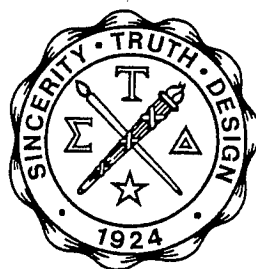


SECTION 1: A Brief Overview of Sigma Tau Delta

Sigma Tau Delta, the International English Honor Society, was founded in May 1924 at Dakota Wesleyan College in Mitchell, South Dakota, by Professor Judson Q. Owen. Its central purpose is to confer distinction upon outstanding students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

The name **Sigma Tau Delta** comes from the Greek letters representing the first letter of each of the words that form the official motto, "**Sincerity, Truth, Design**": ΣΤΔ. The official colors of the society are cardinal and black; the official flower is the red rose. The official seal can be found on all official documents of the society:



Through the work of chapters on the campuses of more than five hundred colleges and universities, Sigma Tau Delta provides exceptional students with opportunities for advancing the study of language and literature, for developing skills in creative and analytical writing, and for meeting other scholars and professionals in the discipline of English.

Members of Sigma Tau Delta also have the opportunity to publish their writing in the organization's literary publication, *The Rectangle*, and student members are eligible to compete for a number of writing awards. In addition, student members may receive international recognition through academic scholarships, professional internships, and teaching awards. At regional conferences and at the annual international convention, students may present original creative and analytical work and network with students, faculty, and professionals from around the country and abroad.

For further information, see our Web site at <www.english.org>, or contact the Central Office of Sigma Tau Delta:

Executive Director, Sigma Tau Delta
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to one of the rituals found in appendix 5; these rituals may be adapted to fit a particular school. It is important to invite other faculty members, school administrators, and parents to the ceremony.

VII. Recognizing New Initiates

- A. Those who accept the invitation to join Sigma Tau Delta should be recognized with a formal written announcement to all faculty members in the department.
- B. The list of initiates should also appear in campus and community newspapers.
- C. As it is important to keep a local chapter history, the chapter historian or photographer should make sure to obtain a good picture of each student. A copy of the picture should be sent to hometown newspapers, where students can receive recognition. Also a group picture of the entire chapter membership works well for publicity on the chapter or departmental bulletin board.

VIII. Enrolling New Members with the Central Office

The Central Office is the official depository of society records. In order for the Central Office to enroll members accurately and expeditiously, chapters should follow the steps outlined below. A membership enrollment instruction form is included in appendix 4.

- A. Report the names, permanent home addresses, expected date of graduation, and social security numbers to the Central Office.
- B. Type all information. Because of the high probability of misreading them, handwritten documents cannot be processed.
- C. Include all information requested. Incomplete applications cannot be processed.
- D. Send one check (drawn on the institution, chapter, or sponsor's account) for all memberships submitted at one time. Do not send student checks.
- E. Allow three weeks processing time.

Only after being officially enrolled as members do students become eligible for $\Sigma\Delta$ awards or scholarships.

Note for New Chapters: The listing of a student or faculty member's name on a chapter charter does not constitute individual membership enrollment in Sigma Tau Delta. New chapters must follow the membership enrollment instructions and pay the individual membership fees to the Central Office for each member to establish membership in Sigma Tau Delta.

D. Membership Chair

Many larger schools find it helpful to have one person designated to help the sponsor recruit new members and check qualifications. This person should be aware of dates of any university organization fairs, honors program days, and other school-wide activities. The membership chair can make sure that fliers and banners are posted and that announcements are made in all English classes at the beginning of each semester.

E. Technical Liaison or Web Master

Many chapters now maintain Web sites sponsored by their department, college, or university. This person can be charge of updating materials on that Web page, notifying the Central Office of the Web site, linking the chapter to other chapters in the region, and assisting chapter members in accessing information on the Sigma Tau Delta international Web site, <www.english.org>.

VI. Installation of Officers

- A. Officers should be installed in a formal ceremony at their beginning of their terms. For an installation ceremony for chapter officers, see appendix 5.
- B. To ensure that chapter records and information be transferred to new officers before that outgoing officers leave campus, officers for the next year should be installed at the end of each school year.
- C. For a brief description of each position's duties, each officer can be given a copy of *A Brief Guide to Sigma Tau Delta*, available from the Central Office, or online at <www.english.org>.

VII. Reports to the Central Office

Students officers should work with faculty advisors in completing several reports which are sent to the Central Office each year.

- A. Membership Enrollment Forms. No one is a member of Sigma Tau Delta until their name and induction fee have been entered with the Central Office. The information must be typed and submitted according to the instructions in appendix 4.
- B. Annual Chapter Report. Near the end of each school year, be sure that the chapter completes and submits the "Annual Report Form" to the Central Office. The Sigma Tau Delta Constitution, (Article VIII, Section III) requires that a chapter submit this information as requested by the Executive Director. This information allows the Central Office to keep updated records for communication and awards purposes.
- C. Outstanding Chapter Applications. Active chapters are encouraged to document and report their activities and apply for "Outstanding Chapter Awards" as appropriate. Several cash awards may be announced each year at the international convention. Applications are due early each spring, so outgoing

the summer along with any banners or other equipment necessary for running activities.

N. Enjoy the work of active members and good officers.

III. Complete Annual Reports

- A. Near the end of each school year, be sure that the chapter completes and submits the "Annual Report Form" to the Central Office. The Sigma Tau Delta *Constitution*, (Article VIII, Section III) requires that a chapter submit this information as requested by the Executive Director. This information allows the Central Office to keep updated records for communication and awards purposes.
- B. Encourage active chapters to document and report their activities and apply for "Outstanding Chapter Awards" as appropriate.
- C. "Toot your Own Horn" by submitting a report of your successful activities to the publisher of the *ΣΤΔ Newsletter*.
- D. Chapter Sponsor Recognition Request. The Sigma Tau Delta Board of Directors will be happy to write a letter of recognition to any sponsor's administrator, acknowledging your work for Sigma Tau Delta and encouraging appropriate recognition of that work. The Chapter Sponsor Recognition form, requesting that letter, can be submitted with the annual report.
- E. Advisor Medallion Request. For each person who has served five or more years as a Sigma Tau Delta Faculty Advisor, and who has not yet received an Honor Medallion gratis, the Central Office will provide one upon receipt of the completed "Advisor Medallion Request," to be submitted with the annual report form.