



# Chapter Handbook

## Organization

Chi Alpha Sigma was founded on May 17, 1996 by then head football coach, Nick Mourouzis, at DePauw University. A 501(c)(3) non-profit organization, Chi Alpha Sigma seeks to recognize outstanding four-year college student-athletes who excel in their sport and in their academic career.

Four year institutions of higher education may form a local campus chapter if they hold an affiliation with one of the following national athletic associations:

National Collegiate Athletic Association (NCAA)

National Association of Intercollegiate Athletics (NAIA)

National Christian College Athletic Association (NCCAA)

United States Collegiate Athletic Association (USCAA)

The Chi Alpha Sigma National Office staff is here to help with anything you may need.

Executive Director – Kellen Wells-Mangold, [kellen@chialphasigma.com](mailto:kellen@chialphasigma.com)

Assistant Director – BJ Pickard, [bj@chialphasigma.com](mailto:bj@chialphasigma.com)

Marketing & Outreach Intern – Dakotah Poitra, [dakotah@chialphasigma.com](mailto:dakotah@chialphasigma.com)

## Minimum Induction Standards

Outlined in Article Seven of our bylaws, student-athletes are eligible for induction once meeting the following criteria:

- Must attend a four year accredited college or university that is a member of the NCAA, NAIA, NCCAA, or USCAA.
- Must have participated in a varsity intercollegiate sport sponsored by the institution's athletics department or a club sport overseen by the athletics department.
- Must be in good standing within their athletics team.
- Must have achieved at least junior academic standing after the fifth semester or seventh quarter as determined by the certifying institution.
- Must have achieved a minimum cumulative grade point average of 3.40 (on a 4.0 scale) or equivalent grade point average by the time of the selection process. Local chapters may require a higher minimum cumulative grade point average, if they so choose.
- Must have endorsement from the head coach of his/her sport.
- Grade point average must be certified by person(s) with authority to review and certify the accuracy of the information prior to induction.
- Must be recommended by the college or university chapter advisor.
- Must be of good moral character.

## Awards

**National Scholar Athlete of the Year Award** - Award recognizes one male and one female student-athlete who have each demonstrated academic and athletic achievement, as well as service and leadership both on-campus and in the community.

**Nick Mourouzis Postgraduate Scholarship** - This award is granted to student-athletes previously inducted into their local chapter and who will be seeking a full-time postgraduate degree.

**Advisor of the Year** - Award that recognizes a chapter advisor for their hard work and dedication to the student-athletes at their local chapter.

## National Initiatives

One of the great things about being a national organization is when we do things together, people notice. Our impact goes beyond individual campuses to reach a broader audience. There are three major ways chapters can work to increase awareness about Chi Alpha Sigma.

**Chi Alpha Sigma Week** - Chi Alpha Sigma Week is a way to celebrate your chapter and our organization. Chi Alpha Sigma Week is held during the first week of February each year. Chi Alpha Sigma Week is all about promoting your chapter on your campus and promoting our Society to a national audience. Resources and ideas can be found online on the Chi Alpha Sigma website ([www.chialphasigma.org](http://www.chialphasigma.org)). A few suggestions on how your chapter can celebrate include:

- Highlight your induction event.
- Promote chapter inductees.
- Connect with your chapter alumni.
- Connect with other chapters.

**Advisor Appreciation Week** - Good advisors and a solid advising team are critical to the success of a Chi Alpha Sigma chapter. During Advisor Appreciation Week each year, chapters are encouraged to recognize the hard work and dedication of their advisors. Advisor Appreciation Week is held in the first week of April. Here are just a few examples of how your chapter can show appreciation:

- Nominate your advisor for Advisor of the Year.
- Honor your advisor at a public event.
- Submit a petition to the Executive Director for honorary membership for longstanding advisors who are not already members.
- Visit your advisor's office as a group to show your thanks - bring donuts or ice cream to share with officemates.
- Nominate your advisor for campus awards or recognition.

**Chapter Service Project** - Every chapter should try to organize a community service project. Inducted chapter members can identify a service project of their choosing at any point during the academic year. The student-athlete chapter president can organize the event in coordination with their chapter advisor, and may involve fellow student-athletes at their institution even if they are not inducted members yet.

## Chapter President Responsibilities

As chapter president you will work alongside your chapter's advisor to help recognize your fellow student-athletes and develop engagement events that fit within your athletics and institutional culture. Chapter presidents should be a rising senior who can serve in the role during their senior year. A new chapter president will be identified each year at the local chapter's induction ceremony.

Responsibilities to your chapter

- Call chapter meetings and establish a meeting schedule.
- Be respectful of time, but let everyone participate.
- Facilitate chapter goal-setting.
- Verify payment of chapter renewal fee.
- Update administrators on chapter activities.
- Offer chapter assistance to the college/university.
- Be familiar with national Bylaws and policies.
- Thoroughly review the Chapter Minimum Standards.
- Plan induction ceremony event in coordination with chapter advisor.

National responsibilities

- Propose and vote on updates to Chi Alpha Sigma bylaws.
- Correspond with leaders from other chapters through the online forum at [chialpahsigma.org](http://chialpahsigma.org).
- Complete nomination for Advisor of the Year award before May 17.

Tips for setting the tone for your chapter

It's ultimately up to you to see that the chapter functions, is productive and benefits both the members and the campus. Sometimes problems can be solved before they occur through the setting of a positive tone for the chapter.

- Be organized for meetings.
- Set goals that are measurable and attainable.
- Provide members with the information they require to complete tasks effectively.
- Encourage and find ways to get all members involved.
- Fulfill commitments you make to a member or the group.
- Set aside time for the members to be social.
- Set and stick to a budget (created with the treasurer).

- Stay positive.
- Delegate.

Above all, as a chapter leader, remember there is a limit to your ability and time commitments. You cannot do it all. After time, you will realize that while you can provide leadership, you must not do all the work for the chapter. Provide a conscientious example, fulfill your obligations and responsibilities to the chapter and then work to help other members succeed.

## **Chapter Advisor Responsibilities**

As an advisor, you will be working to recognize many deserving student-athletes. With the help of your chapter president, you will help channel the energy and creativity of these talented student-athletes to benefit your campus. Under your guidance, the chapter will be able to fulfill the high expectations of Chi Alpha Sigma. Ultimately, you will help these outstanding student-athletes develop even stronger leadership skills and will help your chapter promote the Society's ideals of scholarship, leadership and service.

Active interest and participation by the advisors in the group functioning is necessary and desired by the chapters. The advisor's experience, knowledge of the institution and the community

and commitment to education are the qualities brought to the group. These qualities are indispensable to whatever programs the chapters may decide to undertake. Each chapter is unique. Understanding and fostering this uniqueness is an important role of the chapter advisor. Being an advisor is an active experience, and engagement is expected. Advisors are not expected to solely direct the chapter's program or work, but the strongest M chapters are invariably those whose

advisors are genuinely interested and who are sufficiently close to the group to give suggestions and advice. The relationships built between advisors and members are very meaningful and must be nurtured by the advisor—and the members. Chapters may nominate an outstanding advisor for the Excellence in Advising award each spring.

Advisors have responsibilities in the following areas (some of which are specifically addressed in the Bylaws).

- Identify new inductees using standards outlined in Article Seven of national bylaws.
- Complete and submit the Chapter Induction Form on or before May 17.
- Assist in chapter programming.
- Communicate campus policies and procedures that may affect the chapter.
- Serve as a sounding board for chapter president and members.
- Aid in preserving the continuity of the chapter.
- Be generally available to assist the organization.
- Keep current with Chi Alpha Sigma news.
- Stay in touch with your section coordinator.

- Maintain contact with the National Office.
- Aid chapters in identifying and transitioning in future advisors.
- Confer as an advisory board periodically.
- Aid in registering the chapter as a student organization.

## Chapter Induction Ceremonies

Every chapter is encouraged to make induction a special event for new members, their coaches and attendees. The induction ceremony is also a time for outgoing members to be recognized for their achievements. Please set induction at a time when outgoing members can all be present as they are to be honored at the end.

This ceremony, modified to suit each chapter's surroundings, is used by chapters to initiate new members. Please practice the staging and the wording in advance of the program. If possible, please have the "platform party" walk through the program beforehand to rehearse. If your chapter has its own wording at appropriate points, you absolutely may insert it into this ceremony.

Induction ceremonies may be held at any point during the academic year but may not be held more than one time in the year. Chapters may modify their ceremonies to fit within their own campus culture and budget. The events can be standalone or added into an existing awards banquet held on campus. Examples of induction ceremonies held among Chi Alpha Sigma chapters include:

- Presentation of medallions, lapel pins or graduation cords upon induction
- Recognition in the institution's annual award booklet
- Signing of a chapter log book for additional institutional recordkeeping
- Joint ceremonies with other on campus honor societies
- Inductees invite a faculty member to attend their induction ceremony and are recognized with their inductees
- Press releases on institutional websites
- Luncheon with institutional guests
- Dessert receptions upon induction
- Chi Alpha Sigma walls recognizing inductees serving as a background for the ceremony
- Induction ceremony at an on-campus athletics home event
- For NCAA Division III members, completing induction ceremony during "DIII Week"

## Process for Inducting a New Class

1. Ensure that chapter dues for the current academic year have been paid.
  - a. The renewal dues may be paid for via the online store with a credit card or email the Executive Director ([kellen@chialphasigma.com](mailto:kellen@chialphasigma.com)) for an invoice to pay by check.
2. An induction ceremony may take place once a year.
  - a. While most chapters choose to have their inductions in the spring, the induction may take place at any time a chapter chooses during the academic year.
  - b. The induction can be a standalone event or added to an awards banquet that already exists on campus.

3. Gather the information to determine which student-athletes are eligible.
  - a. Student-athletes must meet the following criteria:
    - i. Participated in their sport and be in good standing with their team.
    - ii. Achieve junior standing (or higher) any time after the completion of their fifth (5th) full time semester.
      1. Transfer student-athletes must serve one year in residence at their current institution before being eligible for induction.
    - iii. Earned a 3.40 cumulative GPA or higher.
      1. GPA may be verified by any individual who has the authority to review this information at each chapter.
    - iv. Be of good character, as determined by each chapter in consultation with their coach and athletics staff.
4. Input data into a spreadsheet for inductee submission.
  - a. A template is available for download at [chialphasigma.com](http://chialphasigma.com), but a simple Excel file with the following information will be accepted:
    - i. College/university name
    - ii. Chapter advisor name and email
    - iii. Student-athlete name
    - iv. Student-athlete's sport(s)
    - v. Student-athlete's current academic year (junior or senior)
5. Submit induction class to Chi Alpha Sigma staff.
  - a. Induction class may be submitted online at [chialphasigma.com](http://chialphasigma.com) in the current chapters page or;
  - b. Email to either Kellen ([kellen@chialphasigma.com](mailto:kellen@chialphasigma.com)) or BJ ([bj@chialphasigma.com](mailto:bj@chialphasigma.com)).
6. Print certificates for induction ceremony.
  - a. A certificate template is available for use and is emailed to chapter advisors once an induction class has been received.
7. (OPTIONAL) Bronze medallions, lapel pins and graduation cords are also available for purchase through the online store at [chialphasigma.com](http://chialphasigma.com).

## **Example Induction Ceremony Script**

### **(Read by Chapter President)**

President \_\_\_\_\_, Provost \_\_\_\_\_, \_\_\_\_\_ (names of campus dignitaries to be formally addressed), initiates and honored guests; As President of the \_\_\_\_\_ chapter of Chi Alpha Sigma at \_\_\_\_\_, I welcome you.

We are assembled here today to pay tribute to Chi Alpha Sigma and to recognize this chapter's new initiates. Chi Alpha Sigma is a national honor society of college student-athletes.

The society recognizes in its membership the qualities of superior scholastic ability, intercollegiate athletics participation, outstanding and continual leadership, and dedicated service to the college or university community. The purpose of Chi Alpha Sigma is set forth in the preamble of our national Bylaws. This includes,

- Encouraging and rewarding high academic scholarship of college student-athletes at four-year accredited colleges or universities.
- Recognizing outstanding academic achievement by intercollegiate club and varsity sport student-athletes.
- Encouraging good citizenship, moral character, and friendship among the high academic achievers in college athletics.
- Recognizing and honoring the individual student-athlete, their team sport, athletics department, and college or university.
- Mentoring and providing leadership to other student-athletes.

Will the initiates please stand as you are able? (pause)

Will you strive to maintain these ideals and purposes? If so, respond "I will."

### **All to be Inducted**

(responding in unison):

I will.

### **Chapter President**

While it is an honor to be selected for membership in Chi Alpha Sigma, it is the willingness of the selected individual to make the commitment to continue to serve that differentiates an honor society from an honorary. When one accepts membership, this acceptance indicates their agreement to accept the responsibility and obligation to be an active participant in the chapter. This commitment is an agreement to actively support the ideals of the society.

With this honor will you also accept the responsibility of active participation? If so, respond "I will."

### **All to be inducted**

(Responding in unison):

I will.

### **Chapter President**

Please be seated. (pause)

I would now like to I invite members of our athletics department and any faculty members in attendance of our new initiates to stand, as you are able.

(After pausing while they stand, the president continues.)

Our chapter thanks you for your guidance and support of our newest members. Their successful careers and selection to Chi Alpha Sigma are the result, in no small part, of your presence in their lives. With our thanks, please also accept our congratulations on your mutual success.

(The president leads applause and then the staff and faculty take their seats.)

At this time, I would like to recognize this year's class of inductees. As your name is called, please come to collect your award and stand at the front until all have been recognized.

(The president reads the name of inductee, their sport, and current academic year at the institution.)

(Once all inductees have received their awards and are standing together.)

To our new members, (local chapter) chapter is proud to claim you among our number and add you to the (insert year like 34th or 56<sup>th</sup>) class of Chi Alpha Sigma at (College /University). Congratulations to you all. To all of our honored guests, please join me in giving them a warm round of applause.

(President leads applause and then dismisses new members back to their seats once applause dies down.)

Thank you all for coming today to help us recognize these outstanding student-athletes this year. To our newest members, congratulations on your accomplishments now and in the future. You are truly the example of what it means to be a collegiate student-athlete. Again, thank you for coming and enjoy the rest of your day.

(Change ending to add in if there is a reception and add any instructions related to that portion of the event.)

## **Frequently Asked Questions**

### **How do I locate all of our members?**

With hope, your predecessor left you that information. If not, you can always check to find members' information by contacting the Executive Director. Chapters are asked to submit induction information on each member every year. The Executive Director can provide you with records that have been submitted and you can then work with your institution's alumni office to see if they still have contact information on a former student-athlete.

### **What is the chapter renewal fee and when is it due?**

Each chapter is required to pay the conference fee annually and it is set annually by the Board of Directors and runs through the academic fiscal year of July 1 through June 30 of the following year. The fee covers the entire institution and all inductees for that year. The fee is due prior to a chapter holding an induction.

### **We know that our chapter is going to be late turning in a form. Should we still complete the form?**

Yes! Chi Alpha Sigma requires this information to fully evaluate the national organization. Reports are also used for award determination. One of the most valuable benefits of reports for either the chapter or the national organization is that of historical information.

### **I am having problems with a report form. HELP!**

If you encounter a problem, please contact the Executive Director at [kellen@chialphasigma.com](mailto:kellen@chialphasigma.com).

### **We can't find a time to meet. What can I do?**

Ideally the chapter can find a time that will work for everyone. If they know and can plan on a meeting not lasting more than an hour, just about everyone can find the time. If you have a member who cannot meet then, see if there is a time that an officer or member can meet with that person to fill them in.

Maybe you can find a rotating schedule for the chapter, one meeting in the evening, the next at lunch. Try to encourage all to stay in communication and review meeting information.

### **An inductee has achieved junior standing academically but has not completed five full time semesters or 7 full time quarters yet. Can they be inducted still?**

No. While Chi Alpha Sigma recognizes that many students are earning credits prior to attending college, it is critical that their academic standing only take into consideration all work completed at the collegiate level. The student may be eligible for induction in the next academic year if they will meet all requirements.