

CHI ETA PHI SORORITY, INCORPORATED

“How Can I Be An Effective Chapter Basileus” ?

Presenter: Soror Priscilla Murphy,
21st Supreme Basileus



INTRODUCTION

This “Chapter Basileus” presentation was developed by the 21st Supreme Basileus, Soror Priscilla Murphy, Tau Eta Chapter in recognition to all Basilei. The goal is to establish support, consistently educate and maintain the roles and responsibilities of a leader.

There is a need for all of us to contribute to the growth and development of Chi Eta Phi Sorority, Incorporated. Special thanks to all of you for your commitment to serve as a Chapter Basileus...



January, 2018

PRESENTATION OBJECTIVES

- ▶ To identify the role and responsibilities of a chapter Basileus.
- ▶ To understand and learn why protocol is important.
- ▶ To grow and become an effective chapter Basileus.

WHAT IS NEEDED?

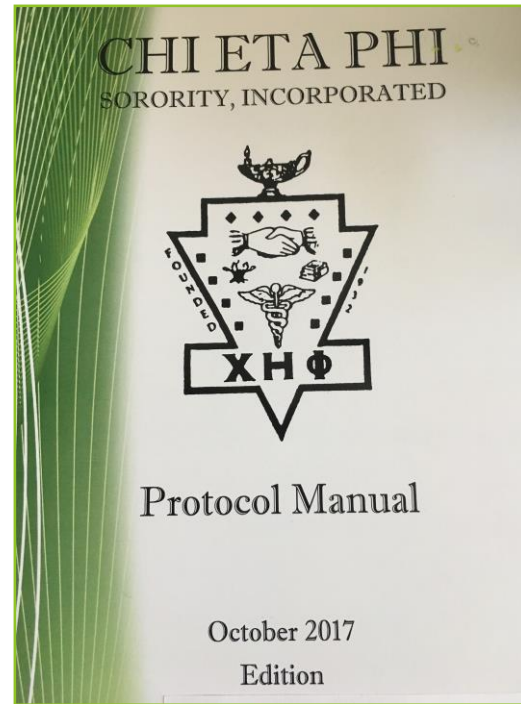
My tool box for the Chapter Meeting...

- ▶ Meeting agenda, with the current National Theme listed at the bottom.
- ▶ Bylaws (Chapter, National, Regional)
- ▶ Copy of the current Edition of Robert Rules Order
- ▶ Appoint a member to serve as the Parliamentarian for meeting.
- ▶ Current copy of the National Protocol and Operations Manual
- ▶ Pre-distributed chapter minutes are not to be read out loud during the meeting.
- ▶ Reports from designated officers and committee Chairs
 - i.e., Tamias Financial Report
 - Anti-Basileus scheduled Programs & Projects report, to include annual calendar
 - Committee Reports: Membership Selection Intake, Fundraiser, Scholarship



KNOW ΧΗΦ Protocol?

Current Protocol Manual



Every chapter member should have their own copy...

Cost: \$20.00

Current Reference Guidelines & Forms

- ▶ National Secretary Guidelines
- ▶ Current Purchase Order Form (January 2018)

CHEETA PHI SOCIETY, INC.
 3029 13th Street, NW • Washington, DC 20009
 Telephone: (202) 232-3850; Fax: (202) 232-3460

PURCHASE ORDER FORM

DATE: _____

QTY	DESCRIPTION	UNIT	TOTAL
	Belties (member)	8.00	
	Belties (New Member)	N/A	
	Directory (Sheet with Binder)	25.00	
	1 Emblem - 1 Lighted	400.00	
	History Book (1962-1977)	25.00	
	Replacement Membership Card	10.00	
	Membership Card	N/A	
	National Fee: Beta	62.50	
	National Fee: Graduate	125.00	
	Phi Member	175.00	
	*Application/Processing Fee	50.00	
	**Undergraduate Application/Processing Fee	25.00	
	Operations Manual	40.00	
	Protocol Manual	20.00	
	Legacy of Supreme Leadership Bk.	25.00	
	History Book (1932-1967)	30.00	
	Ritual	20.00	
	**Sash	60.00	
	Woolen Knit Hat	25.00	
	XERO Notebook (K511)	10.00	
	XERO Post Sheet		
	100 PK.	10.00	
	50 PK.	5.00	
	**Banner (Phi Omega Honor Badge)		
	**Shipping Fee for one additional charge		
	Postage and Handling		
	GRAND TOTAL		

MAIL TO: _____
NAME: _____
TITLE/OFFICE: _____
CHAPTER: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE: (00) _____ (W)
EMAIL: _____

***SEAL (include chapter date, city, state)
CHARTER DATE: _____
CITY & STATE: _____

PLEASE USE BALLPOINT PEN & PRINT
Send original with check to the National Treasurer
and copy to National Headquarters

OFFICIAL USE ONLY

	RECEIVED	MAILED
National		
Headquarters		
National		
Secretary		
Treasurer		

*** Order Directly from Tony at Honor Badge (317) 87-1441
* Order Directly from Mr. Hall (334-322-1187)

*This is a one-time fee for each new member—Undergraduate and Graduate

PLEASE ADD POSTAGE & HANDLING FEES ACCORDING TO YOUR CHART BELOW.

INTERNET PACKET RATES MAILING FEES:

1-10 packets	\$40.00
11-20	\$70.00
21-30	\$90.00
31-40	\$110.00
41-50	\$130.00
51-60	\$150.00

(\$1.00 per additional member over 50 packets)

POSTAGE AND HANDLING FOR INDIVIDUAL ITEMS, WHICH ARE SENT BY FIRST CLASS MAILING:

History Book	\$0.00	Belties (New Member)	\$6.00
Operations Manual	\$0.00	Bookstore Fundbook (100 PK.)	\$7.00
Directory	\$0.00	Bookstore Fundbook (50 PK.)	\$3.50
Phi Book Protocol Manual	\$3.00	Mailing Non-Chargeable Items (Postage to be determined per order)	
		Woolen Knit Hat	\$15.00

Rev. 1/2018

- ▶ Access to the National Website (need username/password for members only section)

Information/Material

- ▶ All information/material from National should be read during the meeting.
- ▶ Don't assume members read information/material.
- ▶ The meeting is to conduct the business of the Sorority and that means all the business.
- ▶ Inquire from the members if they have received or downloaded the current Chi Line.
- ▶ Re-enforce to the chapter Grammateus the importance of disseminating information/material to all members.

Chapter Roster

- ▶ Chapter roster updated annually and when new members have officially joined.
- ▶ Update roster when a member pays late. PLEASE DO NOT FORGET!!!
- ▶ Submit updated roster to the National Secretary and Headquarters.

IMPORTANT FYI...

- ▶ Any chapter roster that is not current will be denied access to the members only session.
- ▶ Website confirmation/access can not be given without updated rosters.
- ▶ Chapters that do not meet the deadline for submitting a roster, the members names will not be noted/listed on the website.

Rituals... Are You *Prepared?*

- ▶ Designated ritual chairman shall assign or appoint members for the annual upcoming rituals.
- ▶ Have a review/rehearsal of upcoming ritual at least two weeks/month prior to ceremony.
- ▶ Use battery operated candles only for ceremonies.
- ▶ Use long white robes and XHΦ stoles as designated in the ritual book. (refer to next slide)
- ▶ Newly charter chapter can use picture of the emblem, up to one year. The emblem should be ordered at least 60-90 days post chartering.
- ▶ Use the Purchase Order (PO) form to order the “Clasped Hands”.
(NOTE: Refer to the PO form for cost of the emblem and clasped hands.)

Ritual Ceremony White Long Robe & Stole



XHΦ Chapters,

This is the white long gown that was approved by National from Graduation Source for use during Induction & Intake ceremonies.

Go on line to Graduation Source to order.

www.graduation-source.com
Graduation Source, Inc. 10000 University Blvd. Suite 100
Dallas, Texas 75243-1000
Phone: (972) 412-1234 Fax: (972) 412-1235
Email: info@graduation-source.com

Robe from Graduation Source – Color: White only



Stole from Graduation Source – Color: Forrest Green



IMPORTANT: The Greek alphabet XHΦ (yellow letters) has to be embroidered in on the stoles separately.

Effective 2018

Chapter Guidelines for Awards...

Levels of National Awards: Standard, Banner & Star

IMPORTANT NOTE: Review the awards criteria and submit documentation in an outcome driven report format.

- ▶ Chapter should at least submit the required documentation for a “Standard Award”. The CHAPTER should STRIVE FOR the “STAR AWARD”...
- ▶ Documentation must be submitted annually to the Regional Director by May 15th.
- ▶ Two years of the documentation is required in order to be eligible for an award.
- ▶ The chapter must contribute/donate \$300.00 or more to Futurama. This contribution/donation supports the annual Aliene C. Ewell Scholarship.
“Food for Thought”: The annual chapter budget should include the contribution/donation.

When Does the Chapter Reconvene Meetings?

- ▶ Meetings start in September and ends in June.
- ▶ Retreats and planning for upcoming year: July and/or August
- ▶ Adhere to required meeting attire and colors.
- ▶ Utilize the appointed chapter Philacter (door keeper) at the meetings.
- ▶ Adhere to chapter Standing Rules of Conduct.
- ▶ SORORITY Fiscal year: June 1 to May 31

REMEMBER:

1. Boule' is held every other year. (odd year)
2. Leadership Summit is held in the opposite year of Boule'. (even year)
3. Officers and members encouraged to attend both Boule' and the Leadership Summit.

Assessment: Can I Now Lead My CHAPTER?

- ▶ Best Interest of the Chapter/Sorority
- ▶ Neutral and Objective
- ▶ Delegate Responsibilities
- ▶ Not About Me
- ▶ Through the eyes of a member do I exhibit:
 - Character
 - Education
 - Friendship
- ▶ Who is my Sorority mentor/resource?



Remember...

- ▶ We are sisters and brothers.
- ▶ That is why we joined.
- ▶ It takes a TEAM.
- ▶ Membership is by invitation only. We committed ourselves to serve.
- ▶ One person can make a difference negatively or positively.
- ▶ We are here to listen and take on the challenges and responsibilities as we move forward.



QUESTIONS

