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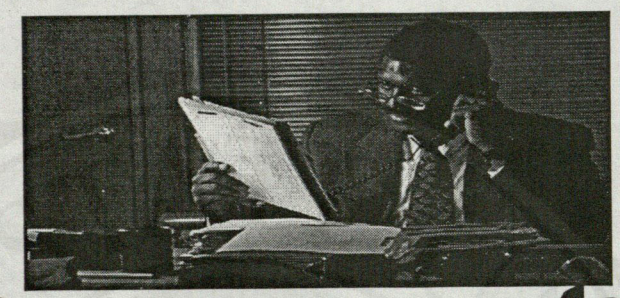
Sigma Pi Phi Fraternity



The Grammateus Reference Guide for 1998/1999

By: National Office 1998

A Word From the National Office .....

The staff of the National Office has created this guide in order for the Grammateus to have a clear understanding of the requirements necessary to have requests processed in a timely manner. Our goal is to operate as a team in order to make Sigma Pi Phi run as smooth as possible. We hope this guide will help you to better direct your Boule. If you have any general questions or questions concerning this guide please feel free to call **Ms. Rhonda Holt or Ms. Maureen Riley at 212-477-5550.**

Sigma Pi Phi Fraternity
Phone: 212-477-5550
Fax: 212-477-1082
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INDEX

I. Annual Dues Breakdown

II. Annual Membership Reports

III. Inducting New Members

IV. Inactive Status

V. Reinstatement

VI. Transfers

VII. Change of Address and or Phone Number

VIII. Purchasing Supplies

Appendix: Sigma Pi Phi Forms

Sigma Pi Phi Fraternity
Telephone: 212-477-5550

I. ANNUAL DUES BREAKDOWN

An Archon may pay and submit current or prior dues to the Grammateus all year round. There is no late fee when **individual Archons** submit dues after the membership report has been sent to the national office.

- **Instructions** - Please review the dues list before making payments for Archons and new candidates.

DESCRIPTION	FEE
1. Grand Tax Current	$ 200.00
2. Boule Foundation Contribution	$ 50.00
3. Regional Tax (Pacific/Western/Southeast Pay)	$ 10.00 $ 20.00
4. **Annual Dues Total (#1 thru #3)** **(Pacific/Western/Southeast Pay).....**	$260.00 $270.00
5. Initiation Fee for all Regions	$100.00
6. **New Inductee Total (#4 and #5)** **(Pacific/Western/Southeast Pay).....**	$360.00 $370.00

II. ANNUAL MEMBERSHIP REPORTS

The membership report is the core of each Boule's status with the fraternity. It is important that the membership report is reviewed for accuracy before it is submitted to the national office. In order to keep your Boule up to date it is critical the membership report is completely filled out with the correct information.

10 Steps to Submitting the Perfect Membership Report:

1. All reports must be **postmarked** on or before the ***March 31st due date*** of each year. Reports submitted ***after the due date*** must include a **$100** Penalty Fee. If the membership report is ***postmarked after July 1st,*** Boule's must include a **$200** Penalty Fee with the membership report in order for it to be processed.

2. ***Always submit the standard membership report*** sent by the national office. Retyped or rewritten reports will not be accepted. If the report has been ***misplaced*** immediately call the national office at ***212-477-5550.***

3. All reports must be ***neatly*** written or typed. Illegible reports will be returned and may delay processing.

4. Please fill out and ***complete all the sections on the front cover page*** of the report. The names of the ***newly elected officers*** of the Boule must be included with updated addresses and phone numbers.

5. On the following pages indicate the Archons who have paid the annual dues by placing the amount being paid in the payment column on the report.

6. If there are any ***name, address or status changes*** make clear corrections on the report or use a separate sheet of paper.

7. If necessary, include a ***signed statement (typed or written) or completed application (enclosed)*** for Archons requesting a status change or has been officially dropped by the Boule.

8. Please ***recalculate the check*** for the annual dues against the number of paid Archons and make it ***payable to*** *"Sigma Pi Phi Fraternity."* The **Grammateus must *sign* the bottom of the report** to confirm the details reported to the national office.

9. ***Keep a copy*** of the membership report and the payment for future reference.

10. Return the Membership Report and payment to the national office.

III. INDUCTING NEW MEMBERS

Boules may induct new candidates all year round. Candidates inducted from January 1st to August 31st will be financial for that current year. Candidates inducted from September 1st to December 31st will be financial for the next upcoming year.

➢ **The following material is required to process new candidates:**

1. Personal Data Sheet
2. Passport size photo
3. One total payment for new candidate(s) (refer to dues breakdown list on page 1)
4. The date of the actual Induction Ceremony
5. The address where the Induction material should be shipped (will arrive by U.P.S - No P.O. Boxes)

➢ **Preparation Time**

The national office requires that each Boule inducting new members mail all the required information ***at least two weeks prior*** to the actual Induction Ceremony. If the material are not mailed at least two weeks before the Induction Ceremony it will delay processing and the Boule will be invoiced for special shipping charges.

➢ **New members will receive the following material:**

1. Membership Certificate
2. Membership Card
3. Membership Pin
4. The $50 Boule Foundation Contribution Receipt
5. Constitution & By-Laws
6. Boule Journal
7. History Books Vol. 1 & Vol. 2
8. Current Membership Directory

IV. INACTIVE STATUS

If an Archon requests Inactive Status the Application for Inactive Status must be completed and signed by the Archon and the Grammateus of the Boule. If an Archon decides not to return to active status in the future the national office must be informed in writing.

V. REINSTATEMENT

Archons that want to be reinstated as an active member of Sigma Pi Phi must first submit the annual dues for that current year if it was not already paid and a $35 Reinstatement Fee.

VI. TRANSFERS

It is required that a written statement requesting an Archon's desire to transfer be signed by the Grammateus or Sire Archon of the Boule and mailed to the national office.

➢ **Qualifying for a Transfer**
The national office will only process a transfer request if the Archon is currently financial with the Boule he wishes to transfer from. Also, the Grammateus or Sire Archon of the Boule the Archon wishes to transfer to must submit a letter in writing stating that the Archon was approved to enter as a new transferee.

VII. CHANGE OF ADDRESS AND OR PHONE NUMBER

It is critical for the national office to receive any address or phone number changes for Archons for the following reasons: **Firstly**, the Sigma Pi Phi Directory is printed on the odd numbered years and in order for Archons to be listed correctly updated information is necessary. **Secondly,** the national office maintains a database system, which is the core of the main office**. Thirdly**, Archons need to receive mailings of upcoming events and the quarterly Boule Journal.

➢ **Submitting Address and Phone Number Changes**
To inform the national office of any address or phone number changes for Archons simply write a brief letter and mail it to us. The office will process the changes as soon as it is received.

Sigma Pi Phi Fraternity
Telephone: 212-477-5550

VIII. PURCHASING SUPPLIES

If an Archon has misplaced original supplies or would like to order additional supplies a payment in the form of a ***check or money*** order must be submitted to the national office. Please make ***payable to*** "Sigma Pi Phi Fraternity."

Description	Fee
1. Constitustion & By-Laws (with black binder)	$ 2.50 $ 5.00
2. Boule Journal	$ 5.00
3. Membership Pin	$15.00
4. History Book Vol. 1 - By Charles Wesley	$19.95
5. History Book Vol. 2 - By Dr. Hobart Jarrett	$24.95
6. Sigma Pi Phi Membership Directory	$10.00

SIGMA PI PHI FRATAERNITY
Grand Boule

APPLICATION FOR INACTIVE STATUS

To: THE EXECUTIVE COMMITTEE OF THE GRAND BOULE AND _____

BOULE OF SIGMA PI PHI FRATERNITY I, _____, an Archon

of _____ Boule, do hereby apply to be transferred to the status of Inactive Archon of

_____ Boule, because of my inability to participate in present and future activities

of the Boule, due to ( ) ill health, or ( ) the age factor, or ( ) other reasons. (List): _____

_____

_____

In making this application it is understood, and I agree in so doing, that in consideration of my waiving all membership rights in the subordinate Boule, except that of nominal membership, I shall be relieved of all its obligations, financial and otherwise, except that of not revealing any confidential information acquired while an active Archon.

I further agree that it shall be my privilege as an Inactive Archon, and my wife as an Inactive Archousa, to attend any functions of _____ Boule, whenever duly invited by any host Archon, but may receive notices in due course of any meetings or functions of the Subordinate Boule or Grand Boule.

_____

Signature of Applicant Archon

Date: _____/_____/_____

_____

Signature of the Grammateus of
_____Boule

This application is to be filled out and submitted to the Grammateus of the subordinate Boule where his membership was in "good standing" for the previous year. The Grammateus will approve the application for mailing to the Grand Grammateus.

Sigma Pi Phi Fraternity
Grand Boule

PHOTOS MUST BE SUBMITTED

Place photo Here

Office Use Only:
Pin #: _____
Boule: _____
Date Inducted: ____/_____/_____

PERSONAL DATA SHEET

READ INSTRUCTIONS: **Each prospective Archon should fill out this form as *neatly* as possible in ink or type. The information you provide will be placed in our files and computer database for future reference and mailings of activities concerning Sigma Pi Phi Fraternity members. Immediately, return this form with a passport-size black and white glossy print photograph, to the Grammateus, who will send it to the Grand Grammateus/Executive Secretary at 920 Broadway, #703, N.Y, N.Y 10010.**

NAME: _____
First Middle Last

DATE OF BIRTH: Month____ Day_____ Year_____ **PLACE OF BIRTH:** City_____ State_____

HOME ADDRESS: _____
Street and Number City and State Zip Code

BUSINESS ADDRESS: _____
Street and Number City and State Zip Code

HOME TELEPHONE: _( )_____ **BUSINESS TELEPHONE:** _( )_____

HOME FAX #: _( )_____ **BUSINESS FAX #:** _( )_____

TION II. (EDUCATION)

Undergraduate College_____ Degree_____ Year_____

Graduate Schoool_____ Degree_____ Year_____

Professional School_____ Degree_____ Year_____

Honorary Degrees_____ Degree_____ Year_____
Name of Institution

_____ Degree_____ Year_____
Name of Institution

SECTION III. **Religious Preference:** _____ **Political Affiliation:** _____

SECTION IV. OCCUPATIONAL EXPERIENCES **(List last 3 position starting with the most current position.):**

_____ _____ _____ From___/___/___ To Present
Business Name Location Position

_____ _____ _____ From__/__/__ To__/__/___
Business Name Location Position

_____ _____ _____ From__/__/__ To__/__/___
Business Name Location Position

SECTION VI. **MARITAL STATUS: SINGLE ( ) MARRIED ( ) DIVORCED ( ) SEPARATED ( )**

E'S MAIDEN NAME (Before Marriage): _____
First Middle Last

WIFE'S CCUPATION: _____

SIGMA PI PHI FRATERNITY

ALPHA PI BOULE'

San Diego, California

SIGMA PI PHI FRATERNITY
ALPHA PI BOULÉ
San Diego, California

MEMBERS
Mr. Harold K. Brown
Dr. Richard O. Butcher
Dr. Donald M. Carey
Dr. Howard H. Carey
Mr. Rufus B. DeWitt
Judge James D. Floyd
Dr. John R. Ford
Judge Earl B. Gilliam
Col. Claude C. Hill
Mr. Harold K. Howland
Dr. Robert S. Jason
Dr. Isaac Johnson
Mr. John W. Johnson
Rev. William E. Johnson
Dr. Clyde W. Jones
Judge Napoleon A. Jones, Jr.
Dr. Leon R. Kelley
Dr. Jack J. Kimbrough
Mr. Samuel McElroy, Jr.
Dr. Edward S. Meadows
Dr. Gene P. Moore
Mr. L. Charles Perry, Esq.
Dr. Walter J. Porter
Mr. Charles E. Reid
Mr. James E. Segear
Rev. George W. Smith
Councilman Leon L. Williams
Matthew A. Williams
David D. Wynn

SIGMA PI PHI FRATERNITY

ALPHA PI BOULE'

San Diego, California