



Sigma Delta Pi

NATIONAL COLLEGIATE HISPANIC HONOR SOCIETY

"SPANÍAS DIDAGÉI PROÁGOMEN"

CHAPTER HANDBOOK

6TH EDITION

© 2022 by Sigma Delta Pi
sigmadeltapi.org
College of Charleston
Charleston, S.C. 29424

Index

Foreword.....	4
Faculty Adviser.....	7
Starting the Academic Year.....	8
Selection of New Active Members.....	10
Honorary Membership.....	12
Alumni Membership.....	13
Invitations to Prospective Members.....	14
Initiation Ceremony.....	15
Chapter By-laws and Policy.....	17
Chapter Officers.....	18
Chapter Activity.....	21
National Chapter Awards.....	26
Change of Chapter Adviser	27
Annual Reports.....	28
Active Chapters.....	29
Sigma Delta Pi Scholarships and Grants.....	30
Regional Officers.....	31
<i>Entre Nosotros</i>	32
Museo Virtual Ruth H. Barnes.....	33
The Triennial Convention.....	34
Founding and Reactivating Chapters.....	35
National Treasury.....	36



*Duke University's Dr. John T. Reid,
ΣΔΠ's national president (1938-41)
and author of the Society's first Chapter Manual*

Foreword

The very first version of a chapter handbook was published in 1941 as the *Sigma Delta Pi Chapter Manual* by Dr. John Turner Reid, Sigma Delta Pi's second national president. A second edition appeared in 1945 under the presidency of F. Dewey Amner of Kent State University, but when that booklet's supply evaporated about 14 years later, another version did not appear until 1992 in the December issue of the Society's annual, *Entre Nosotros*. However, this "3rd" edition was presented as a "Preliminary Draft" of a *Guidelines for Chapter Advisers*, which suggests that Past President Richard E. Chandler, Executive Secretary-Treasurer Ignacio R.M. Galbis, and President Emeritus T. Earle Hamilton, the co-authors of this draft's "Foreword," likely had no knowledge of the previous two versions.

In early 2001, and also unaware of the manual's prior editions, I decided to update and publish the 1992 "Preliminary Draft" and rename it the *Chapter Adviser Handbook*, which was eventually printed and distributed to all chapters in September 2001. I later published a second version in 2007, and then a third in 2013 under the revised name *Chapter Handbook*. However, if I had known about the 1941 and 1945 versions, the 2013 publication would have been

designated as the 5th edition, and not the 3rd as printed. Therefore, and acknowledging the complete history of this handbook and the important work of Drs. Reid and Amner in the 1940s, it is appropriate and necessary to identify this latest issue as the 6th edition, not the 4th.

Since the prior issue of the *Chapter Handbook* almost a decade ago in 2013, Sigma Delta Pi's chapters have experienced and responded to perhaps the biggest challenge in the Society's 103-year history: Covid-19. This global pandemic forced us all to re-think member engagement when the only options were remote and via Zoom. Hence, in spring 2020 when schools were forced to transition to remote learning, Sigma Delta Pi also pivoted by adopting national guidelines and policies for remote events that provided chapters more options for student engagement, to include virtual initiations that previously were only permitted for the national office under special circumstances. In the remote environment, our members and chapters were innovative and creative while also teaching the national office about the myriad of ways a chapter could remain vibrant while overcoming the challenges of Covid-19.

Despite the global pandemic, what still holds true is that 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 and opportunities that are exclusively available to Sigma Delta Pi members. As we have collectively witnessed consistently during the 100+ years of the Society's history, limiting activity to the annual initiation ceremony unfortunately deprives the institution, the department, faculty and, most importantly the students, of the limitless opportunities that a dynamic Sigma Delta Pi chapter can provide.

Although the customary initiation of new members is essential for maintaining active status, it is just one of many projects that a chapter can execute during the academic year. Chapters still struggle with deciding how best to expand their roles beyond the induction ceremony, but this 6th edition of the *Chapter Handbook*, with the added wisdom that Covid-19 has provided, aims to present faculty advisers, student officers and all Sigma Delta Pi members the guidance to take the next steps beyond the initiation of new members. With this manual, chapters can excel with recruiting eligible members, earning a prominent role on campus and communities at large, and competing for many prestigious national awards and recognitions, such as the annual *Capítulo de Honor y Mérito* distinction and various travel stipends for both undergraduate study abroad, internships, and graduate research.

On behalf of Sigma Delta Pi, the National Collegiate Hispanic Honor Society, I present this 6th edition of the *Chapter Handbook*—in hard copy and electronic

formats (see sigmadeltapi.org for the latter)—to help your chapter become one of the leading and prominent organizations on your campus.

Spanías Didagéi Proágomen.

Mark P. Del Mastro

Executive Director

August 2022

Faculty Adviser

The faculty adviser should 1) already be a member of Sigma Delta Pi; 2) be appointed/confirmed by the home department chair; 3) be a faculty member of Spanish; 4) understand the Society's mission, and 5) oversee all chapter activities. To assist the adviser, capable student officers should be appointed and encouraged to administer chapter affairs, but no chapter-sponsored event should be scheduled without the adviser's approval. The attention, dedication and collaboration of the adviser and officers are essential for the progress and well-being of a chapter, and for ensuring that all members are afforded the many benefits exclusive to the Society: awards, grants and travel stipends, etc.

The role of the adviser, however, goes beyond the chapter since it serves as the critical 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 years, thereby enabling the continuity of the chapter's work and serving as a reliable liaison with Sigma Delta Pi's national headquarters. Consequently, the adviser's role is vitally important for the Society's continued progress and success at both the local and national level. With contemporary technology, the ability to coordinate and communicate has never been easier. 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.

USEFUL LINK

At the national website (sigmadeltapi.org), under the tab "For Advisers" on the "Resource Page": sigmadeltapi.org/chapter-resources/.

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 on the By-Laws page under the tab “For Advisers”), chapter minutes, checkbook, ledger, etc. This first gathering is an excellent time to review the details of this handbook, establish a plan for communication (text group, email, etc.) 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”).

At the next regularly scheduled meeting of the chapter—announced in advance via a group text message, an e-mail distribution list, the chapter’s own website and social media, 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 for input. The president may also appoint committees and inform the members of important information of the National Office, to include Sigma Delta Pi’s undergraduate study abroad awards and internship grants, 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 Order of José Martí*.

Student leadership opportunities at the national level on the Board of Student Advisers should also be shared. The chapter president, in coordination with the faculty adviser, should also highlight other national activities of interest that may have directly benefit the chapter, such as chapter contests and the chapter grant programs. Members should be encouraged to subscribe to Sigma Delta Pi’s newsletters using the contact form found under the “Contact” tab on the national website. In outlining the year’s projects, the chapter president should explain how they will enhance the chapter’s profile among student organizations on campus, and serve the languages department, the college, and the community at large.

USEFUL LINKS

For national by-laws, policy manual, FAQs:
sigmadeltapi.org/chapter-resources/

For national awards, scholarships and grants:
sigmadeltapi.org/blog/awards/

For the Board of Student Advisers (BSA):
sigmadeltapi.org/contact/board-of-student-advisers/

For membership benefits:
sigmadeltapi.org/about/member-benefits/

For Sigma Delta Pi's national calendar:
sigmadeltapi.org/sigma-delta-pi-calendar/

Selection of New Active Members

Once a chapter is established, and the National Office has approved the charter/founding members for initiation, the faculty adviser then supervises the selection of new members for all future inductions. The chapter must confirm for membership **only** those who fully meet all the national requirements. For active membership, the criteria for undergraduate and graduate students as published in the national by-laws (see sigmadeltapi.org under the tab “For Advisers” on the “Resource Page”) are as follows:

1. Completion of 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 (or a course whose content includes at least 1/3 of these) at the junior (third-year) level. A student may be admitted to active membership while still enrolled in the second junior-level course if:

- a) all other requirements have been met;
- b) the course’s instructor certifies that the student’s work is of “B” or better;
- c) the first junior-level course has already been completed with a grade of “B” or better at the current institution.

2. A minimal grade point average of 3.0 on a 4.0 scale in all Spanish courses taken. (*The candidate MUST have earned grades in completed Spanish courses in order to qualify for membership.*)

3. Ranking in the upper 35% of their class—sophomore, junior, or senior—and the completion of 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 confirmed for membership upon completion of two graduate courses in Spanish with an average that, if continued, will make them eligible for a graduate degree.

5. Sigma Delta Pi does not discriminate on any basis prohibited by law.

A chapter 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 the national by-laws at sigmadeltapi.org under the tab "For Advisers" on the "Resource Page").

For "the equivalent thereof" referred to in #1 above, this also indicates courses that are 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 course on Hispanic literature, culture or civilization, or a course whose content includes at least 1/3 of these. Also, a student can be currently enrolled in the Spanish course that fulfills the 18-credit hours needed, but they 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 their 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 each 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 faculty 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, or authorized administrator of the home unit/department, 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, the adviser 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 special membership category is for those who are notably supportive of Hispanic language and culture, but who are **not** already members of Sigma Delta Pi—once initiated, an individual is a ΣΔΠ member for life. Deserving/qualifying college faculty members (e.g., Spanish, History and Political Science teaching staff), administrators, members of the broader community, and outstanding local high school teachers should be considered for this category. Including new honorary members into your chapter can bolster the profile of the home academic department/program, its students and faculty on your campus and beyond, and garner broader support and interest in Spanish and Hispanic Studies at your institution.

Honorary membership is not open to students, undergraduate or graduate. As is the case for active members, the national membership fee must be paid for all new honorary members, and in turn the initiate will receive the Society's membership certificate and pin at the initiation ceremony. Refer to the initiation ritual—found online at 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/Hispanic Studies. If, after graduation, a person re-enrolls as a graduate student of Spanish/Hispanic Studies, their 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 also 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—virtually or in person—a brief, informal meeting to explain and answer questions about Sigma Delta Pi, its member benefits and responsibilities, and any other details about dues and the future initiation ceremony. In lieu of this meeting, some chapters opt to send delegates to visit the candidates' classes and/or share this information via e-mail, group chat, and/or social media. After such orientations, the chapter should issue formal invitations on chapter stationery, preferably showing the Sigma Delta Pi logo (downloadable stationery is available at sigmadeltapi.org under the tab “For Advisers” on the “Resource Page”). Such invitations can be sent electronically and/or via regular campus mail, and some chapters assign delegates to distribute the invitations physically during the candidates' Spanish/Hispanic Studies classes.

At the induction ceremony, each initiate receives a certificate and pin that the chapter purchases through payment of lifetime membership dues from the National Office. Each new member should also be presented a red carnation and a candle per the official Ritual. If the institution, academic department or the chapter does not have funds to purchase these items, then the chapter may charge each initiate a small additional fee, but per national policy a chapter is not permitted to charge a candidate more than double the national membership fee. Some chapters defray membership dues partially or completely to maximize student membership. Sources of such funding range from the budget of the department/unit or a robust chapter treasury.

A chapter must send its order for certificates and pins for new members to the National Office at least two weeks prior to the ceremony to ensure adequate time for the receipt and preparation of the certificates. A template and instructions for printing certificates are available at sigmadeltapi.org under the tab “For Advisers” on the “Resource Page.”

Some membership items are available at the Society's online “Sigma Delta Pi | SHLE Store” on the national website, and additional items for ceremonies are available through third party vendors, to include honor cords, stoles, initiation starter kits, candle holders, etc.

For the initiation ceremony and reception, initiates may invite family members and friends. Persons such as college administrators, for example, may also be invited. For ceremony guests who do not understand Spanish, before the ceremony the adviser or chapter president should explain the significance of the use of the candles, the candidates' verbal repetitions, and any other potentially confusing aspects of the event. Occasionally, when this is not done, non-Spanish speaking guests may misinterpret the Ritual and ceremony.

Initiation Ceremony

When a new chapter is founded, the National Office shares with the faculty adviser a set of instructions and the Ritual for the installation ceremony and future initiations—at the national website, see the Ritual page on the “Resource Page” under the tab “For Advisers” tab. These instructions should be followed closely, but various official versions of the Ritual are available so chapters have options, but no portions of any of the published versions may be altered.

Over the years, many have praised the special nature of Sigma Delta Pi’s initiation 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, either virtually or in person, 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. 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 the Society. Consequently, it is also necessary that candidates arrive on time for the initiation, for the interruption of the special ceremony is unacceptable. Candidates who arrive late should not be inducted. For students with legitimate schedule conflicts, advisers may opt to hold a subsequent ceremony—virtually or in person—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 virtually to accommodate the student(s) in question; this is also beneficial for graduating seniors who are studying abroad.

It is recommended that all candidates for induction dress appropriately, arrive at least 10 minutes prior to the commencement of the ceremony, and for in-person ceremonies, be assembled in a room apart from the one where the initiation will be held. It is also important for in-person ceremonies that candidates not see the actual initiation room until the event begins. Candidates at in-person inductions will be fully instructed by the *Anunciador*, who will lead the same candidates at the proper time to the initiation space, and then stand by during the ceremony for additional assistance. Further details are found in the Ritual.

To enhance the virtual or in-person event, the chapter might select a speaker to precede or follow the Ritual, or a less formal yet appropriate program may be integrated.

A list of names of newly inducted students should be maintained by the chapter secretary, stored in a chapter “cloud” file for access by all chapter officers and the adviser, and then included with the chapter’s required annual report that is submitted online at the national website and at the conclusion of the academic year (see chapter on “Annual Reports”). 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 and area press. A written summary in Spanish and a group photo should also be submitted through the national website prior to June 1 for inclusion in *Entre Nosotros*, the official publication of Sigma Delta Pi (See chapter on *Entre Nosotros*).

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.

USEFUL LINKS

Suggestions for planning, downloadable letterhead, certificate printing guidelines and template, ritual:

sigmadeltapi.org/chapter-resources/

Instructions for *Entre Nosotros* submissions:

sigmadeltapi.org/chapter-resources/guidelines-for-en-resena-submissions/

Chapter By-laws and Policy

In compliance with Sigma Delta Pi's national by-laws—at national website, see “Resource Page” under the tab “For Adviser’s”—each new chapter should adopt its own constitution/by-laws that will regulate its activities and reflect its own circumstances and projects. Generally, institutions require that student organizations file a copy of their constitution/by-laws with the proper campus authority (e.g., Student Activities division/unit), but all chapter constitutions/by-laws should first be submitted to the National Office for final approval and before local adoption.

Complementing a chapter's constitution/by-laws are the national policies as outlined in the *Sigma Delta Pi Policy Manual*, available at the national by-laws webpage. Every chapter, especially its faculty adviser and student officers, should know and follow the national policy manual's contents, especially from the section “ECM/Chapter Relationship” through “Chapter Support.” All chapter operations should be in accordance with chapter policies published in the *Sigma Delta Pi Policy Manual*.

USEFUL LINK

National By-Laws and Policy Manual:

sigmadeltapi.org/chapter-resources/national-by-laws/

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 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 a chapter's size and 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 should 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 chapter award. Receiving a national recognition can inspire members the following year to emulate this accomplishment and reinforce visibility from across campus and the broader community.

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 documents created in a shared cloud folder (e.g., Google Drive, Dropbox, MS OneDrive, etc.) where the faculty adviser has administrative authority. The physical *Libro de Registro* should be kept in the adviser's office, or a virtual one in the aforementioned chapter cloud folder, but the secretary should have access to this registry when needed. All physical chapter records maintained by the secretary during the academic year should be accessible to 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/authority/endorsement of the chapter president and, of course, ultimate approval by the faculty adviser.

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., may 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 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 means of communication: social media, e-mail, department bulletin board, flyers, college and local media, chapter website, radio and television stations, etc. For the chapter's website, if one is established, the director may be responsible for this project, or the chapter may name/elect a separate chapter website coordinator 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, they are 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 faculty adviser.

If a separate chapter webmaster is appointed, their duties are to create and/or maintain the chapter's website and possibly manage social media accounts if not done by the publicity/social media director. 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, the faculty adviser, and in full compliance with any institutional rules regarding social media of student organizations. Once the site is established or updated with a new web address, the chapter webmaster has the duty of informing the National Office of the address so that the chapter's site may be linked to the national chapter directory. 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. Some chapters, on the other hand, have found other social media venues more effective and have therefore focused more time and energy accordingly.

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. Model chapters excel because they perform all these functions well and engage in numerous additional activities. For the academic year, each chapter should select one or more projects that complement the mission of the Society, impact the campus and broader communities, and bolster visibility of the chapter, its members, the home academic department/unit, and the institution. Below are several suggestions, but due to the scope and variety of projects executed by Sigma Delta Pi's 620+ chapters nationwide, there are also many other fine activities not included here but published in the "Reseñas capitulares" sections of past issues of *Entre Nosotros* that are available online at sigmadeltapi.org under the "News" tab on the "*Entre Nosotros*" page or in the Chapter Gallery of the Museo Virtual Ruth H. Barnes found under the "About" tab. 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/university 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.

Social media officer(s) should disseminate the announcement on the chapter's website and/or other social media accounts. 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, it may be 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 to enhance awareness of the importance of the language and culture. Such a project can 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 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 can 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. To improve feasibility, such lectures can be done remotely with video (e.g., Zoom, MS Teams, etc.) and thereby cut substantially associated costs of an in-person event on your campus, and possibly increase attendance due to convenience.

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 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 email distribution list. For chapters with scarce resources, a journal can be published exclusively online to avoid printing costs. Online journals have become quite pervasive, so a chapter’s decision to publish its own journal electronically would not compromise integrity provided care is given to the other steps of the process.

10. Organize an honor-society council with officers of other honor society chapters whose societies are members of the Association of College Honor Societies (achsnatl.org), the nation’s only certifying agency for college and university honor societies. Demonstrate to these officers how the council can exert

greater influence than any one chapter in obtaining advantages for the honor societies from the administration, in making the honor societies known on the campus and in the community, and in attaining worthy and common objectives. If this is accomplished, it might be prudent to arrange one joint meeting of all the societies' members—or perhaps a joint banquet—to which the college president and the deans can be invited. For such an occasion, a dynamic guest speaker should be chosen to address those attending.

11. Plan a poetry recital for members, Spanish faculty, and advanced students of Spanish who are interested in Hispanic poetry. The publicity director and/or 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 in-person recital, or a virtual recital can be held, which could increase participation.

12. Develop a fund-raising project that complements the mission of the Society. This will help grow 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 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 Office—an application form is downloadable at sigmadeltapi.org. Before undertaking this project, send the National Office 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 such as restaurants, hotels, corporations, etc., 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 minimal 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 email 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, which can be conducted in-person or virtually. Some possibilities, among many others:

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, their 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 the 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 Office, 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 Lucy F. Lee 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 their 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 may recognize one chapter yearly for extraordinary and exemplary activity as compared to the previous year(s).

Finally, a chapter that submits a contribution selected for display in the the Museo Virtual Ruth H. Barnes may be chosen for the annual Frida Kahlo Award.

USEFUL LINK

For all national awards and recognitions:
sigmadeltapi.org/blog/awards/

Change of Chapter Adviser

A chapter adviser who anticipates leaving their 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 under the “For Advisers” tab. If relevant physical documents/chapter materials have been maintained along with any electronic versions, these should be relayed to the new adviser. If the outgoing adviser has possession of the chapter’s charter—issued as a canvas/large certificate when the chapter was approved and installed—it should be passed on to the new adviser, but ultimately displayed in a secure, public location of the department/program for viewing by all. Once issued, charters are the property of the department and are meant to be framed and displayed in a common area. The outgoing adviser should also explain their duties to their successor and remain available for consultation when needed. Furthermore, the outgoing adviser should immediately inform the National Office of the name, position, e-mail, and physical mailing addresses of the new adviser. To maintain the continuity of the chapter, an adviser should NOT leave their post until a replacement has been confirmed.

Annual Reports

Annually by June 1, each chapter is required to submit an annual report form to the National Office using the online platform. The information submitted with this report will ultimately be shared with the Executive Committee for review and for determining various national awards. This updated report form is available on the national website each year on April 1 under the “For Advisers” tab. Information collected each year includes:

- adviser contact information
- chapter website and social media addresses
- list of yearly initiates
- email addresses for the following year’s student officers
- initiation fees collected by the chapter
- special Sigma Delta Pi awards presented by the chapter
- a chapter narrative of activities
- optional submission for the Society’s yearly publication, *Entre Nosotros*

The chapter narrative must include a detailed description of all the chapter’s activities and projects of the concluding academic year. Chapters that overlook submitting their required reports by the June 1 deadline are not eligible for select national awards. Samples of award-winning chapter narratives are available on the Annual Report website page.

USEFUL LINKS

Annual report form, honor chapter information and sample chapter narratives:
sigmadeltapi.org/chapter-resources/annual-report/

Honor Chapter awardees and related information:
sigmadeltapi.org/capitulos-de-honor-y-merito-honor-chapters/

Active Chapters

As defined in the national by-laws, an active chapter is one that initiates active members annually, except for extenuating circumstances. The adviser should strive to maintain the chapter active not only through annual initiations, but also with 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 Office: petitions are available in the “About” tab of the national website. Sigma Delta Pi offers its members many advantages and benefits that are only available with an active chapter.

USEFUL LINK

Chapter Reactivation information and form:

sigmadeltapi.org/about/how-to-reactivate-a-charter/

Sigma Delta Pi Scholarships and Grants

Annually, Sigma Delta Pi sponsors a variety of undergraduate study-abroad awards and internship grants for use in Spanish-speaking countries during the summer and academic year. Active members of Sigma Delta Pi may be eligible for these awards. Online applications and related information are posted at the national website in late September/early October of each year. More details about the awards program such as eligibility criteria, etc., are available at sigmadeltapi.org.

In addition to this undergraduate program, Sigma Delta Pi offers multiple research grants to graduate students who are active members of the Society. These are awarded yearly to support travel to a region where Spanish is spoken and for the sole purpose of research in Hispanic Studies.

In addition to these individual grant and scholarship programs, Sigma Delta Pi provides financial support for chapter projects that reflect 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. Further details about these programs are found at the national website.

To ensure chapter members are aware of these important opportunities, faculty advisers should announce these programs regularly while including the help of student officers 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 the aforementioned programs. 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 accompanying program rules, which means that changes may occur from year to year depending upon numerous circumstances. Potential applicants should regularly visit the national website for details regarding the number of available awards in a given year.

USEFUL LINK

For more information about these and other awards:

<https://sigmadeltapi.org/blog/awards/>

Regional Officers

Sigma Delta Pi has five regional vice-presidents, each of which has jurisdiction over their 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 chapter adviser should confirm their chapter's region, know the name and address of the corresponding vice-president, and call on that officer as needed. The names and e-mail addresses of the vice-presidents are published in *Entre Nosotros* and on the national website under the "Contact" tab.

USEFUL LINK

Regional Vice-Presidents: sigmadeltapi.org/contact/regional-vice-presidents/

Entre Nosotros

This official publication of Sigma Delta Pi is published digitally and once yearly in the summer just prior to the start of the academic year. Announcements, lists of various award recipients, summaries of chapter activities, essays of the scholarship, internship and graduate research grant recipients; contact information for the Executive Council, etc., appear in this publication. Chapters with information to include in *Entre Nosotros (EN)* should upload the summary in Spanish along with a photo to the National Office by June 1. Past issues since spring 2003 as well as guidelines for submissions and instructions for uploading are available online under the “News” or “For Advisers” tab on the national website. Older editions dating back to its first publication in 1939 are available upon request from the National Office.

USEFUL LINKS

For past issues of *Entre Nosotros* since 2003:

sigmadeltapi.org/blog/entre-nosotros/.

For chapter submissions and uploading instructions:

sigmadeltapi.org/chapter-resources/guidelines-for-en-resena-submissions/

For a sample submission:

sigmadeltapi.org/wp-content/uploads/2021/03/sample-resena.pdf

Museo Virtual Ruth H. Barnes

Launched on Sigma Delta Pi Day on May 1, 2022, the *Museo Virtual Ruth H. Barnes* was created to archive Sigma Delta Pi's history and provide a space for chapters to share creative contributions or descriptions of special activities that go beyond yearly initiation ceremonies. A link to the *Museo* is found under the "About" tab at the national website.

Sigma Delta Pi welcomes contributions for the "Gallery of Artifacts" that may have been passed down to chapter advisers and/or are stored in chapter archives. Examples of submissions include photos of chapter charters, copies of old certificates, old paper order forms, historic/significant photos, etc..

Additionally, chapters may contribute to the museum's "Chapter Gallery." Such submissions include staged photos, short videos, poems, music or descriptions of special events. Submissions accepted for display by April 1 will be considered for the *Frida Kahlo Award* of that same year.

USEFUL LINKS

The *Museo*: sigmadeltapi.org/museo-virtual-ruth-h-barnes/

For submissions: sigmadeltapi.org/information-desk/

For examples of chapter contributions: sigmadeltapi.org/chapter-gallery/

For examples of artifacts: sigmadeltapi.org/artifacts-gallery/

For information about the *Frida Kahlo Award*:
sigmadeltapi.org/blog/awards/premio-frida-kahlo/

The Triennial Convention

Sigma Delta Pi's national triennial convention is held at the conclusion of every triennium and in conjunction with the summer conference of the American Association of Teachers of Spanish and Portuguese (AATSP). Every chapter is invited to send delegates, and chapter advisers are encouraged to attend. The National Executive Director presides over a special meeting of delegates where numerous national awards and recognitions are announced. In addition, one delegate per chapter may vote on 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 announced and, if present, introduced. Only Spanish is spoken during the convention, and a reception is held for all members and guests.

USEFUL LINK

For past conventions: sigmadeltapi.org/blog/archives-and-photos/

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 the 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 the national website under the “About” tab.

USEFUL LINKS

Directory of chapters:

sigmadeltapi.org/about/chapter-directory/

Reactivation information:

sigmadeltapi.org/about/how-to-reactivate-a-charter/

New chapter application information:

sigmadeltapi.org/about/how-to-apply-for-a-charter/

National Treasury

At Sigma Delta Pi's triennial convention 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 in consultation with the Executive Committee. Dividends from this treasury help cover the Society's expenses and fund various programs that directly benefit members.

SIGMA DELTA PI



**FOUNDED ON NOVEMBER 14, 1919, BY
UNDERGRADUATE STUDENT RUTH HELEN
BARNES AT THE UNIVERSITY OF CALIFORNIA,
BERKELEY, SIGMA DELTA PI RECOGNIZES
EXCELLENCE IN THE STUDY OF SPANISH
LANGUAGE AND HISPANIC CULTURE.**

SIGMADELTAPI.ORG