



Sigma Delta Pi

Chapter Adviser Handbook

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Foreword

In the December 1992 edition of Entre Nosotros (54-76), a preliminary draft of Guidelines for Chapter Advisers was published as authored by T. Earle Hamilton (past President Emeritus and primary author), Ignacio R.M. Galbis (past Executive Secretary-Treasurer) and Richard E. Chandler (President Emeritus). In the “Foreword,” the authors explained that there had been no previous attempt to write such a booklet, and they also invited comments and suggestions for the draft with plans to prepare a subsequent, definitive edition.

In 2001 and implementing feedback from chapters nationwide, Sigma Delta Pi’s Executive Committee authorized the publication of the long-awaited first edition of the newly titled Chapter Adviser Handbook. The 2001 edition was an updated version of the 1992 manuscript, and it included numerous changes that considered amended by-laws, the feedback of our chapters and officers, and technology. It also represented the collaboration of the 2001 Executive Committee: Germán D. Carrillo, President; John H. LaPrade, Past President and President Emeritus; Richard E. Chandler; Mark P. Del Mastro.

Six years and over 40 new chapters later, our Society’s growth has called for this updated edition. As was originally conceived years ago, this booklet’s purpose is to assist chapter advisers and student officers with their duties. Often, the newly designated faculty adviser and student officer are unaware that a chapter’s activities and campus/community-wide impact can go far beyond the simple induction ceremony of new members. However, if advisers and student officers conscientiously fulfill their duties as outlined in this guide, their chapters will remain active and successful by attracting future membership, earning a prominent role in the campus and surrounding communities, and ultimately achieving national recognition as a select *Capítulo de Honor y Mérito*.

On behalf of the current Executive Committee (Germán D. Carrillo, President; John H. LaPrade, Past President and President Emeritus; Richard E. Chandler; Lucy F. Lee, Member-at-Large), I am pleased to present this newest edition—both in hard copy and on the web (www.sigmadeltapi.org)—that will hopefully assist your chapter in distinguishing itself as one of the leading organizations at your institution.

Mark P. Del Mastro
Executive Secretary-Treasurer
July 2007

Importance of the Adviser's Role

No chapter can succeed without a dedicated adviser who fully understands the purposes and functions of the chapter, and it is the adviser who is responsible for the conduct of all chapter activities. When student officers are capable and ambitious to lead the chapter successfully, they should be encouraged to administer the related affairs with minimal help from the adviser. However, the adviser must always be cognizant of all activities and offer counsel when it is requested or needed, and no chapter activity should be scheduled without the adviser's consent and approval. The cooperation and loyalty of the adviser and officers is essential for the progress and well-being of a chapter.

The adviser's importance is not limited to the chapter, however, for the adviser serves as the important link between the campus and the national offices. Student officers change yearly, but advisers often serve for many years. Thus the adviser provides the continuity of the chapter's work over a period of years and is the Society's only means of communicating with the chapter. One cannot overstate, therefore, the importance of advisers to the vitality and continued progress and success of the national organization, for as a body they form the bond that holds the Society together. Although the national officers have long recognized this fact, communication among us can be improved, and with current technology, contact is now easier than ever. With the proposals in these guidelines, the hope is to increase communication and thus to strengthen, expand, and improve the work of Sigma Delta Pi.

Fall Term Commencement

Sometime during the first two weeks of the new academic year, the adviser should call a meeting of the new student officers—those elected at the end of the spring term—and relay pertinent materials such as copies of the national by-laws (latest edition available at sigmadeltapi.org), chapter minutes, checkbook, ledger, etc. This first gathering is an excellent time to prepare the officers for their year's work by reviewing with them the details of this handbook, helping them prepare a calendar of activities for the year, and arranging for the first meeting of the chapter within the first 30 days of the fall term. Obviously, the adviser must plan carefully for this meeting with the officers. If for any reason the officers were not chosen in the preceding academic year, the adviser should call a meeting of the chapter during the first two weeks of the fall term, have the members elect officers, and then proceed as above, including all the members in this counseling session. Immediately before the election of officers, the adviser should read carefully to the members the description of the duties of each officer so that qualified persons may be chosen (see "Chapter Officers," page 17).

At the next regularly scheduled meeting of the chapter—announced in advance via an e-mail distribution list, through the chapter's own website, on the department's bulletin board, in appropriate Spanish classes and by personal contact with the members—the student president will discuss the general plans for the year and invite the membership to make suggestions. The president will also appoint committees and inform the members of the status and programs of the National Society. Special emphasis should be placed on Sigma Delta Pi's scholarship program, the Gabriela Mistral Award, and the special Orders of the Society: *La Orden de Don Quijote* and *La Orden de los Descubridores*. The president should also highlight other national activities of interest that may have a special bearing on the chapter, such as how the chapter can earn the distinction of a *Capítulo de Honor y Mérito* or the ultimate honor of the Ignacio and Sophie Galbis Award. In outlining the year's projects, the president will explain how they will enhance the reputation of the Society and the chapter, and serve the languages department, the college, and the community at large.

Selection of New Active Members

Once a chapter is founded, and the charter members have been approved by the National President for initiation, it is the adviser's responsibility to supervise the selection of new members for all future inductions. Of primary importance in this process is the selection of **only** those students who fully meet all membership requirements. As a reminder, these requirements for active membership are listed below:

1. Each candidate must have completed three years of study of college-level Spanish (18 semester credit hours) or the equivalent thereof, including at least three semester hours of a course in Hispanic literature or Hispanic culture and civilization at the junior (third-year) level. A student may be admitted to active membership while still enrolled in the second junior-level course if all other requirements have been met and if the instructor of the course certifies that the student's work is of "B" or "A" quality.
2. They must have a minimal grade point average of 3.0 on a 4.0 point scale in all Spanish courses taken.
3. They must rank in the upper 35% of their class—sophomore, junior, or senior—and must have completed at least three semesters or five quarters of college work; if an institution does not track class rank, then a 3.2 cumulative GPA may be used as this criterion.
4. Graduate students who have been unconditionally admitted to a degree-granting program may be elected to membership upon completion of two graduate courses in Spanish with an average which, if continued, will make them eligible for a graduate degree.
5. Sigma Delta Pi does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability.

As noted above, active membership is open not only to undergraduates, but also to graduate students.

Chapters in small colleges often hold only one initiation annually, but many large chapters have two, one each semester, and some very large universities have a third initiation during the summer.

The adviser should request nominations for membership from the staff of the Spanish department or section. Students may also request personally to be considered for membership. Taking care not to overlook any qualified student,

the adviser, using records of the registrar and/or appropriate dean, shall compile a list of candidates and determine whether they are eligible or not, a task never to be assigned to a student.

Once the adviser has determined which students fully meet the eligibility requirements, the chapter president shall call a meeting for the purpose of electing new members. After the names of the prospective members are read, the president will call on the adviser to make a policy statement modeled after the following:

All those whose names have been read to you fully meet our academic requirements for membership. Your vote in each case, therefore, should be affirmative unless you have irrefutable evidence that the academic records upon which a given person's election to membership are based are false or erroneous or that this person has been convicted by a court of law for a felony or by proper college authorities of some serious infraction, such as plagiarism or cheating. Election into Sigma Delta Pi, unlike into a social fraternity where popularity may be a factor, has as its principal purpose the recognition of students for their achievement of academic excellence. Therefore, every student who fully meets the criteria for membership as stated in Section 3, Article III, of our national by-laws deserves to be a member of Sigma Delta Pi, and membership shall not be denied them.

Following the reading of this or a similar statement, if there are no questions, the chapter president shall take the vote of the active members, and the secretary shall record the results. **Only** active members can vote on this and all other matters pertaining to the chapter's business. Honorary and alumni members do not have the vote nor does the adviser. The adviser's responsibility in elections, therefore, is to supervise the proceedings, to certify the academic qualifications of the candidates for membership, and to present them to the active members for their vote.

If an active, voting member challenges the right of a candidate to become a member of Sigma Delta Pi on academic grounds, they must prove with written evidence and on the basis of official records that the candidate does not meet the scholarship requirements. If a candidate is challenged on the ground of conduct detrimental to the mission and interests of the Society, the challenger must produce irrefutable legal evidence in writing that the candidate in question has been convicted of a felony (not a misdemeanor) in a court of law or of some serious infraction, such as cheating or plagiarism, by proper and duly constituted college authorities. Rejecting a candidate for frivolous reasons is not to be tolerated, and mere allegations or hearsay evidence of pertinent misconduct cannot be used to deny membership.

Students who believe they meet the active membership criteria and nevertheless are refused admission into Sigma Delta Pi by the voting members

of a local chapter, have the right of appeal, first to the chapter adviser and then to the National Executive Council. The latter body has absolute and final authority in determining the eligibility of a candidate for membership in controversial cases. Appeals of this sort should be directed to the National President, who will conduct an investigation and submit the matter to the Executive Council for a vote. The final decision will be communicated to the chapter adviser and to the student involved.

Honorary Membership

This is a category of membership in Sigma Delta Pi that is used to initiate, for example, college faculty members who are notably interested in and supportive of things Hispanic. Members of the Spanish teaching staff who are not already members should certainly be invited to join the Society as honorary members. Others, such as teachers of Spanish and/or Latin American or Spanish History/Politics, etc., may be invited to honorary membership. Outstanding local high school teachers who were previously not active members may also become members in this category. Honorary membership is not open to students, undergraduate or graduate. Just as for active members, the national membership fee must be paid, and the new member will receive the Society's membership certificate and pin at the initiation ceremony. Please refer to the initiation ritual (either the hard copy or the web version: sigmadeltapi.org/elritual.html) for special provisions for those to be initiated as honorary members.

Alumni Membership

Active members of Sigma Delta Pi become alumni members once they have graduated from their respective colleges or universities and are no longer enrolled as either graduate or undergraduate students of Spanish. If after graduation, a person becomes a graduate student of Spanish later, their membership reverts to active status. Alumni membership is not open to enrolled students, undergraduate or graduate, and members are not inducted into this category.

Invitations to Prospective Members

After the election of the new members, these should be invited personally by the present members and the adviser to attend a brief, informal meeting of the chapter so that the advantages of membership may be explained, the purpose of Sigma Delta Pi made known, their obligations on accepting membership made clear, their questions answered, and a time set for the payment of the induction fee and other expenses, such as the price of the banquet if one is planned. At the initiation ceremony, each neophyte is given a membership certificate and a gold-plated pin, provided by the National Executive Secretary-Treasurer upon receiving the membership fee. Each neophyte is also given a red carnation and a candle. If the department or the chapter cannot purchase these items, each initiate may be assessed a small additional amount. Every effort should be made, however, to hold students' costs to a minimum.

At this informal meeting, the time, date, and place of the induction ceremony should be announced. Initiates or members may invite their parents and/or spouses to attend the ceremony and the banquet/reception. A few notables, such as college administrators, for example, may be invited, subject to the approval of the adviser. With the invitation of any of the aforementioned non-members who do not understand Spanish, however, the adviser or chapter president must explain to these guests very clearly and before the ceremony the significance of the use of the candles, the neophytes' verbal repetitions, and any other potentially confusing aspects of the event. On occasion, when this was not done, some non-Spanish speaking guests have misinterpreted our beautiful ritual and left with a gross misunderstanding of the ceremony. Therefore, it is critical that any possible misunderstanding be avoided by providing an explanation as outlined above.

Following their verbal acceptance, the candidates should be sent a formal invitation on chapter stationery, preferably showing the Sigma Delta Pi logo (downloadable stationery is available at sigmadeltapi.org). Many chapters also send these invitations via e-mail.

Orders for certificates and insignia must be sent to the National Executive Secretary-Treasurer (not the National President) at least two weeks in advance of the ceremony to assure their arrival in time for either a local artist or a computer expert to complete the certificates by adding the names of the candidates, the "o" or "a" on *soci*, the type of membership (*activo/a* or *honorario/a*) and the date of the ceremony with appropriate handlettering or a matching computer-generated font (current order forms and a template for printing certificates are available at sigmadeltapi.org).

The adviser should help select a speaker for the banquet/reception and arrange for the program. If no banquet or reception is planned, a less formal yet appropriate program usually follows the initiation ceremony.

Initiation Ceremony

When a new chapter is founded, the National President directs each adviser to a set of instructions for the installation ceremony and future initiations (found at sigmadeltapi.org/elritual.html). These instructions should be followed very closely. Although the official ritual contains a *Ritual Completo* and a *Ritual de Iniciación, Fórmula Abreviada*, it is strongly urged that the *Ritual Completo* be used for all initiation ceremonies unless for some unavoidable circumstances the shorter form must be employed. Copies of the ritual are available on the aforementioned webpage and in hard copy by request from the Executive Secretary-Treasurer.

The beauty and impressiveness of our ceremony has been recognized by many over the decades. For example, when Dr. Tomás Navarro Tomás, respected scholar and former Honorary President of Sigma Delta Pi, first heard the ritual, he requested a copy to share with friends in Spain. Such reactions have been frequent during the history of the Society. Participants in the ceremony tend to be greatly moved by its memorable solemnity and elegance. Therefore, the event must be presented in an impressive manner, and to this end the adviser should insist on a complete rehearsal of the entire ritual before the ceremony. The poems, if assigned to students, should be memorized, and drill on pronunciation and expression in all parts of the ritual must be given.

No candidate may become a member without attending the ceremony, and none may be initiated by proxy. This cannot be overemphasized since over the years students have pleaded with their advisers to become members despite knowing that they would not be able to attend the ceremony due to a schedule conflict. Although good-intentioned advisers try in earnest to include all eligible candidates for induction, it is important to induct only those students who make the effort to attend this event. Allowing membership in the Society without the requirement of ceremony attendance cheapens the ritual and compromises the exclusive nature by which students are selected and inducted into Sigma Delta Pi. To this end, it is also necessary that candidates arrive on time for the initiation, for the interruption of the ceremony cannot be permitted. Neophytes arriving late cannot be inducted. Since occasionally some students are unable to attend the scheduled ceremony due to legitimate reasons, advisers may wish to plan an additional ceremony soon thereafter in order to ensure that graduating students or other eligible candidates are included in our Society. With the understanding that it may be logistically difficult or impossible to execute this additional ceremony with the same pomp and circumstance as the first, advisers may conduct the abbreviated version of the ritual in the conference room of their department or even in their own offices to accommodate the neophytes in question.

It is recommended that all inductees dress appropriately, arrive at least 10 minutes prior to the commencement of the ceremony and be assembled in a room apart from the one where the initiation will be held. It is also important that the candidates not see the actual initiation room. They will be fully instructed by the *Anunciador*, who will direct them at the proper time to the initiation and stand by during the ceremony for additional assistance. Further details are explained in the ritual.

Within 10 days after the initiation, the adviser will ensure that the secretary or some other student officer sends via e-mail to the National Executive Secretary a complete list of the initiates. This list must include the chapter name and the date of induction. The secretary or other student officer should also submit a written summary of the ceremony and a group photo of the new members to the college newspaper and town papers. A written summary in Spanish and a group photo should also be sent via e-mail to the Director of Entre Nosotros, the official publication of Sigma Delta Pi.

Any chapter selected to assist in the installation of a new chapter at a nearby college or university should refer to the ritual for guidance. Further instructions are also available from the national offices, including the respective Regional Vice-President.

Chapter By-laws

Based upon the national by-laws (see sigmadeltapi.org), each new chapter should adopt its own constitution that will regulate its activities yet suit the chapter's own circumstances and reflect their unique and creative projects. Many institutions require that each student organization file a copy of its by-laws with the proper campus authority, and all chapter constitutions should be submitted to the National Executive Secretary-Treasurer for final approval.

Chapter Officers

Each chapter shall elect the following officers from the active members: a president, a vice-president, a secretary-treasurer, a reporter and a webmaster. However, given the diverse sizes and talents of our many chapters, some offices may be split (e.g., the secretary-treasurer into a secretary and a treasurer), others combined (e.g., the reporter and webmaster), and others may be created (e.g., historian, publicity director, etc.) to accommodate better chapter needs. The officers' duties outlined below, therefore, are simply guidelines to assist with a chapter's organizational efforts. A chapter is welcome to divide and customize these duties among its officers as appropriate.

New officers shall be elected at the spring meeting and shall serve until replaced a year later. Immediately before the elections are held, the adviser may wish to read to the members its descriptions of the duties of each officer so that qualified persons may be chosen.

The president shall preside at all meetings, direct the affairs of the chapter, represent the chapter on special occasions, provide leadership in building an outstanding chapter, and keep the adviser fully informed of all activities and projects of the chapter. It is the president's duty to persuade all members to work together conscientiously and productively in order that the National Executive Committee will recognize the chapter with a *Certificado de Honor y Mérito* or the *Premio Ignacio y Sophie Galbis*. Receiving either award will inspire members the following year to emulate this accomplishment.

The vice-president shall preside in the absence of the president, or when asked to do so, and will be responsible for selecting and arranging programs with the counsel of the adviser. They should work closely with the president, offering suggestions for the improvement of the chapter and its programs and help in executing these programs.

The chapter secretary (or secretary-treasurer) shall take careful notes during each meeting and from these prepare an accurate set of minutes in duplicate, one copy for the chapter's record book and one for the adviser's file. The *Libro de Registro* should be kept in the adviser's office, where the secretary shall be free to consult it. All chapter records maintained by the secretary during the academic year shall be left with the adviser during the summer. The secretary also handles most of the correspondence of the chapter, including the preparation and mailing of invitations to prospective and elected candidates. Special invitations to proposed honorary members and speakers or lecturers should be sent with the signature of the chapter president.

The treasurer shall receive and disburse chapter funds; maintain accounting (with a financial software program and/or hard copy records) for all fees, donations, contributions, dues and payments received and all money expended. They will also sign all checks issued by the chapter. The sending of national induction fees and special orders for *reposteros*, replacement charters, etc., shall be handled by the treasurer or by the adviser. The treasurer should be called upon at each business meeting of the chapter for a financial report. Arrangements should be made at the end of the treasurer's term of office for the newly elected treasurer to sign checks and handle other financial affairs of the chapter. The treasurer's report at the end of the year should be made a part of the chapter's permanent record.

The reporter shall be responsible for the collection, preparation, and dissemination of all newsworthy activities of the chapter and of chapter-related activities of the members. Their principal duties shall be to advertise future and past events. They shall use all appropriate media: announcements to be read in classes or placed on bulletin boards, posters, photographs, the college and town newspapers, the chapter's website, Entre Nosotros, radio and television stations, if and when appropriate. With regard to the chapter's website, the reporter shall work closely with the chapter's webmaster, whose duties are explained below. Since the reporter's duty is to announce all positive news about the chapter and the National Society, they are in effect a public relations officer and should therefore be encouraged to devise ways to improve Sigma Delta Pi's image, but always through consultation with the adviser.

The webmaster has the duty to create and maintain the chapter's website or maintain the already existing one. Because the webmaster's responsibilities require special knowledge and skill related to web-based software, active members with prior experience in website design are preferred candidates for this post. If the webmaster is creating a new site for the chapter, this must be done through close consultation with the chapter president. Once the site is established, the webmaster has the duty of informing the National Executive Secretary-Treasurer of the new web address so that the chapter's site may be linked to the national site and thereby be considered automatically for the Frida Kahlo Award, granted each year to a chapter for its outstanding website. Maintaining a chapter website entails constant consultation with the president to ensure that any new material posted on the site is approved by the chapter. Websites become outdated quickly, so a general rule for the webmaster is to update the chapter's site weekly or, at the very least, monthly.

Chapter Activities and Projects

Routine activities, such as election of officers, selection of new members, issuing of invitations, initiations, receptions, banquets, hosting speakers, announcing the aforementioned, and making reports to the National Society, are essential and common to all active chapters in good standing. The outstanding chapters excel because they perform all these functions superbly and engage in numerous additional activities. For the academic year, each chapter should select one or more projects that will reflect favorably on the Society and the chapter through service to the National Society, service to the college/university, and service to the community. Below are several appropriate projects that are recommended. Owing to the large scope and variety of projects executed by Sigma Delta Pi's 540+ chapters nationwide, there are also many other excellent activities that have been not been included below. Please note that the following are not listed in any special order.

1. Establish a tutorial service for elementary and intermediate-level students of Spanish. This service should be advertised by the reporter and the webmaster.

2. Create a program for teaching English to Spanish-speaking students and to Spanish-speaking immigrants in your area.

3. Execute a service staffed by capable members to speak to local high school classes to persuade students of the value of studying Spanish. Convince high school freshmen and sophomores of the importance of studying three to four years of Spanish in high school, and persuade juniors and seniors of the need to continue studying Spanish beyond high school. This project will also give the speakers the opportunity to inform high school students of the quality of education offered in their college for those continuing their study of Spanish. This information should include an overview of the activities of both the Spanish club and the chapter of Sigma Delta Pi. Such a project should be coordinated very closely with the respective high school principals and teachers of Spanish.

4. Organize a Spanish poetry contest for the high school students in your school district and/or a contest for all the colleges and universities in your state. This should be organized carefully among the chapter members and in conjunction with the wise counsel of the adviser. By contacting the foreign languages coordinator of the respective school district (or comparable school district administrator), the reporter can obtain names, e-mail and regular addresses of all Spanish teachers within the district for the purpose of disseminating contest announcements. Frequently, the departmental secretary can provide great assistance with this step. The webmaster should aid the

reporter with posting the announcement on the chapter's website. Be sure that such details as poetry submissions criteria, submissions deadlines, address and name to where submissions should be sent, etc., are included on the contest announcement. Have your adviser as well as advisers and/or professors of Spanish from neighboring colleges and universities serve as judges on the awards committee to evaluate the submissions. If you conduct a contest for both high schools and colleges, be sure that the judges evaluate for two separate categories respectively.

Once the committee has made its selections, plan a special awards ceremony on your campus where contestants are invited to recite their poems before your chapter members, the awards committee, your adviser, contestants' parents and teachers, your department's dean and/or college president, and professors of Spanish at your institution. Either the chapter president or adviser can serve as the master of ceremonies. Once all the contestants have recited their poems (either by memory or reading), the master of ceremonies should announce the winners. Have the chapter produce handsome certificates to present to the finalists (*Primer Premio, Segundo Premio*, etc.).

If there is a Hispano-American society or similar organization in your area, sometimes it is possible to recruit their collaboration, perhaps a donation of cash awards for the top prizes. Ask your college dean or language department to finance a reception to follow the ceremony. The reporter should ensure that the event is covered by the college and local media.

5. Propose a plan to your languages department to create a college-wide Languages Day, a Hispanic Day or a Hispanic Week where numerous language-related activities are conducted on your campus in order to enhance awareness of the importance of the language and culture. Such a project can certainly be done in conjunction with the college's efforts to encourage enrollment of high school students after graduation.

6. Present a play in Spanish. This may be done entirely by the members of the chapter, by selecting non-members for certain roles, or by asking the department to collaborate but permitting the chapter to sponsor the event. (If there is already an existing theater group within the Spanish department or section, have members collaborate with this group.) The choice of the play will depend upon the ability of the students. This can be a profitable venture if the play is properly advertised and a full synopsis in English and Spanish is printed for distribution to all attending. The play will appeal to high school and college students of Spanish. With free tickets, instructors can be enticed to urge their own students to attend. The play will also appeal to Spanish-speaking citizens of the community. When such performances are successful, some colleges and universities perform before other institutions (colleges, universities and high schools) in and out of town.

7. Present a movie in Spanish. Although these can certainly be U.S.-produced films dubbed in Spanish, there are numerous quality productions from Spanish America and Spain that should be considered, many of which are based upon Hispanic literary masterpieces. Of course, because of copyright laws one cannot charge for attendance to such showings, but these presentations can provide a fine forum for discussion. If you have an expert or “aficionado/a” of Hispanic films at your college or university, you can consult them on possible selections and invite them to collaborate with the event and perhaps direct a discussion following the movie.

8. Sponsor a guest lecturer to address a topic of student interest. They may be a renowned scholar from a university in the U.S. or abroad, or a well-known foreign author or scholar currently visiting this country. In the past, Jorge Luis Borges, Camilo José Cela, Carmen Laforet, Ana María Matute, Federico García Lorca, Dámaso Alonso, Isabel Allende, Elena Poniatowska and many others have traveled in this country and spoken to audiences at numerous colleges and universities. Contact the nearest representatives of Spanish-speaking countries, such as consuls, ambassadors and cultural attachés for information on availability. After the chapter has complete information, efforts should be made to persuade the college administration to fund such lectures. Many institutions have funds budgeted for such projects.

9. Publish a literary magazine in Spanish with poems, essays, and stories by chapter members and superior students not yet admitted to membership. If your chapter is serious about such a project, it is wise to appoint a capable member as editor who will ensure that the project is directed from beginning to end. The assistance of the adviser can be critical in ensuring the success of the endeavor. You may also wish to collaborate with neighboring chapters of Sigma Delta Pi to enhance the production of the journal. Some chapters that currently publish a journal have converted it into statewide and national projects, and given communication with current technology, it is easy to solicit chapter collaboration nationwide. When seeking student work for your publication, be sure to distribute a “call” that presents the submission criteria, the deadline for submissions, and the address of the journal’s editor. These “calls” can be posted on the chapter’s website by the webmaster and sent through an e-mail distribution list created by the reporter with the webmaster’s help. For chapters with scarce resources, a journal could be published exclusively online to avoid printing costs. Online journals have earned great respect in recent years, so a chapter’s decision to publish its own journal in this way would not compromise integrity provided care is given to the other steps of the process.

10. Organize an honor-society council with officers of other honor society chapters whose societies are members of the Association of College Honor Societies (achsnatl.org), the nation's only certifying agency for college and university honor societies. Demonstrate to these officers how the council can exert greater influence than any one chapter in obtaining advantages for the honor societies from the administration, in making the honor societies known on the campus and in the community, and in attaining worthy and common objectives. If this is accomplished, it might be prudent to arrange one joint meeting of all the societies' members—or perhaps a joint banquet—to which the college president and the deans can be invited. For such an occasion, a dynamic guest speaker should be chosen to address those attending.

11. Plan a poetry recital for members, Spanish faculty, and advanced students of Spanish who are interested in Hispanic poetry. The reporter and webmaster can ensure that announcements are made in the same fashion as described previously for other projects. All who plan to attend should be invited to recite their favorite Hispanic poems. Although it would be ideal for those reciting to do so from memory, this is not necessary. If you believe that many participants will attend, you may wish to establish a specific time limit for each recitation. The recital should be held somewhere appropriate for this type of activity: a campus's language house, a faculty member's home, etc. A small reception following the event would also complement the recital.

12. Develop some sort of fund raising project that complements the mission of the Society. This will contribute to the growth of the chapter's treasury allowing for the funding of chapter-related receptions and banquets, the purchase of honor cords or stoles for graduating members, the acquisition of a chapter's own *repostero* from the National Executive Secretary-Treasurer's office, book awards for outstanding members, etc.

13. Establish a program of recognition for excellent high school students of Spanish. This can be done rather inexpensively with computer-generated certificates presented during a special ceremony at the high school(s) in question or at your institution. At such a ceremony, all chapter members, the adviser, the high school principal(s) and teachers of Spanish should attend. The chapter president should coordinate this closely with the high school principal(s) and teachers of Spanish so that the chapter has their full cooperation. This project will give excellent exposure to your chapter as well as encourage the study of Spanish among high school students.

14. If a neighboring college does not have a chapter of Sigma Delta Pi, persuade that institution to apply for a charter through the National Executive Secretary-Treasurer (an application form is downloadable at sigmadeltapi.org). Before undertaking this project, send the National Executive Secretary-Treasurer a copy of the college's current catalog (in hard copy or as a web

address) along with a short note requesting authorization to proceed with the recruitment of a new chapter.

15. Establish a local scholarship program or some other type of award to be presented to outstanding chapter members and lower-level Spanish students who have excelled in their Spanish studies. A simple plaque is not very expensive, nor is a computer-generated certificate. Embassies and consulates sometimes furnish materials such as books for prizes.

16. Create a local (county) or statewide Spanish teacher of the year program, assuming another organization (e.g., the AATSP) is not already involved in a similar venture. By soliciting business sponsors (restaurants, hotels, corporations) to donate meal gift certificates, cash awards, lodging accommodations the evening of the award ceremony, etc., expenses for the chapter—besides administrative work—would be low with the exception of the reception for the awards ceremony. Many states do not have active Spanish teacher of the year recognition programs, meaning that a chapter who decides to execute such a project would not only earn the appreciation of Spanish teachers statewide, but it would also draw much attention to their chapter, language program and institution. A separate website for the program could be created and housed on the institution's server, a judging board established (with prominent educators in one's region or statewide), and a nomination process initiated with official nomination forms, etc. Distributing a "call for nominations" could be done via e-mail using a database that includes school administrators and superintendents who would nominate their outstanding Spanish faculty.

In addition to choosing one or more suitable projects, each chapter should select programs for those meetings not devoted entirely to business. Below are listed a few suggestions, but the members will certainly have additional ideas.

1. For one meeting, invite a professor to discuss some phase of Hispanic history, politics, art, music, architecture, archeology or philosophy. If the speaker is from another department and does not know Spanish, they may have to speak in English, which is acceptable.

2. For other meetings, invite guests who do speak Spanish. Professors may discuss authors, literary movements, and/or individual research. A consul or other government representative may discuss some cultural aspect of their country, or a minister, priest or rabbi may discuss a religious topic. After any of these presentations, the presiding officer should invite questions and comments from the members and their guests. Some open meetings are desirable to increase interest in our Society.

3. At another meeting, two of your capable members can be asked to express opposing views on some current, historical, or literary topic to be followed by a general discussion. Panel discussions involving several students and/or professors may be arranged.

Honor Chapters, the Ignacio and Sophie Galbis and Minaya Álar Fáñez Awards

Each chapter should conduct its affairs with the objective of being selected as one of the Society's annual Honor Chapters (*Capítulos de Honor y Mérito*) or the recipient of the Ignacio and Sophie Galbis Award, granted yearly to one exceptional chapter. Honor Chapters are recognized with a handsome certificate suitable for framing and the Ignacio and Sophie Galbis Award with a plaque; both should be displayed in a department hallway, seminar room, or other appropriate place accessible for viewing by student members and non-members of the Society. These prestigious awards are granted only to those chapters whose performance during the year has been truly notable. Awards that may be earned by very small chapters for these are recognitions of quality, not size. In determining this award, the National Executive Committee considers promptness and efficiency in all communications with and obligations to the National President and the National Executive Secretary, the efficient operation of the chapter (including fulfillment of all the duties of each officer and of the adviser), a constructive program of completed activities (including at least one worthy project), and full and proper coverage of all activities in the various media. Early in the fall, the adviser should urge the chapter to set as its goals the national recognition as an Honor Chapter. Consequently, the adviser should work diligently with the members to prepare a satisfactory agenda and encourage them throughout the year to sustain their efforts. A chapter adviser who demonstrates exemplary guidance in the activities of their chapter may receive the prestigious Minaya Álar Fáñez Award, presented annually by the National Executive Committee for an adviser's exceptional leadership.

Chapter Adviser Changes

When a chapter adviser anticipates leaving their post, they should arrange for the election of a successor in coordination with the department chair. The outgoing adviser should then prepare the successor fully by passing along copies of the national by-laws, the ritual, the chapter constitution, and this booklet along with other materials found at the national website (sigmadeltapi.org) in the “Chapter Resources” link. The resigning adviser should also explain clearly their duties and remain available for consultation when needed. In addition, they should immediately e-mail to the National Executive Secretary-Treasurer the name, position, e-mail and regular addresses of the new adviser. No adviser should resign their post before a new faculty member has accepted the role because this would severely jeopardize the stability of the chapter.

Annual Reports

Annually by May 31, each chapter is required to submit an annual report to the National Executive Secretary-Treasurer, who will share the document and supporting materials with the other members of the Executive Committee. This report (a downloadable copy is found at the national website: sigmadeltapi.org) must include the dates of initiations, a list of all new members, the name, position, e-mail address and phone number of the adviser designated to serve the following academic year, and a list of new officers. It is also critical that the report include a detailed description of all activities and projects of the chapter during the academic year. Such information enables the National Office to determine whether a chapter has earned the distinction of a *Capítulo de Honor y Mérito* or the Ignacio and Sophie Galbis Award for outstanding accomplishments during the academic year. The completed report also assists with the designation of the Minaya Álvaro Fáñez Award for an exceptional chapter adviser.

Active Chapters

An active chapter is defined in the national by-laws as one that holds election to membership annually, except for extenuating circumstances, and includes active student members. The adviser should strive to maintain the chapter active not only in this regard, but also through activities and projects as suggested in the section entitled “Chapter Activities and Projects.”

An inactive chapter is one that has had no elections to membership during a three-year period. If for unavoidable reasons a chapter becomes inactive, the designated adviser should apply for reactivation through the National President (petitions are available in the link “Forms” at sigmadeltapi.org). Membership in Sigma Delta Pi offers many advantages to our students, and should be made available to them with an active chapter.

Sigma Delta Pi Scholarship Program

Annually, Sigma Delta Pi offers a generous scholarship program for summer study in Spain and Spanish America for active members who are enrolled in a college or university, are Spanish majors or minors, and have been recommended by their chapters. Scholarship applications and related information appear in the fall mailing sent to all chapters in late September/early October. Additional copies of the application may be received via e-mail by contacting the National Executive Secretary-Treasurer. More details about the scholarships such as locations, host institutions, etc., are available at sigmadeltapi.org.

Chapter advisers are asked to announce these scholarships personally to their students and urge the best candidates to apply. The adviser should also make the chapter officers aware of this program so that it is mentioned at all chapter meetings. Each year, Entre Nosotros publishes the essays of the award recipients upon their return from studying abroad. Potential applicants should be encouraged to read these essays so they are prompted to apply. Because awards are granted on merit, students from small chapters have the same chance of winning as students from larger ones.

The Executive Committee of Sigma Delta Pi determines annually the number of scholarships available and the corresponding program rules, which means that changes may occur from year to year depending upon numerous circumstances. At the time of this publication, there were almost thirty scholarships available to our members.

Regional Officers

Sigma Delta Pi has five Regional Vice-Presidents. The regions and states over which they have jurisdiction are as follows:

Northeast: CT, DC, DE, MD, ME, MA, NH, NJ, NY, PA, RI, VT

Southeast: AL, FL, GA, MS, NC, KY, SC, TN, WV, VA

Midwest: IA, IL, IN, MI, MN, NB, ND, OH, SD, WI

Southwest: AR, CO, KS, LA, MO, NM, OK, TX

West: AK, AZ, CA, HA, ID, MT, NV, OR, UT, WA, WY

Each adviser should determine in which region their chapter lies, learn the name and address of the corresponding Vice-President, and call on that officer for information or help in carrying out their chapter's business. The names and e-mail addresses of the Vice-Presidents are published in Entre Nosotros and on the national website (sigmadeltapi.org).

Entre Nosotros

This official publication of Sigma Delta Pi is published once yearly in the spring of the academic year. One copy is sent to all chapters in the spring, and a second is sent to all active chapters at the beginning of the fall term. The first copy should be circulated among chapter members, and the second should be kept in the institution's library. Announcements, lists of various award recipients, summaries of chapter activities, essays of the scholarship recipients, addresses of the Executive Council, and the Society's financial summary appear in this publication. Chapters with information to include in Entre Nosotros (EN) should e-mail this (including photo attachments) to the Executive Secretary-Treasurer by October 1. Additional copies of *EN* may be requested by e-mailing the National Executive Secretary-Treasurer, and past electronic issues (since spring 2003) are available online at sigmadeltapi.org/en.html.

The Triennial Convention

The National Triennial Convention of Sigma Delta Pi is usually held during the summer in conjunction with the AATSP (American Association of Teachers of Spanish and Portuguese) conference. Every chapter is entitled to send one voting delegate, and the chapter adviser is encouraged to attend. The National Executive Secretary presides over a special meeting of delegates where the José Martel Award is presented to the most outstanding chapter adviser for the concluding triennium, Honor Chapters of the previous academic year are recognized, the recipients of the Ignacio and Sophie Galbis and Octavio Paz Awards are announced, and other honors are bestowed (the Octavio Paz Award is granted for those earning the status of Honor Chapter for a complete triennium). In addition, delegates vote on all and any proposals, the National Executive Secretary presents a financial report, the National President outlines the Society's accomplishments during the preceding triennium, and the new national officers are introduced. Only Spanish is spoken during the convention. Following is a reception for all members and guests.

Founding New Chapters

One of the main concerns of the national and regional officers is to promote the establishment of new chapters, for growth is essential to the vitality of our Society. As the largest of the foreign language honor societies, Sigma Delta Pi offers many advantages to its members. Chapter advisers are encouraged to promote chapters in other colleges and universities, thereby enriching its own Spanish program and promoting the welfare of the National Society. Information on procedures for founding new chapters may be obtained through our website (sigmadeltapi.org).

National Treasury

At the triennial convention of Sigma Delta Pi in 1980, a National Endowment Fund was created. Since then, this fund has become part of the general treasury of the Society and is managed by the Executive Secretary-Treasurer with the assistance of the other members of the Executive Committee. The main goal of the treasury is to continue building a corpus with earnings to be used for our scholarship program, as described on page 28.