
NEWSLETTER

The Society of Xi Sigma Pi
The National Forestry Honor Society

Volume 45

July 2019



National Headquarters 2016-2020
Department of Forestry, Rangeland and Fire Sciences
University of Idaho
Moscow, Idaho 83844

NEWSLETTER

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National Office

2016-2020

Forester: Dr. Mark J. Kimsey, Jr.

Associate Forester: Vacant

Secretary/Fiscal Agent: Dr. Andrew S. Nelson

Contact: (208) 885-7520
NationalOffice@XiSigmaPi.org
www.XiSigmaPi.org

Mailing Address: Xi Sigma Pi National Office
Attn: Dr. Mark Kimsey
University of Idaho
Dept. Forestry, Rangeland and Fire Sciences
875 Perimeter Dr MS1133
Moscow, Idaho 83844-1133

NATIONAL OFFICERS, 1915-2020

Date	Forester	Associate Forester	Secretary/ Fiscal Agent	Parent Chapter
1915 - 1917	E. T. Clark	E. J. Hanzlik	Joseph G. Morgan	Alpha
1918 - 1919	E. T. Clark	E. J. Hanzlik	J. S. Williams	Alpha
1920 - 1921	E. T. Clark	I. V. Anderson	Donald H. Clark	Alpha
1922 - 1923	E. T. Clark	E. J. Hanzlik	Donald H. Clark	Alpha
1924 - 1925	A. K. Chittenden	E. J. Hanzlik	P. A. Herbert	Beta
1926 - 1927	Henry Schmitz	S. A. Graham	Albert Wackerman	Delta
1928 - 1929	Harry I. Nettleton	Arthur M. Sowder	Wallace M. Saling	Epsilon
1930 - 1931	Earl G. Mason	H. R. Patterson	T. J. Starker	Zeta
1932 - 1933	John A. Ferguson	A. C. McIntyre	William G. Edwards	Eta
1934 - 1935	M. E. Krueger	F. S. Baker	P. M. Barr	Theta
1936 - 1937	Charles G. Geltz	R. C. Brundage	Daniel DenUyl	Kappa
1938 - 1939	Bror I. Grondal	J. K. Pearce	Fred F. Wangaard	Alpha
1940 - 1941	M. E. Deters	H. R. Sayre	A. B. Bowman	Beta
1942 - 1943	D. B. Demeritt	C. W. Chapman	R. I. Ashman	Gamma
1944 - 1945	E. G. Cheyney	J. H. Allison	R. M. Brown	Delta
1946 - 1947	Allyn M. Herrick	T. W. Shaw	B. N. Prentice	Kappa
1948 - 1949	D. S. Jeffers	Earnest Wohletz	T. S. Buchanan	Epsilon
1950 - 1951	Lewis M. Turner	T. W. Daniel	George H. Kelker	Lambda
1952 - 1954*	Lenthall Wyman	James S. Bethel	William D. Miller	Mu
1954 - 1956	Ralph W. Hayes	Bryant A. Bateman	Robert W. McDermid	Nu
1956 - 1958	Lyle W. R. Jackson	Bishop F. Grant	J. Reid Parker	Xi
1958 - 1960	Charles W. Barney	Edwin W. Mogren	Gilbert H. Fechner	Omicron
1960 - 1962	K. R. Swinford	J. W. Willingham	Edward T. Sullivan	Pi
1962 - 1964	Kenneth L. Carvell	E. H. Tyron	James H. Brown	Rho
1964 - 1966	Henry G. Posey	Harold E. Christen	Wilbur B. DeVall	Sigma
1966 - 1968	Gene S. Cox	Richard C. Smith William J. O'Neil	R. H. Westveld	Tau
1968 - 1970	John Carow	Harrison L. Morton	Chas. E. Olson, Jr.	Upsilon
1970 - 1972	Robert F. Wambach	George M. Blake	Sidney S. Firssell	Phi
1972 - 1974	Alfred D. Sullivan Harold E. Burkhart	Harold E. Burkhart	Emmett F. Thompson Carlton M. Newton Peter P. Feret	Chi
1974 - 1976	Herschel G. Abbott	Joseph C. Mawson	Alton B. Cole	Psi
1976 - 1978	Paul L. Roth	David T. Funk	Charles C. Myers	Omega
1978 - 1980	A. R. Gilmore	Jeffrey O. Dawson	Michael F. Bolin	Alpha
1980 - 1982	William A. Shain	Kurt F. Ray	B. Allen Dunn	Alpha Beta
1982 - 1984	Harold S. McNabb, Jr.	Paul H. Wary	Fred S. Hopkins, Jr.	Alpha Gamma
1984 - 1986	Don J. Weatherhead	John H. Bassman	Grant A. Harris	Alpha Delta
1986 - 1988	James P. Barret	Robert T. Eckert	William Befort	Alpha Epsilon
1988 - 1990	David L. Kulhavy	Malcolm MacPeak	Ken G. Watterson	Alpha Zeta
1990 - 1992	Glenn Mroz	Roswell Miller	Stephen Shetron	Alpha Eta

1992 - 1994	Bruce Leopold	Terry Conners	Tor Schultz	Alpha Theta
1994 - 1996	Gary Schneider	John C. Rennie	David M. Ostermeier	Alpha Kappa
1996 - 1998	Carlton S. Yee	Gerald Allen	John Stuart	Alpha Lambda
1998 - 2000	Lawrence R. Gering	Robert F. Wittwer	Donald Turton	Alpha Mu
2000 - 2002	Jeffrey C. Stier	Craig G. Lorimer	Eric L. Kruger	Alpha Nu
2002 - 2004	N. Earl Spangenberg	John E. Houghton	Jan C. Harms	Alpha Xi
2004 - 2006	Denver Hospodarsky	Robert Larson	Martha E. Lee	Alpha Pi
2006 - 2008	Samantha Gill	Norman H. Pillsbury	Richard Thompson	Alpha Upsilon
2008-2013 **	George Grozdits	Mark Gibson	David Long	Alpha Phi
2013-2016	Robert L. Ficklin	Philip A. Tappe	Sayeed R. Mehmood	Alpha Chi
2016-2020	Mark J. Kimsey	Kurt Pregitzer	Andrew S. Nelson	Epsilon

* 1952 National officers began to serve for two years from July 1 of even-numbered years.

** Interruption in National Office; Resumption of regular business in October 2013.

National Forester's Report

Dr. Mark J. Kimsey, Jr.

The 2018-2019 academic year inducted 370 students into Xi Sigma Pi. There were 342 inducted unique to the academic year, with an additional 28 revised into past academic years. The unique AY inductions are above the 5-yr running average of 318, so kudos to all the chapter advisors and officers, your efforts are greatly appreciated.

We would like to recognize Dr. Roger Williams at the The Ohio State University for taking the lead to bring a chapter of Xi Sigma Pi to their campus. Starting academic year of 2019-2020, Xi Sigma Pi will inaugurate the Alpha Psi chapter at OSU - the 45th chapter of our historic honor society. In addition to the newest chapter, several Universities are working to reinstate an active chapter. There continue to be a number of inactive chapters; however, the National Office will continue to work with interested faculty to help facilitate their reinstatement.

Scholarships were awarded to five exceptional students during the 2018-2019 academic year. Additional information on these awardees and on the chapter advisors who served as reviewers is provided later in this newsletter. I want to express my appreciation to those advisors who gave their time to help evaluate scholarship applications.

Our web presence (www.XiSigmaPi.org) has improved through partnering with Ionos 1-1 web domain hosting. A Google search now lists our Wikipedia and official website as the first two search items, a considerable improvement over past years. Your comments and suggestions on ways to improve the website can be sent to our email address: NationalOffice@XiSigmaPi.org. Also, please send captioned pictures of your chapter's XSP activities. We would like to post them in our picture gallery.

In 2017-2018 we partnered with ZoHo, an online bookkeeping software to track expenses, send invoices and receive online payments for 2018-2019. The bookkeeping aspect of this partnership did not meet our needs and that partnership will be discontinued. The primary reason for this breakdown is due to half our business still conducted through mail. Moving into the future, the national office will refine its Excel bookkeeping accounts to meet IRS requirements, while partnering with Paypal to receive online payments. The advantages will be no annual bookkeeping fee to ZoHo and the same pricing for processing payments.

The National Office continues to reside at the University of Idaho for the 2019-2020 academic year. Discussions for succession will begin fall 2019 with prospective chapters to assume national leadership for academic year 2020-2021.

Work items for 2019-2020 are 1) continue pursuing IRS 501c(3) non-profit status, 2) build out a macro based Excel bookkeeping software solution, 3) set up a Paypal business account, 4) endeavor to reinstate more chapters, and 5) add pre-2006 inductees to Dr. Ficklin's comprehensive registry.

The next annual business meeting will be held at the Society of American Foresters convention in Louisville, KY on October 31st, 4-5PM in Boardroom A within the Kentucky International Convention Center.

Respectfully submitted,

Mark Kimsey

Financial Statement for Xi Sigma Pi National Office (July 1, 2018 to June 30, 2019)

Operating Account

Starting Balance (7-1-2017)	\$	10,924.99
Deposits	\$	6,971.12
Expenditures	\$	12,545.59
Ending Balance (6-30-2018)	\$	5,350.52

Other Assets

Savings Bond (Series EE, X3762628EE) Final Maturity 2023	\$	17,700.00
Savings Bond (Series EE, X3762630EE) Final Maturity 2023	\$	17,700.00
CD - Wells Fargo (Acct#: 9942625600; Renewal 4/23/2020 @ 1.6%)	\$	45,871.76
40 stoles @ \$35	\$	1,400.00
Total:	\$	82,671.76

Accounts Receivable

University of Maine	\$	749.10
West Virginia University	\$	802.80
Northern Arizona University	\$	682.80
Mississippi State University	\$	395.00
Total:	\$	2,629.70

Detail of Transactions

Deposits:

Certificate & Stole Orders	\$	6,971.12
Total:	\$	6,971.12

Expenditures:

Bank fees	\$	39.00
ACHS Dues	\$	390.00
Domain, Website, Email Fees	\$	245.05
Website development	\$	1,000.00
Legal Zoom (enrollment + monthly fee)	\$	358.85
Online bookkeeping fee (ZoHo)	\$	90.00
Scholarships (5x\$1000)	\$	5,000.00
Stoles (100x\$24)	\$	2,400.00
Balfour- certificates	\$	1,894.38
Stamps & Shipping (stoles)	\$	323.31
National Business Meeting	\$	805.00
Total:	\$	12,545.59

Total 2019 Assets:	\$	90,651.98
2018 Assets	\$	93,191.78
Year over Year +/-	\$	(2,539.80)

Xi Sigma Pi Regional Scholarships 2018-2019

At the 2016 annual business meeting it was determined that the second-place regional scholarships would be suspended. This suspension would allow us flexibility to accomplish several strategic goals: reinstatement with ACHS, resolve IRS tax-exempt status, and build a national website. The first and last of those strategic goals are complete. Once the IRS tax exempt process is complete we will re-evaluate XSP fund balance to determine if a second scholarship is financially viable.

The designated regional chapters and alternate chapters (for applications from students in the designated chapter) for evaluating applications were as follows:

Designated Regional Chapter

Northeast: West Virginia University
Lake States: Southern Illinois University
Southeast: University of Georgia
West Central: Louisiana State University
Western: University of Idaho

Designated Alternate Chapter

Western: University of Idaho
West Central: Louisiana State
Lake States: Southern Illinois University
Northeast: West Virginia University
Southeast: University of Georgia

Congratulations to our 2018-2019 Xi Sigma Pi Regional Scholarship recipients:

	First Place (\$1,000)	Chapter	Second Place (\$500)	Chapter
Northeast Region:	Jacob Seidel	Psi	Suspended for 2016-2019	
Lake States Region:	Heidi Harmala	Alpha Eta		
West Central Region:	Abby Zabrodsky	Alpha Gamma		
West Central Region*:	Cameron Toerner	Nu		
Western Region:	Brittney Esser	Alpha Pi		

*Louisiana State's application was sent to the Southeastern Region for evaluation alongside that region's scholarship submissions. There were no Southeastern Region applications, which with a strong application from LSU (Cameron Toerner), LSU's application was accepted as a substitute for the Southeastern regional scholarship.

Designated Regional/Alternate Chapter advisors who evaluated applications and selected awardees:

Northeastern	West Virginia University	Dr. Kathryn Gazal
Lake States	Southern Illinois University	Dr. Eric Holzmueeller
Southeastern	University of Georgia	Dr. Joseph Conrad
West Central	Louisiana State University	Dr. Quang Cao
Western	University of Idaho	Dr. Andrew Nelson

SCHEDULE OF DESIGNATED CHAPTERS FOR THE XI SIGMA PI REGIONAL SCHOLARSHIP PROGRAM

(Note: Designations may change with the transfer of the National Office)

YEAR

Lake States Region

University of Illinois

Michigan Tech University

University of Wisconsin-Stevens Point

University of Minnesota

Ohio State University

* Michigan State University (1998)

* University of Michigan (2017)

* University of Wisconsin – Madison (2017)

* Purdue University (2019)

Southeastern Region

University of Tennessee

Mississippi State University

University of Florida

Auburn University

Clemson University

* University of Kentucky (1998)

Northeastern Region

University of Vermont

North Carolina State University

Virginia Tech University

University of Massachusetts

University of New Hampshire

* Pennsylvania State University (2017)

West Central Region

Iowa State University

Stephen F. Austin State Univ.y

Oklahoma State University

University of Arkansas-Monticello

Louisiana Tech University

* University of Missouri (2017)

* Texas A&M University (2017)

Western Region

Humboldt State University	2019-2020
Oregon State University	2020-2021
Colorado State University	2021-2022
Washington State University	2022-2023
University of Montana	2023-2024

*University of Alberta (1996)

*(date)=chapter is inactive and ineligible to participate in the scholarship program until such time as they are certified as active by the National Office. The designated chapter administers the scholarship program for their region.

Xi Sigma Pi Executive Council Meeting Minutes (SAF Convention, October 4, 2018)

Meeting was called to order at 3:00 pm.

Attendees: Mark Kimsey, Tony D'Amato, Denver Hospodarsky, John Zobel, Matthew McBroom, Arianna McGlynn (Humboldt Chapter President), Joe Conrad, Kelly McCarter, Nilesh Timilsina, Fernando Resende, Miranda Curzon, Darcy Hammond (Idaho Chapter President)

After introductions, the meeting began with new business because of the need for several attendees to depart early for other meetings.

New business

- a. IRS 501c3 designation
 - We discussed the need to incorporate as a 501c3. Our current status makes it difficult to maintain banking relationships. In addition, our lack of documentation with the IRS could become a problem. Our current status may also be a recruiting barrier given the number of disreputable honor societies in existence today.
 - If we pursue incorporation in Idaho as a 501c3, we will need to amend the existing constitution/by-laws to replace executive council with a board of directors consisting of 3-5 members and a president, vice president, and treasurer.
 - The Association of College Honor Societies (ACHS) requires student election of representatives, meaning we would have to change how the national leadership is selected. A student-elected position could be added if/when constitution/by-laws are updated for 501c3 designation.
 - ACHS provided several examples of constitutions/by-laws.
 - An attendee suggested that the board of directors should serve staggered 2 or 3 year terms to maintain continuity as members cycle on and off the board. The board of directors could function similarly to the current scholarship review committee.
 - Mark Kimsey will circulate a track changes file with the changes to the constitution/by-laws needed to incorporate as a 501c3. A conference call will be scheduled after Christmas break.

Old business

- a. Scholarship awards was discussed. There were no applicants from the western region. There were no second-place scholarships because of budgetary constraints.
- b. Status of chapters was discussed. Several previously inactive chapters are now active. A number of chapters remain inactive, however.
- c. Website development was discussed. A student at the University of Idaho developed the website. Individual chapters should consider linking their Facebook pages to the national site. Chapters should also send pictures for posting on the website. Some chapters may want to elect a social media officer to promote the

society. Local chapters should link to the national site to increase the status of the national site within Google. Please remove the initiation document from the website because some chapters may have closed initiations.

- d. National office will remain at the University of Idaho while the incorporation issue is being resolved.

Treasurer's report

- The treasurer's report was presented by Mark Kimsey. The finances are in good order. We are banking with Wells Fargo and have a better CD rate than with the previous bank.

New Business

- a. Scholarships for 2018-2019 were discussed. Seek applications for 2019.
- b. Stole vendor change. We have switch to Balfour because of a long delay from the previous vendor. We were already working with Balfour for other business, and so the change has streamlined operations.
- c. National dues rate will remain the same.

The meeting adjourned at 4:05 pm.

Respectfully submitted by Joe Conrad, Co-Faculty Advisor, Xi chapter, University of Georgia

2018-2019 Xi Sigma Pi Chapter Advisor and Contact Information

Chapter Name	University	Advisor	Email	Phone #
Lake States				
Beta	Michigan State University	NA	NA	NA
Delta	University of Minnesota	Dr. Diana Karwan	dlkarwan@umn.edu	(612) 624-2774
Kappa	Purdue University	Dr. Walter Mills	wmills@purdue.edu	(765) 494-2575
Upsilon	University of Michigan	Dr. John Witter	jwitter@umich.edu	(734) 746-2249
Omega	Southern Illinois University	Dr. Eric Holzmueeller	eholzmue@siu.edu	(618) 453-3708
Alpha Alpha	University of Illinois	Dr. Dick Brazee	brazee@illinois.edu	(217) 333-6271
Alpha Eta	Michigan Tech University	Dr. Blair Orr	bdorr@mtu.edu	(906) 487-2291
Alpha Nu	University of Wisconsin - Madison	Dr. Scott Bowe	sbowe@wisc.edu	(608) 265-5849
Alpha Xi	University of Wisconsin - Stevens Point	Dr. Niles Timilsina	Niles.Timilsina@uwsp.edu	(715) 346-2446
Alpha Psi	The Ohio State University	Dr. Roger Williams	williams.1577@osu.edu	(614) 688-4061
Northeastern				
Gamma	University of Maine	Dr. Louis Morin	LMorin@maine.edu	(207) 581-2854
Eta	Pennsylvania State University	Dr. Marc McDill	mem14@psu.edu	(814) 865-1602
Mu	North Carolina State University	Dr. Rachel Cook	rlcook@ncsu.edu	(919) 515-5979
Rho	West Virginia University	Dr. Kathryn Gazal	Kathryn.Arano@mail.wvu.edu	(304) 293-2941
Chi	Virginia Tech University	TBD		
Psi	University of Massachusetts	Dr. Paul Catanzaro	cat@umext.umass.edu	(413) 545-1970
Alpha Epsilon	University of New Hampshire	Dr. Mark Ducey	mjducey@unh.edu	(603) 862-4429
Alpha Omicron	University of Vermont	Dr. Anthony D'Amato	awdamato@uvm.edu	(802) 656-8030
Southeastern				
Xi	University of Georgia	Dr. Joseph Conrad	jconrad@uga.edu	(706) 542-9225
Pi	University of Florida	Dr. Taylor Stein	tstein@ufl.edu	(352) 846-0860
Sigma	Auburn University	Dr. Brian K. Via	bkv0003@auburn.edu	(334) 844-1088
Alpha Beta	Clemson University	Dr. Puskal Khanal	pkhanal@clemson.edu	(864) 656-3079
Alpha Theta	Mississippi State University	Dr. Krishna Poudel	krishna.poudel@msstate.edu	(662) 325-2697
Alpha Kappa	University of Tennessee	Dr. Donald Hodges	dhodges2@utk.edu	(865) 974-7126
Alpha Rho	University of Kentucky	NA	NA	NA
West Central				
Nu	Louisiana State University	Dr. Quang Cao	qcao@lsu.edu	(225) 388-4218
Tau	University of Missouri	Dr. Hank Stelzer	stelzerh@missouri.edu	(573) 882-4444
Alpha Gamma	Iowa State University	Dr. Miranda Curzon	mcurzon@iastate.edu	(515) 294-1587
Alpha Zeta	Stephen F. Austin State University	Dr. Matthew McBroom	mcbroommath@sfasu.edu	(936) 468-2469
Alpha Mu	Oklahoma State University	Dr. Omkar Joshi	omkar.joshi@okstate.edu	(405) 744-6805
Alpha Sigma	Texas A&M University	Dr. Carol Loopstra	c-loopstra@tamu.edu	(979) 862-2200
Alpha Chi	University of Arkansas-Monticello	Dr. Robert L. Ficklin	ficklin@uamont.edu	(870) 460-1692
Alpha Phi	Louisiana Tech University	Dr. Gordon Holley	gholley@latech.edu	(318) 257-4985
Western				
Alpha	University of Washington	TBD		
Epsilon	University of Idaho	Dr. Mark Kimsey, Jr	mkimsey@uidaho.edu	(208) 885-7520
Zeta	Oregon State	Kira Hughes	kira.hughes@oregonstate.edu	(541) 737-3475
Theta	University of California-Berkeley	Dr. Scott L. Stephens	sstephens@berkeley.edu	(510) 642-7304
Lambda	Utah State University	Dr. James Lutz	james.lutz@usu.edu	(435) 797-4056
Omicron	Colorado State University	Dr. Robert (Rocky) Coleman	rocky@cnr.colostate.edu	(970) 491-0710
Phi	University of Montana	Dr. Tom DeLuca	tom.deluca@mso.umt.edu	(406) 243-5521
Alpha Delta	Washington State University	Dr. Mark Swanson	markswanson@wsu.edu	(509) 335-1349
Alpha Lambda	Humboldt State University	Dr. Andrew Stubblefield	Andrew.Stubblefield@humboldt.edu	(707) 826-3258
Alpha Pi	Northern Arizona University	Dr. Richard Hofstetter	rich.hofstetter@nau.edu	(928) 523-6425
Alpha Upsilon	California Polytechnic State University	Dr. Samantha Gill	sgill@calpoly.edu	(805) 756-6205
Alpha Tau	University of Alberta	NA	NA	NA

Order of Chapter Establishment

1. ALPHA- University of Washington
2. BETA (Inactive)- Michigan State University
3. GAMMA- University of Maine
4. DELTA- University of Minnesota
5. EPSILON- University of Idaho
6. ZETA- Oregon State University
7. ETA (Inactive)- Pennsylvania State University
8. THETA- University of California- Berkeley
9. KAPPA (Inactive)- Purdue University
10. LAMBDA- Utah State University
11. MU- North Carolina State University
12. NU- Louisiana State University
13. XI- University of Georgia
14. OMICRON- Colorado State University
15. PI- University of Florida
16. RHO- West Virginia University
17. SIGMA- Auburn University
18. TAU (Inactive)- University of Missouri
19. UPSILON (Inactive)- University of Michigan
20. PHI- University of Montana
21. CHI- Virginia Tech University
22. PSI- University of Massachusetts
23. OMEGA- Southern Illinois University
24. ALPHA (Inactive)- University of Illinois
25. ALPHA BETA- Clemson University
26. ALPHA GAMMA- Iowa State University
27. ALPHA DELTA- Washington State University
28. ALPHA EPSILON- University of New Hampshire
29. ALPHA ZETA- Stephen F. Austin State University
30. ALPHA ETA- Michigan Tech University
31. ALPHA THETA- Mississippi State University
32. ALPHA KAPPA- University of Tennessee
33. ALPHA LAMBDA- Humboldt State University
34. ALPHA MU- Oklahoma State University
35. ALPHA NU (Inactive)- University of Wisconsin- Madison
36. ALPHA XI- University of Wisconsin- Stevens Point
37. ALPHA OMICRON- University of Vermont
38. ALPHA PI- Northern Arizona University
39. ALPHA RHO (Inactive)- University of Kentucky
40. ALPHA SIGMA (Inactive)- Texas A&M University
41. ALPHA TAU (Inactive)- University of Alberta
42. ALPHA UPSILON- California Polytechnic State University
43. ALPHA PHI- Louisiana Tech University
44. ALPHA CHI- University of Arkansas at Monticello
45. ALPHA PSI- The Ohio State University

Xi Sigma Pi Inductees

Processed July 1, 2018 to June 30, 2019

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Chapter</u>	<u>Induction Year</u>	<u>University</u>
Krystal		Poulin	Gamma	2015	University of Maine
Dan		Callaghan	Alpha Beta	2016	Clemson University
Wesley		Edwards	Alpha Beta	2016	Clemson University
Margaret		Utecht	Alpha Beta	2016	Clemson University
Garth		Groshans	Alpha Beta	2016	Clemson University
Bridget		Blood	Alpha Beta	2016	Clemson University
Carl		Ureta	Alpha Beta	2016	Clemson University
Lawton		Poston	Alpha Beta	2016	Clemson University
Brittany		Dirienzo	Alpha Beta	2016	Clemson University
Jill		Robinson	Alpha Beta	2016	Clemson University
Adam		McClure	Alpha Beta	2016	Clemson University
John		Samuelson	Zeta	2017	Oregon State University
Chris		Fox	Zeta	2017	Oregon State University
Shannon		Wright	Chi	2016	Virginia Tech University
Kerrie		Simmons	Chi	2016	Virginia Tech University
Jill		Sower	Chi	2016	Virginia Tech University
Delaney		Peterson	Chi	2017	Virginia Tech University
Michael	Thomas	Daugherty	Alpha Pi	2017	Northern Arizona University
Samuel	Thomas	Dannenberg	Alpha Pi	2017	Northern Arizona University
Abbey	Lynn	Johnson	Alpha Pi	2017	Northern Arizona University
Thomas	Scott	Sypkens	Alpha Pi	2017	Northern Arizona University
Molly	Peige	Barrett	Alpha Pi	2017	Northern Arizona University

Olga		Rodriquez	Alpha Pi	2017	Northern Arizona University
Siana		Turner	Alpha Pi	2017	Northern Arizona University
Taylor		Smith	Alpha Pi	2017	Northern Arizona University
Hailey		Goyette	Alpha Pi	2017	Northern Arizona University
Jessica		Orlik	Alpha Pi	2017	Northern Arizona University
Tyler		Tuengel	Alpha Pi	2017	Northern Arizona University
Rachel		Geekie	Alpha Gamma	2018	Iowa State University
Kristopher		Mueller	Alpha Gamma	2018	Iowa State University
Mason	Allen	Nafts	Alpha Gamma	2018	Iowa State University
Luke	Edward	Oja	Alpha Gamma	2018	Iowa State University
Mitchell		Reger	Alpha Gamma	2018	Iowa State University
David		Solbrig	Alpha Gamma	2018	Iowa State University
Kirk		Baldwin	Alpha Lambda	2018	Humboldt State University
Travis		Broadbent	Alpha Lambda	2018	Humboldt State University
Olivia		Chastain	Alpha Lambda	2018	Humboldt State University
Marina		De Paul	Alpha Lambda	2018	Humboldt State University
Evan		Goetz	Alpha Lambda	2018	Humboldt State University
Daniel		Jones	Alpha Lambda	2018	Humboldt State University
Matthew		Lotakoon	Alpha Lambda	2018	Humboldt State University
Justina		Madrigal	Alpha Lambda	2018	Humboldt State University
Arianna		McGlynn	Alpha Lambda	2018	Humboldt State University
Celina		Montes	Alpha Lambda	2018	Humboldt State University
Cole		Nichols	Alpha Lambda	2018	Humboldt State University
Jesse		Richards	Alpha Lambda	2018	Humboldt State University
Jessica		Souja	Alpha Lambda	2018	Humboldt State University
Cameron		Stoflet	Alpha Lambda	2018	Humboldt State University
Katelyn		Suderman	Alpha Lambda	2018	Humboldt State University
Sylvia		van Royen	Alpha Lambda	2018	Humboldt State University

William		Weinberg	Alpha Lambda	2018	Humboldt State University
Travis	Ryan	Alrich	Alpha Pi	2018	Northern Arizona University
Kirsten	Pearl	Bass	Alpha Pi	2018	Northern Arizona University
Caden	P	Chamberlain	Alpha Pi	2018	Northern Arizona University
Christopher	James	Duncan	Alpha Pi	2018	Northern Arizona University
Brittney	Ann	Esser	Alpha Pi	2018	Northern Arizona University
Anastacia	Faye	Lopez	Alpha Pi	2018	Northern Arizona University
Johnathan	Robert	Pelak	Alpha Pi	2018	Northern Arizona University
Evan	William	Stone	Alpha Pi	2018	Northern Arizona University
Cameron		Bruce	Chi	2018	Virginia Tech University
Hailee		Fansler	Chi	2018	Virginia Tech University
Colleen		Farrell	Chi	2018	Virginia Tech University
Kara		Farthing	Chi	2018	Virginia Tech University
Olivia		Fort	Chi	2018	Virginia Tech University
Sami		Livingston	Chi	2018	Virginia Tech University
Samantha		Price	Chi	2018	Virginia Tech University
Kerrigan		Strong	Chi	2018	Virginia Tech University
Erin		Sullivan	Chi	2018	Virginia Tech University
Caroline		Turner	Chi	2018	Virginia Tech University
Daniel		Beveridge	Omicron	2018	Colorado State University
Beatriz		del Rio	Omicron	2018	Colorado State University
Terutaka		Funabashi	Omicron	2018	Colorado State University
Will		Gnesda	Omicron	2018	Colorado State University
Tadao		Kishimoto	Omicron	2018	Colorado State University
Elizabeth		Lutz	Omicron	2018	Colorado State University
Joe		Pitti	Omicron	2018	Colorado State University
Marley		Smith	Omicron	2018	Colorado State University
Elizabeth		Thompson	Omicron	2018	Colorado State University

Frederique		Tremblay	Omicron	2018	Colorado State University
Ariana		Vargas	Omicron	2018	Colorado State University
Lindsay		Wienkers	Omicron	2018	Colorado State University
Seth		Woodring	Omicron	2018	Colorado State University
Jacqueline		Bourdon	Pi	2018	University of Florida
Kentucky		Costellow	Pi	2018	University of Florida
Evan		Hadley	Pi	2018	University of Florida
Cecilia		Lepa	Pi	2018	University of Florida
Katherine		Martin	Pi	2018	University of Florida
Dakota		Miller	Pi	2018	University of Florida
Lacey		Miller	Pi	2018	University of Florida
Stephanie		Moore	Pi	2018	University of Florida
Amy		Oxton	Pi	2018	University of Florida
Isabelle		Stine	Pi	2018	University of Florida
Holly		Walp	Pi	2018	University of Florida
Broc		Bowers	Rho	2018	West Virginia University
Victoria		Cruz	Rho	2018	West Virginia University
Clinton		Gabbert	Rho	2018	West Virginia University
Kevin		Harris	Rho	2018	West Virginia University
George		Nolan	Rho	2018	West Virginia University
Kevin		Schaus	Rho	2018	West Virginia University
Levi		Sisler	Rho	2018	West Virginia University
Matthew		Spiroff	Rho	2018	West Virginia University
Connor		Steele	Rho	2018	West Virginia University
Chris		Stephan	Rho	2018	West Virginia University
Eric		Yetter	Rho	2018	West Virginia University
Caitlyn		Higginbotham	Xi	2018	University of Georgia
Rebecca	Katherine	McKee	Xi	2018	University of Georgia

Leslie		Paige	Xi	2018	University of Georgia
Anthony		Purnell	Xi	2018	University of Georgia
Savannah		Wall	Xi	2018	University of Georgia
Cheyenne		Yates	Xi	2018	University of Georgia
Jon		Backus	Alpha	2019	University of Washington
Brian	D	Chan	Alpha	2019	University of Washington
Scott	Brekke	Davis	Alpha	2019	University of Washington
Marisa	Renee	De Luccia	Alpha	2019	University of Washington
Victoria	S	Fleck	Alpha	2019	University of Washington
Victoria	Grace	Fox	Alpha	2019	University of Washington
Ellison	John-Koesters	Heil	Alpha	2019	University of Washington
Thomas		Hermann	Alpha	2019	University of Washington
Olivia		Jacobs	Alpha	2019	University of Washington
Rachael		Johnson	Alpha	2019	University of Washington
Helen	Marie	Kesting	Alpha	2019	University of Washington
Zu		Leika	Alpha	2019	University of Washington
Karen		Liu	Alpha	2019	University of Washington
Anna		Malesis	Alpha	2019	University of Washington
Alexander		Pane	Alpha	2019	University of Washington
Sarah		Shank	Alpha	2019	University of Washington
Robert	Thadeus	Sternberg	Alpha	2019	University of Washington
Roni	Lee	Woodard	Alpha	2019	University of Washington
Jamie		Baronie	Gamma	2019	University of Maine
Nathaniel		Burke	Gamma	2019	University of Maine
Jade		Christensen	Gamma	2019	University of Maine
Noah		Coogan	Gamma	2019	University of Maine
Asha		DiMatteo-LePape	Gamma	2019	University of Maine
Soren		Donisvitch	Gamma	2019	University of Maine

Keegan		Feero	Gamma	2019	University of Maine
Nick		Ferrauolo	Gamma	2019	University of Maine
J.	W.	Harriman	Gamma	2019	University of Maine
Jason	A.	Hilton	Gamma	2019	University of Maine
Lauren		Keefe	Gamma	2019	University of Maine
Matthew		Lavoie	Gamma	2019	University of Maine
Zachary	A.	Meuse	Gamma	2019	University of Maine
Danielle		Nickinello	Gamma	2019	University of Maine
Ethan	Charles	Olson	Gamma	2019	University of Maine
Brooklyn		Washburn	Gamma	2019	University of Maine
Chloe		Beall	Epsilon	2019	University of Idaho
Ryer		Becker	Epsilon	2019	University of Idaho
Kevyn		Boothe	Epsilon	2019	University of Idaho
Orion		Candenas-Ritzert	Epsilon	2019	University of Idaho
Logan		Chase	Epsilon	2019	University of Idaho
Jesse		Close	Epsilon	2019	University of Idaho
Heather		Crawford	Epsilon	2019	University of Idaho
Lydia		Druin	Epsilon	2019	University of Idaho
Ryan		Dunbeck	Epsilon	2019	University of Idaho
Lily		Fanok	Epsilon	2019	University of Idaho
Bradyn		Ford	Epsilon	2019	University of Idaho
Timothy		Gittelsohn	Epsilon	2019	University of Idaho
Douglas		Hardman	Epsilon	2019	University of Idaho
Zoe		Harpole	Epsilon	2019	University of Idaho
Hope		Harvey-Marose	Epsilon	2019	University of Idaho
Dylan		Hodgson	Epsilon	2019	University of Idaho
Elizabeth		Hoots	Epsilon	2019	University of Idaho
Sebastian		Ianora	Epsilon	2019	University of Idaho

Jenae		Lewallen	Epsilon	2019	University of Idaho
Fanok		Lily	Epsilon	2019	University of Idaho
Jonathan		Masingale	Epsilon	2019	University of Idaho
Brenna		McGown	Epsilon	2019	University of Idaho
Benjamin		Ranger	Epsilon	2019	University of Idaho
McKenna		Sell	Epsilon	2019	University of Idaho
Brianna		Slothower	Epsilon	2019	University of Idaho
Cecilia		Spangler	Epsilon	2019	University of Idaho
Scott		Sprague	Epsilon	2019	University of Idaho
Wade		Steady	Epsilon	2019	University of Idaho
Michael		Taylor	Epsilon	2019	University of Idaho
William		Weygint	Epsilon	2019	University of Idaho
Rebekah		Windover	Epsilon	2019	University of Idaho
Justis		York	Epsilon	2019	University of Idaho
Wade		Christensen	Zeta	2019	Oregon State University
Jeremy		Felty	Zeta	2019	Oregon State University
Anthony		Grimaldi	Zeta	2019	Oregon State University
Jaegen		Grimes	Zeta	2019	Oregon State University
Claudio		Guevara	Zeta	2019	Oregon State University
Cheryl		Jobs	Zeta	2019	Oregon State University
Amanda		Rose	Zeta	2019	Oregon State University
Kandy		Stewart	Zeta	2019	Oregon State University
Amanda		Templer	Zeta	2019	Oregon State University
Suzanne		Welsh	Zeta	2019	Oregon State University
Josh		Wood	Zeta	2019	Oregon State University
Spencer		Adams	Theta	2019	University of California, Berkeley
Hannah		Howard	Theta	2019	University of California, Berkeley
Nasim		Jahangard-Mahboob	Theta	2019	University of California, Berkeley

Samantha		Larson	Theta	2019	University of California, Berkeley
Hannah		Lopez	Theta	2019	University of California, Berkeley
Kathryn		Low	Theta	2019	University of California, Berkeley
Scott		Silva	Theta	2019	University of California, Berkeley
Adam		Taylor	Theta	2019	University of California, Berkeley
Giselle		Vandrick	Theta	2019	University of California, Berkeley
Valerie		Yong	Theta	2019	University of California, Berkeley
Dylan	H.	Anderson	Lambda	2019	Utah State University
Erin		Butikofer	Lambda	2019	Utah State University
Mark		Krumwiede	Lambda	2019	Utah State University
Angie	E.	Pacheco	Lambda	2019	Utah State University
Delaney	M.	Phariss	Lambda	2019	Utah State University
Cierra	D.	Stokes	Lambda	2019	Utah State University
Wynter	Elise	Adams	Mu	2019	North Carolina State University
Sarah		Bailey	Mu	2019	North Carolina State University
Ryan		Bohannon	Mu	2019	North Carolina State University
Eric		Byrd	Mu	2019	North Carolina State University
Michael		Caslin	Mu	2019	North Carolina State University
Dominic	Anthony	Chirico	Mu	2019	North Carolina State University
Evan		Clark	Mu	2019	North Carolina State University
Sarah	Megan	Conner	Mu	2019	North Carolina State University
Trevor	Johnson	Davis	Mu	2019	North Carolina State University
Alec		DosReis	Mu	2019	North Carolina State University
Patrick		Fazekas	Mu	2019	North Carolina State University
Matthew	N.	Florez	Mu	2019	North Carolina State University
Ryan		Flors	Mu	2019	North Carolina State University
Jeremy	R.	Fuller	Mu	2019	North Carolina State University
Ethan		Ghiloni	Mu	2019	North Carolina State University

Kyle		Goeke	Mu	2019	North Carolina State University
Natalie	Lynn	Gold	Mu	2019	North Carolina State University
George		Goto	Mu	2019	North Carolina State University
Liam		Hales	Mu	2019	North Carolina State University
Meagan	Margaret	Harrison	Mu	2019	North Carolina State University
Jack		Hutchison	Mu	2019	North Carolina State University
Rachel		Jessup	Mu	2019	North Carolina State University
Susan	Kay	King	Mu	2019	North Carolina State University
Morgan	Ruby	Koontz	Mu	2019	North Carolina State University
Claire		Kuppler	Mu	2019	North Carolina State University
Gray		Leary	Mu	2019	North Carolina State University
Samuel	L.	MacDonald	Mu	2019	North Carolina State University
Clare	Ellen	Maher	Mu	2019	North Carolina State University
Emory		Moore	Mu	2019	North Carolina State University
Matthew		Nevills	Mu	2019	North Carolina State University
April	R.	Norton	Mu	2019	North Carolina State University
Justine	Leigh	O'Connor	Mu	2019	North Carolina State University
Tessa	Noelle	Peerbolte	Mu	2019	North Carolina State University
Jonathan	Alexander	Pennell	Mu	2019	North Carolina State University
Wilder		Person	Mu	2019	North Carolina State University
Cole		Schumann	Mu	2019	North Carolina State University
Austin	M.	Thomas	Mu	2019	North Carolina State University
Christina		Verdi	Mu	2019	North Carolina State University
Jason	C.	Wade	Mu	2019	North Carolina State University
Kayci	Danielle	Willis	Mu	2019	North Carolina State University
Cheyenne		Fouts	Nu	2019	Louisiana State University
Kathryn		Kahill	Nu	2019	Louisiana State University
Gilbert	Osoro	Ototo	Nu	2019	Louisiana State University

Matthew		Shockey	Nu	2019	Louisiana State University
Cameron		Toerner	Nu	2019	Louisiana State University
Kristina		Burd	Omicron	2019	Colorado State University
Salina		Carani	Omicron	2019	Colorado State University
Benjamin		Crawford	Omicron	2019	Colorado State University
Ryleigh		Gelles	Omicron	2019	Colorado State University
Clayton		Heath	Omicron	2019	Colorado State University
Kali		Julian	Omicron	2019	Colorado State University
Shelbria		Kerrick	Omicron	2019	Colorado State University
Carina		Kusaka	Omicron	2019	Colorado State University
John		Larsen	Omicron	2019	Colorado State University
Benjamin		Markle	Omicron	2019	Colorado State University
Kelleigh		McConnaughey	Omicron	2019	Colorado State University
Karey		Olson	Omicron	2019	Colorado State University
Isaac		Thibedeau	Omicron	2019	Colorado State University
Madeleine		Weinhold	Omicron	2019	Colorado State University
David	Warren	Dietz	Pi	2019	University of Florida
Maggie		Felden	Pi	2019	University of Florida
Taylor	A	Henley	Pi	2019	University of Florida
Kari		Knutson	Pi	2019	University of Florida
Hope		Miller	Pi	2019	University of Florida
Seth		Plank	Pi	2019	University of Florida
Samuel		Bearinger	Rho	2019	West Virginia University
David		Blades	Rho	2019	West Virginia University
Eden		Clymire-Stern	Rho	2019	West Virginia University
Ryan		Jenkins	Rho	2019	West Virginia University
Levi		Lorson	Rho	2019	West Virginia University
Molly		Sherlock	Rho	2019	West Virginia University

William		Smith	Rho	2019	West Virginia University
Carly		Spear	Rho	2019	West Virginia University
Alexander	Joseph	Elton	Psi	2019	University of Massachusetts
Austin	Albin	Ford	Psi	2019	University of Massachusetts
Gabrielle		Hardyn	Psi	2019	University of Massachusetts
Harry	Herbert	Harmon	Psi	2019	University of Massachusetts
Nathaniel	John	Morrell	Psi	2019	University of Massachusetts
Peter	Walker	Murphy	Psi	2019	University of Massachusetts
Sarah		Thou	Psi	2019	University of Massachusetts
Ben		Van Heynigen	Psi	2019	University of Massachusetts
Bryn		Willingham	Psi	2019	University of Massachusetts
Campbell		Paine	Alpha Beta	2019	Clemson University
Andrew		Purcell	Alpha Beta	2019	Clemson University
Robert	Jarred	Sparks	Alpha Beta	2019	Clemson University
Liam	J	Bell	Alpha Gamma	2019	Iowa State University
Dallas	M	Bohr	Alpha Gamma	2019	Iowa State University
Dallas	A	Dickerson	Alpha Gamma	2019	Iowa State University
Austin		Hills	Alpha Gamma	2019	Iowa State University
Emma	R	Kerns	Alpha Gamma	2019	Iowa State University
Morgan	J	Langer	Alpha Gamma	2019	Iowa State University
Cody		McKune	Alpha Gamma	2019	Iowa State University
Chelsie		Minor	Alpha Gamma	2019	Iowa State University
Samuel	W	Peters	Alpha Gamma	2019	Iowa State University
Joanna	R	Schwager	Alpha Gamma	2019	Iowa State University
Morgan	S	Smith	Alpha Gamma	2019	Iowa State University
Chase		Ferrell	Alpha Chi	2019	University of Arkansas at Monticello
Brittany		Hamilton	Alpha Chi	2019	University of Arkansas at Monticello
Caleb		Knighten	Alpha Chi	2019	University of Arkansas at Monticello

Michael		Moser	Alpha Chi	2019	University of Arkansas at Monticello
Jacob		Sas	Alpha Chi	2019	University of Arkansas at Monticello
Ethan		Tolleson	Alpha Chi	2019	University of Arkansas at Monticello
Laura	L.	Burmann	Alpha Eta	2019	Michigan Technological University
Kaylie	Mary	Butts	Alpha Eta	2019	Michigan Technological University
Emma	R.	Byrne	Alpha Eta	2019	Michigan Technological University
Zachary	S.	Crawford	Alpha Eta	2019	Michigan Technological University
Carly	A.	DeVet	Alpha Eta	2019	Michigan Technological University
Emma	Wyn	Jones	Alpha Eta	2019	Michigan Technological University
Benjamin	John	Nicolson	Alpha Eta	2019	Michigan Technological University
Jaime	E.	Opsahl	Alpha Eta	2019	Michigan Technological University
Kaydi	E.	Picard	Alpha Eta	2019	Michigan Technological University
Denise	Noelle	Rauschendorfer	Alpha Eta	2019	Michigan Technological University
Andrew	J.	Robertson	Alpha Eta	2019	Michigan Technological University
Rachel		Schlicker	Alpha Eta	2019	Michigan Technological University
Andrea	J.	Schoch	Alpha Eta	2019	Michigan Technological University
Jeffrey	M.	Selan	Alpha Eta	2019	Michigan Technological University
Mason	L.	Steele	Alpha Eta	2019	Michigan Technological University
Alexander	James	Binney	Alpha Theta	2019	Mississippi State University
Bradley	Todd	Boykin	Alpha Theta	2019	Mississippi State University
Marshall	Avery	Callicott	Alpha Theta	2019	Mississippi State University
Darcey	Alyce	Collins	Alpha Theta	2019	Mississippi State University
Conner	Pete	Davidson	Alpha Theta	2019	Mississippi State University
James	Dillon	Easley	Alpha Theta	2019	Mississippi State University
Bradley	Wayne	Ezekiel	Alpha Theta	2019	Mississippi State University
Austin	Shea	Gentry	Alpha Theta	2019	Mississippi State University
Joshua	J	Granger	Alpha Theta	2019	Mississippi State University
Laura	Haley	Holiman	Alpha Theta	2019	Mississippi State University

Erik	Cooper	Johnson	Alpha Theta	2019	Mississippi State University
Giles	Weber	Kelly	Alpha Theta	2019	Mississippi State University
Laya		Khademibami	Alpha Theta	2019	Mississippi State University
Jude	Carson	Kitaif	Alpha Theta	2019	Mississippi State University
Brittany	Haven	Laster	Alpha Theta	2019	Mississippi State University
John	Andrew	Lowery	Alpha Theta	2019	Mississippi State University
Michael	S	Madden	Alpha Theta	2019	Mississippi State University
Adam	Carter	McKnight	Alpha Theta	2019	Mississippi State University
Rachel	Elizabeth	Nation	Alpha Theta	2019	Mississippi State University
Tyler	Wesley	Rogers	Alpha Theta	2019	Mississippi State University
Samantha	Kay	Seamon	Alpha Theta	2019	Mississippi State University
Adam	Carter	Wade	Alpha Theta	2019	Mississippi State University
Shannon	Marie	Westlake	Alpha Theta	2019	Mississippi State University
Domingo		Escamilla III	Alpha Lambda	2019	Humboldt State University
Ryann		Howard	Alpha Lambda	2019	Humboldt State University
Karine		Hunt	Alpha Lambda	2019	Humboldt State University
James		Lamping	Alpha Lambda	2019	Humboldt State University
Dillon		Martin	Alpha Lambda	2019	Humboldt State University
Nathaniel		Pope	Alpha Lambda	2019	Humboldt State University
Kristopher		Shoblom	Alpha Lambda	2019	Humboldt State University
Conrad		Stielau	Alpha Lambda	2019	Humboldt State University
Miranda		Tanforan	Alpha Lambda	2019	Humboldt State University
Wade		Fisher	Alpha Mu	2019	Oklahoma State University
Madison		Gore	Alpha Mu	2019	Oklahoma State University
Paulina		Harron	Alpha Mu	2019	Oklahoma State University
Jack		Heinen	Alpha Mu	2019	Oklahoma State University
Ravneet		Kaur	Alpha Mu	2019	Oklahoma State University
Bryan		Murray	Alpha Mu	2019	Oklahoma State University

Bailey		Olvera	Alpha Mu	2019	Oklahoma State University
Katie		Schmidt	Alpha Mu	2019	Oklahoma State University
Luke		Wilson	Alpha Mu	2019	Oklahoma State University
Olivia		Box	Alpha Omicron	2019	University of Vermont
Callahan		Bredice	Alpha Omicron	2019	University of Vermont
Tom		Casper	Alpha Omicron	2019	University of Vermont
Brenna		Christensen	Alpha Omicron	2019	University of Vermont
Ben		Church	Alpha Omicron	2019	University of Vermont
Tim		Coggins	Alpha Omicron	2019	University of Vermont
Ezra		Racine	Alpha Omicron	2019	University of Vermont
Deni		Ranguuelova	Alpha Omicron	2019	University of Vermont
Annie		Vance	Alpha Omicron	2019	University of Vermont

Administrative Guidelines for New Officers and Chapter Advisors
SUMMARY OF ADMINISTRATIVE PROCEDURES

**ORDERING MEMBERSHIP CERTIFICATES
AND RECORD KEEPING**

****IMPORTANT READING FOR CHAPTER ADVISORS AND OFFICERS****

Conducting initiations, ordering membership certificates and graduation stoles for new initiates and reporting annual activities to the National Office are important, but relatively easy actions, expected of an active Xi Sigma Pi Chapter.

If a new Chapter Advisor has been appointed, the previous Advisor should brief him or her. The new Advisor should also get the Xi Sigma Pi Administrative Handbook. The name, mailing address and email address of the new advisor should also be sent to the Xi Sigma Pi National Office.

To ensure an orderly transition each academic year, **IT IS STRONGLY RECOMMENDED** that the newly elected and out-going officers meet with the Chapter Advisor to review procedures and expectations.

PROCEDURES

Chapter Officers should familiarize themselves with these procedures, as well as with the Constitution and By-laws of the Society of Xi Sigma Pi and the local chapter. It is the responsibility of retiring officers to familiarize their successors with chapter records and procedures. Chapter officers are urged to work closely with the faculty Advisor (Executive Council Representative) in following these procedures.

I. INITIATION:

It is the responsibility of the chapter to determine that all persons nominated for membership meet the criteria set forth in Article III of the Constitution.

A major responsibility of chapter officers is to assure that membership certificates are presented to new initiates as soon as possible after each initiation. To this end, the procedures in this statement should be followed promptly and with care.

A. Timing of initiation: In so far as possible, initiation should be scheduled before March 1. Approximately 6-8 weeks are required for processing and delivery of membership certificate orders. Submit the initiation certificate order and payment to the National Office for processing.

B. Immediately after each initiation, **send the certificate order form (Balfour Excel spreadsheet) and a check payable to “Xi Sigma Pi National Office” to the National Office.** Lifetime national dues, including membership certificate, are **\$15.00 per initiate.**

C. Ordering membership certificates: the National Office now prepares the certificate order via an Excel spreadsheet of new initiates submitted by local chapters. Therefore, it is **extremely important** that the information in the file be accurate. Chapters **should submit the file electronically** by attaching it to an email addressed to the National Forester.

Please also mail a hard copy print-out of the file along with the dues check to the National Office, and always keep a hard copy of the certificate orders for chapter records.

D. If a membership certificate contains an error:

a) If the error is made by the initiating chapter (e. g. name misspelled or wrong date), the chapter is responsible for paying to have a new certificate issued. Replacement certificates cost \$5.00 plus shipping and they can be included along with regular orders for new initiates. Simply include a note in the Excel spreadsheet explaining which certificate(s) is a replacement.

b) If the error is made by the National Office or the Balfour Company, the certificate will be reprinted at no cost to the local chapter.

E. Ordering graduation stoles: the National Office has stoles available for purchase. Cost is \$35/stole + shipping. Request can be conducted by email; however, please also mail a hard copy request along with the amount due to the National Office. Always keep a hard copy of the request for chapter records.

F. Ordering society pins: the National Office can now order society pins. Minimum order size is 100 at a chapter cost of \$12.00/pin + shipping. Request can be conducted by email. Always keep a hard copy of the request for chapter records. If a minimum order of 100 is not reached (inclusive of all chapter requests), funds will be refunded to the chapter.



II. CHAPTER ACTIVITIES:

The Chapter Activities is an annual report of activities for the academic year. The activities should be filled out by each chapter at their last meeting of the academic year and forwarded to the National Office for the annual report. Chapters **must submit the file electronically** by attaching it to an email addressed to the National Office. The call for activity reports will be made in the spring, but submissions may be sent electronically at any time.