

# **Sigma Kappa Delta Chapter Handbook**



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\* Current chapter and current Board Member information is available on the website at [www.English2.org](http://www.English2.org).

# Introduction to Chapter Handbook

This is the second edition of the *Sigma Kappa Delta Chapter Handbook*.

One copy of the Handbook is sent to each chapter. Replacement or additional copies are available from the Central Office at cost. Chapters may duplicate any material within the handbook.

We wish to acknowledge the following people for the production of the handbook:

Mirtica Winston  
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## SECTION 1

**A Brief Overview of Sigma Kappa Delta** Sigma Kappa Delta was formed under the auspices of Sigma Tau Delta, the International English Honor Society serving four-year institutions. Sigma Kappa Delta was created April 21, 1996, in Chicago, Illinois. The organization was incorporated in 1996 in the state of Missouri as a not-for-profit educational entity. Its central purpose is to confer distinction upon outstanding students of the English language and literature in undergraduate studies. Sigma Kappa Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

The name **Sigma Kappa Delta** comes from the Greek letters representing the first letter of each of the words that form the official motto, “Sincerity, Knowledge, and Design”: ΣΚΔ. The official colors of the Society are green and gold; the official plant is English Ivy. The official seal appears on all official documents of the Society.



Through the work of chapters on the campuses of two-year institutions throughout the United States, Sigma Kappa Delta provides exceptional students opportunities for advancing the study of language and literature, for developing skills in creative and analytical writing, and for meeting other outstanding scholars and professionals in the discipline of English. For a complete/current list of existing chapters, see [www.English2.org](http://www.English2.org).

For further information, contact the Central office of Sigma Kappa Delta:

Dr. Sheila Byrd – SKD Department of Language & Literature  
Calhoun Community College  
P.O. Box 2216  
Decatur, AL 35609-2216  
Phone: 256-306-2720  
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## SECTION 2

### The Governing Body of Sigma Kappa Delta (Job Descriptions)

#### I. Officers

- A. The Executive Committee is composed of the **President, Vice President, Treasurer, Secretary/Historian, and Executive Director**. These officers form the core governing body of Sigma Kappa Delta.
1. The **President** shall preside at all meetings of the Executive Committee and of the Board and at business sessions of Sigma Kappa Delta Conventions. The President shall appoint committees deemed desirable or necessary. Such committees shall serve as deemed appropriate, and such committees shall report to the Board.
  2. The **Vice President** shall preside in the absence of the President and shall assume duties at the request of the President.
  3. The **Secretary/Historian** shall have the primary responsibility for keeping minutes of the Board meetings and for maintaining the archives and the continuing history of the Society and shall bring to the attention of the Board and membership relevant information of historical and current importance.
  4. The **Treasurer**, along with the Executive Director, shall be responsible for the development and execution of the approved budget. When applicable, the Treasurer shall become the fiduciary of investment funds. The Treasurer, along with the Executive Director, shall be responsible for the finances of the Society and for submitting an annual report to the Board.
  5. The **Executive Director** consults with the President. The Board shall appoint the Executive Director, who shall serve subject to contract. The term of the contract may be renewed at the discretion of the Board. The Executive Director's powers and duties will be fully set forth in the contract.
- B. Officers are elected by members present at the annual national convention. Each chapter present has one vote. At the time of their election, officers must be full time faculty members and sponsors of active chapters.
- C. Officers are elected for a term of two years and may be re-elected to the same office once.

For more detailed information about the Executive Committee, see the *Constitution, Article III*.

## II. Regents

- A. Regents are voting members of the Board of Directors and are responsible for advocating and expanding Sigma Kappa Delta in a particular area of the country. The number of regions is determined by the Board of Directors according to need. Each region has one Regent.
- B. Regents are elected by members in attendance at the annual international convention; each chapter has one vote. At the time of their election, Regents must be sponsors of active chapters.
- C. Regents are elected for a term of two years and may be re-elected once.



## SECTION 3

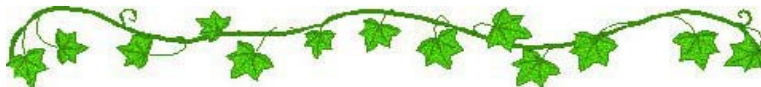
### A. The Central Office

The Central Office of Sigma Kappa Delta serves as the nerve center for the Society.

**Dr. Sheila Byrd  
Sigma Kappa Delta  
Department of Language & Literature  
Calhoun Community College  
P.O. Box 2216  
Decatur, AL 35609-2216  
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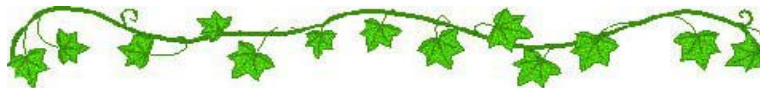
### The Functions of the Central Office

- I. The Central Office processes memberships and sends membership materials to chapters. The Office answers questions concerning membership and chapter records. For membership requirements, see the *Constitution, Article VI, Section I*.
- II. The Central Office keeps membership and chapter records for the Society.
  - A. Individual memberships are recorded and processed. These records are archived after three years but are still available should questions arise.
  - B. The records of all chapters and their activities are kept in a permanent file.
  - C. A mailing list of the sponsors of all chapters is maintained by the Central Office and is available to any chapter.
  - D. Names of scholarship and award recipients are recorded in the Central Office.
- III. The Central Office keeps financial accounts of the Society.
- IV. The Central Office maintains communication with all chapters through mailings and the official website (<http://www.English2.org>).



## **B. The Executive Director**

- I. The Executive Director oversees the work of the Central Office by carrying out the policies of the Board of Directors. The Executive Director fulfills this role by
  - A. executing the fiscal management and financial development of ΣΚΔ;
  - B. organizing materials for Board meetings, helping the President with the agenda, making arrangements necessary for the meeting site, and assisting the Board of Directors;
  - C. planning broad-based long-term fundraising for the Society, especially dealing with corporate sponsorship;
  - D. managing the office staff, including hiring personnel (at such time the Society acquires a staff), and overseeing the operation of the office;
  - E. serving as the main resource person for the Board of Directors and its committees;
  - F. working on chapter development and recruitment; and
  - G. enabling effective communication with all ΣΚΔ chapters.
  
- II. The Executive Director represents ΣΚΔ to the academic and professional world.
  - A. The Executive Director also represents ΣΚΔ at meetings of association executives.
  - B. Through participation in these groups and other professional activities, the Executive Director interacts with other honor societies and similar not-for-profit organizations.
  
- III. The Executive Director plans meetings for ΣΚΔ by
  - A. negotiating with hotels for National Conventions and Regional Conferences as well as Board and committee meetings;
  - B. maintaining relationships between ΣΚΔ and major hotels, airlines, etc.



## SECTION 4

### A. Chartering A Chapter of Sigma Kappa Delta

#### I. Requirements for chartering:

A group of six or more qualified students with a faculty sponsor in any accredited two-year college may petition for a local chapter. (See *Constitution, Article V*). The following items should be included in the application:

- A. A potential chapter must complete a Petition to Charter form (provided by the Central Office) signed by the qualified students and the faculty sponsor(s). The petition requires a minimum of six signatures.
- B. National individual membership fees for the chartering students must accompany the request. Membership fees establish lifetime membership in ΣΚΔ. Fees above the national fee are used by individual chapters to fund activities. Information about setting fees is available from the central office.
- C. A one-time charter fee of \$50.00 must accompany the Petition to Charter form.
- D. A statement from the college president, approving the formation of a chapter at that institution, must be included.

These items should be sent to:

**Dr. Sheila Byrd**  
**Sigma Kappa Delta**  
**Department of Language & Literature**  
**Calhoun Community College**  
**P.O. Box 2216**  
**Decatur, AL 35609-2216**  
**Phone: 256-306-2720**  
**Email: [shb@calhoun.edu](mailto:shb@calhoun.edu)**

#### II. Approval of the charter

- A. After all conditions have been met, a chapter name is assigned, and the charter becomes official. The Central Office then mails the signed charter, embossed with the official ΣΚΔ seal, to the new chapter sponsor.
- B. Once the charter is granted, each member is officially recorded in the central office and receives an official certificate and pin, upon initiation.

## **B. Active and Inactive Chapters**

### **I. Active Chapters**

A chapter is active as long as it sends the Central Office the names of new members, with their initiation fees, at least once every two years.

### **II. Inactive Chapters**

A chapter becomes inactive when it does not submit fees and names of new members at least once every two years. To reactivate, a chapter must submit the names of new members with their initiation fees.



## SECTION 5

### **The Role of the Sponsor in Local Chapters**

Each chapter of Sigma Kappa Delta must have a faculty sponsor who provides guidance and continuity to the chapter. Many chapters have more than one faculty sponsor to help ensure that a faculty member is always present at activities and meetings. Faculty sponsors receive mailings from the Central Office and pass this information along to chapter officers and members. The most vital link of communication is the chapter sponsor or sponsors.

#### **Guidelines for Sponsors:**

- Guide the membership to take the initiative to lead the organization.
- Encourage other faculty members of the Department of English to participate in chapter activities.
- Help newly elected officers understand their jobs.
- Obtain from the Registrar's Office a list of students who meet membership requirements and invite these students to join.
- Ensure that names, addresses, and membership fees of new members (preferably in one check) are sent promptly to the Executive Director. Allow at least three weeks turnaround time for the Central Office to send certificates and pins. Sign and distribute membership certificates as soon as they arrive or at an initiation ceremony.
- Promptly distribute all information from the Central Office concerning conventions, scholarships, and awards.
- Attend national and regional conventions when possible.
- Encourage students who may be chapter leaders next year to attend conference. (See website for convention details.)
- Guide the chapter in fundraising projects to provide funds for activities such as attending the national convention or other special activities.
- Work with the president and other chapter officers to see that the chapter has a varied program.
- Involve all members as well as non-members in the department in chapter activities.
- Publicize chapter activities.
- Work with present officers and the nominating committee before the election of chapter officers to find promising leaders for the next year. Meet with the new officers to plan next year's program and to set tentative dates.
- Enjoy the work of active members and good officers.

## SECTION 6

### Membership

#### I. Qualifications for Membership

New members must meet the following standards:

- A. be currently enrolled in a college which has established a Sigma Kappa Delta chapter;
- B. have completed a minimum of one college English language (composition) or literature course at 100 level or above with a “B” average or better;
- C. have completed at least 12 semester hours or the equivalent quarter-hours of college credit;
- D. must have a minimum 3.3 GPA on a 4.0 scale. (see *Constitution, Article VI*).

#### II. Categories of Membership

Two categories of membership, student and faculty, are described in the *Constitution, Article VI*. Active membership includes currently enrolled students who meet the above standards for membership and all faculty sponsors.

#### III. Enrolling New Members with the Central Office

Names of new members of a chapter must be reported to the Central Office on the official Membership Enrollment form. Use the official *New Member* form on the website (<http://www.English2.org>).

- **IMPORTANT:** The Central Office needs a minimum of three weeks to process certificates. Chapters should plan ahead to allow for this span of time.
- The Central Office cannot process membership applications without all the required information.
- All dues sent to the Central Office for an initiation should be in one check drawn on the institution, chapter, or sponsor. If individual member checks are sent, no membership certification will be sent from the Central Office until all individual checks have cleared.

#### IV. Initiating New Members

New members appreciate formal recognition for their accomplishments. **The Board of Directors recommends that all new members be formally initiated according to one of the rituals found in Appendix 3.** These rituals may be adapted to fit a particular school situation. It is important to invite other faculty members, school administrators, and parents to the ceremony.

V. Recognizing New Initiates

- A. The list of initiates should also appear in campus and community newspapers.
- B. As it is important to keep a local chapter history, the chapter historian or photographer should make sure to obtain a good picture of each student. A copy of the picture should be sent to the hometown newspapers, where students can receive recognition for good scholarship. Also, a group picture of an entire chapter membership at an initiation works well for publicity on the chapter or departmental bulletin board.
- C. Some chapters maintain local chapter websites to recognize membership and chapter activities.
- D. Make every effort to recognize the organization and its outstanding members as well as chapter activities.



## SECTION 7

### The Duties and Responsibilities of Chapter Officers

#### I. President

The president presides at meetings, initiates activities, appoints committees, lends continuity to the chapter, and sees that jobs are distributed among as many members as possible.

#### II. Vice President

The vice president presides in the absence of the president. The vice president confers with the president and the sponsor often and should be kept informed and involved in the activities.

#### III. Secretary

The secretary keeps the minutes of the meetings, both of business transacted and of programs and activities. Another duty of this officer is to work with sponsors on all correspondence. The secretary keeps attendance records of those members who attend the meetings if the chapter has an attendance requirement and sends out announcements of meetings.

#### IV. Treasurer

The treasurer, in close consultation with sponsors, handles all money matters relating to the chapter. Although the sponsor(s) collects and sends national initiation fees to the Central Office, the treasurer may help collect local dues. The treasurer should also take a role in any fundraising projects.

#### V. Historian

The historian keeps a permanent record of the chapter's activities, including clippings, rosters, programs, correspondence, etc.

For an Installation Ceremony for Chapter Officers, see Appendix 3.

## SECTION 8

### Chapter Development

Finding the formula for a successful Sigma Kappa Delta Chapter, new or old, can be the most difficult task any chapter undertakes. Although the basis of any successful chapter is the commitment of its members and support the chapter receives from its institution and from the national organization, the following ideas should provide some ways to strengthen any local chapter.

- I. Promote Ties with the National Organization
  - A. Apply for scholarships and/or awards.
  - B. Submit names of new members and any changes in chapter sponsor or address promptly to the Central Office so that information may be sent quickly to those who need it.
  - C. Distribute materials sent from the Central Office promptly to all members.
  - D. Attend the National Conventions.
  - E. Encourage members to submit to the national writing contest each year.
  
- II. Promote Ties with Other Area Chapters
  - A. Hold a joint initiation ceremony.
  - B. Hold a local area conference or day-long symposium on one particular issue or theme.
  - C. Invite other chapters when a speaker is coming to your campus.
  - D. Keep your Regent apprised of up-coming events.
  - E. Publish events in your Regional Newsletter (if one exists).
  - F. Inform the central office of special activities.
  
- III. Gain Local Visibility
  - A. Make a chapter banner and display it at all events.
  - B. Wear  $\Sigma\text{K}\Delta$  sweatshirts, T-shirts, and, especially, pins.
  - C. Note Sigma Kappa Delta sponsorship prominently when advertising programs on campus and in the community.
  - D. Make sure all events are published in both the local and campus newspaper.
  - E. Let the local newspaper know when a chapter member wins an award.
  
- IV. Involve  $\Sigma\text{K}\Delta$  on Campus
  - A. Involve  $\Sigma\text{K}\Delta$  in all student organization activities.
  - B. Host activities for potential members each semester.

V. Plan

- A. Brainstorm in the spring for the next year.
- B. Review plans in the fall for new members.
- C. When discussing plans for the year, be flexible, and be open to all members' suggestions.
- D. Set tentative dates for meetings, regular events, and other activities well in advance.
- E. Reserve appropriate and adequate space for meetings as early as possible.
- F. Keep to a regular schedule for meetings. Strive always to be consistent; meet at the same time and place every time.

VI. Hold Effective Meetings

- A. Have an agenda.
- B. Keep business to a minimum.
- C. Keep meetings informal and short.
- D. Keep meetings moving; do not let people distract from the point at hand.
- E. Have a program (presentation, guest speaker, discussion topic, etc.) at least once a semester.
- F. Involve faculty members in your meetings.



## APPENDIX 1

### Forms

This appendix contains all the important forms necessary for the ongoing functioning of Sigma Kappa Delta chapters. Each of these forms may be copied as necessary. **All of these forms are dated; please do not send in expired forms.** Consult the website <http://www.English2.org> or the Central Office for updated forms.

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## **APPENDIX 2**

### **THE RITUALS OF SIGMA KAPPA DELTA**

Rituals make chapter events more special. Members who are inducted with ceremony have a stronger bond with Sigma Kappa Delta. The rituals contained in this handbook can be modified to fit specific chapter situations; they are meant to be used as guides to help plan these special events.



## **Sigma Kappa Delta Initiation Ceremonies**

The Board provides the following forms of ritual as models for initiation ceremonies. These rituals may be added to or elaborated on by any local chapter as it may see fit, provided that the whole ceremony is carried out in the spirit of seriousness.

### **I. Traditional Sigma Kappa Delta Initiation Ceremony**

(Designate a member to serve as marshal. The president calls the chapter to order, then sends word to the marshal that all is in readiness.)

MARSHAL: M\_\_\_ President, I have the honor of bringing before you and \_\_\_\_\_ chapter of Sigma Kappa Delta \_\_\_\_\_ candidates, whenever it shall be your wish to have them enter.

PRESIDENT: Will the secretary please read the names of the candidates and inform us whether or not the qualifications of each have been duly approved by the executive committee in accordance with the standards of Sigma Kappa Delta?

SECRETARY: (Reads the names and states that each candidate is eligible, etc.)

PRESIDENT: Will the treasurer please make a report concerning the financial obligations of the candidates? Have they all been paid?

TREASURER: They have.

PRESIDENT: Will the marshal please usher in the candidates? (When at the door with the candidates, the marshal raps three strokes. The vice president opens the door and inquires.)

VICE PRESIDENT: Who seeks admission to Sigma Kappa Delta?

MARSHAL: The marshal with candidates for \_\_\_\_\_ chapter.

VICE PRESIDENT: You may enter. (The marshal enters with one candidate; the others follow two by two. The marshal causes the candidates to stand in line before the presiding officer.)

MARSHAL: I have the honor of bringing before you at this time these candidates who desire to become members of Sigma Kappa Delta.

PRESIDENT: My friends, are you ready to take upon yourselves the obligations of Sigma Kappa Delta membership? If so answer, "We are."

CANDIDATES: We are.

PRESIDENT: Then will you repeat after me the pledge and motto of the society: “I shall endeavor . . . to advance the study . . . of the English language . . . and its literature . . . to encourage worthwhile reading . . . to promote the mastery of written expression . . . and to foster a spirit of fellowship . . . among those who specialize . . . in the study of the English language and its literature, . . . ever keeping in mind the motto of our Society: . . . Sincerity, Knowledge, Design.”

PRESIDENT: Candidates, you have been recommended to \_\_\_\_\_ chapter of Sigma Kappa Delta as person(s) of excellent scholarship and commendable zeal. As you know, the aim of this society is to promote a mastery of written expression, to encourage worthwhile reading, and to foster a spirit of good fellowship among students of the English language and literature. In a word, Sigma Kappa Delta seeks to stimulate a desire on the part of its members to express life in terms of truth and beauty and to gain a first-hand acquaintance of the chief literary works of our language. It endeavors to stimulate achievement by providing the reward of membership and congenial association with persons of like aspirations. Membership, however, should not be sought with anything but a high seriousness of purpose. To this end, unselfishness of service is asked and fidelity to the lofty aims which caused Sigma Kappa Delta to be founded. This we expect of you. May you prove faithful to your obligations.

MARSHAL: My friends, you are now to hear a brief resume of the history of Sigma Kappa Delta.

HISTORIAN: Sigma Kappa Delta was founded under the auspices of Sigma Tau Delta, the International English Honor Society serving four-year institutions. Sigma Kappa Delta was formed on April 21, 1996, in Chicago. The founding board included Dr. Susan Lejeune, President, Louisiana State University; Mirtica Winston, Vice President, Coffeyville Community College; Dr. Don Perkins, Executive Director, Cottey College; and Steve Culbertson, Historian, Owens Community College. The organization was incorporated in 1996 in Missouri. In 2002 the organization was moved to Alabama and incorporated as a not-for-profit, educational entity.

(At this point you may choose to provide a history of the local chapter.)

VICE PRESIDENT: The words Sigma Kappa Delta are the initial letters in Greek of the English words symbolizing “Sincerity, Knowledge, and Design.” Only students of high scholarship are desired or admitted into our ranks. The official colors are green and gold.

(If certificates and pins have not been obtained, omit the following speech and proceed to PRESIDENT: In recognition . . . please sign . . .)

PRESIDENT: In recognition of your reception into Sigma Kappa Delta, you are hereby presented with this membership certificate and pin. The certificate is endorsed by chapter officers and the national president. Please step forward as your name is called.

(The president calls the name of each candidate in turn; and as the name is called, the candidate steps forward and receives his/her certificate, etc. The chapter should have a roll book in which at this time the initiate records his/her name, address, telephone number, and social security number. The social security number is required on the registration form sent to the Central Office).

PRESIDENT: In recognition of your reception into Sigma Kappa Delta, please sign the permanent roll of the chapter with your name, address, telephone number, and social security number.

(When all have signed, the President says:)

PRESIDENT: I now declare you to be members in full standing of the \_\_\_\_\_ chapter of Sigma Kappa Delta, and our secretary will so inform (or has so informed) the Central Office. We welcome you into the Society.

(The president and all members shall shake hands with each new member. Be sure that new members sign the membership book.)

## II. Alternate Sigma Kappa Delta Initiation Ceremony

(PARTICIPANTS: President, vice president, secretary, treasurer, and historian. Treasurer either brings in the candidates and seats them on the front row or sees that they know to sit there. Treasurer will have enough green and gold recognition ribbons or sprigs of English ivy, etc., for each initiate; secretary will have names and degrees. Officers other than treasurer take places in front of members assembled. As soon as they are in place, the treasurer indicates that candidates rise and stand at right angles to the officers, in view of membership.)

PRESIDENT: The meeting of \_\_\_\_ chapter of Sigma Kappa Delta is called to order. The treasurer is recognized.

TREASURER: M\_\_\_\_ President, I have the honor of bringing before you and our chapter membership \_\_\_\_ candidates for membership.

PRESIDENT: Will the secretary please read the names of the candidates and the degree of membership for which each is a candidate?

SECRETARY: (Reads names as they are to be sent [or have been sent] to the Central Office for the certificates.)

PRESIDENT: Have the candidates satisfied both the scholarly and the financial requirements of membership?

TREASURER: They have.

PRESIDENT: My friends, are you ready to take upon yourselves the obligations of membership in the National English Honor Society and its local chapter? If so, answer: “We are ready to become members of Sigma Kappa Delta.”

CANDIDATES: We are ready to become members of Sigma Kappa Delta.

PRESIDENT: As these candidates repeat their vows for the first time, will the membership present join them, thus reinforcing their own commitment? We will repeat the pledge and the motto of Sigma Kappa Delta:

Then will you repeat after me the pledge and motto of the society: “I shall endeavor . . . to advance the study . . . of the English language . . . and its literature . . . to encourage worthwhile reading . . . to promote the mastery of written expression . . . and to foster a spirit of fellowship . . . among those who specialize . . . in the study of the English language and its literature, . . . ever keeping in mind the motto of our Society: . . . Sincerity, Knowledge, Design.”

VICE PRESIDENT: Candidates, you have been recommended for active or associate membership of Sigma Kappa Delta, the National English Honor Society. As a candidate,

you have pledged support of the ideals of Sigma Kappa Delta. Individually, each of you has been recommended as a person of superior scholarship with enthusiasm for the humanities. Sigma Kappa Delta seeks to benefit its members by encouraging the higher life in terms of truth and beauty in the literary arts and in providing congenial association with those of like interest.

PRESIDENT: Do you pledge as a member to maintain a high seriousness of purpose, unselfishness of service, and fidelity to the standards and aims of Sigma Kappa Delta on this campus and in the national organization?

CANDIDATES: I do.

SECRETARY: You will now hear a resume of the origins and history of the National society and of our own local chapter.

HISTORIAN: Sigma Kappa Delta was founded under the auspices of Sigma Tau Delta, April 21, 1996, in Chicago. The founding board included Dr. Susan Lejeune, President, Louisiana State University; Mirtica Winston, Vice President, Coffeyville Community College; Dr. Don Perkins, Executive Director, Cottey College; and Steve Culbertson, Historian, Owens Community College. The organization was incorporated in 1996 in Missouri. In 2002 the organization was moved to Alabama and incorporated as a not-for-profit, educational entity.

Our local chapter, \_\_\_\_\_, was founded in \_\_\_\_\_. (Give a brief history, a calendar of events to come, and the officers of the local chapter, the officers stepping forward as they are named.)

SECRETARY: You will now receive the outward sign of your induction into Sigma Kappa Delta. (If membership certificates and pins are present, distribute them. Otherwise say, "The National Society will provide your membership certificate and pin within a few weeks. Please step forward as your name is called and receive a recognition ribbon in the official Society colors of green and gold.")

(As the secretary calls each name, the treasurer pins on the ribbon [or distributes the English ivy, etc.,]. If certificates, etc., are available, change the above and ceremoniously give them to the initiates.)

PRESIDENT: We ask that you wear this ribbon for one week while on campus to honor the Society which has honored you. Congratulations. I now declare that each of you is a member of Sigma Kappa Delta.

(Each officer, led by the president, now congratulates the new members, as do the members of the audience.)

## **Ritual for Installation of Chapter Officers**

New officers may be installed with an appropriate ceremony to impress upon them the seriousness of their undertaking. An order for this ceremony follows, which you may adapt to your needs and tastes as long as a spirit of seriousness and dignity is upheld.

### **Installation Ceremony for Chapter Officers**

(The outgoing officers face their successors. The outgoing president may briefly summarize the most important accomplishments of his or her tenure of office and give any counsel for the coming year. He or she then may present each office in turn.)

PRESIDENT: (standing) We are now ready to install our officers for the coming year. Each officer has important duties; and each is, in his/her own sphere, responsible for the success of the chapter. We shall first give the charge of office to the treasurer.

(The outgoing treasurer stands and addresses the incoming treasurer.)

TREASURER: My fellow member, it shall be your duty to keep an accurate record of all dues, fines, and other monies paid into the treasury. You will pay all bills promptly so that the chapter may maintain a reputation for honesty and efficiency. You shall at all times be prepared to furnish information concerning the financial condition of the chapter. Are you ready to assume the duties of your office?

NEW TREASURER: I am.

TREASURER: Then, as an emblem of your office, I turn over to you this record of the finances of our chapter, together with the keeping of all funds now on hand. Guard these well and faithfully.

PRESIDENT: We shall now give the charge to the secretary.

(The outgoing secretary stands and addresses the incoming secretary.)

SECRETARY: My fellow member, it will be your duty to keep an accurate record of all meetings of the chapter, make a complete record-file of members of the chapter, and keep the membership book up to date. You shall inform all members as to when dues are to be paid and give the treasurer a list of such dues. You shall also furnish to officers and committees any information that will be of help to them. Are you ready to assume the duties of your office?

NEW SECRETARY: I am.

SECRETARY: Then, as a symbol of your office, I present to you this secretary's book.

PRESIDENT: We shall now give the charge to the vice president.

(The outgoing vice president stands and addresses the incoming vice president.)

VICE PRESIDENT: My fellow member, it shall be your duty to perform all the duties of the president in his/her absence and to cooperate with him/her in every way to promote the interests of the chapter. It is also your duty to prepare and instruct pledges for the initiation service and to act as program chair. Are you ready to assume the duties of your office?

NEW VICE PRESIDENT: I am.

VICE PRESIDENT: Then, as the emblem of your office, I give you, temporarily, this gavel.

(The outgoing president stands and addresses the incoming president.)

PRESIDENT: I shall now give the charge to the president. It shall be your duty to preside at all meetings of the chapter, to fill, with the advice of the faculty sponsor, all appointive offices, to appoint all committees, to order all drafts on the treasury, and to exercise a general supervision over the activities of the chapter. Upon you, more than upon anyone else, will depend its success during the coming year; for upon you the chapter has conferred its highest office. Are you ready to assume the duties of your office?

NEW PRESIDENT: I am.

PRESIDENT: Then as the emblem of your office I present to you this gavel. Ever guard the sacred honor of Sigma Kappa Delta.

(The new president may then address the assembly and speak of his/her plans and hopes. The meeting will adjourn in the usual order.)

## APPENDIX 4

### SAMPLE DOCUMENTS: LETTERS, PRESS RELEASES, FUNDRAISING, ADVERTISING

#### I. Sample Fundraising Letter

The following letter is adapted from a letter from a Sigma Tau Delta chapter at the University of Northern Colorado. Its original was successfully used to obtain funds from local businesses for a regional conference held in October 1994. Note that the letter explains what the organization is, how the conference will help the community, and what businesses will receive for their contribution. As always, it helps to be specific when soliciting funds. It has been modified to fit the needs of Sigma Kappa Delta.

*The Undiscovered Country: A Conference on the Literatures of the Fantastic* Sigma Kappa Delta / Department of English.

August 2, 1994

Public relations Director Hewlett-Packard Corporation Greeley Hard Copy Division 700  
N. 7 1<sup>st</sup> avenue Greeley, CO 80631

Dear Sir or Madam:

Sigma Kappa Delta, the National English Honor Society for two-year colleges, at \_\_\_\_\_ will be holding an academic conference October 14-16, 1994. Titled *The Undiscovered Country: A Conference on the Literatures of the Fantastic*, the conference will feature panels and a key-note address by world-famous author and critic Harlan Ellison, renowned scholar Sir Devendra Varma, and Greeley's own award-winning author Connie Willis as well as many other Colorado authors and editors. The purpose of this conference is to stimulate discussion on literature from categories like science fiction, fantasy, and Gothic and its educational uses. Papers and stories submitted by college students will be read, and panel discussions will be held exploring the uses of such literature in the classroom. As Hewlett-Packard has long been a staunch supporter of the education community, our committee thought your corporation would welcome the opportunity to be involved in our conference.

We believe that this conference will reflect well on Greeley and \_\_\_\_\_ and want to encourage as much community involvement as possible. Hewlett-Packard is certainly an important part of this community and has continually supported many \_\_\_\_\_ programs. As a non-profit organization for students, Sigma Kappa Delta must rely on outside funding sources if it is to make this conference a success. The cost of bringing such prestigious authors to Greeley for three days and providing the necessary facilities and materials to those attending is not insignificant. Therefore, we are asking Greeley's leading corporations to help us finance this event. We are asking for donations of any monetary

amount to help us produce an outstanding conference, one that the Greeley community and Hewlett-Packard will be proud to sponsor. Attendees will be coming from around the inter-mountain region and will include many local teachers and community leaders.

Of course we would be glad to recognize your support in our programs or some other way you might suggest. We will contact you by phone soon to discuss specifics. Thank you for your consideration.

Sincerely,

\_\_\_\_\_, Conference Co-Chair

## II. Alternate Sample Fundraising Letter

The following letter comes from the University of Alabama, whose Sigma Tau Delta chapter has been very successful in raising money to send large numbers of its students to National Conventions. Note that this letter, directed to the vice president for Student Affairs, very specifically discusses both the needs of the chapter and the ways in which the chapter supports itself and the College. It is important, when raising funds from school sources to show that you have used as many other sources as possible and that your chapter contributes as much service as it asks for in funding.

Dr. Harry J. Knopke, Vice President for Student Affairs  
The University of Alabama 275  
Rose Administration building, Tuscaloosa, AL 35487-0116

Dear Harry,

Requests for financial support for 18 student members of The University's Phi Xi chapter of Sigma Kappa Delta, the English Honor Society, to travel to Albuquerque, New Mexico, March 7-10, to present critical papers, short stories, and poems at the National Convention of Sigma Kappa Delta, have now been considered by both the Office of Academic Affairs and the Council of Presidents, and neither provided as much support as we had hoped for. So, at last, we turn to The Office of Student Affairs, requesting a contribution toward our shortfall of \$1,097. In our earlier conversation (and we really do appreciate your buying the t-shirt), you had indicated your office should be able to make up any difference between our \$1,200 request from the COP and the funds allocated. That sum is \$200. We hope you will consider, however, that some additional Student Affairs funds might be well invested in this cause.

As you know, our chapter has long been a standout among the more than 55  $\Sigma K\Delta$  chapters.  $\Sigma K\Delta$  awards scholarships in four categories and, since 1990, Phi Xi has averaged better than an award a year. Since 1992, seven  $\Sigma K\Delta$  "President's Awards" have been given for best convention presentations, and Phi Xi members have won three of them. Two years ago an award for best graduate paper presented at a non- $\Sigma K\Delta$  conference was instituted, and a Phi Xi member won the first. We won the National Organization's "Outstanding Chapter Award" in 1988, will receive a "Very Honorable Mention" at the 1996 Convention, and won the award for "Best Honorary Society" at The University of Alabama for 1995. Last year, in St. Louis, Phi Xi set a new  $\Sigma K\Delta$  record (breaking its old mark) by placing 21 members on the Convention Program. This year, counting its co-sponsors and a recent graduate, Phi Xi will tie that record. As usual, this year a significant percentage of student submissions to the  $\Sigma K\Delta$  convention was rejected—at least 33%. This makes the acceptance of all submissions by  $\Sigma K\Delta$  students quite remarkable. I enclose a list of our students with the titles of their papers and stories and with selected readers' comments from the referees (two per submission), I think you will be as pleased as I am with the impression our students have made on professors at other institutions of higher education.

Last year's student expenses (not counting food, which the students paid for) for the St. Louis convention were about \$1,800. This year our estimate of expenses is four times that. A registration fee has been initiated for student presenters, the cost of lodging

is higher, and we will need to fly to Albuquerque. Last year we simply rented two University vans. Knowing this, the members of Phi Xi have worked hard at fund-raising all year and should have (I hope) about \$2,000 raised for the convention. With Gary Hamner's *Downtown Deli*, they sold food on the Quad before football games, they raffled off two donated Alabama sweaters, they are selling "Life is like an Oxymoron" t-shirts, and they continue to sell cookies each day in Morgan Hall, as they have done since September. Both the English Department and the college of Arts and Sciences have quadrupled last year's contribution, and New college and the College of Education have chipped in for their students. Academic Affairs has matched last year's contribution of \$500 and the Council of Presidents has funded \$1,000 of our \$1,200 request. The bulk of the English Department's contribution is not apparent in the following figures, because it is \$816 from the co-sponsors, myself and Tony Brusate.

Whatever amount Student Affairs can contribute toward our \$1,097 shortfall will be greatly appreciated. I would also appreciate your letting us know your response as soon as you can so I can notify the students of how much (if any) each will need to contribute toward the trip beyond the cost of food. Thank you very much for your consideration.

Sincerely yours,

Robert W. Halli, Jr. Co-sponsor, Phi Xi of Sigma Kappa Delta

### **III. Sample News Releases about Initiation**

#### **A. Release for Campus and Local Media**

Sigma Kappa Delta Initiation (Insert sponsor's Name)

For Immediate Release:

Twenty (School Name) students were initiated into the \_\_\_\_\_ Chapter of Sigma Kappa Delta, the National English Honor Society, in ceremonies (Date). Sigma Kappa Delta honors students interested in English who meet the minimum requirements. All initiates must have completed at least one course in college English with a "B" or better and an overall G.P.A. of 3.3. Officiating at the initiation was (chapter sponsor or Regent's name). The objectives of Sigma Kappa Delta are to confer distinction for high achievement and general scholarship in English language and literature, to provide cultural stimulation on college campuses through local chapters, to foster community within English departments, and to encourage creative and critical writing.

#### **B. Release for Student's Hometown Newspaper**

Newspaper Name

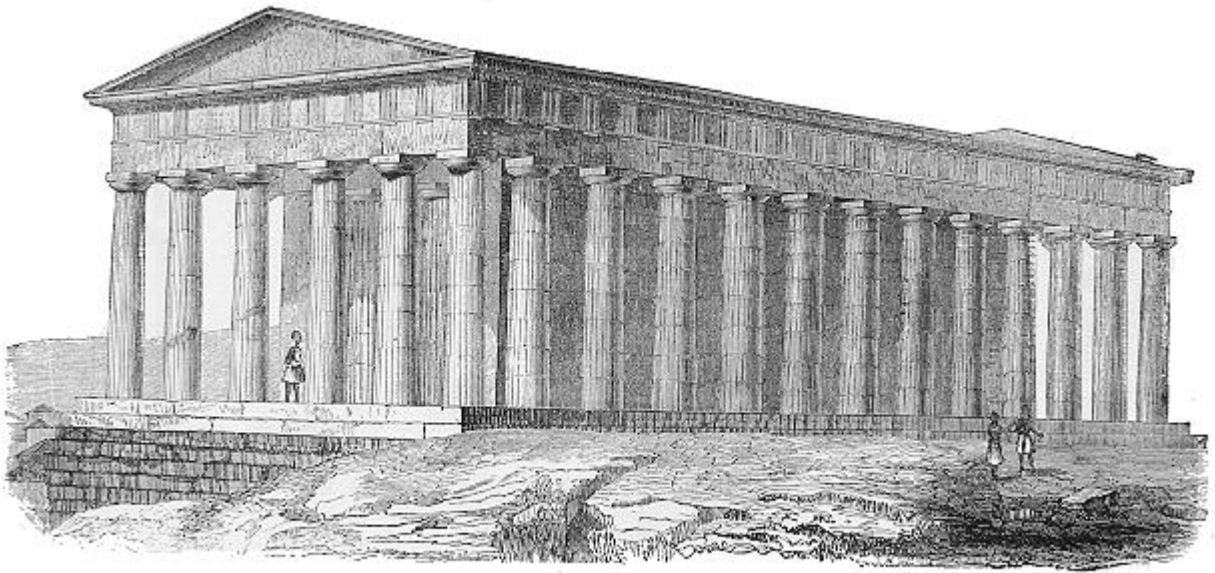
Sigma Kappa Delta Initiation

For Immediate Release:

Dekalb – Jane Doe, daughter of Mr. and Mrs. John Doe, 100 Main Street, Any City, was among twenty State University students initiated (Date) into \_\_\_\_\_ Chapter of Sigma Kappa Delta, the National College English Honor Society. Miss Doe, an English major, is (give honors and other activities). To be eligible for Sigma Kappa Delta, a student must have a G.P.A. of 3.3 and must have a B or better in a college-level English course.

Appendix 5

# Greek Alphabet



View of the Temple of Theseus at Athens.

Read alphabet from left to right.

<p><b>A</b></p> <p><u>Alpha (AL-fuh)</u></p>	<p><b>B</b></p> <p><u>Beta (BAY-duh)</u></p>	<p><b>Γ</b></p> <p><u>Gamma (GAMM-uh)</u></p>	<p><b>Δ</b></p> <p><u>Delta (DEL-tuh)</u></p>	<p><b>E</b></p> <p><u>Epsilon (EP-si-lahn)</u></p>
<p><b>Z</b></p> <p><u>Zeta (ZAY-duh)</u></p>	<p><b>H</b></p> <p><u>Eta (AY-duh)</u></p>	<p><b>Θ</b></p> <p><u>Theta (THAY-duh)</u></p>	<p><b>I</b></p> <p><u>Iota (eye-O-duh)</u></p>	<p><b>K</b></p> <p><u>Kappa (KAP-uh)</u></p>
<p><b>Λ</b></p> <p><u>Lambda (LAM-duh)</u></p>	<p><b>M</b></p> <p><u>Mu (Mew)</u></p>	<p><b>N</b></p> <p><u>Nu (New)</u></p>	<p><b>Ξ</b></p> <p><u>Xi (Zee or Z-eye)</u></p>	<p><b>O</b></p> <p><u>Omicron (O-mi-crahn)</u></p>
<p><b>Π</b></p> <p><u>Pi (Pie)</u></p>	<p><b>Ρ</b></p> <p><u>Rho (Row)</u></p>	<p><b>Σ</b></p> <p><u>Sigma (SIG-muh)</u></p>	<p><b>T</b></p> <p><u>Tau (T-awe or T-ow like "owl")</u></p>	<p><b>Υ</b></p> <p><u>Upsilon (OOP-si-lahn or UP-si-lahn)</u></p>
<p><b>Φ</b></p> <p><u>Phi (F-eye)</u></p>	<p><b>Χ</b></p> <p><u>Chi (K-eye)</u></p>	<p><b>Ψ</b></p> <p><u>Psi (Sigh)</u></p>	<p><b>Ω</b></p> <p><u>Omega (oh-MAY-guh)</u></p>	