



# PHI BETA SIGMA FRATERNITY, INC.

## Policies and Procedures for the Alain Leroy Locke Honors Chapter

**Purpose:** The purpose of the Alain Leroy Locke Honors Chapter is to recognize our scholastically high achieving Collegiate Brothers. This Chapter will help fulfill its purpose through the encouragement of high academic achievement. It will also serve as the highest distinction a Collegiate Brother can obtain during their collegiate years. Scholarship is one of the high ideals of our illustrious organization, and as such it is imperative that we promote this ideal among our collegiate members.

**Policy:**

**Requirements for Membership**

- To be eligible, a financial collegiate Brother must have a minimum GPA of 3.5 (with a minimum of 80 credit hours), and have been in the Fraternity at least two full semesters, prior to application submission.

**Application Process**

- The open period to submit applications will be from January 15<sup>th</sup> to March 15<sup>th</sup> of each conclave year. No application will be accepted if not postmarked between the stated dates stated for open period.
- The applicant must be approved and voted on by his chapter prior to his application. His completed application must be forwarded to their Regional Director for Board approval including the following materials:
  - Completed application with letter from chapter President stated the Brother is being nominated by his chapter and meet all qualifications.
  - Letter of Intent from the applicant (a 1-3 page letter which addresses how important academic excellence is to the applicant.)
  - An official transcript must be sent directly from the university to the Regional Director showing a cumulative grade point average.
  - An updated resume to be sent to Regional Director with package.
  - Three letters of reference (one from campus staff or faculty, one from the nearest alumni chapter member or advising alumni chapter, and one from a citizen in the community (must be a non-Sigma and not a family member.) to be sent to Regional Director with package.
- Upon approval of the region board or regional conference, the applicant's package will be submitted directly to national office to be held for the Alain Leroy Locke Honors Chapter chairman. Regional Directors must have all application with package information postmarked and forwarded to the national office on or before May 15<sup>th</sup>.
- Regional Directors must verify applicant's information is accurate and verifiable.
- All Alain Leroy Locke Honors Chapter committee members will receive from the national office a copy of the complete package of each applicant which has been approved by the Region on or before June 15<sup>th</sup>. Each Alain Leroy Locke Honors Chapter committee member will review and study for Conclave meeting.

### **Selection Process**

- The International President will charge the committee to interview and discuss all approved applicants during the Conclave and recommend the top three for induction into the Alain Leroy Locke Honors Chapter based on a rating scale approved by the General Board. The first selection committee will be composed of the following: Alain Leroy Locke Chapter President (currently called the Interim Chairman of the Alain Leroy Locke Honors Chapter. This will be the Second Vice President until the first class is inducted and selects their first President), two appointed collegiate members, the two current collegiate members at large, a Past Second Vice President, D.S.C. President, Life Members President, International Director of Education, and one board member from the Phi Beta Sigma National Foundation, Inc., and the Immediate Past International President to total 11 committee members (5 collegiate and 6 alumni).
- Candidates will be ranked their GPA, then by their amount of service. GPA criteria will weight much higher than community service. Eighty percent (80) of score will weight on G.P.A. and twenty percent (20) will weight on community service.
- Three votes will occur at the Conclave within the committee. The first is to confirm that all candidates meet the minimum qualifications. The second vote will be to determine their ranking. The third vote will be to determine the top finalists (the top number can be 5 in case of Conclave 2011 and will be a maximum of 3 for future Conclaves). All qualified persons with a 3.9 GPA or above will automatically become finalist; regardless to rank and or the 3 person's maximum standard.
- The finalists will be approved by the General Board and submitted for Conclave approval.
- The membership will vote on the General Board's recommendation as a group. Once approved, those Collegiate Brothers will be concurrently inducted into the Alain Leroy Locke Honors Chapter based on alphabetical order. Each selected brother will receive a number (based on order of induction) and a special mark for membership cards denoting they are a member of the Alain Leroy Locke Honors Chapter of Phi Beta Sigma Fraternity, Inc.

### **Chapter Governance**

- The chapter will consist of regular chapter officers (Pres., VP, Secretary, Treas.) and will conduct themselves as a normal chapter, hosting quarterly chapter meetings via conference calls and face to face meetings when necessary.
- The inaugural membership class must draft a policy manual for the chapter which will be approved by the General Board.

**Activities of the Chapter:** As a chapter, members will work closely with the Fraternity and the Phi Beta Sigma National Foundation, Inc., to promote fund raising events for scholarships and to work against factors that negatively impact college graduation rates. The chapter will also publish success stories of recently inducted members during the spring and fall semesters for the purpose of acknowledging academic successes of its members.



## Alain Leroy Locke Honors Chapter

Please type all information.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Membership #: \_\_\_\_\_

School Address: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_

High School Activities: (Include offices held, honors and awards)

\_\_\_\_\_

### SCHOOL /PROFESSIONAL INFORMATION

College/University: \_\_\_\_\_ Region: \_\_\_\_\_

G.P.A. \_\_\_\_\_ Major/Minor: \_\_\_\_\_ Classification: \_\_\_\_\_

Campus/Community Activities: (Include offices held, honors, and awards)

\_\_\_\_\_

### FRATERNAL INFORMATION

Chapter: \_\_\_\_\_

Fraternal Activities: Attach additional information if necessary all offices held, honors, and awards

\_\_\_\_\_

### APPLICATION REQUIREMENTS

(a) Official transcript or letter (certified by Registrar) verifying G.P.A. and classification\*

(c) Resume

(b) Three (3) letter of recommendation\*\*

(1) Alumni Chapter Brother

(2) Institution source (College letterhead)

(3) One of personal choice (Non Fraternal or Community not family)

(d) List any scholarship(s) received and other academic awards

(e) List detailed involvement with national programs and special events

(f) Letter of Intent\*\*\*

(g) Picture (Head shot)

\* All applicants must be Sigma Men in good standing, currently enrolled as an undergraduate. Minimum G.P.A. 3.50 (4.0 scale).

\*\* Institutional recommendations can come from a teacher/professor or an academic advisor.

\*\*\*1-3 page letter which addresses how important academic excellence is to the applicant.

Signature

Date