SOUTHERN LEGISLATION
2004 Provincial Council Meeting

AMENDMENT 1

Submitted by: Southern PVP and RVPs

Summarization of the Proposal / Recommendation: That the Vice President for Chapter Operations and District Director are copied on all correspondence to the Vice President for Scholastic Development and Awards.

Purpose of the Proposal/Recommendation and reason(s) for it's submission:
The purposes of this proposal is to assure that chapters are receiving information on awards and make the district director aware of required deadlines and procedures.

Some chapters did not receive any information about the Collegian of the Year deadlines and new submission procedures because they did not have a Vice President for Scholastic Development or that officer did not act upon the information provided. Many chapters view this position as "minor" where the office is not considered important and duties are taken lightly. Having an additional officer copied on all correspondence should assure that the information is received. Also, District Directors would be able to follow up and encourage participation in awards programs.

Recommended implementation date and logic for selecting this date: February 15th

Positive aspects of implementing > proposal/recommendation:
This will help smaller chapters that do not have all officer positions filled and chapters where the VP for Scholastic Development does not relay information.

Negative aspects of implementing proposal/recommendation: Additional emails sent to the VPCO.

Provide a brief cost analysis of the proposal/recommendation: None.

AMENDMENT 2

Submitted by: Southern Provincial Vice President and RVPs

Summarization of the Proposal / Recommendation:
Amendment- To both amend and add additional instructions for the VP-Finance.

This amendment of Section B, Policy 15 of the Policy & Procedures Manual.

Currently Section B, Policy 15, Subsection i. reads:
i. To ensure all chapter checks are signed by two different people, one of which is the chapter president and the other being a different nationally recognized chapter officer, who is not the vice president-finance.

As Amended:
i. To ensure all chapter checks are signed by two different executive officers in which 1) neither officer is the vice president-finance and 2) the check is not made payable to one of the check signers. Before signing the check, the two officers should ensure the check is properly approved (chapter previously approved transaction or was already included in the approved budget) and receipts/invoices have been obtained and filed with the vice president-finance.

These two items are suggested in the Financial Management – Chapter Operation Manual but are currently not required.

Add:
l. To ensure no one has access to blank checks and is also the person who monitors monthly transactions, the checkbook should be held in safekeeping by the chapter president at all times. Further, the bank statement should be mailed directly to the vice president-finance from the bank and should be reviewed and reconciled timely by the vice president-finance to ensure all transactions are properly approved and that checks are signed according to sub section i. above.

m. To ensure that all deposits be made by an executive officer who is not the vice president-finance and the deposit slip should be compared to the bank statement during the reconciliation process.

Purpose of the Proposal/Recommendation and reason(s) for its submission:
Enron, WorldCom, Sunbeam and Waste Management are just few example in the media recently of financial fraud and deception. Unfortunately, when monitoring controls do not exist, chapter fraud by an executive officer can occur easily and without detection for a long period of time.

We attempted to strengthen the control by requiring two officers who are not serving as the VPF to sign all checks. However, in practice, we have learned that 1) sometimes checks are being made payable to one of the officers who signs the checks and 2) most chapters still provide access of the checkbook to the VPF. Therefore, the VPF has access to blank checks, reconciles the bank statements and prepares reports (financial statements, budget vs. actual, etc.) to the chapter and Central Office. This allows an opportunity for the VPF to misappropriate funds without detection. We believe the control would be improved if the person monitoring transaction (VPF) does not have access to the checkbook and still does not sign any checks. Further, it appears inappropriate for the person receiving a check from the chapter to also sign the check. This language is suggested already in the Financial Management Chapter Operations Manual. However, the Policy & Procedure Manual does not require it.

Recommended implementation date and logic for selecting this date: ASAP

Positive aspects of implementing proposal/recommendation:
1. Improves monitoring controls
2. Reduces the likelihood of chapter fraud that remains undetected.
3. This is already suggested in the Chapter Operations Manual – but not requires instead of just suggesting this practice.

Negative aspects of implementing proposal/recommendation:

Provide a brief cost analysis of the proposal/recommendation:
1. Time of staff and national officers to educate chapter members of the new policy.

AMENDMENT 3

Submitted by: Southern RVPs

Summarization of the Proposal / Recommendation:
To implement a standard evaluation method to be used in determining the Collegian of the Year winner at all levels.

Please see the bottom of this page for an example of a ranking system.

Purpose of the Proposal/Recommendation and reason(s) for its submission:
Standardization of the process and to ensure that each applicant is judged on the same set of criteria in every region of the country.

Recommended implementation date and logic for selecting this date:
FY 2005 – To enable the time for the process to be determined

Positive aspects of implementing proposal/recommendation:
- Each candidate will be judged equally regardless of the person who is doing the judging.
- Each committee will be using the same set of criteria
- Process will be easily learned by new members of the respective regions awards committees
- The process will be clearly written and become less subjective.

Negative aspects of implementing proposal/recommendation:
- Potential costs incurred due to modifications of the awards guide and or materials sent to awards committees.

Provide a brief cost analysis of the proposal/recommendation:
- Costs incurred due to modifications of the awards guide and or materials sent to awards committees.

RANKING SYSTEM EXAMPLE

The following is an example of a potential ranking system. We suggest that this process be added to the Collegian of the Year Section of the Awards guide under the Submission and Selection heading:

Each member of the respective selection committee will rank each of the nominees by using the point scale below:

Your choice for regional winner (name) - 6 points
2nd choice for regional winner (name) - 5 points
3rd choice for regional winner (name) - 4 points
4th choice for regional winner - (name) 3 points
5th choice for regional winner - (name) 2 points
6th choice for regional winner - (name) 1 point

In other words, each candidate who submitted an application will be ranked. The above scale is assuming that all 6 chapters' nominee submits an application. If there are only 5 applications, your choice for the winner will get 5 points, 2nd choice 4 pts, etc. If there are only 4 applications, then your choice for the winner will get 4 points, 2nd choice 3 points and so forth. The candidate with the highest average score will win that respective award.

RITUAL PROPOSAL 1

Submitted by: Southern RVPs

Summarization of the Proposal / Recommendation: Change ritual wording recited by the Chancellor just before the Oath.

Current Wording (found on page 15)
> **Chancellor:** "Brothers! We will all repeat after the Senior Warden, line by line, our Oath of Allegiance to Delta Sigma Pi."

Suggested Changes:
> **Chancellor:** "Brothers! We will all repeat along with ~~after~~ the Senior Warden, ~~line by line,~~ our Oath of Allegiance to Delta Sigma Pi."

Purpose of the Proposal/Recommendation and reason(s)for its submission:
To promote repeating the Oath together rather than line-by-line.

Recommended implementation date and logic for selecting this date:
GCC 2005

Positive aspects of implementing proposal/recommendation:
- This will promote further unity within the chapter
- Will also encourage each brother to know the Oath by heart rather than relying on the Senior Warden

Negative aspects of implementing proposal/recommendation:
- Potential ritual book re-printing costs

Provide a brief cost analysis of the proposal/recommendation:
- Costs incurred to re-print ritual books