

## CHAPTER RECORDER INFORMATION SHEET

Immediately upon the opening of school, send to the Fraternity Executive Offices (EO), 9245 N. Meridian Street, Suite 105, Indianapolis, IN 46260, the following:

- a. Chapter's mailing address and phone number
- b. Names of the new council, their mailing addresses and phone numbers
- c. A list of all present undergraduate members of your Chapter
- d. A separate list of all candidates for initiation
- e. A list of all men who for any reason (including graduation) have not returned to school
- f. A list of fraters transferring from other chapters.

As soon as a man is affiliated, he becomes a Candidate (also known as pledged, or a pledge) the following procedure is required:

- a. Report his name on a "Candidate Registration Form". **ALL CANDIDATES MUST BE REGISTERED WITHIN A WEEK OF AFFILIATION.**
- b. Have him fill out the Candidate Biography form (photos should be attached, but can be sent separately with proper identification.) **THE BIOGRAPHIES MUST BE SENT IN WITHIN THREE WEEKS OF AFFILIATION.**
- c. All billings for dues should be paid promptly. Any invoices paid within 30 days must pay the invoice amount. Invoices paid after 30 days will be charged 1 ½% interest. After 120 days, the chapter/colony is no longer in good standing and sanctions may be imposed by the Octagon.
- d. Penalties of 10% may be assessed for failure to follow the above procedures in a correct and timely manner.
- e. **There is no refund of candidate dues after the candidate has been in the program 2 weeks or more.**

When initiation permission is requested, a check for each initiate in the sum of \$330 payable to SIGMA ALPHA MU FRATERNITY, INC. must be sent to the Executive Offices before initiation permission can be granted. We also need the exact date of the proposed initiation. Six weeks after affiliation, an initiation quote will be sent and should be paid immediately. It is important to immediately notify the Fraternity Office when a candidate leaves.

The \$330 per man Life Membership Charge includes a faux pearl pin. 10K Crownset (full pearl) pins are optional. A current price list is available from the Executive Office.

If a pin other than the faux pearl pin is desired, \$20.00 of the \$330 fee can be applied to the purchase of another pin. Please forward the balance of any such purchase price for a 10K Crownset pin with the initiation fee.

In requesting permission to initiate, be sure to allow enough time for mail to reach us and your check to clear our bank and our reply to reach you (2 weeks at minimum). Initiation documents and permission to initiate must be in the possession of the Chapter before any initiation may legally be held. These documents can only be sent after the EO has the fees and biographies in hand. **AN INITIATION MAY NOT BE HELD WITHOUT THE PERMISSION OF THE OCTAGON AND ANY SUCH INITIATION IS ILLEGAL AND WILL NOT BE RECOGNIZED.** Illegal initiations render a chapter ineligible for awards and in bad standing with the Octagon and a 10% illegal initiation penalty is assessed.

When a Candidate is unable to pay the full initiation fee, application may be made for permission to initiate under the Deferred Life Membership plan. A request for a DLM application must be made in writing to the Octagon at least four weeks prior to the initiation, as the application is sent out only on approval of the letter, and the completed application is due with the partial payment three weeks before the ceremony. No initiation is legally deferred unless this procedure is followed. If a partial initiation fee is paid to the Octagon, the chapter is liable for the balance of the payment. Pins will be sent only for fully paid or approved deferred initiations. The EO will not approve a deferred initiation; it can be done only as described. There are no exceptions.

On the day a Candidate is initiated, his signed and witnessed initiation oath must be returned to the Executive Offices by **FIRST CLASS MAIL**, so that he can immediately be listed as a frater.

When a Candidate is disaffiliated, send us a Candidate Disaffiliation Notice at once, stating the reason for his separation from the chapter. Likewise, when a frater graduates or leaves school, forward a notice to the Executive Offices immediately.

The Recorder Report Forms will be on our webpage at sam.org. Fill these in on the last day of the month, and email them to Samhq@sam.org, plus email a copy to your Regional Governor.

All forms mentioned in this sheet will be supplied by the Executive Office on request.

To apply for "special alumni" status for an individual, two conditions must exist: (1) the individual is no longer paying his national dues consistently and, (2) no longer visiting the chapter house consistently or participating in any meetings or events. When these conditions exist, you may choose to apply for this status. Upon Octagon approval of your application, a credit for annual dues will be issued.