitate to use your own wonderful ideas. Many members ask for ideas on how to do a yearbook that will be a winner. International contest winners are selected from the highest scoring yearbooks. (See *The Torch* for score sheet.) The finalists have all scored at the top and the winners create a difficult decision for the judges.

A good yearbook should not only look good, it should also be informative. Incorporating the International theme with artwork and original designs help unify your yearbook. You are documenting your chapter's history—from cultural programs to service projects, your yearbook reflects an entire sorority year. Be creative! When people open your yearbook they should see what a fun and purposeful organization Beta Sigma Phi is!

November 15 is your yearbook deadline.

SOME HINTS:

1. International does not judge the covers, so you don't need to send your cover in. If its particularly cute or innovative, you might send only a photo. It makes shipping easier and less expensive for you!
2. Program planning—which is even more valuable than just the program assignment. Therefore, program planning gets more credit than just the program assignment. Don't just list the programs include the planning!
3. Be sure to provide a bibliography (or list of sources) for your programs. You'll want to give an overview of your programs so that members find them interesting. (It also helps improve attendance, because they know what's coming and they want to be there!)
4. Be sure to include at least two to three "Programs on the Shelf" prepared for emergency use. These emergency programs are of great value used in instances such as a member forgetting their program.
5. Social activities—evidence that social activities are clearly planned, well in advance of the date of the activity. This same thing would apply to Service Projects and Ways and Means Projects. Be sure there are separate sections outlining your Socials, Service Projects and Ways and Means Projects.
6. Use a Table of Contents and number all pages, but also tab your pages, so members can locate information quickly! Most winning books use theme-related tabs, but regular dividers work great! Separate your book into logical divisions. You wouldn't want to include member information with the Program section, but you would want to include directions to the members' houses with the calendar. Member information sections should have Secret Sister Information. Remember to list important Member Dates on the calendar for her Secret Sister's benefit, too.
7. Our last, but very important thought is size. A large, bulky yearbook may be too cumbersome to be useful. Take convenience into consideration when planning your yearbook.

With planning and thought, your yearbook will be a winner for your chapter!

Yardstick Committee

The **Yardstick Committee Chairman** should meet early with her committee and set the goal for the chapter. Use the yardstick from the previous year to judge where your chapter should improve. Remember that there are several areas that can count double on the yardstick. The yardstick is in the May/June issue of *The Torch*. **The suggested deadline for chapter yardsticks is August 20th but are accepted throughout the year.**

- Pledge Training done during the chapter meeting will count as “Pledge Training” and “Review of *The Book of Beta Sigma Phi*” (New Ritual of Jewels chapters should include pledge training in place of the programs for the first six months.)
- Friendly Ventures count as Ways & Means and as a Friendly Venture.
- For Career Chapters, Cultural Outings count as both Social and Program.
- Remember that chapters receive points for the addition of all new members, even if you help pledge a member to another chapter.

The following sample may be used throughout the year as a guideline for the chapter. (While the next yardstick might be slightly different, this one will let you know approximately where your chapter needs to focus.)

SAMPLE YARDSTICK

<p>PLANNING</p> <p>___ Executive Board Meetings (10 pts. max) 10 points for meetings held as needed.</p> <p>___ Regular Meetings (18 pts. max) 1 point for each meeting.</p> <p>___ Attendance (12 pts. max) 10 points for percentage of attendance. Example: 7 points for 70%, etc. Members on leave-of-absence and shut-ins not counted against percentage. 2 points for consistent system of notifying members of time and place of meetings.</p> <p>___ Finance (19 pts. max) 10 points for preparation of chapter budget that limits the cost to an amount the members agree is not a burden to each member. 7 points for a major money-making project, 2 points for a minor project.</p> <p>___ Cooperation (44 pts. max) 5 points for participation in City Council or executive coordinating committee. 10 points for committee planning and handling preliminary details before meetings. 2 points for each month's chapter minutes and report forms sent to International by the end of the month. 5 points for City Council participation.</p> <p>___ Book of Beta Sigma Phi Review (36 pts. max) 3 points for each month activity pursued.</p> <p>___ Publicity (10 pts. max) 5 points for each major project, 2 points for each minor project.</p> <p>___ Phone or Email (10 pts. max) 5 points for having a phone or email tree to get the word out to chapter members.</p> <p>___ TOTAL (159 points possible)</p> <p>SOCIAL</p> <p>___ Planned Social Calendar (10 pts. max) 30 points for planning the calendar year by quarter.</p> <p>___ Social Balance (60 pts. max) 5 points for each traditional social function (Founders Day, Beginning Day, etc.), 4 points for each new form of social held, 10 points for each new social function.</p> <p>___ Attendance (10 pts. max) 10 points for each member at social functions. (10 points for 70% attendance, 7 points for 70%, etc.)</p> <p>___ Time for Socializing (8 pts. max) 1 point per meeting hour set aside for allowing time to socialize.</p> <p>___ Sending Cards (10 pts. max) 5 points for cards to members for occasions such as illness, birthday, etc.</p> <p>___ TOTAL (123 points possible)</p> <p>MEMBERSHIP</p> <p>___ Membership Plan (20 pts. max) 10 points for each rushing program.</p> <p>___ Pledge Training (36 pts. max) 2 points per pledge training session from <i>Invitation to Life</i>.</p> <p>___ Success (65 pts. max) 5 points for each pledge added to your chapter during the sorority year. 5 points for chapters with 10 - 20 members. 10 points for chapters with more than 20 members.</p> <p>___ Transfers and Reinstatements (20 pts. max) 5 points for each member transferred into the chapter, each inactive member reinstated, and each member-at-large added.</p> <p>___ Progression (45 pts. max) 5 points for each event encouraging progression to your chapter, 5 points for each eligible member that progresses to your chapter.</p> <p>___ TOTAL (186 points possible)</p>	<p>CULTURAL</p> <p>___ Programs (36 pts. max) 2 points each for a formal program (30 minutes), 1 point each for an informal program (cultural outing). One program per meeting.</p> <p>___ Program Presentation (36 pts. max) 2 points for a program presented by two or more members. One program per meeting.</p> <p>___ Chapter-Wide Discussion (18 pts. max) 1 point for discussion guided by leader following the presentation, allowing each member's participation.</p> <p>___ Audio-Visual Aids/Demonstrations (12 pts. max) 1 point for each program in which audio-visual aids or demonstrations are used to encourage participation by members (i.e., games, quizzes, etc.).</p> <p>___ Programs on the Radio (20 pts. max) 5 points for each program broadcast for emergency use.</p> <p>___ TOTAL (122 points possible)</p> <p>BOOKS AND PUBLICATIONS</p> <p>___ Book of Beta Sigma Phi (10 pts. max) 5 points for each new chapter, 5 points for presentation of Beta Sigma Phi to new members.</p> <p>___ RECEIVE A 5-STAR RATING when your chapter completes a friendly Venture!</p> <p>___ Wider Social Horizons (16 pts. max) 10 points being a sponsoring chapter of a convention, area meeting or workshop, 2 points for representation at a convention, area meeting or workshop.</p> <p>___ Community Service or Cultural Event (15 pts. max) 5 points for each major project, 2 points for each minor project.</p> <p>___ Chapter Assistance (20 pts. max) 4 points for each active member serving as an advisor.</p> <p>___ Legacies and Sponsored Members (10 pts. max) 1 point for each member who enrolls one or more in the Legacy or sponsored member program.</p> <p>___ Assisting Community Chapters (45 pts. max) 15 points for assisting a small chapter with rushing or progression activities. 2 points for each personal recommendation of an out-of-town candidate, max. 20 points. 1 point each for contacting transferees or prospective members for your chapter or introducing them to another chapter, max. 10 points.</p> <p>___ Contest Entries (6 pts. max) 1 point for each entry in any International contest.</p> <p>___ Member Survey (10 pts. max) 10 points for surveying members' interest.</p> <p>___ Envoys (10 pts. max) 1 point per Envoy member.</p> <p>___ Theme (10 pts. max) 10 points for implementing theme in chapter activities.</p> <p>___ Volunteering (10 pts. max) Must designate you are a Beta Sigma Phi member</p> <p>___ Online Hosting (10 pts. max) 1 point per occurrence. Visit to online chapter to make up a land chapter meeting.</p> <p>___ TOTAL (172 points possible)</p>
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Officer's Planning Calendar May 2014 - October 2014

		MAY	JUNE	JULY
BUSINESS		<ul style="list-style-type: none"> Chapter president and vice president meet about summer rush activities. Install chapter officers. Install city council officers. 		<ul style="list-style-type: none"> Yearbook committee should be meeting to design the chapter's yearbook for the coming year.
	MAILINGS	<ul style="list-style-type: none"> Need rushing information and supplies? Contact the Rushing department. Names of members-at-large and prospective members in your area are available; provide zip codes to the Rushing department for list. 	<ul style="list-style-type: none"> Does International have your new officers? 	<ul style="list-style-type: none"> Recording Secretary's Kit sent by International. Officers Planning Packet sent to the Ritual and Exemplar presidents. (scholarship application enclosed) If you ordered programs, you should have received them by now. Vice presidents: Watch for the Fall Rush Kit this month.
	DATES & DEADLINES	<p>May 01 Photo and Poetry contests. Chapter Record Review.</p> <p>May 11 Celebrate Legacy Day.</p> <p>UPCOMING DEADLINES: June 1 Pen Pal entry form in the March/April <i>Torch</i>.</p>	<p>June 1 Pen Pal Program. June 17 Celebrate Envoy Day.</p> <p>Chapter Yardstick Suggested deadline is August 20th. (Entries will be accepted throughout the year.)</p>	
		AUGUST	SEPTEMBER	OCTOBER
BUSINESS		<ul style="list-style-type: none"> Beginning Day last Sunday in August - Start planning! This will be the time to hand out new yearbooks. Executive board should meet before the first chapter meeting in September to prepare for the year's work. 	<ul style="list-style-type: none"> The vice president and membership committee introduce membership plan of action. Mail invitations to prospective members for fall rush party. Follow up with confirming phone calls. 	<ul style="list-style-type: none"> Hold fall rush party or special meeting for rushees. Set date for Pledge Ritual.
	MAILINGS	<ul style="list-style-type: none"> Vice president should contact the Rushing department for additional rushing information. August <i>Torch</i> contains the new gift catalog and rushing information. 	<ul style="list-style-type: none"> Prospective member brochures available from the Rushing department. Fall certification sent to vice president for progression. 	<ul style="list-style-type: none"> Send membership applications to International. Allow two weeks for pin delivery. Liability insurance sent to president.
	DATES & DEADLINES	<ul style="list-style-type: none"> Last Sunday in August - Celebrate Beginning Day. 	<p>UPCOMING DEADLINES: Nov. 01 Valentine contest. Nov. 15 Yearbook contest.</p>	<p>Breast Cancer Awareness Month. UPCOMING DEADLINES: Nov. 01 Valentine contest. Nov. 15 Yearbook contest. Jan. 31 Scholarship applications due.</p>

TRADITIONAL CHAPTERS MEET AND HAVE PROGRAMS TWICE A MONTH, SEPTEMBER THROUGH MAY.
CAREER CHAPTERS MEET AND HAVE PROGRAMS ONCE A MONTH ALL YEAR, WITH SIX CULTURAL OUTINGS

Officer's Planning Calendar November 2014 - April 2015

	NOVEMBER	DECEMBER	JANUARY 2015
BUSINESS	<ul style="list-style-type: none"> ☞ Have Pledge Ritual. ☞ Start Pledge Training. ☞ Discuss the holiday party. 	<ul style="list-style-type: none"> ☞ Parties! Reminder: Every month is a good time to rush. Invite a friend to a meeting or social. <p style="text-align: center;">Happy Holidays from International</p>	<ul style="list-style-type: none"> ☞ Plan your Order of the Rose presentations for Founder's Day. Check with International for eligibility and forms needed. ☞ Invite prospective members to spring socials and meetings. ☞ Order Legacy enrollment forms for Legacies to be included in Spring/Fall Parade of Legacies.
MAILINGS		<ul style="list-style-type: none"> ☞ Liability insurance certificates sent to president. ☞ Discounts on gift information sent to president. 	<ul style="list-style-type: none"> ☞ Spring certification sent to vice president for progression. ☞ International funds mailing to president. ☞ Vice president: Watch for the spring rush kit this month.
DATES & DEADLINES	<p>Nov. 01 Valentine contest. Nov. 15 Yearbook contest. Upcoming Deadline: Jan. 31 Scholarship applications due.</p>	<p>Upcoming Deadline: Jan. 31 Scholarship applications due.</p>	<p>Jan. 31 Scholarship applications due. Upcoming Deadlines: Feb. 28 Last day for gift discount. May 01 Photo contest. Poetry contest.</p>
	FEBRUARY	MARCH	APRIL
BUSINESS	<ul style="list-style-type: none"> ☞ Plan for Founder's Day. ☞ Hold spring rush party or special meeting for rushees. ☞ Crown chapter's Valentine Queen. ☞ Letters sent for those eligible for Golden & Diamond Circle 	<ul style="list-style-type: none"> ☞ Elect officers and city council representatives. ☞ Make plans for Pledge Ritual for new pledges. ☞ Chapter Yardstick in the March/April Torch. 	<ul style="list-style-type: none"> ☞ Enjoy Founder's Day, April 30! ☞ Have Pledge Ritual. ☞ Start Pledge training. ☞ Special City Council meeting for nominating and elections. ☞ Plan for Legacy Day (the Saturday before Mother's Day).
MAILINGS	<ul style="list-style-type: none"> ☞ Order gifts for Founder's Day ☞ Vice president should contact the Rushing department for additional rushing information. 	<ul style="list-style-type: none"> ☞ Founder's Day packets sent to presidents of chapters and councils (contains new theme art). ☞ Programs a la Carte listing in the March/April Torch. All programs available for download on Program Outlines online! ☞ City Council officers sheets sent by International. ☞ Chapter Record Review sent to recording secretary. 	<ul style="list-style-type: none"> ☞ Send new officers' names to International.
DATES & DEADLINES	<p>Feb. 28 Last day for gift discount. Upcoming Deadlines: May 01 Photo contest. Poetry contest.</p>	<p>Upcoming Deadline: May 01 Photo contest. Poetry contest.</p>	<ul style="list-style-type: none"> ☞ Look for Yardstick in March/April Torch. ☞ April 30 Celebrate Founder's Day! -84 Years! <p>Upcoming Deadlines: May 01 Photo contest. Poetry contest. June 01 Pen Pal entry form in the March/April Torch.</p>

The President's Guide

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By Walter W. Ross & Co., Inc.

x Detailed Steps for Conducting A Meeting

(Please refer to **PARLIAMENTARY PROCEDURE .. BASIC AGENDA FOR REGULAR BETA SIGMA PHI MEETINGS**. It is the best script to follow and includes more explanation than what is written below. However, there is additional and good explanatory information here too. It is highly recommended you follow the above referred to **BASIC AGENDA FOR REGULAR BΣΦ Meetings.**)

1. "The meeting will please come to order. May we stand, join hands and repeat together the Opening Ritual." **Note:** Some chapters do not join hands for the Opening Ritual, others do. *Your own chapter/council determines whether you join hands or not.* Either is acceptable, i.e., whatever your tradition is.
2. "The Secretary will call the roll." (If the Recording Secretary is absent, the President *appoints* someone to call the roll and take minutes.)
3. "The Secretary will read the minutes of the last meeting."
 - a. Minutes are read.

"Are there any corrections?" (Pause long enough to allow corrections to be made if necessary.)

"If not, they stand approved as read."

(If there are corrections, after they have been made, the statement by the President is:

"The minutes are approved as corrected."
4. "Is there any official communication from International?" (Though the President receives the correspondence, she *gives it to the Corresponding Secretary to be read*. If any action needs to be taken, it is done so now, or referred to one of the Standing Committees.)
5. "Is there any other communication to be brought before the chapter?"

a. If there is, it is read at this time.

6. "The Vice-President, who is the official hostess of the chapter, will introduce our guests and transferees."
7. "May we have the Treasurer's report."

After this is given, the President *does not ask for approval* but states:

"Are there any corrections?"

If there are none, she says:

"If not, the report will be placed on file subject to audit."

If there are corrections, after being made, she says:

"The report, as corrected, will be placed on file subject to audit."

8. "May we have the report of the Executive Board meeting?"

The minutes are *not* read -- **only a report is given**. The Board can and should make recommendations for the efficient operation of the chapter. The entire chapter makes the final decision after careful consideration, or any necessary revisions, of the proposed recommendations. The member giving the report can place the recommendation in the form of a motion and does not require a second. Since it is coming from the Board, it is already understood that at least two people want to have it placed on the floor – which is the purpose of a second. The member reading the report would state at the conclusion, "*Madam President, by direction of the Executive Board, I move the adoption of the following recommendation*" It is then discussed and voted upon by the entire membership present.

Following this report of the Executive Board (and action, if any is necessary), the President asks:

"Are there reports from any other officer?"

If the chapter is a member of a City Council, at this time the President asks:

"May we have the report from the Council representative on the City Council meeting?"

9. “May we have the report from the Program Committee?”

Following this report, she calls upon all of the other Standing Committees in order . . . Membership, Social, Publicity, Ways and Means, Service, Yearbook, Scrapbook, Telephone/Web, Secret Sister/Sunshine and so forth.

If a committee makes a recommendation when giving its report and action needs to be taken, the member giving the report would move for its adoption as outlined in step #8.

10. “Are there reports from Special Committees?”

11. “Is there any unfinished business?” (It is not called ‘old business’.)

12. “Is there any new business?”

13. How meeting is adjourned.

“Is there any further business to be brought before the meeting?” (Pause long enough to allow anyone to speak who might have something to present. If no one speaks, the President states:

“The meeting is adjourned.”

14. In a newly organized chapter, the Pledge Training conducted by the chapter Vice President (*or Pledge Trainer*), is held at this time. For an established chapter, the Pledge Training is conducted at times other than the regular chapter meetings.

15. For a new chapter, following completion of Pledge Training, the President states:

“The Program Committee will now conduct the program.”

NOTE – Step 14 would be omitted for an established chapter.

16. Following the program presentation and discussion, the Program chairman would advise, “This concludes the program for the evening.”

The President would lead the chapter in the Closing Ritual by saying:

“May we now stand and join together in repeating the Closing Ritual.”

Helpful suggestion: Printout the *Basic Agenda of A Regular Beta Sigma Phi Meeting*. Make enough copies to last the entire sorority year. Having this agenda in front of you will help you plan your next meeting, assuring you won't exclude anything or anyone! It will ensure an efficient, well-planned and organized 30-45 minute business meeting.

Note: Career Chapters adapt accordingly.

x *Suggestions for President*

1. It is important to announce when and where the next meeting will be held. We recommend this be announced just prior to adjourning the meeting.
2. If the President and Vice-President are unable to attend a meeting, the Recording Secretary serves as Chairman long enough for the members to choose a chairman for that meeting only. She is addressed as "Madam Chairman" and not as "Madam President" when any member wishes to speak and be recognized by the chair. The Recording Secretary should not be chosen to serve in this position, since it is important that she be free to take the minutes of the meeting.
3. A quorum is always expressed as a fraction of the active membership but never less than 1/3. It is never expressed in an actual number of members because the size of the membership changes. The quorum decided on by the individual chapter is written in its own chapter bylaws. A quorum means the number of active members of a chapter who must be present before any business may be conducted.

In a newly organized chapter, before the quorum has been established, the quorum is automatically a majority of the active members of the chapter.

4. The President is an ex-officio member of all committees. (**Ex-officio means "by virtue of office."**) As an ex-officio member, she is not counted in the quorum of the committee but has all privileges of membership of the committee. The quorum for a committee is a majority unless otherwise specified in the chapter bylaws.
5. A Standing Committee performs a continuing function and the term of its members corresponds to that of the elected officers.

A Special Committee, appointed by the President, is designated to carry out a specific task which is not covered by a Standing Committee. A Special Committee may carry over from one administration to another.

6. It is the responsibility of the President to see that the discussion of any pending motion be sufficient to allow all who wish to speak on the motion to do so. The maker of a motion has the privilege of speaking first on it. She may vote against the motion, if points during the discussion make her change her mind, but she may not speak against her own motion. No member should be allowed to speak more than twice on the pending motion, unless permission is granted by the members present to do so. To bring the discussion to an end and get the opinion of the members by their vote, the President asks: **“Are you ready for the question?”** She then restates the motion and calls for the vote.

NOTE – See “Proper Steps of a Motion”

7. Specific rules and regulations governing a chapter are given in the *Book of Beta Sigma Phi*. It is important that the President becomes familiar with these and with the use of the index in the back of the book. Special points to check are:
 - a. Filling a vacant office: see “vacancy” in index.
 - b. Methods of voting: see “voting” in index.
8. **Pledges are active members and have the right of voice and vote, of holding office and working on committees.**

x Fundamental Principles of Parliamentary Law

Parliamentary Law is a code of rules for working together in a group. They were founded on principles developed in the British Parliament – based on:

1. Equality for all.
2. Right of the majority to decide.
3. Freedom for everyone to speak.

Parliamentary rules exist to facilitate the transaction of business and to promote co-operation and harmony.

The rights of the minority to be heard, to express opinions and to dissent must be protected.

The presiding officer should encourage full and free discussion of every proposition presented for a discussion.

The simplest and most direct procedure for accomplishing a purpose should be used.

A definite and logical order of procedure governs the introduction and processing of motions.

1. Only one question can be considered at a time.
2. Every member has the right to know what the question before the assembly means before voting.
3. Membership may delegate duties and authority but retains the right of final decision.
4. Parliamentary rules must be administered impartially.

x DEFINITIONS OF MOTIONS

Main Motion – a motion to bring a subject before the group for its consideration and action. Lengthy motions should be in writing.

Example: *“I move that the chapter purchase a notebook for the Recording Secretary.”*

Subsidiary Motion – a motion that can be on the floor at the same time as the main motion and still be in order. An amendment to the main motion is an example of a subsidiary motion.

Example: *“I move to insert ‘8 ½ by 11 three ring, loose leaf’ before the word notebook.”*

Privileged Motion – is not debatable or amendable. While a main motion and one or more subsidiaries are pending, there must be some method of closing the meeting (if it is running past the stated time for the length of a meeting), taking a recess, and appointing the time for an adjourned meeting. Or if there is a question which arises as to the rights and privileges of the group or individual member, that requires immediate attention, though other questions are pending, by use of privileged motion, these matters can be handled.

Example: *“I move that the speaker move to the front of the room so the membership can hear her better.”*

Incidental Motion – is not debatable except on appeal under certain circumstances.

Example: *“I move that we suspend our order of business temporarily so the guest speaker may present her program as she must leave early.”*

PLEASE REFER TO ROBERTS RULES OF ORDER FOR EXPLANATION ON MOTIONS.

x Proper Steps of A Motion

Member:

1. Rises, addresses the Chair: "Madam President."
2. President recognizes member.
3. Member states motion: "Madam President, I move that"
NOTE: Do NOT say, "I make a motion"
4. Another member seconds the motion. She does this while seated and no Recognition from the Chair is needed.

Note: If there is no second, this means that only one member (the maker of the motion) is interested in the subject so the motion stops there.

Chair:

5. President states the motion: "It has been moved and seconded that"
6. President opens the floor for discussion: "Is there any discussion?"
7. President takes vote when all who wish to speak have done so and she restates the motion. If there has been no discussion then the first part of this step is omitted and the President states: "The motion is that"
8. President asks for vote.
"All in favor say 'aye'."
"Those opposed say 'no.'"
Note: Do not forget to ask for those opposed, even though the vote was obviously passed.
9. President announces the result of the vote. If it passes she states: "The ayes have it and the motion is carried."

If it fails to pass she states: "The noes have it and the motion is lost."

Note: A tie vote is a lost motion.

The President votes only once when vote is by:

1. Secret Ballot or
2. Roll call and her name is called last or
3. to make or break a tie.

Elections should be by secret ballot vote. If there is a topic for discussion needing the true expression of the feelings of the members, it is wise to take the vote by secret ballot.

x Suggested Bylaws

Article I

The name of this Chapter, by authority of the Executive Council, shall be _____ Chapter of Beta Sigma Phi.

(Your State and Chapter Name)

Article II

Regular meetings shall be held semi-monthly (*or monthly if you are a Career Chapter*) at times and places fixed by a majority vote of the Chapter.

Article III

A quorum shall be _____ of the active Chapter membership.
(should not be set lower than one-third)

Article IV

Section 1. The monthly dues of this Chapter shall be fixed by a majority vote of the Chapter each year.

(a) Members on leave-of-absence _____ pay Chapter dues.
(shall – shall not)

Section 2. A member of this Chapter will be fined an amount determined by a majority vote of the Chapter for:

- (a) Not wearing pin to meetings
- (b) Being late to meetings. (*After meeting is called to order.*)

Article V

Members of this Chapter are expected to attend all meetings. When unable to do so because of illness, illness in family, being out-of-town, or having to work, a member will call a member of the Executive Board to request an excused absence.

Article VI

A member shall be declared inactive by the Executive Board when absent from three consecutive meetings without sufficient excuse.

Note: She may not be declared inactive for nonpayment of chapter dues, but her voting privileges may be withdrawn until such time as any chapter dues or assessments have been brought to date. Usually a stated time is given for paying these – such as two or three months delinquency.

Article VII

Elections. Nominations for chapter officers shall be made from the floor at the second regular meeting in March each year. The President shall call for nominations for each office in order: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Extension Officer. City Council representatives should be nominated at this time also, although they are not Chapter Officers.

Elections shall be held at the same meeting immediately following nomination for each office. Election of City Council representative (or representatives) and alternate should take place immediately following the election of Chapter Officers. A majority of those present and voting shall elect.

Article VIII

The Executive Board of _____ Chapter shall consist of
(Your Chapter Name)

the elected officers of the Chapter and shall meet at regular intervals, preferably once each month, on dates fixed by it or upon call of the President.

Article IX

Committees. The Standing Committees of this Chapter shall be: Program, Membership, Social, Publicity, Ways and Means and Service. The duties and functions of these Committees are set forth in the Standing Rules. The members of the Standing Committees of the Chapter shall be appointed by the President to serve on such committees during the same term of officer as her own.

Special Committees

See explanation under #5 "Suggestions for President".

Article X

Amendments or additional bylaws, not in conflict with the Constitution of Beta Sigma Phi or Rules and Regulations of The Executive Council, may be passed by a two-thirds vote of the Chapter.

Such amendments or bylaws must be presented in writing to the Chapter thirty (30) days before adoption. Amendments as well as any additional bylaws must be sent to the International Office for approval by the International Executive Council.

x Suggested Chapter Budget

Following are some *suggestions* of items to be considered when the Executive Board prepares a proposed budget to meet the Chapter's annual financial needs.

Each chapter should be guided by its own activities. The budget is adopted by the membership. The *budget adopted should be attainable*

without becoming a burden to the members. Some of the suggestions may not pertain to your chapter so feel free to omit those not applicable and to add others more suited to your needs.

CHAPTER BUDGET

BALANCE ON HAND (date)	_____
ESTIMATED CHAPTER DUES	_____
ESTIMATED MISCELLANEOUS INCOME (fines, etc.)	_____
TOTAL	_____

PROPOSED EXPENDITURES

Program Committee***	_____
Yearbook Committee	_____
Flowers	_____
Stationery and Postage	_____
Other Committee Expenditures	_____
Socials***	_____
Service and Charitable Donations	_____
Guest Speakers***	_____
Council Dues or Meeting room rent	_____
Miscellaneous	_____
TOTAL	_____

With this total minus the total of expected income, it will be possible for the Ways and Means Committee to plan a calendar of activities to raise the necessary amount for planned Chapter activities.

[\(Refer to Committees – Ways and Means Committee Avoid Excessive Expenses for helpful tips and ideas.\)](#)

*** See following explanation on recommendations for a budget.

***Program Committee

Examples of needs of this committee: Best Program of the Year Award, rental of equipment for use with audio or visual aids

[\(Refer to Program Committee Encourages Cultural Enrichment\)](#)

***Socials

Some of their needs include: decorations, favors, gratuities.

If expenses of rush parties and rituals are considered in the budget, it should be remembered that the Chapter receives an expense allowance for each new pledge added by the Chapter. Rush parties should be inexpensive and the expense allowance usually more than covers the cost.

[\(Refer to Social Committee plans for economy and enjoyment\)](#)

***Guest Speakers

Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.
Note: This could not be done by a newly organized chapter.
2. Consider the tabulated results of the Chapters' Individual Member Interest Survey. (This is a questionnaire prepared by the Executive Board, giving each member the privilege of expressing her wishes about all chapter activities for the coming year.)
[\(Refer to Member Interest Survey – this is a suggested one. Chapters may create their own.\)](#)
3. The Executive Board will want to look over the Standing Committees' report of their proposed plans for the coming year. We recommend that enough copies of the final proposed budget be made so that each member will have it to refer to when discussing the budget.

Note: All members' suggestions should be heard and considered before the chapter acts on the proposed budget.

OFFICER'S PLANNING CALENDAR MAY 2010 - OCTOBER 2010

MAY		JUNE		JULY	
BUSINESS	<ul style="list-style-type: none"> Chapter president and vice president meet about summer rush activities. Install chapter officers. Install city council officers. 			<ul style="list-style-type: none"> Yearbook committee should be meeting to design the chapter's yearbook for the coming year. 	
MAILINGS	<ul style="list-style-type: none"> Need rushing information and supplies? Send in the member service coupon in the <i>Torch</i> or contact the membership department. Names of members-at-large and prospective members in <i>you</i> should be available; provide zip code to membership department for list. 	<ul style="list-style-type: none"> Does International have your new officers? 		<ul style="list-style-type: none"> Recording Secretary's Kit sent by International. Officers Planning Packet sent to the Ritual and Exemplar presidents. (scholarship application enclosed) you ordered programs, you should have received them by now. Vice presidents: Watch for the Fall Rush Kit. 	
DATES & DEADLINES	<p>May 01 Photo and Poetry contests. Chapter Record Review.</p> <p>May 11 Celebrate Legacy Day.</p> <p>May 31 Programs a la Carte order form in the March <i>Torch</i>.</p>	<p>June 17 Celebrate Envoy Day.</p> <p>Chapter Yardstick Suggested deadline is June 21st. (Entries will be accepted throughout the year.)</p>			
AUGUST		SEPTEMBER		OCTOBER	
BUSINESS	<ul style="list-style-type: none"> Beginning Day last Sunday in August - Start planning! This will be the time to hand out new yearbooks. Executive board should meet before the first chapter meeting in September to prepare for the year's work. 	<ul style="list-style-type: none"> The vice president and membership committee introduce membership plan of action. Mail invitations to prospective members for fall rush party. Follow up with confirming phone calls. 		<ul style="list-style-type: none"> Hold fall rush party or special meeting for rushees. Set date for Pledge Ritual. 	
MAILINGS	<ul style="list-style-type: none"> Vice president should contact the membership department for additional rushing information. August <i>Torch</i> contains the new gift catalog and rushing information. 	<ul style="list-style-type: none"> Prospective member brochures available from the membership department. Fall certification sent to vice president for progression. 		<ul style="list-style-type: none"> Send membership applications to International. Allow two weeks for pin delivery. Liability insurance sent to president. 	
DATES & DEADLINES	<ul style="list-style-type: none"> Last Sunday in August - Celebrate Beginning Day. Aug. 1 Program Contest Deadline 	<p>UPCOMING DEADLINES:</p> <p>Nov. 01 Valentine contest.</p> <p>Nov. 15 Yearbook contest.</p>		<p>Breast Cancer Awareness Month.</p> <p>UPCOMING DEADLINES:</p> <p>Nov. 01 Valentine contest.</p> <p>Nov. 15 Yearbook contest.</p> <p>Jan. 31 Scholarship applications due.</p>	

INFORMATION ONLY

TRADITIONAL CHAPTERS MEET AND HAVE PROGRAMS TWICE A MONTH, SEPTEMBER THROUGH MAY.
CAREER CHAPTERS MEET AND HAVE PROGRAMS ONCE A MONTH ALL YEAR, WITH SIX CULTURAL OUTINGS

OFFICER'S PLANNING CALENDAR NOVEMBER 2010 - APRIL 2011

NOVEMBER		DECEMBER		JANUARY 2010	
BUSINESS	<ul style="list-style-type: none"> ↪ Have Pledge Ritual. ↪ Start Pledge Training. ↪ Discuss the holiday party. 	<ul style="list-style-type: none"> ↪ Parties! <p>Reminder: Every month is a good time to rush. Invite a friend to a meeting or social.</p> <p style="text-align: center;">Happy Holidays from International</p>	<ul style="list-style-type: none"> ↪ Plan your Order of the Rose presentations for Founder's Day. Check with International for eligibility and forms needed. ↪ Invite prospective members to spring socials and meetings. ↪ Order Legacy enrollment forms for Legacies to be included in Spring/Fall Parade of Legacies. 	BUSINESS	
MAILINGS		<ul style="list-style-type: none"> ↪ Liability insurance certificates sent to president. ↪ Discounts on gift information sent to president. 	<ul style="list-style-type: none"> ↪ Spring certification sent to vice president for progression. ↪ International funds mailing to president. ↪ Vice president: Watch for the spring rush kit. 	MAILINGS	
DATES & DEADLINES	<p>Nov. 01 Valentine contest.</p> <p>Nov. 15 Yearbook contest.</p> <p>UPCOMING DEADLINE:</p> <p>Jan. 31 Scholarship applications due.</p>	<p>UPCOMING DEADLINE:</p> <p>Jan. 31 Scholarship applications due.</p>	<p>Jan. 31 SCHOLARSHIP APPLICATIONS DUE.</p> <p>UPCOMING DEADLINES:</p> <p>Feb. 28 Last day for gift discount.</p> <p>May 01 Photo contest. Poetry contest.</p> <p>March 01 Legacy photos due.</p>	DATES & DEADLINES	
FEBRUARY		MARCH		APRIL	
BUSINESS	<ul style="list-style-type: none"> ↪ Plan for Founder's Day. ↪ Hold spring rush party or special meeting for rushees. ↪ Crown chapter's Valentine Queen. ↪ Letters sent for those eligible for Golden & Diamond Circle 	<ul style="list-style-type: none"> ↪ Elect officers and city council representatives. ↪ Make plans for Pledge Ritual for new pledges. 	<ul style="list-style-type: none"> ↪ Enjoy Founder's Day, April 30! ↪ Have Pledge Ritual. ↪ Start Pledge training. ↪ Special City Council meeting for nominating and elections. ↪ Plan for Legacy Day (the Saturday before Mother's Day). ↪ Chapter Yardstick in <i>Torch</i> 	BUSINESS	
MAILINGS	<ul style="list-style-type: none"> ↪ Order gifts for Founder's Day ↪ Vice president should contact the membership department for additional rushing information. 	<ul style="list-style-type: none"> ↪ Founder's Day packets sent to presidents of chapters and councils (contains new theme art). ↪ Programs a la Carte listing in the March <i>Torch</i>. Order programs NOW! ↪ City Council officers sheets sent by International. ↪ Chapter Record Review sent to recording secretary. 	<ul style="list-style-type: none"> ↪ Send new officers' names to International. 	MAILINGS	
DATES & DEADLINES	<p>Feb. 28 Last day for gift discount.</p> <p>UPCOMING DEADLINES:</p> <p>May 01 Photo contest.</p>	<p>UPCOMING DEADLINE:</p> <p>May 01 Photo contest. Poetry contest.</p>	<ul style="list-style-type: none"> ↪ Look for Yardstick in April <i>Torch</i>. ↪ April 30 Celebrate Founder's Day! <p>UPCOMING DEADLINES:</p> <p>May 01 Photo contest. Poetry contest.</p> <p>May 31 Programs a la Carte order form</p>	DATES & DEADLINES	

Suggestions For An Individual Member Interest Survey

Any chapter's Executive Board should find it very much to its advantage to get from every member her opinions and suggestions about all the different phases of chapter activity. To guide both the officers and the committees in the planning for the ensuing sorority year, we recommend that a questionnaire be prepared by the Executive Board to give the chapter the benefit of each member's opinions and suggestions.

The following paragraphs give some suggestions and sample questions to guide an Executive Board in preparing an Interest Survey Questionnaire. These are given merely as a guide and include only basic items. There are, in every chapter, other questions pertinent to local activities which may be included.

After this questionnaire has been composed by your chapter's Executive Board, typewritten and copied, give one copy to each active member of your chapter. Ask each member to fill it out completely and return to a designated person in your chapter. (Very often, both the Recording Secretary and the Corresponding Secretary of a chapter receive the returned questionnaires and work together in tabulating the information received.) It is important that the questionnaire include a **deadline date for it to be returned** to the designated person so all the suggestions can be tabulated early enough to serve as a guide to the Executive Board and the committees:

1. The Standing Committee appointments can be made on the basis of each member's preferences as to the committee(s) she would prefer to serve on during the coming year.
2. The preferences as to the different types of activities can be tabulated on separate sheets of paper so this information can be handed to each committee or to the Executive Board, to guide the particular committee or the Executive Board in preparing its respective recommendations for the chapter's consideration, revisions (if needed), and approval.

For example, the information as to preferences of committees each member would like to serve on during the coming year should be tabulated on a sheet that is to be given to the Executive Board. Also, the suggestions for the ways and means committee, program committee, social committee, service committee, and other committees are tabulated on a separate sheet of paper to be given to each committee.

Here are some sample questions to guide you in preparing your chapter's questionnaire:

1. Below are listed the Standing Committees of our chapter. Please put a **#1** in the box in front of that committee on which you would **most prefer** to serve during the coming year. Put a **#2** in the box in front of the committee that would be your second choice, and a **#3** in the box in front of the committee that would be your third preference.

Program Committee

Social Committee

Ways & Means Committee

Service Committee

2. Look over the programs in the Program A La Carte (Download what you need). List your first, second & third preferences as to program topics which you would want as your program assignment – either to develop individually or as part of a program team. Program Listings can be found at <http://www.betasigmaphi.org>

3. How many social activities a year do you think our chapter should have? _____

4. List your first, second, and third preferences as to the specific kinds of socials you suggest our chapter have sometime during the next year:

1. _____
2. _____
3. _____

5. How many money-making projects do you personally think our chapter should sponsor during the coming year? _____

6. List below your first, second, and third preferences as to the specific kinds of ways and means projects you personally would enjoy cooperating in during the coming year.

1. _____
2. _____
3. _____

7. Should our chapter plan to have any service projects during the coming year?

_____ yes _____ no

8. If you feel that the chapter should sponsor a service project (one or more) during the coming year, indicate the number of projects you feel should be sponsored. _____

9. Write in the order of your personal preferences suggestions as to the kinds of service projects you would help to support during the coming year, both in time and effort.

1. _____
2. _____
3. _____

10. What particular phase of chapter activity, if any, do you personally feel needs to be changed?

11. If you felt in answer to #10 that any change was needed, then what do you suggest be done to effect such a change?

12. What, if anything, would you like our chapter to do which, to your knowledge, we have not done so far?

13. Average attendance at our chapter meetings is _____. With this in mind, how many members do you think we should add to our chapter during the year? _____

14. Would you prefer special rushing activities, or would you prefer to do individual rushing by having a member bring a guest to a regular meeting or activity so we can get acquainted?

Prefer special rushing activities or Prefer individual rushing anytime during the year

VICE PRESIDENT'S DUTIES

From the *Vice President's Guide Book* – Beta Sigma Phi International
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- ◆ The Vice President of the chapter is responsible for insuring the membership strength of the chapter. (*This you will not do alone. As Chairman of the Membership Committee, **you coordinate** your chapter's endeavor to obtain new members. All members of the chapter are responsible for the strength of its numbers.*) With your guidance, the chapter will have well planned rushing, whether on a small scale (rushing one or two at each meeting or event) or at larger rushing event geared specifically to presenting Beta Sigma Phi to prospective members.

- ◆ You will receive two rushing kits which will contain specific information on what to do when your chapter has held its rushing event. (Remember that rushing and pledging new members are two different things. Your chapter should ALWAYS be rushing. That is the chance to get to know prospective members. Once your chapter has found a woman who fits your chapter, and who fits with the ideals of Beta Sigma Phi, THAT's when you pledge (*invite her to join*) a new member!) The rushing kit will contain pledge agreements, a pledge report form, any promotional information (such as certificates or opportunities for your chapter to participate in a project), along with one or two brochures you may wish to use to present Beta Sigma Phi to prospective members. (Additional supplies are available from International – and an order form for these will be included, too!) Or, you can contact the International Rushing Department at: rushing-friendlyventure@betasigmaphi.org

- ◆ **By virtue of office, YOU** are the Chairman of the Membership Committee. You will want to work with the Social Chairman to coordinate events which would be appropriate for inviting guests. Begin planning the events to which you will invite prospective members and transferees as you receive them throughout the year. You'll also want to encourage each member to share names of guests they would like to invite to chapter events. Your chapter should be able to rush and pledge at least one or two new members each year. It is important to **set a membership goal** at the beginning of the year. Maintain your chapters' membership before you HAVE to!

- ◆ Once your chapter decides to invite a prospective member to join your circle of friendship, you are responsible for formally inviting her to your meeting or social event, telling her all about our sisterhood and organization's benefits, then inviting her to join, having her complete and sign the pledge

agreement and return it, along with her initial membership fees to International.

International will NOT advance pledge pins, but as soon as the signed pledge agreement and initial membership fees are received, the pledge pin and one copy each of *The Book of Beta Sigma Phi* and *Invitation to Life* will be sent to YOU. (You will also receive a copy of the answers to the Pledge review with these supplies.) You can also refer to the Pledge Training Series in The Strawberry Patch located in the index: (www.betajournal.com/patch_mn.htm)

Just click on a strawberry (*the one on top of the first group of berries on the left*) and it will take you to Chapter 1. There is a study guide, what to remember, ideas, thoughts, suggestions, resources, inspiration and answers to all the study guide questions from each chapter.

◆ Twice during the year (September and January), you will receive your chapter's Ritual Certification Form. It will include a list of the members in your chapter and who among them is eligible to receive the next highest degree. You must use this form when ordering higher degree pins and rituals by mail. Simply follow the directions enclosed with the form, call International (1.816.444.6800) or email them at: certification@betasigmaphi.org and staff members will assist you in completing the form. You may phone your order for higher degree pins by using Visa, Mastercard or Discover charge cards. **We cannot bill the chapter for higher degree pins.** If you have a question about the degree shown for any member of your chapter, please feel free to call (or email) International and talk to your Division Chairman. Please make sure you write the name of your Division Chairman on the subject line.

◆ Other duties of the Vice President include attending all Executive Board meetings and filling in for the President and Treasurer when either is unable to attend a meeting.

OFFICIAL CHAPTER HOSTESS MEMBERSHIP CHAIRMAN

◆ The Vice President is the Chapter Hostess. It is her duty to introduce rushees, transferees and visitors or members who are not acquainted and to ensure the guests are made to feel welcome and at ease. As Membership Chairman, YOU will be notified of all members desiring to transfer to the chapter, and shall be responsible for contacting them. Every member supports this goal by being personally responsible for treating each rushee, new pledge and visitor as an honored guest.

◆ Several committees complement the Vice President's hostess duties. The Social Committee has an important role in all chapter social events, as does the Membership Committee (of which the VP is Chairman). The Transportation Committee helps by arranging transportation to and from activities for visitors, transferees, rushees and pledges.

ABSENCE OF PRESIDENT OR TREASURER

◆ If the President will be unable to attend a meeting, the Vice President will preside at the meeting. The VP should make certain she has received all of the necessary information from the President as to the business to be handled and put the information on the agenda to be followed.

◆ In the absence of the Treasurer, you are authorized to receive payment of chapter dues and any other special assessments owing by a member(s) and shall give a receipt. You will turn over all such payments received, along with an itemized report to the Treasurer before the next regular meeting.

The payment of International Membership and/or Annual fees is a business agreement between the individual member and the International Office. The Treasurer should not be given a payment for International fees. The International Office will send a notice to members reminding them when their membership fees are due.

HOW TO ADD A MEMBER

When a pledge joins Beta Sigma Phi for the FIRST TIME follow these four steps:

1. **SIGN PLEDGE AGREEMENT** – have the pledge fill out her complete mailing address and signature. Be sure to put your chapter name and number on the pledge agreement.
2. **MAKE PAYMENT** – The initial fee, which defrays all membership fees and annual fees for one full year, is paid in accordance with the payment plan selected by the pledge. No portion of the fee is subject to refund, and any amount paid stands as a permanent credit to the member's account. Payment of the membership fee is a contract between the individual member and the International Office.

If your chapter wishes to retain the pledge expense allowance (U.S. funds), please do so before you send the check. You may have her write her check directly to the chapter and chapter check could then accompany the pledge agreement, with your chapter's expense allowance retained by

the chapter. (*If the full amount is sent to International, we will assume you wish us to donate your expense allowance to the Breast Cancer Research Fund.*)

3. **SEND TO INTERNATIONAL** – The chapter is responsible for sending both pledge agreement and payment to the International Office IMMEDIATELY. A pledge pin is sent ONLY upon receipt of a pledge agreement and payment of membership fees.

The Achievement Band and Welcome Heart will be mailed with the membership card approximately three to four weeks after the final membership fee payment has been received.

4. **CONDUCT PLEDGE RITUAL** – The pledge pin should be received within three weeks. The pledge Ritual ceremony should be held as soon as possible.

If you have more than one pledge, their pins will be sent separately from their books.

PLEDGES HAVE FULL MEMBERSHIP PRIVILEGES

- ◆ a pledge may transfer
- ◆ a pledge may be granted a leave of absence or a member-at-large status
- ◆ a pledge may recommend a new rushee to the chapter
- ◆ a pledge may hold office
- ◆ a pledge should always serve on a committee

Pledges are members from the very moment of their Pledge Ritual. The term “pledge” is one of respect, indicating the member’s length of experience in Beta Sigma Phi.

LEGACY

When a legacy joins your chapter, follow the same procedure as described for a first time pledge with these exceptions:

1. **SIGN PLEDGE AGREEMENT** – At the top of the agreement she needs to also add her legacy number or the name she was enrolled under.
2. **MAKE PAYMENT** – She only needs to send in the amount of the annual fee. Her membership fee was paid at the time she became a legacy. DO NOT withhold the expense allowance for a legacy.

Note: Being a relative of a member does not automatically make you a legacy!

SPONSORED MEMBER

A sponsored member joining a chapter for the first time also follows the same procedures except she makes **NO PAYMENTS**. Her initial fees were previously paid by another member. She also needs to include her sponsor number, or the name she was enrolled under at the top of her pledge agreement.

MEMBERSHIP STATUS IN BETA SIGMA PHI

ACTIVE MEMBER

Attends meetings regularly; votes, participates in all activities and pays both chapter dues and International fees promptly.

LEAVE OF ABSENCE

An active member of the chapter and of the International Organization who is excused from regular chapter attendance for a period up to one year, is said to be on leave of absence. She is still obligated to pay International fees. She is retained on the chapter roster of active members, but her absence at meetings does not count against the chapter on the Yardstick.

MEMBER-AT-LARGE

An active member in the International Organization, but with no chapter affiliation, is said to be a member-at-large. She is a member in good standing and she is still obligated to pay International fees. She may enjoy the right of guest privileges, whenever she is invited by a chapter. Chapters may invite members-at-large who let the chapters know they wish to attend. The member-at-large, of course, pays any assessment or charge for her attendance at social affairs.

She receives *The Torch* and all other mailings sent to all members. She may apply for transfer to any chapter of her own Degree.

An active member may remain a member-at-large for any length of time and should request this status if her non-participation in the chapter will be for an extended period.

INACTIVE MEMBER

An inactive member is not active in a chapter or in the International Organization and has no chapter privileges and no chapter obligations. She may not attend chapter meetings or affairs, and she does not pay International fees or chapter

dues. She will not receive credit for the Order of the Rose or toward higher Degrees during the years she is inactive.

She may be reinstated into a chapter after a two-thirds vote of approval of the chapter and after paying a Reinstatement Fee. This is in lieu of accrued annual fees and reactivates her membership records and pays her annual fees for one full year. If she owed Membership Fees at the time she became inactive, payment of the balance owing on her Membership fees is required in lieu of the Reinstatement Fee.

TRANSFER INFORMATION

Approximately two or three weeks after International receives a change of address to a new city location, transfer information is sent to the member and to the Vice President (or Contact Chairman) of the City Council. In towns not having a City Council, this information is sent to the Vice President of the chapter(s) into which the member is qualified to transfer.

It is the responsibility of the Vice President (or Contact Chairman) to notify all chapters into which the member may transfer and to arrange for affiliation as quickly as possible.

It is the responsibility of the member as well as the Recording Secretary to report all changes of status, (i.e. name, address, etc.) Each newly elected Recording Secretary receives a supply of the "*Change of Status*" forms for this purpose. Every issue of *The Torch* has a change form for the use of the Individual Member.

A transferee always retains her original anniversary date for paying annual fees.

REINSTATEMENT INFORMATION

When an active member reinstates, her date of reinstatement becomes her new individual member anniversary date.

She will also need to complete a reinstatement form and send along with her reinstatement fee to International. (These forms are sent to the Recording Secretary every year.)

PLEDGE TRAINING FOR ESTABLISHED AND NEW CHAPTERS

The Vice President conducts Pledge Training meetings to prepare the pledge to receive the next degree. To do this, she uses the material in the Pledge Training booklet, *Invitation to Life* and *The Book of Beta Sigma Phi*.

Pledge Training is designed to be completed in six months. The pledge should learn:

- how a business meeting is conducted
- how a program is prepared and presented
- how the officers, committees and councils function
- her obligations for upholding the ideals and purposes of Beta Sigma Phi
- what privileges and benefits she deserves as a member

Pledge training should be continued through the summer for spring pledges.

The second Ritual, Ritual of the Badge of Nu Phi Mu members or Ritual of Jewels for Ritual of Jewels members, is given to the pledge upon completion of the following qualifications:

- completed Pledge Training
- participation in six months of chapter activities
- completed payment of her membership fees as agreed
- returned her pledge pin for exchange or pay the replacement cost

The Vice President is responsible for verifying the above qualifications by sending the Ritual Certification forms, with pins or payment of replacement cost of a lost pin (or if the pledge wishes to keep her pledge pin), to the International Office. When the form and pins (or payment) are received, the pins for the next ritual will be sent.

The Ritual Certification forms are sent automatically to the Vice President twice per year, in September and January.

Newly organized chapters devote 30 minutes of the regular meeting time to the presentation and discussion of topics outlines. These discussions are led by the Vice President who may be a pledge herself.

New chapters must have all monthly reports and minutes on file in the International Office before all of the active members participate in the second ritual and receive their degree.

CHAPTER CHARTER

A newly organized chapter will receive the Charter when:

- ➔ ten or more active, participating members have received their second degree

- the attendance records show at least 90% present at the majority of chapter meetings
- all minutes and monthly reports are on file at the International Office

Chapters with less than ten active members will continue to function under the International Charter, which governs all chapters, until such time as they can qualify for the chapter Charter.

PIN EXCHANGE

The Vice President should return either the pledge pin or the replacement fee per pin to receive the Ritual of Jewels pin. This should be done at least three weeks before the date planned for the Ritual of Jewels ceremony. Be sure to give us the name of each eligible pledge and the date of the Ritual of Jewels ceremony. Send this to the attention of the Certification Department.

The Ritual of Jewels pin should be received within three weeks. The Ritual of Jewels ceremony should be held as soon as possible.

The replacement cost of lost pins or pins the member wishes to keep rather than exchange are: (*at the time of this posting* as follows:)

Pledge pin (all)	\$2
Ritual of the Badge	\$2
Ritual of Jewels	\$5.50
(as are Exemplar, Preceptor, Laureate, and Master)	

(It is suggested you verify with the Certification Department, Membership Department or your Division Chairman the current fees re: pin replacement prior to sending them.)

PROGRESSION

There is an order of progression in Beta Sigma Phi which is a sound and healthy one. It leads from the Nu Phi Mu Degree to the Master Degree. Progression is exciting, inspiring and rewarding. Granted, progression requires action, but its fruits are a constant development and improvement of character and mind. Degrees in Beta Sigma Phi are not complicated. They exist because they are needed. They keep the motion of our sisterhood moving ever forward and upward.

By Degrees, Beta Sigma Phi has become a forward-looking way of life. By Degrees, the members of your chapter will become forward-looking members.

Each of you should be looking ever upward and forward to your next step in improvement and attainment. Remember, this is just the beginning!

Why those eligible should progress:

📌 During the years since receiving the Pledge Ritual, many friendships have developed and the challenge and opportunity for new friends comes again to every Beta Sigma Phi when she progresses to the next higher Degree of membership.

📌 The purpose of Exemplar is the same as the purpose of Ritual of Jewels and the overall purpose of Beta Sigma Phi. It gives members an intimate touch with many lives and many minds.

📌 As Emerson said, "Progress is the activity of today and the assurance of tomorrow." You should give yourself the opportunity to enhance your own life through the challenge of progression and study of the programs suggested for the Exemplar Degree members.

📌 Members are encouraged to progress when they become eligible. In 1994, the International Executive Council approved members could progress to the next highest degree while remaining active in their current chapter.

Bottom line: **Members can still progress to existing chapters of higher degrees for which they are eligible, or receive their higher degree and remain in the chapter where they are currently participating.** Nothing has been taken away; rather more flexibility has been given for each member. It is an individual decision and the decision rests solely upon each individual member.

DEGREES

EXEMPLAR DEGREE

To receive the Exemplar Degree, each Ritual of Jewels member has to complete at least **four years** as an active participating member in good standing; and complete four years of cultural program work carrying her share of the assignments while participating in her chapter's development of each program.

PRECEPTOR DEGREE

To receive the Preceptor Degree, each Exemplar member has to complete at least **six years** as an active participating member in good standing; and complete six years of cultural program work carrying her share of the assignments while participating in her chapter's development of each program.

LAUREATE DEGREE

To receive the Laureate Degree, each Preceptor member has to complete at least **eight years** as an active participating member in good standing; and complete eight years of cultural program work carrying her share of the assignments while participating in her chapter's development of each program.

MASTER DEGREE

To receive the Master Degree, each Laureate member has to complete at least **ten years** as an active participating member in good standing; and complete ten years of cultural program work carrying her share of the assignments while participating in her chapter's development of each program.

Honorary Members are members who have served your organization faithfully for the required number of years for the degree.

YARDSTICK

The Yardstick gives members a wonderful opportunity to evaluate their own achievements and progress, giving them a clear objective picture to guide them in setting goals for the coming year. The Yardstick is in the May issue of ***The Torch*** each year. It is a guide for all chapters to use in planning well-balanced cultural, social and service activities, as well as all other phases of chapter activities. A copy is to be completed and sent to your Division Chairman at the International Office, showing the achievements made by the chapter during the past year. An additional copy should be kept available at the first planning meeting for the new year, and credited each month during the year as meetings and other activities are held.

CULTURAL PROGRAMS

Programs are a vital part of chapter life. Every meeting should include a program.

Programs have been divided into two categories—**formal programs**, which should be at least 30 minutes in duration, including chapter discussion; and **informal programs**, which can include cultural outings like a visit to a museum. Chapters will earn two points a piece for formal programs; we suggest 9-12 of these per year. Informal programs earn one point a piece; we suggest 3-6 of these per year.

TIP: A cultural program outing can DOUBLE as both a social and a program (i.e., museum, symphony).

SOCIAL

The social activities provide members with friendships and good times. You will want to plan your social calendar for the months ahead in order for the committees to have plenty of time to prepare.

Socials can also include your plans for membership strength and growth. Adding new members to your chapter increases every aspect of the chapter's activity. Extending an invitation for membership is one of the finest compliments you could give a prospective member.

PLANNING

Regular Executive Board meetings help to give you a well-organized chapter meeting, which is important and a courtesy to each member. Well-organized chapter meetings will stimulate attendance. The Recording Secretary can help her chapter to attain the Three Star goal by completing, in full, the Monthly Report form, sending it with a copy of the chapter's minutes, all of which are to be mailed within three days after the second monthly meeting.

Newly organized chapters will be prorated the first year if they are installed after the beginning day of the sorority year.

BONUS POINTS

- ◆ Be sure to carefully check each year's yardstick for all opportunities to earn extra points!

RECAP OF VICE PRESIDENT'S DUTIES

- Serves as Chairman of the Membership Committee
- Coordinates rushing events for the chapter
- Serves as Hostess for the chapter
- Introduces Beta Sigma Phi to Prospective Members
- Extends the invitation to join Beta Sigma Phi
- Assists the prospective member in completing the Pledge Agreement, collects initial fees and forwards all to International
- Collects supplies and prepares various Degree Rituals for the chapter
- Coordinates Pledge Training (if your chapter assigns that duty to the VP)

INTERNATIONAL ASSISTANCE

The Friendly Venture Department at the International Office has numerous resources available to aid in the Vice President's duties. The following items may be requested at any time:

- Party Plans
- Rushing Ideas
- Pledge Training Information
- Awards and Certificates
- Friendly Venture Information
- Prospective Member and Member-At-Large Lists

(Please include desired zip codes when requesting these lists.)

You may contact the Friendly Venture Department by writing to:

Beta Sigma Phi International
Membership Department
P.O. Box 8500
1800 W. 91st Place
Kansas City, MO 64114

Or you may call Monday – Friday 8:30 a.m. to 5:00 p.m. (*Central time zone*)
(816) 444-6800 or toll free: 1-888-BETA-2B1 (238-2221)

Or you may fax: (816) 333-6206

Or you may email: rushing-friendlyventure@betasigmaphi.org

TREASURER

As Treasurer of your chapter, you are the trusted custodian of chapter finances. It is your duty to:

- Collect and disburse all monies of the chapter
- Keep an accurate account book of such receipts and disbursements
- Give a report of receipts and disbursements at each regular meeting
- Submit your account to the Executive Board for auditing at the expiration of your term of office
- Maintain financial integrity of the chapter in every way possible
- Give prompt attention to the payment of financial obligations due to or by the chapter at all times

You accept a privilege and assume a responsibility.

The symbol of your office is the key.

Sugge\$ted Chapter Budget

Here are *some suggestions* of items to be considered when the Executive Board prepares a proposed budget to meet the chapter's annual financial needs. Each chapter should be guided by its own activities. **The budget is adopted by the membership.** The adopted budget should be attainable without becoming a burden to the members. Some of these suggestions may not pertain to your chapter, so feel free to omit those not applicable and to add others more suited to your needs.

Chapter Budget	
Balance on Hand (date)	
Estimated Chapter Dues	
Estimated Miscellaneous Income (fines, etc.)	
Total	
 PROPOSED EXPENDITURES	
Program Committee*	
Yearbook Committee	
Flower Fund	
Stationery and Postage	
Other committee expenditures	
Socials **	
Service and Charitable donations	
Guest Speakers ***	
Council dues or clubroom rent	
Miscellaneous	
Total	

With this total, minus the total of expected income, it will be possible for the Ways and Means Committee to plan a calendar of activities to raise the necessary amount or the planned chapter activities.

(*Explanation follows)

Tip\$ for the Trea\$urer.....

\$ The Treasurer collects all monthly dues, fines, and assessments and disburses funds upon authorization of the chapter.

\$ The Treasurer should not take over the chapter's books until an audit has been done on the past year's books. Check with the former Treasurer to become familiar with the manner of bookkeeping used once the audit is complete. Or, obtain a suitable book for keeping these records. Have one sheet in the account book for *each month* because it provides an accurate report for your chapter every month of all unpaid balances, and it makes annual balancing easier.

Keep records that are easy to understand and explain.

\$ Use receipt books with carbon copies for all money collected. Thus, accounts for all members are kept in order without confusion or misunderstanding. A receipt book is included in the chapter box of supplies for your use if you are a new chapter. If you are an established chapter and are in need of another receipt book, please contact your Division Chairman at the International Office requesting she send one to your chapter. (service@betasigmaphi.org).
Please type her name on the subject line.

\$ Report clearly and completely to the chapter (*at each meeting*) the receipts, disbursements, and balance on hand. The books should be available for members to review if they desire.

\$ Submit accounts for audit before your term of office expires. Two members other than the chapter Treasurer should audit the Treasurer's books at the close of the year. This should be done *before* the records are given to the new Treasurer at the May meeting when officers are installed.

\$ Prepare a monthly account statement for each member. Place in individual envelopes with member name and hand out at each meeting. Before the close

of the meeting, members should return the envelopes with payment(s) enclosed. Collect money in advance of any event. Always give receipts to the individual members upon collection of any monies, keeping a copy of the receipt for the chapter's permanent records.

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.
2. Consider the tabulated results of the chapter's Individual Member Interest Survey. *(A copy is located with the President's information.)*
3. The Executive Board will want to look over the Standing Committee's report of its proposed plans for the coming year. Copies of the final proposed budget should be given to each member when discussing the budget. **(Note: All members' suggestions should be heard and considered before the chapter acts on the proposed budget.)**

* **Program Committee** – Examples of needs of this committee: Best Program of the Year Award, rental of equipment for use with audio or visual aids.

** **Socials** – Some of their needs might include: decorations, favors, gratuities, rush activity expenses.

*** **Guest Speakers** – Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.

Way\$ and Mean\$ Committee

The **Ways and Means Committee reviews and develops** the chapter budget. This committee should be determined to keep the dues and assessments for chapter members as low as possible. Projects are planned in this committee to provide funds for chapter needs. It must do everything possible to limit the funds it needs to raise. With the guidance of this committee, the chapter should avoid committing itself where money is concerned.

The chapter should agree on a maximum donation to any service project, or, better, still, not obligate itself for a definite amount but rather donate the profits of specified ways and means project(s), regardless of the amount.

This committee should also see that any contract is reviewed and approved (***with the approval recorded in the minutes***) at a chapter meeting before signing. Check carefully, with a lawyer if necessary, before signing contracts concerning merchandise sales, play royalties and so on, as International does not provide mailing lists to outside associations or companies. Only the referrals made in The Torch or by letter to the chapter on International letterhead is official. If the chapter should decide on a project involving merchandise, try for merchandise on consignment so the unsold amount can be returned to the supplier or consider taking orders for merchandise before buying.

The ways and means committee should complete its year's plans for approval on Beginning Day. Careful planning should eliminate the need for burdensome special assessments or hurry-up efforts to raise money during the year. Another responsibility is to see that a specific need exists before embarking on a ways and means project – never raise money and then try to find ways to spend it.

Consideration of the interests of individual members can result in enjoyable ways and means projects, and it is possible to find projects of genuine benefit to the community as well, a real plus for member and non-member alike.

It is both a duty and opportunity for the ways and means committee to support the cultural and social purposes of Beta Sigma Phi by keeping ways and means projects from becoming a chore to the chapter members.

Key To \$ucce\$\$ In Way\$ and Mean\$ Project\$

Consider thoughtfully what type of project has a chance of succeeding in your community.

- Does it meet a real need?
- Do people in the community respond to that type of money-making activity? In other words, will it be popular?
- Will the Ways and Means Project selected yield money to meet the need?
- Have the individual active members of the group (Chapter or City Council) indicated their willingness to do everything necessary to make the project succeed?

Interest and willingness to support the project might be indicated in several ways:

- 1) Chapter's Member Interest Survey
- 2) A City-wide Interest Survey, either via chapters or individual membership
- 3) By dividing the group into small 'Buzz Groups' and thus determining the projects most favored by a large majority.

Usually, members will make their best effort and give their cooperation to projects that they have helped choose and in which they are most interested.

\$uggestion\$ to the Trea\$urer

The following may answer some questions you may have.

What Treasurers Should Tell ALL Members

- A. It is the personal responsibility of each Pledge to send her Membership Fee payments directly to the International Office. Likewise, each member is personally responsible for sending her annual fees directly to the International Office.
1. Ask each Pledge (or member paying annual fees) to return her notice received from International with her remittance. This notice will give her full name, address, phone number, chapter name and chapter number, and will assure correct crediting of her payment.
 2. Ask each Pledge to keep ALL canceled checks, money order stubs or charge receipts until her Membership fee is paid in full and she has received her Membership Card from International, which also serves as her receipt.
 3. Each member paying annual fees should keep her check, money-order stub or charge receipt until she receives a new Membership Card from International. The Membership Card is acknowledgement of payment.

Who Is Obligated To Pay Annual Fees To The International Office?

- A. ALL active members
- B. All members on Leave of Absence
- C. All Members-at-Large

Note: The suggestions sent to your Chapters' Recording Secretary and those sent to your Corresponding Secretary give

clear explanation of each status – active member, leave-of-absence, and member-at-large.

Correct Handling of Money Sent to International

- A. Be sure any payment sent through the mail is either a check, money-order or credit card payment. Stubs or either checks or money-orders and credit card receipts/records should be retained.
- B. All remittances sent to International by the Treasurer shall be made payable to [Beta Sigma Phi](#) or [Walter W. Ross & Co. Inc.](#), and shall give detailed explanation of exactly what the payment is meant to cover.

Chapter Treasurers Find The Following Helpful:

- A. Have one sheet in the Treasurer's Account Book for each month because:
 - 1. It provides an accurate report for your chapter every month of all unpaid balances. This will be helpful in keeping all members' accounts paid to date on local dues and assessments.
 - 2. It makes your annual balancing easier.
- B. Use receipt books with carbon copies to show the amounts received from every member during the year and the purpose for which the member paid. Even for small amounts, use a receipt. Why? Accounts of all members are kept in order without confusion and misunderstanding.
- C. An Auditing committee of two members other than the chapter Treasurer should audit the Treasurer's books at the close of the year. This should be done before the accounting records are given to the new Treasurer at the first meeting in May.
 - 1. This Auditing Committee may be chosen from the members of the Executive Board, or the Executive Board may appoint two other members to serve.
- D. Adopt the policy of collecting banquet and party costs in advance of the event. You will lend dignity to social affairs by avoiding the collection of money.
- E. Have an appointed time set aside for the Treasurer to collect chapter

dues.

1. This may be done during the business meeting or 'in-between' minutes before the Cultural Program begins.

Treasurer Should Give A Complete Report At Each Regular Meeting

- A. Give a clear report to your chapter of receipts and disbursements, as well as the balance on hand to date.
 1. The President asks if there are any questions, then she states the Treasurer's report will be *filed for audit*. (No action is taken on the regular Treasurer's report.)

Be Sure To Read The Treasurer's Duties In The Book Of Beta Sigma Phi.

\$\$\$Recap of Treasurer's Duties\$\$\$

1. Collect and account for all chapter funds. Disburse funds upon authorization of the Chapter.
2. Obtain a suitable book for keeping these records. Have one sheet in the account book for each month because it provides an accurate report for your chapter every month of all unpaid balances, and it makes annual balancing easier.
3. Use receipt books with carbon copies for all money collected. Thus, accounts for all members are kept in order without confusion or misunderstanding. A receipt book is included in the chapter box of supplies for your use. If you need another, contact your Division Chairman and ask she send one to you. Her email address: service@betasigmaphi.org Please type her name in the subject line.
4. Have your books present and give a complete report at each meeting. Give a clear report to your chapter of receipts and disbursements, as well as the balance on hand to date.
5. Submit accounts for audit before your term of office expires. Two members other than the chapter Treasurer should audit the Treasurer's books at the close of the year. This should be done before the records are given to the incoming Treasurer at the May meeting when Officers are installed.
6. Adopt the policy of collecting money in advance of any event.
7. Be sure any payment sent to International through the mail is either a check, credit card or money-order. All remittances sent to International shall be made payable to: Beta Sigma Phi, or Walter W. Ross & Co., Inc. and shall give detailed explanation of exactly what the payment is to cover.

NOTE: Payments of membership fees (*and annual fees*) are sent by each member herself to the International Office.

SUGGESTION: Prepare a monthly statement for each member. Place in an envelope with member's name on the outside and send around the circle at each meeting. Statement with payment or partial payment of monies due are returned to the Treasurer before the meeting ends. Update statements and repeat procedure each month.

The Treasurer

The Chapter's financial affairs are in the hands of the Treasurer. Her essential responsibilities are to collect the money due the chapter, make the deposits in the chapter's account, keep a record of all financial transactions and, with the President, sign all checks and vouchers.

Simple but thorough bookkeeping practices will provide a complete and accurate record of the chapter's financial activity. Care should be taken to record all money spent. Both the President and Treasurer should sign all checks, and there should be a written entry in the chapter's account book for every expenditure, supported by invoices if possible.

Equally important is to record all income. Many Treasurers keep separate account sheets for each month showing all unpaid balances and recording members' individual accounts paid to date. Some Treasurers also use a receipt book with carbon copies to keep a permanent record of receipts from members. Either method is helpful to the Treasurer who must compile a report for every regular meeting.

The Treasurer will also find it helpful to collect costs of parties and other social affairs in advance. Depending on your chapter, a good time to collect fees, dues or assessments is between the business meeting and the cultural program. A bulletin outlining two simple but effective plans for chapter dues or assessments is available upon request from your Division Chairman. Her email address is: service@betasigmaphi.org Please type her name in the subject line.

No matter how well the Executive Board and the ways and means committee arrange a budget and raise money, the chapter will be financially unsound if the money due it is not collected or if expenditures are made without full authorization.

The Treasurer's report is a very important part of every chapter meeting, complete with references to the chapter budget. In this way, the chapter will realize its true financial condition and know what it can afford and for what it must raise money. A simple statement of the amount in the treasury can lead to over-enthusiasm and unwise spending unless some relationship is shown between the funds on hand and future projects.

The Treasurer can help International in two special ways. One is to explain to members that **payments of annual fees or membership fees should be sent directly to the International Office with the statement received.** And secondly, the treasurer should emphasize that **cash should never be sent through the mail.** International cannot be responsible for cash payments which are not received. All checks should be made payable to Beta Sigma Phi or to

Walter W. Ross & Co., Inc. Payments sent to the International Office by the Treasurer should be accompanied by the billing that was received from International or a complete explanation. Also indicate your chapter name and number.

The Treasurer has a duty to the chapter to keep its financial affairs in order, and each member has the corresponding duty to present bills and handle her financial obligations to the chapter promptly.

from *The Torch* of Beta Sigma Phi
1998-1999 May/June issue

How To Keep An Adequate Treasury For Your Budget Multiply your dollars!

It is good for a chapter to have what it takes to do well and then, do for others. Ways and means projects can be fun and profitable. Most chapters barely finish one activity before starting plans for the next. And how exciting it is to see the profits roll in!

Set all the special skills of your members to work. Women who hear their cooking praised only their families and friends warm to the applause of their community. Those with needlework talent are pleased to see their work sell fast. Others may have a flair for publicity—which is a must for any city-wide project. Don't be afraid to give every member a chance to show off her talents. Sometimes there is hidden genius just waiting to be discovered!

Keep open and alert for new ideas for your projects. Ideas for ways and means activities appear from time to time in *The Torch* and other news magazines. Why not have one member of your ways and means committee appointed to make a file of ideas—an 'ideas scrapbook.' You'll find them a valuable source of information both now and in the future.

Dress up these ideas to suit your own community...change the accessories for variety...enlist the help of your town's citizens...talk about your projects **with enthusiasm**...and you'll have all the help and patrons you need.

"Plan Early" is a by-word for any project. Be sure to clear the date for the event well in advance. Intriguing names will draw crowds; and so will publicity obtained through the help of your local newspaper and merchants. It is **important also to tell the public how the money sought is to be used.** Example: 'Partial proceeds go toward _____' (Naming whatever you wish your service to be.)

Start now to multiply your dollars!

Things To Sell

There is always something we need, can use, or just want to buy because of the attractive package or surroundings. *A friendly atmosphere makes the visitor want to buy, so dress up your sales!* Unusual and homemade items sell faster than 'store-bought.' And here's a chance to use the talents of your members.

Try selling . . .

Wrapping paper

Homemade candy

Cards, notes

Pecans
Stuffed Toys
Easter lilies
Mother's Day Flowers
Christmas Flowers
White Elephant Sale
Bake Sale
Garage Sale

Attic or Basement Sale – a new slant on the garage sale. Who doesn't have an attic-ful or basement-ful of 'stuff' she'd like to donate? Ask each member to rummage through her attic or basement for 'treasures' to be sold.

Raffles

Sky's the limit! You can offer anything and you're sure to sell tickets. **(Do check with your local laws regarding raffles first.)**

Appliances

New Car

Puppy

Cedar Chest with Linens – attract the brides-to-be. (Or restore an old trunk.)

Vacation Box Auction – Each member brings a gift back from her vacation. When everyone has returned from her vacation trip the auction is held. The boxes are intriguingly wrapped, possibly to represent the place from which they came. Those attending the auction are told only the place from which the gift came. They bid not knowing what gift they will receive. And everybody likes surprises!

Mystery Box Auction – This is virtually the same idea as the 'vacation box' auction, except that it can be conducted at any time during the year. Each member brings a mystery gift, giving whatever clues she thinks tantalizing, without revealing the mystery.

Tours

Your entire community will enjoy these. Sell the tickets in advance. You could print a map of the tour's route on the back of each ticket.

House Tour – Show several especially attractive homes of your members. Refreshments, typical of the architectural style of each house, could be served in the respective homes.

Garden Tour – Take advantage your members and other interested citizens who have green thumbs. Have plenty of 'starter plants' to sell.

Holiday Homes Tours – this is a wonderful project at Christmas time. You might include in the tour an “international cookie home,” offering cookies of many different countries for sale—Swedish cookies, German cookies, French cookies; a ‘bazaar home,’ with unique gift items for sale made by your members; a ‘sparkle home,’ offering Christmas decorations for sale; a ‘tea home’ in which the hostesses wear their very best and serve in an atmosphere of a formal tea.

Services for Sale

Webster calls a service “*performance of a labor for the benefit of another.*” So, here is your opportunity to help others and at the same time add some dollars to your treasury.

Baby Sitting

Wash Cars

Act as Hostesses at a Home, Automobile or Sports Show

Usher at concerts and lectures

Sell programs or Handle concessions at sporting or musical events

Cater at large local parties

Parties

All work and no play makes Jane a dull girl. Try these party ways to have twice as much fun while multiplying your dollar bills.

Round Robin – Each member plans an evening of fun for four, eight or twelve personal friends. Play cards, dance to your favorite tunes, swim or catch up on your visiting in the hot tub—just whatever you’d like. Charge \$1 per person for novel refreshments, furnished by the hostess. Or charge a bit more if a supper such as spaghetti or chili is planned. You’ll have fun and money, too. Incidentally, husbands and boyfriends will love this idea. Where could they have so much fun for just dollars!

Bingo or Bunko Parties

Box Social – Everyone brings an attractively decorated box, packed with ‘lush lunches’ or ‘delectable dinners.’ Husbands or boyfriends run up the bidding, each eating with the member whose box lunch he has bought. An auctioneer with a sense of humor can add to the merriment. It’s a grand way to get everyone well-acquainted.

Dances of all sorts – Square, Valentine, Christmas. Why not sponsor something for teenagers or young adults?

Carnival – What fun to set up those booths. The more original the better, too. Ever had a Mardi Gras party in your area?

Just-a-Little-Different Ideas

Swaperoo – Or, as some chapters call it, Dark Horse. A certain sum is set aside from the chapter treasury and is used to purchase some sort of gift. The gift is chanced off at a chapter meeting and the winner then buys the next gift. Many chapters do this at every meeting. Some call it a Hostess Gift. The Hostess of the meeting purchases a \$5-\$10 gift. Tickets are sold for 50 cents each. She writes her name on a slip of paper for each ticket and places it in the basket. At the end of the meeting, a name is drawn from the basket and she gets to take home the gift.

Fashion Shows – check with local department stores to help with this.

Hair Style Shows – check with your favorite salons.

Spa Day – arrange for a day of pampering for some lucky lady! Confer with a spa salon.

Pet Show

Baby Contest

Morning Glory Dance – This is a novel idea. On the Fourth of July or some other special day, sponsor a dance beginning at midnight and lasting until 4:00 am. Everyone will enjoy dancing to the town's favorite country band or a DJ's CD's. Something different!

\$ome Fa\$t and Ea\$y Way\$ and Mean\$ Project\$

Is your chapter treasury short the monies you need for that special social, rush party or service project? Try some of these ideas for quick, easy profits!

- **Take inventory:** Approach the nearest large department store in your town and offer the chapter's services when inventory comes around.
- **Survey the Sports Scene:** Inquire as to when the next sports tournament or event is scheduled. Sell soft drinks at the event. All you need is soda and lots of ice to make a nice profit.
- **Plant Auction:** Start rooting and potting plants in the spring. By September, there will be plenty of plants to auction off. Schedule a plant auction in your community. Wear your sorority t-shirts, jackets, and post signs about Beta Sigma Phi. It helps get the word out! Ask nearby florists to donate plants too. Enjoy your 'green' success! 😊
- **Rose Candles:** Glue organdy "petals" to brandy snifters to make rose candle holders. They're easy to construct, and can be made in all sorts of colors easily and quickly.
- **Chili Supper:** Host a chili supper before the annual high school homecoming football game. It gives citizens a place to gather for a few friendly hours and gives the chapter a chance to cook up a good profit!
- **Grocery Raffle:** Many chapters have used this idea successfully. Raffle off the chance to go "wild" in a grocery store for one minute. Sell chances for \$1 apiece, and you'll cart lots of money to your treasury!
- **Art Auction:** Ask the artistic member(s) of the chapter to paint a picture then raffle it off.
- **"Forgot Your Sweetheart?" Auction:** Invite your husbands to this auction. Wrap items elaborately, tempting and encouraging husbands to bid high for the contents.
- **Make and Sell Old-Fashioned Potpourri:** This is an item that knows no season and it's easy to make. Many cities/towns have shops that offer herbs and dried flowers like rose petals that are perfect for making potpourri. All you need is the potpourri ingredients, some interesting jars, tins and ribbon.

Check the internet for recipes. They are fun to make, useful and wanted all year long.

Sky is the limit on what you can do that is **easy!** Ways and Means projects should be as much fun as your other projects. Try to select things that you like to do or in the case of crafts, try things you've always wanted to learn to do and teach yourself and a sister or two new skills while your chapter makes money.

Recording Secretary

As Recording Secretary of your chapter you will be the custodian of your chapter's history and transcriber of its activities for the year ahead. Yours will be an opportunity and responsibility to:

- ▶ **transcribe faithfully the minutes of the meetings**
- ▶ **record a full and accurate report of all meetings, attendance and activities**
- ▶ **keep the minutes at all times available to the President and the chapter**
- ▶ **prepare and forward to the International Office the monthly reports and minutes required to ensure your Chapter's good standing in the International organization**

You accept a privilege and assume a responsibility.

The quill is the symbol of your office.

Suggestions to the Recording Secretary

The following suggestions may answer some of the questions you might have:

1. MONTHLY REPORTS

Each month when your chapter meets you will be sending in your regular monthly report covering the two meetings your chapter held during the month.

Reports (typed if possible) should be mailed to the International Office within three to five days after the second meeting. Full instructions for completing the report form are included with the form.

Send your reports and all mail to:

Beta Sigma Phi International
P.O. Box 8500
Kansas City, MO 64114
(Please note ***it is Missouri*** – not Kansas.)

2. PLEDGE TRAINING REPORT

Obtain this information from your Vice President. A space is provided on the report form for you to report the Pledge Training meetings which your Vice President will be holding regularly when you have pledges in your chapter.

3. MINUTES

An exact copy of the minutes (typed if possible) of each meeting: regular, special, or Executive Board is to be attached to each report form covering these meetings. *Please refer to the Model Minutes that follow.* They will be helpful to you.

YARDSTICK

Help attain a high rating on your chapter's Yardstick by sending your report forms and minutes to International each month. (Sample of the Yardstick is in the May issue of ***The Torch*** each year. You can also find it in the **File Cabinet** in ***The Beta Journal***.)

4. INCLUDE CHAPTER NAME AND NUMBER ON ALL MAIL

To expedite handling, your chapter's name and number should be written on every piece of mail sent to the International Office by every member. Same holds true if you email.

5. CHANGE OF STATUS FORMS – Use these to report:

- a. **A change of any officer.** Give the newly appointed officer's **full name**, address, telephone number, permanent member number, and the office for which she is completing the term. (NOTE: Do not use these forms, however, when reporting the entire slate of officers elected in March. These should be reported on the Semi-Annual Record Review sent to the chapter in the spring each year.)
- b. Every **CHANGE OF ADDRESS** for any member.
- c. When a member **changes her name**, send her former name and her present name and address.
- d. Send the **request for reinstatement** (each time an inactive member reinstates into active membership) to International and include the following information on the change form:

- (1) Member's full name, complete current address and Member number.
- (2) Member's former name, if she has had a change of Name, and her former address.
- (3) Member's last active chapter – giving name of chapter, town, state, province or country.
- (4) Give length of time member was inactive, if possible.

e. Members moving out of city

- (1) Send her complete name, address as it was before her move, and her permanent member number.
- (2) Send her new address. If she has married, give us her new name, her husband's first name so a telephone number may be obtained by chapters who wish to contact her. With this information, International can arrange for her to be contacted by chapters in her new location.

f. Members moving into city and transferring into chapter

- (1) Notify International of the member who has transferred into your Chapter, giving her complete name, correct current address in **YOUR** city, and member number.
- (2) Send the full name and location of her last chapter affiliation.
- (3) The member will be transferred into your chapter but no permit to transfer will be issued unless specially requested.

e. The death of a member in the chapter.

6. STATUS OF MEMBERSHIP

As Recording Secretary, you should understand each of the four different statuses of membership so you can clarify them for your members:

- a. An **ACTIVE MEMBER** is one in good standing on both the International Roster and her chapter's roster. She attends meetings regularly, participates in all activities, and pays both her chapter dues and

International fees promptly.

- b. A member on **LEAVE OF ABSENCE** is active, but excused from regular meetings for a period *not to exceed one year*. (Refer to your *Book of Beta Sigma Phi*.)
- c. A **MEMBER-AT-LARGE** has no chapter affiliation, although she may be a member in good standing on the International Roster. (Refer to your *Book of Beta Sigma Phi*.)
- d. An **INACTIVE MEMBER** has no chapter privileges and no chapter obligation. At any time she may be reinstated to active membership in a chapter by a two-thirds vote of the chapter and by payment of the reinstatement fee as provided in the *Book of Beta Sigma Phi* under the Rules and Regulations of the International Executive Council for Governance of Members and Chapters, Article VII, Section 21. (A member who became inactive while a pledge may be reinstated into active membership by completing her payments of the balance owing on her membership fees and by completing Pledge Training.)

7. UNANSWERED LETTERS

Follow them up! Sometimes mail is lost en route. If you don't receive a prompt reply, please write again—or email. The addressee cannot send a reply to a letter not received. One month is more than enough time for response.

8. IF YOUR CHAPTER IS FOLLOWING THE CAREER CHAPTER FORMAT

If your chapter is following the once-a-month business and program meeting with an every-other-month cultural outing format, you are to take minutes of the cultural outing and record attendance. The minutes for the cultural outing will be extremely brief. This ensures your chapter receives credit on our records at International.

Suggestion: Print these suggestions and keep in your chapter's permanent record book, and/or your Recording Secretary Notebook.

Model Minutes

For the Recording Secretary

Here are sample minutes from an *imaginary* chapter.
Use these as an example as you record your chapter's minutes.

1. OPENING RITUAL

President (Jane Doe) called the (118) meeting of (Missouri Eta Chapter #356) to order on (month, day, hour) at the home of (Mary Jones), with all members repeating the Opening Ritual together.

2. ROLL CALL

Number Present: 21 Number Absent: 2 Guests: 4
The attendance record for each member is recorded on the back of your chapter monthly report—don't include in minutes.

3. READING AND APPROVAL OF MINUTES

The minutes of the previous meeting were read and approved.

4. COMMUNICATION FROM INTERNATIONAL

For each communication read, report the subject, the pertinent points in discussion, and the action taken by the chapter on the communication. For example: The rushing program sent by the International Office was read by (Betty Smith). We discussed increasing our number of pledges to 8 instead of 6, as we have several interested prospective pledges. (Betty Smith) moved that the rushing program be adopted as set out, and that we will try to increase our number of pledges to 8. Motion seconded and carried.

5. OTHER COMMUNICATIONS

This can include changes of names and addresses.

6. TRANSFEREE REPORT

Report any transferees desiring to affiliate with your chapter.

7. TREASURER'S REPORT

Example: The treasurer's report, giving receipts and disbursements, and showing a balance on hand of \$88.79, was read and ordered placed on file subject to audit. (After this report, the treasurer can collect local chapter dues and present outstanding bills. Bills for any items NOT included in the budget need to be approved by the chapter before they can be paid.)

8. EXECUTIVE BOARD MEETING

State time, date and place of the last Executive Board meeting. The Executive Board should report its recommendations for chapter consideration and approval. **Final decision rests with the entire chapter membership.** Report any action taken by the Executive Board.

9. COMMITTEE REPORTS

State each committee's plans briefly and any action taken for programs, membership, publicity, service, or other special committees (i.e., Yearbook).

10. CITY COUNCIL REPORT

11. UNFINISHED BUSINESS

Example: It was moved by (Joan Brown), seconded and carried, to take the motion tabled at our last meeting, that "we give \$100 from our chapter treasury for a scholarship for a high school senior." After discussion, it was moved by (Sarah Brownlee), seconded and carried that we adopt the motion as stated.

12. NEW BUSINESS

13. ADJOURNMENT OF BUSINESS MEETING

The President asked if there was any further business to be brought before the chapter. There was none. The meeting was adjourned.

14. CULTURAL PROGRAM

In reporting your programs, please name the program outline being used, topic, and member leading the discussion.

15. CLOSING RITUAL

All members repeated the Closing Ritual, then joined hands for the Mizpah.

The minutes of your chapter meetings form the history of your chapter, so take the time to make sure you get ***important business recorded, and recorded accurately.*** A complete set of your chapter minutes for the meeting/meetings each month, together with the monthly report form, are to be sent to the International Office **by the end of the month.** **Chapter approval is not required on copies sent to International.**

More Suggestions to the Recording Secretary . . .

1. **Type your minutes.** Make a copy to **send** to the International Office **with your monthly report,** and **send it promptly** so we can keep your chapter

information up to date. You earn points on your chapter yardstick, too! (Refer to May/June issue of ***The Torch***). Mail to:

Beta Sigma Phi International
P.O. Box 8500
Kansas City, MO 64114

2. **Leave a wide margin on one side for possible corrections** when minutes are read at your next meeting.
3. Record what is done—**not what is said**. The minutes should **never reflect the opinion of the recording secretary**.
4. At the end of the minutes, a **space should be provided for the secretary and president to sign** and also a **space for the minutes to be approved at the next meeting**. At the following meeting when the minutes are read and approved, the **date of approval and the signature of the secretary should be added to the copy**. At the bottom of the minutes, in the space labeled **'SPECIAL ATTENTION INTERNATIONAL:'** **put in requests for extra forms or information**.
5. **Minutes of an Executive Board meeting are never read** at a regular meeting; **only a report** of the Executive Board meeting should be given. Executive Board meeting minutes are read and approved at the Board meeting.
6. A space is provided on the report form so you can **report pledge training** meetings your vice president will conduct regularly when you have pledges in your chapter.
7. Include your **chapter name** and **chapter number** on **ALL** mail.
8. Remind the President about any item of unfinished business from any meeting so she can include it on her agenda for the next meeting.
9. Be responsible for chapter properties and records for which there is no special custodian.

References for the Recording Secretary:

- ◆ Perfect Attendance
- ◆ A Brief Overview of the Degrees of Beta Sigma Phi

CHAPTER MINUTES

Chapter Number _____ Chapter Name _____

City _____ State/Province _____ Date _____

1. OPENING RITUAL			
2. ROLL CALL	PRESENT	ABSENT	GUESTS
3. READING AND APPROVAL OF THE MINUTES			
4. COMMUNICATIONS FROM INTERNATIONAL			
5. OTHER COMMUNICATIONS			
6. INTRODUCTION OF GUESTS & TRANSFEREES			
7. TREASURERS REPORT			
Beginning Balance	\$		
Ending Balance	\$		
8. EXECUTIVE BOARD REPORT			
9. COMMITTEE REPORTS (Standing/Special)			

10. CITY COUNCIL REPORT

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. ADJOURNMENT OF BUSINESS MEETING

14. CULTURAL PROGRAM

15. CLOSING RITUAL/MIZPAH

RECORDING SECRETARY

PRESIDENT

SPECIAL ATTENTION INTERNATIONAL

2010-2011 Chapter Yardstick

The Yardstick deadline is ~~August 20, 2011.~~

PLANNING

- _____ Executive Board Meetings (10 pts. max)
10 points for meetings held as needed.
- _____ Regular Meetings (18 pts. max)
1 point for each meeting.
- _____ Attendance (12 pts. max)
10 points for percentage of attendance. Example: 7 points for 70%, etc. Members on leave-of-absence and shut-ins not counted against percentage. 2 points for consistent system of notifying members of time and place of meetings.
- _____ Finance (19 pts. max)
10 points for preparation of chapter budget that limits the cost to an amount the members agree is not a burden to each member. 7 points for a major money-making project, 2 points for a minor project.
- _____ Cooperation (44 pts. max)
5 points for participation in City of Kansas City Beta Sigma Phi Initiating committee. 10 points for handling preliminary details each month's chapter minutes and report forms sent to International by the end of the month. 5 points for City Council participation.
- _____ Book of Beta Sigma Phi Review (36 pts. max)
3 points for each month activity pursued.
- _____ Publicity (10 pts. max)
5 points for each major project, 2 points for each minor project.
- _____ Phone or Email (10 pts. max)
5 points for having a phone or email tree to get the news out to chapter members.

TOTAL (159 points possible)

SOCIAL

- _____ Planned Social Calendar (30 pts. max)
30 points for planning the sorority year by September 1.
- _____ Social Balance (60 pts. max)
5 points for each traditional social held (Founder's Day, Beginning Day, etc.), 4 points for each informal social held. 10 points for city-wide social. 2 points for interchapter social.
- _____ Attendance (10 pts. max)
10 points for attendance of members at social functions. (10 points equals 100%, 7 points equals 70%, etc.)
- _____ Time for a Good Time (18 pts. max)
1 point per meeting, dining, and for allowing time to socialize.
- _____ Sending Cards (5 pts. max)
5 points for sending cards to members for occasions such as illness, birthday, etc...

TOTAL (123 points possible)

MEMBERSHIP

- _____ Membership Plan (20 pts. max)
10 points for each rushing program.
- _____ Pledge Training (36 pts. max)
2 points per pledge training session from *Invitation to Life*.
- _____ Success (65 pts. max)
5 points for each pledge added to your chapter during the sorority year. 5 points for chapters with 10 - 20 members. 10 points for chapters with more than 20 members.
- _____ Transfers and Reinstatements (20 pts. max)
5 points for each member transferred into the chapter, each inactive member reinstated, and each member-at-large added.
- _____ Progression (45 pts. max)
5 points for each event encouraging progression to your chapter, 5 points for each eligible member that progresses to your chapter.

TOTAL (186 points possible)

CULTURAL

- _____ Programs (36 pts. max)
2 points each for a formal program (30 minutes), 1 point each for an informal program (cultural outing). One program per meeting.
- _____ Program Presentation (36 pts. max)
2 points for a program presented by two or more members. One program per meeting.
- _____ Chapter-Wide Discussion (18 pts. max)
1 point for discussion guided by leader following the presentation, allowing each member's participation.
- _____ Audio-Visual Aids/Demonstrations (12 pts. max)
1 point for each program in which audio-visual aids or demonstrations are used requiring participation by members (i.e. James Quizzes, etc.).
- _____ Emergency Preparedness (20 pts. max)
20 points for emergency use.

TOTAL (122 points possible)

BONUS POINTS

- _____ Establishing a New Chapter (10 pts. max)
5 points for Friendly Venture reservation, 5 points for presenting Beta Sigma Phi to prospective members.
- _____ Receive a FOUR-STAR RATING when your chapter completes a Friendly Venture!
- _____ Wider Social Horizons (16 pts. max)
10 points being a sponsoring chapter of a convention, area meeting or workshop, 2 points for representation at a convention, area meeting or workshop.
- _____ Community Service or Cultural Event (15 pts. max)
5 points for each major project, 2 points for each minor project.
- _____ Chapter Assistance (20 pts. max)
4 points for each active member serving as an advisor.
- _____ Legacies and Sponsored Members (10 pts. max)
1 point for each member who enrolls one or more in the Legacy or sponsored member program.
- _____ Assisting Community Chapters (45 pts. max)
15 points for assisting a small chapter with rushing or progression activities. 2 points for each personal recommendation of an out-of-town candidate, max. 20 points. 1 point each for contacting transferees or prospective members for your chapter or introducing them to another chapter, max. 10 points.
- _____ Contest Entries (6 pts. max)
1 point for each entry in any International contest.
- _____ Member Survey (10 pts. max)
10 points for surveying members' interest.
- _____ Envoys (10 pts. max)
1 point per Envoy member.
- _____ Theme (10 pts. max)
10 points for implementing theme in chapter activities.
- _____ Volunteering (10 pts. max) Must designate you are a Beta Sigma Phi member
- _____ Online Hosting (10pts max) 1 point per occurrence. Visit to online chapter to make up a land chapter meeting.

TOTAL (172 points possible)

Chapters who have Friendly Ventured during the 2010-2011 year will earn a special four-star rating.

0 - 199 = ★

200 - 299 = ★★

300 points and above = ★★★

Friendly Venture in 2002 - 2003 = ★★★★★

INFORMATION ONLY

Return the Yardstick to your division chairman at Beta Sigma Phi International, P.O. Box 8500, Kansas City, Missouri 64114-0500.

Submitted by: _____

Chapter: _____

Address: _____

City/State / Zip: _____

Date: _____

Chapter #: _____

Member #: _____

Total No. of Points: _____

3rd Meeting Contents (Chapter 3)

Contents:

17 Pages

Chairman or Chairperson

Committee Planning & Action

Committee Symbols

Committee Timeline

Committee Planning Sheet

An Effective Team

Garden for all Seasons

Committees

COMMITTEES – Membership, Programs, Social, Service, Ways & Means, Publicity

ASK MAGGIE

CHAIRMAN OR CHAIRPERSON?

Are you a Chairman or a Chairperson?

In recent years, use of the word "Chairman" has been questioned. Is it proper? While some have encouraged the use of the word "Chairperson", others have used "Chairwoman", feeling that the widely used "Chairman" indicates the masculine gender.

It does not. **Chairman is a proper title, an official title, and belongs to the position the same as the title of President, Secretary, or Vice President. It has no gender, neither masculine or feminine.**

To differentiate between the sexes, it is proper and appropriate to use Mister Chairman or Madam Chairman.

No parliamentary law authority or dictionary recognizes the word "Chairperson". Robert's Rules of Order Newly Revised states that the word "Chairman be used to designate a position".

Members of Beta Sigma Phi -- yes, "Chairman" is a proper title. We can use it with confidence!

COMMITTEE PLANNING & ACTION



THE COMMITTEE INVESTIGATES:

(a) It finds out what activities the chapter would like; either **by questionnaire** from each member **or** by **pooling the ideas of the committee members**, instead of by discussion at a chapter meeting.

NOTE: Having all members at a chapter meeting enter into discussion of details is usually considered wasted time and effort and frequently results in nobody knowing what has actually been decided. If members wish to have some part of the committee's suggested plan changed, they should give their suggestions briefly. If the rest of the chapter agrees, the committee will look into the suggestion and report back.

(b) It finds out what facilities in the community are open to the chapter. (*For example, Social committee should keep up on what plays or special events are coming, or places to hold parties, etc.; Service committee contacts welfare agencies to know where service is needed, or may contact civic agencies to see with what civic projects the chapter can help; Ways and Means committee keeps its eyes and ears open for money raising project possibilities.*)

THE COMMITTEE PLANS:

In committee meeting, a suggested plan for coming activities is drawn up. This plan would not be detailed until approved by the chapter, but for the most part would give just:

Type of activity
Suggested place
Suggested date (approximate)

The schedule should be drawn up for a minimum of three months in advance, preferably for six months or even a year's calendar may be tentatively planned at one time.

THE COMMITTEE REPORTS:

The Chairman would report to the chapter something like this: "**The committee thought the chapter would like the following calendar of activities for the coming months ... outline your schedule ... We will be reporting to the chapter in detail, before the time for these activities, to let you know the exact time and other details, if you approve these plans in general. If any member's wish to make suggestions for entertainment, refreshments, etc. at any activity, the committee will welcome the suggestions.**"

Chapter then votes to approve the schedule or ask the committee to change any part of it, so that the committee can go ahead and make definite plans. **Chapter should not hold long discussion about details.** *Instead, members ideas may be briefly given to the committee to be worked out and later reported to the chapter.*

THE COMMITTEE ACTS:

When it comes time to put the plans for special events into action, the committee may divide:

- one or two members to look after transportation
- one or two to look after refreshments
- others to plan entertainments, etc.
- In this phase of committee action or work, the chairman may ask for extra members to help. Chairman should ask the President to appoint other members to help the committee temporarily. In some cases the whole chapter likes to work on the activity.
-

COMMITTEE SYMBOLS**SOCIAL****[cornucopia]**

WAYS / MEANS

[key & wreath]



SERVICE

[crook & wreath]



PROGRAM

[Greek column]



PUBLICITY

[parchment scroll]



MEMBERSHIP

[clasped hands]



Committee Timeline

1. Committees are **appointed** by the President & Executive Board.
2. **Survey members of your chapter** to learn what ideas they have in regard to social, w/m projects, service, etc. [use Member Interest Survey]

3. **Ideas are given to respective Committee Chairmen.**
 4. **Committees meet.**
 5. **At their first meeting, it is suggested that the Committee Chairman review with members of the committee how their committee is supposed to function, its purpose, etc. [refer to May/June issue of THE TORCH]**
 6. **Review all ideas from Member Interest Survey.** Received in Chapter 2
 7. **Plan together the year's activities. Set the dates, theme of event (if applicable), place, time, other important info members should know.**
 8. **Estimate the cost of each activity & submit a proposed budget to the Executive Board of how much & the committee will need to carry out plans for the sorority year. [This information is necessary for preparing the chapter's budget.]**
 9. **Submit plans to Yearbook committee for inclusion in the yearbook. [The yearbook is reviewed on BEGINNING DAY. The chapter approves it then and members know at that time what is planned for the entire sorority year.]**
 10. **Detail (who will be doing what, when) is/can be decided either before or after a chapter meeting prior to the scheduled event OR committee meetings can be scheduled as needed.**
 11. **The Committee Chairman is usually the one who gives the committee report during the chapter business meeting. [REMEMBER: REPORT ONLY, BRIEF & TO THE POINT.] And recommendations that need action are presented to the chapter in the form of a motion.**
 12. **Enjoy yourself!** Serving on a committee is an opportunity ... for you to have fun in getting-to-know others, share ideas and learn -- **together!**
-

Chapter Committee Planning Sheet

Event:

Theme:

Date:

Time:

Place:

Dress:

Special Activity:

Menu: (if applicable)

WHO ON THE COMMITTEE WILL DO WHAT:

_____ -
_____ -
_____ -
_____ -
_____ -

Further items, info, assistance NEEDED:

Suggestions For An Effective Team

- There is an informal, comfortable & relaxed feeling about the group.
 - Discussion is encouraged, & everyone is given the opportunity to participate.
 - The goals of the group should be clearly defined & understood by everyone.
 - Members should actively practice listening to each other.
 - When there is disagreement, there must be a real attempt to resolve it. Don't allow disagreement to be ignored.
 - Decisions need to be reached by general agreement, with all willing to go along with the final outcome.
 - Criticism must be given in a constructive way
 - Each person must have the freedom to express her feelings & ideas.
 - When the action is decided upon by the group, it must be clear whose responsibility each assignment is.
 - The leadership of the group is shared, & shifts from time to time.
-

A GARDEN FOR ALL SEASONS

In a garden for all seasons one must

first plant 4 rows of peas:

PRESENCE

PROMPTNESS

PREPARATION

PERSEVERANCE

Next to these plant 3 rows of squash:

SQUASH GOSSIP

SQUASH INDIFFERENCE

SQUASH CRITICISM

Then plant 5 rows of lettuce:
Let us be true to our obligations
Let us obey the rules & regulations
Let us be faithful to duty
Let us be loyal & unselfish
Let us LOVE one another

No garden is complete without turnips:
Turn up for meetings
Turn up with a smile!
Turn up with new ideas
Turn up with determination to make
everything count for something good &
worthwhile.

COMMITTEE

People Can Be Divided into 3 Groups:

- 1. Those who make things happen**
- 2. Those who watch things happen**
- 3. Those who wonder what happened**

- John W. Newbern

WHAT CAN YOU DO FOR YOUR CHAPTER
& FOR BETA SIGMA PHI?

Chapters Will be Successful if...

- **There are strong Friendship ties**
- **Each member is given the opportunity to express her ideas**
- **If each member is given responsibilities in the chapter**

GIVE THE BEST THAT IS IN YOU!

If you have tried to do something & failed, you are vastly better off than if you have tried to do nothing and succeeded.

Committees - Membership Committee reports at every meeting



The membership committee is the most important committee in the chapter. The chapter can only carry out its plans when the membership committee is succeeding in keeping the chapter membership strong.

During the peak of the rushing season, the membership committee should report at most meetings. In fact, it's a good idea for this committee to keep reporting all year long! Most committees make regular reports to the members, and the membership committee should be given as much or more attention than any other committee.

Through regular reports, the committee can keep all members aware that rushing success increases through their own strength and enjoyment of Beta Sigma Phi. A regular report not only keeps members thinking of prospective rushees; it keeps them watching for good ideas for rush parties and games as well. It's a good thought to ask for ideas and names of prospective members at each meeting.

Suggestion: Start your committee report at each meeting by sharing a brief quotation on FRIENDSHIP!

Committees - Program Committee encourages cultural enrichment



Good cultural programs, fulfilling the purposes of Beta Sigma Phi, are the responsibility of the Program Committee. Those serving on the Program committee should assist in creating presentations that enlighten and entertain the membership.

GOOD PROGRAMS ARE WELL THOUGHT OUT AND PLANNED AHEAD WITH THE INTERESTS OF ALL MEMBERS IN MIND. The special interests and talents of chapter members should be kept in mind.

Every regular meeting should have a cultural program based on Programs A la Carte (Nu Phi Mu, Ritual of Jewels, Exemplar) and either from the suggested programs offered to Preceptor & Laureate degree chapters OR individually selected programs from higher degree members themselves.

Outlines sent from International serve as guides. They can be followed exactly, or can be used as a starting point to explore the interests expressed by members of the chapter. YOU ARE NOT REQUIRED TO ADHERE TO THE EXACT OUTLINE IN EVERY DETAIL!

The Program Committee should complete its assignments prior to Beginning Day and work with the Yearbook committee so every member will know which program she is to present and when. If possible, teams of two or more members should be assigned to each presentation.

The Membership committee should also be consulted in planning the open meeting during rush as the Vice President's rushing material includes a special program.

Any program can be relevant to the lives and interests of chapter members, if imagination and planning with those interests in mind is used. Choosing the proper

topics for presentation and discussion and the proper references will guide each program toward the interests of the chapter.

ALL MEMBERS SHOULD OFFER IDEAS ON ANY AND ALL PROGRAMS AND ARRANGEMENTS SHOULD BE MADE FOR A CHAPTER LIBRARIAN TO GATHER AND KEEP ALL REFERENCE POSSIBILITIES -- CLIPPINGS, PICTURES, CHARTS, BOOK TITLES, LIBRARY CALL NUMBERS.

Committees - **Social Committee plans for economy & enjoyment**



Because Beta Sigma Phi is basically a social and cultural organization and every phase of the sorority has some social aspect, the work of the social committee is extremely important. Beginning work soon after its appointment, the committee should plan a calendar of monthly social events to be adopted by the chapter and included in the yearbook.

While some socials will be for members only and others will include husbands and families, all events should reflect the member's tastes and desires to assure both good attendance and enjoyment that reflect the SPIRIT AND PURPOSES OF BETA SIGMA PHI. [refer to Member Interest Survey]

Keeping social events as *inexpensive* as possible will aid attendance and provide an easier social relationship in the chapter. Because the chapter's social events will touch on the life and outside activities of each member, care must be taken to provide maximum enjoyment while placing minimum strain on family responsibilities.

Planning ahead is the only way to enjoy your own party, and detailed planning for each social event should be done as early as possible with the committee double-checking on refreshments, invitations, decorations, name tags, etc. [refer to attached planning sheet] **AVOID LAST-MINUTE DETAILS AT ALL COSTS!**

Be good to the hostess! Because many events are held in members' homes, the social committee should make every effort to assist the hostess (without taking over her role) and respect her wishes, time and efforts. The event should be planned to take full advantage of the facilities available and of the hostess' special talents, yet she must not be left to do all the work of preparing, serving and cleaning up afterward.

By checking with the program committee, some social events may be planned around cultural programs. And because rush parties are definitely social, the committee

should work with the vice president to coordinate and schedule all rush events and take advantage of International's rush party ideas.

One important responsibility of this committee is to **extend those special courtesies on behalf of the chapter to the bride-to-be, the new mother, those who are sick and those who have cause to be consoled or congratulated!**

The knowledge that it has helped foster the deep and lasting friendship of Beta Sigma Phi is the social committee's reward for effective planning and follow-through.

Committees - **Service Committee helps members help others**



The responsibility of the Service committee is to find projects that will give maximum enjoyment and satisfaction while not straining members available resources of time, money and effort. Special care must be taken to avoid overtaxing the members!

Beta Sigma Phi is not basically a service organization, so it is important that service does not overwhelm but rather support the cultural and social goals of the sorority. Early, *careful planning* will establish a good service program that will not be burdensome to members and yet will provide the greatest dividends in the community.

To be truly effective, don't spread yourselves too thin. It is difficult to say "no" when so many worthwhile projects are offered, but effort divided into many small pieces benefits no one. It is far better to have one successful, rewarding service project a year than to have several moderately successful ones which burden and dissatisfy members.

When planning the year's service program, the committee should check with the chapter and limit itself to those projects which are in accordance with the expressed interest of the members and the chapter's capabilities in money, time and effort. [refer to Member Interest Survey] **REMEMBER: YOUR CHAPTER'S PARTICIPATION IN THE INTERNATIONAL FUNDS IS SERVICE.**

Once planned and approved, the service program should be adhered to, with the possible addition of an unusual service opportunity of over-riding interest to all members. Knowing the commitments in advance, the members can prepare themselves

accordingly and will not feel the frustration and fatigue that results from hastily planned, last-minute projects.

It is in planning "sensible service," budgeting time and effort, that the service committee best serves each chapter member by giving her the opportunity to know the reward of personal happiness from service given as a BETA SIGMA PHI.

Committees - Ways & Means Committee avoid\$ exce\$\$ive expen\$\$e\$



The Ways and Means Committee reviews and develops the chapter budget. This committee should be determined to keep the dues and assessments for chapter members as low as possible. Projects are planned in this committee to provide funds for chapter needs. It must do everything possible to limit the funds it needs to raise. With the guidance of this committee, the chapter should avoid committing itself where money is concerned.

The chapter should agree on a maximum donation to any service project, or, better still, not obligate itself for a definite amount but rather donate the profits of a specified ways and means project, regardless of the amount.

This committee should also see that any contract is reviewed and approved (with the approval recorded in the minutes) at a chapter meeting before signing. Check carefully, with a lawyer if necessary, before signing contracts concerning merchandise sales, play royalties and so on, as International does not provide mailing lists to outside associations or companies.

Only the referrals made in THE TORCH or by letter to the chapter on International letterhead is official. If the chapter should decide on a project involving merchandise, try for merchandise on consignment so the unsold amount can be returned to the supplier, or consider taking orders for merchandise before buying.

The ways and means committee should complete its year's plans for approval at Beginning Day. Careful planning should eliminate the need for burdensome special assessments or hurry-up efforts to raise money during the year. Another responsibility is to see that a specific need exists before embarking on a ways and means project -- never raise money and then try to find ways to spend it.

CONSIDERATION OF THE INTERESTS OF INDIVIDUAL MEMBERS CAN RESULT IN ENJOYABLE WAYS AND MEANS PROJECTS, and it is possible to find

projects of genuine benefit to the community as well, a real plus for member and non-member alike.

It is both a duty and opportunity for the ways and means committee to support the cultural and social purposes of BETA SIGMA PHI by keeping ways and means projects from becoming a chore to the chapter members.

Committees - Publicity Committee informs public of Beta Sigma Phi happenings



The story of Beta Sigma Phi, locally and internationally, is good news. The Publicity Committee has the opportunity to present the story of Beta Sigma Phi to the news media and make the public aware of the ideals and purposes of the world's largest Greek-letter organization for women.

Publicity work can be very rewarding. You have the privilege and responsibility of communicating the Beta Sigma Phi image in your community.

There are many keys to good public relations, but **CREDIBILITY** is the most important aspect of your work with the news media. Strive for **ACCURACY** in all your news releases and contacts with the press.

Credibility is the most important asset of the news media; therefore, good journalists always appreciate and cooperate with reliable sources. The consistent accuracy of your news releases can win for you, your chapter and your sorority the respect and cooperation of the news media.

The publicity chairman should introduce herself to appropriate members of the news staff(s) before she submits her first news release. She should make a list of area news media, complete with addresses, phone numbers and names of contacts. Ask what kind of news they can use, how and when it should be submitted. Follow their suggestions and always observe deadlines.

If members are employed by companies that publish newsletters, magazines, etc., keep an up-to-date list of the publications and editors. Business communicators are interested in the social, service and cultural activities of employees.

All news releases should be typed, starting a third of the way down the page and leaving ample margins. Type your chapter name and location and your name, address and phone number at the top of the page. Always double or triple-space news releases.

A paragraph about Beta Sigma Phi's international scope, ideals and purposes is always appropriate. For example:

"Beta Sigma Phi is an international organization for women offering opportunities for friendship, development of cultural appreciation, and community service. The Greek letters stand for life, learning and friendship. Approximately 12,500 chapters in 20 countries meet twice a month for a brief business meeting and cultural program. Founded with seven members in Abilene, Kansas in 1931, the organization now has 250,000 members."

Keep your stories brief but make sure each story is complete by checking the traditional "who, what, where, when, why and how" of journalism. All names should be accompanied by addresses and identifying titles. Take an extra minute to get the correct spelling of names.

Be alert to picture possibilities. Words just can't express the humor of a costume party, the beauty of an art exhibit, the excitement of a crowning moment. If the press cannot send a photographer to cover your event, maybe you can have an amateur photographer take pictures and submit them to the newspaper. They should be large black and white glossy prints. Subjects should be identified by their own and their husbands' names, as different publications have different copy policies. (THE TORCH requires the members' first names - not the husbands'. And THE TORCH requires the name and location of each member's chapter for identification in stories and photos.)

Occasionally the news media present feature stories with in-depth coverage of the history, activities, ideals and purposes of organizations. For such a feature, the publicity committee should prepare material that includes the history and current activities of the local chapters, as well as the international scope and history of Beta Sigma Phi.

Chapter and councils frequently receive excellent publicity for service projects and socials. Cultural activities, awards programs such as First Lady of the Year are also good news items.

The publicity committee's most important job is in the community. Reports in the news media are important but if they do not reflect the ideals and purposes of Beta Sigma Phi, they are not the most effective publicity. Getting the chapter mentioned is not the ultimate goal of the publicity committee. The ultimate goal is to tell the community what Beta Sigma Phi IS! By the end of the sorority year the chapter should have news clippings which focus on the three aspects of Beta Sigma Phi: social, cultural and service.

What is expected of a member of Beta Sigma Phi when she joins sorority?

Dear Maggie,

I'd appreciate your opinion on what you feel is expected of a member of Beta Sigma Phi when she joins sorority. When I joined, I was told the amount of time I gave to participating was my choice, and that if I decided not to join in on certain activities, that was fine. Now, members in my chapter are grumbling, saying certain sisters are not doing their "fair share". If I make a commitment, I understand I am expected to follow through with it; but if I don't make the commitment to a project, am I still expected to do something?

Confused and Guilty

Dear Confused,

What is expected of a Beta Sigma Phi is that she will participate as fully in chapter activities as she can. Friendship and learning experiences are basic to chapters and members. First, however, a chapter should make every effort to determine, by using an Interest Survey, what the wishes of the members will be for the coming year.

The chapter's calendar of events should be planned from results of that survey, and presented to the chapter for a vote. Those plans approved by a majority vote can be undertaken. Each member of each chapter is expected to participate in as many of the chapter activities as possible.

Some members will find one project more interesting than another, and involvement for each member will vary according to the project, but it would be unusual for a chapter to be able to sustain projects passed by a majority vote if some members did not participate at all. In this way, it ends up that members who are very interested in one project will participate fully, while others will be not so involved. On other projects, the positions will probably be reversed so that overall, each member participates to some extent in all projects.

Each chapter and every member has options about participation, and those are expressed in her vote for or against any project. The will of the majority will determine what is done in any case, but the majority must always respect the rights of those who are in the minority. This is not something that can be ordained by rule, but must be a product of good will of each member of each chapter. She will support her sisters in things that do not interest her that greatly, and they will support her in things that do not interest them greatly. In this way, members can develop interests they might never have discovered on their own.

Other Committees can be added for On Line chapters' for instance:

Webmaster

Mail List Admin

Secret Sister

Yearbook

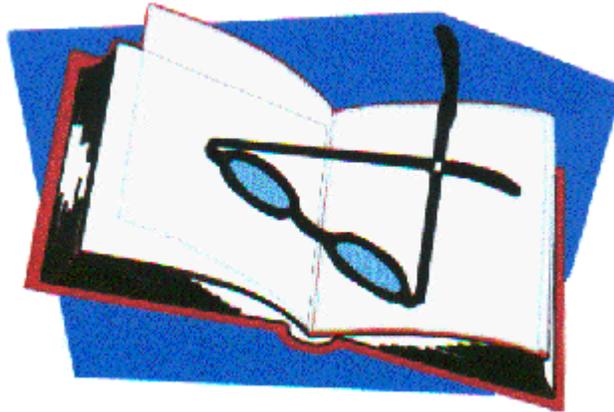
Scrapbook

Newsletter

Programs

ASSIGNMENT >> Please read Chapter 4 in INVITATION TO LIFE

BOOK OF BETA SIGMA PHI



Life is interesting only as long as it is a process of **GROWTH**. We can grow only as long as we are interested.

What counts is this: "... it is not what you read; it is what you sift through your mind -- the ideas and impressions aroused in you by your reading. It is ideas stirred in your own mind, ideas which are a reflection of your own thinking which makes you an interesting person."

Eleanor Roosevelt

BOOKS + EXCHANGE OF IDEAS WITH OTHERS = LEARNING

SIGMA...SIGNIFIES LEARNING

Do you remember how learning is described in the Pledge Ritual?

"It is wealth to the poor; honor to the rich, aid to the young, a support and comfort to the aged. Learning, if rightly applied, will make a woman cheerful and useful. It is an ornament in prosperity, a refuge in adversity, an entertainment at all times; it cheers in solitude and gives moderation and wisdom in all circumstances"

Regardless of our various ages, we have not lost the ability to LEARN NEW THINGS! So, don't be afraid to try! Learn..and become a more alive and youthful YOU!!!

● WHY PEOPLE LIKE TO LEARN:

Learning something new in adulthood can revitalize the mind, personality and body. Among pleasures received from involving one's self in a new learning project:

itself

Increased self-esteem
Recognition
Rewards of new knowledge

● INTELLECTUAL GAINS:

Learning is an addiction that benefits both mind and body. The mind retains its powers only through use. Familiar tasks, both at home and on the job, don't exercise it. Thinking about something new does! Among the mental abilities that learning keeps in shape are:

- Memory
- Problem-solving
- Organizing one's thoughts
- Generating new ideas

These skills get rusty when people don't use them. **EDUCATION GETS RID OF THE RUST!** When you start slowing down, learn something new!

● EMOTIONAL BENEFITS:

When you learn new things, you begin to think better of yourself. That is one of the prime emotional benefits of adult learning. Other benefits:

- Greater self-reliance
- Sense of being in charge of

one's life

- Increased meaning to life

We experience growth when we learn. All during childhood we grew mentally and emotionally. Once we leave school, we lose most of our opportunities for new educational experience. Adult learning restores them. **IT LETS US DEVELOP PARTS OF OURSELVES WE NEVER HAD TIME TO EXPLORE.**

● PHYSICAL BENEFITS:

As we age our reaction time slows down. Those people who are highly motivated and actively practice a skill, such as learning something they are interested in, are less vulnerable; that is, the slowing of their reaction time is partly reversed. The more active aging people are mentally, the better their physical condition remains.

● WHAT, WHERE & HOW TO LEARN:

Choose anything that interests you or that would be useful in your life. It can be brief (a course in 4 evenings) or prolonged (college program that

takes years). You can learn anywhere and in many ways:
 Study via magazine articles
 Books
 Learn about and from other (friends,
 neighbors)
 Hobbies
 Self-help or therapy groups
 Seminars
 Courses at Community Colleges or
 Community Centers

I like this one - BETA SIGMA PH!!!!

PROGRAM COMMITTEE

A brief outline of duties

- Meet and assign programs preferably for the sorority year ahead, choosing for each meeting a program leader and one or two other members to help her. Use 'Sign-up Sheet'.
- At each Chapter meeting, a member of the Program Committee should introduce those members who will present that meeting's program. And that same member of the committee should thank them later.
- At the end of the meeting, remind the members who are assigned to present the next program. Ask them if they wish to make any announcement about what members need to bring (*if anything*) to participate, or if they wish to give any info that will have all members looking forward to the next program.
- Have an emergency program ready to give at a moment's notice so that even in case of sudden illness of a member assigned to a program, there can still be a good program at every meeting. (Questionnaires from current magazines would be one idea for an emergency program. The emergency program is often called a "PROGRAM ON THE SHELF.") [refer to bulletin '*SUGGESTIONS FOR A PROGRAM ON THE SHELF.*']
- Keep members aware that guest speakers are fine once in a while, but the benefit of programs is not only what you learn, but that you gain poise and confidence by doing it yourself.
- Keep members aware that programs are presented by 2, 3 or 4 members, but it is every members' responsibility to enter the discussion and to prepare for it by thinking about the topic **before** the meeting.

- Make a note to remind members of these points at the first meeting when the President calls for a report of the Program Committee.

Suggestions for Program Development

METHODS OF PRESENTATION

1. Illustrative Lecture
2. Symposium
3. Panel Discussion
4. Mock radio or TV program
5. Story hour
6. Buzz session
7. Debate
8. Report and Review
9. Blackboard Chalk Talk
10. Movies - Slides
11. Round Table discussion
12. Drama
13. Book Review
14. Quiz
15. Biographical sketches

AUDIO-VISUAL AIDS

1. Music
2. Exhibits
3. Reading poetry & literature
4. Pictures
5. Movies - slides
6. Posters
7. Puppets
8. Collections
9. Pantomime
10. Charts
11. Newspapers & Magazines
12. Pamphlets
13. Blackboard
14. Suggestion Box or Questionnaire
15. Copied info to take home
16. Skits
17. Recordings

SYMPOSIUM: A symposium, in relation to program presentation, may be a series of articles, or a collection of opinions on one subject, presented by two or more persons using the lecture method, speaking on different phases of one subject. A symposium on rushing could have speakers as follows:

1st Speaker: How to prepare all members of a chapter for rushing.

2nd Speaker: Kinds of rushing activities that capture rushee's interest and gives a clear understanding of Beta Sigma Phi's

ideals and purposes.

3rd Speaker: How to extend an invitation to membership and explain the cost of Beta Sigma Phi so rushee realizes she is being honored and will receive many advantages for small cost.

PANEL DISCUSSION: A panel discussion, steered by a Moderator, is a conversational type of discussion, presented by a group of panelists. A good Moderator steers the discussion toward the accomplishment of its goal. She may ask each panelist questions or may direct a question to one panelist who in turn discusses it with some or all panelists before another question is asked.

SUGGESTIONS FOR A "PROGRAM ON THE SHELF"

●Suggestion 1.

At the beginning of the program year, the Program Chairman should explain to the members that at some time during the year, every member might be asked to participate in an emergency program. She should ask them to be prepared to give a two or three minute talk on a favorite magazine and why she reads it, pointing out what special values it holds for her. Or a two or three minute talk on the book she has found most enjoyable, helpful or inspirational. It would also be possible to review in the same way a current movie, play, special television broadcast or Public television series.

In addition to providing an interesting program, this program will acquaint members with a variety of helpful resources useful in preparing future programs and for personal use.

●Suggestion 2.

After it is appointed, the Program Committee could prepare a fairly large group of questions, perhaps as many as 50. These questions could be based on life today and designed to evoke thoughtful answers and discussion from the members of the chapter. Ideally, questions and discussion should relate to your own lives and your own community.

One or two questions may occupy the entire time allocated to the program. But it is a good idea to have a fairly large group of questions so that subjects of the most immediate interest and with which the members are most concerned at the time be explored.

The questions prepared by the Program Committee should be typed and kept with the Program Chairman, perhaps in her yearbook for easy access. This program can then be used with little or no notice at all.

●**Suggestion 3.**

Early in the program year, ask any members who particularly enjoy reading to prepare a brief book review of one book thought to be of special interest to the chapter members. Ask these members to give the Program Chairman a list of books they could review so they could be available with very little notice.

The Program Chairman can call upon members who have volunteered and the program would consist of a review of as many books as time permitted. Opportunity for discussion of each book should be scheduled at the end of the book review.

●**Suggestion 4.**

Ask members who have traveled and who have pictures or videos of their travels to be prepared to present, on short notice, a talk with pictures on a trip she thinks will be of special interest to the chapter.

An alternative is to ask members with specially interesting hobbies or other activities to be prepared to give a talk on the hobby or activity, with illustrations if possible.

●**Suggestion 5.**

Ask each member to think of a person that they most admire, and explain to the chapter why they do. You may find you are explaining about your favorite artist, musician, politician. The list is endless as are the variations. Everyone has people they admire and you will learn a little more about each member from her choice and the reasons behind her choice.

●**Suggestion 6.**

Questionnaires from current magazines would be another idea for an emergency program.

PROGRAM TIPS

●GIVE THEM YOURSELVES

Beta Sigma Phi programs are designed to accomplish two aims. They should **INFORM THE CHAPTER** and **PROVIDE THE GIVER THE CHANCE TO GROW IN POISE, CONFIDENCE AND SELF EXPRESSION**. This can only happen if the members prepare, present and discuss the programs.

●PASS THEM AROUND

Give each member a chance to create a program. It is a good idea to have a different member lead the discussion after each program presentation. You get originality, variety and spontaneity that way.

●SPREAD THEM OUT

Programs presented by two or more members have several advantages.

- Each member will find different references, giving wider coverage of the subject.
- You receive more than one perspective.
- Each member will stimulate the others to make their presentations the best possible. It will help if they meet to plan their program and work out a summary to highlight their presentation.
- An emergency absence will not leave you without a program.

●PRESENT THEM WITH VARIETY

With a touch of humor and change of style you can add interest and enjoyment to your programs. Try skits, a panel, or a round table discussion. You can use buzz groups, visual aids to a lecture, or a symposium. Mock radio or television programs or quiz shows break the routine, and so do question and answer sessions or chalk talks.

●BRING THEM TO LIFE!

Visit a gallery or museum. Use singing, tapes, CD's or a musical instrument. Even the usual visual aids, movies, slides and posters make the program live. Demonstrations bring them to life, too, particularly if the audience participates. Pantomimes, musicales, or games liven up the presentation.

●LOOK THEM UP

Outlines for specific program topics are available from International. They are guides and offer suggestions. Use any good book, periodicals, or reference work that bears on your subject. Librarians can advise you about references and arrange for materials from state or provincial libraries that aren't available locally. THE TORCH shares successful ideas as well.

●APPLY THEM TO LIVING

Show your chapter how the information you give can be used or enjoyed in everyday life.

●STORE THEM

A chapter librarian should file current reference material such as newspaper and magazine clippings, information via the Internet, charts and pictures. She can use expandable paper files or computer files, with one pocket for each specific reference. Members can give her materials they have found and thought suitable for a possible program.

●EXAMINE THEM

Hold a program idea exchange with other local chapters. Or, research on the World Wide Web!

●ENJOY THEM!

And have fun learning new things .. about yourself, others and the world around you.

INSTRUCTIONS ON HOW TO MAKE BETA SIGMA PHI WUPPETS

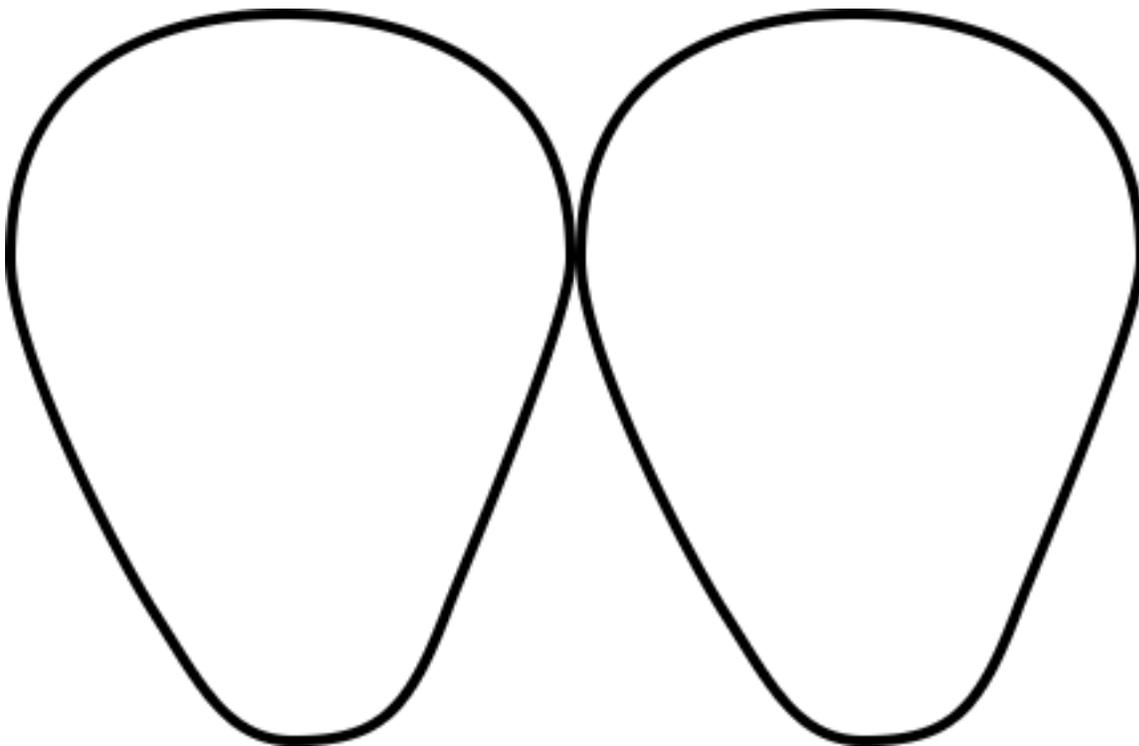
Materials needed:

- Card stock, your choice. I used Beta Sigma Phi postcards with the Life, Learning & Friendship border. (They are available through the Gift Catalogue. Item #309. 50 for \$1.50 plus postage.)
- Black, gold or rainbow colored 5/8" Ribbon cut into 1 3/4 - 2" lengths
- Large yellow or gold pom-pom balls
- Black construction paper
- Package of wiggly eyes [available at craft stores]
- Scissors
- Glue
- Walter W. Ross Quote

"Wherever there is a service to render,
a lonely heart to befriend,
a lovely ideal to embrace --
there, as a Beta Sigma Phi,
You will belong."

Instructions:

1. Center the above quote on the card
2. Cut 2 lengths of ribbon & glue to top left corner of card, making an upside-down V shape
3. Glue wiggly eyes on to pom-pom
4. Cut 'feet' from pattern below
5. Glue feet atop ribbon
6. Glue pom-pom on top of feet
7. Create one for each pledge or, if you'd like, make one for each member of your chapter.
They'll love it! Each one you create will develop a personality - try it & see!!!



Programs a la Carte

CAREER

- 101 Career and Marriage: *Planning for Success*
- 102 Learning: *Career Preparation*
- 104 Career Rewards: *Attitudes, Planning and Achievement for Career Rewards*
- 106 Life Management: *Building a Successful Support System*
- 108 Career and Life Planning: *Marketing Yourself and Your Skills for the Job Market*
- 110 Effectively Asserting Yourself
- 114 Entrepreneurship
- 116 Starting Your Own Home-Based Business
- 121 You and Your Environment: *What Your Efforts can Accomplish*
- 122 Getting Toxins Out of Your Home
- 124 You and Your Environment: *Organic Gardening and Growing a Safe Garden*
- 126 Environmental Benefits of Recycling

HOME

- 204 Rewards Harvested from Family Life
- 207 Art In Our Houses: *Uses of Art Elements In the Home*
- 208 Home Planning: *The House - Architecture to Finance*
- 214 Walls: *Decorative Treatment*
- 215 Textiles: *Practical and Decorative Uses In the Home*
- 217 Better Lighting: *Lighting for Function and Design*
- 218 Pictures and Mirrors: *Their Uses In Decoration*
- 219 Accessories In the Home: *Reflections of Ourselves*
- 222 Outdoor Living: *Garden and Lawn Decoration and Use*
- 223 Apartment: *Decorating and Furnishing for Comfort*
- 224 Protecting Your Home: *Security Through Knowledge and Planning*
- 226 Rearranging Rooms for More Warmth and Style
- 228 Feng Shui (pronounced Fung Shway): *The Ancient Art of Placement for Health and Healing*
- 233 Aprons Tie Us To Memories

HEALTH

- 301 Diet: *Generalities of Healthful Diet*
- 303 Medicine: *Exploring Your Interests*
- 306 Getting The Best Of Stress
- 307 Nutrition (for women only!)
- 310 Pick Up Your Stamina

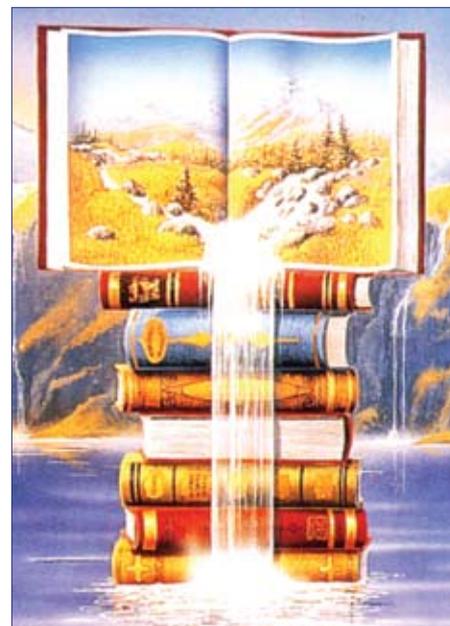
- 311 Walking
- 322 Healthy Homestyle: *Soup*
- 327 Healthy Homestyle: *Desserts*
- 329 Healthy Homestyle: *Vegetables You Want to Eat*
- 331 Wines For All Times
- 334 Acupuncture
- 335 Water Aerobics
- 340 Breast Cancer: *Myths and Realities*
- 343 Women and Heart Disease
- 344 Living With Diabetes
- 345 Candle Comforts
- 346 Rest and Relaxation Soiree

HUMAN RELATIONS

- 400 Friendship: *Finding, Developing, Maintaining*
- 402 Service: *The Need To Serve and Its Rewards*
- 403 Everyone A Teacher: *Teaching As A By-Product of Communications*
- 409 A Good Example: *Study of A Role Model For Morals and Customs*
- 413 Sign Language Basics
- 419 My Sister, My Friend
- 421 Natural Remedies: *Menopause*
- 422 Natural Remedies: *Preventing Osteoporosis*
- 424 Natural Remedies: *Preventing Cancer*
- 426 Natrual Remedies: *Keeping Your Memory Sharp*
- 428 Natural Remedies: *Wrinkles*
- 431 Natural Remedies: *Backaches*
- 432 Natural Remedies: *Allergies*
- 435 Facebook - Finding New Path To Friendship

PERSONAL GROWTH

- 501 Perception Of Beauty: *Discovering The Why Of Beauty*
- 505 Mental Enrichment: *Modern Methods For Fuller Lives*
- 509 Getting Established: *Security Through Understanding and Planning*
- 512 Private Speech: *What Our Speech Shows Us To Be*
- 514 Winning: *How To Be A Winner In Life*
- 519 Happiness: *What It Takes To Be Happy*
- 523 Your Personal Score: *Relationship Of What You Are and What You Expect Of Yourself*
- 524 Perspective On Self: *By Looking At A Modern Woman*
- 525 Perspective On Self: *Looking At A Modern Man*
- 529 Communicating Effectively To Build Your Child's Self-Esteem
- 531 Resolving Conflicts So Everyone Wins



- 546 Living History
- 547 The Way We Were
- 548 Women Alone

THE ARTS

- 601 Literature - Poetry: *Enjoying Poetry and Lyrics*
- 604 Drama - Theatre: *Television, Stage and Theatre For Fun*
- 606 Popular Music: *For Your Dancing and Listening Pleasure*
- 607 Creative Expression: *Communications, Fine Arts, Crafts As Forms Of Expression*
- 608 The Art Of Photography
- 613 Antiques
- 620 Armchair Traveler: *Sydney, Australia*
- 621 Armchair Traveler: *San Francisco*
- 622 Armchair Traveler: *Rome*
- 623 Armchair Traveler: *Athens, Greece*
- 624 Armchair Traveler: *London*
- 626 Armchair Traveler: *Paris*
- 627 Armchair Traveler: *New York*
- 628 Armchair Traveler: *Jerusalem*
- 629 Armchair Traveler: *Hong Kong*
- 632 Packing For Travel Like A Pro
- 634 Name This Baby-Boomer Tune
- 635 Paper Making
- 636 Photo Christmas Ornament
- 637 Iris Folding

THE WORLD AROUND US

- 703 Religion: *Generality and Effect*
- 706 History: *Effect On and By Women*
- 710 Estate Planning: *Planning for Retirement and Beyond*
- 716 The World Around Us: *India and Southwestern Asia*
- 717 The World Around Us: *Eastern Europe*
- 728 The World Around Us: *Canada*

732 How Well Do You Know Your Own City?
 733 Herbs
 736 Chocolate
 738 Wildflowers
 748 Your "Significant Other" and You - Game
 750 The Golden Age - Retiring in Style
 751 From Spouse To Single - On Your Own Again
 752 Make Your Money Work For You
 754 Finding Bucks For Your New Business - SBA Loans
 757 Genealogy
 759 Gateway to the World
 764 Cats!
 765 Dog-Gone Good!: Woman's Best Friend
 769 Staying Cool Under Pressure
 772 Local Government: *Stand Up and Be Counted*
 776 A History Of The U.S. Flag
 778 Understanding a Little about Blindness
 780 A Taste of Italy
 781 Send Me A Postcard

LEISURE

801 Hobbies: *Sharing Your Interests*
 806 Memory Quilts
 811 A Journal Of Self-Discovery Through Writing: *Recording Thoughts and Ideas*
 820 Learning The Beta Sigma Phi Attributes: *Red Is For Courage*
 821 Learning The Beta Sigma Phi Attributes: *Yellow Is For Vision*
 822 Learning The Beta Sigma Phi Attributes: *Blue Is For Humility*
 823 Learning The Beta Sigma Phi Attributes: *Green Is For Fellowship*
 824 Learning The Beta Sigma Phi Attributes: *Orange Is For Loyalty*
 825 Learning The Beta Sigma Phi Attributes: *Violet Is For Service*
 828 Starting Your Own Book Club
 829 Dolls, Dolls, Dolls

ORIGINAL OUTLINES

900 An Original Outline: *Crafts*
 901 An Original Outline: *Current Events*
 902 An Original Outline: *Women's Concerns*
 903 "We Are Shaped and Fashioned By What We Love."
 963 Hunting For Gems
 985 Harvest Festivals
 989 Christmas
 992 The Coffee Expert: *Drink Up! - Delicious Coffee Recipes*
 993 What Person Has Had The Most Influence In Your Life?
 994 If You Could Live In Any Period Of History, Which Would You Choose?
 996 When I Was In High School, People Thought I Was....

998 The History Of Thanksgiving And Harvest Celebrations Around The World
 999 Lipstick - From The Dark Ages To The 21st Century
BETA SIGMA PHI
 1000 Rushing

1001 Friendly Venture
 1026 ABC's Of Organizing Clutter
 1028 Our Chapter Remembers Our Years In Beta Sigma Phi.
 1031 Beta Sigma Phi Jeopardy
 1032 Diotima of Mantinea

Program Order Form

- Circle the numbers of the programs you want on this order form.
- Please select no more than 18 programs.
- Only one order form per chapter.
- The chapter's program chairperson retains a copy of your order.

Chapter Name

Chapter Number

Program Chairperson

Member Number

Address

City, State, & Zip Code

101	102	104	106	108	110	114	116
121	122	124	126	204	207	208	214
215	217	218	219	222	223	224	226
228	233	301	303	306	307	310	311
322	327	329	331	334	335	340	343
344	345	346	400	402	403	409	413
419	421	422	424	426	428	431	432
435	501	505	509	512	514	519	523
524	525	529	531	546	547	548	601
604	606	607	608	613	620	621	622
623	624	626	627	628	629	632	634
635	636	637	703	706	710	716	717
728	732	733	736	738	748	750	751
752	754	757	759	764	765	769	772
776	778	780	781	801	806	811	820
821	822	823	824	825	828	829	900
901	902	903	963	985	989	992	993
994	996	998	999	1000	1001	1026	1028
1031	1032						

Download these @ www.betasigmaphi.org

Return to: **Beta Sigma Phi International**
PO Box 8500
Kansas City MO 64114-0500.

Member-at-Large Program Credits

For many years, members who had to be on Member-at-Large time have wanted a way to earn credit for those years. Until we had the technology, there was no feasible way for us to make this possible – but now we can!

Any member who has Member-at-Large time may make up any of those months by completing **one program report per month of Member-at-Large time**. There is no time requirement on how long it must take to earn those months – it's up to you how quickly you might wish to do this. You can only make up as many months as you've had in Member-at-Large status. It takes 12 programs to make up one year. You must take the degree in order to work toward the next higher degree. If you are not currently in a chapter, you may ask a chapter, council or online chapter if they will be kind enough to give you the ritual. After earning a degree, you may begin earning the next degree by completing more programs. If you are active in a chapter, it will not interfere with the time you are currently accruing – it is in addition to that time.



How Does This Work?

We now have our program outlines online. To access them, go to the More Members Only tab and select Program Outlines, then pick the program outline you would like to use. Go over it thoroughly and do the research as if you were going to give a traditional program. When you are ready, go to our website (www.betasigmaphi.org). Click on the Members Only tab and on the drop-down menu, select Fill In Forms. That will take you to the program report form. Fill in the form and submit it to earn one month of progression time. If you aren't sure how many Member-at-Large months you have, feel free to call or email your Division Chairman and she can tell you. We can also let you know how many months you need before you can earn your next degree.

Self Program Form
(For Members with accrued Member-at-Large months on file with the Beta Sigma Phi International Office.)

Member Name: _____
 Member Number: _____ Member Address: _____
 Email Address: _____
 Program Number - Title: # _____

1.) Note in a nutshell the overall topic and scope of the program.

2.) What, in your personal view, are the three most interesting facts contained in this program?

3.) Did the program have an adequate list of resources or source material?

4.) Did you seek out any of that information? How well did it relate to the program topic?

5.) In what ways has the program changed your understanding of the topic?



You must fill in the report form to get credit for the program. You must fill in answers – N/A, “none” or a blank will not be accepted. Once you submit your program, you will earn one month of degree progression time.

You may submit the forms by U.S. Mail as well – just download them from the website and when they are completed, mail them to the International office at 1800 W. 91st Place, Kansas City, MO 64114. You don't need to print the report, however, unless you are submitting by mail – only International will have access to the reports, so once you submit them, you don't need to keep anything.

This make-up time will count toward progression for your degrees. You must earn them in order, and you must take a degree to move on to the next degree. **This time will not accrue as credit for the Order of the Rose, International Award of Distinction or any other honor that requires active chapter time.**

We are so happy to be able to provide this special benefit to our members who have Member-at-Large time they'd like credit for. If you have any questions, please call or email your Division Chairman.



Self Program Form

(For Members with accrued Member-At-Large months on file with the Beta Sigma Phi International Office only!)

Member Number:	Member Name:	
	Member Address:	
	Email Address:	
Program Number - Title:	#	-
1.) State in a nutshell the overall topic and scope of the program.		
2.) What, in your personal view, are the three most interesting facts contained in this program?		
3.) Did the program have an adequate list of resources or source material?		
4.) Did you seek out any of that information? How well did it relate to the program topic?		
5.) In what ways has the program changed your understanding of the topic?		

Degrees and Requirements

ASSIGNMENT >> Please read Chapter 5 in INVITATION TO LIFE
in BOOK OF BETA SIGMA PHI



"...when a lobster begins to feel crowded in, by natural instinct it knows the hard shell must be discarded and a new, bigger shell formed. The lobster is in great danger during this process, which ... takes about 48 hours. It can be eaten by other fish while it is completely naked and vulnerable, it can get tossed against a coral reef and badly damaged. But there is no alternative. If the hard shell is not given up, there can be no growth. The risk is essential.

The problem for human beings is that, unlike the infallible, instinctual lobster, we don't always know when it is time to 'de-shell,' to take risks, to make room for new growth. And sometimes even when we recognize the symptoms we don't have as much **courage** as the lobster. We cling to the life we are leading, satisfied with the status quo, in fear of facing the unknown."

from "Oh, to Be 50 Again!" by Eda LeShan

A knowledge and understanding of the **DEGREES AND REQUIREMENTS** of Beta Sigma Phi will help you work toward and look forward to the **GROWTH** in

Life, Learning and Friendship that awaits you in the years to come. As we GROW and PROGRESS in life, so we GROW and PROGRESS as Beta Sigma Phis.

A BRIEF OVERVIEW OF THE DEGREES OF BETA SIGMA PHI

NU PHI MU

Members of the **first degree** of Beta Sigma Phi are generally 18-22 years of age. Following a six-month period of Pledge Training, the member may qualify for her second ritual, the Ritual of the Badge.

After three years of program study and active chapter participation in her chapter, the Nu Phi Mu member may be eligible to progress to the Ritual of Jewels degree without repeating Pledge Training.

All names of Nu Phi Mu chapters begin with the word "Phi," and chapter numbers are preceded by a "P."

RITUAL OF JEWELS

Members may join a Ritual of Jewels chapter one of three ways:

1. - by progressing from a Nu Phi Mu chapter
2. - as a transferee
3. - as a pledge

A pledge must complete six months of Pledge Training to be eligible to receive the Ritual of Jewels degree, the **second degree** of Beta Sigma Phi.

When she completes four years (48 months) of program study and active chapter participation, the Ritual of Jewels member is ready to progress to the Exemplar degree.

The first Ritual of Jewels chapter in each state is named Alpha, the second Beta, and so on through the Greek alphabet to Omega, and then double names (Alpha Alpha, Alpha Beta) are used, and even triple names are used. There is no letter prefix to a Ritual of Jewels chapter number.

EXEMPLAR

The Exemplar degree, the **third degree** of Beta Sigma Phi, may be conferred when a member has completed four years at the Ritual of Jewels level. Members who qualify for this degree, and other upper degrees, may receive the degree in their current chapter, or may progress to an upper degree chapter.

After six years of program study and active chapter participation at the Exemplar level, a member may be eligible to progress to the Preceptor degree.

Exemplar chapter names begin with the word, i.e., Greek letter "Xi," and Exemplar chapter numbers are preceded by an "X."

PRECEPTOR

Members who hold the **fourth degree** of Beta Sigma Phi, the Preceptor degree, have progressed from the Exemplar degree.

Following eight years of program study and active chapter participation at the Preceptor level, a member may be eligible to progress to the Laureate degree.

The full word "Preceptor" always precedes the name of a Preceptor chapter, while the letters "XP" precede the chapter number.

LAUREATE

The **fifth degree** of Beta Sigma Phi, the Laureate degree, is conferred upon those members who have completed the Preceptor degree and progressed.

After ten years of active chapter participation as a Laureate degree member, the member may be eligible for progression to the Master degree.

The word "Laureate" precedes the name of the Laureate chapter, and the letters "PL" precede the chapter number.

MASTER

The master degree is the **sixth** and highest degree of Beta Sigma Phi.

The word "Master" always follows the chapter name (Alpha Master), and the letters "MA" precede the chapter number.

FELLOWSHIP PLEDGES

Fellowship pledges pledged directly to an upper degree chapter (Exemplar, Preceptor, Laureate, Master) progress at the same rate as all other members. For example, a Fellowship pledge who joins an upper degree chapter experiences six months as a pledge and four years as a Ritual of Jewels degree member in the chapter, six years as

an Exemplar, eight years as a Preceptor, ten years as a Laureate, and then she will be eligible to progress to the Master degree.

For questions about eligibility and progression, contact your Division Chairman at the following addresses or numbers:

**Beta Sigma Phi International
1800 West 91st Place
P.O. Box 8500
Kansas City, MO 64114-0500
Tel: 816.444.6800
Fax: 816.333.6206**

CULTURAL PROGRAMS

Programs are a vital part of chapter life. Every meeting should include a program.

Programs have been divided into two categories-**formal programs**, which should be at least 30 minutes in duration, including chapter discussion; and **informal programs**, which can include cultural outings like a visit to a museum. Chapters will earn two points a piece for formal programs; we suggest 9-12 of these per year. Informal programs earn one point a piece; we suggest 3-6 of these per year.

TIP: A cultural program outing can DOUBLE as both a social and a program (i.e., museum, symphony).

PROGRESSION

There is an order of progression in Beta Sigma Phi which is a sound and healthy one. It leads from the Nu Phi Mu Degree to the Master Degree. Progression is exciting, inspiring and rewarding. Granted, progression requires action, but its fruits are a constant development and improvement of character and mind. Degrees in Beta Sigma Phi are not complicated. They exist because they are needed. They keep the motion of our sisterhood moving ever forward and upward.

By Degrees, Beta Sigma Phi has become a forward-looking way of life. By Degrees, the members of your chapter will become forward-looking members. Each of you should be looking ever upward and forward to your next step in improvement and attainment. Remember, this is just the beginning!

Why those eligible should progress:

■ During the years since receiving the Pledge Ritual, many friendships have developed and the challenge and opportunity for new friends comes again to every Beta Sigma Phi when she progresses to the next higher Degree of membership.

■ The purpose of Exemplar is the same as the purpose of Ritual of Jewels and the overall purpose of Beta Sigma Phi. It gives members an intimate touch with many lives and many minds.

■ As Emerson said, "Progress is the activity of today and the assurance of tomorrow." You should give yourself the opportunity to enhance your own life through the challenge of progression and study of the programs suggested for the Exemplar Degree members.

■ Members are encouraged to progress when they become eligible. In 1994, the International Executive Council approved members could progress to the next highest degree while remaining active in their current chapter.

Bottom line: Members can still progress to existing chapters of higher degrees for which they are eligible, or receive their higher degree and remain in the chapter where they are currently participating. Nothing has been taken away; rather more flexibility has been given for each member. It is an individual decision and the decision rests solely upon each individual member.

It's like the difference between 10 years of experience and 1 year of experience 10 times over.

With the one you grow. With the other you grow older!

PRACTICALITY OF PROGRESSION

- Individual chapter strength
- Part of the structure of our organization

It must be preserved and protected. If we don't do it, who will? That is part of our responsibility as members. **Our chapters belong to those of us who ... WORK FOR THEM ... CHANGE THEM ... CHARGE THEM WITH ENERGY!**

"WE ARE BOUND IN A UNION OF UNBROKEN STRENGTH" -- from the Pledge Ritual

WE ARE ALL PART OF UNBROKEN 'STREAM OF FRIENDSHIP'! Down the 'stream of Friendship' is where I found **LUCY LOBSTER**. This is what she has to share with you about PROGRESSION, and about why we are encouraged to "**LOBSTER**" into Progression.



L ("**LOBSTER**") [GROW, RISK, PROGRESS]

Life doesn't always wait for us to be ready for changes we experience & it can be frightening! If we wait until we feel completely ready, most of us would NEVER BE completely ready for any change...& would go nowhere. Change must often be thrust upon us if we are to take advantage of it. PROGRESSION is one of those changes we aren't always ready for. We're often comfortable with the status quo. "**L O B S T E R I N G**" will allow us to become more than we are!

O (OPENNESS, OBJECTIVITY, OBLIGATION, OPPORTUNITY)

- Be *open* with your heart & mind to strengthening your own circle of Friendship.
- Be *objective* to the purpose of progression.
- Realize we each have an *obligation* to progress as we become eligible.
- Most important, recognize the *individual opportunity* for YOU to *OPEN* new doors for others, as well as yourself!

B (BENEFITS)

- If members opt to progress into existing higher degree chapters, there will be a *widening and strengthening of their Circle of Friendship*.
- Opportunities of *sharing Beta Sigma Phi* with new members
- *Growing as a member* in a higher degree
- If members choose to receive the higher degree for which they have qualified and remain in their current chapter, they must be ever mindful and make an effort to grow *in stature*.
- Additional *cultural enrichment*
- Continual *growth in leadership abilities* via committee, office and program work
- *Increased knowledge* of the Good, True and Beautiful
- Opportunities to *practice and improve human relations and communication skills*
- *Broader understanding* of the Spirit of Sisterhood
- A beautiful and tremendous opportunity to share with SISTERS OF THE HEART -- (use the International theme here...)

S (SHARING SISTERHOOD)

- *Sharing the Dream of Beta Sigma Phi with one another*
- '**Lobstering**' adds dimension to Sisterhood!
- For those members choosing to progress into an existing higher degree chapter, remember that we don't forget or lose friends we leave behind. If they are really our friends, they won't get lost or no longer be our friends! They'll still be there for us! And, YOU will be there for them. Think of a high school or college senior. Is that senior going to stay around simply because she has a friend who isn't ready yet to graduate, who isn't at the same place at the same time she is? None of us would expect that. Her friend would most likely be the first to tell her to move on, to progress. You aren't leaving anyone behind. Actually, you are PAVING THE WAY FOR THOSE WHO FOLLOW! We need to hold on to the thought that those members in your current chapter will one day be progressing too. And, there you'll be --- ready to welcome them! "ILLUME OUR SOULS WITH THY WISDOM THAT WE IN TURN MAY LIGHT THE WAY FOR THOSE WHO FOLLOW US." It is a continuous stream . . .

T (TRADITION)

- Progressing when you become eligible is a Beta Sigma Phi *TRADITION!*
- If opting to progress into a higher degree chapter, there is a beautiful tradition of *replacing yourself* when you progress.
- Also, if deciding to go to a chapter of a higher degree for which you have become eligible, *time* is an important element. *Planning and coordination* with all chapters is required. This can be most effectively done via City Council Membership Coordinating Committee. *What is important is that your intent be known.*

E (ENTHUSIASIM!!!) ***my personal favorite!***

- A "must" regardless of what you do!
- Our *enthusiastic support* of Beta Sigma Phi and progression enables ALL chapters to make room for new growth.
- It's up to us to make an ENTHUSIASTIC EFFORT!

R (RISK)

- REALIZE it is your *RESPONSIBILITY* to 'de-shell'; to REVITALIZE our membership and REAP the REWARDS of Life, Learning and Friendship.
- We are challenged to grow individually and collectively through our emphasis on Life, Learning and Friendship There are no constraints - except the limitations we give ourselves.

PROGRESSION can be ... exciting! Inspiring! Rewarding!!! It requires effort. Its fruits are a constant development and improvement of character ... heart ... mind. It is individual PROGRESS.

I HEAR AND I FORGET. I SEE AND I REMEMBER. I DO AND I UNDERSTAND!

BOTTOM LINE: YOU CAN NOW PROGRESS WHEN YOU BECOME ELIGIBLE AND STAY IN YOUR CURRENT CHAPTER. OR, YOU CAN STILL PROGRESS AS BEFORE. NOTHING HAS BEEN TAKEN AWAY. FLEXIBILITY HAS BEEN ADDED FOR YOU, THE MEMBER.

PROGRESSION

by Lynn Terry

(author of our Rituals & who gave our Sisterhood its Spirituality)

"The very word PROGRESSION gives full and complete reason for each member to go forward to the next degree. It is not possible that any truly initiated member of Beta Sigma Phi, much less a member who has completed even one, not four years of active membership participation, could fail to know the importance to her life of "progression" -- this is what our whole sorority is about. It is the incentive that brings us into membership, the purpose that keeps us challenged and eager, the end and aim of our total hope and ambition in living. To progress, as far and as well it is in our nature and our environment to advance and beside this "prima facie" value of the degrees a stepping stone or progress, there is an even more vital reason to respect and regard their importance. Within the past two years, I have done considerable research in what I could most simply describe to you as a "refresher course in the art of Living" by the light of the new presentations of science and philosophy of the past decade or two. All of this research has again reassured me of the sound concepts on which our own organization is founded.

To share with you here only one of the hundred of thrilling ideas I gained, I will say it this way, always I have appreciated the miracle of BEING and I know you do too - because it's basic to what we have shared -- but I have found another miracle that is even paramount to BEING and that is BECOMING. It would take a volume to tell you all there is now available on the subject, but I can only take time to give you a brief glimpse of what can happen to those who do not accept the privilege of becoming.

Psychiatry and psycho-analysis are the new ways in which science is trying to help find fulfillment and happiness. Among the findings they have made the most frequent and the most appealing one is that every personality must progress or must regress. There is no standing still. There is no holding fast to a place we decide to stay. There really is no staying still. There is only a becoming, a progression or regression toward non being in the personal sense.

We must become. We must progress. The only alternative is to extinguish our very self."

WHAT KIND OF MEMBER AM I?

- * A WHEELBARROW -- NO GOOD UNLESS I'M PUSHED
- * A CANOE -- NEEDS TO BE PADDLED
- * A KITE -- IF YOU DON'T TIE A STRING ON ME, I'LL FLY AWAY
- * A FOOTBALL -- CAN'T TELL WHICH WAY I'LL BOUNCE
- * A BALLOON -- FULL OF WIND & LIKELY TO BLOW UP UNLESS HANDLED CAREFULLY
- * A TRAILOR -- NO GOOD UNLESS PUSHED

OR

- * 100% REGULAR IN ATTENDANCE & CO-OPERATION!

FROM OUR FOUNDER

"..BETA SIGMA PHI
brings together women
of great individual worth
who can meet regularly
& love each other in
Friendship & still stand

intellectually apart like
pillars of the temple or
like the strings of the
lyre; each of which is
different though they
quiver with the same
music."

Walter W. Ross
Founder

PARTICIPATION IN FRIENDSHIP

Modern living has brought many "instant" products - instant coffee, instant tea, instant cereals & numerous others. But *we cannot create instant BETA SIGMA PHI's.*

BETA SIGMA PHI is neither absorbed nor understood nor enjoyed by the mere signing of a membership agreement, enjoyment of BETA SIGMA PHI comes from ...

PARTICIPATION IN FRIENDSHIP

A VERY SPECIAL KEY



Today we have within our grasp
A very special key,
One which promises us much
If we but reach out and see.

The door this special key unlocks
Guards a cherished, precious thing,
Of fellowship and caring,
Happiness to others bring.

The door is there; the key is ours,
Unlock it now and see;
For Friendship lies beyond this door,
Fulfillment for YOU and ME!

YOU

You may not think that the world needs you, but it does.

For you are unique, like no one that has ever been before or will come after.

No one can speak with your voice, say your piece, smile your smile or shine your light.

No one can take your place, for it's yours alone to fill.

If you are not there to shine your light who knows how many travelers will lose their way as they try to pass by your empty place in the darkness?

---Ludwig Wittgenstein

EVERYBODY ...

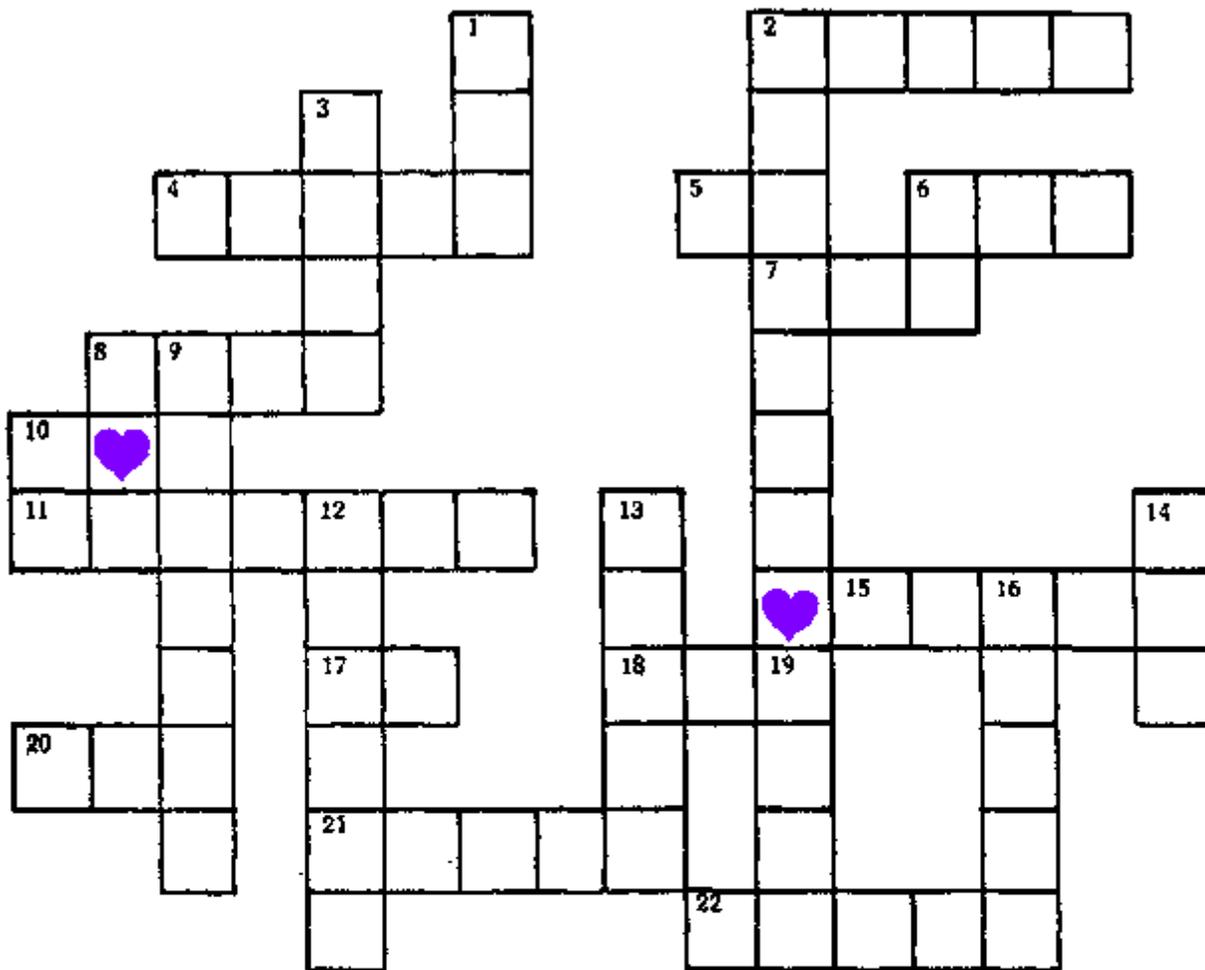
Once upon a time, there were 4 people; their names were Everybody, Somebody, Nobody & Anybody. Whenever there was an important job to be done, Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it.

"When Nobody did it, Everybody got angry because it was Everybody's job. Everybody thought that Somebody would do it, but Nobody realized that Nobody would do it.

So consequently Everybody blamed Somebody when Nobody did what Anybody could have done in the first place.

GREEK ALPHABET

ALPHA	Α
BETA	Β
GAMMA	Γ
DELTA	Δ
EPSILON	Ε
ZETA	Ζ
ETA	Η
THETA	Θ
IOTA	Ι
KAPPA	Κ
LAMBDA	Λ
MU	Μ
NU	Ν
XI	Ξ
OMICRON	Ο
PI	Π
RHO	Ρ
SIGMA	Σ
TAU	Τ
UPSILON	Υ
PHI	Φ
CHI	Χ
PSI	Ψ
OMEGA	Ω



ACROSS

DOWN

- | | | | |
|--------------|--------------|--------------|--------------|
| 2. Ω | 15. Σ | 1. H | 13. A |
| 4. ϕ | 17. M | 2. O | 14. T |
| 5. Ξ | 18. Φ | 3. B | 16. Γ |
| 6. Ψ | 20. P | 6. Π | 19. I |
| 7. X | 21. Δ | 9. E | |
| 8. Z | 22. K | 10. N | |
| 11. Y | | 12. Λ | |

DO YOU KNOW THE GREEK ALPHABET? - SOLUTION -

ACROSS

DOWN

2. Omega

1. Eta

4. Theta

2. Omicron

5. Xi

3. Beta

6. Psi

6. Pi

7. Chi

9. Epsilon

8. Zeta

10. Nu

11. Upsilon

12. Lambda

15. Sigma

13. Alpha

17. Mu

16. Gamma

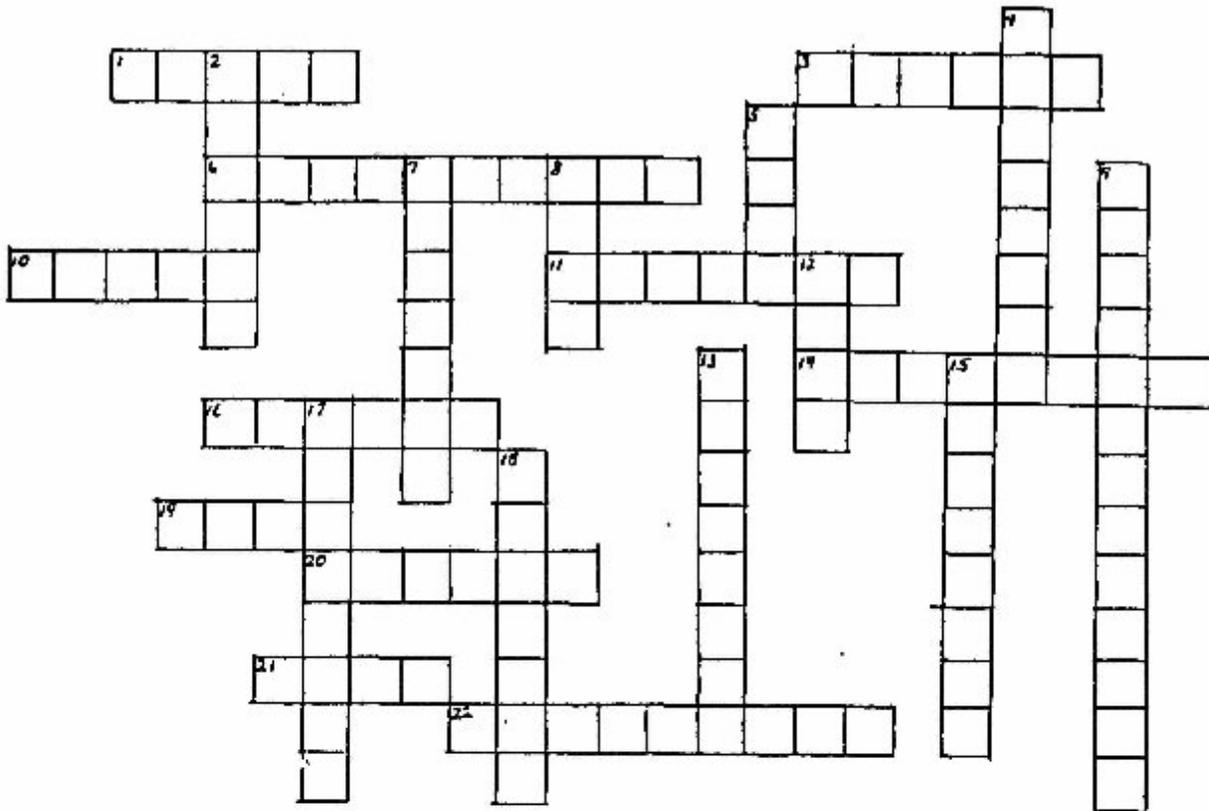
18. Phi

19. Iota

20. Rho

21. Delta

22. Kappa



ACROSS

1. International magazine
3. The pins we wear
6. Newly located sister
10. Δ [Greek letter]
11. What we are to each other
14. Closing Ritual's "eternal father"
16. Membership for future Beta Sigma Phis
19. Ζ [Greek letter]
20. Sorority flower (with 8 down)
21. Beta Sigma Phi's Founder
22. Way to measure a chapter

DOWN

2. Ceremony
4. How money to international Endowment Fund is used
5. Pledge training outline book "Invitation to _____"
7. A chapter committee
8. See 20 across
9. Beta Sigma Phi headquarters
12. Event held to gain pledges
13. A to Ω
15. Move up to next degree
17. Former reference to the Book of Beta Sigma Phi
18. Cultural part of a meeting

BETA SIGMA PHI CROSSWORD REVIEW
-ANSWERS-

ACROSS

DOWN

- | | |
|---------------|------------------|
| 1. Torch | 2. Ritual |
| 3. Badges | 4. Research |
| 6. Transferee | 5. Life |
| 10. Delta | 7. Service |
| 11. Sisters | 8. Rose |
| 14. Shepard | 9. International |
| 16. Legacy | 12. Rush |
| 19. Zeta | 13. Alphabet |
| 20. Yellow | 15. Progress |
| 21. Ross | 17. "Gray Book" |
| 22. Yardstick | 18. Program |



The Degrees of Beta Sigma Phi



Please contact your Division Chairman for questions about eligibility, status, and progression.

Beta Sigma Phi International

1800 W. 91st Place
Kansas City, MO 64114

Phone: 816.444.6800
Fax: 816.333.6206

Ritual of Jewels

This is the entry-level degree. Most new pledges are eligible for this degree after completing six months of pledge training.

After completion of **four years** (48 months) of program study and chapter participation, you are eligible for...

Exemplar

the Exemplar degree. Members who qualify for this degree may receive the degree in their current chapter or progress to an upper degree chapter.

After **six years** (72 months) of program study and active chapter participation, you are eligible for progression to..

Exemplar chapter names begin with the word "Xi," while the letters "EX" precede the chapter number.

Preceptor

the Preceptor degree. Members who qualify for this degree may receive the degree in their current chapter or progress to an upper degree chapter.

After **eight years** (96 months) of program study and active chapter participation, you are eligible for progression to...

"Preceptor" precedes these chapter names, while the letters "XP" precede the chapter number.

Laureate

the Laureate degree. Members who qualify for this degree may receive the degree in their current chapter or progress to an upper degree chapter.

After **ten years** (120 months) of program study and active chapter participation, you are eligible for progression to...

"Laureate" precedes these chapter names, while the letters "PL" precede the chapter number.

Master

the Master degree. Members who qualify for this degree may receive the degree in their current chapter or progress to an upper degree chapter.

After **twelve years** (144 months) of program study and active chapter participation, you are eligible for progression to...

"Master" follows the chapter names, and the letters "MA" precede the chapter number.

Torchbearer

the Torchbearer degree. Members who qualify for this degree may receive the degree in their current chapter or progress to a Torchbearer chapter.

This is the highest degree of Beta Sigma Phi.



"Torchbearer" precedes these chapter names, and the letters "TO" precede the chapter number.

TORCHBEARER DEGREE

Beta Sigma Phi International would like to make one of the most greatly anticipated announcements in our 80-year history.

For the first time in 22 years, at the behest of our members, we are adding a new degree – the Torchbearer. The Torchbearer will be the seventh and final degree. While contemplating a new degree over the last few years, many names for this new venture have been mentioned from Diotima to various Latin and Greek words.

But the name Torchbearer resonated with a perfect truthfulness. Torchbearer stands for what the final degree in Beta Sigma Phi should exemplify. It brings to mind quests such as the reaching of a summit, or becoming a leader and allowing the light of the Torch to reflect its shine so that as members, we too are illuminated.

Our sisters who will earn this degree will become the Torchbearers and as such will serve as Beta Sigma Phi ambassadors. Torchbearers will be committed to spreading the light of our Torch as they continue on their worldly travels. As a Torchbearer you will be a mentor for those sisters who are progressing through their various degrees, and who will turn to you for your wise guidance.

After 12 years of holding the Master degree, you will be eligible for the Torchbearer degree.

USING EXCESS MONTHS TOWARD PROGRESSION

Now that we are allowing Members-at-Large to earn progression credit by doing independent programs, members have asked us to consider allowing members with excess time in lower degrees to count it toward their progression time. Before the change in rules that allowed members to take any degree in any chapter and get full credit for that time, members who had a higher degree than that of their chapter, or who had no local chapter of a higher degree to move into, built up months that did not count toward progression in any degree. The Executive Council discussed the issue and decided it was only fair to allow those months to count.

Now, members who have excess degree time at any degree level may contact their Division Chairman. She will work up how many excess months they have to add to their progression records. The member will then be able to take the next degree she is eligible for, provided she has enough months to achieve that degree. If, after taking her next degree, the member still has excess months, she may move those into the degree she just took. If that is enough time to advance again, she may use it and take the next degree until that time is used up and she is even with all her active months used toward progression. You **may not** skip degrees. You must qualify and take each degree

in order before advancing to the next. You may continue with this process until you have used all your excess months toward higher degrees.

There is no automatic way to handle this for all of our members who have excess months, so you must contact your Division Chairman to determine the number of months you have and how to qualify for each degree until that time is fully used. Remember, the rule when you accumulated those extra months was that only time in the chapter's degree or a higher degree chapter counted toward progression, even though you were doing program work as you would if you'd been in a chapter of your own degree. Because of this, it just seemed appropriate to allow those members with this issue to use those excess months to move forward in the progression of degrees.

We hope this change will make it possible for all members to get the degrees they have long felt they have earned and should have received. Then everyone can determine their degree by their total number of active chapter months, and hopefully any confusion with the old rules will be over. Remember, call or email your Division Chairman to help get this process underway. You will need to take each Ritual in order until you are caught up and your excess months are used.

SERVICE DEPARTMENT Division Chairmen

Cynthia: AL, AR, CO, MO, OH, OK, NC, SC, TN, TX, AFRICA and BELGIUM

Cindy: CA, FL, IA, ID, LA, ND, NE, OR, SD, UT, WI, AUSTRIA,

AUSTRALIA, ENGLAND, FINLAND, MEXICO, OKINAWA, SAUDI ARABIA

Karla: GA, HI, IL, IN, KS, MN, NM, WA, WY, CANADA, GREECE, RUSSIA, SCOTLAND, JAPAN

Laura: On Line Chapters

Vivian: AK, AZ, CT, DC, DE, KY, MA, MD, ME, MI, MS, MT, NH, NJ, NV, NY, PA, RI, VA, VT, WV, PUERTO RICO, GERMANY (Director of Service)

Inquiries About Joining An On Line Chapter - Send An E-mail to Karen

If you don't know your Division Chairman visit our web site, www.betasigmaphi.org. Go to the "contact us" link. This lists the Division Chairmen by state and gives their contact information. If you call, just tell the receptionist your state and she will connect you to the correct Division Chairman.

Membership Statutes

ASSIGNMENT >> Please
read

Chapter 6 in INVITATION TO LIFE

BOOK OF BETA SIGMA PHI
Attached information re: Chapter
Advisor

ACTIVE
INACTIVE
LEAVE OF ABSENCE
MEMBER-AT-LARGE
HONORARY
CHAPTER HONORARY
DIRECTOR
SPONSOR
TRANSFEREE
PROGRESSION
REINSTATEMENT
ADVISOR

The **purpose** of Beta Sigma Phi is three-fold. We are **social** because we like and know the importance of having **a good time**; **cultural** because we enjoy and wish to **learn new things**; **service** because we know that it is in **helping those less fortunate** that we really learn to help ourselves! *Beta Sigma Phi is dedicated to giving women the opportunity to grow both in mind and in spirit.*

- Active members pay annual fees to International organization
Are in good standing
- 3 kinds of active status:
 1. **active** - actively participates in chapter
 2. **LA** - excused from attendance at chapter meetings for up to 1 year; granted by chapter for specific time at request of member
 3. **MAL** - pays International dues but has no chapter affiliation; granted MAL status by International Office
- **Inactive status**
does not pay annual dues; no chapter affiliation
- **Re-instatement**
Inactive member who wishes to re-affiliate; needs 2/3 affirmative vote from chapter of her degree or was eligible for before becoming inactive & pays re-instatement fee to International
- **Honorary members**
Neither active or inactive member of Beta Sigma Phi. Chosen from outside organization for their special achievements, talents, interests in Beta Sigma Phi.
- **Director**
Honorary member chosen to serve as consultant on cultural programs for 1 year; can be reappointed each year.
- **Sponsor**
Works in co-operation with chapter social committee; may be re-appointed each year.
- **A pledge of Beta Sigma Phi**
is a full member as soon as she receives the Pledge Ritual; has all rights & privileges of membership.
- **Advisor**
is an active participating member of a higher degree chapter who gives her time to help another chapter by advising it on procedures, functions & general information

INTERNATIONAL HONORARY MEMBERS

NAME	INSTALLED
Angus, Margaret Ontario, author, dramatist, associated with Queen's University	1974
Armour, Margaret Dr. Alberta, chemist, has won awards for recruiting women into science careers. Expert in hazardous waste disposal.	2010
Atkinson, Sally Ann Queensland, Australia, elected first woman Lord Mayor of Brisbane, journalist	1992
Ayling, Vera New Brunswick, Moncton, journalist	1970
Bayh, Susan First Lady Indiana, spouse of Governor, served on National Board of Read America	1993
Beebe, Lorraine Michigan State Senator, elected 1966	1970
Brinker, Nancy Goodman Founder & CEO of Susan G. Komen for the Cure. Named after her sister, Susan G. Komen	1998
Bush, Barbara First Lady, Spouse of George H. Bush, 41 st President	1989
Bush, Laura First Lady, Spouse of George W. Bush, 43 rd President, Former Librarian & teacher, Honorary Ambassador for the UN Decade of Literacy	2007

Campagnola, Iona 1979
British Columbia, Prince Rupert, member of Parliament & Minister of State for Fitness & Amateur Sports. Earned title of BC Broadcast Citizen of year.

Cannon, Elaine 1975
Highest position for women in the Mormon Church, White House Conference on Youth, instructor at Brigham Young University.

Cannon, Sarah 1975
Minnie Pearl, star of Grand Ole Opry

Carter, Mrs. Lillian 1972
Mother of President Jimmy Carter, 38th President, Peace Corp worker in India

Carter, Rosalyn 1992
First Lady, Spouse of President Jimmy Carter, 38th President

Chadwick, Florence 1972
Long distance swimmer – English Channel 1955

Clinton, Hillary 1992
First Lady, Spouse of President Bill Clinton, 41st President, Senator from New York, Secretary of State

Criswell, Elizabeth 1988
Consultant on Deafness

Davis, Joann 2002
Congress woman for Virginia

Davis, Phyllis 2009
Alberta, Calgary, Government of Canada Confederation Award in Recognition of Community Service. 50 years service to Girl Guides of Canada

Moorhead, Agnes 1970
Actress

McGibbon, Pauline 1978
Lt. Governor, Ottawa, Canada

Nixon, Mrs. Richard 1969
First Lady, spouse of President Richard Nixon, 37th President

Pelosi, Nancy 2007
Speaker of the House, Representative for 8th district, California

Pollero, Rhonda 2010
Author, also known as Kelsey Roberts

Priest, Ivy Baker 1969
Former U.S. Treasurer

Reagan, Mrs. Ronald 1970
First Lady, Spouse of President Ronald Reagan, 38th President, actress

Reynolds, Debbie 1993
Actress

Robertson, Ann Mary 1960
American Painter

Rogers, Ginger 1964
Actress

Roosevelt, Eleanor 1956
First Lady, Spouse of Franklin D. Roosevelt, 31st President,
American Diplomat

Russell, Rosaland 1960
Actress

Seibert, Dr. Florence 1966
Cancer Research

Shriver, Eunice Kennedy 1984
Founder 'Special Olympics', sister of President, John F. Kennedy, 34th
President

Smith, Margaret Chase 1963
U.S. Senator, Maine

Steber, Eleanor 1963
Opera Singer

Tracy, Mrs. Spencer 1960
Spouse of actor, Spencer Tracy, worked with deaf children

Warrick, Ruth 1965
Actress

Witmer, Elizabeth 2008
Ontario, Waterloo, Government, Women's Rights

The Member Advisor

A Member Advisor of a Nu Phi Mu degree chapter is a Ritual of Jewels, Exemplar, Preceptor, Laureate or Master member active in her own chapter. An adviser of a Ritual of Jewels chapter is an Exemplar, Preceptor, Laureate or Master member meeting the same conditions.

AN ADVISER *DOES* ...

- Attend meetings of her own regular chapter
- Attend meetings of the chapter she is advising to know they are being conducted according to the Order of Business, that they are brief, & that procedures are understood
- Meets at least once with each Committee to clarify steps in planning & action
- Attends first 3 Executive Board meetings

AN ADVISOR DOES NOT ...

- participate in the discussions of the chapter she advises, except on procedures
- vote
- write to International for the chapter
- conduct pledge training
- collect pins to be exchanged for a ritual
- force customs of her chapter on the chapter she advises

HOW LONG DOES AN ADVISOR SERVE IN THE CAPACITY OF ADVISOR TO A NEW CHAPTER?

- 1 year. If mutually agreeable, the chapter may ask her to serve another term.
-

HOW IS THE ROLE OF ADVISOR DIFFERENT FROM THAT OF AN HONORARY MEMBER, DIRECTOR OR SPONSOR?

- An Honorary member, Director or Sponsor is not now, nor has she ever been an active member of Beta Sigma Phi, An Adviser is an active member of a Beta Sigma Phi Chapter

CHAPTER'S RESPONSIBILITIES TO THE ADVISOR ...

- Ask questions for advice and guidance
- Write/call themselves to International for answers requiring correspondence with the International Office
- Extend courtesies due any honored guest since the Adviser is giving of her time & dedication, because of her love for Beta Sigma Phi & YOU!

WHERE DOES THE ADVISOR SIT DURING THE LAND CHAPTER MEETINGS?

- In the circle with the Chapter members.

WHAT ROLE DOES THE ADVISER PLAY DURING A RITUAL

- The Adviser is a guest of honor & should be treated as such. She may be asked to stand beside the officiant & hold a taper to light the reading of the Ritual or she may be seated at the front of the semi-circle. She should not be asked to read the Ritual - Land Chapter Meetings

SPONSORED MEMBER

A sponsored member joining a chapter for the first time also follows the same procedures except she makes **NO PAYMENTS**. Her initial fees were previously paid by another member. She also needs to include her sponsor number, or the name she was enrolled under at the top of her pledge agreement.

MEMBERSHIP STATUS IN BETA SIGMA PHI

ACTIVE MEMBER

Attends meetings regularly; votes, participates in all activities and pays both chapter dues and International fees promptly.

LEAVE OF ABSENCE

An active member of the chapter and of the International Organization who is excused from regular chapter attendance for a period up to one year, is said to be on leave of absence. She is still obligated to pay International fees. She is retained on the chapter roster of active members, but her absence at meetings does not count against the chapter on the Yardstick.

MEMBER-AT-LARGE

An active member in the International Organization, but with no chapter affiliation, is said to be a member-at-large. She is a member in good standing and she is still obligated to pay International fees. She may enjoy the right of guest privileges, whenever she is invited by a chapter. Chapters may invite members-at-large who let the chapters know they wish to attend. The member-at-large, of course, pays any assessment or charge for her attendance at social affairs.

She receives *The Torch* and all other mailings sent to all members. She may apply for transfer to any chapter of her own Degree.

An active member may remain a member-at-large for any length of time and should request this status if her non-participation in the chapter will be for an extended period.

INACTIVE MEMBER

An inactive member is not active in a chapter or in the International Organization and has no chapter privileges and no chapter obligations. She may not attend chapter meetings or affairs, and she does not pay International fees or chapter dues. She will not receive credit for the Order of the Rose or toward higher Degrees during the years she is inactive.

She may be reinstated into a chapter after a two-thirds vote of approval of the chapter and after paying a Reinstatement Fee. This is in lieu of accrued annual fees and reactivates her membership records and pays her annual fees for one full year. If she owed Membership Fees at the time she became inactive, payment of the balance owing on her Membership fees is required in lieu of the Reinstatement Fee.

TRANSFER INFORMATION

Approximately two or three weeks after International receives a change of address to a new city location, transfer information is sent to the member and to the Vice President (or Contact Chairman) of the City Council. In towns not having a City Council, this information is sent to the Vice President of the chapter(s) into which the member is qualified to transfer.

It is the responsibility of the Vice President (or Contact Chairman) to notify all chapters into which the member may transfer and to arrange for affiliation as quickly as possible.

It is the responsibility of the member as well as the Recording Secretary to report all changes of status, (i.e. name, address, etc.) Each newly elected Recording Secretary receives a supply of the "Change of Status" forms for this purpose. Every issue of The Torch has a change form for the use of the Individual Member.

A transferee always retains her original anniversary date for paying annual fees.

REINSTATEMENT INFORMATION

When an active member reinstates, her date of reinstatement becomes her new individual member anniversary date.

She will also need to complete a reinstatement form and send along with her reinstatement fee to International. (These forms are sent to the Recording Secretary every year.)

PROGRESSION

WHAT IS IT?

- Moving up to the next highest degree
- An individual opportunity
- Each member should accept progression as she becomes qualified
- Members are encouraged to progress within 1 year of their eligibility
- Members are encouraged to progress to an EXISTING higher degree chapter; however, the rules have been made more flexible in recent years. Members can now progress and remain in the same chapter in which they have been active. Each member does have the CHOICE -- of progressing to an existing chapter of a higher degree or receiving the higher degree and remaining where she is.

REINSTATEMENT FORM

If a member is still a pledge and has not completed payment of her membership fees, she may be reinstated by paying the balance owing. This amount can be verified by the International Office. Other members, **who have not been active in a chapter**, may be reinstated by paying the \$2.00 reinstatement fee and **one year of annual fees**. In order to expedite her reinstatement, **full payment must accompany this form**. Any member holding a valid membership card through current date is considered a transferee and should complete a "Change of Status" form rather than this reinstatement form.

PLEASE TYPE OR PRINT

Reinstating Into: Chapter Name _____ Chapter Number _____
Name _____ Member Number _____
Address _____ City _____ State _____ Zip Code _____
Home Telephone () _____ Work Telephone () _____
Former Name(s) _____
Last Address When active _____
City _____ State _____ Zip Code _____
Former Chapter Name _____ Degree Held _____
Date Pledged & City _____ Last Year Active & City _____

Use the back of this form for any additional information.

Use when transferring to another area, moving or changing status

CHANGE OF NAME, ADDRESS, STATUS AND OFFICE FORM

(DO NOT USE FOR MEMBERS PROGRESSING TO HIGHER DEGREE)

PLEASE TYPE OF PRINT

MEMBER NO. _____ CHAPTER NO. _____ CHAPTER
NAME _____

PRESENT NAME _____ FORMER

NAME _____

FIRST LAST (IF REPORTING CHANGE) _____

HUSBAND'S FIRST NAME _____ PREVIOUS CHAPTER NAME &
NUMBER _____

NEW ADDRESS _____ OLD

ADDRESS _____

STREET STREET

CITY STATE OR PROVINCE ZIP CITY STATE OR PROVINCE ZIP

NEW PHONE () _____ NOT RECEIVING THE TORCH (COMPLETE NEW ADDRESS
INFORMATION)

PUT "X" MARKS IN BOXES TO SHOW CHANGES

TRANSFERRING INTO CHAPTER NO. _____

BECOMING MEMBER-AT-LARGE

LEAVE OF ABSENCE

EFFECTIVE DATE _____

(LOA CANNOT BE TAKEN WITHOUT CHAPTER APPROVAL)

MEMBER DECEASED, DATE _____

TAKING OFFICE NOW AS: GIVING UP OFFICE NOW AS:

- PRESIDENT
- VICE PRESIDENT
- REC. SECRETARY
- CORR. SECRETARY
- EXT. OFFICER
- TREASURER
- PRESIDENT
- VICE PRESIDENT
- REC. SECRETARY
- CORR. SECRETARY
- EXT. OFFICER
- TREASURER

**SEND IMMEDIATELY TO:
BETA SIGMA PHI INTERNATIONAL
P.O. BOX 8500
KANSAS CITY, MO 64114-0500**

THE TRANSFEREE RITUAL

A chance remark led to the writing of this special ritual ...

Beta Sigma Phi's *Ritual of Welcome* had its beginning in a chance remark by a *transferee*. She commented that she had not felt a real part of her new chapter until ... they asked her to help with a ritual.

The remark struck a sympathetic chord in another member, Grace Guderjahn, of California Xi Epsilon Eta, Los Angeles. Not many months before, as a *transferee*, she had experienced the same loneliness, and she figured chances were good that all *transferees* felt the same way. To her, rituals in Beta Sigma Phi seemed to *engender a special feeling of belonging*, so why not have a ritual to WELCOME TRANSFEREES INTO THEIR NEW CHAPTER!

Mrs. Lynn Terry, author of Beta Sigma Phi rituals, used the ideas this transferee wrote as suggestions, in writing the RITUAL OF WELCOME.

from the October 1963 issue of *The Torch*

THOUGHTS ON FRIENDSHIP ...

How fortunate are those who share the gift of Friendship. It involves many things, but above all, the warmth of understanding, the comfort of companionship, and the joy of appreciation

A FRIEND IS...

a push when you're stopped
a word when you're lonely
a guide when you're searching
a smile when you're sad
a song when you're glad

The essence of Friendship is surprisingly
simple: ENTHUSIASM! 2-WAY
ACCEPTANCE. AFFECTION THAT
ENDURES. HUMOR.

*Friendship is a priceless gift that can't be bought or sold.
Its value is far greater than mountains made of gold.
If you should ask God for a gift, be thankful
if he sends not Diamonds, pearls or riches,
but the Love & Trust of Friends!*

What's Needed Most?

When we honestly ask ourselves which people in our lives mean the most to us, we often find that its those who -- instead of giving advice, cures, or solutions -- have chosen rather to share our pain and touch our wounds with a gentle and tender hand.

The Friend who can be silent with us in a moment of despair or confusion, who can stay with us in an hour of grief and bereavement, who can tolerate not-knowing, not-caring, not-healing, and face with us the reality of our powerlessness -- that is the friend who cares.

What kind of Friend are YOU?

--borrowed from a Friend

Mr. Mean-To has a comrade,
And his name is Didn't Do.
Have you ever had a chance to meet them?
Have they ever called on you??
These two fellows live together
In the house of Never-Win.
And I'm told that it is haunted
By the Ghost of Might-Have-Been.

friend ('friend) n 1: that one special person who has always mattered and always will. 2: that one special person in peoples' lives whom they most like to share with, laugh with, cry with, be with. 3: the type of person who comes along once in a lifetime. See...

**SPECIAL, UNIQUE, WONDERFUL,
BETA SIGMA PHI SISTERS!**

My Dear Friend,

**Each friend represents a world in us,
a world possibly not born until they arrive, &
it is only by meeting that a new world is born.**

Anais Nin

Pledge Training Manual - Study Material -
Likes/Strengths



TO THE *PERSON Your Chapter*, LIST 3 THINGS YOU LIKE
OR ADMIRE ABOUT THIS MEMBER:

-
-
-



LIST 3 STRENGTHS YOU BRING TO YOUR CHAPTER:

-
-
-



3 THINGS I LIKE ABOUT MYSELF ARE:

-
-
-

OF COURSE YOU ARE A GOOD MEMBER

...but everyone can benefit from a few resolutions now and then.

DO



READ..... Your "BOOK OF BETA SIGMA PHI." Refer to it often.

LISTEN.....and you shall learn!

OBSERVE.....and follow the example of members with more sorority experience.

GROW.....as a member and help the chapter grow with you.

BUILD.....the morale of the members by offering new ideas.
Encourage suggestions from new members.

UNDERSTAND... your responsibility.

SUPPORT.....your chapter's projects.

PRAISE.....members for a job well done.

SHOW.....**ENTHUSIASM**

DON'T

- rest on your laurels.
- let a meeting go by without learning about Beta Sigma Phi.
- be guilty of not practicing our sorority's traditions.
- feel it is unnecessary to follow parliamentary procedure.
- "knock it" unless you can come up with something better.
- be lackadaisical. Carry your share--it will be appreciated by your chapter sisters.
- feel that your contribution is small and that it will never be missed. Participation is required of each and every member.

- criticize! Remember that poise is raising the eyebrow instead of the roof.
- **forget that enthusiasm is contagious. You get out of an organization what you put in it.**



Your sole contribution to the sum of things is YOURSELF!

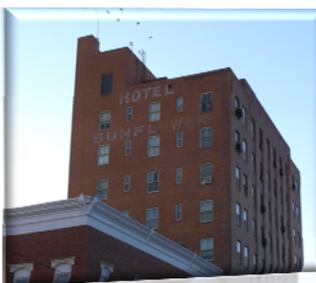
OUR HISTORY

CHAPTER 7

- 1st chapter established in Abilene, KS
 - 7 members
 - April 30, 1931
- Founder of Beta Sigma Phi - Walter W. Ross
- Our Greek letter name grew out of the motto chosen; first letters of Greek words for Life, Learning & Friendship
- Worldwide membership of over 250,000
- Beta Sigma Phi is a non-profit corporation maintaining a contract with Walter W. Ross & Co. Inc. for complete business management
- Official magazine of Beta Sigma Phi is THE TORCH
- Most important Beta Sigma Phi tradition - Founder's Day, celebrated April 30 each year
- Beta Sigma Phi became International in scope in 1935
- International Endowment Fund - contributions to humanitarian causes.
- International Loan Fund - expressly for members
- Legacy enrollment - program established for daughters, granddaughters, nieces, friends of members
- Water W. Ross Scholarship Fund - set up to provide college scholarships for members of Beta Sigma Phi, their sons & daughters
- Pledges
 - may serve as officers, committee chairman, members of committee
 - have all membership privileges with the exception of participating in or witnessing rituals for which they have not qualified
 - have same financial obligations to local chapter & to the Int'l organization as do other members
 - should be given responsibility immediately after the Pledge Ritual so they may lend their ideas & make contributions to chapter's success
 - must understand that **regular Pledge Training meetings are a requirement**



Hotel Sunflower, Abilene, KS (2009)



A JOURNEY . . A DESTINATION . . A BEGINNING

Written by Grace Angst - Kansas Alpha, Abilene - April, 1941

- In April 1931, a man set out from Kansas City, Missouri, traveling westward. Where was his destination?
- Miles passed, as did highway signs bearing names of approaching cities. And then, a sign with the word-"**Abilene**." Perhaps he wondered if the pioneers of this city had taken the word from the Bible where it meant a "grassy plain." It sounded cool, and the day had been very warm; evening was approaching, but he was not too tired to admire the beauty of the trees hemming both sides of the highway toward the city's business district. Perhaps youthful smiles seemed to welcome him here, or the large bright sunflower sign on a clean looking hotel seemed to bid him stop and rest.
- The stranger did stop for the night at our *Sunflower Hotel*.
- Perhaps, after dinner, he strolled about town. It was a clean looking city.
- Time to retire, as he wanted to leave early in the morning. He took a look at his road map-here's Abilene-almost in the center of the United States. Yes-he must **begin** somewhere-he must make contacts in order to start interest in his idea for a non-academic Sorority, a social and cultural organization of lofty ideals for young women. *Why Not* start in the middle of the U.S.A.? **Abilene!** Surely there were just as many young women here who would be interested and eager to broaden their cultural and social interests as anywhere.
- Oh well. He'd think it over in the morning.
- Morning, and fully rested, he hurried down to the lobby to discover an acquaintance in the desk clerk. They visited a few minutes and in the course of the conversation he told the clerk of his plan for a Sorority. The clerk became interested and introduced him to a young lady of which was **Helen Pepper** working at the desk. He ventured a few casual questions in regard to clubs and

societies in Abilene. Helen told him that most of the organizations were for older women and for those who were at home all day.

- He told her of his plan for an organization for young women, of the study program, and the social aspects. He knew she was interested by the eager light in her eyes, but she wondered if such a wonderful dream could come true. "Go talk to my sister" she said, "and I'll talk to some of my friends."
- **From her sister to a friend-and from a friend to another friend**, he went telling of his dream, and a stranger no longer was he.
- And so, Alpha Chapter of Beta Sigma Phi came into being in Abilene, Kansas . . . April 30, 1931.



Helen Pepper (2009)



Founder's Day History

by Lynn Terry

(April 1938 issue of *The Torch*)

- On April 30th, 1932, we celebrated our first anniversary of Beta Sigma Phi, our **first Founder's Day!** Having so short a history to celebrate, the **keynote of that first birthday was pretty much our future.** To quote from *The Torch* of April, that year: "It is customary on Founder's Day to look back and review the accomplishments of the past: the steady, substantial growth of Beta Sigma Phi exemplifies its ambitious program. We can look with pride upon its record. But let us look to the future!" The magazine of that issue had four pages!
- In April 1933, a twelve-page magazine indicated how wonderful that future might be. This **second Founder's Day** took as a theme **"The Torch" and the insignia** of Beta Sigma Phi. The anniversary was on Sunday and in some instances an afternoon tea was substituted for the formal banquet of the previous year.
- **In 1934** especial attention was given toward coordinating the plans for Founder's Day and a **suggested program** was sent from the National Office (*BΣΦ* did not become *International* until 1935) urging all Chapters to "attend a **formal**

banquet beginning at the same hour and embracing substantially the same program everywhere. A special **Founder's Day prayer** was prepared for the occasion and became another contribution to tradition.

- Founder's Day, **1935**, was **based upon a poem "The Torch Bearer"** dedicated to every member and since endeared to the hearts of all of us by tradition and repetition. *(Poem follows)*
- Founder's Day, **1936**, was distinguished by the **reading of the Rituals** as the principle part of the program. This **yearly renewal of our vows** and **formal installation of members** had become an inalienable part of our anniversary observance.
- **Canada was the theme of April 30th, 1937** - our joy and welcome to the sister nation who made of Beta Sigma Phi an International instead of a National movement.
- And now - **in 1938** - we have chosen as a most appropriate focus for our gratitude the **Founder himself, Mr. Walter W. Ross**. *(Please refer to the attached [story](#) about him written by Carroll W. Berry, Corporation Counsel for Beta Sigma Phi at the time.)*



Walter W. Ross... A Portrait of Our Founder

*Written by Carroll W. Berry (Corporation Counsel for Beta Sigma Phi) ... April 1938 issue of The Torch
(Paraphrased by Marilyn Ross)*

- "The Editor of The Torch has given me the privilege of telling Beta Sigma Phi what the friends of Walter Ross think of him. I can say truthfully that I would be fully satisfied with my own reputation if my friends thought as well of me as his friends do of him. What manner of man is he? The adjectives are: just, kind, loyal, generous, and intelligent. He has a modesty without meekness, humility without abasement, and an integrated personality that permits him to be always himself. He is ever courteous without appearing the courtier. He does more fine things with less ostentation than any man I know.
- As a host he makes his guests feel that their presence has added to his happiness. As a guest he makes a hostess take pride in her hospitality. He is a too generous, sympathetic father of two boys, and a husband happy with an understanding, intelligent and charming wife - a lady who deserves recognition on her own part.

- As a businessman he is a careful bargainer, but always fair. As a client he has never asked me, his lawyer, to steer his course in any path but that of straightforward honesty and frankness. When I first met him at the time The Educational Foundation and Beta Sigma Phi were incorporated and associated, I formed my high opinion of him. It has undergone no change except improvement.
- He is not a religionist, yet I believe he is a mystic. He may never have read, but unconsciously lives the Sixth Chapter of Saint Matthew, and the second of the two great Commandments. His philosophy recognizes companionships and friendly contacts as realities with business victories as incidents. But never mistake his gentleness for weakness, nor his unfailing courtesy for a concession to your point!
- Service in the United States Navy on Admiral Sims' flagship, and later, as part of the naval personnel with the American Embassy in London during World War I has given him a taste of discipline that has left a quiet impression on his personality. Visits to Paris and other points on the continent have added Catholicity to his tastes. Early days as a salesman of books have developed aggressiveness, and familiarization with his product, to his literary education, which is exemplified by his fine collection of books on womankind (first editions-most of them.)
- He is English by descent. But a certain Scotch caniness and a French flair for fitness, must have induced the adoption of this hobby of book collection on the subject of his life work, womankind.
- He has personally extended to me and many of whom I know, kindnesses far beyond the requirements of ordinary friendship. In fact, he just never does the ordinary thing. He is a true friend.
- He formed Beta Sigma Phi because he felt that the need for educational opportunity and the field for its development among young women was large. And, then, Beta Sigma Phi just grew! And as it matured, Walter Ross grew with it.
- Perhaps more than any man, other than Walter, I understand Beta Sigma Phi. I am prouder of its corporate organization structure than any work I have ever done as a lawyer. I glory in its growth! The other day Walter exclaimed to me, "**I have just had a very exhilarating experience. I have just seen the soul of Beta Sigma Phi revealed in hundreds of letters explaining the meaning of the sorority to the writers. I tell you, Carroll, it makes me humble, very humble, to see what this movement has become and means to these fine young women. They've built something finer into this thing than I ever anticipated.**"
- I saw those letters from all over this continent and they included the words: "Friendship," "Ideals," "Culture," "Creativeness," "Camaraderie" and "Hope."
- I often think of Walter Ross as Pygmalion, the sculptor, with Beta Sigma Phi as the statue Galatea, hewn (shaped) by his hand, which finally became alive because of his care in the carving and love of his creation. He made it by his work a lovely, inanimate thing with a real use. But the vitalization of the figure

came by the grace of the Goddess of Love when she was given a heart and claimed breath and life and soul far beyond the sculptor's original conception.

- I believe I have caught the spirit of this great woman's movement, vibrant, sympathetic, and purposeful. I, too, am humbled by the development of this thing I helped to start, but I do not marvel at it because I know the sculptor, Walter Ross."

Lynn Terry

Written by Amy Wykes of the International Executive Council, Beta Sigma Phi.
(Paraphrased by Marilyn Ross)



Mrs. Lynn Terry, Prior Vice-President of the Executive Council of Beta Sigma Phi and prior Vice-President of the Educational Foundation

"Lynn Terry's childhood was spent in Southeast Missouri. Even as a child she had an inquiring mind, eager to know people and to read everything she could get her hands on. Later, after her marriage, she lived in Louisiana. Much of her education was acquired through travel. Before joining the International Staff of Beta Sigma Phi she traveled with Chautauqua.

Lynn Terry became associated with Beta Sigma Phi in 1933, when she met Mr. Ross during her travels. She liked what she heard from him about the goals and ideals of Beta Sigma Phi and was convinced that this was to be her life's work.

Lynn Terry became associated with Beta Sigma Phi in 1933, when she met Mr. Ross during her travels. She liked what she heard from him about the goals and ideals of Beta Sigma Phi and was convinced that this was to be her life's work.

After traveling in the eastern part of the United States establishing new Chapters, Lynn came to the International Office to work on programs and rituals, and to become Vice President of the Executive Council. In writing the programs and rituals, Lynn brought into full play not only her great knowledge and ability, but her understanding of the real desire of Beta Sigma Phis to develop and make a real contribution to life.

In 1943 Mrs. Terry became President of Nu Phi Mu which was, at that time, a separate organization instead of the first degree of Beta Sigma Phi. The two organizations were very close, of course, and though she devoted much of her time to managing the younger organization, she continued to play an active part in Beta Sigma Phi.

Lynn was interested in many things and many people. "Living" was her hobby and she made a fine art of learning through living. Lynn was a great thinker and had a tremendous imagination.

In June of 1975 Lynn wrote a personal letter to me and I think I would not be breaking faith with her to share part of that letter with you. It illustrates her faith and belief. It began . . .

"I have been sitting on the back porch (in Arizona) looking at a cloud shaped like a doughnut with a feathery up-turned tail. This is a good place to think . . .

*A few days ago I was lecturing a young doctor friend of mine about his cynicism when he asked 'Do you know anyone who is happy? Do you know anyone who likes their work after years of it?' And naturally I said, '**I am. I do.**' I can't enjoy life at my age (84) in the same way I used to, but I can be grateful for the wonders it has given me, and I know that a grateful heart is the essence of a happy life.*

That is what Beta Sigma Phi has done for me. What a tragedy not to be able to believe in the goodness--the God-ness--of life. I could not prove to anybody the continuance of personal life after death because I don't know (or need to know) God's plan that far. I only know that life has been so fulfilling, so rich in good experiences that I am glad to take whatever else God has in store."

Much of Lynn Terry's belief in the friendship of Beta Sigma Phi shows through in the article "[Our Magic](#)" which she wrote for [The Torch](#) several years ago."

Rituals

□ Lynn Terry joined the International Staff in 1933 and was herself, BASIC BETA SIGMA PHI. Mrs. Terry formed new chapters, wrote beautiful program books for the early members; wrote the first book of Beta Sigma Phi, but most of all she will be remembered for her writing of the rituals.

She embraced the spiritual side of Beta Sigma Phi helping Walter Ross create not just another women's club, but something special, something emotionally bonding, something lasting.

A name had been chosen (The National What To Read Club) and then changed to a Greek letter one because, although the original name implied culture and learning, it did not embrace friendship or close kinship which from the beginning sprung up between us, and gave us inspiration.

Quite often, Mr. Ross would engage members of the office staff in conversation and suddenly ask, "WHAT IS BETA SIGMA PHI AND WHAT DOES IT MEAN TO YOU?" As well, he would ask that same question when he was among the members.

All of you have heard it too, in one form or another. It is a big question and requires a bigger answer every year. Mrs. Terry was asked the question. She turned to the members and she wrote, "THEY TOLD ME, SHOWED ME - SOMETIMES WHAT IT SHOULD NOT BE, OFTEN WHAT THEY BELIEVED IT COULD BE. WE ALL KNEW IT WAS SOMETHING!"

She wrote: "We were living it, feeling it, eager to express it, hoping to find words that were worthy of it. The only vocabulary I could find that seemed adequate was the vocabulary of ART. From this premise we began to formulate our 'credo'. The programs and rituals now had a direction.

A small book was printed and called "The Living Masterpiece." And the title of that book quite literally means YOU! Every member of Beta Sigma Phi is a masterpiece in the making! Our little book, like Beta Sigma Phi itself, is sort of a guide, a statement of our basic beliefs and a charting of the way to make an art of living.

Rituals are the spiritual programming by which Beta Sigma Phi feeds into the minds and hearts of the members the basic data from which in time they will be rewarded.

Today, more than ever before, we all understand the importance of "feeding" into our own minds and hearts, every constructive thought and high ideal possible, since these alone can lift a life from mediocrity to meaningful expression and experience.

Lynn Terry authored our early rituals - the ones 'in the beginning' - the basics of which there were three:

1. The ritual by which a member pledged herself to the ideals and purposes of the organization
2. The ritual for the opening of meetings
3. The ritual by which a meeting was closed

Each expressed a brief and straightforward statement of the purpose it served.

What would Beta Sigma Phi be without our beautiful rituals? They are part of all we stand for. Remember learning them? Think about what we would be missing without these beautiful words and thoughts and how lucky we are to have the opportunity to live by such encouraging ideals and directives.

REFER TO:

- The Pledge Ritual in your Chapter's Ritual Book
- [Understanding Our Rituals](#) (article from THE TORCH)
- [Ritual Review Thoughts](#)
- [The Living Masterpiece](#) (can be obtained through gift catalog)

OUR MAGIC

Written by Lynn Terry

Mrs. Terry, the author of many of the Beta Sigma Phi rituals and program books, is largely responsible for the sorority's cultural program. Here she examines friendship, perhaps the most precious single thing that can be offered to pledges.

"THE WORLD OR MY OWN ISLAND? The circus of life, or the ivory tower? Where does my choice lie?"

Reading these words from the pen of an excellent writer, I paused to think about them, to consider the meanings they imply. Immediately I thought of Beta Sigma Phi and the answer it has given to all of these questions for all of us who are members.

I thought of it in terms of friendship, where indeed our choice is made. I thought of friendship in its many stages from the simplest liking of our fellow being and on to that most lasting and loving devotion which friendship may become.

Would the dweller in the ivory tower, or the insular person, take the time or make the effort necessary to acquire friends? Yet, the wise of all times have told us that friendship is one of the best rewards of life; and our own experience proves it is so.

I thought especially of the value of friendship in the later years of life, when to be friendless seems to me the worst of all possible fates, and where it is so difficult to find or make new friends.

"Friendless" is among the saddest of words. And no item printed was ever sadder than that small item which tells of someone who died - friendless and alone.

I asked myself, "Do we in Beta Sigma Phi, who are so blessed with friendship, sometimes forget how much was 'given' to us when we were given a bid to membership?" The word "gift" is important, for something was "given" to us, not something achieved by us.

So our concern should be with the gift and with the service of it. In another sense it doesn't belong to you at all. It has been entrusted to you. You are its steward.

How do we merit such a gift? The answer is obvious. To deserve such a gift, to be truly worthy of it compels us to show our gratitude by doing our utmost to give it to others.

Members participating in a forum on rushing and pledging were asked why they had pledged. "Because someone asked me to join," was the most popular answer.

Because someone asked me to join!

What a revelation this is, and what an inspiration it should be. Someone asked me to join. As simple as that. Only that.

Reading the phrase, I felt, as I had often felt before, that whatever it has been my privilege to do for Beta Sigma Phi, the finest and most fruitful thing I ever did was to ask some hundreds of women to join.

Without new members, the rituals I have written, or the programs prepared, would have been as nothing, and it was in asking those women to join and in that alone I feel some sense of deserving the munificence and multitude of the friendship given me.

With each prospective pledge I invited to join, and doubly so with those who accepted, I truly and for all times gave to myself a gift, a gift to add to all the others Beta Sigma Phi has given to me.

After more than 25 years, I still receive messages . . . "So-and-so sent her love--you pledged her at such and such a time in such and such a place." Rich rewards that never cease. My only possible regret is that I could not have asked more women to join.

Someone asked me to join - the key to friendship in action. You remember that in Drummond's essay he tells that Jesus learned love as He learned carpentry, by practicing.

We must do the same with friendship. What better way can we practice our friendship and show our gratitude to Beta Sigma Phi than by making it possible for another new member to say "Someone asked me to join." For your own sake, as a gift to thyself, I urge you to be that "someone."

We have all observed that those members who truly love Beta Sigma Phi and feel most grateful for what it has given them are the ones who are most generous and most eager to offer it to others.

Did you ever know anyone who had too many friends? Have you ever taken into account of how many new friends you make in a year? Two new friends a year will mean twenty friends in ten years. Often a woman coming into a Beta Sigma Phi chapter gains that many friends in one evening - the evening of her installation ceremony. What a gift to her and what a gift to that "someone" who asked her to join.

This is our "magic." We must never forget it. We must never neglect to offer it to others. And most important of all, we must remember and realize in joy that in giving to another the privilege of becoming a Beta Sigma Phi, we have surely and certainly given to our own selves and to each of our Chapter sisters, as great a gift as many to be had in life, the gift of a new friend.



Lynn Terry & Beta Sigma Phi

Excerpt from "The Beta Sigma Phi Pioneers" - April 1972 issue of The Torch

"It was a lucky day, a very, very lucky day for me when I met Walter Ross. For as long as I live I'll always be grateful to Beta Sigma Phi for a work that I could give myself wholly to. Mr. Ross demanded it of me in a most gracious and charming way, and I am eternally grateful."

Lynn Terry spoke of her lucky day, the Founder, and Beta Sigma Phi during a visit last October in the home of her sister, Hallie Morris, an International Office pioneer in her own right. In a few days, Mrs. Terry would leave Kansas City to return to her home in Phoenix, Arizona, where for many years she has pursued the good life in retirement. She writes poetry, reads, and continues her study of life.

There is beauty all around her, because as she has observed, "The everyday things in life are beautiful." She noted that the masters also found beauty in the countless everyday things and chose them as subjects for their brushes.

An inquiry about the date of one event during her years at the Beta Sigma Phi office prompted her to proclaim, "I've lived so intensely, I have the poorest memory - no sense of time! I seem to live every day and then let it go."

But there was no hesitation as she recalled the day she met Mr. Ross, the challenge he presented to her, and how she had prepared during her youth for that lucky day.

Those familiar with her literary contributions to Beta Sigma Phi can testify to the fact that it was an equally lucky day for Beta Sigma Phi. After a great deal of thorough research and planning, Mrs. Terry wrote the Beta Sigma Phi Rituals, many outstanding Beta Sigma Phi cultural programs; [*The Stars Shine Through*](#) and [*The Living Masterpiece*](#). She also found fulfillment in organizational work. In 1938, she founded Nu Phi Mu, which is now the first degree in Beta Sigma Phi.

Mrs. Terry retired in 1953. It is doubtful that she could ever have experienced a communications gap with any generation, for she mastered the art of communicating.

Mrs. Terry and another master of the art of communicating met in 1933. Mr. Ross knew her through her work for another organization and he was impressed. Mrs. Terry was already successful in her life's work, but there was something about the young man and his new organization that attracted her. Friends, business associates and common sense told her that this new venture was a gamble. How could she afford to leave a secure job to work for a young man with an impossible dream? Why should she? The impossible dream...the challenge of an impossible dream captivated her.

It has been said that luck is the crossroads where preparation and opportunity meet. Mrs. Terry was well prepared for the opportunity and the challenge presented to her by the Founder.

Born and reared in the Midwest, near the borderlines of three states (Missouri, Oklahoma and Kansas), Mrs. Terry spent most of her childhood on a farm near Cherryvale, in southeast Kansas.

She has loved great art since early childhood. Her mother was an accomplished, self-taught painter, and she instilled in each of her children a love for art.

The "toys" Mrs. Terry cherished during her childhood were miniature reproductions of great paintings. She was only 10 or 11 years old when she first read Emerson's Essays, but she still recalls the moment with pleasure. She bought and read the book immediately, and she recalled, *"I read it again and again. I liked it. I felt that it was my own mind speaking. I wrote in the margins. I filled the margins with my thoughts. I wore the cover off, but I kept reading it and I still have it."*

After moving to the East, she was amazed when she discovered that the intellectuals she met also admired the works of Emerson. It was then that she learned she had studied and loved classics since childhood.

"Books have it all!" she vows to this day. "I read something and relate to it. I write in the margins. And if the bindings come off, I still read them."

There was a nostalgic moment as she recalled the time Lillian Hermann, member of the Office Staff during the early years, borrowed Mrs. Terry's cherished copy of Emerson's Essays. Mr. Ross promptly borrowed the tattered book from Lillian, had it rebound and returned it to Mrs. Terry. The gesture was typical of the Founder. It was his way.

Mrs. Terry also has that inimitable way. It is the Beta Sigma Phi way. To her work and to her life, she has applied the aesthetic principle for art.

"In Beta Sigma Phi, we try to put art into living. Thinking is a habit. Do not let your mind make you miserable. Train yourself to think positively. When you think negatively, you should 'pull your mind up short,' " she said emphatically.

"The way to think positively is to think the Good, the True and the Beautiful. It is the aesthetic principle for art.";

"I like to be loved and I like friends, and I found the greatest avenue in the world in Beta Sigma Phi."

"I think for pleasure now, and I do know that I am happy at 81 years old," she said with a contagious smile that had been prevalent throughout the visit. That she has found happiness and fulfillment in her life is immediately apparent when one meets Mrs. Terry, and she was delighted when it was noted that her age was the surprising revelation in her statement.



On the Road with Beta Sigma Phi

From the April 1979 issue of *The Torch*

...Paraphrased by Marilyn Ross...

From an often-pawned typewriter owned by our Founder to a fistfull of pennies from the little brother of a rushee, here are some true stories of the early days of Beta Sigma Phi.

Beta Sigma Phi is today a beautiful organization to behold. Since its founding in 1931, it has become the largest sorority of its kind—a sisterhood of 200,000 plus women, a chain of thousands of chapters in many countries around the world.

But it wasn't always that way.

Perhaps this is a good reason for having Founder's Day. By looking back to the very beginnings of this sorority, members can see more clearly what an outstanding success story Beta Sigma Phi is.

Beta Sigma Phi began as a dream in a young man's head. In the middle of the Depression, with very little money and a lot of enthusiasm, Walter Ross traveled across the country, talking to women about his idea of an organization for them.

"There was no name for the organization and we used one that was not in the least definitive and was certainly not attractive-'*The National What-to-Read Club*'," Walter Ross wrote. He took the idea to Vinita, Oklahoma, and shared it with Mrs. Leona Schroers. (*Mrs. Schroers was very active in the National Federation of Women's Clubs at the time and new much about women's organizations.*)

"While I was still trying to explain my dream, she said, 'Young man, give me those papers and come back here to my home tomorrow evening, and I will have assembled the group we want.'"

That was the beginning. But it was not an easy one. Often, our founder found himself filled with aspirations, but somewhat shy of the funds needed to push his dream (and his car) further. Those of you who have visited the International Office of Beta Sigma Phi are probably familiar with a frequent source of income for Walter Ross during those early days.

That "source" is now encased in glass as a lasting reminder of the first days of sorority. It is a black, much-used old typewriter. When gas money got scarce, the typewriter would be hocked-just until business got a bit better, at which time Walter Ross would reclaim it. That typewriter stayed active in its role in the rapid growth of our international sorority until 1953, when it was "retired" to its present place of honor.

Walter Ross was the very first of many people who were on the traveling staff for Beta Sigma Phi. Schoolteacher Eunice Harlan began work for Beta Sigma Phi in 1935, traveling through Nebraska, Wyoming and Idaho, organizing chapters in towns that had never heard of Beta Sigma Phi.

Olive Towne Murphy was in organizational work for Chatauqua tent shows before she began traveling for sorority in the summer of 1933. Once when she visited International, a new member of the staff greeted her. "Where's home, Olive?" she was asked.

"Where's my suitcase?" Olive replied. It was like that for many women who were members of the traveling staff for Beta Sigma Phi. Freda Dixon was another one filled with "the pioneer spirit needed to start from scratch," as she put it. In 1936, she hit the road with a drawing account of \$25 a week. "This paid for a fine hotel room," she said. "I remember that the best meal could be obtained for \$1. We traveled by train mostly, sometimes by bus. I had to hitch a ride one time, since there was no transportation between the towns I had been assigned."

Along with a few problems came lots of funny moments for field staffers, too. "Our initiations were always formal," Freda remembered. "Even in those little towns, women had long dresses and loved to get dressed up. They knew the correct thing to do. One chapter wanted to send Eunice and me corsages. Perhaps there was no floral shop in town, so they made the corsages. Would you believe zinnias about a foot long, tied with large bows of ribbon?"

"As I recall, mine completely covered the front of my dress-but they were kind enough to make and send them, so we wore them! It was a lesson in humility and appreciation."

On Freda's first trip out, she rode a wave of beginner's luck, and organized 12 new chapters in just 12 weeks! Other journeys proved not quite so easy, and sometimes downright frightening. "Olive was driving me to my first town in Idaho, via Yellowstone National Park," Freda recalled. "Driving over the mountainous, unpaved, one-way roads, we found ourselves suddenly stranded when Olive's car just came to a halt, and refused to start. I was panicked-but not Olive! She took the situation in hand and started to back down the mountain so she could find a 'turn-around,' she said. "Me? I got out and walked. I disliked the walking on that high and winding road, but Olive's complete control was something to behold. She found a spot, turned the car around, and coasted down!"

It took several days to repair the car, during which time the two enjoyed their stay in the park. "But Mr. Ross always teased me about being the only field staff member who had a vacation before going to work," Freda recalled.

Even in later times, when field staffers were not "roughing it" quite so much, unusual events did occur. Field staffer Helen Gravatt recalled conducting a Pledge Ritual in 1969 for a Lubbock, Texas group that looked a bit worse for wear and tear. "Five pledges had been skiing and had their legs in casts, and five others had broken arms in casts," she said.

The lifestyle was a surprise a minute. Field staffers seldom spent more than a few weeks anywhere, and learned to live out of suitcases. Sometimes even the most practiced packer can make a little mistake, though.

It happened to Alice Edwards, who was working in Georgia in the spring of 1979. She had been invited by a town to attend Founder's Day there. "I just took my long dress for Founder's Day with me," she said. "I had this dress awhile, so my aunt had taken the top and bottom parts of the dress apart so she could clean the white top of it for me. She sewed it back together afterwards, and I, of course, didn't have time to try it on. But with just 30 minutes' time to get dressed, I slipped into the outfit and found out to my dismay that the top would not come together to button-in fact, there was about a 3-inch gap!

"Being on the field staff, I used my improvisational abilities, got out my scissors and cut out the entire back of my dress so I could button the front. Thank goodness the dress had a long black and white beaded jacket to it-it saved my life! The city council representative came to pick me up a few minutes later, and said I wouldn't believe all the things that had happened to her that night," Alice remembered. "If she had only known about my last 30 minutes!"

The stories of our field staff are varied, but the aim of one and all of our travelers was the same-to spread the word of Beta Sigma Phi, and to develop our organization into the worldwide, respected group it is today.

Perhaps the story that sums it up best is the one about a field staffer whose specialty was pledging Nu Phi Mus. She had found a perfect candidate for Beta Sigma Phi. The rushee told the staffer she wanted to be a member very badly, but she could not afford even a modest fee at that time. The traveling staffer said she hoped that something might come up for her soon, so she could join.

The next day, something did. The staffer heard a knock at her motel door, and when she opened it, a young boy stood in the doorway, asking if she was "the sorority lady". When she nodded, he told her his sister had been crying all last night because she could not join. He gave the staffer a fistfull of pennies and asked if that would be enough. The staffer gravely looked over the coins, and again nodded. After the boy left, she made up the difference herself, so the boy's sister could join sorority.

These stories of the early days of Beta Sigma Phi are something to think about-not only on Founder's Day, but every day of your sorority life.

NOTE: This information and form is to be used for both the **DOROTHY & WALTER ROSS MEMORIAL SCHOLARSHIP** and the **EXEMPLAR FUND SCHOLARSHIP** applicants.

Those applying for a Beta Sigma Phi scholarship may be entering their freshman through junior year of college or one taking a higher degree. Only those in their final year of college or graduate school at the time of applications being accepted cannot be eligible for a scholarship. One who has an appointment to a U.S. military academy would not be eligible. A recipient of the scholarship may attend the college or university of his or her choice, as long as it is an accredited school.

The scholarships granted are \$1,000 each and they need not be repaid to the scholarship funds. The scholarship will be made payable to the school of the recipient, but the student may specify how it is to be used. It may be used in the entire amount of \$1,000 in one year, or may be used over a period of four years. Scholarships are tax-free only to the extent they are used for tuition, fees, books, course materials, supplies and other items directly connected to education. If the scholarship monies are used for anything other than the above-listed items, the amount will be reported as income to the recipient. (For example, any amounts used for room, board and personal expenses would be taxable.) **For students who are not candidates for college degrees, all scholarships and fellowships are fully taxable.**

Once the winners of the scholarships have been chosen (in March each year), the check will be written after August 1, to be applied to that fall's semester. The check is sent directly to the school.

The first requirement for an applicant is that the person must be a member in good standing in Beta Sigma Phi, or the child or grandchild of a member in good standing. Husbands, brothers, sisters, nieces or nephews are not eligible to apply. The sons and daughters of deceased members, who were active at the time of death, are eligible.

Other standards for selection are:

- Good character and good citizenship
- Class ranking
- Scholastic test scores
- Letter of recommendation of high school or college authority
- Letters of recommendation by people other than family
- An autobiography of 500 words or less, composed by the applicant, outlining goals of study. This is a very important part of the application and should be given utmost consideration by the applicant. Information should include any awards or achievements, academic or otherwise, received. If a particular field of study has been pursued (such as science, music, art, etc.) and notable accomplishments in the field achieved, that should be noted. Applicants should also tell of their interests, hobbies and, of course, their ambitions and goals in life.

A chapter is not limited in the number of applicants it may have. Application forms are mailed to the chapter presidents each year. If additional forms are needed, they may be requested from the International Office.

If not selected one year, students may apply again for the next year's judging, but they are eligible for only one scholarship. This is necessary in order to give as many as possible an opportunity.

The final selection of winners will be made by a special judging panel of persons in the field of education who have been selected by the members of the Board of Trustees of the Scholarship Funds. The judges meet in March each year. **ONLY THOSE STUDENTS WHO WIN A SCHOLARSHIP WILL BE NOTIFIED.** The recipients will be featured in an issue of the Torch after their selection. Because of the volume of applications received, they cannot be acknowledged after arrival at the International Office, and those **not** selected as a recipient will **not** be notified. Lack of notification by the end of March will signify the applicant was not one of the winners.

**APPLICATIONS POSTMARKED LATER THAN JANUARY 31 OF EACH YEAR
CANNOT BE INCLUDED IN THAT YEAR'S JUDGING**

FAXED copies of applications and accompanying documents cannot be accepted for judging. All applications must be mailed to the International Office.

It is important that the applicant complete the application form **IN EVERY DETAIL**. **Incomplete** applications or materials **mailed apart** from the application will not be considered. This is necessary because of the great number of applications to be processed and there is not time or resources to seek missing information by correspondence or telephone.

**BETA SIGMA PHI SCHOLARSHIPS
APPLICATION FORM**

(MUST BE POSTMARKED BY JANUARY 31 TO BE INCLUDED IN THE JUDGING)

A. Assemble all letters and documents and mail with this Application form to:

SCHOLARSHIP
Beta Sigma Phi
P.O. Box 8500
1800 West 91st Place
Kansas City, MO 64114

B. Securely attach a photograph of the applicant to this space. Black and white, glossy print is preferred, if possible.

Do not staple; please use scotch tape to affix.

C. In order for the application to be considered, all of the Following must be included:

- Official application form
- Photograph
- Copy of official transcript (We realize the entire senior year's transcript may not yet be available, so please submit the most current transcript you can obtain.)
- Letter of recommendation from school administrator or counselor
- Two letters of recommendation from people (Non Family)
- Autobiography composed by the applicant

D. PLEASE FILL IN THE FOLLOWING:

1. DATE _____
2. APPLICANT'S FULL NAME _____
3. HOME ADDRESS _____
(Street)

(City and State/Province) (Zip Code)
4. TELEPHONE NUMBER _____
5. SOCIAL SECURITY NUMBER _____
6. ARE YOU A BETA SIGMA PHI IN GOOD STANDING (excluding Legacy) _____ YES _____ NO
7. IF YES, PLEASE INCLUDE YOUR MEMBER NUMBER _____
(If the answer to Item 6 is no, please fill in the following:)
8. MOTHER'S/GRANMOTHER'S NAME _____
9. HER MEMBER NUMBER _____
10. HER CHAPTER NAME & NUMBER _____

11. HER ADDRESS _____
(Street)

(City and State/Province) (Zip Code)
12. FATHER'S NAME _____

ANSWER **ONLY** THE FOLLOWING QUESTIONS WHICH APPLY TO YOUR **CURRENT** EDUCATIONAL STATUS.

Applicants who are returning to school to continue their education need not complete questions which do not apply to their current status. (If applicant is returning to school after a number of years and the test results requested below are not available, then information on tests or grades required by the college, in order to enroll, must be furnished.) If the applicant is currently Enrolled in college, furnish the most recent college grades.

13. APPLICANT'S HIGH SCHOOL NAME AND ADDRESS _____

14. CLASS RANK _____ CLASS SIZE _____

15. ACCUMULATED GRADE AVERAGE _____ ON _____ POINT SYSTEM

16. SCHOLARSHIP APTITUDE TEST SCORES _____

17. NATIONAL MERIT SCHOLARSHIP SCORES _____

18. TEST SCORES OTHER THAN THESE (PLEASE IDENTIFY) _____

19. List school and outside activities, along with the organization's, name, in which you have participated. If an office was held, please indicate. If you are working part-time while attending school, please give details here. (An additional sheet of paper may be attached, if needed.)

20. DO YOU PLAN TO BE A FULL-TIME STUDENT? ____ YES ____ NO

21. IF YOU ARE CHOSEN AS ONE OF THE RECIPIENTS, THE MONEY IS TO BE PAID TO THE FOLLOWING ACCREDITED COLLEGE OR UNIVERSITY:

Name of School _____

School Address _____

THE UNDERSIGNED EXECUTIVE BOARD _____ IN
(Chapter Name and Number)

_____ UNANIMOUSLY SPONSORS AND RECOMMENDS THIS
(City and State/Province)

APPLICANT FOR CONSIDERATION IN RECEIVING A \$1,000 SCHOLARSHIP FROM BETA SIGMA PHI. WE UNDERSTAND THAT APPLICATIONS WILL BE JUDGED ON THE BASIS OF CHARACTER, INTEGRITY, INITIATIVE, CONDUCT, ACADEMIC ACHIEVEMENT AND SCHOLASTIC APTITUDE AND THAT NO ONE OF THESE CRITERIA IS ENTITLED TO ANY GREATER CONSIDERATION THAN ANY OTHER.

Pres. _____ Vice Pres. _____

Rec Sec. _____ Corr. Sec. _____

Treas. _____ Ext. Off. _____

A Beta Sigma Phi Timeline

1931 Walter W. Ross, a young man with great plans for the future, founds Beta Sigma Phi with the first chapter in Abilene, Kansas.

1932 *The Torch* of Beta Sigma Phi was first published in January of 1932 as a small 4-page booklet. The first contest for Beta Sigma Phi members was held. Gladys Marley of Arizona Beta, Phoenix and Helen Venters of Illinois Delta, Decatur won for their respective entries, "The Song of Beta Sigma Phi" and the "Song of Friendship." The first Founder's Day celebration was held in Vinita, Oklahoma in late April of 1932.

1933 Pennsylvania Beta, Harrisburg becomes the first chapter to take the Ritual of Jewels degree.

1934 Members gather in Waterloo, Iowa to enjoy the first Beta Sigma Phi convention. We now have 200 chapters in 28 states.

1935 Beta Sigma Phi becomes International when California member Rilla Billings moves to Canada (Vancouver, B.C.) and establishes a chapter there.

1937 Twenty-eight members make history when they sail to Hawaii on the first Beta Sigma Phi ramble.

1938 The Valentine Contest, our most popular contest, is introduced. Predecessor to Legacy Program, "Initiates Infanta" is begun.

1939 In Beta Sigma Phi's ninth anniversary year, the number of chapters reached the milestone of 1,000.

1940 The Exemplar Degree is first conferred on 12 members in Danville, Illinois. The 1,000th chapter of Beta Sigma Phi is installed in the spring at Brattleboro, Vermont.

1941 Beta Sigma Phi has 23,500 members. Canadian and American members' contributions raise \$1750 to purchase a fully equipped ambulance for England.

1942 Beta Sigma Phi members accept a challenge from the U.S. Government to sell \$14 million worth of war bonds, and exceed that figure by an additional \$8 million. Beta Sigma Phis purchase more than \$1 million of War Bonds.

Osa Johnson and Eve Curie were welcomed into Beta Sigma Phi as International Honorary Members.

New Mexico Eta Chapter of Hot Springs established a public library for the city, furnishing the library room and 1,000 books.

Beta Sigma Phis form the first Women's Ambulance Corps in the Midwest in Cedar Rapids, Iowa.

Quebec is added to our Canadian Roster of Chapters, installed by Melita O'Hara, official Travel Counselor of Beta Sigma Phi.

1943 The first Canadian Exemplar Chapter was installed, Xi Alpha at Vancouver.

Alaska Alpha was installed at Anchorage, by International Representative Elsie Guenther.

The first International City Council for Beta Sigma Phi was established in the Niagara Falls, Ontario and Niagara Falls, New York area.

Sallie Rogers McSpadden, our first International Honorary Member, died August 25th.

1944 More than 1,000 Beta Sigma Phis are members of the Armed Services, serving in Canada, the U.S. and overseas. Beta Sigma Phis invest nearly \$3 million in War Bonds and stamps.

Twenty-six Army nurses organized Alpha Chapter in North Africa.

Over 1,000 Beta Sigma Phis are members of the Armed Services serving in Canada, the United States and overseas.

Nearly three million dollars has been invested by Beta Sigma Phi members themselves in War Bonds and stamps. Anne Jeffreys, California Beta Lambda, Los Angeles, sells five million dollars in War Bonds.

Mrs. Franklin D. Roosevelt attends Beta Sigma Phi meeting in Washington, D.C. to speak at Founder's Day observance.

Chicago and Milwaukee Beta Sigma Phis held Six State Area Convention in Chicago.

Baton Rouge, Louisiana Beta Sigma Phis sell \$325,295.35 in Bonds to purchase a heavy bomber.

The first WAC to join the American Forces in Normandy was Mabel S. Carney, New Jersey Tau at Camden.

1945 Less than a year after the war ends in Europe, the first overseas chapter is installed in Great Britain.

1947 The International Endowment Fund is begun and supported by chapter contributions for the purpose of helping others.

1949 South Dakota Alpha Beta was installed in a new town, Pickstown.

Virginia Young (Putzka), Editor of *The Torch*, celebrated her 15th anniversary as a senior member of the International Staff, with the exception of Mr. Ross.

New Chapter established in Cuba.

Alpha Chapter established in Frankfurt, Germany.

Canada's First Lady becomes an International Honorary Member.

Japan Alpha at Tokyo was installed by a former member of D.C. Tau at Washington.

1950 Beta Sigma Phi ramble to England, Scotland and France.

1951 The financial need of a member after a tragic automobile accident spurs on the establishment of the International Loan Fund, supported by contributions from members.

1952 The idea of an international theme, to be used throughout the year as a basis for socials, decorating and the like is introduced. The theme is "The Road Ahead."

1953 Walter W. Ross, III (Bill) and eldest son of the Founder is elected President of the International Executive Council of Beta Sigma Phi. His brother Jack is elected Vice President.

1954 The Order of the Rose degree is established to honor members of 15 or more years who have distinguished themselves within the organization. Kansas City, Missouri member Ethel Parry is the first to receive this honor. The

establishment of Beta Sigma Phi's Honorary degree is announced at Founder's Day in April, 1955.

1956 The Silver Anniversary of Beta Sigma Phi sees the creation of the Achievement Band Program, in which members can acquire paid-up annual fee status. Nu Phi Mu is brought into Beta Sigma Phi as a degree of membership. The Silver Anniversary year of a fast growing sorority! During this year, we rush 30,000 new members.

1957 The Daughter Enrollment Plan (Legacy) is announced with the enrollment of Walter W. Ross' three granddaughters, Linda, Judy and Laura - the daughters of Walter Ross' sons Bill and Jack respectively. Establishment of the Exemplar Fund.

1958 Elsie Guenther of the traveling staff establishes the first chapters in Australia.

1959 The International Office announces the Preceptor Degree. The first Preceptor Chapter is established in Pocatello, Idaho. The first overseas Convention is held in Wiesbaden, Germany in the summer of 1959. Members from six nations attend.

The International Office announced the Exemplar Degree.

1960 Beta Sigma Phi reaches a total of 150,00 members in 7,000 chapters in 14 countries.

1961 The Program Presentation Contest was announced.

1962 Beta Sigma Phi World Headquarters building becomes a reality at 1800 W. 91st Place in Kansas City, Missouri.

1963 The Librarian Service Award was announced.

1964 The first International Award of Distinction is presented to Gladys Fike Hill in Salt Lake City, Utah.

1965 New chapters in the East Indies, the Philippines, Saudi Arabia and Japan are established.

1966 The International Office announced the conversion to the computer system.

1967 The Girl of the Year pin was announced.

1968 16,500 members honored with the Order of the Rose to date.

1969 Founder Walter W. Ross - April 9, 1900 to June 14, 1969. The Walter W. Ross Memorial Scholarship is established.

1970 The Founder's Award Contest was announced. 114 Founder's Memory Chapters were organized.

1971 Our 40th Anniversary.

A new tradition was started, the Convention Lamp. All International Representatives who attended conventions that year took with them the Convention Lamp. The lamps are to be passed from one convention to the next in each state.

The Founder's Fund Insurance Plan was announced.

1972 Girlstown, U.S. A. becomes longest continuing Beta Sigma Phi project for Endowment Fund.

The first Canadian International Honorary Member was approved.

1973 Beta Sigma Phi President, Bill Ross, visits Children's Cancer Research Foundation and meets Dr. Sidney Farber. Since 1959 (to 1973), Beta Sigma Phis donated \$130,000 to this foundation.

1974 The new Laureate degree is introduced for members with at least eight years of active membership as a Preceptor degree member. First Laureate chapter established in Centralia, Illinois.

New Friendly Venture Chapter in Karamursel, Turkey.

1975 Encyclopedia Americana recognizes Beta Sigma Phi in its latest edition of reference books.

It's International Women's Year - Beta Sigma Phis everywhere show their support in endless projects.

International Flag Design Contest was announced. Dell DeMeyer of California Xi Gamma Sigma, Gridley was the top flag designer winning a \$100 cash award and a silver Revere bowl with appropriate inscription. (Announced in Nov. '76 issue of *The Torch*.)

1976 Endowment Fund giving goes over the \$1 million mark.

The first active Legacy group, Rosebud Alpha, is formed in Denton, Texas.

A new ritual for 25 year members is introduced, The Silver Circle.

1977 New computer terminal installed for faster-than-ever service to the membership. Founder's Day finds us now in 24 countries around the world.

New contest introduced: International Theme Contest, the first time International theme will come directly from a member's suggestion.

1978 Alpha Chapters begin in six new countries - Hong Kong, China; Cuba, Ecuador, New Zealand, Iceland, and The Netherlands. We are now in 31 countries!

Life insurance program started.

1979 This year marks the 10th anniversary of the Walter W. Ross Memorial Scholarship Fund. We have awarded 89 \$1,000 scholarships to students.

1980 Golden Anniversary activities are launched! Dorothy Ross, wife of our founder, dies December 1, 1980. The Walter W. Ross Memorial Scholarship Fund becomes the Dorothy and Walter Ross Memorial Scholarship Fund. Members made reservations for Friendly Venture chapters in Wales, South Africa, New Guinea, Korea, France and Portugal.

President Ronald Reagan and Prime Minister Pierre Trudeau sent letters of congratulations to the International Office for the Golden Anniversary. Hundreds of chapters obtained proclamations for Beta Sigma Phi week in their cities and states.

1983 The "Golden Circle" Ritual for 50-year members is introduced at Founder's Day.

1984 A special service effort, to raise money for the restoration of the Statue of Liberty and Ellis Island is announced. Our goal is to raise \$100,000 for this worthy project before Lady Liberty's 100th birthday, July 4, 1986.

1985 International Endowment Fund giving is at more than \$2 million.

1986 Beta Sigma Phis raise \$130,000 for the Statue of Liberty Restoration Project - 30 percent beyond our goal!

1988 The Master Degree is introduced for members who have been Laureates for 10 years or more.

1989 U.S. First Lady Barbara Bush becomes an International Honorary Member.

1990 Beta Sigma Phi sisters help sisters recover from devastating Hurricane Hugo.

1991 Our 60th Anniversary celebration. Members go into high gear in support of the troops in the Middle East.

1992 International Legacy Day, the Saturday before Mother's Day is announced to salute the 30,000 plus legacies of Beta Sigma Phi. Beta Sigma Phi Disaster Fund is created.

1993 Honorary member Hillary Rodham Clinton of Little Rock, Arkansas becomes First Lady. New transplantation immunology center at Stanford University Medical Center named for Beta Sigma Phi in recognition of our many years of generous support.

1994 Breast Cancer Research Endowment Fund begins. Chapters and councils donate their rushing allowances to fund a high-risk clinic and breast cancer vaccination research at Dana-Farber Cancer Institute. Beta Sigma Phi also promotes "Random Acts of Kindness" worldwide.

1995 Healing in the Heartland.

1996 Beta Sigma Phi hits the Information Super Highway - Internet system gives sisters a way to chat internationally, instantly through newsgroups and email. *The Beta Journal* was established along with the emergence of On-Line Chapters.

1999 Laura Ross Wingfield, granddaughter of the founder, is named President of the International Executive Council.

2000 Millennium Membership Program launched by the Rushing and Friendly Venture Department.

1st On-line Gathering held in Kansas City, MO. Members from all over the United States and Canada attended the weekend events.

1st Chapter for deaf women and those who work with the deaf community, Kansas Rho Omega, was Friendly Ventured in Johnson County by the members of Kansas Preceptor Delta Delta.

2001 Beta Sigma Phi's celebrate their 70th Anniversary.

Highlights of Beta Sigma Phi

- 1931 Walter W. Ross, a young man with great plans for the future, founds Beta Sigma Phi with the first chapter in Abilene, Kansas.
- 1932 The first issue of The Torch of Beta Sigma Phi comes off the press. First Founder's Day celebration was held in Vinita, Oklahoma. First Preferential Tea held at Phillips Hotel Kansas City, Missouri. Hosted by Dorothy Ross, wife of founder Walter W. Ross and Ellen McMullen, Field Staff.
- 1933 Pennsylvania Beta, Harrisburg becomes the first chapter to take the Ritual of Jewels degree. Chapter Traditions begin with the "Pass of the Chocolates" used to announce engagements, birth of a baby, new home, etc.
- 1934 Members gather in Waterloo, Iowa to enjoy the first Beta Sigma Phi convention.
- 1935 Beta Sigma Phi becomes International when a member from California moves to Canada to establish a chapter there.
- 1937 Twenty-eight members make history when they sail to Hawaii on the first Beta Sigma Phi Ramble.
- 1938 The Valentine Contest is introduced. Honorary Member and actress Jean Parker McDonald was the first ever Valentine Queen.
- 1939 The number of chapters reaches a milestone with 1,000 on Beta Sigma Phi's ninth anniversary. Cary Grant is the first Valentine Judge. The first Nu Phi Mu chapter was established in Greenville, Illinois.
- 1940 The Exemplar degree is conferred on 12 members in Danville, Illinois.
- 1941 First and only International Convention was held in Kansas City, Missouri in June. Launched Beta Sigma Phi travel program and had first "Ramble" to Canada.
- 1942 Beta Sigma Phi members accept a challenge from the U.S. government to sell \$14 million worth of war bonds and exceed that figure by an additional \$8 million.
- 1943 Alaska Alpha chapter is installed at Anchorage. The first International City Council for Beta Sigma Phi is established in the Niagara Falls/Ontario, Niagara Falls/New York area.
- 1944 More than 1,000 Beta Sigma Phis are members of the Armed Services serving in Canada, United States and overseas. Beta Sigma Phis invest nearly \$3 million in War Bonds and stamps. Twenty-six Army Nurses organize Alpha chapter in North Africa. Eleanor Roosevelt speaks at Founder's Day in Washington D.C.
- 1945 Less than a year after the war ends in Europe, the first overseas chapter is installed in Great Britain.
- 1946 Barbara Ann Scott, Olympic Ice Queen, is installed as Honorary Member of Nu Phi Mu by Ontario Delta, Ottawa. Kansas City chapters hold nine in-state area meetings.
- 1949 Alpha chapter is established in Cuba. Alpha chapter is established in Frankfurt, Germany. Canada's First Lady Madame St. Laurent becomes International Honorary member. Japan Alpha, Tokyo is

- installed by a former Washington Tau, District of Columbia.
- 1950 Beta Sigma Phi Ramble to England, Scotland and France.
- 1951 The financial need of a member after a tragic automobile accident is responsible for the establishment of the International Loan Fund, began with contributions from individual members.
- 1955 The Order of the Rose degree is established to honor members of 15 or more years who have distinguished themselves within the organization.
- 1956 The Silver Anniversary of Beta Sigma Phi sees the creation of the Achievement Band through which members can acquire paid-up annual fee status. Nu Phi Mu is brought into Beta Sigma Phi as a degree of membership. Fellowship program welcomes new pledges to higher degree chapters.
- 1957 The Daughter Enrollment Plan (Legacy Program) is announced with the enrollment of Walter W. Ross' three granddaughters, Linda, Judy and Laura.
- 1958 Alpha chapter in Sydney becomes the first Australian chapter. The Envoy program was established.
- 1959 The International Office announces the Preceptor Degree.
- 1960 Beta Sigma Phi reaches a total 150,000 members in 7,000 chapters in 14 countries.
- 1961 The program Presentation Contest is announced.
- 1962 Beta Sigma Phi World headquarters building becomes a reality at 1800 W. 91st Place Kansas City, Missouri.
- 1963 The Librarian Service Award is announced.
- 1964 The first International Award of Distinction is presented.
- 1965 Employers write "Why I Like My Employee to be a Beta Sigma Phi." Winner receives a paid trip to International.
- 1966 The International Office announces conversion to computer system. Enabling more efficient communication with members.
- 1967 Girl of the Year Pin is announced.
- 1968 16,500 members honored with the Order of the Rose to date.
- 1969 Founder Walter W. Ross dies (April 9, 1900 to June 14, 1969). The Walter W. Ross Memorial Scholarship is established.
- 1970 The Founder's Award Contest is announced. 114 Founder's Memory chapters are organized.
- 1971 Our 40th Anniversary is celebrated. A new tradition begins with the convention lamp from city to city. Founder's Fund Insurance Plan is announced.
- 1972 Girlstown, USA, longest continuing Beta Sigma Phi project for Endowment Fund, receives \$267,000 since 1953.
- 1973 Pearl Buck awarded International Honorary Membership posthumously.
- 1974 A new degree, Preceptor Laureate (now Laureate) is introduced for

- members with at least eight years of membership in a Preceptor chapter. Friendly Venture chapter is installed in Karamursel, Turkey.
- 1975 *Encyclopedia Americana* recognizes Beta Sigma Phi in latest reference books. International Women's Year- members all over the world show support in various projects. International Flag Design contest is announced.
- 1976 Endowment Fund giving goes over the \$1 million mark! Rosebud Alpha, first active legacy group is formed in Denton, Texas. The Silver Circle Ritual for 25-year members is introduced.
- 1977 New computer terminals are installed for even faster and more convenient service than ever to members. Founder's Day finds us now in 24 countries around the world. International Theme Contest is announced.
- 1978 Life Insurance program starts. Alpha chapters begin in six new countries: Hong Kong, Cuba, Ecuador, New Zealand, Iceland and Netherlands. We are now in 31 countries.
- 1979 This year marks the 10th anniversary of the Walter W. Ross Memorial Scholarship Fund. We have awarded 89 \$1,000 scholarships to students. That's \$89,000 in 10 years!
- 1980 Golden Anniversary activities are launched. A history book of Beta Sigma Phi is written. Members can earn gold stars for their achievement bands by recommending friends who pledge Beta Sigma Phi. "People Helping People" awards are created so chapters and city councils can honor outstanding citizens in their communities. Dorothy Ross, wife of our founder, dies December 1, 1980. The Walter W. Ross Memorial Scholarship becomes the Dorothy and Walter Ross Memorial Scholarship Fund.
- 1981 "Idea Fair" contest brings best ideas for chapter service projects, socials, ways and means projects and programs. Members begin forming "Golden Anniversary" chapters worldwide. U.S. President Ronald Reagan and Canada's Prime Minister Pierre Trudeau recognize Beta Sigma Phi's Golden Anniversary.
- 1982 Beta Sigma Phi launches contest to find the "Ideal New Beta Sigma Phi."
- 1983 The "Golden Circle" Ritual for 50 year members is introduced at Founder's Day. New "Programs A La Carte" offers members well over 100 program topics to choose from. City Councils introduce annual "Guest Day" programs in their communities to welcome new members and build chapters in their cities. The new Bed and Breakfast program allows members to meet sisters during their travels.
- 1984 Beta Sigma Phi Ambassador program introduces city mayors and chambers of commerce to our sorority. A special service effort, to raise money for the restoration of the Statue of Liberty and Ellis Island is announced. Our goal is to raise \$100,000 for this worthy project before Lady Liberty's 100th birthday, July 4, 1986. Our Envoy membership program for men is offered as a way to honor men for their support of Beta Sigma Phi efforts.

- 1985 International Endowment Fund giving is at more than \$2 million. A new, flexible approach to a sorority called “Career Chapters” is introduced. Members from “Lady Liberty” chapters; for each new member, International donates fifty cents to the Statue of Liberty service efforts.
- 1986 Beta Sigma Phi raise \$130,000 for the Statue of Liberty Restoration Project – 30 percent beyond our goal.
- 1987 A “Chapter Pen Pal Program” allows chapters to correspond and share good ideas for projects, programs and parties. Bed & Breakfast hostesses now number more than 1,000 worldwide!
- 1988 The Master Degree is introduced for members who have been Laureates for 10 years or more. The first Master chapter is formed in Kansas City, Missouri.
- 1989 Saudi Arabia chapters enjoy a country wide Founder’s Day celebration hosted by Xi Alpha of Dhahran. Five Alpha charters are reactivated by existing members, chapters and councils. Exemplar Fund becomes dedicated to scholarships for sorority sisters continuing their education – 11 awarded in their first year. U.S. first lady Barbara Bush becomes an International Honorary Member.
- 1990 Beta Sigma Phi sisters help recover from devastating Hurricane Hugo by donating \$16,500 from 257 chapters across the United States. Virginia Governor Douglas Wilder is named a Beta Sigma Phi Envoy. Our 60th Anniversary celebration kicks off with birthday cards from members committing to introduce friends to sorority, create Celebration Chapters and earn plaques at International.
- 1991 Members go into high gear in support of the troops in the Middle East. New International Beta Sigma Phi “Legacy Day” is created, to be celebrated the Saturday before Mother's Day each year. Russia Alpha, St. Petersburg formed in September.
- 1992 International Legacy Day, the Saturday before Mother’s Day is announced to salute the 30,000 plus legacies of Beta Sigma Phi. Beta Sigma Phi Disaster Fund is created to help sisters who were victims of Hurricane Andrew and Iniki. More than \$180,000 is raised and distributed within a few months.
- 1993 Honorary member Hillary Clinton of Little Rock, Arkansas becomes U.S. first lady. New transplantation immunology center at Stanford University Medical Center named for Beta Sigma Phi in recognition of our many years of generous support.
- 1994 Breast Cancer Research Endowment Fund begins. Chapters and councils donate their rushing allowances to fund a high risk clinic and breast cancer vaccination research at Dana Farber Cancer Institute. Beta Sigma Phi also promotes “Random Acts of Kindness” worldwide.
- 1995 Members of Beta Sigma Phi International and chapters enjoy a seminar and cruise in the Caribbean. Beta Sigma Phi “Best Friends of Your Life” program gives sisters opportunity to honor their own with recognition and awards.
- 1996 Beta Sigma Phi hits the information super highway. The Internet gives sisters a way to chat internationally, instantly through newsgroups and

- email and an opportunity to visit the International Home Page on the World Wide Web. "Catch a Dream" contest sends a lucky "Martha Stewart" to an East Coast cooking school.
- 1997 Vision 2000 Cruise to Alaska with International's Bill Ross attracts 106 sisters and husbands for a seminar on the future of Beta Sigma Phi. New chapter, Gamma, is formed in Belgium.
- 1998 Beta Sigma Phi soars into space as Idaho Honorary Member Barbara Morgan is tapped for a space shuttle adventure! International Honorary Member roster continues to increase with the addition of Nancy Goodman Brinker, Founder of Race for the Cure. Others included on the list before and after this date are notables including Eleanor Roosevelt, Barbara & Laura Bush, Nancy Reagan, Nancy Pelosi, and Hillary Rodham Clinton.
- 1999 Laura Ross Wingfield is named president of the Beta Sigma Phi International Executive Council. Beta Sigma Phi reaches for 200,000 members in the year 2000. Membership drive is launched.
- 2000 The new century begins with the "Beta Sigma Phi Millennium Baby" contest. The winner is David Claiborne, grandson of a delighted member. The Beta Sigma Phi Pen Pal Program is highlighted in the Torch and garners many new participants.
- 2001 Following the terrorist attack on Washington D.C. and New York City on September 11, Beta Sigma Phis around the world reach out with donations and other types of support. To date, Beta Sigma Phi has donated nearly half a million
- dollars to breast cancer research, with break through news coming from recipient Dana Farber. An oncologist at the institute, Donald Kufe, M.D., works on a vaccine that will benefit women with recurrent breast cancer.
- 2002 Members gather in Pt. Canaveral, Florida to celebrate the first Beta Sigma Phi online convention. Congresswoman Joann Davis is installed as an Honorary Member.
- 2003 The first full color issue of the *Torch* is released. The P.A.C.E. (Participation, Attitude, Commitment, Enthusiasm) Award is announced at Founder's Day by Bill Ross.
- 2004 One of the largest natural disasters in history, a massive tsunami that ravaged southern Asia, brings the world together to try and help. Beta Sigma Phi members around the world along with millions of others donate money to try and help. Every Beta Sigma Phi member is encouraged to do her part.
- 2005 Hurricanes Katrina and Rita hit, leaving people homeless, many victims are our members. East Texas is also devastated by wild fires. To date, the Beta Sigma Phi Disaster Relief Fund has given more than \$240,000 to victims and their families to help rebuild their lives. Online chapters are recognized as official chapters. The Diamond Circle Ritual is introduced at Founder's Day.
- 2006 Beta Sigma Phi celebrated its 75th anniversary, with a yearlong celebration that included reactivating Alpha chapters. Chapters were very successful in getting the word out, press coverage was at a 50 year high.

- 2007 International published a 75th anniversary commemorative book detailing the history of our sisterhood. The leather bound volume contained never before published photos, including candid shots of Will Rogers.
- 2009 International's Walter W. (Bill) Ross dies on January 1, 2009. Beta Sigma Phi website was brought in house on July 3rd.
- 2010 International's John J. (Jack) Ross dies on March 20, 2010. The Torch of Beta Sigma Phi, which had been published online only for more than a year, was offered again in print form through subscription. The inaugural Torch presented in a new and rich format, was printed in August 2010.
- 2011 Beta Sigma Phi celebrated its 80th anniversary. Members were encouraged to post YouTube videos in honor of our 80th and to inform media outlets about Beta Sigma Phi. In honor of the 80th anniversary the Torchbearer Degree is introduced for members who have been Masters for 12 years or more. A massive earthquake occurred near the northeastern coast of Japan, triggering tsunami waves, leaving thousands dead. Beta Sigma Phi sisters reach out to aid the devastated country.
- 2012 The first Torchbearer chapter is formed in Alton, Illinois. Sending chapter minutes electronically via the International website is introduced.

International Past Themes 1952 - 2006

52-53 The Road Ahead
53-54 Festival of Friendship
54-55 Life of Beauty
55-56 Time to Remember
56-57 Getting to Know You
57-58 Call to Action
58-59 Year of Fulfillment
59-60 Heart to Heart
60-61 Live with Wings
61-62 Live Victoriously With Wings
62-63 The torch Will Light the Way
63-64 This is the Way
64-65 Invitation to Life
65-66 Crown Every Moment
66-67 Jewel the Phi
67-68 Turn the Key
68-69 Reach for the Stars
69-70 Join Hands and Hearts
70-71 Light Many Lamps
71-72 Life Begins at 40
72-73 Lead a Queenly Quest
73-74 Love, Love, Love
74-75 Stairway to Happiness
75-76 Let Heritage Ring
76-77 Follow the Rainbow Road
77-78 Light Another Torch
78-79 Seek New Horizons
79-80 Around the world of Beta Sigma Phi
80-81 Share Golden Treasures
81-82 Circle the World with Yellow Roses
82-83 The Golden Key to Friendship
83-84 Keep the Dream Big
84-85 Paint a Living Masterpiece
85-86 Walk in the Sun, Find renaissance
86-87 Share the Dream
87-88 Build Bridges of Friendship
88-89 Pave It With Stars
89-90 Gifts From the Heart
90-91 Celebrate the Magic
91-92 A Time For Us
92-93 Together We Grow
93-94 Treasure Special Moments
94-95 Light The Way
95-96 Beta Sigma Phi: The Dream Catcher
96-97 Reflections of Love
97-98 Sisters of the Heart
98-99 From Dust Into Stardust
99-00 New Century, New Beginning
00-01 A Diamond Celebration - Our Future Shines
01-02 Weave a Web of Friendship
02-03 Gates of Friendship
03-04 Colors of Friendship
04-05 Give The Gifts of Sisterhood
05-06 The Good, The True, The Beautiful



Beta Sigma Phi

HISTORY

The Beginnings of Beginning Day

The beginning of Beginning Day is, like that of many great traditions, something of a mystery. However, it is almost certainly as old as Beta Sigma Phi itself.

The “beginning” of each new sorority year appears to have always been around August, but it took a few years for the “official” tradition to begin. The Torch, which first rolled off the presses in January 1932, makes its first mention of Beginning Day in August of that same year—but not under that name.

“Another summer has come and gone,” says the August 1932 issue. “The fraternity enters the new club year stronger in numbers, wiser in experience and closer knit with ties of everlasting friendship.”

The first mention in print of the specific phrase “Beginning Day” doesn’t appear until some 27 years later, though it was certainly in use before that. In the August 1959 issue of The Torch, page 8 reads, “Sunday, August 30, has been designated as the official opening day of your 1959-60 season in Beta Sigma Phi. Significantly, it is called ‘Beginning Day.’” Prior to 1959, The Torch merely references the “first meeting of the new sorority year” or some similar phrase.

Certainly, by August 1962 the phrase “Beginning Day” was in widespread use and the tradition was firmly established. In that month’s issue of The Torch, a new theme is announced: “The Torch Will Light the Way.” It goes on to reference Beginning Day, stating, “It has become a tradition in Beta Sigma Phi to launch a new chapter year on ‘Beginning Day,’ the last Sunday in August.” This is the first reference of Beginning Day being a “tradition,” and that is recognized on the last Sunday of August. By 1965, The Torch was running articles about how to plan a great Beginning Day.

So, while the origins of the specific name of the day are obscure, it’s clear that Beginning Day has always been held at the end of August each year, and has always been a time of special significance for Beta Sigma Phi.



Beta Sigma Phi

HISTORY

Help in Time of Need:

The Betty Center Memorial Disaster Relief Fund

The Disaster Relief Fund officially started in 1992, after hurricanes Andrew and Iniki. Sisters raised and distributed more than \$180,000 within a few months. The Fund was formally announced on page 29 of the October 1992 issue of *The Torch*.

Although the fund was not officially in place until that time, Beta Sigma Phi have always helped those hit by disasters. In 1972, International started a fund with a contribution of \$2,000 in response to widespread flooding that year. Through that temporary fund, sisters contributed some \$50,000 to International's relief efforts.

Florida member Betty Center was instrumental in making the Disaster Relief Fund a permanent Endowment Fund after the devastation from hurricanes Andrew and Iniki. After she passed, Florida sisters petitioned International to change the name of the fund to The Betty Center Memorial Disaster Relief Fund in her honor. Thus the fund was renamed in 2003. The formal announcement of the renaming was on page 28 of the May/June 2003 issue of *The Torch*.

Whenever natural disasters strike, affected members are given grants governed by the size of the fund and the extent of the member's losses.

All donations to the Disaster Fund are put into liquid investments and pulled out only when necessary. The donations never go to the op-

erating costs of Beta Sigma Phi. While the recipients are never asked or required to repay the grants, many have done so once they have gotten reestablished.

From the Archives of *The Torch*:

1992: Beta Sigma Phi Disaster Fund is created to help sisters who were victims of hurricanes Andrew and Iniki. More than \$180,000 is raised and distributed within a few months.

2004: One of the largest natural disasters in history, a massive tsunami that ravaged southern Asia, brings the world together to help. Beta Sigma Phi members around the world, along with millions of others, donate money to the cause. Every Beta Sigma Phi member is encouraged to do her part.

2005: Hurricanes Katrina and Rita hit, leaving people homeless. Many victims are members of Beta Sigma Phi. East Texas is also devastated by wildfires. To date, the disaster relief fund has given more than \$240,000 to victims and their families to help rebuild their lives.

For more personal stories of how Beta Sigma Phi members were affected by such disasters, visit www.betasigmaphi.org. Under More Members Only, select Disaster Stories.

http://www.betajournal.com/sheltering_sisters.htm
If you would like to be a sheltering sister or need one.

These seven members formed the very first Beta Sigma Phi chapter in 1931. (Three of Kansas Alpha, Abilene are still active: Helen Pepper (second from left); Naomi Simpson (center); and Helen Holmstrom (second from right)).



International Themes of Beta Sigma Phi

The first annual International Beta Sigma Phi theme was in 1952. Beginning in 1960, each theme had a symbol.

- | | |
|---|--|
| 1952 – The Road Ahead | 1993 – Treasure Special Moments |
| 1953 – Festival of Friendship | 1994 – Light the Way |
| 1954 – Life of Beauty | 1995 – Beta Sigma Phi: The Dream Catcher |
| 1955 – Time to Remember | 1996 – Reflections of Love |
| 1956 – Getting to Know You | 1997 – Sisters of the Heart |
| 1957 – Call to Action | 1998 – From Dust into Stardust |
| 1958 – Year of Fulfillment | 1999 – New Century, New Beginning |
| 1959 – Heart to Heart | 2000 – A Diamond Celebration, Our Future
Shines |
| 1960 – Live with Wings | 2001 – Weave a Web of Friendship |
| 1961 – Live Victoriously with Wings | 2002 – Gateway to Friendship |
| 1962 – The Torch Will Light the Way | 2003 – Colors of Friendship |
| 1963 – This Is the Way | 2004 – Give the Gifts of Sisterhood |
| 1964 – Invitation to Life | 2005 – The Good, The True, The Beautiful |
| 1965 – Crown Every Moment | 2006 – Beta Sigma Phi, 75 Years Young |
| 1966 – Jewel the Phi | 2007 – Sing A Song of Sisterhood |
| 1967 – Turn the Key | 2008 – Rekindle the Torch of Friendship |
| 1968 – Reach for the Stars | 2009 – Share Our Passport to Adventure |
| 1969 – Join Hands and Hearts | 2010 – New Paths to Friendship |
| 1970 – Light Many Lamps | 2011 – Building Our Future on Traditions |
| 1971 – Life Begins at 40 | 2012 – You're Among Friends |
| 1972 – Lead a Queenly Quest | 2013 – Light Up Your Life |
| 1973 – Love, Love, Love | 2014 – Expand Your ΒΣΦ Family Tree |
| 1974 – Stairway to Happiness | |
| 1975 – Let Heritage Ring | |
| 1976 – Follow the Rainbow Road | |
| 1977 – Light Another Torch | |
| 1978 – Seek New Horizons | |
| 1979 – Around the World of Beta Sigma Phi | |
| 1980 – Share Golden Treasures | |
| 1981 – Circle the World with Yellow Roses | |
| 1982 – The Golden Key to Friendship | |
| 1983 – Keep the Dream Big | |
| 1984 – Paint a Living Masterpiece | |
| 1985 – Walk in the Sun Renaissance | |
| 1986 – Share the Dream | |
| 1987 – Build Bridges of Friendship | |
| 1988 – Pave It with Stars | |
| 1989 – Gifts From the Heart | |
| 1990 – Celebrate the Magic | |
| 1991 – A Time For Us | |
| 1992 – Together We Grow | |

BETA SIGMA PHI INTERNATIONAL THEME ART LINKS

1996-Present

http://www.betajournal.com/clip_01.htm

BSP Art



http://www.betajournal.com/clip_02.htm

Reflections of Love

1996-1997



http://www.betajournal.com/clip_03.htm

Sisters of the Heart

1997-1998



http://www.betajournal.com/clip_04.htm

From Dust into Stardust

1998-1999



http://www.betajournal.com/jrnl_17.htm

New Century, New Beginnings

1999-2000



http://www.betajournal.com/clip_06.htm

A Diamond Celebration – Our Future Shines

2000-2001



http://www.betajournal.com/clip_07.htm

Weave a Web of Friendship

2001-2002



http://www.betajournal.com/clip_08gp.htm

Gateway to Friendship

2002-2003



http://www.betajournal.com/clip2003_09a.htm

Colors of Friendship

2003-2004



http://www.betajournal.com/clip_dio.htm

Diotima Artwork

http://www.betajournal.com/clip2003_09.htm

Give the Gifts of Sisterhood

2004-2005



http://www.betajournal.com/clip_11gtb.htm

The Good, The True, The Beautiful

2005-2006



http://www.betajournal.com/clip06_75yy.htm

75 Years Young

2006-2007



http://www.betajournal.com/clip_sing2007.htm

Sing A Song of Sisterhood

2007-2008



http://www.betajournal.com/clip_torch2008.htm

Rekindle the Torch of Friendship

2008-2009



http://www.betajournal.com/clip_passport2009.htm

Share Our Passport to Adventure

2009-2010



THEMES 1952 - Present

http://www.betajournal.com/themes_1952.pdf

Past Theme Charm Photo 634 kb

http://www.betajournal.com/images/gifts/theme_charms2006.jpg

- 3 ways to establish new chapters
- A new chapter may be installed with 10 or more members
- Chapters are named when pledge agreements & names of first slate of officers are received at the Int'l Office
- Chapter prefixes
- Letter prefixes used in front of chapter number to indicate degree
- Beta Sigma Phi contests
- Address of International Office
- Name of your Division Chairman
- Include your name, address & chapter number on all correspondence to Int'l
- Yearbook information

*The International Executive Council determines when and where chapters may be established.

**A chapter may receive the name and number when...

- 1.) Names of all members are received (or pledge agreements received)
- 2.) Names of all Officers are received

Three Ways to Establish New Chapters

1. Friendly Venture – An existing chapter, council gets together to form a new chapter to be composed of new members.
2. Progression – Members of a lower degree chapter progress to a higher degree to form a new chapter.
3. Transferees – Transferees gathering to form a new chapter

(A new chapter may be installed with 10 or more members.)

CHAPTER NAMES

Chapters are named when pledge agreements & names of first slate of officers are received at the Int'l Office.

Naming of Ritual of Jewel Chapters - The 1st name used in each state/province or area is Alpha and chapters are named using the Greek alphabet all the way down to Omega. Once all the Greek names are given out, the double naming is used. i.e., Alpha Alpha, Alpha Beta

ALPHA
BETA
GAMMA
DELTA
EPSILON
ZETA
ETA
THETA
IOTA
KAPPA
LAMBDA
MU
NU
XI
OMICRON
PI
RHO
SIGMA
TAU
UPSILON
PHI
CHI
PSI
OMEGA

CHAPTER PREFIXES

Abbreviations used are before the chapter names except in the case of a Master degree chapter. Master follows the chapter name.

Phi = Nu Phi Mu Chapter

Ritual of Jewels = Just the chapter name with no prefix is used

Xi = Exemplar

Preceptor is spelled out and is before the chapter name.

Laureate is spelled out and is before the chapter name.

Master is spelled out and is after the chapter name.

Letter Prefixes in front of the Chapter Number

Ritual of Jewels has no letter prefix in front of the number

P = Nu Phi Mu

X = Exemplar

XP = Preceptor

LP = Laureate

MA = Master

A BRIEF OVERVIEW OF THE
DEGREES OF BETA SIGMA PHI

NU PHI MU

Members of the **first degree** of Beta Sigma Phi are generally 18-22 years of age. Following a six-month period of Pledge Training, the member may qualify for her second ritual, the Ritual of the Badge.

After three years of program study and active chapter participation in her chapter, the Nu Phi Mu member may be eligible to progress to the Ritual of Jewels degree without repeating Pledge Training.

All names of Nu Phi Mu chapters begin with the word "Phi," and chapter numbers are preceded by a "P."

RITUAL OF JEWELS

Members may join a Ritual of Jewels chapter one of three ways:

1. - by progressing from a Nu Phi Mu chapter
2. - as a transferee
3. - as a pledge

A pledge must complete six months of Pledge Training to be eligible to receive the Ritual of Jewels degree, the **second degree** of Beta Sigma Phi.

When she completes four years (48 months) of program study and active chapter participation, the Ritual of Jewels member is ready to progress to the Exemplar degree.

The first Ritual of Jewels chapter in each state is named Alpha, the second Beta, and so on through the Greek alphabet to Omega, and then double names (Alpha Alpha, Alpha Beta) are used, and even triple names are used. There is no letter prefix to a Ritual of Jewels chapter number.

EXEMPLAR

The Exemplar degree, the **third degree** of Beta Sigma Phi, may be conferred when a member has completed four years at the Ritual of Jewels level. Members who qualify for this degree, and other upper degrees, may receive the degree in their current chapter, or may progress to an upper degree chapter.

After six years of program study and active chapter participation at the Exemplar level, a member may be eligible to progress to the Preceptor degree.

Exemplar chapter names begin with the word, i.e., Greek letter "Xi," and Exemplar chapter numbers are preceded by an "X."

PRECEPTOR

Members who hold the **fourth degree** of Beta Sigma Phi, the Preceptor degree, have progressed from the Exemplar degree.

Following eight years of program study and active chapter participation at the Preceptor level, a member may be eligible to progress to the Laureate degree.

The full word "Preceptor" always precedes the name of a Preceptor chapter, while the letters "XP" precede the chapter number.

LAUREATE

The **fifth degree** of Beta Sigma Phi, the Laureate degree, is conferred upon those members who have completed the Preceptor degree and progressed.

After ten years of active chapter participation as a Laureate degree member, the member may be eligible for progression to the Master degree.

The word "Laureate" precedes the name of the Laureate chapter, and the letters "PL" precede the chapter number.

MASTER

The master degree is the **sixth** and highest degree of Beta Sigma Phi.

The word "Master" always follows the chapter name (Alpha Master), and the letters "MA" precede the chapter number.

FELLOWSHIP PLEDGES

Fellowship pledges pledged directly to an upper degree chapter (Exemplar, Preceptor, Laureate, Master) progress at the same rate as all other members. For example, a Fellowship pledge who joins an upper degree chapter experiences six months as a pledge and four years as a Ritual of Jewels degree member in the chapter, six years as an Exemplar, eight years as a Preceptor, ten years as a Laureate, and then she will be eligible to progress to the Master degree.

BETA SIGMA PHI INTERNATIONAL OFFICE

Walter W. Ross & Company, Incorporated handles the business management of Beta Sigma Phi International



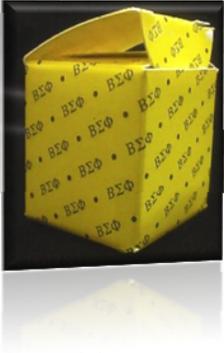
Outside International Office



Gift Dept



This is the Front Desk at Beta Sigma Phi International - Guestbook Signing. A member signs the guestbook with her name, state/province/country, chapter and date of visit. Her division chairman is summoned to escort her or the members (more than one can accompany the chairman on a tour) on the tour of International. A 1st time visit by a member usually receives a box with a charm in it.



WEBSITES

Websites: <http://www.betasigmaphi.org> & <http://www.betajournal.com>

Web Changes go to: laura@betasigmaphi.org - <http://www.betasigmaphi.org>

Laura Ross Wingfield

Web Changes got to: tikitex@betajournal.com - <http://www.betajournal.com>

Karen M. Ing

Beta Sigma Phi International

P.O. Box 8500
1800 W. 91st Place
Kansas City, MO 64114-0500

Monday - Friday 8:30 a.m. to 5:00 p.m. (*Central time zone*)

All Members are WELCOME to Visit!

816-444-6800

(All Departments)

800-821-3989

(Gift Department Only)

888-238-2221

(Rushing/Friendly Venture Only)

FAX: (816) 333-6206

Service Department

This department answers all your questions about chapter procedure, member records, activities, officer information and the like. Five division chairs oversee various geographical areas of Beta Sigma Phi chapters. This department's head is Laura Ross Wingfield; she also oversees conventions. To contact your Division Chairman, send e-mail to:

The following are the areas each Division Chairman are responsible for:

Laura: ALL ON LINE CHAPTERS.

LAND CHAPTERS

Cynthia: AL, AR, CO, OH, OK, NC, SC, TN, TX, AFRICA and BELGIUM.

Cindy: CA, FL, IA, ID, LA, ND, NE, OR, SD, UT, WI, AUSTRIA, AUSTRALIA, ENGLAND, FINLAND, MEXICO, OKINAWA and SAUDI ARABIA.

Viola: GA, HI, IL, IN, MN, NM, WA, WY, CANADA, GREECE, RUSSIA, SCOTLAND, YUKON and JAPAN.

Vivian: AK, AZ, CT, DC, DE, KS, KY, MA, MD, ME, MI, MO, MS, MT, NH, NJ, NV, NY, PA, RI, VA, VT, WV, PUERTO RICO and GERMANY.

On Line Chapter Division Chair...

Laura Ross Wingfield

Land Chapter Division Chairs...

Cynthia Meadows

Cindy Vance

Vivian Iddings

Karla

laura@betasigmaphi.org (On Line Division Chair)

cynthiam@betasigmaphi.org

cindyv@betasigmaphi.org

viviani@betasigmaphi.org

Membership Department

Looking for ways to increase your chapter size or for help with Friendly Venturing a new chapter? This is the department to contact. They have ideas for Pledge training, parties, name gathering and all aspects for adding new members and new chapters to your circle of Beta Sigma Phi friends. This department's head is Lola Ruby.

rushing-friendlyventure@betasigmaphi.org

The Torch of Beta Sigma Phi

We know your chapter has a great story to share! The Torch welcomes all your news, as well as a fast chat with on-line sisters, anytime! If you have a question that doesn't seem to fit any of the categories above, just send it to The Torch's editor, Laurey Lummus or email the Torch.

torch@betasigmaphi.org

Certification Department

If you need to reinstate a member, certify a member for a degree or the Order of the Rose, or research a member's records, the Certification Department should get your call. This department's head is Patti Chastain certification@betasigmaphi.org

Gift Department

Do you need a Beta Sigma Phi gift for your secret sister, outgoing officers, or yourself? The Gift Department, headed by Danel Chastain, is an e-mail away, and can send you an extra gift catalog, too. gifts@betasigmaphi.org

If you just don't know where to go to take care of your needs, always ask your division chairman as she'll be happy to help or send your E-mail or call on to the appropriate dept.

INTERNATIONAL CONTESTS

Torch Scheduled Issues!

See the information on www.betasigmaphi.org
Members Only

*Download your E Copy or Section Desired or Pay for
Paper Issues for the Year to be Mailed to You.*



To Send a Photo to the Torch

WHEN SENDING A PHOTO TO THE TORCH, PLEASE FOLLOW THESE GUIDELINES. NO EMAILED PHOTOS, PLEASE. *Make sure it is well lit, sharp, in focus, with a good contrast. *Feature photos must be a min. 4" X 6" and subject must fill 80% of the area. *Photos previously printed (i.e., magazine, newspaper or a computer) will NOT be used. Poems, Photos, and CDs submitted become the sole property of Beta Sigma Phi International.



Parade of Legacies

Please note there is no longer a deadline for our Legacy Parade, a Torch feature is included in every Spring and Fall issue. In order to showcase every Legacy, photos are published according to the date received. Since this is not a contest, please feel free to mail in photos of your precious Legacies throughout the year. Photos that will not be considered are those of large groups (more than four), photos which include members and photos that are sent by e-mail.

(There is a legacy chapter on line for ages 8 to 17 – On Line Legacy Alpha)



Poetry and Photo Contest

POETRY AND PHOTO CONTEST... ENTRIES MUST BE RECEIVED BY MAY 1. No member may win first place in two consecutive years. Entries are non-returnable. PHOTO- WHAT WE NEED: An original, unpublished, color or black and white photo, a min. of 5" X 7" size. The photo must be taken by a Beta Sigma Phi member in good standing. Your photo subject should be Beta Sigma Phi related in some way. One photo may be submitted per member. The entry form must be completed and taped to the back of the photo. Please also write the member's name on the back of the photo near one corner. POEM- WHAT WE NEED: An original, unpublished, typed poem written by a Beta Sigma Phi in good standing. The poem may be of any theme and length. No more than three poems may be submitted by the same member. Each entry must include the author's name, mailing address, chapter name, number and location. Entry forms for the Poetry or Photo Contest are in the March and April issues of the Torch.

ATTACHED ARE: Contests and Forms - Information is subject to change including the cash prize rewards. Always check with the torch@betasigmaphi.org TORCH DEPT before submitting your contest entry.

816-444-6800

Editor

Spring Parade of Legacies

- ✿ Many legacies are pictured each year in the Spring Parade of Legacies in the May/June Torch. A Kansas City graphic arts studio will select the pictures to be included in the feature.
(Due to the hundreds of photos received, not all of our legacy members can be pictured. Final selection rests with the judges.)
- ✿ A black and white glossy of the legacy member must be sent to the Torch by March 1. Snapshots are not suitable for reproductions. Photos should be at least 5" X 7"
- ✿ The photo must include the entry form below, attached to the back of the photo with tape.

Parade of Legacies

Name _____

Legacy's Membership Number _____

Sponsor's Name _____

Address _____

City _____

State/Province _____ Zip _____

Chapter Name _____

Chapter Number _____

Poetry

- ✍ Entries must be original, unpublished poems written by Beta Sigma Phi's in good standing. They may be of any theme or length. No more than three poems may be submitted by each contestant in one contest year.
- ✍ Each entry must bear the author's name and address; chapter name, number and location. Poems should be typed, double-spaced and postmarked by May 1.
- ✍ No member may win First Place two consecutive years.
- ✍ First Place winner will receive \$50; Second, Third and Fourth place winners will receive \$30, \$20 and \$10 respectively

Short Story

- 📖 Entries must be original and submitted by Beta Sigma Phi's in good standing. They may be of any theme, but may not exceed 5,000 words.
- 📖 Stories should be typed, double-spaced, and postmarked by May 1. Each entry must bear the author's name and address; chapter name, number and location.
- 📖 No member may win First Place two consecutive years.
- 📖 The First Place winner will receive \$50; Second, Third and Fourth will receive \$30, \$20 and \$10 respectively.

Beta Sigma Phi

International Contests

Deadlines

Valentine Contest.....	Nov 1
Yearbook Contest.....	Nov 15
Parade of Legacies.....	March 1
Short Story Contest.....	May 1
Poetry Contest.....	May 1
Program Contest.....	June 9
Photo Contest.....	May 1

Don't Miss Out!

Beta Sigma Phi International
 Attn: Contests
 P.O. Box 8500
 Kansas City, MO 64114

International Contest Rules

Send entries to the attention of the appropriate contest, Beta Sigma Phi International, P.O. Box 8500, Kansas City, MO 64114-0500. If acknowledgement of receipt is desired, please enclose a self-addressed, postage-paid card. Yearbook entries become the property of Beta Sigma Phi International, and will not be returned. All other contest entries will be returned only if a self-addressed, postage paid, appropriately-sized envelope accompanies the entry. The International Office cannot be responsible for items lost in the mail.

Program Presentation

- 🕒 The winning presentation is selected from outstanding programs submitted by chapters from their current chapter year. (Many chapters select their entries by secret ballot vote of the members.)
- 🕒 A complete report, typed & double-spaced, should describe the presentation in detail. Include the name of the program & topic; names of members who gave the program; style or combination of styles used in the presentation; visual or auditory aids used; reference sources & the place the program was presented.
- 🕒 Entries should include chapter name, number & location. Also include the name & address of the person submitting it for the chapter.
- 🕒 Entries must be postmarked by June 9th.
- 🕒 First Place winner will receive \$30, Second & Third Place winners will receive \$20 & \$10 respectively.

Valentine

- ♥ A Hollywood star or national celebrity will select the winners of the Valentine contest. (Due to the thousands of photographs received, not all entries can be pictured. Final selection rests with the judge.)
- ♥ Contestants must be Beta Sigma Phi's in good standing. Chapters may choose their representative on any criteria they wish.
- ♥ The judge will choose a Valentine Queen from the Nu Phi Mu and Ritual of Jewels Degrees; a Valentine Sweetheart from the Exemplar degree; and a Valentine Empress from the Preceptor, Laureate and Master degrees.
- ♥ Awards of \$50 each will go to the chapters from which the Queen, Sweetheart and Empress are chosen.
- ♥ Photos must be postmarked by November 1. The entry form below should be filled out and taped to the back of the photo. (Do not write on photo.)
- ♥ Please include a short bio of your chapter's Valentine contestant.

Valentine Contest

Name _____

Address _____

City _____

State/Province _____ Zip _____

Chapter Name & Number _____

Chapter Location _____

***Why is this member special?** (Please complete Statement and attach a short bio.)

Yearbook

- 📖 Your entry must be identical to the yearbook that your chapter members use during the current chapter year.
- 📖 Entries should bear the name and address of the Yearbook Committee chair & the name, number & location of the chapter. Entries must be postmarked by November 15th
- 📖 Each first place winner will receive \$30; and each second place chapter will receive \$20.
- 📖 Judges will select the winners in each of the two divisions: Nu Phi Mu & Ritual of Jewels; & Exemplar, Preceptor, Laureate & Master. Points the judges consider are:

Yearbook Score Sheet	Possible Points
Program assignments (more than one member), Resources, presentations, innovations.....	20
Originality (use of theme, creativity, attractiveness.....)	15
Outline main social activities.....	10
Outline main ways & means projects.....	10
Outline main service projects.....	10
Usefulness, organization, neatness	10
Concise, clearly outlined plans.....	10
Chapter roster.....	5
Officers' names.....	5
Committees (chairpersons included).....	5

(Please note: chapters entering this contest need not send in yearbook covers; only the contents of the books will be Judged. Remember, these entries become the property of Beta Sigma Phi International after the contest and will not be returned.)

Send Your Contest Entries to:
Beta Sigma Phi International
P.O. Box 8500
Kansas City, MO 64114

Photo Contest

PHOTO CONTEST

Entries must be an original, unpublished and submitted by Beta Sigma Phi's in good standing. Your photo subject should be Beta Sigma Phi related. Photos must be 5 x 7 in size and may be in color or black and white, preferably. One non-returnable photo can be submitted per member. The entries must be post-marked May 1. The entry form below should be completed and taped to the back of the photo. Do not write on photo, please. No winner may win first place two consecutive years. The first place winner will receive \$50; second, third and fourth place winners will receive \$30, \$20 and \$10 respectively.

Photo Contest

Member's Name

Address

State/City/Province/Zip

Member Number

Chapter Number

Short Description of Photo Subject



*Send your photo to the Attn: Photo Contest , Beta Sigma Phi International, Box 8500, Kansas City, MO 64114-0500

International Executive Council of Beta Sigma Phi
1800 West 91st Place, PO Box 8500, Kansas City MO 64114-0500
Phone: (816) 444-6800, Fax: (816) 333-6206, E-mail: torch@betasigmaphi.org

Request for Consent to Use Register Service Mark

Consent of the International Executive Council is required for any use of the following symbols of Beta Sigma Phi on any items that are offered for sale or distribution:

1. The words "Beta Sigma Phi"
2. The Beta Sigma Phi Greek letters
3. The Beta Sigma Phi crest
4. The Beta Sigma Phi pin
5. The Latin motto "Vita Scientia Amicitia"

Chapter/council requests consent of the International Executive Council to use the Beta Sigma Phi symbols.

Chapter or City Council:

(Name, Number)

Location:

(City, State)

Name and member number of requestee:

Complete Address:

(Street, City, State/Province, & Zip)

1. Describe the symbol(s) you wish to use:

2. Describe each item on which the symbol(s) will appear:

3. For what purpose do you wish to use the symbol(s):

4. For what duration do you request consent:

5. Attach a drawing or graphic illustration of the item on which the symbol will appear, and show how the symbol itself will appear. In lieu of this, a sample of the item may be submitted.

We agree that our use of the symbol will be in accordance with this request and any conditions and limitations imposed by the International Executive Council.

Your Signature

Date

Pledge Training Manual - Chapter 9 - WHAT TO REMEMBER

- In your own words be able to state the object of Beta Sigma Phi
- Admission to membership
- Define rushing
- Procedure on voting on prospective members
- What to do in case of transfer to another chapter
- Chapter procedure
- When regular meetings are held
- Attendance requirements
- What constitutes an excused absence
- Why a member is declared inactive
- Int'l membership fees
- Purpose of City Council
- Who serves on City Council
- What is a chapter charter & how does a chapter receive one
- Importance/advantages/benefits of attending conventions

Structure of Beta Sigma Phi

Read Chapter 9 from the Invitation to Life and Refer to the Book of Beta Sigma Phi



All members and chapters adhere to the [International Constitution of Beta Sigma Phi](#). Please refer to your **BOOK OF BETA SIGMA PHI** in this study of the constitution.

RUSHING

◆ Why?

Rushing is the way chapters grow and chapter growth is important to each individual member. When new members are brought into the chapter, everyone benefits because it increases their circle of friends; it brings new ideas and new talents

into the chapter. This results in the chapter having potential of additional projects as well as making programs, discussions and socials more fun and interesting!

◆ When?

A chapter may rush any time of year. It may rush as many times a year as it wishes.

There are two main rushing seasons: Spring (March) and Fall (October). Chapters should add new pledges during each rushing season. They may also do so in between rushing seasons.

Rushing supplies and information can be obtained by calling the Rushing/Membership Department at the International Office @ 1-888-BETA-2B1 (238-2221) or E-mailing them: membership@betasigmaphi.org

◆ Who is in charge?

Rushing is a chapter affair. ALL MEMBERS should be concerned and participate. The **Vice President coordinates the activity and leads the chapter in this endeavor.**

◆ What is Rushing?

Rushing is getting acquainted. Rushing is not the same as Pledging. Rushing is the procedure for getting acquainted with a possible new member. Since membership is by invitation only, you need to get acquainted with a person before you decide to invite her to membership. Before she can decide she is interested in joining, she must have an opportunity to get acquainted with the members and with the purposes of Beta Sigma Phi.

Rushing is friendship in action.

After rushing a person, the chapter decides by vote whether that person will be compatible with the members and chapter, and whether she should be invited to membership.

◆ How to rush?

There are 4 to 5 main rushing activities. Each serves a specific purpose.

1 - Gathering Names

Purpose: So you can be selective in rushing and pledging.

A group discussion [refer to Penpoint Prospective Members bulletin] works - if you want it to and if you really want to add new members to your chapter!

2 - Rush Party

Purpose: To get acquainted with rushees; to begin to enjoy their friendship and learn their interests so members can decide whether those rushees would fit congenially into the chapter.

Rush parties may be any kind from informal to really dress up. You decide! The idea is to have fun. If the party promises a good time, both members and prospective members won't want to miss it! Mixer activities are important so everyone has a chance to get acquainted.

Rush parties may include husbands, dates, significant others. A chapter may have more than one rush party during the rushing season.

3 - Model meeting

Purpose: To let the rushee know what Beta Sigma Phi is all about. This is often done at a chapter meeting called the model meeting. Such a meeting should be carefully planned to eliminate all possible details of chapter business which do not contribute to the overall explanation of what Beta Sigma Phi is and what the chapter does.

A special time is set-aside at the Model Meeting for the Vice President (and other members to help) to explain Beta Sigma Phi.

Another option: A special party at which the story of Beta Sigma Phi is presented. This is quite permissible and such a party is known as a Presentation Party.

4 - Preferential Tea (Optional)

Purpose: To honor those you have invited to membership and who have accepted. Only those being invited to membership should be invited.

5 - Pledge Ritual

Purpose: To install into membership. The Pledge Ritual should be held as soon as possible after rushees have accepted the invitation to membership and signed the pledge agreement.

The Ritual should be rehearsed by the members so it can be given impressively. Each chapter has a Ritual Book (President usually has this since she will most likely be the Officiant) in which the Pledge Ritual ceremony is printed. Any member of the chapter who reads well may be appointed (by the President) to read the Ritual.

RUSHING QUESTIONS AND ANSWERS:

◆ Rushing Kit

Bulletins thought to be helpful in chapter rushing. They include:

- **How to find members**
- **Steps in rushing successfully**
- **How to Tell the Story of Beta Sigma Phi**
- **Pledge Agreements**
- **Pledge Report Form**
- **Bulletins to help explain the fees carefully**
- **Award cards**
- **Pamphlets/brochures**

Ask Maggie

What is expected of a member of Beta Sigma Phi when she joins sorority?

Dear Maggie,

I'd appreciate your opinion on what you feel is expected of a member of Beta Sigma Phi when she joins sorority. When I joined, I was told the amount of time I gave to participating was my choice, and that if I decided not to join in on certain activities, that

was fine. Now, members in my chapter are grumbling, saying certain sisters are not doing their "fair share". If I make a commitment, I understand I am expected to follow through with it; but if I don't make the commitment to a project, am I still expected to do something?

Confused and Guilty

Dear Confused,

What is expected of a Beta Sigma Phi is that she will participate as fully in chapter activities as she can. Friendship and learning experiences are basic to chapters and members. First, however, a chapter should make every effort to determine, by using an Interest Survey, what the wishes of the members will be for the coming year.

The chapter's calendar of events should be planned from results of that survey, and presented to the chapter for a vote. Those plans approved by a majority vote can be undertaken. Each member of each chapter is expected to participate in as many of the chapter activities as possible.

Some members will find one project more interesting than another, and involvement for each member will vary according to the project, but it would be unusual for a chapter to be able to sustain projects passed by a majority vote if some members did not participate at all. In this way, it ends up that members who are very interested in one project will participate fully, while others will be not so involved. On other projects, the positions will probably be reversed so that overall, each member participates to some extent in all projects.

Each chapter and every member has options about participation, and those are expressed in her vote for or against any project. The will of the majority will determine what is done in any case, but the majority must always respect the rights of those who are in the minority. This is not something that can be ordained by rule, but must be a product of good will of each member of each chapter. She will support her sisters in things that do not interest her that greatly, and they will support her in things that do not interest them greatly. In this way, members can develop interests they might never have discovered on their own.

Beta Sigma Phi Traditions

Every organization which has a background of achievement has entertained certain traditions that are observed year after year until they are accepted as part of the organization itself.

TRADITION is defined as:

the handing down of information, beliefs & customs by word of mouth or by example from one generation to another. These things which bind & bond us are valued because they make working toward & facing tomorrow meaningful. They are what's certain in a world of uncertainty

All that Beta Sigma Phi is and stands for is **TIMELESS**. It is all things Good, True and Beautiful. It is and will be what we the members make it! Go to your Heart and to the Basics -- our Rituals, our time-honored Traditions, our Aims, Purposes and Objectives.

Our Traditions

- We address one another by our **GIVEN NAME**.

[the point to having name tags!]

-
- We **do not permit non-members to wear our badge**.
- **Membership is by Invitation only**.
- Members are known by their:

graciousness

charm, poise

hospitality

friendliness

loyalty

leadership

self-expression

appreciation of the finer things in

life

-
- We **know the significance of our badge** -- & **WEAR OUR PINS!**
- We know the meaning & significance of **our motto** - Life Learning & Friendship
- We know the **meaning of the Greek words: Beta Sigma Phi**

Bios, Sophia, Philos [the Greek components to Life, Learning & Friendship & the 1st letters of these 3 Greek words are Beta, Sigma & Phi

-
- **Periodic rushes** to obtain new members - March & October are Int'l rush months. *An important tradition in order to maintain membership strength!*
- To **give thorough Pledge Training** to our new members!

... the good, effective kind! One member very eloquently stated that once she brought in another member to Beta Sigma Phi, she had the desire to do all she could to make her enjoy the sorority she herself loves & believes in - which must be getting close to "Sweetness of Spirit", it's the all important 1st step that assures new members of achieving the most enjoyment from their membership & that they contribute to their chapter. It is a responsibility we owe them!

-
- As membership chairman, the chapter **vice-president reports the suggested goal for adding new members** in September & February, prior to Int'l rush months.
- **A sweet tradition we have is to pass a box of candy to our chapter sisters to announce an engagement or marriage.**
- A pledge may choose any member (one who has received the Ritual of Jewels degree or higher) to be her sorority mother who acts as her **GUIDE**.

In the Pledge Ritual we read: "The flaming torch is the light of learning, a guide, meaning that YOU are guided by the light of learning & are yourself a guide to others..."

-
- **Yellow rose** [bud] & a card is sent to a sister as:
an expression of sympathy
when she has an illness
OR
for whatever reason you deem appropriate, i.e., congratulations, thank you, birth, for no reason other than to celebrate the friendship you share!
- **Entertain your sister chapter** [if applicable] to promote inter-chapter harmony within your Beta Sigma Phi community.
- As an expression of Beta Sigma Phi friendship a **newly formed Ritual of Jewels chapter is welcomed by invitation to a meeting or social by another chapter; or** where a Council exists, **by an invitation to a Council meeting** at which the new members can all be introduced to all Council members.
- **FOUNDER'S DAY** - *our most important tradition!*
- **Mother's Day** observance
- **Beginning Day**
- **Anniversary of the chapter's installation**
- **Chapter yearbooks** for each member
- **Outgoing Presidents are presented with a gift** in appreciation of their loyal service as leaders of their chapter/council. A Gavel Guard is suggested.
- **Beta Sigma Phis visiting chapters in other cities are accepted as sisters & are given any assistance possible in meeting other members.**

Think about TRANSFEREES!

INVITE them,

ACCEPT them,

HELP them,

ASSIST them!

I encourage each of you to realize the loss a member

can feel during a transfer process, especially when contact is NOT made by chapters or councils advised by the Int'l Office of the transferee's existence. Put yourself in her shoes ... call her! She needs YOU!

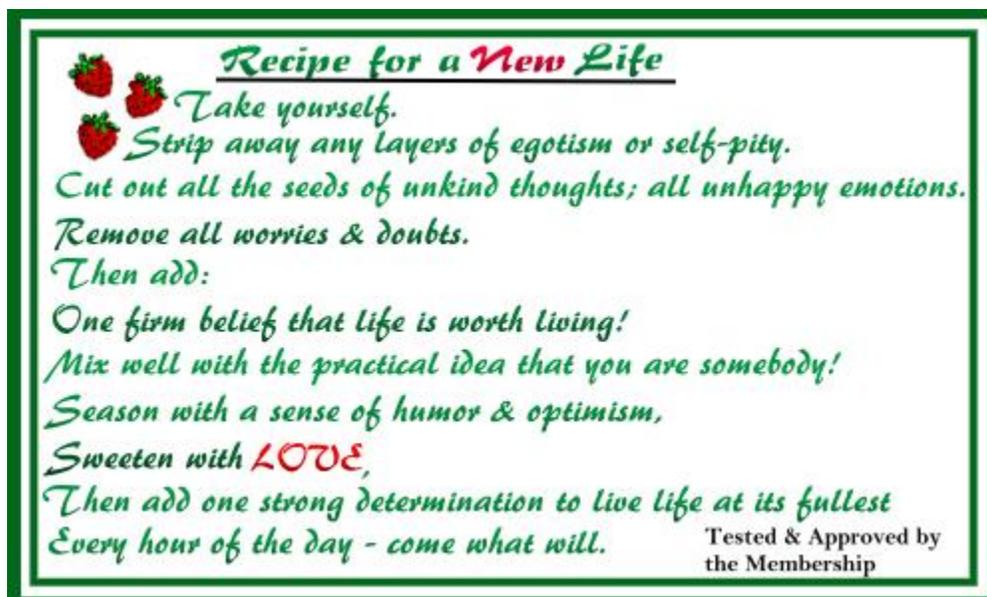
-
- **PROGRESSION** is a special tradition of our Sisterhood. Members can progress to the next highest degree when they become eligible and remain in their existing chapter. OR, members can progress into a chapter of a higher degree. **YOU HAVE A CHOICE!**

Progression is an *individual decision* & was established for the growth of the individual member.

-
- **RITUALS** -- practice them, prepare them, perfect them!

Rituals are an established form of ceremony. They are symbolic representations of the spirit of Sisterhood & the determination members have to improve themselves and, in this way, make a better world.

Recipe for a New Life



A woman I met some time ago told me that she has **one simple rule** in making everything she undertakes a success. She says she does everything **WITH LOVE**. "Everything?" I asked a shade doubtfully, and she nodded and said, "Everything. It can't fail. How can it?"

Detailed Steps for Conducting A Meeting

(Please refer to [Parliamentary Procedure -- Basic Agenda For Regular Beta Sigma Phi Meetings](#). It is the best script to follow and includes more explanation than what is written below. However, there is additional and good explanatory information here too. It is highly recommended you follow the above referred to **BASIC AGENDA FOR REGULAR ΒΣΦ Meetings.**)

1. "The meeting will please come to order. May we stand, join hands and repeat together the Opening Ritual." **Note:** Some chapters do not join hands for the Opening Ritual, others do. *Your own chapter/council determines whether you join hands or not.* Either is acceptable, i.e., whatever your tradition is.
2. "The Secretary will call the roll." (If the Recording Secretary is absent, the President *appoints* someone to call the roll and take minutes.)
3. "The Secretary will read the minutes of the last meeting."

a. Minutes are read.

"Are there any corrections?" (Pause long enough to allow corrections to be made if necessary.)

"If not, they stand approved as read."

(If there are corrections, after they have been made, the statement by the

President is:

"The minutes are approved as corrected."

4. "Is there any official communication from International?" (Though the President receives the correspondence, she *gives it to the Corresponding Secretary to be read*. If any action needs to be taken, it is done so now, or referred to one of the Standing Committees.)
5. "Is there any other communication to be brought before the chapter?"
 - a. If there is, it is read at this time.
6. "The Vice-President, who is the official hostess of the chapter, will introduce our guests and transferees."
7. "May we have the Treasurer's report."

After this is given, the President *does not ask for approval* but states:

"Are there any corrections?"

If there are none, she says:

"If not, the report will be placed on file subject to audit."

If there are corrections, after being made, she says:

"The report, as corrected, will be placed on file subject to audit."

8. "May we have the report of the Executive Board meeting?"

The minutes are not read -- **only a report is given**. The Board can and should make recommendations for the efficient operation of the chapter. The entire chapter makes the final decision after careful consideration, or any necessary revisions, of the proposed recommendations. The member giving the report can place the recommendation in the form of a motion and does not require a second. Since it is coming from the Board, it is already understood that at least two people want to have it placed on the floor - which is the purpose of a second. The member reading the report would state at the conclusion, "*Madam President, by direction of the Executive Board, I move the adoption of the following recommendation*" It is then discussed and voted upon by the

entire membership present.

Following this report of the Executive Board (and action, if any is necessary), the President asks:

"Are there reports from any other officer?"

If the chapter is a member of a City Council, at this time the President asks:

"May we have the report from the Council representative on the City Council meeting?"

9. "May we have the report from the Program Committee?"

Following this report, she calls upon all of the other Standing Committees in order . . . Membership, Social, Publicity, Ways and Means, Service, Yearbook, Scrapbook, Telephone/Web, Secret Sister/Sunshine and so forth.

If a committee makes a recommendation when giving its report and action needs to be taken, the member giving the report would move for its adoption as outlined in step #8.

10. "Are there reports from Special Committees?"
11. "Is there any unfinished business?" (*It is not called 'old business'.*)
12. "Is there any new business?"
13. How meeting is adjourned.

"Is there any further business to be brought before the meeting?" (Pause long enough to allow anyone to speak who might have something to present. If no one speaks, the President states:

"The meeting is adjourned."

14. In a newly organized chapter, the Pledge Training conducted by the chapter Vice President (*or Pledge Trainer*), is held at this time. For an established chapter, the Pledge Training is conducted at times other than the regular chapter meetings.
15. For a new chapter, following completion of Pledge Training, the President

states:

"The Program Committee will now conduct the program."

NOTE - Step 14 would be omitted for an established chapter.

16. Following the program presentation and discussion, the Program chairman would advise, "This concludes the program for the evening."

The President would lead the chapter in the Closing Ritual by saying:

"May we now stand and join together in repeating the Closing Ritual."

Helpful suggestion: Printout the [Basic Agenda For Regular Beta Sigma Phi Meetings](#). Make enough copies to last the entire sorority year. Having this agenda in front of you will help you plan your next meeting, assuring you won't exclude anything or anyone! It will ensure an efficient, well-planned and organized 30-45 minute business meeting.

Note: Career Chapters adapt accordingly.

✘ Suggestions

1. It is important to announce when and where the next meeting will be held. We recommend this be announced just prior to adjourning the meeting.
2. If the President and Vice-President are unable to attend a meeting, the Recording Secretary serves as Chairman long enough for the members to choose a chairman for that meeting only. She is addressed as "Madam Chairman" and not as "Madam President" when any member wishes to speak and be recognized by the chair. The Recording Secretary should not be chosen to serve in this position, since it is important that she be free to take the minutes of the meeting.
3. A quorum is always expressed as a fraction of the active membership but never less than 1/3. It is never expressed in an actual number of members because the size of the membership changes. The quorum decided on by the individual

chapter is written in its own chapter bylaws. A quorum means the number of active members of a chapter who must be present before any business may be conducted.

In a newly organized chapter, before the quorum has been established, the quorum is automatically a majority of the active members of the chapter.

4. The President is an ex-officio member of all committees. (**Ex-officio means "by virtue of office."**) As an ex-officio member, she is not counted in the quorum of the committee but has all privileges of membership of the committee. The quorum for a committee is a majority unless otherwise specified in the chapter bylaws.

5. A Standing Committee performs a continuing function and the term of its members corresponds to that of the elected officers.

A Special Committee, appointed by the President, is designated to carry out a specific task which is not covered by a Standing Committee. A Special Committee may carry over from one administration to another.

6. It is the responsibility of the President to see that the discussion of any pending motion be sufficient to allow all who wish to speak on the motion to do so. The maker of a motion has the privilege of speaking first on it. She may vote against the motion, if points during the discussion make her change her mind, but she may not speak against her own motion. No member should be allowed to speak more than twice on the pending motion, unless permission is granted by the members present to do so. To bring the discussion to an end and get the opinion of the members by their vote, the President asks: "**Are you ready for the question?**" She then restates the motion and calls for the vote.

NOTE - See [Parliamentary Procedure -- Proper Steps of a Motion](#)

7. Specific rules and regulations governing a chapter are given in the Book of Beta Sigma Phi. It is important that the President becomes familiar with these and with the use of the index in the back of the book. Special points to check are:
 - a. Filling a vacant office: see "vacancy" in index.
 - b. Methods of voting: see "voting" in index.
8. **Pledges are active members and have the right of voice and vote, of holding office and working on committees.**

✘ **Fundamental Principles of Parliamentary Law**

Parliamentary Law is a code of rules for working together in a group. They were founded on principles developed in the British Parliament - based on:

1. Equality for all.
2. Right of the majority to decide.
3. Freedom for everyone to speak.

Parliamentary rules exist to facilitate the transaction of business and to promote co-operation and harmony.

The rights of the minority to be heard, to express opinions and to dissent must be protected.

The presiding officer should encourage full and free discussion of every proposition presented for a discussion.

The simplest and most direct procedure for accomplishing a purpose should be used.

A definite and logical order of procedure governs the introduction and processing of motions.

1. Only one question can be considered at a time.
2. Every member has the right to know what the question before the assembly means before voting.
3. Membership may delegate duties and authority but retains the right of final decision.
4. Parliamentary rules must be administered impartially.

✘ **Definitions Of Motions**

Main Motion - a motion to bring a subject before the group for its consideration and action. Lengthy motions should be in writing.

Example: *"I move that the chapter purchase a notebook for the Recording Secretary."*

Subsidiary Motion - a motion that can be on the floor at the same time as the main motion and still be in order. An amendment to the main motion is an example of a subsidiary motion.

Example: *"I move to insert '8 ½ by 11 three ring, loose leaf' before the word notebook."*

Privileged Motion - is not debatable or amendable. While a main motion and one or more subsidiaries are pending, there must be some method of closing the meeting (if it is running past the stated time for the length of a meeting), taking a recess, and appointing the time for an adjourned meeting. Or if there is a question which arises as to the rights and privileges of the group or individual member, that requires immediate attention, though other questions are pending, by use of privileged motion, these matters can be handled.

Example: *"I move that the speaker move to the front of the room so the membership can hear her better."*

Incidental Motion - is not debatable except on appeal under certain circumstances.

Example: *"I move that we suspend our order of business temporarily so the guest speaker may present her program as she must leave early."*

PLEASE REFER TO ROBERTS RULES OF ORDER FOR EXPLANATION ON MOTIONS.

x Proper Steps of A Motion

Member:

1. Rises, addresses the Chair: "Madam President."
2. President recognizes member.
3. Member states motion: "Madam President, I move that"

NOTE: Do NOT say, "I make a motion"

4. Another member seconds the motion. She does this while seated and no

Recognition from the Chair is needed.

Note: If there is no second, this means that only one member (the maker of the motion) is interested in the subject so the motion stops there.

Chair:

5. President states the motion: "It has been moved and seconded that "
6. President opens the floor for discussion: "Is there any discussion?"
7. President takes vote when all who wish to speak have done so and she restates the motion. If there has been no discussion then the first part of this step is omitted and the President states: "The motion is that "
8. President asks for vote.
 "All in favor say 'aye'."
 "Those opposed say 'no.'"

Note: Do not forget to ask for those opposed, even though the vote was obviously passed.

9. President announces the result of the vote. If it passes she states: "The ayes have it and the motion is carried."

If it fails to pass she states: "The noes have it and the motion is lost."

Note: A tie vote is a lost motion.

The President votes only once when vote is by:

1. Secret Ballot or
2. Roll call and her name is called last or
3. to make or break a tie.

Elections should be by secret ballot vote. If there is a topic for discussion needing the true expression of the feelings of the members, it is wise to take the vote by secret ballot.

x Suggested Bylaws

Article I

The name of this Chapter, by authority of the Executive Council, shall be _____ Chapter of Beta Sigma Phi.

(Your State and Chapter Name)

Article II

Regular meetings shall be held semi-monthly (*or monthly if you are a Career Chapter*) at times and places fixed by a majority vote of the Chapter.

Article III

A quorum shall be _____ of the active Chapter membership.
(should not be set lower than one-third)

Article IV

Section 1. The monthly dues of this Chapter shall be fixed by a majority vote of the Chapter each year.

(a) Members on leave-of-absence _____ pay Chapter dues.
(shall - shall not)

Section 2. A member of this Chapter will be fined an amount determined by a majority vote of the Chapter for:

- (a) Not wearing pin to meetings
- (b) Being late to meetings. (*After meeting is called to order.*)

Article V

Members of this Chapter are expected to attend all meetings. When unable to do so because of illness, illness in family, being out-of-town, or having to work, a member will call a member of the Executive Board to request an excused absence.

Article VI

A member shall be declared inactive by the Executive Board when absent from three consecutive meetings without sufficient excuse.

Note: She may not be declared inactive for nonpayment of chapter dues, but her voting privileges may be withdrawn until such time as any chapter dues or assessments have been brought to date. Usually a stated time is given for paying these - such as two or three months delinquency.

Article VII

Elections. Nominations for chapter officers shall be made from the floor at the second regular meeting in March each year. The President shall call for nominations for each

office in order: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Extension Officer. City Council representatives should be nominated at this time also, although they are not Chapter Officers.

Elections shall be held at the same meeting immediately following nomination for each office. Election of City Council representative (or representatives) and alternate should take place immediately following the election of Chapter Officers. A majority of those present and voting shall elect.

Article VIII

The Executive Board of _____ Chapter shall consist of
(Your Chapter Name)

the elected officers of the Chapter and shall meet at regular intervals, preferably once each month, on dates fixed by it or upon call of the President.

Article IX

Committees. The Standing Committees of this Chapter shall be: Program, Membership, Social, Publicity, Ways and Means and Service. The duties and functions of these Committees are set forth in the Standing Rules. The members of the Standing Committees of the Chapter shall be appointed by the President to serve on such committees during the same term of officer as her own.

Special Committees

See explanation under #5 "Suggestions for President".

Article X

Amendments or additional bylaws, not in conflict with the Constitution of Beta Sigma Phi or Rules and Regulations of The Executive Council, may be passed by a two-thirds vote of the Chapter.

Such amendments or bylaws must be presented in writing to the Chapter thirty (30) days before adoption. Amendments as well as any additional bylaws must be sent to the International Office for approval by the International Executive Council.

x Suggested Chapter Budget

Following are some *suggestions* of items to be considered when the Executive Board prepares a proposed budget to meet the Chapter's annual financial needs. **Each chapter should be guided by its own activities. The budget is adopted by the**

membership. The ***budget adopted should be attainable without becoming a burden to the members.*** Some of the suggestions may not pertain to your chapter so feel free to omit those not applicable and to add others more suited to your needs.

CHAPTER BUDGET

BALANCE ON HAND (date) _____

ESTIMATED CHAPTER DUES _____

ESTIMATED CHAPTER DUES _____

ESTIMATED MISCELLANEOUS INCOME _____
(fines, etc.)

TOTAL _____

PROPOSED EXPENDITURES

Program Committee*** _____

Yearbook Committee _____

Flowers _____

Stationery and Postage _____

Other Committee Expenditures _____

Socials*** _____

Service and Charitable Donations _____

Guest Speakers*** _____

Council Dues or Meeting room rent _____

Miscellaneous _____

TOTAL _____

With this total minus the total of expected income, it will be possible for the Ways and Means Committee to plan a calendar of activities to raise the necessary amount for planned Chapter activities.

(Refer to [Committees - Ways & Means Committee](#) avoid excessive expenses for helpful tips and ideas.)

*** See following explanation on recommendations for a budget.

***Program Committee

Examples of needs of this committee: Best Program of the Year Award, rental of equipment for use with audio or visual aids

(Refer to [Committees - Program Committee](#) encourages cultural enrichment)

***Socials

Some of their needs include: decorations, favors, gratuities.

If expenses of rush parties and rituals are considered in the budget, it should be remembered that the Chapter receives an expense allowance for each new pledge added by the Chapter. Rush parties should be inexpensive and the expense allowance usually more than covers the cost.

(Refer to [Committees - Social Committee](#) plans for economy & enjoyment)

***Guest Speakers

Some charge for their services or the chapter may wish to give a gift to those who present a program free of charge.

Before drafting a proposed budget, the Executive Board should review and carefully consider:

1. Last year's budget and annual summary reports.
Note: This could not be done by a newly organized chapter.
2. Consider the tabulated results of the Chapters' Individual Member Interest Survey. (This is a questionnaire prepared by the Executive Board, giving each member the privilege of expressing her wishes about all chapter activities for the coming year.)
(Refer to [Member Interest Survey](#) - this is a suggested one. Chapters may create their own.)
3. The Executive Board will want to look over the Standing Committees' report of their proposed plans for the coming year. We recommend that enough copies of the final proposed budget be made so that each member will have it to refer to when discussing the budget.

Note: All members' suggestions should be heard and considered before

the chapter acts on the proposed budget.

PERFECT ATTENDANCE

If a member is working toward perfect attendance and cannot attend a regular meeting of her own chapter, she may attend a regular meeting of another chapter for credit. The meeting must be approved by the members of her chapter, and she should attend within a month or six weeks.

If a chapter of the same degree is available, the member should attend a regular meeting of that chapter. However, if there is no chapter of that degree, or if it should meet on the same night as her own chapter, it would be acceptable for her to attend a meeting of any other chapter. Attending a City Council meeting would not give a member credit for a makeup chapter meeting.

When there are extenuating circumstances which prevent a member from attending her own chapter meeting, she would be counted either excused or unexcused. Then, if she is attending a meeting of another chapter to make up for the absence, she would take credit on her personal attendance record. IT would be necessary to make a record of this in the minutes, but otherwise no formal reporting to International would be required.

It is good to know your members are interested in maintaining a good attendance record. This is so important to the individual member, the officers and all of the chapter.



Councils



A Council is a coordinating body. It is the chapters that compose it. It is not a chapter in itself. Council should not be in competition with a chapter. It should NOT siphon off the energies for chapter projects and show them how to do it. Council can show chapters how to combine strengths to combat weaknesses.

Since the measuring stick for council would be based on the strengths of the chapters that compose it, and since it can combine strengths to combat weaknesses, then *council must know the chapters that compose it and know where the strengths are.* That's the first rule given to councils - **KNOW YOUR CHAPTERS!**

Know their names - when they meet - have an idea of their attendance.

Know the general age range of the members in each chapter.

Know whether they have interesting meetings, well conducted.

Know something about the chapter's programs.

Know their membership strength - and their rushing ability.

The second rule given to councils would be to do everything possible to **HELP CHAPTERS KNOW ONE ANOTHER.** In a chapter it is important for every member to know every other member and know those little things about her that make an interesting and whole individual, not just a name. This should be a goal of council - to help every chapter know every other chapter so there is a bridge of Friendship between chapters and among chapters.

Practical ways in which friendship can be brought about include the following:

SISTER CHAPTER PLAN. This can be arranged through council. Chapters select their sister chapter and entertain them at one social

and/or one meeting a year. A chapter learns a great deal from sitting-in-on another chapter's meeting. They learn good things and they see weaknesses that they themselves may have, and become determined to correct them. Inter-chapter Socials help chapters get acquainted, and help some chapters learn how to have socials.

HIGHLIGHT ONE OFFICE AT EACH COUNCIL MEETING. For instance, at the September council meeting, invite all the Vice Presidents. Have some experienced and successful Vice Presidents give a talk that is partly inspirational and partly how-to. Find out at that meeting about each chapters' rushing goals and what assistance they might need to reach those goals. Invite VP's in September because they are just beginning their exciting rushing season. Please contact the Rushing Department at the International Office for any information needed.

At the next council meeting, highlight the office of President. Even though chapter Presidents automatically attend council there are things pertinent to that office which are not covered in the general run of council meetings. Some points to highlight for Presidents are the importance of the Basic Agenda and conducting a brief, decisive meeting ... the importance of chapter discussion on how a committee functions. You'd be surprised how many members don't know how a committee should function in order to save chapter time. All members, not just special committees, need to know, and it is suggested every chapter have a discussion on it every year.

At the council meeting where you highlight the office of Recording Secretary, stress the importance of correct terms for each membership status. That may seem easy - but you'd be surprised how many hassles International has because someone inadvertently reported a member was going to be a member-at-large when she actually meant leave of absence. And speaking of leave of absence, when the Recording Secretary attends council and her office is highlighted - ask her to report how many members are on the chapter roster, how many attend, and how many are on leave of absence. If there are many on leave, something is wrong. Other chapters will be able to suggest ways of combating that weakness and International has ideas, too.

WEAR NAME TAGS at all council meetings and all functions where members of various chapters are together. That's a simple way to promote knowing your chapters and members, and of chapters knowing one another.

HAVE A SOCIAL TIME after council meetings. Use get acquainted activities just as they would be used in a chapter when guests are present to build friendships.

THINGS COUNCIL SHOULD CONCENTRATE ON:

As we talk about each point you'll see how much more effective each procedure will be when council knows its chapters and when chapters know each other.

Remember we said earlier that council should not siphon off the energies of chapters for council activities. Council should NOT plan the activities that a chapter can plan. *Council is meant to plan those activities that are beyond the powers of an individual chapter. And the number of those projects should be very limited. Very limited - or council becomes a competitor of the chapter. That would weaken the chapters and thus weaken the council.*

TRANSFEREES. Part of the success with transferees depends on how quickly a Beta Sigma Phi calls to welcome the transferee to the area; part of it depends on how quickly she is not only invited, but also picked up and taken to a chapter meeting; and part of it depends on the transferee, herself. A suggestion would be to follow a type of **HOSTESS PLAN for contacting transferees**. It may not be very different from the plan you are using - but there may be one or two fine points, which can make all the difference.

With this HOSTESS PLAN, when the Council Contact Chairman [1st VP] receives the information about a transferee, she makes the initial welcoming contact immediately, by phone if possible, by note if the phone number is not available or incorrect.

Then the Contact Chairman, knowing the chapters, calls the chapter, which has the very next meeting coming up. She asks them to serve as HOSTESS CHAPTER for this particular transferee. That means a member of the chapter will get in touch with the transferee IMMEDIATELY, arrange for a member to pick her up and take her to the very next meeting. Within reason, it doesn't really matter whether the HOSTESS CHAPTER is of the same degree as the transferee - though if there is a large age gap, that might influence the decision. The Contact Chairman and the Hostess Chapter should let the transferee know that her name will be introduced to all chapters but since this chapter meeting was the first after they knew of her arrival, they wanted her to attend to HELP HER GET STARTED GETTING

ACQUAINTED WITH MEMBERS IN THE AREA.

Then the contact information is given to other chapters and they have an opportunity to invite the transferee. Once the information has been given to all chapters, each has an equal opportunity to attract the transferee.

Council should be informed by chapters of which transferees have been invited and have attended which chapter's meetings.

Any delay in getting a transferee invited to a meeting cools her enthusiasm. Even if the Contact Chairman calls her as soon as she receives her name, unless a chapter invites her to a meeting soon, she begins to have qualms. Assigning her to a HOSTESS CHAPTER for the first chapter meeting is to fill the void. Sometimes when transferee names are read or given at council meetings, chapters don't really know what is expected of them. This could be especially true at the beginning of the year when new officers take over.

Chapters in a city can see both sides of the coin. We know how much chapters appreciate it when a transferee takes part of the initiative. But you can't expect that from all transferees. Try to see it through their eyes ... they don't want to be pushy ... they are unsettled ... they don't know their way around ... they are afraid ... maybe they won't find the place of the meeting, afraid of entering a meeting alone. Remember the transferee is ONE person - she's being put into a group of close friends. TAKE AS MUCH OF THE DECISION MAKING off her shoulders as you can.

The best solution is to make a personal welcoming call as soon as you get the name, arrange for the transferee to be picked-up for a chapter meeting within a matter of days. **And make sure chapters know how to follow through by contacting transferees - that's worthy of discussion at council.** And if you decide to use the HOSTESS CHAPTER PLAN be sure chapters know that whichever chapter serves as hostess to take the transferee to the first chapter meeting after her arrival should not extend an invitation to the transferee until her name has been given to all chapters.

PROGRESSION. The rules have changed in regard to Progression. Nothing has been taken away from the traditional way of progression yet great flexibility has been added. Members can still progress into existing chapters of higher degrees just as before. OR, members who become eligible for the next highest degree can receive that degree

and remain in their current chapter. Progression was created for the individual member herself and it is of benefit to her to progress when she becomes eligible.

The chapter Vice President receives from the International Office in September and January, a Ritual Certification form. This form indicates who in the chapter is eligible to progress. Encourage members to receive their next highest degree if they decide to remain in your chapter. If no one is eligible to read the Ritual of that next highest degree in your chapter, invite a member who holds that degree from another chapter.

RUSHING. Being interested in chapters' membership strength and success in rushing as well as focusing attention on chapters' rushing success at council meetings is a step in the right direction. Does your council know when and how many a chapter pledges? Do you openly congratulate the chapter and make a big thing of it? That is extremely important to do!

It is not recommended that councils do the rushing for chapters. Council can, however, coordinate the strength of all chapters to help each one find the names of women to be rushed. And through knowing the chapters and members council can find help for the chapters, which are not good at rushing.

FINDING THE NAMES OF THOSE TO BE RUSHED. This needs to be done by a plan, i.e., pin pointing areas, brainstorming. The Membership Department at International has several plans that yours for the asking.

By providing each chapter with a copy of the plan, council can expect every chapter to come up with names of women to be rushed.

Councils can combine strengths to combat weaknesses by having a RUSHING SEMINAR for all Vice Presidents and an 'understudy' which she would choose from her chapter. Keep the group small and thoroughly digest every step of rushing and fine-tune the points that make each step successful.

Knowing your members and chapters, you will know which chapter has always been good at rushing and you will know which members have served as successful rushing chairmen. You'll know which chapters are weak in that area. See if you can get those strong rushing members to actually tune in on the plans of a chapter not used to

rushing yet. Combine strength to combat weakness.

Just as a chapter is proud of the Vice President who leads them to a record in rushing success, so council should be *proud and give accolades to the chapters that have outstanding success and encouragement to those who need it.*

It's time to get down to grass roots and strengthen your councils at the Ritual of Jewels level. When you gather names of possible rushes from all chapters, you're going to have more names than the individual chapters can rush. Chapters should not rush a large number at a time. It is better for them to concentrate on a few. You'll have names left over and those names can be the basis for a Friendly Venture chapter. I can just hear you saying, "Oh, council is so busy now that we can't Friendly Venture!" That's very much like a chapter saying, "We have so many projects under way that we'll leave rushing until they are complete." **New pledges in a chapter and new chapters in a Council must come first! They can't be left until everything else is done because they are the very life of the chapter or council. Its ability to do things depends on membership strength.**

For Council to sponsor a Friendly Venture doesn't mean that every member of Council has to get into the act. That would be overwhelming. Council can select a Friendly Venture committee - and the members don't even need to be those attending Council this year. A small committee can Friendly Venture most efficiently. It would be considered a Special Committee.

ABOUT CITY COUNCILS.....



Frequently asked questions:

1. Why have a city council?

Answer - The purpose of a city council is to:

- Help members get acquainted with the members of other chapters in the same city.
- Promote inter-chapter harmony and good will.
- Provide a way for chapter members to discuss and correlate their planning of citywide activities in which all chapters participate. For example: Founder's Day, hosting convention, Valentine Social, etc.
- Guide and foster cooperation and harmony in keeping with the ideals of Beta Sigma Phi.

2. Is city council a governing body?

Answer - No. Council may recommend and encourage, but never legislate. Each chapter should offer suggestions and decide how its members can best cooperate with council's activities.

3. Who are the members of a city council?

Answer - Every member in every chapter that is a part of a city council is a member of a city council - represented by the chapter's incumbent president and elected representative(s).

4. Why is it considered such an honor to be elected to serve as a representative to a city council?

Answer - Being chosen to serve as a chapters' representative to council is a great honor because it means that a chapter has complete confidence in a member's ability and willingness to fulfill the responsibility of a city council representative. And some of these responsibilities are:

- To attend all council meetings.
- To collect ideas from the members of her chapter that will be helpful to council and clearly explain all such ideas to council, making sure that the ideas are reported accurately.
- To report city council discussions and proposals back to the members of her chapter accurately, as they were presented, never letting such reports be colored or weighted pro or con by her personal opinion. Thus, she gains the respect and reactions of her entire chapter in order to return to council the chapter's viewpoints as a group, never just a personal viewpoint.

- To exemplify the ideals of Beta Sigma Phi at both her chapter and city council meetings.
- To cooperate and to encourage her chapter to cooperate in carrying out to successful completion all citywide activities which have been discussed in her chapter's meeting(s) and agreed upon through city council.
- To do all within her ability to advance the aims of all Beta Sigma Phi chapters including Nu Phi Mu, Ritual of Jewels, Exemplar, Preceptor, Laureate and Master chapters--because she knows that the inter-chapter organization will be only as effective and strong as her chapter's interest and support.
- To publicize by word of mouth, and through all other mediums accessible to her, the noteworthy achievement-cultural, social and philanthropic-for which the members and chapters in her city council deserve recognition.
- To realize that the individual member is of first importance in Beta Sigma Phi, and that second comes the chapter as a group, and third, council as an inter-chapter group. City council is, in a sense, a large committee composed of all chapters' representatives, and ***its sole function is to guide, not to dictate; to expedite, not to impede progress; to help to light the way for those who follow the Torch of Beta Sigma Phi.***

5. What are some of the points to be considered when selecting a member to represent your chapter at council meetings?

Answer - Her thorough knowledge of Beta Sigma Phi's aims and purposes, fair-mindedness, good judgment, humility, loyalty, unselfishness, enthusiasm, sense of humor, and her booster spirit.

6. When is a city council established in a city?

Answer - It is customary for Beta Sigma Phis to organize a city council whenever there are three or more chapters in a city.

7. Does the International Office recommend that a council be organized when there are only two chapters in a city?

Answer - Years of experience and observation have fairly clearly indicated that there is little need for a city council until a city has three or more chapters.

8. How can two, or three, chapters correlate their planning and carrying out of citywide activities?

Answer - Set up an executive coordinating committee. Chapters themselves have learned by experimenting with this committee idea that it can serve effectively in a less formal, less structured manner than a council in cities having only two or three chapters.

9. What is an executive coordinating committee?

Answer - It is a small committee composed of an equal number of members from both chapters (or from each of the three chapters if a city has three chapters) that has a chairman and a secretary. Any city desiring detailed information about "How to Set Up An Executive Coordinating Committee," with recommendations as to its functioning, may have the complete information simply by writing to your Division Chairman at the International Office requesting this bulletin.

CONVENTION LAMP PASSING CEREMORY

(Optional)

On behalf of your sisters from (*last convention city*), I give to you, (*hostess city name*), the (*state name*) Beta Sigma Phi convention lamp. It is our hope that you will accept this lamp and that you, (name of convention chairman), as convention chairman of this beautiful convention, will carry it to the next year's convention and present it to the new convention chairman.

May the lighting of this lamp be the symbolic opening of this and all other conventions. May it serve each day as a remembrance of the bond of friendship that exists between all Beta Sigma Phi sisters and International who began this tradition. May it be passed from convention to convention as a symbol of our endeavors, our love one for the other.

Accept this lamp and the light it sheds as a shining example of all that is good and true and beautiful about Beta Sigma Phi and our sisterhood, for which this convention will be a living tribute.

INTRODUCTION

How does a convention come into being? It is not born whole in a fiery shimmer of cosmic action, like a new planet taking its place in the universe-although this would be a bright prospect for hostess chapters to contemplate!

Large or small, it enjoys convention birth, with a set period of planning, growth, and expectation. This normally is of one to two years' duration, and dates from a time just prior to the extending of an invitation by prospective hostess chapters. In very large states or territories, the getting-ready period may, of necessity, be longer.

Who, in effect, are the convention's parents? In preliminary planning stages, they are the officers of the particular chapter or city council which proposes to be the hostess group. Later, after the convention organization becomes a reality, partnership shifts to a General Chairman, an over-all Planning Committee, and to a number of special working committees named by these people.

The delicate shifting of leadership and responsibility as growth burgeons is brought out in the following pages. The material is so designed that any chapter or city council, with or without previous convention experience, can follow its easy step-by-step progression to the ultimate happy experience of delivering a convention in complete triumph.

"CONVENTION ON A SHOE-STRING"

1. **PLAN AHEAD!!!!** A REASONABLE, SUCCESSFUL CONVENTION TAKES A MINIMUM OF 2 1/2 YEARS OF PLANNING, A LOT OF LEG WORK AND THE ABILITY TO "BARGAIN" WITH THE HOTEL! CHECK OUT MORE THAN ONE FACILITY -THEN GO TO WORK CRUNCHING THE \$\$\$'S. YOU WILL BE SURPRISED TO FIND OUT YOU CAN BRING THEIR PRICES DOWN DRASTICALLY, IF YOU ARE WILLING TO NEGOTIATE!.

2. AFTER YOU HAVE A FAIRLY GOOD IDEA OF THE **HOTEL PRICE** THE BOARD NEEDS TO SET A REALISTIC BUDGET. RESEARCH ON WHAT YOU WANT TO OFFER AT CONVENTION NOW COMES INTO PLAY WORK THE NUMBERS, POSTAGE, BULLETINS, ENTERTAINMENT, GIVE-AWAYS. RIGHT DOWN TO THE LAST PENNY. (YOUR EXECUTIVE BOARD WILL REWORK THIS BUDGET MANY TIMES).

3. YOU MUST HAVE A STRONG **EXECUTIVE BOARD** THAT CAN WORK WELL TOGETHER. SET UP A "**CREED**" AND FOLLOW IT.

- 4. **COMMITTEES** -**CONTROL, CONTROL, CONTROL**. APPOINT YOUR COMMITTEE HEADS AND ASK HOW MUCH OF A BUDGET THEY THINK THEY WILL REQUIRE -IF UNREASONABLE OR OUT OF THE BUDGET, TELL THEM SO. YOU MUST REMAIN IN BUDGET TO KEEP COSTS DOWN.

5. DON'T SET YOUR REGISTRATION **NUMBERS SO HIGH!!!** THE MORE YOU PROMISE THE HOTEL AND THE LESS YOU HAVE, THE MORE THEY WILL TAKE AWAY FROM YOU AND THE MORE THEY WILL CHARGE YOU.

6. IT NEVER HURTS TO **ASK** -THERE ARE ONLY TWO ANSWERS "YES" OR "NO". "NO", YOU SHOULD NOT HAVE TO PAY EXTRA FOR THE PUBLIC ROOMS BEING USED FOR BETA BOUTIQUE, SCRAPBOOK, ETC. -"BARGAIN"!!!!!!!

7. REGISTRATION WORKS BEST AND IS EASIEST TO HANDLE IF YOU WORK WITH "**FULL**" **ONLY -NO PARTIALS**. IT WILL NOT HINDER OR DECREASE THE AMOUNT OF SISTERS WHO ATTEND CONVENTION AND YOUR MEAL RATES, BASED ON A ONE SET AMOUNT FOR ALL MEALS WILL HELP TO DECREASE. THE COST. (IT HELPED OUR CONVENTION).

8. YOUR OPTIONS ARE MANY AND YOU MUST SEEK OUT NOT ONLY SISTERS WHO ARE **WILLING TO WORK AND ARE TALENTED**, BUT THOSE WITH CONTACTS AND RESOURCES. MANY ITEMS THAT YOU WILL REQUIRE CAN BE PURCHASED MUCH MORE REASONABLY THROUGH A **WHOLESALE HOUSE** RATHER THAN LOCALLY. IT IS ALSO CHEAPER TO "**BUY IN BULK**", I.E., RIBBONS, CERTIFICATES, ETC. AND THIS SHOULD BE DONE BY THE EXECUTIVE BOARD FOR THE COMMITTEES, PURCHASING ALL THAT IS REQUIRED OF AN ITEM, AT THE SAME TIME.

9. **ENTERTAINMENT** -DON'T GO THROUGH AN AGENT. THERE ARE MANY GROUPS OUT THERE THAT DON'T USE AGENTS AND WHO WILL GIVE YOU A MUCH BETTER PRICE. WORK DIRECT. YOU HAVE TO SEEK THEM OUT. CHECK OUT HOTELS FOR ENTERTAINMENT, ASK, ASK, ASK. BETA SIGMA PHI'S ARE YOUR BEST FORM OF ENTERTAINMENT, CALL ON YOUR SISTERS IN YOUR AREA TO HELP PROVIDE ENTERTAINMENT FOR A NIGHT, USE COSTUME AND SKIT CONTESTS.

10. **BANKING** -LOCAL "HOME TOWN BANKS" ARE MUCH EASIER TO WORK WITH AND WILL GIVE YOU A LITTLE BIT MORE -NO CHARGE FOR CHECK WRITING, CD'S AT A GOOD RATE, ETC. CHECK IT OUT!!!

11. **PRINTING** BULLETINS, PROGRAMS, ETC., SHOULD BE DONE "IN-HOUSE" THAT IS USING SISTERS WHO ARE "COMPUTER WISE" AND CAN PREPARE EVERYTHING. SISTERS WHO HAVE COPY MACHINES THAT CAN BE USED, RATHER THAN PRINTERS. THE PROGRAM SHOULD BE CAMERA READY TO THE PRINTER, SAVING A LOT OF EXPENSE. NAME BADGES CAN BE DONE ON A COLOR COMPUTER PRINTER RATHER THEN BEING PRINTED BY A LOCAL BUSINESS

DOESN'T MATTER WHERE YOU GO, BARGAIN!!!!

12. **POSTAGE** -BRING YOUR FIRST BULLETIN TO CONVENTION THE YEAR BEFORE, SET UP A HOSPITALITY ROOM WHERE THEY CAN BE PICKED UP. YOU MUST HAVE THE LIST FROM INTERNATIONAL AND CHECK OFF THOSE WHO HAVE PICKED UP THEIR BULLETIN. THE FIRST BULLETIN SHOULD HAVE ALL OF YOUR GUIDELINES IN IT. MAIL THE REMAINDER WHEN YOU RETURN HOME.

13. **REGISTRATION DEADLINE** -SET IT EARLY SO YOU KNOW WHAT YOU ARE WORKING WITH. YOU CAN ALWAYS HAVE A WAITING LIST FOR CANCELLATIONS AND FILL FROM THAT, UP TO ALMOST THE LAST MINUTE. YOUR 2ND BULLETIN SHOULD GO ONLY TO THOSE CHAPTERS WHO ARE REGISTERED AND ON THE WAITING LIST. THIS WILL CUT DOWN ON POSTAGE. FINAL BULLETIN GOES TO ALL CHAPTERS AND COUNCILS.

14. **"LESS IS BETTER"** BE DARING -CHANGE THINGS -A FEW NICE "GIVE-AWAYS" ARE BETTER THAN A LOT OF JUNK.

15. **DOOR PRIZES** -ASK EACH SISTER IN YOUR AREA TO CONTRIBUTE AT LEAST ONE DOOR PRIZE; MANY WILL GIVE MORE.

16. **"TECH TEAM CAPTAIN"** -THIS IS A VERY IMPORTANT JOB SHE WILL MAKE YOUR LIFE EASIER. CHOOSE SOMEONE FROM THE EXECUTIVE BOARD AS THEY ARE TUNED IN TO WHAT IS GOING ON.

17. **BORROW RITUAL ROBES FROM OTHER AREAS** IF YOUR AREA DOESN'T HAVE ANY. IT RAISES COSTS TO MAKE NEW ROBES FOR EVERY CONVENTION. IF ROBES ARE MADE THEY SHOULD BE PASSED ON TO NEXT CONVENTION. MIAMI, PORT ST. LUCIE, SOUTH BREVARD AND VERO BEACH, HAVE ROBES AVAILABLE.

18. **TEE-SHIRTS** -PLAN AHEAD, PRE-SELL T'S AT THE PREVIOUS YEAR CONVENTION AND THEN TAKE ORDERS FOR THE REST. THERE IS NO NEED TO ORDER SCADS AND THEN BE LEFT WITH THEM.

19. **SET YOUR THEME EARLY** -IT'S MUCH EASIER TO MAKE YOUR PLANS AND YOUR BUDGET IF YOU KNOW IN WHAT DIRECTION YOU ARE HEADING. BE LOGICAL.

20. **"NO BODY"** GOES FOR FREE. TO KEEP EXPENSES DOWN ALL COMMITTEE AND EXECUTIVE BOARD MEMBERS MUST PAY FOR THEIR REGISTRATION AND ROOMS. EXCEPT FOR YOUR INTERNATIONAL GUEST, GIVING ROOMS, MEALS, ETC. AWAY, RAISES THE COST OF REGISTRATION FOR ALL SISTERS. TO KEEP COSTS DOWN YOU MUST CONSERVE.

1996 Cape Canaveral, Florida Convention

Beta Sigma Phi Bed and Breakfast

Join the Club!

The Bed & Breakfast Program is a member-to-member program designed to benefit both the hostess and the traveling member. International functions as an information center only.

Convenience! This program is for **YOUR** convenience. When you sign on as a hostess, if it is not convenient for you to have overnight guests you certainly can say 'NO'. A spare bedroom is all you need to accommodate the traveling Beta Sigma Phis.

How Does It Work? When a member is planning to travel in your area, a computer print-out is sent to her listing your name, address, telephone numbers and a general description of the area. International will NOT provide information about how many you can accommodate or the fee you will charge. All the details can be discussed when the member contacts you either by phone or letter. International cannot suggest a fee as this is up to you, the hostess, to establish. The fee should be less than commercial accommodations in your area, but should cover all costs to you.

How Do I Sign On As A Hostess? Fill out and send in the Bed & Breakfast Form checking the box that says 'I would Like to Offer Bed & Breakfast.' *Please include a photography of your establishment and a brief description of the accommodations and the area.

Keep Us Posted! If, after you have signed on as a hostess you have an address or telephone number change, or you no longer wish to participate in the program – please let International know so members will have the most up-to-date information possible on the computer listing for your area.

How Do I Get A Hostess Listing? Fill out and send in the Bed & Breakfast Form checking the box that says 'I Am Interested In Bed & Breakfast.' *Please specify lists by individual states, Canadian provinces or foreign countries. A complete listing of all hostesses is not feasible as we have so many members signed on, and more added!

Remember! This is a 'FUN' program! You will make many new friends as you travel with Beta Sigma Phi B & B. And, International loves to hear from you and your experiences as you travel with Beta Sigma Phi B & B. *The Torch* occasionally features and showcases hostesses homes. If you would like your accommodations to appear in an up-coming issue, just send a picture along with a brief description of the area or any special features you would want traveling members to know. The new friendships you will make are a PLUS when you 'Bed and Breakfast With Beta Sigma Phi!

More? If you need information or have any questions, please contact the Bed and Breakfast Coordinator at the International Office:

Betsy Thomas
Bed and Breakfast Program
Beta Sigma Phi International
1800 W. 91st Place
P.O. Box 8500
Kansas City, MO 64114-0500

OR

Call weekdays at: 816-444-6800

Email at: betsyt@betasigmaphi.org

On the subject line type:

Attention – Bed & Breakfast