



Sigma Delta Pi  
Chapter Handbook

3<sup>rd</sup> Edition

© 2013 by Sigma Delta Pi  
**sigmadeltapi.org**  
College of Charleston  
Charleston, S.C. 29424

## Index

Foreword.....	4
Faculty Adviser .....	5
Starting the Academic Year.....	6
Selection of New Active Members.....	7
Honorary Membership.....	9
Alumni Membership.....	10
Invitations to Prospective Members.....	11
Initiation Ceremony.....	12
Chapter By-laws and Policy.....	14
Chapter Officers.....	15
Chapter Activity.....	18
National Chapter Awards.....	23
Change of Chapter Adviser .....	24
Annual Reports.....	25
Active Chapters.....	26
Sigma Delta Pi Scholarships and Grants.....	27
Regional Officers.....	28
<i>Entre Nosotros</i> .....	29
The Triennial Convention.....	30
Founding and Reactivating Chapters.....	31
National Treasury.....	32

## Foreword

An institution with an active chapter of Sigma Delta Pi can raise the visibility and profile of its language department, impact the campus and local communities, present students with invaluable leadership opportunities, and afford numerous benefits that are available only to Sigma Delta Pi members. However, restricting activity to the annual initiation ceremony unfortunately deprives the institution, the department, faculty and, most importantly, the students of these limitless opportunities that a dynamic Sigma Delta Pi chapter can provide.

Although the regular initiation of new members is very important, it is just one of multiple events that a chapter can and should carry out during the academic year. Many of our chapters still struggle with deciding how best to expand their roles beyond the induction ceremony, but this 3rd edition of the formerly titled *Chapter Adviser Handbook*, and now renamed *Chapter Handbook*, aims to provide faculty advisers, student officers and all Sigma Delta Pi members the necessary guidance in taking those next, invaluable steps beyond the initiation of new members. By following this manual, chapters can excel in attracting future members, earning a prominent role on the campus and communities at large, and possibly achieving prestigious national recognitions, such as being named a *Capítulo de Honor y Mérito*.

On behalf of Sigma Delta Pi, the National Collegiate Hispanic Honor Society, I present this latest edition of the *Chapter Handbook*—in hard copy and electronic (at [sigmadeltapi.org](http://sigmadeltapi.org)) versions—to assist your chapter in distinguishing itself as one of the leading and prominent organizations at your institution.

*Spanías Didagéi Proágomen.*

*Mark P. Del Mastro  
Executive Director  
January 2013*

## **Faculty Adviser**

A successful chapter requires a committed adviser, a faculty member of Spanish who fully understands the purposes and functions of Sigma Delta Pi and ultimately assumes responsibility for all chapter activities. Of course, capable and ambitious student officers should be encouraged to administer chapter affairs and assist the adviser, but the adviser should still monitor all activities and provide guidance as necessary; no chapter event should be scheduled without the adviser's approval. The cooperation and loyalty of the adviser and officers are essential for the progress and well-being of a chapter.

The adviser's importance is not limited to the chapter, however, since he/she serves as the important link between the members and the home academic department, and between the campus and the national offices. Student officers change regularly, but faculty advisers often serve for many years, thereby enabling the continuity of the chapter's work and serving as a reliable contact with Sigma Delta Pi's national headquarters. One cannot overstate, therefore, the importance of advisers for the continued progress and success of Sigma Delta Pi at both the local and national levels: faculty advisers are the glue that holds the National Collegiate Hispanic Honor Society together. Although in recent history contact has been bolstered substantially with current technology, particularly social media such as Facebook and Twitter, communication and collaboration among us can always be improved. With the guidelines that follow, the hope is to continue to maintain regular communication and chapter activity, and thereby strengthen, expand, and improve the work of Sigma Delta Pi.

## Starting the Academic Year

During the first two weeks of the academic year, the faculty adviser should call a meeting of the student officers—those elected or appointed at the end of the prior spring term—and relay pertinent materials such as copies of the National by-laws and Policy Manual (found at national website: [sigmadeltapi.org](http://sigmadeltapi.org)), chapter minutes, checkbook, ledger, etc. This first gathering is an excellent time to review the details of this handbook, prepare a calendar of activities for the year, and schedule the next meeting that will include all chapter members. Obviously, the adviser must plan carefully for the officers meeting. If for any reason chapter officers were not confirmed in the preceding academic year, the adviser should call a meeting of the chapter during the first two weeks of classes, confirm student officers, and then proceed as above, including all the members in this counseling session. Immediately before the confirmation 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 15).

At the next regularly scheduled meeting of the chapter—announced in advance via an e-mail distribution list, the chapter’s own website or Facebook page, Twitter, 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 may also appoint committees and inform the members of important information of the National Society, to include Sigma Delta Pi’s undergraduate study abroad scholarships, graduate research grants, the numerous national awards for outstanding student members and chapters, and the special Orders of the Society: *La Orden de Don Quijote* and *La Orden de los Descubridores*. The chapter president, in coordination with the faculty adviser, should also highlight other national activities of interest that may have a special bearing on the chapter, such as chapter contests and the chapter project grant program. In outlining the year’s projects, the president should explain how he/she 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 Executive Director has approved the charter/founding members for initiation, it is then the adviser's responsibility to supervise the selection of new members for all future inductions. The chapter must confirm for membership **only** those who fully meet all membership requirements. For active membership, the criteria for undergraduate and graduate students as published in the national by-laws (found at [sigmadeltapi.org](http://sigmadeltapi.org)) are as follows:

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 (*Spanish for the professions may be considered as a Hispanic culture course provided that culture is the foundation of the course content*) at the junior/3rd 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. The student must have a minimal grade point average of 3.0 on a 4.0 point scale in all Spanish courses taken. (*The candidate MUST have earned grades in completed Spanish courses in order to qualify for membership.*)
3. The student must rank in the upper 35% of his/her class—sophomore, junior, or senior—and must have completed at least three semesters or five quarters of college work (*institutions unable to generate class rank should use a 3.2 cumulative grade point average 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.

Individual chapters may increase, but not decrease, these membership criteria, and all chapter requirements for membership must be clearly

articulated in the chapter's own published by-laws as approved by the chapter, the corresponding college or university, and Sigma Delta Pi's Executive Director (see Article XI, Section 2 of the national by-laws; found at [sigmadeltapi.org](http://sigmadeltapi.org)).

Regarding "the equivalent thereof" referred to in #1 above, this also refers to courses by-passed when a student is admitted to your institution and placed in a course above the elementary language level. Six of the 18 semester credit hours in college-level Spanish MUST be above the intermediate language level, and three of these credit hours must be in a Hispanic literature, culture, civilization or Spanish for the professions course (considered a culture course). Also for #1 on page 7, a student can be currently enrolled in the Spanish course that fulfills the 18-credit hours needed, but he/she can NOT be considered for membership if simultaneously enrolled in two or more Spanish courses that when added to the sum equal 18 hours.

Also important is that the earliest an undergraduate student may qualify for membership is during his/her second semester of the sophomore year.

Regarding the number of initiations, chapters in small colleges often hold only one ceremony annually, but many large chapters have two, one each semester, and others have a third initiation during the summer, but there are no limits to the number of inductions a chapter may hold in a year.

To ensure that all eligible students are identified, the adviser should, with the assistance of the student officers, do the following:

- 1) Request nominations for membership from the staff of the home academic department.
- 2) As relative to the institution's existing programs, announce to all Spanish majors and minors and graduate students of Spanish the opportunity to become a member of Sigma Delta Pi; eligibility requirements should be included with this announcement.

Finally, the adviser should compile a list of candidates and determine eligibility through college records, a task that cannot be assumed by a student because of federal privacy laws.

Once the adviser verifies which students fully meet the eligibility requirements, he/she should share the candidate list with the current membership, and then on behalf of the chapter extend formal invitations to each eligible student. These invitations may be issued electronically, in hard copy, or both. The chapter president may assume this responsibility in the chapter adviser's place, but the adviser must ensure that every student invited to become a member meets fully the membership criteria as outlined in the national by-laws.



## Honorary Membership

This category is used to initiate those who are especially supportive of Hispanic language and culture, but who are **not** already members of Sigma Delta Pi—remember that once initiated, an individual is a member for life. College faculty members (e.g., Spanish, History and Political Science teaching staff), administrators, members of the extended community and outstanding local high school teachers may be considered for 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/Ritual.Index.html](http://sigmadeltapi.org/Ritual.Index.html)) for special provisions for those 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 re-enrolls as a graduate student of Spanish, his/her membership reverts to active status at that time. Alumni membership does not include enrolled students, undergraduate or graduate, and members are not inducted into this category. Alumni members are not eligible for honorary membership.

## **Invitations to Prospective Members**

After the confirmation of eligible candidates, the chapter adviser and current members may invite the candidates to attend a brief, informal meeting to explain and answer questions about Sigma Delta Pi, member benefits and responsibilities, and details regarding dues and the future initiation ceremony. Such a meeting may be held at a local eatery. In lieu of this meeting, some chapters opt to share this information via e-mail and/or social media, but there are many advantages to face-to-face interactions. After distributing the aforementioned information, the chapter should issue formal invitations on chapter stationery, preferably showing the Sigma Delta Pi logo (downloadable stationery is available at [sigmadeltapi.org](http://sigmadeltapi.org)). Many chapters also send these invitations electronically.

At the induction ceremony, each initiate receives a certificate and pin that the chapter purchases through payment of lifetime membership dues from the National Executive Director. Each new member also receives a red carnation and a candle. If the college/university, academic department or the chapter does not have funds to purchase these items, then the chapter may charge each initiate a small additional fee. However, every effort should be made to minimize students' costs, and chapters may not charge an initiate more than double the cost of national membership dues. A chapter must send its order for certificates and pins for new members to the National Executive Director at least two weeks prior to the ceremony to ensure the chapter has adequate time to receive and complete the certificates. The downloadable order forms and a template for printing certificates are available at [sigmadeltapi.org](http://sigmadeltapi.org).

For the initiation ceremony and reception, initiates may invite their family members and/or close companions. Such individuals as college administrators, for example, may also be invited. With the invitation of any of the aforementioned non-members who do not understand Spanish, however, the adviser or chapter president should explain to these guests before the ceremony the significance of the use of the candles, the candidates' verbal repetitions, and any other potentially confusing aspects of the event. On occasion, when this had not been done, some non-Spanish speaking guests misinterpreted our beautiful ritual and left with a gross misunderstanding of the ceremony. Therefore, it is critical that any possible misinterpretation be avoided by providing an explanation as outlined above.

## Initiation Ceremony

When a new chapter is founded, the Executive Director shares with the faculty adviser a set of instructions and the Ritual for the installation ceremony and future initiations (see [sigmadeltapi.org/Ritual.Index.html](http://sigmadeltapi.org/Ritual.Index.html)). These instructions should be followed very closely. Various official versions of the Ritual are available so that chapters have options for their induction ceremonies, but no portions of any of the published versions may be altered.

Over the decades, many have praised the special nature of our ceremony, and participants are often impressed by its memorable solemnity and elegance. Therefore, the event must be organized carefully and executed professionally, and to this end the adviser should rehearse the entire script with the student officers before the ceremony. The poems, if assigned to students, should be memorized, and the faculty adviser should provide careful guidance on pronunciation and expression in all parts of the Ritual.

**No candidate may become a member without attending the ceremony, and none may be initiated by proxy.** Although schedule conflicts regularly will prevent some eligible candidates from participating in the ceremony, such circumstances do not allow students to become members in absentia. Allowing membership in Sigma Delta Pi without the requirement of ceremony attendance cheapens the Ritual and compromises the exclusive nature by which students are selected and inducted into our Society. Consequently, it is also necessary that candidates arrive on time for the initiation, for the interruption of our elegant ceremony is unacceptable. Candidates who arrive late cannot be inducted. For students with legitimate schedule conflicts, advisers may opt to hold a subsequent ceremony to ensure that graduating students or other eligible candidates are afforded membership. 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 student(s) in question.

It is recommended that all candidates for induction 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 lead them at the proper time to the initiation and stand by during the ceremony for additional assistance. Further details are explained in the Ritual.

To enhance the event, the chapter might select a speaker for the banquet/reception that follows the ceremony. If no banquet or reception is

planned, a less formal yet appropriate program may follow the initiation ceremony.

Within 10 days after the ceremony, the adviser will ensure that the secretary or some other student officer sends via e-mail to the National Executive Director 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.

A chapter from a nearby college or university that will assist in the installation of a new chapter should refer to the Ritual for guidance. Further instructions are also available from the national office and the respective Regional Vice-President.

## Chapter By-laws and Policy

Following Sigma Delta Pi's national by-laws (see [sigmadeltapi.org](http://sigmadeltapi.org)), each new chapter should adopt its own constitution that will regulate its activities yet suit the chapter's own circumstances and reflect its unique and creative projects. Many institutions require that each student organization file a copy of its by-laws with the proper campus authority, but all chapter constitutions/by-laws should first be submitted to the National Executive Director for final approval to ensure they do not contradict the national version.

Complementing a chapter's by-laws are the national policies as outlined in the *Sigma Delta Pi Policy Handbook*, downloadable at the national by-laws page. Every chapter, especially its faculty adviser and student officers, should know and follow the policy handbook's contents, especially beginning with the section titled "ECM/Chapter Relationship" through "Chapter Support." All chapter operations should be in accordance with chapter policies published in the *Sigma Delta Pi Policy Manual*.

## Chapter Officers

From the active student members, a chapter should elect or appoint multiple officers to include but not be necessarily restricted to a president, a vice-president, and a secretary-treasurer. However, given the diverse sizes, activities and talents of our many chapters, some new positions may be created (e.g., a historian, publicity/social media director, community relations director, webmaster, etc.), others may be split (e.g., the secretary-treasurer into a secretary and a treasurer), and others combined (e.g., the vice-president and secretary-treasurer in the case of very small chapters) to accommodate better a chapter's needs. Delegating responsibility to numerous, dedicated student members will strengthen the chapter. Below are suggested responsibilities for various student positions 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 or appointed in the second half of the spring term and should serve until replaced a year later. If elections are held, the adviser should share with its members a description of the responsibilities required for each position so that chosen individuals are fully aware of their duties.

The chapter president generally presides at all meetings, directs the affairs of the chapter in coordination with the faculty adviser, represents the chapter on special occasions, provides leadership in building an outstanding chapter, and communicates with the adviser on all matters related to the chapter. The student president should also motivate all members to work together conscientiously and productively in order to be eligible for a national award. Receiving a national recognition can inspire members the following year to emulate this accomplishment.

The chapter vice-president leads in the absence of the president, or when requested, and should assist the president and faculty adviser with chapter programming and other related activities as deemed necessary and appropriate.

The chapter secretary (or secretary-treasurer) records the minutes during each meeting and ensures that the final approved version is accessible to all chapter members; this should be done with one hard copy for the corresponding academic department's central files and an electronic copy sent to all active members and the faculty adviser. The *Libro de Registro* should be kept in the adviser's office, but the secretary should have access to this registry when needed. All chapter records maintained by the secretary during the academic year shall be left with the adviser during the summer. The secretary may also

assist the president with correspondence of the chapter, including the preparation and mailing of invitations to confirmed candidates for membership. Special invitations to proposed honorary members and speakers or lecturers should be sent with the signature of the chapter president.

The chapter treasurer, if a separate position from the secretary, works with the faculty adviser to disburse chapter funds and maintain records for all financial transactions of the chapter. The treasurer may also co-sign checks issued by the chapter, if this is part of the institutional procedure for such disbursements. The sending of national induction fees and special orders for *reposteros*, replacement charters, etc., shall be handled by the treasurer in cooperation with the faculty adviser. The treasurer may also be called upon to provide periodic financial reports for all the chapter officers, members and the adviser. Arrangements should be made at the end of the treasurer's term of office for the newly confirmed treasurer to assume effectively all the responsibilities of the outgoing officer. The treasurer's report at the end of the year should be made a part of the chapter's permanent record.

The publicity/social media director prepares and distributes the announcements of all newsworthy chapter activities, and specifically the advertisement of future and past events in consultation with the faculty adviser and other student officers. This student director should use all appropriate media: a chapter page on Facebook, a chapter Twitter account, e-mail blasts to members, a departmentally-designated bulletin board, posters, photographs, the college and local newspapers, the chapter's website, radio and television stations, etc.. Regarding the chapter's website, the director may be in charge of this project, or the chapter may name/elect a separate chapter webmaster whose duties are explained below. Since the publicity/social media director's duty is to announce all positive news about the chapter and the National Society, he/she is also a public relations officer and should therefore be encouraged to devise ways to raise Sigma Delta Pi's campus and community profile, but always through consultation with the adviser.

The responsibilities of the webmaster, which may be assigned to the aforementioned publicity/social media director or to a separate chapter officer position, are to create and/or maintain the chapter's website and other social media sites (Facebook group page, chapter blog, etc.). Because the webmaster's responsibilities require special skills 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 and faculty adviser. Once the site is established or updated with a new web address, the chapter webmaster has the duty of informing the National Executive Director of the address so that the chapter's site may be linked to the national chapter directory 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 and faculty adviser to ensure that any new material posted on the site is acceptable. Websites become outdated quickly, therefore the webmaster should update the chapter's site weekly or, at the very least, monthly.

## Chapter Activity

Routine activities such as the appointment/election of chapter officers, initiation of new members, receptions, 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 suggestions, but due to the scope and variety of projects executed by Sigma Delta Pi's 590+ chapters nationwide, there are also many other excellent activities not included here but published in the "Reseñas capitulares" sections of past issues of *Entre Nosotros* that are available online at [sigmadeltapi.org/EN.html](http://sigmadeltapi.org/EN.html). The following are not listed in any particular order:

1. Establish a tutorial service for elementary and intermediate-level students of Spanish. This service should be advertised by the publicity/social media director and/or 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 administrators 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 with the faculty adviser's guidance. By contacting the foreign languages coordinator of the respective school district or comparable school district administrator, the publicity director 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 administrative specialist can assist with this step. The webmaster should aid the publicity director with

posting the announcement on the chapter's website. Details such as poetry submissions criteria, submissions deadlines, address and name to where submissions should be sent, etc., should be included on the contest announcements. The chapter adviser as well as advisers and/or professors of Spanish from neighboring colleges and universities can serve as judges on the awards committee to evaluate the submissions. If a contest is done for both high schools and colleges, judges should evaluate for the two separate categories respectively.

Once the committee has made its selections, organize 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 ceremony reception. The publicity director 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 can 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 draw Spanish-speaking citizens of

the community. When such performances are successful, some colleges and universities perform before other institutions.

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. All movie showings must be done in accordance with copyright laws and college/university policies. If you have specialists of Hispanic film 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 because communication is facilitated by 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, distributed via social media, and sent through a chapter e-mail distribution list. 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](http://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 publicity director and webmaster can prepare announcements 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 a fund raising project that reflects the mission of the Society. This will contribute to the growth of the chapter's treasury and allow 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 Director'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 Director (an application form is downloadable at [sigmadeltapi.org](http://sigmadeltapi.org)). Before undertaking this project, send the National Executive Director 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 the 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 the non-business meetings. Some possibilities:

1. Invite a professor to discuss an aspect of Hispanic history, politics, art, music, architecture, archeology or philosophy. If the speaker is from another department and does not know Spanish, his/her presentation in English is completely acceptable.

2. Invite Spanish-speaking guests such as professors to discuss authors, literary movements, and/or individual research. A consul or other government representative may address 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. 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.

## National Chapter Awards

Every chapter should strive to be selected as one of the Society's annual Honor Chapters (*Capítulos de Honor y Mérito*) or as a recipient of the Ignacio and Sophie Galbis Award, granted yearly to one exceptional chapter nationwide. Each of the 10-15 annual Honor Chapters is recognized with a handsome certificate suitable for framing, and the Ignacio and Sophie Galbis Awardee receives a plaque; both awards should be displayed publicly: in a department hallway, a seminar room, or other appropriate location. These prestigious awards are granted only to those chapters whose performance during the year represents a sustained agenda of notable activities that reflect the mission of Sigma Delta Pi. Even very small chapters may earn these awards as they are recognitions of quality, not size. In selecting the 10-15 Honor Chapters yearly, the National Executive Committee considers promptness and efficiency in working and communicating with the National President and the National Executive Director, the competent operation of the chapter (including fulfillment of all the duties of each officer and 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 academic year, 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 the chapter may receive the prestigious Minaya Álvar Fáñez Award, presented annually by the National Executive Committee for an adviser's exceptional leadership. A faculty member who has served as chapter adviser for five consecutive years and has demonstrated sustained and exemplary work in his/her role may be eligible for the José Martel Award, granted once every three years at Sigma Delta Pi's Triennial Convention.

Sigma Delta Pi also recognizes chapters that have distinguished themselves with a "break-out" year: the Phoenix Award/Premio Fénix may recognize one chapter yearly for extraordinary and exemplary activity as compared to the previous year(s).

Finally, and as previously mentioned, a chapter that accomplishes an excellent website may be selected for the annual Frida Kahlo Award.

## **Change of Chapter Adviser**

A chapter adviser who anticipates leaving his/her post should arrange for the election/appointment of a successor in coordination with the department chair. The outgoing faculty adviser should then fully prepare the successor 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](http://sigmadeltapi.org)) in the “Chapter Resources” link. The outgoing adviser should also explain clearly his/her duties and remain available for consultation when needed. In addition, he/she should immediately inform the National Executive Director of the name, position, e-mail and regular addresses of the new adviser. In order to maintain the continuity of the chapter, an adviser should NOT leave his/her post until a replacement has been confirmed.



## **Annual Reports**

Annually by late May/early June, each chapter is required to submit in electronic format via e-mail an annual report to the National Executive Director, who will share the document and supporting materials with the other members of the Executive Committee. This report (a downloadable copy of the required form is found at [sigmadeltapi.org](http://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 Executive Committee to select deserving chapters and faculty advisers for various awards.

## **Active Chapters**

As defined in the national by-laws, an active chapter is defined as one that initiates active members annually, except for extenuating circumstances. 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 Activity.”

An inactive chapter is one that has not initiated new members during a three-year period. If for unavoidable reasons a chapter becomes inactive, the designated adviser should apply for reactivation through the National Executive Director (petitions are available in the link “Forms” under “Chapter Resources” at [sigmadeltapi.org](http://sigmadeltapi.org)). Membership in Sigma Delta Pi offers students many advantages that are only available with an active chapter.

## **Sigma Delta Pi Scholarships and Grants**

Annually, Sigma Delta Pi sponsors a variety of undergraduate study-abroad-awards for use in Spain and Spanish America during the summer and academic year. Active members of Sigma Delta Pi may be eligible for these awards. Downloadable applications and related information are posted at our national website ([sigmadeltapi.org](http://sigmadeltapi.org)) in late September/early October of each year. More details about the awards program such as eligibility criteria, study abroad locations, host institutions, etc., are available at [sigmadeltapi.org](http://sigmadeltapi.org).

In addition to this undergraduate program, Sigma Delta Pi offers research grants to graduate students who are active members of the Society. Approximately four awards are granted yearly to support travel abroad to Spain or Spanish America for the sole purpose of research in Hispanic Studies.

In addition to these individual grant and scholarship programs, Chapter Project Grants support chapter projects that complement the mission of Sigma Delta Pi. The goal of this program is to encourage chapter activity that goes beyond the annual initiation ceremonies while assisting chapters with increasing their visibility on campus.

To ensure chapter members are aware of these important opportunities, faculty advisers should announce these programs conscientiously while relying on the assistance of the student publicity director for effective distribution and advertising. For the study abroad awards and graduate research grants, the adviser should identify and encourage the strongest candidates to apply. Each year, *Entre Nosotros* publishes the essays of the recipients of all three aforementioned programs. Therefore, chapters should be encouraged to read these essays so they are prompted to apply as eligible. Because the undergraduate student scholarships and graduate research grants are awarded on merit, applicants from small chapters have the same chance of winning as those from larger ones.

The Executive Committee of Sigma Delta Pi determines annually the number of awards available and the corresponding program rules, which means that changes may occur from year to year depending upon numerous circumstances. Potential applicants should regularly visit our national website for details regarding the number of available awards in a given year.

## Regional Officers

Sigma Delta Pi has five Regional Vice-Presidents, each of which has jurisdiction over his/her respective region and states 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 his/her chapter's region, know the name and address of the corresponding Vice-President, and call on that officer for information or help as needed. 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 and graduate research grant recipients, addresses of the Executive Council, etc., appear in this publication. Chapters with information to include in *Entre Nosotros (EN)* should e-mail the summary in Spanish along with photo attachment) to the Executive Director by November 1. Additional copies of *EN* may be requested by e-mailing the National Executive Director, and past electronic issues (since spring 2003) are available online at [sigmadeltapi.org/EN.html](http://sigmadeltapi.org/EN.html).

## **The Triennial Convention**

Sigma Delta Pi's National Triennial Convention is held at the conclusion of every triennium and traditionally during the summer in conjunction with the American Association of Teachers of Spanish and Portuguese (AATSP) conference. Every chapter is entitled to send delegates, and the chapter adviser is encouraged to attend. The National Executive Director presides over a special meeting of delegates where numerous national awards and recognitions are announced. In addition, delegates (only one per chapter) vote on all and any proposals, the National Executive Director 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 and Reactivating Chapters**

One of the main goals of the national and regional officers is to promote the establishment of new chapters and reactivate the dormant ones in order to afford all qualifying college/university students the opportunity to become members of Sigma Delta Pi and enjoy the numerous related benefits. In addition, chapter proliferation and reactivation are important for the life of our Society. Chapter advisers are also encouraged to promote chapters in other colleges and universities in their respective regions, thereby enriching their own Spanish programs and promoting the welfare of Sigma Delta Pi. The official application forms for chapter founding and reactivation and accompanying details are available at our website ([sigmadeltapi.org](http://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 Director along with 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 the multiple programs that directly benefit our members.