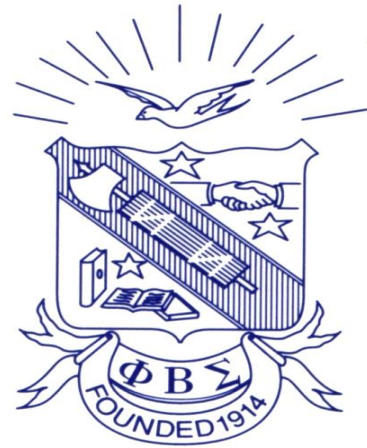


Southeastern Regional Communications Guide



2011

This publication serves as a resource to the chapters and brothers of the Southeastern Region, Phi Beta Sigma Fraternity, Inc. The policies and provisions were adopted on June 21, 2008, at the Southeastern Regional Board Retreat, Rock Hill South Carolina. The document was further updated on February 18, 2012.
Quentin Goodwin, Regional Director

Board and
Chapter
Policies
Manual

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Phi Beta Sigma Fraternity, Inc.

Mission Statement

The brothers of Phi Beta Sigma are the Fraternity's most valuable resource and strength. They are the primary means by which Phi Beta Sigma's objective will be achieved.

In order to accomplish the Fraternity's objectives, it is essential that systems are instituted that effectively embody "Culture for Service and Service For Humanity" and promote Brotherhood, Scholarship, and Service.

To optimize Phi Beta Sigma's effectiveness, the Fraternity will:

- Strengthen and serve proactively, the Brotherhood, as a supportive resource that positively impacts the Fraternity's growth and financial solvency.
- Reaffirm and maintain a strong commitment to Brotherhood, Scholarship and Service.
- Ensure that the Fraternity programs are focused and committed to serving humanity.
- Create an environment that respects the dignity and worth of each brother.
- Exhibit integrity and ethical behavior in conducting the Fraternity's business, serving as a model for all Greek-letter organizations.
- Maintain and improve the Fraternity's technological literacy in order to better service its members and the community at large.
- Foster and nurture our constitutional bond with Zeta Phi Beta Sorority, Inc.
- Encourage a closer and mutually beneficial working relationship with fellow Greek-letter organizations, other community service organizations, business and government.
- Select leaders who are committed and have demonstrated the ability to "lead".

**Southeastern Region
Phi Beta Sigma Fraternity, Inc.**

General Information

International President

Hon. xxxxxx xxxxxxxx
Xxxx xxxxxxxx xxxx
Xxxxxxxxxx, xx xxxxx
(c) xxx-xx-xxxx
xxxxxxx@xxx.xxx

International Headquarters

145 Kennedy Street, NW
Washington, DC 20011
Phone 202-726-5434
Fax 202-882-1681

International Executive Director

Hon. xxxxxx xxxxxxxx
Xxxx xxxxxxxx xxxx
Xxxxxxxxxx, xx xxxxx
(c) xxx-xx-xxxx
xxxxxxx@xxx.xxx

Southeastern Regional Director

Hon. xxxxxx xxxxxxxx
Xxxx xxxxxxxx xxxx
Xxxxxxxxxx, xx xxxxx
(c) xxx-xx-xxxx
xxxxxxx@xxx.xxx

North Carolina State Director

South Carolina State Director

E. Tennessee State Director

xxxxxx xxxxxxxx
Xxxx xxxxxxxx xxxx
Xxxxxxxxxx, xx xxxxx
(c) xxx-xx-xxxx

PHI BETA SIGMA FRATERNITY, INC.
Southeastern Regional Board

OFFICER RESPONSIBILITIES

Regional Director

1. Serve as the chief executive officer of the Region.
2. Coordinate the appointment of all non-elected officers to the Regional Board
3. Represent the Region at all inter-fraternal meetings, whether formal or informal; and act for the Region between meetings of the Regional Board
4. Assume direct supervision over the administrative office of the Region
5. Preside at all meetings of the Region and the Regional Board
6. Sign all drafts prior to transmittal to the treasurer for payment and, together with the treasurer, sign all check payments of drafts against the Treasury

Vice Regional Director

1. Conduct all of the Chief Executive Officer duties in the absence of the Regional Director.
2. Serve as membership services point of contact for the Region.
3. Coordinate with state and chapter vice presidents/directors membership programs for the Region.
4. Serve as the point of contact for each of the region's committees.

Associate Vice-Regional Director

1. Conduct all of the Chief Executive Officer duties in the absence of the Regional Director and Vice Regional Director
2. Serve as the primary liaison between the collegiate members and the Regional Board, ensuring that all collegiate issues are properly addressed to the Board.
3. Serve as the primary liaison between the International 2nd Vice President and the collegiate members in the Southeastern Region
4. Coordinate efforts in planning the Collegiate Luncheon at the Regional meetings.

Secretary

1. Maintain the record of proceedings of business within the Region.
2. Provide minutes to all regional meetings in writing with sufficient copies for the body.
3. Ensure that the minutes are transparent for the financial members of the Southeastern Region.

Assistant Secretary

1. Assist the Secretary in the maintenance of regional business procedures and the compilation of minutes at all regional meetings.
2. Serve as the secondary liaison between collegiate members and the Regional Board.

Treasurer

1. Serve as the custodian of the bank and checkbook records.
2. Respond to written requests for fund allocation in a timely manner
3. Serve as co-chairman of the Budget Committee
4. Provide a receipt for all funds received.

5. Coordinate with the Financial Secretary to ensure a smooth and accurate accounting of receipts and expenses
6. Coordinate the auditing and budgeting process with the Financial Secretary.

Financial Secretary

1. Ensure that deposits of all receipts are made safely and soon after receipt of funds.
2. Provide report of all financial records at the quarterly Regional Board meeting.
3. Coordinate with the Treasurer to ensure a smooth and accurate accounting of receipts and expenses.
4. Ensure that all disbursements are proper according to budgetary limitations and authorization guidelines, are supported by detailed documentation, and are recorded in accounting records which are segmented by fund.
5. Coordinate the auditing and budgeting process with the Treasurer.
6. Coordinate the registration process for all Regional meetings.

Director of Collegiate Affairs

1. Serve as the primary resource for Collegiate Advisors in the Region.
2. Manage the compilation and maintenance of the Collegiate Advisors Database for the Region.
3. Coordinate all intake certification workshops during Regional and State meetings.
4. Coordinate, with the Associate Vice Regional Director, all collegiate workshops and retreats.
5. Coordinate, with the Director of the Advisors Institute, all trainings for collegiate advisors within the Region.
6. Communicate with the State Collegiate Affairs Directors to ensure proper consistent implementation of collegiate programs and activities.

National Program Chairmen

1. Ensure the effective functionality of the National Programs of the Fraternity by all chapters within the Region.
2. Compile and maintain a resource database of National Programs across the region. This information will be based on the chapter reports received by each chapter.
3. Conduct periodic 'update/reporting' conference calls with state and local program chairmen.
4. Provide written reports to Regional meetings concerning his National Program
5. Communicate with the International National Program Directors to ensure efficient and consistent operation and implementation of all projects and programs.

Director of Publicity

1. Prepare and distribute press releases, upon approval of the International office, to all media outlets.
2. Publish and distribute the official Regional newsletter on a quarterly basis.
3. Submit any regional news/programs of note to the Crescent Editor for publication

Technology Director

1. Maintain and update the Regional website.
2. Assist the Director of Publicity to ensure a sound communication network between the region and local chapters.

Director of Sigma Beta Clubs

1. Implement a productive and informative program for Sigma Beta Clubs during the Regional Conference.
2. Serve as a primary resource for new and existing Sigma Beta Clubs in the Region.
3. Ensure efficient, consistent implementation of Sigma Beta Club programs within the Region.
4. Serve on the Board of Directors of the National Sigma Beta Educational Foundation.

Parliamentarian

1. Maintain order at the chapter meeting, through the adherence of Robert's Rule of Order.
2. Ensure proper conduct by the general body at all regional meetings.

Advisors Institute Director

1. Assume primary responsibility for all training and educational sessions for new and existing Collegiate Advisors.
2. Ensure proper maintenance of the Collegiate Advisors list in the Region.
3. Ensure proper maintenance of the Advisors Manual
4. Serve as secondary resource for all collegiate advisors in the Region

Immediate Past Regional Director

1. Ensure that the transition process between the outgoing and incoming Regional Director is handle professionally and completed in a timely fashion.
2. Serves a source of information for the current Regional Director in regards to past policies and procedures adopted by the Regional Board

Collegiate Members-At-Large

1. Serves as a assistant to the Associate Vice Regional Director in coordinating, planning and conducting learning labs that involve collegiate brothers
2. Maintain a database of collegiate brothers for tracking graduating collegiate brothers as well as communicating information between the Associate Vice Regional Director and collegiate brothers across the Southeastern Region.

Historian

1. Maintain an accurate and up to date record of the activities of the Southeastern Region.

JTF Hall of Fame Representative

1. Represent the issues and concerns of the Hall of Fame members.
2. Report and provide progress reports on the Dudley Flood Educational Foundation.

Miss PBS Pageant Coordinator

1. Coordinate and oversee all pageant activities as it relates to the Miss Southeastern PBS Pageant.

1914 Club Director

1. Coordinate all activities related to the 1914 Club.
2. Ensure that all funds raised by the 1914 Club are utilized for the printing of the Southeastern Region newsletter.
3. Solicit brothers within the Southeastern Region to become members of the 1914 Club

Sigma Zeta Liaison

1. Maintain a close working relationship with both his counterpart and the general membership of the sister board of Zeta Phi Beta Sorority, Inc. He shall attend such meetings of Zeta Phi Beta Sorority, Inc. as may be desirable to the sister organization.

Military Liaison

1. Maintain a database of all military bases within the Southeastern Region that have members of Phi Beta Sigma Fraternity, Inc. stationed at those bases.
2. Ensure that brothers have contact information of chapters located in cities that contain a military base.

Legal Counsel

1. Counsel the Regional Director and other members of the Regional Board on legal issues affecting the Southeastern Region
2. Serve on the investigation team for intake violations and hazing incidents.

Special Advisors

1. Provide counsel and advice to the Regional Director at the discretion of the Regional Director.

Southeastern Region
Phi Beta Sigma Fraternity, Inc.

2010-12 Regional Board

Elected Officers

<u>Officer</u>	<u>Name</u>	<u>Email Address</u>
Regional Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Vice Regional Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Assoc. Vice Regional Dr.	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Secretary	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Treasurer	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Dir. Bigger & Better Business	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Director Social Action	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Director Education	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Director Collegiate Affairs	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Associate Secretary	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Immediate Past Reg. Dir.	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
South Carolina State Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
North Carolina State Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
East Tennessee State Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx

Appointed Officers

<u>Officer</u>	<u>Name</u>	<u>Email Address</u>
Financial Secretary	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Sigma Beta Club Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Advisor Institute Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Military Liaison	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
JTF Hall of Fame Rep.	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Historian	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Collegiate Member At Large	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Sigma/Zeta Liaison	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
1914 Club Director	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Director of Publicity	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Chair, Past Regional Directors	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Parliamentarian	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Special Advisor	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Special Advisor	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx
Legal Counsel	xxxxxxx xxxxxx	xxxxxxxxx@xxxxx.xxx

Regional Board Policies

Overall

The Board members are required to adhere to the duties as outlined in Section II of the bylaws of the Regional Constitution:

SECTION II—REGIONAL BOARD

The Regional Board shall be the administrative body of the Region. It shall approve the budgets of all officers and program directors; it shall fix and approve the budget of the administrative office and shall have general supervision over that office; it shall determine the bank of banks in which the funds of the Region are to be deposited; it shall approve expenditures of the administrative office and other officers unless such expenditures have been budgeted by the Regional Board or shall have been authorized by the Regional Conference; it may authorize any Regional Officer or other person to negotiate contracts for any purpose for the Region, but no such contract shall be effective until it is approved by the Regional Board.

Regional Conferences

1. Each elected and appointed Regional Officer is expected to attend all regional conferences, board meetings, and leadership conferences.
 - a. If the officer cannot attend a scheduled meeting, he is to notify the Regional Director at least two weeks prior to the meeting. Also, he is to submit his report to the Regional Director via email or fax at least one week prior to the meeting.
2. Each Regional Officer is required to provide a typed report to the Southeastern Region before each annual regional meeting (Leadership Conference and Regional Conference). These reports will be compiled into a comprehensive Regional Board report, which will be disseminated to each chapter in the Region.
3. The Regional Board will meet at least once at the site of the Annual Regional meeting, with the purpose of approving meeting logistics and amenities, and finalizing the meeting's agenda.
4. The Financial Secretary will be responsible for receiving registration funds for the conference. He will coordinate the registration process for the conference.
5. Elected and appointed members of the Southeastern Regional Board will be afforded complimentary registration for the Regional Conferences.
 - a. The elected members of the Southeastern Regional Board will be eligible for the following reimbursement at the Regional Conferences. The SE Sigma Beta Coordinator is the only appointed officer eligible for this reimbursement:
 - i. Two Night Hotel Stay – Excluding Incidentals (Members must be present at the Pre-Conference Board Meeting to be eligible for two night reimbursement)
 - ii. Gas Expense at a rate of \$0.25 per mile (Brothers are encourage to carpool)
 - iii. Report preparation and pre-approved conference administrative expenses
 - b. The appointed members of the Southeastern Regional Board will be eligible for the following reimbursement at the Regional Conferences.
 - i. One Night Hotel Stay – Excluding Incidentals
 - ii. Gas Expense at a rate of \$0.25 per mile (Brothers are encourage to carpool)
 - iii. Report preparation and pre-approved conference administrative expenses

- c. The Regional Board has the right to reject any of the above reimbursement items for any board member who does not adhere to the responsibilities outlined in items 1-3 of this section. The Regional Treasurer will notify the officer of the reimbursement, approval or rejection within 10 days of submission.
6. Complimentary registration will afford to the following individuals
 - a. International President
 - b. International Executive Director
 - c. Southeastern Regional Director
 - d. Grand Basileus of Zeta Phi Beta Sorority, Inc.
 - e. Region- based Distinguished Service Chapter Members
 - f. Conference Workshops Presenters
7. Discounted conference registration will be afforded to the James T. Floyd Hall of Fame members and the Platinum Life Members residing in the Southeastern Region. Any other complimentary or discounted registration arrangements should be approved by the Regional Board at least two weeks prior to the conference.
8. Each annual regional meeting will begin and end with a Regional Board meeting. The first board meeting should finalize conference details; whereas the final board meeting should provide preliminary orientation for new board members and set meeting schedules for the year.
9. The Secretary or Associate Secretary is required to be present at all general sessions, and is responsible for 1) recording minutes, 2) presenting conference credentials, and 3) ensuring transparency of the minutes to the financial members of the Region.
10. The Parliamentarian should be available at all times to ensure the meeting is conducted in line with Robert's Rule of Order.
11. The Regional Board will provide a hotel room or suite to the following individuals during the annual regional meetings:
 - a. International President
 - b. Grand Basileus, or International Representative, of Zeta Phi Beta Sorority, Inc.
 - c. Southeastern Regional Director
 - d. Host Chapter for a hospitality room

Any other complimentary room arrangements should be approved by the Regional Board at least two weeks prior to the conference.

Conference Awards

The Region will follow the guidelines outlined in the International Awards Manual to present its regional awards. In addition, at each Regional Conference, the region will present the J. Neil Armstrong award to the alumni brother exemplifying the highest level of service on the regional level.

Regional Board Meetings

1. Each elected and appointed Regional Officer is expected to attend all regional conferences, board meetings, and leadership conferences.
 - a. If the officer cannot attend a scheduled meeting, he is to notify the Regional Director at least 24 hours prior to the meeting. Also, he is to submit his report to the Regional Director via email or fax at least 24 hours prior to the meeting.
 - b. Any officer who misses two consecutive board meetings-without notifying the Regional Director of his absence-is subject to removal of office by the Regional Board, who will follow the process outlined in Article VII of the Regional Constitution.

2. The Regional Director should announce a Regional Board meeting at least 45 days prior to the meeting. At least 30 days before the meeting, he should provide to the board logistical information (hotel location, rates, agenda, etc.) via email or postal mail.
3. Elected officers are considered voting members of the board; whereas, appointed officers will not be allowed to vote at the Regional Board meetings.
4. Each elected and appointed Regional Officer is expected to present a typed report at each regional board meeting and regional conference.
 - a. It is suggested that he emails his report to the board members prior to the meeting; however, if he does not email, he should provide at least three copies of his report at the meeting (for the Regional Director, Vice Regional Director, and Secretary).
5. The Treasurer and Financial Secretary should not email any treasury reports or regional financial records to the board members. These reports should be distributed to the board during the meeting.
6. Each elected and appointed board member shall be reimbursed for the following expenses incurred during the regional board meeting
 - a. One-half of one night hotel stay, excluding incidentals
 - b. Gas expense at a rate of \$0.25 per mile
 - c. Pre-approved report preparation and administrative expenses

Note: Board members are encouraged to share expenses for the board meeting, either by carpooling and pairing up on rooms. These measures will make available more funds to support other regional initiatives.
7. The officer present should submit a reimbursement form to the Financial Secretary—with supporting receipts—upon the adjournment of the meeting. The Regional Treasurer should issue the reimbursement to the officer no later than 10 days after the Regional Director approves the reimbursement form.

State Conferences

1. Each elected and appointed Regional Board member is encouraged to attend all state conferences held during the calendar year.
2. The Southeastern Region will reimburse expenses for each elected regional board member for one state conference outside of his home state. The Sigma Beta Club Director is the only appointed officer eligible for state conference reimbursement.
3. The Southeastern Regional Director is required to provide a report to each State Conference. If he cannot attend the conference:
 - a. He must notify the State Director at least two weeks in advance.
 - b. He should direct the Vice Regional Director or Associate Vice Regional Director to act on his behalf.

Conference Calls/Webinars

The Regional Director can schedule an official Regional Board meeting via conference call or webinar.

- a. He is required to announce—via email or US mail—the conference call/webinar at least one week prior to the meeting.
 - i. Along with the notice, he should provide an initial agenda for the call.
 - ii. No other business is to be discussed outside of the approved agenda during the conference call.
- b. Regional Board conference calls should adhere to the same provisions as regular board meetings.

- c. Any vote during the conference call should be conducted by a roll call of the voting regional board members.
- d. The preferred call site for the conference call and webinar is www.gotowebinar.com.
 - i. The calls are scheduled using the *Web Scheduled Standard* method, where a long distance number is assigned as the dial in site.
 - ii. If a board member incurs any long distance fees during the call, he can submit a reimbursement form to the Financial Secretary detailing the charges. The Regional Treasurer should issue the reimbursement to the officer no later than 10 days after the Regional Director approves the reimbursement form.

The Regional Director will conduct monthly conference calls with 1) State Directors and 2) Regional Program Directors. During these calls, the officers will present monthly updates, coordinate activities, and discuss pertinent issues affecting the region. The Vice Regional Director and Associate Vice Regional Director are expected to participate in both monthly calls.

Each Regional Program Director is strongly encouraged to conduct monthly conference calls with the state and local officers in his area. This measure assists the director in staying in touch with regional issues affecting his program area, and ensures effective communication throughout the region.

Meetings Called by the General Board

1. Official meetings called by the General Board supersede all regional, state, and local meetings; therefore, in the event of an international and regional meeting, the Regional Director is expected to represent the Southeastern Region at these international meetings. However, he is to ensure that a Regional Board member—primarily the Vice Director or Associate Vice Director—represents on his behalf at the regional meeting.
2. Regional Board members are required to attend all international training sessions, retreats, and meetings related to his area.
3. If the officer is not able to attend, the Regional Director will appoint another officer to represent the Southeastern Region at the meeting.
4. The Southeastern Region will financially support these officers during their travel to and from these meetings—the region will adhere to its budget in its allocation of funds.
5. The region will reimburse expenses not covered by the International office, upon the Regional Director's approval of the submitted expense form.

FINANCIAL POLICY

Submitted by William Frasier, Southeastern Regional Treasurer



Budget Process

1. The Southeastern Region Fiscal Year will run from July 1st to June 30th.
2. The Southeastern Region shall receive dues disbursements quarterly from the International Headquarters. (Jan. 2nd, April 1st, July 1st, October 1st)
3. During the fiscal year the following officers will be allocated funds to operate their office.
 - a. Regional Director
 - b. Vice Regional Director
 - c. Associate Regional Director
 - d. Director of Education
 - e. Director of Bigger and Better Business
 - f. Director of Social Action
 - g. Sigma Beta Club
 - h. Director of Collegiate Affairs
4. 60 days prior to the June regional meeting the Regional Director, Vice Regional Director, Associate Regional Director and Program Chairs should provide the financial team with a financial report detailing their cost analysis for the year.
5. Financial team will review the proposed budgets from the officers and create a regional proposed budget to present to the Regional Director 30 days prior to the June regional meeting.
6. After reviewing the proposed budget with the Regional Director the financial team will present the budget to the regional board at the June regional meeting for approval.
7. The budget will be allocated based on projected membership count. If actual membership count does not meet projections; the financial team has the authority to decrease budget items accordingly.

Disbursement of Funds

1. In order for funds to be disbursed every board member has to adhere to the following procedures.
 - a. All disbursements must be sent to the financial team 30 days prior to the disbursement being needed.
 - b. All reimbursements must be sent to the financial secretary within 60 days of purchase.
 - c. All individuals requesting disbursements/reimbursements must complete a Disbursement Form and submit the form along with the receipts to the financial secretary.
 - d. The financial secretary will then record the transaction then forward all documents to the treasurer.
 - e. If the transactions is in line with the approved budget and required procedures the treasurer will record the transaction then meet with the Regional Director for final approval.

- f. The treasurer will meet with the Regional Director twice a month to obtain check approvals. Those dates will be the 15th and the last day of the month.
- g. Also disbursements and reimbursements will be paid within 60 days if all required steps are taken!!! Disbursements and Reimbursements may be denied if the proper protocol is not followed or late!!!

Auditing Process

1. The Southeastern Region Operating Account will be audited on a bi-annually basis by a Certified Public Accountant.
2. The Regional Treasurer will turn over all financial reports, bank statements and ad hoc reports to the CPA.
3. Upon completion of the audit it will be provided to the Regional Director and Treasurer.
4. The Southeastern Region will establish an Internal Audit Team that will be chaired by the Regional Treasurer. All members of the Internal Audit Team will be approved by the Regional Director.
5. The Internal Audit Team will be responsible for conducting a review of all subsidiaries accounts. These accounts will not be managed my by the regional financial team, however we would like to make sure these accounts are kept in good standings. These accounts are:
 - a. James T Floyd Hall of Fame Account
 - b. Dudley E. Flood Scholarship Account
 - c. 1914 Account
6. These accounts will be audited on annually basis are upon request of the Regional Director.
7. Once the audit is completed a report will be delivered to the Regional Director explaining any findings are recommendations.

Reporting Process

1. The financial team will provide a financial report to the regional board on a quarterly basis. This report will consist of all transactions (deposits and disbursements) completed within the quarter.
2. All regional and leadership conferences financial report will be provided 75 days after the conference has ended. This report will be provided to the Regional Director then distributed to the entire regional board.
3. On a semi-annual basis the financial team will provide the board with an actual vs. budget analysis; making sure the region finances is in good standing.

Regional Director Transition Plan

In the event of a transition in the Regional Director's position between the Regional Conference elections, the Southeastern Region will adhere to the following procedures and guidelines:

- If the transition is the result of a resignation, The Regional Director must notify the Regional Secretary, via email or US Mail, of his intention to discontinue his service as Regional Director. The Secretary will then notify the International President, International Executive Director, and elected Southeastern Regional Board members of the commencement of the transition plan.
- If the transition is the result of the Regional Director's death or physical/mental inability to continue his service, the Vice Regional Director must notify the International President, International Executive Director, via email or US mail, of the Regional Director's status and the Region's transition process. This notice must be signed by the Vice Regional Director, Associate Vice Regional Director and Regional Secretary.
- If the transition is the result of removal of office—in accordance with the International Constitution—the Vice Regional Director will notify the International President, International Executive Director, via email or US mail, of the Regional Director's status and the Region's transition process. This notice must be signed by the Vice Regional Director, Associate Vice Regional Director and Regional Secretary.
- The Vice Regional Director will notify the Regional membership, via email or US mail of the Regional Director's transition plan in wake of the Regional Director's termination of office.
- The Vice Regional Director will immediately assume the position until the Regional Board meets to confirm the appointment of the new Southeastern Regional Director. The Regional Board must meet within thirty (30) days of the Regional Director's termination of office. If both the Regional Director and Vice Regional Directors simultaneously terminate their positions, the Regional Treasurer will assume the Regional Director's position until the next Regional Board meeting.
- Upon confirmation by the Southeastern Regional Board, the appointed Regional Director must make any necessary appointments to fill the Regional Board slate. These appointments be served until the next Southeastern Regional Conference.

To ensure an efficient transition in the event of the Regional Director's discontinuation of service, the Southeastern Region will adopt the following operational practices:

- The Vice Regional Director will be added to the list of board members authorized to sign checks on behalf of the Southeastern Region. The list of authorized brothers now include the Regional Director, Vice Regional Director, and Treasurer.
- The Regional Secretary will have access to all communication information related to the Southeastern Region, including password/log-in for websites, social networking accounts, and webinar licenses.



Phi Beta Sigma Fraternity, Inc.

Southeastern Region Expenditure Request Form

(For fund reimbursements on supplies, and other expense items of the region)

Please type or print information legibly

Request By: _____ **Date:** _____

Requestor Information:

Name:	
Address:	Floor:
Attention:	Department:
City/State/Zip	
Phone:	Extension:

Items Requested:

Quantity	Expense (i.e. hotel, meals, travel, airfare)	Amount Requested	Total Cost

Note:

Approved By:

Signature – Regional Director

Signature – Regional Treasurer

Date Completed & Check Number

All requests must have both signatures on voucher to receive reimbursements

***Southeastern Region
Phi Beta Sigma Fraternity, Inc.***

Debit Card Usage Policy

The purpose of this policy is to establish sound and responsible practices for debit card usage for the Southeastern Regional Board, Phi Beta Sigma Fraternity, Inc. The region approved debit card usage to facilitate primarily hotel expenses relating to its annual meetings. The debit card can also be used for transactions that can be handled via e-commerce. The debit card is an alternative to normal purchasing procedures and should be used only in warranted circumstances.

The Southeastern Region has been issued a debit card by BB&T Bank; the debit card transactions are directly drafted from the Region's general checking account.

Debit Card Usage

The debit card is to be used by the Regional Director and Regional Treasurer. As with the general checkbook, the debit card will remain in the possession of the Regional Treasurer, he is responsible for safeguarding the card from any theft, malfeasance, or misplacement.

Any transaction through the debit card must be approved by both the Regional Director and Regional Treasurer, and must be specified on the regional expense/reimbursement form. The form must show the following: 1) date of transaction; 2) payee; 3) amount charged; and 4) confirmation number.

International Headquarters

Staff Assignments

As of October 27, 2011

Address: 145 Kennedy Street, N.W.
Washington, DC 20011
Telephone: (202) 726-5434
Fax: (202) 882-1681

International Executive Director

XXXXXXXX XXXXXX XXXXXXXXXXX@XXXXX.XXX

Manages day to day operations of the headquarters

- Provides assistance to the General Board
- Directs the staff of headquarters
- Coordinates meetings and activities
- Secures resources for the Fraternity
- Responds to the needs of the membership

Assistant to the Executive Director

XXXXXXXX XXXXXX XXXXXXXXXXX@XXXXX.XXX

- Coordinates the calendars of the President and Executive Director
- Manages the staff assignment tracking registrar
- Responds to the concerns of the membership
- Assists with activities of the General Board and committees
- Coordinates special events and events

Director of Finance and Operations

XXXXXXXX XXXXXX XXXXXXXXXXX@XXXXX.XXX

- Manages the financial records and documents of the Fraternity
- Processes all funds received by headquarters
- Produces financial reports and invoices
- Develops operational policies and procedures

Constituency Relations/Membership Specialist

XXXXXXXX XXXXXX XXXXXXXXXXX@XXXXX.XXX

- Processes membership applications and renewals
- Produces membership reports
- Responds to the concerns of membership and university personnel
- Coordinates information to be provided to university personnel

Director of Business Development

XXXXXXXX XXXXXX XXXXXXXXXXX@XXXXX.XXX

- Manages the Fraternity's retail operations
- Coordinates activities that generate additional revenue for the Fraternity
- Develops relationships and partnerships that enhances the Fraternity's resources

Receptionist/Office Clerk

xxxxxxx xxxxxx xxxxxxxxx@xxxxx.xxx

- Answers and routes incoming calls
- Provides general assistance to callers
- Greets guests and visitors to headquarters
- Files documents as directed
- Provides occasional clerical assistance

Membership Services Staff

xxxxxxx xxxxxx xxxxxxxxx@xxxxx.xxx

- Packages membership materials
- Coordinates projects under the supervision of Staff
- Assists with the operations of the Fraternity's retail store

Communicating with Headquarters

- The International Headquarter's business hours are 9am-5pm Monday through Friday.
- Please allow 3 to 7 business days to get resolution to your inquiry to receive a response from staff when communicating with and requesting information from the headquarters.
 - If you did not receive a response after the 3 to 7 business day timeframe, contact the Regional Director, and he will follow up on the matter.
- The staff prefers to receive requests in writing, so make this a preferred method of your communication with the Headquarters.

Submission of Annual Payments

- Send all payments of annual chapter and membership dues—along with the PBS 1 Form—directly to the Headquarters office at 145 Kennedy St. NW, Washington DC 20011.
 - Send the mail either via express mail or priority mail with delivery confirmation, so you will have a tangible system of tracking the delivery of your order.
- Allow 3 to 7 business days to receive a written receipt of payments from the Director of Finance.

Life Membership Subscription

- Persons whose life membership applications have been processed have five years from the date of their submission of their application to complete full payment.
- Should a person not pay in full within the five years, he forfeits all funds paid toward life membership and is therefore reassigned his original membership number

Reclaiming Undocumented Members

- Members are undocumented at the headquarters office due to numerous reasons; most notably, misappropriation of new member fees at the chapter level, lost paperwork, incomplete or incorrect paperwork.
- Alumni chapters can reclaim these members by requiring the submittal of the following items.
 - Current international and regional dues
 - Membership Application
 - Notarized affidavit proving that he participated in an intake process
 - Moneys for certificate, card and constitution
 - Optional submittal of fees for the fraternity pin.
- The above items should be forwarded to the Regional Director for his approval. The Regional Director will subsequently forward the items to the International Headquarters.

Regional Environmental Policy

The Southeastern Region of Phi Beta Sigma Fraternity, Inc. is committed to minimizing the environmental impact of its meetings through:

- Decreasing the amount of solid waste produced;
- Reducing energy and water consumption;
- Minimizing or off-setting harmful emissions resulting from vehicular transportation and energy consumption;
- Disposing of solid and liquid waste in an environmentally responsible manner; and
- Eliminating the use of harmful chemicals.

The Southeastern Region of Phi Beta Sigma Fraternity, Inc. gives preference to accommodations suppliers that have active and ongoing sustainability programs and policies. Specifically, preference is given to facilities that have:

- A comprehensive environmental policy;
- Programs to recycle and otherwise reduce solid waste;
- Programs for the conservation of energy and water;
- Programs to reduce the use of harmful chemicals;
- Programs to improve indoor air quality; and
- Environmental initiatives above and beyond those listed herein.

State organizations and local chapters are encouraged to apply the above provisions in managing their conferences and events. Please refer to www.bluegreenmeetings.org to receive tips on planning and executing your meetings in an environmentally responsible manner.

Each brother in the Southeastern Region is encouraged to incorporate personal practices to protect the environment via the following measures:

- Recycling cans, paper, and other products;
- E-cycling unused and obsolete electronic equipment;
- Buying and using organic goods and recycled products;
- Train for and pursue green-collar jobs, such as solar panel installation and green building;
- Encouraging friends and family members to incorporate the above measures.

Chartering a Chapter

I. WHAT IS A CHARTER?

A charter is the official certificate that establishes and names a chapter, include on it are names of the charter members and the signatures of the International President and the International Director.

II. HOW CAN A NEW CHAPTER BE FORMED?

- a) All recruitment and initial chartering plans be submitted to and approved by the Regional Director prior their enactment.
- b) Five financial fraternity members are required to form a new chapter at the time an application for a charter is made.
- c) The Regional Director, upon the initial request, must provide the five members with the official chapter chartering application.
- d) Upon receipt of the chartering application, the Regional Director will notify the State Director, who will then notify all chapters in the state of the charter application.
- e) The chapters in the state have thirty (30) days to approve or state objections to the chartering application. If there are no objections, the Regional Director will submit the application and fees to the International Office.
- f) The charter application must be submitted to the National Office with a Chapter Tax, Liability Insurance, and other Chartering Fees.
- g) Both the Regional Director and International President must sign the application before the International Headquarters can order the official chapter charter.

III. WHAT FEES ARE REQUIRED TO FORM A NEW CHAPTER?

ALUMNI - \$790.00

COLLEGIATE - \$715.00

ONLY A CERTIFID CHECK OR MONEY ORDER WILL BE ACCEPTED

Chapter Reporting

It is imperative that an efficient and effective communication network exists between the local chapter and regional office. The chapter is expected to respond to requests and inquiries from the Regional and State officers in a timely manner. In turn, each regional and chapter officer is expected to communicate with the chapter officers in a proactive, respective, and brotherly manner.

- Each chapter is expected to report its International Program activities to the following:
 - International Program Directors via the electronic chapter reporting structure
 - PIA Form after each event performed
 - Chapter Self Assessment Form at the end of each calendar year.
 - Both forms are available on the regional and international websites.
 - Regional Program Directors
- The chapter should follow the International chapter reporting structure when reporting its activity to the Regional Program Directors.
- Annually, the chapter is required to complete a Chapter Self-Assessment Report Form to the International Headquarters. The online form is available both on the international and regional websites. Chapters should follow the reporting guidelines as outlined on the form.
- The chapter should notify the Regional Director of any officer changes. The notification should include 1) the officer name and title, 2) email address, and 3) telephone number.
- The chapter is required to provide an annual detailed chapter report to its State Director.
 - The standardized chapter reporting form is attached as an appendix to this guide.
 - The state will base its annual awards on the chapter reports presented by the state meeting.
 - The State Director will forward the state reports to the Regional Director and International Headquarters office upon completion of the State meeting.

Regional Newsletter

- The Southeastern Region will provide a quarterly newsletter to its membership.
- The newsletter will contain the following items:
 - Chapter news/event recaps
 - Officer updates
 - Member profiles
 - Individual member news (births, weddings, job promotions, etc.)
 - Sigmas recently initiated in the Southeastern Region
 - Calendar of events
- Any chapter wanting to include an item in the newsletter should forward the information to the Regional Director of Publicity at xxxxxxxxxxxxxxxx@xxxxxx.xxx .
- The Director of Publicity will notify the submitting chapter if and when its item will be published in the newsletter.

**Phi Beta Sigma Fraternity, Inc.
International Headquarters**

2011 Chapter and Membership Assessment

<u>Chapter Assessments</u>	<u>Alumni</u>	<u>Collegiate</u>
Annual Chapter Tax	\$100.00	\$50.00
Late Chapter Tax (After 12/31)	\$112.50	\$62.50
Chapter Reinstatement	\$25.00	\$25.00
International HQ Building Assessment	\$150.00	\$150.00
Chapter Liability Insurance	\$400.00	\$375.00
Conclave Absentee Fee	\$400.00	\$280.00
Duplicate Chapter Charter Certificate	\$75.00	\$75.00
 <u>Membership Assessment</u>		
International Dues	\$150.00	\$80.00
Late International Dues	\$165.00	\$88.00
Membership Reinstatement	\$12.50	\$6.25
Risk Management Insurance (Contribution)	\$15.00	\$15.00
Gold Life Membership Fee	\$1,200.00	\$1,200.00
Sapphire Life Membership Fee	\$2,400.00	\$2,400.00
Platinum Life Membership Fee	\$5,000.00	\$5,000.00
Life Membership Pin	\$85.00	\$85.00

Gold Life membership for new members will be closed starting Jan. 1, 2006

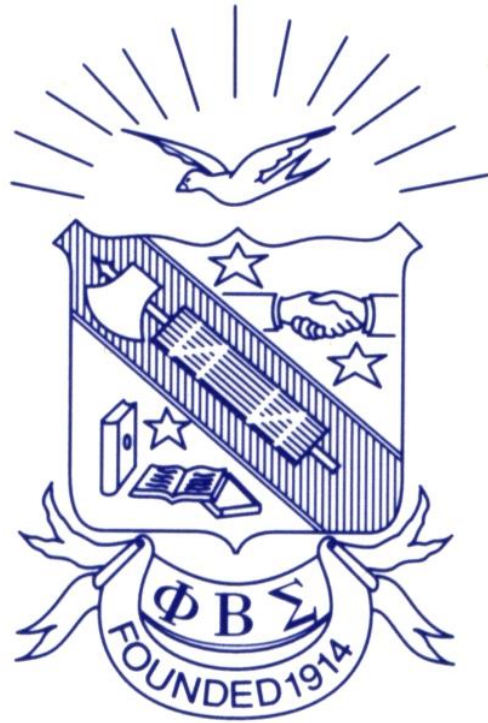
<u>New Membership Assessments</u>	<u>Alumni</u>	<u>Collegiate</u>
International HQ Building Assessment	\$100.00	\$100.00
Application Processing Fee	\$200.00	\$200.00
Fraternity Badge	(10K Standard Gold #20)	\$155.00
Certificate	\$10.00	\$10.00
Publication	\$10.00	\$10.00
Constitution	\$15.00	\$15.00
Two Years International Dues	\$300.00	\$160.00
Two Years Regional Dues	\$50.00	\$30.00

New membership assessments accompany international dues, regional dues, and international HQ building assessment

<u>Annual Regional Dues</u>	Alumni	Late	Collegiate	Late
Southeastern	\$25.00	\$27.50	\$15.00	\$16.50
Eastern	\$30.00	\$33.00	\$15.00	\$16.50
Great Lakes	\$30.00	\$33.00	\$10.00	\$11.00
Gulf Coast	\$16.00	\$17.60	\$8.00	\$8.80
Southern	\$15.00	\$16.50	\$7.50	\$8.25
Southwestern	\$20.00	\$22.00	\$10.00	\$11.00
Western	\$20.00	\$22.00	\$15.00	\$16.50

- New members are required to pay two years International and Regional dues.
- The International Headquarters will accept only certified checks or money orders. All uncertified checks will be returned and late fees must be applied.

Southeastern Region
Phi Beta Sigma Fraternity, Inc.



Risk Management Policy
Adopted October 25, 2011
Southeastern Regional Board

New Membership Intake

Phi Beta Sigma Fraternity, Inc. has a zero-tolerance policy against hazing. Any member or chapter that chooses to conduct any physical or mental hazing activity will be subject to Fraternity disciplinary action as outlined in the International Constitution. Additionally, he will be not be afforded any legal representation by the Fraternity or its insurance company if the hazing results in a criminal or civil lawsuit.

Phi Beta Sigma's Definition of Hazing

Any action taken or situation created intentionally or unintentionally, whether on or off Fraternity premises, to produce mental or physical discomfort embarrassment, harassment or ridicule.

Investigation Process

- If an incident arises from the intake process, the chapter advisor or president should notify the Regional Director immediately.
- Any brother who witnesses a hazing incident or MIP violation is obligated to immediately report the incident to the chapter advisor, State Director, or Regional Director.
- Within 24 hours of the report of incident, the Regional Director will notify—in writing—the International President, International First Vice President, Executive Director, International Legal Counsel, Regional Legal Counsel, and State Director.
 - If the report concerns a collegiate chapter, the Regional Director will notify the university contact person of the incident. He is expected to frequently update the university official of the investigation process, and fully cooperate with the University's investigation process.
- The Regional Director will appoint a team to investigate the incident, and will notify all parties of the investigation procedure and schedule.
- Unless otherwise directed by the International Office, the International Legal Counsel is the primary media contact for the investigative matters. All interview and media requests regarding the investigation or incident should be forwarded to the Legal Counsel.
- Within 24 hours of completion, the investigation team should provide a report—in writing—to the Regional Director. The report should include a recommendation of action from the team.
- The Regional Director will communicate his final decision (with sanctions) via certified mail to 1) the chapter officers, 2) university official (if collegiate), 3) regional chapters and Regional Board, and 4) the Executive Director.
- The chapter and individual have the right to appeal the decision with the Conclave Grievance Committee. This appellate process should be outlined in the certified letter.

Submission of Membership Applications

- The Headquarters staff requires the following materials before processing membership applications from chapters
 - PBS 1 Form
 - PBS 2 Form
 - Anti-Hazing Hold Harmless Forms
 - Chapters should provide the forms for **both** the applicant(s) and intake team members
 - Membership Application signed by the Regional Director
 - Academic Credentials
 - PBS 3 Form (Membership Approval Form) or Official Transcript for Collegiate
 - The forms must be affixed with the official (raised) University seal.
 - If the school does not affix seals to forms, then have the registrar submit and sign a letter verifying the grades of the applicants
 - Copy of college degree or official transcript (Alumni)
 - Funds comprising the total membership fees for each applicant
- Chapters should submit the entire membership package to the Regional Director ***via priority mail with delivery confirmation***.
 - Please do not send the package with a signature/pickup confirmation, per the Regional Director's request.
- The Regional Director will notify the chapter—within one day of receipt of the forms—of the approval status of the membership package.
- Within one day of the membership approval, the Regional Director will mail the package to the Headquarters.
- The Director of Finance will provide a receipt to the chapter within 3 to 7 business days of receipt of the membership package.
- The Executive Director assures a two week turnaround from the time materials are received to the mailing of the membership packages to the chapter.

PHI BETA SIGMA FRATERNITY, INC. INTAKE SCHEDULE SUMMARY/CHECKLIST

Note: Chapter Advisor Should Be Present at All Activities

	When	Date	Time	Location
Submit Intake Schedule to Regional Director				
Conduct Formal Informational Meeting	Day 1			
Receive the following from Candidates:	Day 8			
<i>PBS 2 Form (Membership Application Form)</i>				
<i>Three Letters of Recommendation</i>				
<i>Signed PBS 5 Form (Academic Verification Form)</i>				
<i>Official Transcript from College or University</i>				
<i>\$200 non-refundable application fee</i>				
Submit the following forms to College or Univ.:	Day 8			
<i>PBS 5 Form (signed by candidate)</i>				
<i>PBS 3 Form (Student Membership Approval Form)</i>				
Mail to Regional Director the following:	Day 11			
<i>PBS 2 Form</i>				
<i>PBS 3 Form</i>				
<i>Official Transcripts</i>				
<i>PBS 1 Order Form</i>				
<i>Copy of the money order for the application fee</i>				
Schedule Interviews with the Applicants	Day 11			
Conduct Interviews with Applicants	Day 22			
<i>Interviews should be conducted using PBS 6 Form and PBS 6A form (Interview Form and Evaluation Summary Form)</i>				
Notify Candidate of His Acceptance/Rejection	Day 24			
Submit to Regional Director the following:	Day 27			
<i>Copy of PBS 1 Form (Order Form)</i>				
<i>Money orders for each candidate's membership fees (All moneys should be paid in full)</i>				
<i>Anti-Hazing Forms signed by each applicant</i>				
<i>Transcript (if not already submitted)</i>				
<i>Membership Approval Form</i>				
Complete Three Days of Membership Development and Testing	Day 42			
<i>Sessions to be held between 8pm and 5pm, unless otherwise approved by Regional Director</i>				
Conduct Intake Ceremony	Day 45			

Coming Out Shows Policy

Chapters should primarily be aware that the 'coming out', or 'probate' shows are not a part of Phi Beta Sigma's official intake program. Chapters are to remember that coming-out shows are a time of celebration to introduce new inductees into our wondrous band, and a recruiting opportunity for future members. If their performance is low quality, then they potentially attract low quality interest for the organization in the future.

Chapters are required to follow the set guidelines below. Failure to do so can and will result in the immediate suspension of the chapter for the rest of the academic school year. This suspension will include all functions on campus, and in the local community.

- **Chapters must have completed the intake process without any reported violations during the process**
- **"NO" profanity**
- **"NO" actions that portray and glorify pledging or hazing. This includes , but is not limited to: walking in line, greetings, paddles/chains/bricks, etc., or related cadence recitations (Greek alphabet, history, etc.)**
- **"NO" sexual content or actions that may be perceived as sexual in nature**
- **"NO" verbal or physical disrespect of women**
- **"NO" verbal or physical disrespect of other Greek organizations**
- **Advisor(s) must be present at all "Coming-out-Shows"**
- **Advisor(s) is to review ACTUAL show and its content prior to performance**
- **Advisor(s) will plan for adequate campus security prior to performance**
- **Advisor(s) will ensure that the "Coming-out-Shows" are covered by the National Fraternity Insurance**
- **Advisor(s) will ensure that the event form for insurance coverage is processed two weeks prior to the "Coming-out-Shows"**
- **Advisor(s) will ensure the State Director and the University Greek Life office are informed of the date and time of "Coming-out Shows" via email**
- **All "Coming-out-Shows" will be held on campus between the hours of 8:00 AM and 10:00 PM**

Chapters are encouraged to set the example and not participate in activities that bring dishonor to the name of the Fraternity, and the chapter. A copy of this letter will also be sent to the office of Greek affairs of each university and college.

RISK MANAGEMENT FOR EVENT MANAGEMENT

Event Insurance Forms

- The chapter ***must*** submit an additional insurance form from the International Headquarters at least 30 days before ***each*** event or program performed. The form, located at www.pbs1914.org, should be faxed to the International Headquarters office.
- This form submittal process allows the Fraternity's insurance company—for which we pay annual insurance assessments—to cover the chapter event in case of a liability issue.
- Upon submittal, you will receive an event policy statement from the insurance company, which lists the coverage amount.
- Any event not accompanied by the certificate of insurance will not be covered by the Fraternity's insurance company in the event of a lawsuit.
- The Fraternity's insurance company still has the right to refuse coverage for a certified event if it is found that the chapter violates the Fraternity's Risk Management or MIP policy. Therefore, it is imperative that you ensure that your event's activities do not violate any Fraternity policies—particularly as it pertains to alcohol or drugs.
- An open invitation party, i.e. Facebook, flyers, radio, etc. advertising violates risk management policy and eliminates coverage. If the chapter insists on open invitations, it must purchase event insurance from a licensed broker or agent.
- Additionally, the chapter should have armed law enforcement officers at a rate of 1 per 50 or 1 per 75 attendees based on the standard set by City law.
- It is best practice for the chapter to submit the event forms as soon as it sets its program/event calendar for the year or semester.

Alcohol and Drugs

- The possession, use and/or consumption of any alcoholic beverages by any Fraternity member or guest while on chapter premises, during chapter activities, or in any situation sponsored or endorsed by the chapter, ***must*** be in compliance with the laws and ordinances of the state, province, city, county, and university/college.
- The sale of alcoholic beverages by any collegiate chapter of Phi Beta Sigma is strictly forbidden. No collegiate chapter of Phi Beta Sigma shall participate in any activity or action which creates the impression that the chapter is selling alcohol. Examples include, but are not limited to: selling drink tickets or having vending machines dispense alcoholic beverages.
- No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
- The use or possession of any unlawful drug in any form is not permitted at any Phi Beta Sigma function or in any Phi Beta Sigma chapter house.
- Parties and social activities should be open to members and ***invited guests only***. Open parties, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, are prohibited.
- All undergraduate/graduate informational meetings sponsored by Phi Beta Sigma will be "dry," that is, without the presence of alcoholic beverages.

- Alcoholic beverages are prohibited at any orientation program or initiation ceremony of the chapter.
- No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- Chapters are strongly encouraged to conduct alcohol and drug awareness programs for members.
- Sexual insult and intimidation of women is reprehensible and unworthy of a Phi Beta Sigma man.
- The members of Phi Beta Sigma recognize the dignity and respect due all human beings, male and female, and the respect due all interactions practiced between men and women including social and sexual relations;
- All members of Phi Beta Sigma display their acceptance of the aforementioned principles through the example of their behavior and pass them onto the future generations of the Fraternity in the company of our many proud traditions, for the good of the Fraternity.

Guidelines for the Use of Third Party Caterers

The following guidelines are to assist chapters in planning an event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility. The caterer must be properly licensed by the state and local authorities. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur.

- The caterer must be insured with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, a part of his insurance coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage."
- The local chapter and the National Fraternity of Phi Beta Sigma Fraternity, Inc. must be named as additional insured on the vendor's certificate of insurance.
- The caterer must agree, in writing, to cash sales only to be collected by the caterer during the function.
- The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - A) Check ID upon entry.
 - B) Not serving to minors.
 - C) Not serving to individuals who appear intoxicated.
 - D) Maintaining control of all alcohol containers.
 - E) Collecting all alcohol remaining at the end of the function.
 - F) Removing all remaining alcohol after the function.
- Third party vendors may not encourage the consumption of alcohol through drink specials or other promotion, nor should third party vendors serve shots of hard liquor.
- The chapter may not purchase or provide alcohol, including any payment to lower the per drink price. The vendor should agree to sell alcohol at a reasonable per drink rate. Set up charges are appropriate as long as the chapter is not charged for alcohol. Continue to use all risk management practices and procedures.

Theme Parties

At many chapters over the years these events have provided memorable experiences for brothers and guests. Unfortunately, theme party activities have also generated injuries, alcohol misuse, and financial and behavioral excesses.

In today's society we must be sensitive to all people, races, religions, nationalities, and groups. If the theme of a social event reflects, in any negative way upon others or if it could be so construed, discard the theme and find another. Be particularly careful that your favors, shirts, slogans, and actions are not or could not be construed as sexist, racist or bigoted. As a National Fraternity, we cannot tolerate insensitivity to others, regardless of the intent of the action or the number of persons it affects. Failure to be sensitive to others almost always results in sanctions and probation.

Eliminating the Opportunities for Injury

- Some chapters build or erect structures for an event. Chapters are strongly advised not to build ponds or pools. There have been a number of serious injuries from people diving into ponds or pools. Even if there is no means of diving into a pond, the temptation is strong for people to throw others into it.
- Chapters are strongly advised not to build towers, slides, rope bridges, or other structures. Anything chapter members build upon which people will sit, climb, swing, or walk presents the potential for injury. Leave construction to those who are licensed to do that type of work.
- Fire safety – Refrain from using bamboo, straw, or torches to decorate. These decorations can create fire hazards.
- Transportation -- If a number of people are to be moved to a location away from the chapter house/campus, the safest means is a hired bus and driver. Do not transport people in the bed of a pickup truck or the back of a rental truck.

Eliminating Public Relations Problems

- Theft of props or property -- Some chapters have prepared for a theme party by telling members to obtain decorations by theft. This includes flowers, signs, plants, and Christmas trees. It has happened. It is illegal.
- Delivering invitations -- Some chapters deliver invitations to dates at their campus residences. They should not enter the house or dorm, and this activity should be conducted with proper sensitivity to others.
- Noise -- This is a potential problem at any social event which includes music. Many cities are not implementing and enforcing noise ordinances. Most police will respond promptly to noise complaints. The chapter should contact neighbors prior to the party and ask that if noise becomes a problem, they contact the chapter president or other designated persons. Give neighbors the names and telephone numbers of all officers.
- Clean up -- The chapter should have a plan for limiting litter and for prompt clean up after the party.

Off Campus and "Unofficial" Chapter Social Events

- Some members incorrectly believe social events held off campus or away from campus are not subject to risk management guidelines. Likewise, they believe that there is little or no risk exposure from "unofficial" events held at the residence of a member, friend or other location.
- An off campus or "unofficial" event may be subject to risk management and standards guidelines if any of the following conditions exist:
- The chapter pays for any part of the event or participates in the planning or organization of the event This could include purchasing beverages, food, entertainment, the room or hall rental, clean up or anything else associated with the event.
 - A chapter officer, officers or social chairman plans the event
 - The chapter advertises the event by producing flyers, posters, or maps of the location of the event, general "invitations," or by distributing handouts or posting notices. This may" also include announcements at chapter meetings of the chapter or other fraternities or sororities or telephone invitations—or by social media, Facebook, Twitter, etc.
 - A large percentage of the members of the chapter are present.
 - The event takes the place of a normally scheduled event. (For example: a social planned for 9:00 PM is not attended because everyone is at a member's apartment or campus.)

Chapters may be disciplined for incidents of any kind that violate the spirit as well as the letter of Phi Beta Sigma Fraternity, Inc. risk management policies. If you have any questions concerning the status of a social event, please contact the International Headquarters or Greek Advisor on your campus or your Regional Director. Chapters must also be sure you comply with their University or college rules and policies or prohibitions on off campus events.

If, for example, two seniors hold an event in their off-campus apartment, this may become a Phi Beta Sigma event. They will invite their friends many of whom are members. Once we have more than a half-dozen members, it may become a "Phi Beta Sigma event". Other factors: was the event announced at a chapter meeting? Was it publicized in the campus newsletter with a flyer or poster on the campus bulletin board? Were officers present during the announcement? Were any of the officers present at the event? Were candidates for membership present at the event, or encouraged to attend?

Any, some, or all of these factors can serve as a basis for naming the chapter or National Fraternity as a defendant in a lawsuit. (Off campus events are much more prone to violence and as such great care must be taken with invitations, security, screening as well as removing persons from the party. Many persons evicted from parties come back and shoot up the party and you become liable for the "street elements" actions both financially and from a PR perspective.)

In addition to regular social functions, many chapters often conduct or sponsor Special Events involving large numbers of people. These might be a fund raising projects for a charity, or alumni events such as Homecoming.

Precautions should be taken for:

- Traffic control
- Crowd control
- Safety of the facility being used, including fire safety.
- Safety of any activities or games in which attendees might participate.

Also, if an event is held away from campus chapter house, any contracts signed with the property owner should be reviewed by the Regional Legal Counsel for the chapter. The Executive Director is knowledgeable of hotel arrangement and contracts. Please feel free to contact him prior to signing of contract.

Alumni Events

Chapters will be able to host more successful alumni events if they are planned in association with your alumni objectives. Be sure the officers are familiar with the policies and procedures of this manual when planning the event. This will help to eliminate any confusion. Additionally, you will want to ensure that the appropriate alumni members will help to explain and enforce these guidelines with other alumni members.

The alumni brothers who attend your function or other event will most likely be above the legal drinking age. Nonetheless, all of the procedures regarding consumption of alcohol and concern for your guests still apply.

If you become concerned about an alumni who has had too much to drink, seek the help of other alumni in seeing that this brother does not injure himself or other guests.

Southeastern Region Website Development Guidelines

The Southeastern Region of Phi Beta Sigma Fraternity, Inc. offers website guidelines to help chapters create and maintain their own sites. Information published on the Internet is not confidential and anyone may access it. All materials should be designed in good taste and ensure that your website represents your chapter and the fraternity well. If you have any questions or comments about these guidelines, you can email the Southeastern Regional Director at XXXXXXXXXXXX@XXXXXX.XXX.

Adhering to website guidelines

These guidelines were developed to help each chapter ensure that its image is consistent with the values and ideals of Phi Beta Sigma Fraternity, Inc. By following these guidelines, each chapter will help ensure that a positive, clear, consistent image of Phi Beta Sigma Fraternity, Inc. is present throughout the Internet community.

Appropriate material

Website content is the responsibility of the individual chapter. A chapter website provides an excellent opportunity to keep brothers updated on chapter activities and to inform potential members and others about Phi Beta Sigma Fraternity, Inc. and your chapter. You could include:

- General information about Phi Beta Sigma Fraternity, Inc.
- Listing of chapter events
- History of your chapter
- Link to the National Website
- Scholarship winners from the chapter
- Photos of chapter events: service projects, campus involvement, other events showing the chapter living up to the values of Phi Beta Sigma
- An ability for guests to e-mail someone in the chapter directly
- Contact information for members of the chapter
- Links to your host institution

Inappropriate material

If you have questions about the appropriateness of certain material, consult the regional director. Do not post copyrighted material from other sources or trademarks owned by third parties without authorization from the copyright or trademark owner. Please refrain from posting any content which includes inaccurate, inappropriate, vulgar, offensive or sexually explicit material, products or services, you cannot use descriptive monikers on webpage or your Facebook, MySpace or any other social media; to do so puts the chapter in danger of suspension and will automatically disqualify any application for intake until all material is removed. The use of YouTube videos showing any of previously mentioned items are also grounds for suspension.

Crisis Management Plan

The Southeastern Region encourages each chapter to set a crisis management plan to follow in the unfortunate event of an emergency or tragedy. The following guideline is suggested by FIPG, Inc, a risk management association of men's and women's fraternities and sororities.

Chapter Contact List In Case of an Emergency

This list should be made available to each chapter member, along with the chapter advisor and sponsoring alumni chapter (for collegiate chapters) in the event of a tragedy or emergency.

Officer	Name	Telephone Number	Email Address
Chapter President			
Chapter Advisor			
Campus Advisor			
Chapter Contact #2			
Chapter Contact #3			
Chapter Contact #4			
Chapter Contact #5			

If A Tragedy Occurs

If a tragedy has occurred within your chapter, suspend chapter activities immediately. Additionally, the chapter should implement the following action plan:

1. Emergency phone calls to make - and numbers:

- a. The chapter needs to make several phone calls immediately, using the contact list above
- b. The school's security emergency and/or the local emergency number. If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department.
- c. Do not hesitate to call the campus police regardless of the situation.

Name	Contact Number	Email
Campus Security		
Police Department		
Fire Department		

2. Call and the international headquarters office

- a. Xxx-xxx-xxxx
- b. Email address: xxxxxxxxxx@xxxxxx.xxx

3. Contact the Regional Director

- a. Xxx-xxx-xxxx
- b. Email address: xxxxxxxxxx@xxxxxx.xxx

4. Upon the advice and instruction of the International Office, call the campus Greek Advisor, or This person will discuss the situation with you and in all serious cases will be at the house or chapter meeting place in a matter of minutes. **Always call, day or night, if you are in doubt as to whether a situation is serious or not.**

Public Statements/Media Management

No chapter member should make any public statements about the incident until notified by the International Headquarters office or Insurance Company. When contacted by the media, each chapter member should refer them to the International Executive Director. If a chapter member is allowed by the Headquarters office or Insurance Company to make a statement to the media, he must make sure that the other chapter members are aware of what his statements will be. No chapter member should informally discuss the incident via social media or informal talk. Do not discuss the situation until the Headquarters Office or Insurance Company arrives.

When a member is injured becomes seriously ill or dies:

Do not notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical condition. In the event of a death, the appropriate school or fraternity official should notify parents.

If the situation is a death outside the house, do not announce it until a fraternity staff member or official has arrived to help. Be very careful about this information. If the member or new member was living in the house, do not move any of the deceased student's personal possessions. Since most members share a room, perhaps you will want to move the roommate somewhere else temporarily.

Only with the permission and instructions of your National Office should you call the family to offer sympathy on behalf of the chapter. Ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure that all borrowed items are returned to the student's room, and if possible, lock it. When the parents do arrive, you may want to have empty boxes available and offer help. This is an emotional trauma for parents so they may not want to be with any of their child's friends.

It is, of course, proper to send sympathy cards and notes, flowers, etc. If a funeral is not too distant, it would mean a great deal to parents for some of the members to attend. Check your ceremony manual for the memorial ritual, and offer it to the parents in advance of final arrangements.

If a Member Attempts Suicide

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents.

All of this, no doubt, seems grim and harsh. Everyone hopes that no chapter president will ever have to use these procedures.

But sadly, that hope is not realistic. Tragedies do occur. Usually, they are unpredicted. You can ease the situation for all by being prepared to follow these procedures and guidelines.