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Sigma Pi Phi Fraternity Grammateus Guide For 2000

Everything You Need To Run Your Boule!

Revised By: National Office 2000

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 Grand Grammateus Godfrey Murrain, Executive Secretary Ms. Rhonda Holt or Office Administrator Ms. Maureen Riley at 212-791-3284 or fax us at 212-791-3287.

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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/Central/Southeast Pay)..... (Northeast Region).....	 $ 20.00 $ 25.00
4. **Annual Dues Total (#1 thru #3)** (Pacific/Western/Central/Southeast Pay)..... (Northeast Region Pays).....	 $270.00 $275.00
5. Initiation Fee for all Five Regions	$100.00
6. **New Inductee Total (#4 and #5)** (Pacific/Western/Central/Southeast Pay)..... (Northeast Region).....	 $370.00 $375.00

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 ***30 days 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 (fees may change).

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 or fax the national office.

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 provided in the report.

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. ***Send to: Sigma Pi Phi Fraternity, 225 Broadway, Suite 305, NY, NY 10007.***

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. The official Personal Data Sheet from the national office must be completed and signed by both the sponsor and the applicant (other data forms will no longer be accepted)
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 or Federal Express - *No P.O. Boxes*)

➢ **Preparation Time**

The national office now requires ***at least 30 days prior*** to the actual Induction Ceremony to do a background check, process all paperwork and to ship the materials. The national office **cannot guarantee** induction materials will be shipped in time if the materials are not mailed to the national office at least 30 days before the Induction Ceremony.

➢ **New inductees will receive the following materials:**

1. Membership Certificate
2. Membership Card
3. Membership Pin
4. The $50 Boule Foundation Contribution Receipt (tax exempt)
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: **First**, 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 must maintain the database system for all Archons**. Thirdly**, Archons need to receive mailings of upcoming events and the quarterly Boule Journal.

➢ **Submitting Address and Phone Number Changes**

Simply mail or fax the national office of any address or phone number changes for Archons. The office will process the changes as soon as it is received.

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 ". Mail all **requests and payments to** Sigma Pi Phi Fraternity, 225 Broadway, Suite 305, New York, N.Y 10007.

Description	Fee
1. Constitution & 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	$15.00