

# Alpha Sigma Nu



## Chapter Officers Handbook



*For our best students, seeking and developing their identity, to be committed to bearing the name “Jesuit” in their lives by becoming members of the “Jesuit” Honor Society can mean much more than we have previously made it to mean in ΑΣΝ. Jesuits do not share this name easily. It is more a “commitment” than an “honor” and it creates a special affiliation with Jesuits, with Jesuit apostolic partners, and with Jesuit universities.*

Stephen Sundborg, SJ  
March, 2008

# Chapter Officers: Collaborators on AΣN's Vision 2012

- You are the face and spirit of Alpha Sigma Nu on your campus!
  - ◆ An AΣN member's connection to the Society will only be as strong as the connection he/she feels to the Chapter
  - ◆ You represent Alpha Sigma Nu to your university's president, administration, faculty, and Jesuit community
  
- The Chapter Officers' job
  - ◆ Learn the purpose and mission of Alpha Sigma Nu
  - ◆ Commit to Vision 2012: Alpha Sigma Nu: A dynamic organization of lifetime leaders with Ignatian vision and values
  - ◆ Set goals and an action plan for the year
  - ◆ Induction of new members
  - ◆ At least two programs a semester
  - ◆ Design programs that reflect the values of scholarship, loyalty and service
  - ◆ Connect to Jesuit community
  - ◆ Remember what makes AΣN unique
  - ◆ Connect to alumni when possible
  - ◆ Alpha Sigma Nu Week
  
- The Chapter President's job
  - ◆ Along with the Faculty Adviser, lead the Alpha Sigma Nu Chapter at your university
  - ◆ **Participate in all Chapter presidents' conference calls\*** be on all calls in order to share best practices, program ideas, and challenges while building the presidents' community
  - ◆ Share this important role with your fellow officers...delegate and involve them
  - ◆ Keeping the Continuity Binder
  - ◆ Ensuring a smooth succession by expediting 2012-13 elections and succession
  
- Know the AΣN Basics
  - ◆ Mission, vision and purpose
  - ◆ Founded in 1915 By Father John Danihy at Marquette University
  - ◆ Chapters at the 28 US universities, Sogang, Regis, and Campion
  - ◆ Governed by a Board of Directors, including two student members, elected at the Triennial Conference
  - ◆ Each Chapter guided by a Faculty Adviser, appointed by the University president
  - ◆ Completely member supported
  
- Use your resources
  - ◆ Your Faculty Adviser
  - ◆ John Wenstrand and Yvonne King, board members and co-chairs of the Chapter Committee
  - ◆ The Central Office
  - ◆ The conference calls
  - ◆ AΣN website



## Board of Directors 2009-2012

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## Alpha Sigma Nu Central Office Information

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Chapter President Teleconference call in information:  
Access Number: 1-800-351-4871  
Participant Passcode: 53751336#

## Member Statistics

- ◆ 70,470 members
- ◆ 2,340 members donate
- ◆ Members represent 33 Jesuit institutions
- ◆ Alumni live in all 50 states and the District of Columbia
- ◆ Alumni live in 86 foreign countries
- ◆ 1,963 members inducted this year



## ALPHA SIGMA NU PURPOSE

The purpose of the Society shall be to honor students of Jesuit institutions of higher education who distinguish themselves in scholarship, loyalty and service; to honor persons who may or may not be Alumni of Jesuit institutions of higher education who have distinguished themselves in scholarship, loyalty and service in their intellectual, civic, religious, professional or commercial pursuits; to band together and to encourage those so honored to understand, to appreciate and to promote the ideals of Jesuit education; to encourage the establishment and proper functioning of Chapters in accredited Jesuit institutions of higher education; and to encourage the establishment and proper functioning of Alumni Clubs.

## ALPHA SIGMA NU MISSION

ΑΣΝ advances the core principles of Jesuit education ~ scholarship, loyalty and service. The Society acknowledges, awards and inspires a select group of students who distinguish themselves with respect to these principles while attending Jesuit institutions of higher education. ΑΣΝ also honors others who have distinguished themselves in scholarship, loyalty and service through their intellectual, civic, religious, professional or commercial pursuits. At ΑΣΝ our mission is to understand, appreciate and promote the ideals of Jesuit education ~ opening minds, doors and hearts to a lifelong journey in wisdom, faith and service.

## ALPHA SIGMA NU VISION 2012

Alpha Sigma Nu: A dynamic organization of lifetime leaders with Ignatian vision and values

### RATIONALE:

There is a new intentionality about mission at all Jesuit universities, driven by fundamental shifts in the Society of Jesus:

- From the concept of “Jesuit educated” to the priority of the service of faith through the promotion of justice within a preferential love of the poor
- Raising the Jesuit educational standard to that of forming a whole person of solidarity for the real world
- The new priority of the leadership/mission of laypersons, with Jesuits in a supportive role of service to them.

Responding to these changes requires a review of the function of ΑΣΝ and a plan for its renewal to include:

- How ΑΣΝ can inspire members to a greater Loyalty, that is living the service of faith and promotion of justice within a preferential love of the poor
- How ΑΣΝ can serve as that community which offers life-long support for its members in living this mission
- How ΑΣΝ can serve alumni in a new way that continues their identification and affiliation with the Jesuit mission

# Alpha Sigma Nu Fact Sheet

## What is Alpha Sigma Nu?

Alpha Sigma Nu is the Honor Society of Jesuit institutions of higher education. Induction to the Society is one of the highest honors awarded at Jesuit institutions. Find out more at [www.AlphaSigmaNu.org](http://www.AlphaSigmaNu.org).

## Who is eligible to join?

Juniors, seniors and graduate students who are in the top 15% of their class and have a demonstrated record of service and loyalty to the Jesuit ideals of education are eligible; 4% of the class is inducted.

## Why should I join?

- Recognition by your Jesuit institution of higher education of your achievements
- Lifelong membership in the Society
- Alumni Clubs in 14 cities will welcome you upon graduation. Alpha Sigma Nu Alumni Clubs encourage lifelong commitment to the AΣN values of scholarship, loyalty, and service; the ideals of Jesuit education; and Ignatian spirituality.
- Federal government employment entrance at the GS-7 ranking for members.
- Washington, D.C. internships and scholarship opportunities through The Fund for American Studies, Washington Internship Institute and the Washington Center for Internships and Academic Centers.
- Alpha Sigma Nu gives each new inductee a one year web subscription to *America* magazine. Published by the Jesuits since 1909, *America* is the only national Catholic weekly magazine in the United States

## What is the cost? Are there annual dues?

The dues are \$60 for a lifetime membership. This provides for your certificate and official pin plus all AΣN mailing for the rest of your life. Our members support Alpha Sigma Nu through donations to the annual Sustaining Fund.

## Are there networking possibilities? Will membership help with career moves?

AΣN has 62,000 members throughout the world. Alumni can be located in the AΣN Member Directory online which has 45,000 current names with contact information. The directory facilitates networking and collegiality with a remarkable group of people from all 33 member Jesuit institutions in the United States, plus two in Canada and one in Korea.

## Will this help with graduate or professional school admission?

Membership in Alpha Sigma Nu is a recognized and respected credential. Established in 1915, AΣN is a full member of the Association of College Honor Societies.

## HISTORY OF ΑΣΝ

On June 4, 1915, John Danihy, S.J., Dean of Journalism at Marquette University, held the first ritual initiation of eleven undergraduate men and inaugurated the Alpha Sigma Nu Honor Fraternity. In his travels and reading, Father Danihy had encountered and admired honor societies. In the first half of the 20th century, administrators of Catholic institutions of higher education complained that their students were being systematically locked out of the traditional honor societies especially Phi Beta Kappa.

Father Danihy believed these men exemplified a dedication to scholarship, loyalty to the cause of Jesuit education and service in promoting all activities of students and student organizations. With much anticipation that the society would prosper and spread to other schools, they were instructed "to band together those who most fully understand and appreciate the ideals of a Jesuit education and to impress these ideals upon their fellow men." In 1921, Fr. Danihy announced that his vision for the Society took it beyond the walls of Marquette towards the creation of a national Jesuit organization.



The first national convention of Alpha Sigma Nu was held in 1925 where the first Board of Directors was elected. The Constitution was passed, calling for the President of each university or college to appoint a member of the Society of Jesus as faculty representative to its Alpha Sigma Tau Chapter. The delegates called for faculty advisers on each campus to be Jesuits.

April 6, 1925, saw the first induction of Gamma Pi Epsilon. They chose women For the Glory of the School, to stand as their motto, and the Greek letters Gamma Pi Epsilon were adopted to represent this theme.

From day one Alpha Sigma Nu encouraged the creation of alumni clubs to help foster continued loyalty and service to Jesuit education. .

By 1943, Alpha Sigma Nu had come a long way from the days as a little-known group of honor students. The Society was now moving into the new decade sure of itself and its mission as the vanguard of Jesuit action and ideals. ΑΣΝ leaders strove to keep their organization open to anyone who was qualified to enroll in a Jesuit institution. Alpha Sigma Nu membership has never been restricted to members of the Catholic Church.

The 1960's saw great growth in the Society despite the student unrest on many American campuses. The 50th anniversary of Alpha Sigma Nu took place during the 1965-66 academic year. The dual event was seen as an opportunity to celebrate the continuing legacy of Jesuit education in America, and to recognize the Society which honored the best of that tradition. Father General Pedro Arrupe, in his keynote address, expressed a desire for the laity to become more involved in Church issues and saw Alpha Sigma Nu as an ideal group for this purpose.

Alpha Sigma Nu and Gamma Pi Epsilon merged in 1972: *BE IT RESOLVED: That Gamma Pi Epsilon and Alpha Sigma Nu be, and hereby are, merged into one honor society known as Alpha Sigma Nu to continue to advance the causes, traditions and purposes that have been fostered and promoted for many decades by both societies.*

In 1975, Alpha Sigma Nu joined the Association of College Honor Societies. ACHS is an organization that certifies honor societies, assuring that societies meet standards, and providing students with a place to check the legitimacy of honor societies who invite their membership.

The board passed the bylaw mandating that two members of the board be student members elected at each Triennial Conference in 1979.

In 1980, the Board founded Alpha Sigma Nu Book Awards, now given in a 3-year cycle, honoring books in the following categories: the Humanities, Professional Studies, and the Sciences. Book Awards promote excellence in research and scholarship among the faculty and staff at Jesuit institutions of higher education, and are one of the hallmarks of Alpha Sigma Nu's commitment to honor scholars of Jesuit institutions.

In 1981, the AΣN Scholarship Program began with Board approval of a \$1,500 annual scholarship at Marquette University. Our scholarship program now funds \$1,000 scholarships at all our member institutions, and is funded by the donations of Alpha Sigma Nu alumni to our annual Sustaining Fund.

2001- The Alpha Sigma Nu online directory on our website, [www.alphasigmanu.org](http://www.alphasigmanu.org), provides members a terrific networking resource in the Member Directory.

2002-2003- Six new Alpha Sigma Nu Alumni Clubs, with their purpose the encouragement of our alumni's lifelong commitment to the values of scholarship, loyalty, and service, are founded, joining Kansas City, Milwaukee, and Omaha.

2006- Champion College at the University of Regina in Saskatchewan becomes our 33<sup>rd</sup> Chapter.

2010-2011- Alpha Sigma Nu inducted 1,944 students at our 31 member institutions. Alpha Sigma Nu alumni donated over \$162,000 to our Sustaining Fund. Our 14 Alumni Clubs actively encouraged scholarship, loyalty, and service in the lives of our alumni.

Some 450 years ago, Ignatius Loyola began an order that stressed all Christians should strive for excellence in service to all humanity, all for the greater glory and honor of God. Alpha Sigma Nu, in seeking the best of Jesuit education, requires that its now 60,000 members emulate St. Ignatius through excellence in scholarship, loyalty, and service. This Ignatian heritage is relevant today as Alpha Sigma Nu celebrates its 94<sup>th</sup> year.

## **The AΣN Central Office**

The Central Office ensures the integrity and meaning of membership. The staff promotes and coordinates the total operation of Alpha Sigma Nu and serves the local Chapters/Clubs and Faculty Advisers. All questions regarding procedures should be directed to the Central Office.

### **Governance**

AΣN is governed by a Board of Directors, whose members bear the final burden of responsibility for the success of the society. AΣN seeks to recruit a diverse and well qualified Board. The Board Directors and Officers are available as consultants to Faculty Advisers and Chapter/Club officers.

### **Society Records**

The Central Office keeps accurate records of all Alpha Sigma Nu members, including the member database and the web site. Historical records are filed with the Marquette University archives. Minutes of all Board and committee meetings are maintained by the Central Office.

### **Sustaining Fund**

Alpha Sigma Nu directs an annual Sustaining Fund Appeal to members whose financial support is vital to the health of the society. The fund supports scholarships at all 32 Jesuit institutions of higher education and the Alpha Sigma Nu Book Awards given each year to faculty and staff members from Jesuit institutions of higher education. Additionally, the fund supports the Triennial Conference and expenses of the AΣN Central Office.

### **Triennial Conference**

Alpha Sigma Nu convenes every third year at a Jesuit campus selected by the Board of Directors. Invitations to host this event are welcomed from all Chapters. According to the AΣN Bylaws, each Chapter can send a Faculty Adviser and Chapter president, and each Alumni Clubs sends one voting delegate to the conference.

### **AΣN Newsletter**

The AΣN Newsletter is published by the Central Office and mailed to all members. Please encourage members to notify the office of changes of address. The Central Office welcomes any information about Chapter/Club members and activities. Photographs are needed for every issue. Most recent newsletter can be found here: <http://www.alphasigmanu.org/news/newsletters/summer2011.pdf>.

### **Induction Services**

The Central Office certifies all new inductees and supplies induction materials (jewelry, graduation medallions, certificates, program covers, etc.) to the Faculty Advisers in a timely manner.

### **Professional Organizations**

Alpha Sigma Nu is a member of the Association of Jesuit Colleges and Universities and is certified by the Association of College Honor Societies.

## Local Chapter Operations

Alpha Sigma Nu's policy has been to allow the local Chapters to establish their own projects and manage their operations as local circumstances dictate. While conditions vary greatly from one campus to another, these guidelines may help.

### **Local Constitution**

A Chapter constitution or Bylaws would take into account your particular situation. Duties of the officers, time and frequency of meetings, financial arrangements, election of officers, etc. could be clearly established to encourage stability and continuity for the Chapter.

### **Officers**

The number and duties should be determined by the local situation. We recommend a president, vice president, secretary and treasurer as minimum. A form on page 27 is provided for the Chapter to send the names, e-mail and campus addresses of officers to the Central Office.

## **THE ROLE OF THE FACULTY ADVISER**

Appointed by the college or university president, the Faculty Adviser has these roles:

1. Serve as main source of direction and inspiration for the local Chapter.
2. Supervise the Chapter's operations. This may include delegation of duties to student officers/members but not delegation of responsibilities.
3. Guide the students in the screening and selection of new members.
4. Principle contact in all interactions with the Central Office.
5. **New Inductees:** Record names and addresses of the candidates for induction and order pendants, pins and certificates well in advance (6 weeks) of the induction ceremony. Accuracy in spelling of names and exact initials is important to avoid loss of money and time. No order for pendants/pins and certificates will be honored without the signed approval of the Faculty Adviser and the institution president.
6. **Induction Ceremony:** Since the induction ceremonies are important in establishing the prestige of AΣN in the estimation of new members, their families and the academic community, the Faculty Adviser should make the ceremonies as impressive as possible. The event need not be elaborate nor beyond the means of the student or institution, but it should be well planned and executed. The ritual gives ample latitude to enable the Faculty Adviser and officers of the Chapter to conduct an outstanding event in the academic lives of these students.
7. Encourage student members to conduct and manage the local Chapter. Students should assume the responsibility of promoting the Chapter on campus. Because the quality of leadership will vary from year to year, the Faculty Adviser will need to be sensitive to the leadership potential of each group of officers and prepared to compensate for occasional lapses. The officer who tends to let things go needs definite checkpoints.
8. The Faculty Adviser might also encourage AΣN alumni participation in Chapter activities or be supportive in forming independent Clubs of alumni.

## SUGGESTED JOB DESCRIPTIONS FOR ALPHA SIGMA NU CHAPTER OFFICERS

### **The President shall:**

- ◆ Ensure that the activities of the Chapter fall within the Mission and Purpose of Alpha Sigma Nu.
- ◆ Manage the day-to-day business of the Chapter, assist in the development of committees as needed and appointment of committee members, call Chapter and Board Meetings, and preside at those meetings.
- ◆ Inform the Alpha Sigma Nu Central Office of Chapter activities/events.
- ◆ Preside over all general meetings.
- ◆ Ensure that the Chapter follows the Alpha Sigma Nu Bylaws
- ◆ Oversee all functions of the Chapter.
- ◆ Be a co-signer on the checking account with the Treasurer.
- ◆ Be responsible for all public relations of the Chapter (can delegate to an officer or committee).
- ◆ Be responsible for submitting the Annual Report to the Central Office by June 30.
- ◆ Serve as or appoint a Communications Liaison to the Central Office for web site updating, newsletter inclusions, and other promotions.
- ◆ Attend or designate attendee to the Triennial Conference
- ◆ Ensure all AΣN graphics and images are trademarked and used appropriately.

### **The Vice President shall:**

- ◆ In the absence or disability of the President, or at his/her request, the Vice President shall perform the duties of the President.
- ◆ He/she assists the President in ensuring that the activities of the Chapter fall within the Mission and Purpose of Alpha Sigma Nu.
- ◆ If the office of the President becomes vacant, the Vice President shall become President until the next annual election of officers by the Board.
- ◆ He/she shall perform such additional duties as may be delegated to him/her by the President, such as Communications Liaison.
- ◆ Be present, promote, and assist the President in major Chapter events.
- ◆ Attend Board Meetings and Chapter events. Perform the duties of the President or the Secretary in the absence of that officer.
- ◆ Be responsible for the proper functioning of all committees and assist the President at meetings.
- ◆ Shall serve as liaison to local Alumni Club.
- ◆ May serve as chair of program development.

### **The Secretary shall:**

- ◆ Attend all Board Meetings.
- ◆ Keep official minutes of the meetings of the Chapter and the Board meetings.
- ◆ Keep minutes of all general and Executive Board meetings, and post in a timely manner.
- ◆ Distribute all minute reports via email to all board members and officers.
- ◆ File and maintain all the recorded minutes in the Chapter's secretarial logbook.
- ◆ Assist in notification of all members of all general meetings and of other business conducted by the Chapter.
- ◆ Be responsible for assisting in the submission of the Annual Report.
- ◆ Keep an accurate account of members and record attendance at meetings.
- ◆ Send changes in Bylaws to the Central Office.

**The Treasurer shall:**

- ◆ Be responsible for all receipts and disbursements of the Chapter
- ◆ Shall assist the Secretary with the Chapter's records, as necessary. He/she shall be responsible for submitting a current financial statement at each Board meeting.
- ◆ Receive all monies from all sources.
- ◆ Be custodian of all Chapter funds.
- ◆ Effect all disbursements to cover all legitimate Chapter obligations.
- ◆ Report to the board of directors on a monthly basis and with sufficient detail.
- ◆ Along with Secretary, keep an updated list of Chapter membership.



## **Alpha Sigma Nu Bylaws pertaining to Student Chapters**

### **Section 9.5 Student Chapter Officers**

The Officers of a Student Chapter shall consist of the Chapter President, Vice President, Secretary, Treasurer and any other Officers designated by the Student Chapter. Student Chapters shall have a Faculty Adviser appointed by the President of the institution.

### **Section 9.6 Student Chapter President**

The Student Chapter President shall preside at all meetings of the Student Chapter, appoint committees, and plan inductions, programs and activities.

### **Section 9.7 Student Chapter Vice President**

The Student Chapter Vice President shall preside at all meetings of the Student Chapter in the absence of the Student Chapter President, regularly submit Chapter information to the Central Office for the Alpha Sigma Nu Newsletter, and assist the Chapter President in all duties as assigned.

### **Section 9.8 Student Chapter Secretary**

The Student Chapter Secretary shall attend all Student Chapter meetings and act as clerk thereof and shall record or cause to be recorded all Chapter minutes, keep documents and records, handle all Chapter correspondence and submit an annual report of Chapter activities to the Central Office.

### **Section 9.9 Student Chapter Treasurer**

The Student Chapter Treasurer shall have general charge of the financial affairs of the Chapter, reporting to the Chapter on collection of fees, deposit of funds and authorized expenditures.

### **Section 9.10 Student Chapter Faculty Adviser**

The Student Chapter Faculty Adviser shall ensure that the Student Chapter complies with the Bylaws of the Society and its own Bylaws, and shall keep the Student Chapter informed of the policies and activities of the institution with respect to all matters under Chapter consideration.

The Student Chapter Faculty Adviser shall submit an annual report to the Central Office.

## ALPHA SIGMA NU WEEK

Alpha Sigma Nu Week celebrates the tenets of scholarship, loyalty, and service on campus. In its third year, ASN Week is a Society-wide project with the dual purposes of concretizing the AΣN mission and increasing campus awareness of Alpha Sigma Nu.

Given this opportunity to be visionary, student presidents and Faculty Advisers develop action plans including their own ideas and ideas shared by other Chapters. You will find some ideas for ASN Week in the Chapter Program Book attached

The student presidents have particularly embraced ASN Week.

- They brainstorm with the Advisers and Alumni Club presidents about possible programs.
- They seek the guidance and cooperation of university presidents, mission officers, and faculty.
- They look to their campus communities and the larger communities for appropriate projects.
- Most ASN Week events have become annual events, many tied to Mission Week or Ignatian Heritage Week.

We strongly encourage you to plan for Alpha Sigma Nu Week early. The Week is planned for March or April. More to come in the Presidents' teleconferences.



# ALPHA SIGMA NU CONTINUITY BINDER

## WHY DO WE NEED A CONTINUITY BINDER?

Unlike most groups on campus, many AΣN chapters do not have the opportunity to adequately mentor future leadership. Cabinet/e-board members must adjust very quickly to their positions, as many become members and leaders in very close proximity. For these reasons, a continuity binder allows new cabinet/e-board members to familiarize themselves with their chapter and to see what is expected of them before they begin their service. In addition, the binder serves as a valuable resource throughout the entire year. Lastly, the binder is a great way to keep records.

## WHAT SHOULD WE INCLUDE IN A CONTINUITY BINDER?

- **An ongoing list of cabinet/e-board members, with position and date of service**
  - Include the responsibilities of each member. (For example, if the vice president is expected to plan an event, or the secretary is expected to contact a particular person, note these additional responsibilities.)
  - If possible, include e-mail addresses so that future members will know how to contact those who served in their position in the past.
- **Meeting agendas, dated and grouped by year**
- **Induction Procedures**
  - Possible things to note:
    - ✓ Date and location of event
    - ✓ Basic procedure of the event. The more specific you can be the better. While there are some basic guidelines for every induction, each school does its induction a bit differently.
    - ✓ Speeches, taking note of who gave the speech and the position he or she held
    - ✓ Diagram of the room, noting seating, procession procedures, tables, podiums, etc.
    - ✓ Special invitees
    - ✓ Programs, invitations

- **How-to guide for events**
  - Possible things to note:
    - ✓ Name and date of event
    - ✓ If the event was a first-time event or a tradition that is expected of each group
    - ✓ Instructions on how to organize and run the event
    - ✓ Resources, materials used
    - ✓ Contact information for any other people involved with the event (Did you work with another department? Did you need special permission from someone? Did you use an outside service?)
    - ✓ Any paper copies that may be available (e-mails, order forms, reservation forms, flyers, etc.)
    - ✓ Tips and roadblocks
- **Alumni information**
  - Include information about continuing service with ASN through alumni clubs
- **Any extra materials collected**
  - Pictures, event calendar, copies of thank you notes (sent or received), additional tips or recommendations, ideas for future events, etc.
  - This Handbook

### **WHO SHOULD HAVE OUR CONTINUITY BINDER?**

The continuity binder should be given to each president as he or she assumes the position. This binder is to be shared by the president and the other cabinet members.

### **WHO IS RESPONSIBLE FOR MAINTAINING OUR CONTINUITY BINDER?**

The cabinet/e-board members are responsible for familiarizing themselves with the binder's contents and adding to the binder. The Faculty Adviser should oversee the maintenance of the binder and ensure that it is passed down to each new president, but the main responsibility of the binder falls on the students.