

Chapter Handbook for Student Officers



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**WELCOME TO THE
ALPHA SIGMA NU COMMUNITY!**

This handbook is a guide for Alpha Sigma Nu Chapter Presidents and officers. The handbook answers the questions:

What is Alpha Sigma Nu?

- What does it mean to be the JESUIT Honor Society?
- What sets AΣN apart from other honor societies?
- What does membership call us to?

What do AΣN Chapters do?

- How can our Chapter contribute to the mission of our college or university?
- How can our Chapter promote the Alpha Sigma Nu vision and mission?
- Where do I go for ideas, guidance, and support?

What does the Central Office do?

- Ensures compliance with Alpha Sigma Nu Bylaws
- Promotes the values of scholarship, loyalty, and service
- Provides Chapter Officers and Faculty Advisers with information, ideas, guidance, and support

THIS HANDBOOK CAN BE FOUND ON THE AΣN WEBSITE ON THE *CHAPTERS AND RESOURCES* PAGE.



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.

MISSION

Alpha Sigma Nu, the honor society of Jesuit institutions of higher education, recognizes those students who distinguish themselves in scholarship, loyalty and service. The only honor society permitted to bear the name Jesuit, AΣN encourages its members to a lifetime pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

VISION

A dynamic honor society whose members, recognized for embodying scholarship, service, and loyalty to the ideals of Jesuit education, embrace their Ignatian values as a lifelong pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

HISTORY OF ΑΣΝ

On June 4, 1915, John Danihy, S.J., Dean of Journalism at Marquette University, held the first initiation of eleven undergraduate men and inaugurated Alpha Sigma Nu. Father Danihy was quite a dynamic leader; besides founding ΑΣΝ, he was responsible for establishing the Marquette Press, the Marquette Tribune, and the college yearbook, the Hilltop. 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 ΑΣΝ members 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, Father 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 Adviser to its Alpha Sigma Nu Chapter.



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. Gamma Pi Epsilon became a national organization in 1947 when St. Louis University granted permission to organize a chapter on campus.

By 1943, Alpha Sigma Nu had come a long way from the days as a little-known group of honor students. Creighton, St. Louis, University of Detroit Mercy, Loyola New Orleans, Spring Hill, Loyola Chicago, John Carroll, Boston College, Gonzaga, Xavier, Loyola Marymount, St. Joseph's Seattle, Holy Cross, University of San Francisco, Santa Clara, Loyola Maryland, and Scranton had chartered student Chapters. The Society was now moving into the new decade sure of itself and its mission as the vanguard of Jesuit action and ideals.

From day one Alpha Sigma Nu encouraged the creation of alumni clubs to help foster continued loyalty and service to Jesuit education. The Club was seen as an integral part of the student chapter at Marquette.

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 at 1965 Convention. 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. "This is a historical evening for you and me, he said, "celebrating together the completion of fifty years of continuous and ever expanding scholarship, loyalty and service. I looked forward to being with you to show my respect for your achievements of the past but more especially to join with you in charting the future."

At the 1964 conference, the issues committee reasoned thus: "If AΣN is to honor students desirous of said honor, no one should be eliminated on grounds of sex. The present set-up contradicts the notion of Jesuit honor students." The Board of Directors did agree to consider the issue in March of 1967, and the two Boards met for the first time in March of 1972. Here you see the merger resolution:



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.

That fall, Alpha Sigma Nu inducted a total of 1,140 new members into its organization: 663 men and 477 women. The numbers dramatized the strength of the new organization.

In 1975, Alpha Sigma Nu joined the Association of College Honor Societies. ACHS 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.

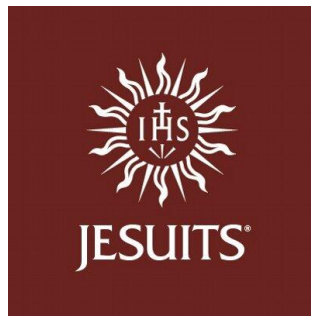
In 1980, the Board founded Alpha Sigma Nu Book Awards, now given in a 3-year cycle, honoring books in the following categories: the Humanities, Professional Studies, and the Sciences. The Book Awards promote excellence in research and scholarship among the faculty and staff at Jesuit institutions of 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. The Alpha Sigma Nu online directory on our website, www.alphasigmanu.org, providing members a terrific networking resource in the Member Directory, was created in 2001. In the 2002-03, 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, were founded, joining Kansas City, Milwaukee, and Omaha. In 2006, Campion College at the University of Regina in Saskatchewan became our 33rd Chapter.

Alpha Sigma Nu celebrated its 100th anniversary by hosting the "Centennial Triennial" Conference in October, 2015, at Marquette University. Delegates from all Chapters and Alumni Clubs took part as well as the Board of Directors. As part of the celebration, AΣN welcomed our 32nd Chapter and first in Europe, Loyola Andalucia University.



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 80,000 members emulate St. Ignatius through excellence in scholarship, loyalty, and service. This Ignatian heritage is relevant today as Alpha Sigma Nu enters its 102nd year.



WHAT DOES IT MEAN TO BE THE JESUIT HONOR SOCIETY?

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 AΣN. 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.

Rev. Stephen Sundborg, S.J.

Intentionality

- Alpha Sigma Nu Chapters keep the tenets of Scholarship, Loyalty to Jesuit ideals and Service in mind when setting Chapter goals and planning program, keeping in mind the mission of Alpha Sigma Nu.
- Alpha Sigma Nu Chapters commit as well to the mission of their colleges and universities

How to proceed?

- Top of mind awareness-bearing the name Jesuit-when planning any program
- Ensure that the induction ceremony has as its focus commitment to the AΣN values
- Make an appointment with the Vice President for Mission and Ministry (or equivalent), making him/her AΣN's chief ally in the university
- Make an appointment with the Jesuit community rector. Introduce yourself, and explain that you would like to strengthen the relationship between the Jesuit community and the Chapter.

Alpha Sigma Nu Fact Sheet

What is Alpha Sigma Nu?

Alpha Sigma Nu is the Jesuit Honor Society. AΣN is unique among honor societies in that it seeks to identify the students of the Jesuit institutions of higher education who demonstrate exceptional commitment to the AΣN tenets of scholarship, loyalty to Jesuit ideals, and service to campus and community.

Who is eligible to apply?

Juniors, seniors and graduate students who rank academically in the top 15% of their class and have a demonstrated record of service and loyalty to the Jesuit ideals. Only 5% of each class is inducted.

What are the benefits?

- Dedication and diligence are tangibly rewarded. Membership is the highest honor bestowed at Jesuit institutions
- Involvement in Jesuit mission-focused activities
- Life-long membership, networks and collegiality with a remarkable group of people from all 29 Jesuit institutions in the United States, two in Canada and one in Korea
- Connection to the AΣN online member directory of 67,000 Alpha Sigma Nu members
- Membership in one of 14 Alpha Sigma Nu Alumni Clubs upon graduation.
- Entrance at the GS-7 level in numerous professional and technical occupations in the Federal service.
- Through partnerships with the Washington Internship Institute, The Fund for American Studies, and The Washington Center of Internships members of each ACHS member society may qualify for scholarships

What is the cost?

The dues are \$70 for a lifetime membership. This provides for your certificate and official pin plus future mailings from AΣN. There are no annual dues. Our members support Alpha Sigma Nu through donations to the annual Sustaining Fund.

Where can I find more information?

At the AΣN web site, www.alphasigmanu.org. Each campus Chapter has a local Faculty Adviser and Chapter officers you can contact for more information.

Are there networking possibilities?

Yes. AΣN has over 90,000 members. Alumni can be located in the AΣN Member Directory online. Members may contact other members for advice, referrals, internships and positions. Members are also connected on Facebook, Instagram, and LinkedIn.

Will this help with graduate or professional school admission?

Yes. This is a recognized and respected credential. Established in 1915, Alpha Sigma Nu is an accredited member of the Association of College Honor Societies.

You can also download and print this info sheet from the Chapters and Resources page of the website.

THE AΣN CENTRAL OFFICE

The Central Office has three overarching roles:

1. Ensure the integrity and meaning of membership
2. Promote and coordinate the total operation of Alpha Sigma Nu
3. Serve the local Chapters/Clubs, Chapter officers, Faculty Advisers

What the Central Office can do for you and your Chapter:

1. Provide templates for chapter projects
2. Provide official AΣN logos in electronic form
3. Share program ideas and resources
4. Share induction tips
5. Connect your Chapter with local alumni members

Central Office Staff

(414) 288-7542

Clara Dwyer, Executive Director
(clara.dwyer@marquette.edu)

*Sarah Craine, Director of
Communications and Operations*
(sarah.craine@marquette.edu)

*Amy O'Neil, Director of Development
and Alumni Relations*
(amy.oneil@marquette.edu)

Governance

- AΣN is governed by a Board of Directors and includes two student members

Society records

- The Central Office keeps accurate records of all Alpha Sigma Nu members, maintaining the member database and the website

Sustaining Fund

- Directs an annual Sustaining Fund Appeal to support the society
- Members donations provide 65% of the operating revenue
- The fund supports scholarships at all 32 member institutions and the Alpha Sigma Nu Book Awards
- Also supports the Triennial Conference, Summits, and operations of the AΣN Central Office

Regional Leadership Summits

- Hosts regional summits for Chapter leaders in non-Triennial years
- Provides training and networking to student leaders

Triennial Conference

- Alpha Sigma Nu convenes every third year at a Jesuit campus
- Each Chapter sends a Faculty Adviser and Chapter president delegate

AΣN Newsletter

- The AΣN Newsletter is published twice a year by the Central Office and mailed to all members
- **We would like to include news of your Chapter in the newsletter...and pictures!**
- Encourage members to notify the office of changes of address

Induction Services

- The Central Office certifies all new inductees and supplies induction materials (jewelry, graduation medallions, certificates, program covers, etc.)

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

ROLE OF THE FACULTY ADVISER



Serves as main source of direction and inspiration for the local Chapter



Guides the students in the screening and selection of new members



Ensures that the induction ceremony is as impressive as possible to establish the prestige of AΣN in the eyes of new member their families and the academic community



Is the principal contact with the Central Office, including the ordering of induction materials



Encourages ASN alumni participation in Chapter activities or be supportive in forming independent Clubs of alumni



Supervises the Chapter's operations



Is appointed by the President of the University

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, appoint committees,
- ♦ Call Chapter and Board Meetings, and preside at those meetings.
- ♦ Serve as or appoint a Communications Liaison to the Central Office for web site updating, newsletter inclusions, and other promotions.
- ♦ Ensure that the Chapter follows the Alpha Sigma Nu Bylaws
- ♦ 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
- ♦ Be present, promote, and assist the President in major Chapter events.
- ♦ Attend Board Meetings and Chapter events.

The Secretary shall:

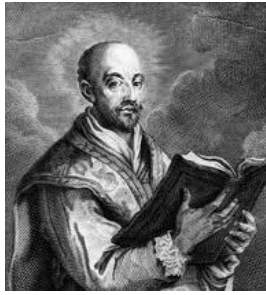
- ♦ Attend all Chapter Board and general meetings.
- ♦ Keep minutes of all general and Executive Board meetings, and post in a timely manner
- ♦ Distribute all minute reports via email to all board members and officers.
- ♦ File and maintain all the recorded minutes
- ♦ Keep an accurate account of members and record attendance at meetings.
- ♦ Send changes in Bylaws to the Central Office.

The Treasurer shall:

- ♦ Serve as guided by the Faculty Adviser
- ♦ Be responsible for all receipts and disbursements of the Chapter
- ♦ Shall assist the Secretary with the Chapter's records, as necessary.
- ♦ Report to the board of directors on a monthly basis and with sufficient detail.
- ♦ Along with Secretary, keep an updated list of Chapter membership.

OTHER CHAPTER OFFICER POSITIONS

- Vice-president-Community Service
- Vice-president Public Relations
- Vice-president Communications
- Chair-Social Media
- Historian
- Selection Committee (2 positions beyond the Board)



ALPHA SIGMA NU CHAPTER PRESIDENTS

IGNATIAN INSPIRED LEADERS!

Chapter Standards

Commit to making this a great year for Alpha Sigma Nu on your campus!

- **Induct** new members according to the AΣN Induction Ritual
- **Provide** a meaningful experience of membership, hold at least two programs per semester beyond induction
- **Participate** in the Chapter presidents' conference calls
- **Plan and execute** Chapter programs with Faculty Adviser guidance and encouragement as well as the support of the AΣN Board, Chapter committee co-chairs and the Central Office staff
- **Hold** regular meetings to engender AΣN identity and encourage active Chapter members
- **Celebrate** Alpha Sigma Nu Week

Alpha Sigma Nu recommends:

- **Articulate** a Chapter mission statement: What does it mean to be AΣN at your university?
- **Establish** a regular meeting time for the Chapter
- **Presidents lead** in goal setting and action planning with Faculty Adviser
- **Familiarize** yourself with the AΣN By-laws and the Chapter by-laws
- **Secretary** takes minutes, keeps all records, and copies minutes to the Continuity Binder
- **Officers:** The number and duties should be determined by the local situation. We recommend a president, vice president, and secretary as minimum.
- **Succession Planning:** Plan a smooth transition of officers after election. Meet in person, exchange documents and contact info for questions.

Member Recruitment Strategies

ALPHA SIGMA NU IS A PRESTIGIOUS HONOR ON YOUR CAMPUS. YET MEMBERS DO NOT KNOW ABOUT ALPHA SIGMA NU WHEN INVITED TO APPLY.

YOU ARE AΣN'S BEST MARKETING TEAM!

AΣN is unique! It is the only honor society with a special connection to Jesuit education. Membership requires service and a commitment to the ideals of Jesuit education.



BE VISIBLE! BE PROUD!

- Approach the University President's office about a special role for your Chapter
- Talk to the Mission Office about contributing to Mission Week, Ignatian Heritage Week, Jesuit Education Week, or similar celebration on campus
- Take part in Freshmen Convocation to encourage freshmen to set AΣN membership as a goal, reach out to freshmen and sophomores regarding AΣN
- Connect with the faculty and staff: Faculty/staff appreciation events, Teacher of the Year Awards, Lecture series featuring faculty
- Collaborate with other student groups, participate in charitable events (e.g. Relay for Life) as a Chapter team
- Wear Alpha Sigma Nu T-shirts!
- Utilize campus media outlets such as the student newspaper, university social media team, and university public relations
- Update the AΣN page on your University website if there is one. Talk to the Central Office about a Facebook page for your Chapter.



USE AΣN'S COMMUNICATION MATERIALS!

(DELIVERED TO YOUR FACULTY
ADVISER OR CHAPTER COORDINATOR)

- Bookmarks
- Fact sheets
- Daily Examen cards
- Note cards
- Stickers

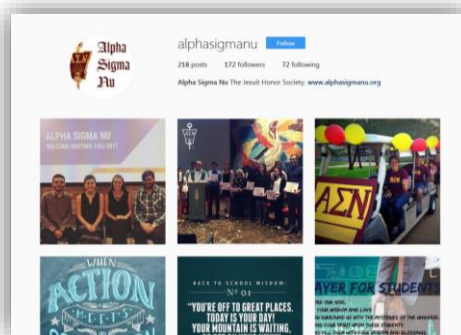
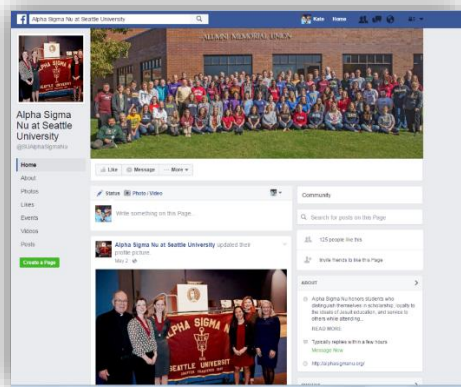
AΣN WEEK

Creating a Society-wide project with the dual purposes of concretizing the AΣN mission and increasing campus awareness of Alpha Sigma Nu is the challenge delivered to Alpha Sigma Nu Chapter leaders!

- Seize this opportunity to be visionary
- Seek the cooperation and program ideas of university presidents, mission officers, and faculty
- Look to the campus communities and the larger communities for appropriate projects.
- Alpha Sigma Nu Week events vary from campus to campus



***ALPHA SIGMA NU WEEK PROGRAM IDEAS WILL BE PROVIDED BY
THE CENTRAL OFFICE.***



Use social media to promote AΣN and your Chapter!

INSTAGRAM

- Tag AΣN in your program and induction photos
- Find fresh visual content on our main page to share with your Chapter
- Advertise your events through visual posts
- Find Ignatian inspiration!

FACEBOOK

- Invite your FA or CC to be administrator for continuity
- Assign someone to keep your page fresh!
- Direct members to AΣN's and your Chapter page
- Use your page to share program, service, social, and induction photos
- Use more than one social media to promote events and meetings

TWITTER

- Get quick news and event updates
- #alphasigmanu to join the conversation
- Create your own Chapter hashtag

⇒ Be sure to monitor all your Chapter's social media!

HAIG FUND FOR CHAPTER PROGRAMS



Alpha Sigma Nu received an extraordinary \$75,000 gift through Rev. Frank Haig, S.J. (above right), of Loyola University Maryland, from the estate of his brother, the Honorable Alexander Haig, former United States Secretary of State and Supreme Allied Commander -Europe. Father Haig, with full support of the AΣN Board, has designated this gift as a fund for student Chapter programs promoting Alpha Sigma Nu's mission.

**DOES YOUR CHAPTER NEED FUNDING FOR A SPECIAL PROGRAM?
FATHER HAIG WANTS TO HELP YOU MAKE IT HAPPEN!**

The AΣN Board will award grants of up to \$500 to support programs that promote the Alpha Sigma Nu values of Scholarship, Loyalty, and Service. Programs that enhance the profile of Alpha Sigma Nu on campus will be given special consideration.

Dream bigger, plan bigger.

The application can be found on the AΣN website as well as the next page. Email applications to clara.dwyer@marquette.edu. Give details! The Board of Directors will approve grants on a rolling basis.

The Alexander Haig Fund for Alpha Sigma Nu Chapter Programs

Please complete this form and attach the budget detailing the use of fund grants.

1. Chapter _____ Chapter president _____
2. Program/event date _____ Amount requested_(up to \$500) _____
3. Describe the initiative you are proposing (250 words maximum)
4. How will the program promote the Alpha Sigma Nu tenets of Scholarship, Loyalty, and Service? (200 words maximum)
5. How will this program build campus awareness of Alpha Sigma Nu? (150 words maximum)
6. How many people are you expecting to attend? _____
7. Is this program for the Chapter or is it open to the campus community? _____

8. Required signatures:

Chapter president

Faculty Adviser

Return to Clara Dwyer, Alpha Sigma Nu Executive Director, at clara.dwyer@marquette.edu

The Alexander Haig Fund for Alpha Sigma Nu Chapter Programs

BUDGET

Please be sure to save receipts to include in a post-event financial report.

Total program/event budget:	\$
Amount applied for:	\$
Budget period:	
Publicity/promotion/communications	\$
Speaker	
Fee/honorarium	\$
Travel	\$
Lodging	\$
Event expense	
Room rental	\$
Food	\$
Beverage	\$
Project expense	\$
Transportation	\$
Materials	\$
Miscellaneous	\$
Total	\$

CHAPTER OF THE YEAR AWARD



The Chapter of the Year annual award serves to inspire student Chapters to excellence in programs promoting scholarship, loyalty, and service, and to honor one Chapter particularly whose performance is outstanding.

The Chapter President is responsible for completing and submitting the application or designating a fellow officer to complete the task. **Submission of the application is MANDATORY!** The application serves a

dual purpose: it is the criteria for the award and serves as the official annual report of the Chapter.

THE CHAPTER OF THE YEAR RECEIVES A COMMEMORATIVE FRAMED CERTIFICATE TO DISPLAY AT THEIR SCHOOL AND A \$500 CASH PRIZE

Criteria:

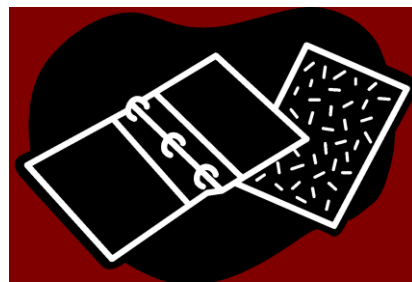
- Service projects – number, quality/content, attendance
- Events – with Jesuits, educational, etc. – number, quality/content, attendance
- AΣN Week Programming – number of events, quality/content, attendance
- Meetings – number, content, attendance
- Induction ceremony – Incorporation of AΣN and Jesuit content, speakers
- Overall promotion of the Society - AΣN values and campus awareness of AΣN
- Chapter leadership attendance on conference calls

Timeline:

- Chapter leaders are encouraged to read through the application at the start of the school year and to use the criteria as a guide to programming
- **Applications are due by second Friday of April.** Events/inductions held after this date should be included in the application, noted as future events
- The selection panel will review applications and choose the winner
- Announcement of winning Chapter to take place in early May including to school and Society members

ALPHA SIGMA NU

SUCCESSION MATERIALS



WHY DOES THE CHAPTER NEED A SUCCESSION PLAN?

- Need for institutional memory, a record of what has been successful
- Sometimes there is little chance for transitioning between presidents and officers
- E-board members must adjust very quickly to their positions
- A centralized location for all Chapter documents and records is essential with annual turnover of leadership
- A binder can keep records, notes, event logs, programming ideas, meeting notes for many years, a great resource to new leaders

WHAT SHOULD WE INCLUDE IN OUR SUCCESSION MATERIALS?

An ongoing list of e-board members, with position and date of service

- Responsibilities of each E-board member
- Former officers e-mail addresses contact information
- **Meeting agendas and notes, dated and grouped by year**
- **Induction Procedures**
 - Date and location of event
 - Basic procedure of the event. The more specific you can be the better.
 - Speeches... who gave the speech and the position he or she held
 - Programs, invitations
- **How-to guide for events**
 - 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
 - Any paper copies that may be available (e-mails, order forms, reservation forms, flyers, etc.)
 - Tips and roadblocks
- **Alumni information**
 - Alumni Club officers contact information
 - Projects with Alumni Club
- **Any extra materials collected**
 - Pictures, event calendar, copies of thank you notes (sent or received), additional tips or recommendations, ideas for future events, etc.
 - Copies of bills, invoices, or other internal university documents you think would be helpful

- **This Handbook!**

WHO SHOULD HAVE THE CHAPTER SUCCESSION MATERIALS?

The chapter succession materials should be passed from president to president at a leadership transition meeting. As a backup, the Faculty Adviser and Chapter Coordinators may be keepers of the materials when an in-person meeting is not possible.

WHO IS RESPONSIBLE FOR MAINTAINING OUR SUCCESSION MATERIALS?

ALL officers and Faculty Adviser should oversee the maintenance of succession materials and ensure that it is passed down to each new president.

INDUCTION GUIDEBOOK



Induction Timeline Checklist

Six Months in Advance of Induction Ceremony, or Beginning of Academic Year:

- ☐ Confirm induction date and location with university president and AΣN Central Office. Make room reservations and notify deans, professors and area AΣN alumni
- ☐ **Inform the Central Office as soon as you set your induction date.**
- ☐ Request list of academically eligible students from registrar —juniors, seniors, and graduate students
- ☐ Chapter Officers and Faculty Adviser meet to discuss the year's induction and year-long calendar of events
- ☐ Mail applications to eligible students, inviting them to apply and indicating deadline
- ☐ Request information brochures from the Central Office to be mailed to candidates **This brochure is also available as a pdf on the Chapters and Resources tab of the Alpha Sigma Nu website.**
- ☐ Discuss and select honorary AΣN membership nominees.

Five Months In Advance:

- ☐ Collect and review applications with selection committee (may require 3-4 meetings)
- ☐ Select honorary inductees (limit of 5). Complete bio and registration form for each
- ☐ Faculty Adviser approves list and submits for approval to university president

Four Months In Advance:

- ☐ Mail acceptance or regret letters to applicants, requesting fees and jewelry preference for new inductees

Three Months In Advance:

- ☐ Deadline for all induction fees to be collected
- ☐ Confirm induction ceremony details; confirm featured speaker, programs, etc.
- ☐ Request check for AΣN Central Office to accompany induction order

Two Months In Advance:

- ☐ Complete New Member Registration Form for Central Office – this includes permanent addresses of inductees, emails, phone numbers, and names spelled correctly. This information becomes our permanent member record.
- ☐ Gather signatures of Chapter President, Faculty Adviser and University President if you wish them to be pre-printed on certificates. Follow instructions on the order form.

Six Weeks In Advance:

- ☐ Submit New Member Registration Form and Induction Order Form via email to the AΣN Central Office.
- ☐ Submit hard copies of all necessary materials (completed Induction Order Form, Honorary Order Forms, signatures for certificates, payment of fees or purchase order) to the Central Office.
- ☐ Order program covers from the Central Office at no cost (see sample in this handbook) by including quantity on your Induction Order Form.

Please note: Complete order must be received by AΣN Central Office six weeks prior to induction in order to guarantee that your induction pins and certificates will arrive on time.

One Month In Advance:

- ☐ Finalize RSVPs for the induction ceremony
- ☐ Last minute detail planning for your ceremony
- ☐ Send out invitations to deans, alumni, other special guests
- ☐ Mail confirming information about ceremony to inductees

- ☐ Print programs for ceremony
- ☐ Receive “Welcome” brochures and AΣN newsletters from Central Office for distribution to new inductees.

One Week In Advance:

- ☐ Receive induction pins, certificates and graduation medallions (if purchased) from Central Office
- ☐ Confirm guest speaker and final plans for ceremony
- ☐ Confirm that Central Office has received payment and all necessary documentation for induction orders

One Week After Induction:

- ☐ Conduct first meeting of new members. **Select officers for upcoming year.**
- ☐ **Set date for next year’s induction!**

End of Year

- ☐ Complete end of year reports for Central Office

Scheduling the Induction Ceremony

The Bylaws do not prescribe a time or season for induction ceremonies, so the decision rests with the local Chapter and its traditions. Many Chapters induct new members in the spring, but some are changing to fall or early winter, as this allows juniors the opportunity to become involved and active while on campus.

Sample Alpha Sigma Nu Induction Application

You are under consideration for membership into Alpha Sigma Nu, the Honor Society of Jesuit Institutions of Higher Education. Membership is limited to those students in Jesuit institutions who possess the qualities of Scholarship, Loyalty and Service to an outstanding degree. Please fill out the application below to describe how you embody these qualities.

Date: _____

Name: _____

Local Address: _____

City State Zip

Permanent email address _____

Local Phone: _____

Permanent Address: _____

Street City State Zip

Parents' Names: _____

Parents' Address _____

City State Zip

School/College in which enrolled: _____

Year (Junior, Senior, Graduate): _____

Expected graduation date (mo/yr): _____

Number of hours carried this semester: _____

Major(s): _____

Minor(s): _____

Cumulative Grade Point Average: _____

Other universities attended: _____

Please list all honors you have received:

Please list all activities in which you have participated as a student and ALL organizations to which you have belonged. Include committee appointments and elected offices on campus or in the community. Please indicate current activity. Use a separate sheet if necessary.

Activities/Organizations	Offices Held	Dates
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Work experience:

Company	Position Held	Dates
1. <hr/>	<hr/>	<hr/>
2. <hr/>	<hr/>	<hr/>
3. <hr/>	<hr/>	<hr/>

Please list references:

Name and Title	Relationship to you	Length of time known
1. <hr/>	<hr/>	<hr/>
2. <hr/>	<hr/>	<hr/>
3. <hr/>	<hr/>	<hr/>

Return this form to:

Return deadline date:

Chapter Checklist for Membership Candidates

Rank each candidate on the three AΣN values, then total the points to compare the candidates.

(5) Exceptional

(4) Very high

(3) Average

(2) Poor

(1) N/A

Scholarship:

Depth of comprehension

Breadth of knowledge

Passion for:

World of ideas

Critical analysis

Integrates knowledge and wisdom

Integrates the practical and theoretical

Wisdom beyond classroom

Total:

Loyalty:

Intellectual appreciation of the Jesuit ideals of education

Commitment to these ideals:

Intellectual

Social

Moral

Religious

Sense of decency

Responsibility to truth and justice

Moral convictions

Total:

Service:

Gives time and energy to:

School/campus organizations

Larger community needs

Holds Leadership positions in organizations

Serves as quiet leader/member in service to others

Total:

Grand Total:

Honorary Membership

A Chapter may select individuals who have distinguished themselves in scholarship, loyalty and service to be awarded an honorary membership into the Society.

- Each Chapter may induct five honorary members each year. All nominations shall be approved by the President of the institution.
- Some suggestions if needed:
 - Jesuits from the community who have not yet been inducted
 - Leaders of local Jesuit projects (Cristo Rey High Schools, Nativity schools, etc.)
 - Well-respected faculty
 - Alpha Sigma Nu Book Award winners
 - Teacher of the Year Award winners
- Each Chapter is responsible for the induction fee for each honorary member. Fees are waived for the institution presidents, chief academic officers, mission officers, and Faculty Advisers. Please report any changes to this leadership promptly to the Central Office.

The Induction Ceremony

All Alpha Sigma Nu induction ceremonies should:

- ◆ Communicate the honor and prestige of the Society
- ◆ Provide an opportunity to welcome new members
- ◆ Encourage those members attending to participate in Chapter activities
- ◆ Educate members about the mission and purpose of the Society
- ◆ Include the reading of the AΣN Pledge by new inductees

Induction program covers

The Central Office offers an attractive cover for induction programs, which you may order at no charge. The program cover contains Alpha Sigma Nu's background, criteria, history, and pledge. Simply contact the Central Office and ask for as many as you like. A sample is provided in the appendix.

Alpha Sigma Nu Ritual of Induction

Introduction

The Alpha Sigma Nu Ritual of Induction serves to:

- Inform inductees and their guests of the history, mission, and purpose of the Society
- Describe the Alpha Sigma Nu tenets of Scholarship, Loyalty, and Service
- Congratulate the inductees on living these tenets and ask for their commitment to these values in the future
- Formally induct the new members

This manual is presented as a guideline for Chapter induction ceremonies. While flexibility and different degrees of formality may be appropriate, the following order of ceremonies and instructions shall assist Chapters in carrying out this essential Ritual of Induction into Alpha Sigma Nu. The term President in this ritual will refer to the President of the local Chapter. The President of the institution will be specifically noted.

Invitees

In addition to the new inductees and their families, it is always appropriate to invite your Chapter's current members—that is, those students inducted the previous year. Members of the Board of Directors living nearby should be invited to represent the Society. If there is a local Alumni Club, its president may welcome the new inductees to the Alpha Sigma Nu community. The Central Office database can be utilized to invite other local alumni members.

Honorary Membership

Chapters are urged to consider as candidates for honorary membership men and women who represent well the tenets of scholarship, loyalty, and service. These may include members of the Jesuit community, the faculty and administration, persons working in local or national Jesuit projects, and other individuals who have distinguished themselves in their community. Please be sure to check to see if an honorary candidate is already a member by consulting the Member Directory or calling the Central Office.

The **President, Chief Academic Officer, and Chief Mission Officer** of the college/university, and the Chapter's **Faculty Adviser** shall become members at the first induction following their appointment if they are not already members.

Induction Program Covers

The Alpha Sigma Nu Central Office has induction program covers available to all Chapters at no charge. The induction cover information includes:

- Alpha Sigma Nu purpose and mission
- The Greek words and their translation
- Eligibility information
- Brief history
- List of all Chapters
- The Alpha Sigma Nu Pledge

The Central Office updates the induction program covers annually. By using them, you can be assured you are sharing the most accurate and up to date information about Alpha Sigma Nu. If you choose not to use them, please be sure to include the items listed above and to update the text you use for creating the program.

Order of Ceremonies

Induction Prayer

Introduction of Candidates

Remarks of the Chapter President

Standard of Scholarship Explained by the Vice President

Standard of Loyalty Explained by the Secretary

Standard of Service Explained by the Treasurer

President's Address

Alpha Sigma Nu Pledge

Acceptance of Candidates

Presentation of Keys and Certificates

Conferral of Honorary Memberships

Remarks by the University/College President

Remarks by the Faculty Adviser or Guest Speaker

Introduction of Guests, Alpha Sigma Nu Board, and Alumni Representatives

Announcements

Reception/Banquet

General Instructions

The objective is to make the ceremony as impressive as possible for the inductees and guests. This ceremony may be the only formal contact some members will have with Alpha Sigma Nu. Chapter officers are urged to retain the essentials but are free to add elements that will enhance the ceremony. *The Alpha Sigma Nu bylaws require that all inductees recite the Pledge during the Induction Ceremony.*

It is desirable that each candidate be identified as clearly as possible. This may be accomplished by announcing each name during the ceremony and by publication of the names of those inducted in the Induction Program.

The President of the college/university should take an active part in the ceremony. Often, the date of the ceremony is set according to the President's availability, which requires setting the date far in advance.

Variety and interest are added to the ceremony when a number of active members (student, alumni, board, and honorary) participate.

Responsibilities

All of the officers are responsible for the induction. The Induction Ceremony is called to order by the President of the Chapter.

Invitations

The Faculty Adviser and Chapter officers shall decide whether the ceremony will be open to the institution's community or if it will be by invitation only. Faculty members, deans, department heads, and other administrative officers should be reminded to wear Alpha Sigma Nu pins if they are members.

Protocol

Members, especially officers, should wear their pins/pendants. Chapters are urged to display the official Alpha Sigma Nu banner at the ceremony and at any social functions following the induction. Provision for music at the entrance and exit or a suitable musical interlude might be made. The institution's song and/or an appropriate anthem might be sung.

Seating

The inductees should be arranged in the central place. Chapter officers are to have prominent places. Honorary inductees and the student inductees should be seated where they can be seen and where they can move conveniently about and to the dais area. The faculty should be seated near the candidates.

Standards

The explanation of the three standards is the essential message of the Induction, and shall be described by the Chapter officers.

Script for the Ritual of Induction

Induction Prayer

This induction prayer may be used to open the Induction Ritual ceremony.

Gracious and loving God,

*As we gather to honor the achievements of these members of Alpha Sigma Nu
And those who will be inducted this day,
We pause to celebrate the many ways you have blessed their lives
And to give you thanks and praise.*

*For their dedication to scholarship;
For their intelligence and ideals that lead them to deepen their commitment to the pursuit of knowledge.
May they come to see that the wisdom they gain today will be realized in what your great plan holds for their
lives tomorrow.*

*We give you thanks and praise
For their dedication to loyalty;
For the challenges they encounter in seeking truth and justice,
So as to live as men and women of honor and integrity in their daily lives.
May the vision of St. Ignatius be their guide in deepening their encounters with God and with others.*

*We give you thanks and praise
For their dedication to service;
For the work of their hands and the generosity of their hearts
that reach out to see the sufferings of others and seek ways to serve.
May the ideal of generous service be their guiding principle as they work for justice in our world.*

*Lord,
May this induction ceremony today be a life-long reminder of the ideals of Jesuit education
that have been so firmly rooted in the mission of the Society of Jesus and [name of school].
And may your grace continue to fill their lives
that they may always be challenged to be leaders
who are examples of excellence and integrity,
generous in their compassion, and committed to serving others for your greater glory.*

Amen.

Written by Maureen Bergen, Spring Hill College

Remarks of the President

Alpha Sigma Nu, the honor society of Jesuit institutions of higher education, is a dynamic fellowship of lifetime leaders dedicated to Ignatian vision and values in the highest tradition of the 450-year Jesuit mission in Catholic higher education. An invitation to be inducted into Alpha Sigma Nu is one of the very highest honors a Jesuit institution confers upon a student. As a unique honor society, Alpha Sigma Nu carries a profound mission:

Alpha Sigma Nu recognizes those students who distinguish themselves in scholarship, loyalty and service. The only honor society permitted to bear the name Jesuit, Alpha Sigma Nu encourages its members to a lifetime pursuit of intellectual development, deepening Ignatian spirituality, service to others, and a commitment to the core principles of Jesuit education.

Founded in 1915, Alpha Sigma Nu is an international organization with chapters at all 28 Jesuit colleges and universities in the United States, at Sogang University in Korea, and at Campion and Regis Colleges in Canada. The name Alpha Sigma Nu signifies the Greek words *Adelphotes Scholastikon Nikephoron* (ah-del-foh-tes scow-last-i-kown Nee-kay-for-own), meaning “the company of honor students.” The key of the society bears the three Greek letters together with the eye of wisdom. On the reverse side is inscribed the member’s name and date of induction. The Alpha Sigma Nu colors are maroon and gold.

The President may add his/her own remarks here. Some Presidents choose to give a brief reflection on the Chapter’s activities and experiences throughout the year.

The invitation to membership in Alpha Sigma Nu has been based upon the journey you began on the first day you matriculated at _____. This ceremony celebrates your dedication to Alpha Sigma Nu’s values: scholarship, loyalty, and service. Keep in mind that, as this commitment determined your selection, so shall it justify membership in the future. The first standard is Scholarship, to be explained by the Vice-President of our Chapter, (name).

Descriptions of the Alpha Sigma Nu tenets by the Officers

Scholarship

Scholarship is the most important qualification for membership in Alpha Sigma Nu, as this tenet reflects the primary purpose of higher education. True scholarship, however, runs deeper than a high grade point average or the mastery of information and specialized knowledge.

Alpha Sigma Nu recognizes those persons as scholars who possess a depth of comprehension and a

breadth of knowledge. Alpha Sigma Nu honors those students who have a passion for knowledge, the world of ideas, and critical analysis. The true scholar realizes that education and knowledge are lifelong pursuits, but never loses contact with the world of reality beyond the library or the classroom. Through a balanced integration of experiences, the scholar advances in both knowledge and wisdom. Humility is a mark of true scholars who continue to develop their intellectual gifts with the awareness that they pursue a standard set by God, who alone is wise.

(The President then calls on the Secretary to explain the criterion of Loyalty.)

Loyalty

The search for wisdom is also a search for truth. The vision of Saint Ignatius Loyola is that the purpose of Jesuit education is to lead students to the knowledge and love of God, our Creator and Lord. Thus, membership in Alpha Sigma Nu is a lifelong vocation, not merely a scholastic honor. You, as Jesuit-educated men and women, are called to make and live out a lifelong personal commitment to the moral and social values of the Gospel.

Inspired by the vision and values of The Society of Jesus and the teachings of its Superiors General, you, as new members of Alpha Sigma Nu, are invited to further develop a depth of thought and imagination in the Ignatian tradition that will transform your minds and hearts. You will become collaborators with the Society of Jesus in the service of faith and the promotion of justice, with a special care for the marginalized and the poor.

To be loyal to these ideals means developing a full engagement with the real with a deep sense of decency and responsibility to truth and justice. It will always entail personal integrity as well as an abiding effort to advance the good of society and the well-being of all.

(The President then calls on the Treasurer to explain the criterion of Service.)

Service

The third of the standards, which were the basis for your selection, is Service. St. Ignatius has said that love is shown in deeds, not merely in words, and so service to others is an integral part of the philosophy of Jesuit education and thus of Alpha Sigma Nu. Knowledge should not exist in a vacuum; it should be used to build up and ennoble the world in which we live. This is why a distinguished academic record is not sufficient to warrant admission to Alpha Sigma Nu. There must be a proven dimension of willing and generous service to others. This is demonstrated by giving freely of time and talent to the academic community as well as to the larger community. Alpha Sigma Nu expects its members to translate ideals into actions as lifelong leaders and contributors to the building of a just and decent world.

President's Address

These three standards ~ Scholarship, Loyalty, and Service ~ are the core of Alpha Sigma Nu, but they are only powerful when translated into action. Each of you is working toward this goal in your own unique way, both in and out of the classroom, both on and off campus.

The President may add his/her own remarks here. Some Presidents choose to give specific examples of student achievement and involvement.

Your ongoing commitment to the ideals of Alpha Sigma Nu may evolve as your situations become increasingly diverse. Together, you are a strong community of leaders devoted to scholarship, loyalty, and service. While membership spans state and country borders, what brings the Society together is its distinct Jesuit identity, and each member's continuous striving toward the *magis*: a desire to reach further, dig deeper, and go beyond what is expected.

New inductees join the community of Alpha Sigma Nu members who commit their imagination and energy to address the needs and concerns of the world around them.

Introduction of the Candidates and Conferral of Membership

The President directs the Secretary to introduce the candidates. This can be done by calling their names as they enter the hall or by asking them to stand as their name is called if they are already present and seated. Individual introductions may also be done at the presentation of certificates and pins. If candidates are not present, their names could be read after all present are introduced.

Alpha Sigma Nu Pledge

As a member of Alpha Sigma Nu,
I promise to do everything in my power
To carry out the ideals of Scholarship,
Loyalty and Service.
I will be committed to intellectual integrity
and the pursuit of wisdom.
I will be loyal to the moral, social,
and religious ideals of my education, and
I will continue to be genuinely committed
to the well-being of others
and active in serving them.
I will do all this
in light of the Jesuit concern
for the greater honor and glory of God.

Acceptance of the Candidates

After the pledge has been recited, the President calls upon the institution President who formally declares the candidates members of Alpha Sigma Nu with the following statement, “As President of **(name)** and in the name of the Alpha Sigma Nu Board of Directors, I formally declare the candidates presented at this ceremony to be members of Alpha Sigma Nu.”

In the absence of the institution President, the Chief Academic Officer, the Faculty Adviser, or a member of the Board of Directors can make the formal declaration of membership.

Presentation of Keys and Certificates

The President now requests the members to approach the President of the institution to receive their certificates and keys in the order agreed upon for the rite. Names should be clearly announced.

Conferral of Honorary Memberships

Honorary members may be introduced before or after the presentation of keys and certificates to student members. Honorary members stand while a designated student reads a citation. To avoid awkwardness, decide beforehand if the person(s) honored will come to the dais or stand at their place. At some schools, an honorary member is chosen to be the guest speaker.

Remarks by the Institution President, Faculty Adviser or Guest Speaker

After the presentation of the keys and certificates, the President calls upon the President of the institution, the Faculty Adviser, or the guest speaker for appropriate remarks or a formal address.

Introduction of Board of Directors members or Alumni representative

The Board of Directors member may be simply introduced, or may speak depending on the program.

The Alumni Club representative welcomes the new members to Alpha Sigma Nu:

- Reminding inductees that they join an alumni group of over 90,000 life-long members

- This is a remarkable network the inductees may now access by using the Alpha Sigma Nu Online Member Directory
- The Directory can be found at www.alphasigmanu.org.

Concluding the Ceremony

The program which follows will vary by Chapter. Announcements by the President will be made in the light of events planned to follow the Induction Ceremony. The President may instruct officers, student members, alumni and faculty to form a reception line. Thereupon the new members, in the order of the Secretary's list, greet the President of the school, the Faculty Adviser, Chapter members, and honored guests to introduce themselves and to receive congratulations.