

Sigma Delta Pi Policy Manual

(Amended March 2022.)

*Policies outlined below accompany the National By-Laws found at
<http://www.sigmadeltpi.org/National.Bylaws.html>.*

Mission

Sigma Delta Pi's purposes are found in its National by-laws:
www.sigmadeltpi.org/bylaws.html.

Executive Council

The Executive Council (henceforth referred to as the ECO) includes the Executive Committee (see below and national by-laws) and the five regional vice presidents (henceforth referred to as VPs). The president chairs the ECO. A regular meeting of the ECO is held just prior to the national triennial convention. Those present, with a minimum of three attending, constitute a quorum.

Executive Committee

The Executive Committee (henceforth referred to as the ECM) includes the president, the executive director (henceforth referred to as the ED), the presidents emeriti, the immediate past president and one member-at-large (see national by-laws). The ECM authorizes the ED to disburse funds for the most efficient operation of the Society (Sigma Delta Pi). The ECM meets on call of the president whenever such a meeting is needed to serve the best interests of the society. The president reports to the ECO all actions taken.

The ED may use any reasonable interpretation of policies and corresponding duties as specified in the current version of the National By-Laws to make decisions, take actions, and develop activities. The ECM may, by extending its policies, "undelegate" areas of the ED's authority while respecting ED's duties and choices so long as the delegation continues. Delegation does not prevent the ECM from obtaining information about activities in the delegated areas.

Executive Committee Meetings

Such meetings will be held annually and during the summer either virtually or at a location agreed upon by the members of the ECM. In consultation with the national president, the ED is responsible for providing the meeting agenda to the other members of the ECM at least one month prior to the meeting in order to allow the other members to suggest additions or changes to the agenda. The meeting's purposes, among others, will be to review the ED's financial reports, approve a tentative budget for the following fiscal year, review regional VP and chapter reports, select recipients of various annual rewards, review current national projects and programs, appoint the ED (triennially), review the ED's and their assistant's performance (see below), decide salary for ED and their assistant for next academic year (see below), address other important issues as deemed appropriate by the ECM.

Monitoring and Evaluating ED Performance

Immediately prior to the annual ECM Meeting, the ED will submit to the other members of the

ECM a summary of their and their assistant's Sigma Delta Pi-related activities during the prior academic year. The ECM will use this information to assess the ED's and their assistant's performance for the purposes of salary increases and re-appointments.

The ECM tracks ED performance by monitoring in such a way as to have systematic assurance of policy compliance, yet leave the ED free to concentrate most of their time focusing on the future rather than checking the past. To those ends, the ECM's approach to monitoring is based on its governance philosophy and carried out in a relatively automatic way. ECM meetings are not, in general, to be used for monitoring.

1. The ECM monitors the ED's performance of 1) Sigma Delta Pi policies that it has addressed in explicit statements; 2) duties outlined in the National By-Laws. The purpose of monitoring is to determine if ECM policies are being met, to confirm that a reasonable interpretation of the policies was used, and to verify that the ED is fulfilling responsibilities outlined in the National By-Laws.

2. Monitoring occurs by

- a. Internal reports: periodic reports from the ED to the ECM and
- b. External reports: an annual audit or review by a Certified Public Accountant (CPA) for review by the ECM. The ED will provide all necessary information to the hired CPA to ensure an expeditious and thorough audit/review. The ED, in communication with the ECM, will oversee the audit/review process to ensure it is completed in a timely fashion.

Annually and during the aforementioned annual ECM meeting, the ECM provides to the ED an oral and a written evaluation of the performance of the past year, specifying areas in which the ECM is fully satisfied and any areas in which the ECM has concerns. This evaluation is based upon a summative examination of the previous regular monitoring data in addition to the aforementioned activity summary the ED provides to the ECM one month prior to the ECM meeting. Only the aspects of the organization that ECM policies and the National By-Laws address are evaluated. This annual evaluation does not relieve the ECM of the responsibility to provide the ED immediate feedback during the year should there be concerns about the ED's performance in a policy area.

Emergency Executive Succession

In order to protect the ECM and the Society from sudden loss of ED services, each summer the ED identifies no fewer than two individuals outside of the ECO who would be capable of assuming duties of the ED. During the annual ECM Meeting—held each summer—the ED provides to the other members of the ECM an annual list of persons (names, institution affiliations, contact information, etc.) who might be available, but indeed qualify, for temporary transfer of responsibilities.

Unity of Control

Only officially passed motions of the ECM are binding on the ED. Accordingly:

1. Decisions or instructions of individual ECM members, officers, or committees are not binding on the ED except in rare instances when the ECM has specifically authorized such exercise of authority.
2. In the case of ECM members or committees requesting information or assistance without ECM authorization, the ED can refuse such requests that require, in the ED's opinion, a material amount of staff time or funds or are disruptive.

Accountability of ED

The ED is the ECM's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the ECM is concerned, is considered the authority and accountability of the ED. Accordingly:

1. The ECM or ECO will never give instructions to persons who report directly or indirectly to the ED.
2. The ECM will view ED performance as identical to organizational performance, so that organizational accomplishment of ECM stated-Ends and avoidance of ECM proscribed- means will be viewed as successful ED performance.

Compensation Policy

The ECM, without the vote of the ED, determines annually the amount to compensate the ED and their assistant(s), if there is an assistant. The ED and their assistant(s) are the only paid officials of the Society, although the ED may decide to issue honoraria/stipends to others as appropriate for special services. The ECM will pay its ED and their assistant(s) fair market value for services without discrimination and within the context of fiscal responsibility to the organization. Further details regarding appointment are outlined in the national by-laws.

Income and Expenditures

The ED provides monthly, updated reports to the ECM on all Sigma Delta Pi's income and expenditures.

As outlined in the National By-Laws, The ED is responsible for receiving and expending funds of the Society for purposes already approved by the ECM.

Costs—those exceeding \$100 per transaction— not considered part of the normal operating expenses must be approved by the ECM before incurred.

Monthly Financial Reports

The ED provides monthly financial reports to the ECM on those accounts considered fluid: e.g., commercial checking account and any account into or from which regular deposits or withdrawals are made.

Executive Limitations

The ED may neither cause nor allow any organizational practice that is imprudent, unethical, or illegal.

ECM Awareness and Information

The ED may not cause or allow the ECM to be uninformed or misinformed. Accordingly, the ED will not fail to:

1. Cause the ECM to be aware of relevant trends, activities of the organization, material external and internal changes, particularly changes in the assumptions upon which any policy has previously been established.
2. Submit the required monitoring data in a timely, accurate, and understandable fashion directly addressing provisions of the policies being monitored. Refer to "Monitoring and Evaluating ED Performance."
3. Advise the ECM if, in the ED's opinion, the ECM is not in compliance with its own policies on Governance Process and ECM-ED Linkage, particularly in the case of ECM behavior that is detrimental to the work relationship between the ECM and the ED.
4. Advise the ECM if, in the ED opinion, the organization is not in compliance with the standards of the Association of College Honor Societies.
5. Provide a mechanism for official ECM, officer, or committee communications.
6. Deal with the ECM as a whole except when
 - a. Fulfilling individual requests for information, and
 - b. Responding to officers or committees duly charged by the ECM.
7. Report in a timely manner any actual or anticipated ED non-compliance with any policy of the ECM.
8. Attend and preside at all meetings of the ECM.

Protection of Assets

The ED will not allow corporate assets to be unprotected, inadequately maintained, or placed unnecessarily at risk. To prevent disrepair, excessive risks, untraceable transactions, or conflict of interest in the management of association resources, the ED will not:

1. Issue any payment exceeding \$2,500.00 without authorization from the ECM.
2. Modify any of the Society's established investment practices—those previously approved by the ECM—unless the ECM grants approval for such changes. Such modifications include moving amounts exceeding \$1000 between accounts. Any changes in investment policy or the transfer of amounts exceeding \$1000 must be authorized by the ECM before the ED may act accordingly.

3. Permit any person who is not bonded to handle cash (commercial crime insurance policy is required).
4. Subject equipment to improper wear and tear or insufficient maintenance. The ED and their assistant will inventory association property and provide an updated, related report yearly at the annual ECM meeting.
5. Allow Sigma Delta Pi, its ECM or staff, to be unnecessarily exposed to claims of liability (D & O insurance is required, and additional liability insurance as the ECM deems necessary).
6. Allow any purchase without a method to ensure quality acquisitions without conflict of interest; or allow purchases exceeding \$100 without an initial written record of competitive prices.
7. Allow any funds to be invested or held in instruments with an imprudent risk-to-return relationship.
8. Fail to protect intellectual property, information, and files from loss or significant damage.
9. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

Financial Condition

With respect to operating Sigma Delta Pi in a sound and prudent fiscal manner, the ED may not jeopardize the long-term financial strength of Sigma Delta Pi or disrupt programmatic integrity. Accordingly, the ED may not:

1. Allow actual allocations to deviate significantly from ECM previously established priorities.
2. Fail to build up sufficient cash reserves as the ECM deems necessary and appropriate.
3. Deviate from standard financial practices.

Employee Protection

The ED will not allow inhumane, unfair, or undignified treatment of paid or unpaid staff. Accordingly the ED may not:

1. Operate without written personnel rules that clarify policy for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
2. Discriminate against any staff member for non-disruptive expression of dissent.

Employee Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the ED will not cause or allow jeopardy to fiscal integrity or public

image. Further, without limiting the scope of the foregoing by this enumeration, the ED will not:

1. Change own compensation or that of their assistant.
2. Promise or imply guaranteed employment.
3. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

ECM/Chapter Relationship

The chapters are chartered by the ECM to carry out the mission of the organization and abide by the National By-Laws.

Delegation to the Chapters

To facilitate optimum effectiveness, the ECM recognizes its responsibility as being generally confined to communicating the National By-Laws and the policies of the organization, leaving implementation and any reasonable interpretation of the By-Laws and policies to the chapters and charters.

1. Only the ECM, by majority agreement, has authority over the chapter charters.
2. Policies and the National By-Laws help direct the chapters to achieve certain results and to conduct the business of the organization within the limitations.
3. Authority for the relationship with the chapters is delegated through the Regional Vice Presidents who are accountable to the ECM.
4. The ED may use any reasonable interpretation of policies and the National By-Laws to make decisions and take actions within the realm of the ED's responsibilities. The ECM may, by extending its policies, "undelegate" areas of the ED's authority, but will respect the ED's choices so long as the delegation continues. Delegation does not prevent the ECM from obtaining information about activities in the delegated areas.

Unity of Control

ECM policies and the Sigma Delta Pi National By-Laws are binding on the chapters. Accordingly, chapter by-laws will comply with the National By-Laws and the ECM policies.

Accountability of Chapters

The Chapter Adviser is the ECM's official link to operational achievement and conduct of the chapter; thus accountability of the chapter, as far as the ECM is concerned, is situated in the adviser with appropriate linkage to chapter officers.

Chapters are expected to submit information requested by the regional VPs, the national president and the ED.

Monitoring Chapter Performance

The primary mechanism of monitoring chapter performance is done by the annual report form that each active chapter should complete and submit to the ED in the late spring of each year.

The ED and the regional VPs may also track chapter performance to ensure constitutional and policy compliance. Further duties of the regional VPs are outlined in the National By-Laws.

Chapter Limitations

The Chapter Adviser and Officers may not conduct the business of the organization in a manner that is illegal, unethical, imprudent, or in violation of Sigma Delta Pi or institutional policy. All national projects are to be initiated and executed by the national office. Because Sigma Delta Pi recognizes the importance of chapters in the development of members, chapters will not fail to self-monitor and be accountable with respect to the following:

Inclusion

Chapter affiliates will not fail to

1. Extend invitations for membership to all qualified individuals;
2. Establish non-discriminatory criteria for member recognition at the chapter level.

Risk Management

As part of its nationally approved, chapter by-laws, a chapter and its leadership will have a written risk management policy that addresses alcohol and drug consumption, sexual harassment, health and safety, and abuse.

Chapter Integrity

The chapter will not fail to

1. Operationalize commitment to the mission of the organization;
2. Conduct themselves in an ethically, morally, and socially responsible manner;
3. Provide an orientation to new or prospective members.

Chapter Management

It is not acceptable for the chapter leadership to fail to

1. Devise and adhere to a written plan of action for the chapter's activities in each academic year;
2. Maintain records of chapter
 - a. Membership
 - b. Activities

- c. Income and allocation of funds;
3. Plan for income and expenditures and the long-term consequences to the financial security of the chapter; however, chapters may not charge their members more than double the rate of national membership dues;
4. Develop and maintain chapter by-laws and ensure these are approved by the ED prior to adoption and implementation.
5. Review all candidate transcripts to verify membership eligibility before a student is initiated at the local level.

Chapter Support

A chapter may not fail to

1. Have an advisor to provide guidance including oversight of Sigma Delta Pi and institutional policies;
2. Provide for the continuity of the chapter.

Executive Committee Process

The Sigma Delta Pi ECM represents all owners. The duty of the ECM is to achieve its mission in a prudent, effective, ethical, and legal manner.

Executive Committee Job Description

In addition to duties outlined in the National By-Laws, the ECM's job description is its perpetual agenda, from which it develops annual and meeting agendas.

The ECM is responsible for the achievement of the Sigma Delta Pi mission in ways that are:

1. Unique to its trusteeship role by connecting the organization with its ownership;
2. Necessary for proper governance. This is accomplished by establishing (annually) governing policies that concern
 - a. Ends (what benefits?...for whom?...at what cost?) ;
 - b. ECM/ED Relations;
 - c. Executive Limitations (prudence, ethical, and legal limitations binding upon the ED);
 - d. ECM/Chapter Relations;
 - e. Chapter Limitations (prudence, ethical, and legal limitations binding upon chapters);

- f. ECM Process (how the ECM carries out its task);
3. Requisite to effective management of Sigma Delta Pi by assuring staff performance (through guidance and evaluation of the ED).
 - a. Each ECM member will review ED reports; if concerns are identified, communicate them to the National President;
 - b. Each ECM member is obligated to provide input for the annual review, re-appointment and salary of the ED.

Budgeting

Budgeting for any fiscal period or the remaining part of any fiscal period will not deviate significantly from previously established practices of the ECM, jeopardize fiscal integrity, or fail to show a generally acceptable level of foresight. Accordingly the ECM may not:

1. Cause or allow budgeting that contains too little information to enable accurate projection of revenues and expenses, separation of capital and operation items, cash flow and subsequent audit trails, and disclosure of planning assumptions;
2. Cause or allow budgeting of expenditures that exceed conservatively projected revenue to be received in any fiscal year.

Relationship of ECM to Society Ownership

The ownership of Sigma Delta Pi is perceived conceptually as all members of the Society (Sigma Delta Pi). The ECM represents all the members, not specific groups among the membership.

Diversity is inherent in the membership of Sigma Delta Pi, and that diversity has many definitions. The ECM is not a repository of diversity but serves as a channel for expression of the membership's diversity (breadth of experience, knowledge, culture, etc.). Therefore, the EC will educate itself regarding the values held by the members it represents and will act always under the influence of those values. The ECM may facilitate its education by:

1. Reviewing reports prepared by chapters and advisors;
2. Studying responses to member surveys and comments by key informants;
3. Monitoring the demand for and utilization of services.

The ECM will communicate periodically with the ownership on its stewardship. At least once each year, the ECM will disseminate a statement of its values and give an accounting of its financial resources and the extent to which these funds have been translated into services.

The schedule for linkage with the members will include periodic (as needed) grass root surveys to advisers, chapter officers, and/or alumni members.

Governing Philosophy

The ECM will approach its task in a way that emphasizes strategic leadership more than administrative detail, clear distinction of ECM and staff roles, a future orientation, and proactivity rather than reactivity. The central challenge of the group of the ECM is to converge and encourage many divergent views. On any issue, the ECM must elicit as much diversity as possible to ensure that it is adequately considering the range of views held by the ownership. Yet these divergent views must be resolved into a single organizational position, spoken with one voice. In this spirit, the ECM will:

1. Sustain its major focus on the intended long-term impact of the organization, not with the administrative or programmatic means of attaining those effects;
2. Inspire the organization through the careful deliberation and establishment of policies. Policies will be statements of values or strategies that address Ends (what benefits?...for whom?...at what cost?), ECM/ED relations, Executive Limitations, ECM/Chapter Relations, Chapter Limitations, ECM Process and International Convention Process;
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to attendance, policy-making principles, respect of clarified roles, speaking with one voice, and self-policing of ECM tendencies to stray from rigorous governance;
4. Be the sole authority over its own agenda, which is based upon the perpetual agenda;
5. Exercise restraint, in accordance with the ECM's commitment to enforce upon itself whatever discipline is needed to govern with excellence. It is out of order for ECM members to talk about content until the following questions of appropriateness are adequately discussed and settled:
 - a. Whose issue is this? Is it the ECM's issue or the ED's?;
 - b. Has the ECM dealt with this subject in a policy? If so, what has the ECM already said on this subject and how is this issue related? If the ECM has already addressed the matter, does the ECM wish to change what it has already said?;
 - c. If the matter is several levels below ECM level, what is the broadest way to address this issue so that it is still under existing ECM policy? Does that policy suffice to deal with our concern?
6. Be accountable to the membership for competent, conscientious, and effective accomplishment of its obligations as a body;
7. Be an initiator of policy and responsible for its own performance.

Role of ECM Chair, the National President

The National President assures the integrity of the ECM's process and, secondarily, occasionally represents the ECM to outside parties. Accordingly:

1. The ECM behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues that, according to ECM policy, clearly belong to the ECM to decide, not to the ED.
 - b. Deliberation will be fair, open, and thorough, but also timely, orderly, and to the point.
2. The authority of the Chair/National President consists in directing decisions that fall within topics covered by ECM policies on governance process and ECM/ED Linkage as well as within parameters of the National By-Laws, with the exception of cases where the ECM specifically delegates portions of this authority to others. The Chair/National President is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The National President is empowered to chair ECM meetings with all the commonly accepted power of that position, and as outlined in the National By-Laws;
 - b. The National President has no authority to make decisions about policies created by the ECM within Ends and Executive Limitations policy areas;
 - c. The National President may represent the ECM to outside parties in announcing ECM-stated positions and in stating decisions and interpretations within the area delegated;
 - d. The National President may delegate authority, but remains accountable for its use.

ECM Member's Code of Conduct

The ECM commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as ECM members.

Members must have loyalty to the ownership and avoid conflicts caused by loyalties to staff, other organizations, and any personal interests.

1. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvement with other organizations, with vendors, or any associations that might be or might reasonably be seen as being in conflict;
 - b. When the ECM is to decide upon an issue, about which member has an unavoidable conflict of interest, that member will abstain without comment from not only the vote but also from deliberation.

2. ECM members may not attempt to exercise individual authority over the organization.
 - a. Members' interaction with the ED or with staff must recognize the lack of authority vested in individuals except when explicitly ECM-authorized.
 - b. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any ECM member to speak for the ECM except to repeat explicitly stated ECM decisions.
 - c. Except for participation in ECM deliberation about whether reasonable interpretation of ECM policy has been achieved by the ED, members will not express individual judgments of performance of employees of the ED.
3. Members will respect the confidentiality appropriate to issues of a sensitive nature.
4. Members will be properly prepared for ECM deliberation.

Ends Agenda

To accomplish its goals with a governance style consistent with ECM policies, the ECM will follow an annual agenda that (a) completes a re-exploration of Ends policies and (b) continually improves ECM performance through ECM education and enriched input and deliberation.

1. Throughout the year, the ECM will attend to requests from the ED as expeditiously as possible.
2. If policy violations have been identified or policy criteria are to be discussed, non-compliance by ECM members or ED will be included on the ECM Agenda.

ECM Member Reimbursement

In order to represent or serve the ownership, it is periodically necessary for ECM members to travel and incur expenses. In conducting its work, the ECM will impose upon itself such written procedures to ensure that it is effectively and responsibly using Sigma Delta Pi funds. Only ECM expenses that have been budgeted and approved by the ECM will be reimbursed.

Release of Information

All announcements of Sigma Delta Pi's program of work, activities, and positions on matters of public concern will be issued by the ED on behalf of the ECM and/or the National President. The ED will issue all Sigma Delta Pi publicity and press releases with the exception of the announcement for the removal/dismissal of the ED; in this case, the National President would issue the related press release and related announcements.

Use of the Task Force

The ECM may occasionally establish a task force to help carry out specific responsibilities. To preserve ECM holism, task forces will be used sparingly, only when other methods have been deemed inadequate.

1. The task force will be given a specific task and a target date for completion of the task. The authority to complete the assignment will be carefully stated to clarify whether the task force reports to the ECM or is filling a staff function and reports to the ED.
2. The task force may not speak or act for the ECM unless formally given such authority for specific and time-limited purposes.
3. The duty of an ECM task force is to help the ECM do its job. Task forces will assist the ECM chiefly by preparing policy alternatives and implications for ECM deliberations.
4. The ED and National President, in consultation with the ECM, will agree upon an appointed Chair for the task force.

Executive Committee Member Committee Principles

ECM committees, when used, will be assigned so as to reinforce the wholeness of the ECM's job and so as never to interfere with delegation from the ECM to ED. Accordingly:

1. ECM committees are to help the ECM do its job, not to help or advise the staff. Committees ordinarily will assist the ECM by preparing policy alternatives and implications for ECM deliberation. In keeping with the ECM's broader focus, ECM committees will normally not have direct dealings with current staff operations;
2. ECM committees may not speak or act for the ECM except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the ED;
3. ECM committees cannot exercise authority over staff;
4. ECM committees are to avoid over-identification with organizational parts rather than the whole. Therefore, an ECM committee that has helped the ECM create policy on some topic will not be used to monitor organizational performance on that same subject;
5. Committees will be used sparingly and ordinarily in an ED hoc capacity;
6. This policy applies to any group which is formed by ECM action, whether or not it is called a committee and regardless of whether the group includes ECM members. It does not apply to committees formed under the authority of the ED;
7. The ED and National President, in consultation with the ECM, will agree upon an appointed Chair for the committee.

Relationship of the Triennial Convention to the ECM and ED

The ECM has general supervision of the Society between meetings of the Triennial Convention and is vested with full power to conduct all business of the Society between meetings of the Convention.

The ECM has a responsibility to report to the Triennial Convention on its supervisory and fiduciary responsibilities, to compose the Ends policies, and to monitor the values and perspectives of members—the owners of Sigma Delta Pi.

The ECM has the responsibility for providing attendees of the Triennial Convention with information to assist with their Society-related duties. Delegates at the Triennial Convention may be called upon to vote upon by-laws amendments.

Awards, Undergraduate Scholarships and Graduate Research Grants

Gabriela Mistral Award

Granted to an outstanding graduate or undergraduate student of Spanish who is an active member of Sigma Delta Pi and who has demonstrated noteworthy involvement and initiative in their chapter. Honorary members are not eligible. Any active chapter may nominate one student per year for the Gabriela Mistral Award and will send the nomination together with supporting documentation, including at least two letters of recommendation and a current transcript, to the Executive Director. Winners of the award will receive a certificate. The ED will confirm this award in consultation with the ECM, if needed.

José Martel Award

Once every three years, at the national triennial convention, Sigma Delta Pi honors one of the Society's most outstanding chapter advisers with a monetary award and a certificate. Nominations with all supporting documents should be received by the ED no later than April 1 of the year in which the national triennial convention is held.

A nominee for this award must have served at one college or university as a successful chapter adviser for five consecutive years with at least one initiation each year, be currently serving as chapter adviser, and be nominated by a chapter or by a member of the ECO. The nomination should document the accomplishments of the adviser in connection with the chapter, as well as the adviser's other academic attainments. Supporting letters from the nominee's dean and another high college official should accompany the nomination. It is suggested that the activities of the chapter during the past five years be enumerated and described, and that a résumé that details the nominee's professional activities be included.

The José Martel Award commemorates the service of Dr. José Martel, who died August 22, 1979, at the age of 96, after serving Sigma Delta Pi loyally and unselfishly for over half a century in many capacities: chapter adviser, vice president, honorary president, faithful counselor, orator on national occasions, and polished author in the rewriting of parts of our ritual and in the preparation of certificates of award.

The National President and the ED, neither of whom are eligible for this award, will choose the recipient of this award from among the nominations received. Other members of the EC are eligible provided a nomination has been submitted and received by the published deadline.

Lucy F. Lee Award

This award honors the exemplary work of Dr. Lucy F. Lee, founding chapter adviser at Truman State University, who helped lead her student members of Sigma Delta Pi to 26 consecutive recognitions as an Honor Chapter (1994-2019), which is the longest run by any chapter in the

history of the National Collegiate Hispanic Honor Society. A recipient herself of this originally named Minaya Álar-Fáñez Award in 2010, Dr. Lee's leadership also earned her chapter the prestigious Ignacio y Sophie Galbis Award three different years, and she was presented the triennial José Martel Award in 2004 as outstanding chapter adviser during a consecutive 5-year period.

Established in 2004 as the Minaya Álar-Fáñez Award, the Lucy F. Lee Award (renamed in July 2019) may recognize yearly one chapter adviser for exemplary initiative in encouraging and assisting with chapter activities. The awardee will receive a plaque and a cash award and will be chosen by the Executive Committee on the basis of the chapter annual reports.

The ECM is responsible for selecting the recipient of this annual award, but no ECM member is eligible for this distinction.

Honor Chapters

Capítulos de Honor y Mérito are selected each year by the EC based upon annual reports submitted by the chapters. Awardees are those chapters that have distinguished themselves during the academic year with activities and projects that best reflect the mission of the Society. Honor Chapters receive a certificate along with recognition both on the Society's national website and in *Entre Nosotros*.

The ECM will use a judging rubric supplied by the ED and previously approved by the ECM to select a limited number of Honor Chapters. Chapters whose advisers are members of the ECM are eligible for this distinction.

Ignacio y Sophie Galbis

Named in memory of Ignacio Galbis, former Executive Secretary-Treasurer, who, along with his wife Sophie, served Sigma Delta Pi for more than two decades with uncommon love, dedication and efficiency. This award will be presented each year to a chapter whose annual report of activities is judged indicative of genuinely outstanding work in the furtherance of our purposes.

The ECM will select the recipient of this annual award. Because this is a chapter honor, a chapter whose adviser is a member of the ECM may receive this distinction only if they are named a co-recipient with another chapter whose 1) adviser is not a member of the ECM; 2) activities merit this distinction. If the ECM determines that an ECM member's chapter—a chapter for which the ECM member serves as adviser—deserves the award yet there are no other chapters whose activities warrant such a distinction, then a rare exception might be made to name as sole recipient an ECM member's chapter. However, it is understood that this will be avoided when and if possible.

Octavio Paz Award

This award recognizes chapters that maintain Honor Chapter status for a complete triennium, and is presented to the corresponding chapter representatives at the national triennial convention.

Scholarships and grants

The EC, under the direction of the President, will establish policies for all undergraduate and graduate student scholarships and grants.

The ED, in consultation with the ECM, will appoint chairs for the various committees charged with recommending recipients of scholarships and grants. The Scholarships Judging Committee Chair will then appoint two committees, if deemed necessary—one for Spain and one for Latin America, consisting of three members each—to judge the undergraduate scholarship applications using a rubric preapproved by the ECM and provided by the Chair. The Graduate Research Grant Committee Chair chairs will appoint committees that comprise three members each to judge the corresponding applications using a rubric preapproved by the ECM and provided by the respective chair. The chairs of the respective judging committees will tally and report the judging results to the National President and the ED. The ED, in consultation with the EC, will confirm the awardees. The ED, on behalf of the National President, will subsequently notify all awardees and carry out all related administrative duties: e.g., issuing award contracts and confirming compliance with the same, identifying and notifying awardee substitutes, disbursing stipends and payments, collecting awardee essays and photos, etc.

Chapters whose advisers serve as Chairs or judging committee members are only eligible for a maximum of one award recipient per program—undergraduate scholarships and graduate research grant. An exception may be made if 1) the number of applicants is less than the number of available awards and/or 2) the President, in consultation with the ED, concludes that the quality of the applicant pool is deficient.

Mario Vargas Llosa Award

Granted yearly to one undergraduate Spanish major or minor who is a member of Sigma Delta Pi and who has demonstrated outstanding achievement in all upper-division courses completed and exemplary involvement in extracurricular activities as related to Spanish. This is a joint award of Sigma Delta Pi and the American Association of Teachers of Spanish and Portuguese, and the annual awardee will be selected by a joint committee with representation from both organizations as specified via the MOU.

Ana María Matute Award

Granted each triennium to one graduate student of Spanish/Hispanic Studies who is a member of Sigma Delta Pi and who has demonstrated outstanding achievement in coursework completed and exemplary involvement in extracurricular activities as related to Spanish/Hispanic Studies. This inaugural award was granted in summer 2016 and is a joint recognition of Sigma Delta Pi and the Asociación Internacional de Hispanistas and will be confirmed by a joint committee with representation from both organizations as specified via the MOU.

Phoenix Award

Established in 2012, this award recognizes one chapter for a year of extraordinary and exemplary activity as compared to the previous year(s). The recipient may be chosen by the EC based upon information provided in the annual chapter reports.

Jorge Luis Borges Award

Established in 2007 as one of Sigma Delta Pi's most prestigious honors, this recognition for lifetime achievement will be reserved for those persons who have demonstrated sustained and exemplary dedication to the work of the Society. Nominations detailing the nominee's relevant contributions must be sent to the ED by a chapter or a member of the ECO; awardees will be approved by a

majority vote of the EC, and the award presented in a venue determined by the same committee.

Frida Kahlo Award

First established in 2006 to recognize yearly a chapter for its outstanding website, in 2022 it was recalibrated to recognize a chapter annually for its outstanding contribution to the national virtual museum. The awardee will be selected by the ECM.

Germán D. Carrillo Award

Founded in 2016, the Germán D. Carrillo Award honors the countless contributions of Dr. Germán D. Carrillo, who served 36 years as chapter adviser at Marquette University, and 14 years as National President of Sigma Delta Pi. This award is a triennial recognition for a Sigma Delta Pi member in good standing who has made outstanding service contributions to the National Collegiate Hispanic Honor Society. A cash award and plaque accompany this recognition. The recipient will be chosen by the EC based upon information provided in annual chapter reports (for local leadership), and the record of activities at the national level.

Vendors and Partners

Vendors

1. Criteria for participation – Vendors will serve Sigma Delta Pi members by offering products and/or services as appropriate for the Society.
2. The goal for vendor participation is to serve members with the possibility of increasing income.
3. Links on the Sigma Delta Pi Website will be offered to vendors

Partners

Criteria for designation - Organizations will serve Sigma Delta Pi members by providing opportunities for education, research, or leadership.

1. Citation on the Sigma Delta Pi Website will be offered to partners.

Policy Manual Amendments

Amendments to this manual may be made at any time following a majority vote of approval by the ECM.

Appendix A

Disallowed Deviations from Standard Accounting Practice

The ED may not:

1. Expend more funds than have been received in the fiscal year to date unless authorized by the ECM;
2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days;
3. Use any long-term reserves, unless authorized by the ECM;
4. Fail to settle payroll and debts in a timely manner;
5. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed;
6. Acquire, encumber, or dispose of real property with authorization of the ECM;
7. Fail to pursue aggressively receivables after a reasonable grace period;

Fiscal Management

The fiscal year is September 1 – August 31.

The investment strategy will be a balanced yet conservative one as deemed appropriate by majority vote of the ECM and in consultation with a qualified, professional financial adviser. Current financial portfolio manager is Mr. Robert Foard of Smith Barney, Lafayette, LA; robert.c.foard@smithbarney.com.

The business checking account is held by South State Bank of Charleston, S.C..

Income accounting functions – Income documentation and deposit records must be reconciled weekly. After the bank deposit, the duplicate deposit record is filed. Two files are maintained: income documentation and transaction posting. Monthly Fund Activity Reports are generated by a method approved by the ECM and in consultation with the ED.

Expense accounting functions – Bills are paid, and documentation is filed monthly.

An independent financial review is conducted annually by Jarrard, Nowell & Russell, LLC (Charleston, S.C.).

For further information about the Policy Manual, contact:

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Kalamazoo, MI 49007

888.344.4299

jim@wmuonline.com**Misc. Supplies**

With fluctuating supply prices and the numerous suppliers available via the Internet, suppliers change often. Therefore it is expected that the ED will obtain the most competitive prices for these items.