



# COLLEGIATE CHAPTER HANDBOOK



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**The Best in BUSINESS**

Only the best students are honored with the invitation to join **Beta Gamma Sigma**



Beta Gamma Sigma membership is the highest honor a business student can earn. If you'd like to be recognized as one of the "Best in Business," you first need to make the grade.

Phyllis J. Gorman, Editor

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## INTRODUCTION TO BETA GAMMA SIGMA

Beta Gamma Sigma is the exclusive business honor society, associated with the Association to Advance Collegiate Schools of Business (AACSB) International. Beta Gamma Sigma is not a fraternity nor sorority, but an organization that recognizes academic excellence in business studies. Our Society has been around since 1913 and continues to grow every day. Beta Gamma Sigma is also a proud, certified member of the Association of College Honor Societies (ACHS).

### Society Values

Beta Gamma Sigma is founded on the values of honor, wisdom and earnestness. These values are reflected in the Society's ritual, which is usually read during the membership recognition ceremony.

### Society History

The International Honor Society, Beta Gamma Sigma was formally established in 1913, as an amalgam of three separate business honor societies operating on the campuses of the University of Illinois, University of Wisconsin and University of California. In 1919, action was initiated which established Beta Gamma Sigma as the exclusive business honor society recognized by AACSB. Over 100 years later, Beta Gamma Sigma is still the exclusive honor society working with AACSB accredited institutions and the Society's reach continues to grow with every passing year.

For more historic information on the organization and to view an interactive timeline of the Society, please visit the link below:

<https://www.betagammasigma.org/about/mission-history>

### Scope

Beta Gamma Sigma has established over 580 collegiate chapters in all 50 U.S. states and 33 countries and territories at schools accredited by AACSB International. Additionally, BGS has an ever-expanding alumni network, which currently includes more than 45 chapters and networking groups, on five continents.

Beta Gamma Sigma has inducted more than 820,000 outstanding business students into membership since its founding in 1913. Our members represent corporate, government, non-profit, educational, and other management positions at every level of responsibility. As an international honor society, BGS members currently reside in all 50 U.S. states and more than 190 countries around the world.

### Society Mission and Objectives

The Mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to cultivate and celebrate leadership and professional excellence, to advance the values of the society, and to serve its lifelong members.



The Mission of BGS is supported by the four Objectives of the Society. These include:

1. Encourage and honor high academic achievement by students of business and management through chapters in business programs accredited by AACSB International.
2. Develop Beta Gamma Sigma members as students and professional leaders, and celebrate continuing leadership and excellence.
3. Foster in Beta Gamma Sigma members an enduring commitment to the founding principles and values of the Society: honor and integrity, pursuit of wisdom, earnestness, and service.
4. Connect Beta Gamma Sigma student and alumni members to each other and to opportunities in their professional lives.

### **Beta Gamma Sigma Board of Governors**

The Board is composed of both academics and business practitioners from around the globe. These individuals typically serve 2-3-year terms. The goal of this group is to ensure the strategic vision of the organization clearly aligns with our Society mission and objectives and to provide oversight to ensure the organization is providing quality service to our lifetime members.

For a complete list of the current Board Members, please visit the link below:

<https://www.betagammasigma.org/about/board-governors>

## **SOCIETY GOVERNING DOCUMENTS**

The organization's Articles of Incorporation, Bylaws and Code of Conduct can be accessed at any time via the link below:

<https://www.betagammasigma.org/about/governing-documents>

Collegiate Chapter Officers are encouraged to familiarize themselves with these documents. Please note, these documents are subject to change at any time, via decree by the Society's Board of Governors

## **BETA GAMMA SIGMA GLOBAL HEADQUARTERS**

The staff of Beta Gamma Sigma currently operates solely from the Organization's Global Headquarters, located in St. Louis, Missouri. The Society's staff is here to act as a resource and provide assistance to all Chapter Contacts and lifetime members. Typical office hours for Global HQ are Monday through Friday from 8am – 4pm Central Time. All efforts are made to respond to inquiries in a timely manner.

Beta Gamma Sigma Global HQ  
11814 Borman Drive  
St. Louis, MO 63146  
Toll Free: 1.800.337.4677  
Alt Phone: 314.432.5650  
Fax: 314.432.7083

Global Headquarters is closed on the following days annually:

- January 1st – New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day (US) and the day immediately following
- December 24th and 25th

Below is a brief overview of the current functional groups within BGS Global HQ:

**Advancement Department** – Primarily responsible for securing advertiser, sponsorships and affiliate partners to provide robust benefits to our lifetime members. This group is also responsible for fundraising efforts.

**Administration Department** – This department oversees general Society administrative duties including accounting, event planning and general office management functions.

**Chapter Operations Department** – Primarily responsible for the day to day operational assistance of our Collegiate and Alumni Chapter Networks.

**Marketing Department** – Primarily responsible for all of the organization's marketing and social media efforts. This department creates and distributes publications, manages the Society website and social media platforms.

**Programs Department** – Primarily responsible for providing and administering programs, events and scholarship opportunities, exclusively for Beta Gamma Sigma members.

For a complete, current staff listing including contact information, please visit the link below:

<https://www.betagammasigma.org/about/staff>

## SOCIETY SOCIAL MEDIA

BGS lifetime members and chapter leaders are encouraged to regularly interact with Global HQ using Society social media platforms. Through these outlets, members can interact with one another and stay informed about Society initiatives.

Follow BGS using:

Facebook – @betagammasigma

Twitter – @BGSHonorSociety

LinkedIn – <https://www.linkedin.com/groups/782197/profile>

Please note: the BGS LinkedIn group is a hidden, closed group. Every individual connected to this group has been verified as a member of Beta Gamma Sigma. Due to this verification process, there may be a lag in your request to join the group. Your patience is appreciated.



## II THE ROLE OF THE COLLEGIATE CHAPTER

The ultimate goal of the BGS Collegiate Chapter is to bestow academic recognition onto eligible students. The chapter is responsible for ensuring that members invited to Beta Gamma Sigma meet all membership eligibility criteria for their induction type. The chapter should enter all eligible members into the Chapter Management System, regardless of whether the invitee has verbally accepted membership. This ensures that the individual chapter and BGS Global HQ has accurate invitation records, should an invitee decide to accept retroactively.

As part of attaining the aforementioned goal, Collegiate Chapters bear the responsibility of:

- Ensuring the Collegiate Chapter Leadership Team is in place, as indicated by the Society's governing documents.
- Promoting Beta Gamma Sigma on campus
- Identifying all qualifying programs and eligible invitees from that program and notifying Beta Gamma Sigma of those member's eligibility
- Planning Beta Gamma Sigma recognition ceremonies
- Ordering chapter supplies as needed
- Ensuring the chapter is in good financial standing with Global HQ
- Any other duties necessary to ensure the mission of the Collegiate Chapter and the Society as a whole are carried out.

The secondary goal of the BGS Collegiate Chapter is to provide leadership development opportunities to its members, locally. While additional events beyond a recognition ceremony are not required for a chapter to stay in good standing with Global HQ, chapters are highly encouraged to devise ways to allow for their members to gain additional and valuable experiences and/or credentials to help them stand out in the job market.

Please note, Collegiate Chapters of Beta Gamma Sigma are considered subsidiaries of Beta Gamma Sigma Global Headquarters.

### BASIC ANNUAL REQUIREMENTS OF THE COLLEGIATE CHAPTER

For a Collegiate Chapter to stay in good standing with BGS Global Headquarters, the chapter must invite eligible students to membership at least once annually. Having an in-person recognition ceremony is highly encouraged, as is participating in Society programming and hosting on-campus events; however, these are not requirements for a chapter to be considered "active."

BGS Global HQ regularly monitors recognition ceremony dates entered into the Chapter Management System. If your chapter does not enter a recognition ceremony date or any invitees during the academic year, you will be contacted by your representative and/or the Beta Gamma Sigma Board of Governors. Per Society bylaws, if a chapter does not recognize any eligible students for 5 consecutive academic years, the Board of Governors is authorized to revoke the chapter's chartering document and deactivate the chapter.

## CHAPTER FEES

At this time, the only fee required to be paid by the chapter to Global HQ is the chapter chartering fee (\$1000 USD). This one-time fee is paid during the chapter establishment process. Once the chapter is established, no continuing dues are required for Global HQ.

Some chapters choose to purchase BGS items for members, sponsor membership fees or program registration fees, chapter/ceremony event expenses or etc. Fees associated with these charges are optional. These charges will normally be invoiced to the chapter following their purchase by BGS Global HQ. For some charges, a chapter may choose to pay the balance immediately using a university credit card.

## CHAPTER SPECIFIC SPONSORSHIPS

Some chapters may choose to pursue individual chapter sponsorships from alumni or the local business community. If the individual chapter chooses to pursue this type of sponsorship, please follow the guidelines below:

Chapters should plan to set their own policy regarding sponsorships. Things to consider when setting the policy include:

- Who to ask, how much to ask for
- How to make the initial contact
- The value to a corporation for becoming active with the chapter

BGS empowers chapters to select local sponsors and to cross check any sponsor with BGS Global HQ to make sure these standards are followed:

- Chapters should not compete with the BGS Global HQ when soliciting sponsorships.
- Chapters are encouraged to obtain sponsorships of programs and events from businesses/organizations in the local area.
- Chapters should keep in mind when requesting sponsors that sponsors should expand on the ideals and values of BGS.
- Chapters may not develop partnerships in the name of BGS as a whole, but may obtain special discounts for chapter members through local businesses.
- Chapters may post the logo of sponsor businesses and those offering special discounts on the chapter website and meeting announcements.

Please note: BGS Global HQ and/or the broadcast email system cannot advertise any sponsors who are not society-wide affiliates. Recognition can be given to these sponsors by noting their sponsorship of specific events or activities.

If a sponsor approached by the chapter is interested in potentially becoming a society-wide affiliate, the chapter should refer them to the BGS Global HQ Director of Advancement.

## DONOR RECOGNITION FOR CHAPTER GIFTS

Donors who direct charitable gifts to their local BGS chapter via a gift to your school often assume that BGS is aware that they have made a gift of support for their chapter. Beta Gamma Sigma would like to recognize these special BGS members. If you will please have your Advancement office forward us notification of any gifts that you receive earmarked for BGS chapter support to [tchadwick@betagamma.org](mailto:tchadwick@betagamma.org), we will honor that member in a special section of our Donor Recognition Listings published twice annually, and we will also soft credit that donor the amount of their support in our lifetime giving recognition.

### III THE COLLEGIATE CHAPTER LEADERSHIP TEAM

The Collegiate Chapter Leadership Team is comprised of the individual(s) located on the individual Collegiate Chapter Campuses. This team may be comprised of solely university faculty and staff or a combination of faculty/staff and Student Officers. It is the shared responsibility of this team of individuals to ensure that the BGS chapter on campus is healthy, active, compliant with BGS Global HQ requirements and that the chapter is well-serving of its lifetime members.

The only requirement of a Collegiate Chapter Leadership team is that a Chapter Advisor is selected from the university's faculty or staff. It is also highly encouraged that the Dean is actively involved and supportive of the organization. A chapter may then choose what structure of duties and team composition best serves their needs on campus. Below, you'll find a brief overview of suggested leadership positions and their duties. Chapters are encouraged to contact their Global HQ representative with any questions about your local Chapter Leadership Team.

#### **Role of the Collegiate Chapter Advisor**

Eligibility for this role: this individual must be a member of the university faculty or staff. This position should not be filled by a Student Officer. It is not required that this person already be a member of Beta Gamma Sigma, but he/she is highly encouraged to become a member of Beta Gamma Sigma asap after taking on the role.

- The Chapter Advisor shall act as the main contact between the local chapter and Beta Gamma Sigma Global Headquarters
- This individual takes on the main leadership position with the local chapter and is therefore responsible for:
  - ❖ Overseeing procurement of eligible members list from the Registrar
  - ❖ Managing organizational publicity efforts or local chapter events
  - ❖ Ensuring the chapter is compliant with Global HQ and is in good standing
  - ❖ Staying up to date on Society programmatic offerings
  - ❖ Ensures that all eligible students receive an invitation to membership
  - ❖ Ensure that Global Headquarters has accurate contact information for the chapter, chapter leadership team and Dean.
- The Chapter Advisor is responsible for ensuring that the Chapter Annual Survey is completed by the assigned deadline.
- Be an advocate for Beta Gamma Sigma on campus and whenever possible.
- Responsible for reporting Student Officer names and emails to BGS Global HQ prior to the annual chapter survey deadline.
- Chapter Advisors are also encouraged to participate in furthering the BGS brand. This may include participating in BGS activities beyond your campus.
- Chapter Advisors are invaluable resources for focus groups, testimonials, general feedback and more!



## Role of the Collegiate Chapter Administrator

*Eligibility for this role:* this individual must be a member of the university faculty or staff. This position should not be filled by a Student Officer.

- This position is not required, but is highly encouraged by BGS Global HQ
- The main purpose of this role is to assist the chapter Advisor in managing the administrative requirements of the local chapters. These duties may include the following, amongst others:
  - ❖ Securing list of eligible members
  - ❖ Inputting invitees into the CMS
  - ❖ Encouraging members to accept the invitation
  - ❖ Receiving and managing certificate and pin orders
  - ❖ Ordering chapter supplies
- The Chapter Administrator will have the same user permissions in the Chapter Management System as the Chapter Advisor.

## Role of the Dean's Office

The Dean is encouraged to support the collegiate chapter and participate in as many chapter programs as possible. Usually, the more involved in Beta Gamma Sigma the Dean is, the more successful the chapter becomes. An active and visible Dean is vital to achieving chapter success.

The Dean can support the collegiate chapter in many ways, including but not limited to:

- Actively participate in the tapping ceremony or in-person invitations
- Provide an initial letter of congratulations to invitees.
- Provide a follow-up letter after the initial invitation, if necessary
- With a traditional student body, some Deans find a letter of congratulations from the Dean's office to the invitee's parents can be very effective.
- Host a reception for invitees, current faculty and student members.
- Support BGS by providing display cases and/or bulletin boards in prominent locations in and around the School of Business building.
- Purchase the bronze replica of BGS key for permanent display on campus.
- Support the available programs of Beta Gamma Sigma
- Make discretionary funds available to the Chapter Advisor
- Allow Beta Gamma Sigma promotional materials to be distributed in the College of Business
- Speak about Beta Gamma Sigma during relevant school events
- Identify and recognize faculty members who are BGS members
- Leverage BGS to promote your graduate school or PhD program

## COLLEGIATE CHAPTER MANAGERS

Collegiate Chapters are assigned a Manager, Collegiate Chapter Operations (often referred to as Chapter Managers) based on geographic territory. The Manager will be responsible for acting as the main contact for the local Chapter Leadership Team. The goal of this Manager is to ensure chapter leaders are informed and efficiently managing the local chapter to best serve lifetime members. Managers are also responsible for pursuing chapter growth within established chapters, in regard to engaged level, Society program participation, chapter award eligibility and new member invitation acceptance rates.

Chapter Managers are supported by a Chapter Support Administrator in answering questions and responding to chapter leadership team requests. Chapter Managers report up through the Director, Chapter & Alumni Operations.

Chapter Managers can be reached Monday – Friday from 8am – 4pm Central Time via email and/or phone. Chapter will be notified of their Chapter Manager either upon establishment or during a new chapter leader's onboarding process. If a chapter is not sure who their main contact is, they are encouraged to contact the main Global HQ phone line for assistance in reaching the correct person. Chapters can also email questions through the general BGS email account at [bgshonors@betagamma sigma.org](mailto:bgshonors@betagamma sigma.org).

## BGS CHAPTER ANSWER LINE

Have an urgent chapter-related question and you're not sure who to contact? Is your Chapter Manager out of the office, but you have an urgent question? No problem! Call the BGS Chapter Answer Line. This phone line is specifically set aside for our chapter leaders to access assistance quickly.

Hours of operations: Monday – Friday from 8am – 4pm Central Time

Direct Phone Line: 314.925.1784

Via the Main BGS Phone Line: Press 1 when using the directory

## GLOBAL HQ MESSAGING

Chapter Managers will regularly reach out to the chapter leadership team with reminders, deadlines and tips to efficiently manage the local chapter. These touchpoints include regular e-newsletters entitled "Chapter Notes" messages. They broadcast emails are sent to all members of the collegiate chapter leadership team, unless individually opted out. These messages contain pertinent information specifically for collegiate chapter leaders. Efforts are put in to keep these messages succinct so they're easily readable by chapter leaders.

Global HQ will also send messaging to chapter leaders about new programmatic and benefit offerings. Major announcements and new resources will also be disseminated using email. Chapter leaders are requested to pay attention to messages coming from "@betagamma sigma.org" email addresses as to not miss any important news from Global HQ.

## ON-DEMAND RESOURCES

The BGS website provides a host of resources for the collegiate chapter leadership team. Chapter leaders are encouraged to regularly peruse the Collegiate Chapters section of the homepage for a menu of frequently updated resources including:

- Links to handbooks and guides
- Event ideas
- Sample newsletters and press releases
- Chapter Honor Roll Point listing
- Annual planning calendars
- Frequently Asked Questions
- MORE!

## COLLEGIATE CHAPTER TRAINING SEMINARS (CCTS)

Global HQ offers several training opportunities annually for BGS chapter leaders (Advisors, Administrators, Deans etc.). These training opportunities are called Collegiate Chapter Training Seminars (CCTS). CCTS events are not open to Student Officers. These trainings are offered both in-person and via webinar. New training dates will be announced annually in the spring, for the following academic year.

These training seminars aim to ensure all chapters are taking full advantage of the opportunities available with Beta Gamma Sigma. Special attention is also given to ensure the individual chapters are being managed as efficiently as possible, for the benefit of Chapter Leaders and local members. Training Participants will have the opportunity to interact not only with Global HQ staff, but also with other chapter leaders to share best practices, ask questions and receive one on one assistance to set your chapter up for success.

In-person training seminars consist of a welcome dinner followed by a day-long training seminar. Sample agendas for these training seminars can be found using the link below. Registration cost includes the welcome dinner, all training materials, refreshments and most meals for the following day. The chapter/university is responsible for travel, participant accommodation and incidental costs. CCTS events are usually held on the hotel property where reduced-rate accommodations have been negotiated by Global HQ. Group rate and room block information for each training is available during registration.

Virtual training seminars consist of a full-day online training session, with morning, afternoon and lunch breaks. Participants will be sent training materials ahead of time either via email or via mailed flash drive when necessary.

Current training dates and locations and online registration is available via the following link: <https://www.betagammasigma.org/collegiate-chapters/collegiate-chapter-training>

Global HQ highly recommends chapters have any new Chapter Advisor sign up for the soonest possible training session. Due to the ever-evolving programmatic and strategic initiatives of the Society, Global HQ recommends all chapters send a representative to a CCTS event at least once every five years.

## CONNECTBGS

2018 will see the launch of ConnectBGS, Beta Gamma Sigma's exclusive members-only online networking platform. This network will be accessible using the BGS website and will allow members and chapter leaders to interact with one another, make connections, ask questions and share resources. More information will be forthcoming about this exciting new resource.

Beta Gamma Sigma Global HQ provides multiple resources to the Chapter Leadership Team, to assist with publicizing the local chapter. Chapter leaders are encouraged to regularly check the website linked below, as new resources are regularly added.

<https://www.betagammasigma.org/collegiate-chapters/chapter-resources>

Resources currently include:

- A full press kit, including sample press releases
- Sample newsletters
- High resolution logos to use on websites, social media
- Free artwork for chapter banners

Beta Gamma Sigma has also created some tangible promotional materials, which are available free of charge to our Collegiate Chapters. These items include:

- Beta Gamma Sigma Information Card
- Beta Gamma Sigma Invitation Booklet
- Promotional Posters

While these items are free to our chapters, they must be ordered using the Chapter Management System. Detailed instructions of how to order these items can be found in the Chapter Management System Guidebook.

Other ideas to increase chapter visibility:

- Plan a tapping ceremony to invite eligible members face-to-face
- Submit articles about the chapter to university/local newspapers
  - ❖ Congratulate new invitees by name
  - ❖ Publicize chapter events
- Utilize bulletin boards, display cases and virtual displays in your college of business building
- Have your Dean discuss Beta Gamma Sigma during freshman orientation
- Host a BGS information session
- Have a BGS information table at university activity fairs or in your college of business building
- List Beta Gamma Sigma in school catalogs
- Include BGS membership information on faculty and university administration bios
- List the BGS logo on your college of business website
- Retweet and share BGS social media posts using your college of business and/or university social platforms

## VI USE OF BGS LOGOS AND BRANDING

BGS Global HQ has made all of our high-resolution logos and the key symbol available for download from our website, linked below.

<https://www.betagammasigma.org/mainsitedev/collegiate-chapters/press-kit/bgs-logos>

Chapters are highly encouraged to utilize the Beta Gamma Sigma logo, provided use of the logo matches the brand style guide available on the page linked immediately above. Use of the BGS name and logos must be congruent with the prestige and history of the society.

For any questions on use of the BGS name or logos or if you need written approval from a vendor to utilize these images, please contact:

BGS Director of Marketing & Communications  
bgshonors@betagammasigma.org





## VI MEMBERSHIP ELIGIBILITY

Induction Type	General Eligibility Criteria 1	General Eligibility Criteria 2	General Eligibility Criteria 3
<b>Undergraduate/ Baccalaureate Members (Sophomores, Juniors Seniors)</b>	Completed at least the first term of their 2nd/ Sophomore Year	Rank within the top 10% of their class	
<b>Masters/Graduate</b>	Completed half of their program	Rank within the top 20% of their class	
<b>Doctoral/ Post Graduate</b>	Successfully defended their dissertation		
<b>Faculty</b>	Has previously earned their PhD from an institution currently accredited by AACSB	<b>OR</b> is a tenured faculty member of the school accredited by AACSB	<b>OR</b> has been on the faculty of the accredited school for at least 6 years
<b>University Administration</b>	Business School Dean or Associate/Assistant Deans as well as University Presidents, Provosts, Chief Academic or Accreditation Officer are <i>automatically eligible</i> regardless of degree or alma mater		
<b>Chapter Advisors</b>	Qualify for membership either via the faculty or doctoral induction type or following the submission of a letter of recommendation by the Dean to BGS Global HQ		
<b>Masters Second Recognition</b>	Became a BGS member while pursuing a previous degree	Meets all aforementioned eligibility requirement for Masters/Graduate members	
<b>Doctoral Second Recognition</b>	Became a BGS member while pursuing a previous degree	Has successfully defended his/her dissertation	
<b>Transfer Students (Undergraduate or Graduate Level)</b>	Must have completed the equivalent of one year of course work with the chapter inviting him/her to join BGS	Meet <i>all</i> aforementioned eligibility requirements for their induction type	

The percentage of each class is determined based upon the cumulative GPA of the students. The top percentage can be figured by individual degree programs, if the institution deems the program coursework varied greatly. For example, the top 10 percent of general business program students and the top 10 percent of accounting program students, if your university finds this to be justifiable.

Beta Gamma Sigma Global Headquarters relies on the individual chapters to ensure that they are inviting only those individuals who meet the eligibility criteria for their induction type. BGS Global Headquarters does not require any documentation to prove the eligibility of any invitee, with the exception of the required letter of recommendation for Chapter Advisors who do not otherwise meet eligibility standards.

The chapter can choose to adhere to additional eligibility criteria from the above, but cannot ease any requirements. Examples of additional requirements chapters may choose to adhere to include: course completion requirements, GPA minimums or etc. The additional criteria must be reported to BGS Global HQ for documentation in the chapter's permanent file. The chapter is responsible for ensuring invited members meet all eligibility criteria and should ensure that the most up-to-date criteria for your chapter is on file with Global HQ.

Eligible students may be invited to BGS membership under multiple induction types, if they have not yet chosen to join, but remain eligible based on the induction criteria relevant to their class. Once a student has accepted membership, they should not be invited to membership again, unless they qualify as a second recognition masters or second recognition doctoral invitee.

It is the policy of Beta Gamma Sigma that an invitation to membership should not be revoked unless under extreme circumstances (i.e. – violation of Society Code of Conduct or etc.). If an invited member does not accept, but falls out of membership eligibility once they proceed to the next class, their invitation should not be revoked; however, they wouldn't be invited again.

Should two students have identical GPAs, which fall within the eligible class percentage for their induction type, both students should be invited. This remains true even if the total invited members technically exceeds the eligible percentage of the total enrollment for their class.

Chapters should invite all students who are eligible for membership, including those in distance learning, off-campus programs, executive MBA, etc. If you have questions regarding other eligible students, please contact the Global Headquarters.

## VIII MEMBERSHIP FEES

Beta Gamma Sigma charges members one, lifetime membership fee upon joining the Society. There are *no other required or continuing dues* to stay in active membership status.

Induction Type	Standard Induction Fee
Baccalaureate (Sophomores, Juniors, Seniors)	\$75 USD
Masters	\$75 USD
Doctoral	\$0 USD
Faculty	\$75 USD
Chapter Advisor	\$75 USD
University Administration	\$75 USD
Masters Second Recognition	\$10 USD
Doctoral Second Recognition	\$0 USD

Some chapters choose to charge more or less than the standard induction fees listed above. For chapters charging individual members less than the standard fees, the remaining balance on the standard fee will be invoiced back to the chapter. For chapters charging more than the standard induction fee, the additional money will be pooled by Global HQ into an individual chapter account and the balance can be requested as a refund check or can be used to pay the balance of outstanding invoices.

Some chapters are fortunate enough to be able to sponsor all or portions of the induction fees for their members. This can obviously positively affect invitee's decisions to accept membership resulting in higher acceptance rates. Some other chapters choose to charge members more than the standard induction fee. Reasoning for this could be that the chapter is supplying members with BGS graduation cords or the additional funds will be used to cover chapter event or recognition ceremony costs. Global HQ just asks that chapters be mindful of general budget levels of your local members when deciding chapter fees.

*Please note:* Detailed instructions on how to set up induction fees in the CMS can be found in the CMS User Guide. Chapter leaders can edit induction fees by induction type and by recognition ceremony, based on chapter needs. Invitations will automatically default to the standard fee in the CMS unless the chapter leadership team edits the fee preferences for that ceremony date.

## IX THE CHAPTER MANAGEMENT SYSTEM (CMS)

Collegiate Chapter Leadership teams will use Beta Gamma Sigma's Chapter Management System (CMS) to manage many aspects of the member invitation and acceptance process. The CMS is a cloud-based system, accessible to Collegiate Chapter Advisors, Admins, Deans and other selected Officers only. **Reminder:** Student Officers are not permitted access to this system.

The CMS will be used by *Collegiate Chapter Leaders* to:

- Manage chapter contact information
- Add and remove Chapter Leaders
- Add new ceremony dates
- Set the desired membership fees for each induction type
- Invite members
- Remind members who have not yet accepted
- Monitor member acceptance
- Manage your chapter's financial account – including downloading invoices, requesting new invoices and paying outstanding balances
- Order chapter supplies

The CMS will be used by *invited members* to:

- Accept their membership invitation
- Complete their membership profile
- Pay their membership fees
- Create their usernames and passwords to access the member-restricted areas of the BGS website

Please see the **Chapter Management System (CMS) Chapter Guide** for detailed instruction on using the system. This book is available on demand using the BGS Website or can be sent to you upon request by Global HQ Staff.

*Information on the exact steps to follow for inviting members via the Chapter Management System (CMS) can be found using the Chapter Management System (CMS) Chapter Guide*

While the Chapter Management System handles the actual logistics of the membership invitation, Chapter Leaders should plan to discuss the invitation and follow up with invited members outside of the system to increase invitation acceptance rates.

Many chapters find a tapping ceremony to be beneficial in affecting invitee decisions to accept. A tapping ceremony consists of inviting eligible members in person, many times in front of their peers. For some chapters, it is possible for the Chapter Advisor, Dean and/or combination of chapter representatives to visit eligible members in-class to extend the invitation. This activity not only provides additional recognition to invitees, but also helps to publicize Beta Gamma Sigma on campus.

For some chapters, tapping during class is not an option. Chapters have found successful and creative ways to tap potential members outside of the classroom. Some Deans schedule specific times to meet face-to-face with invitees as a group in an agreed upon location to extend the invitation. Some chapters have even chosen to tap virtually, using web-based platforms like Google Hangout. This is particularly successful for non-tradition, distance learning students and programs.

Global HQ offers BGS invitation booklets at no cost to chapters. Chapters are highly encouraged to utilize these booklets, as they help to inform and persuade eligible members to accept the membership invitation on behalf of the chapter. These booklets must be ordered by a member of the Chapter Leadership Team using the CMS. These booklets include a folder pocket on the front cover. Chapters are encouraged to obtain a congratulatory message from the Dean to include with these booklets. Other materials you may want to include are ceremony details, chapter leadership team or student officer contact information or links to chapter social media accounts.

To increase the chances that an invited member accepts the membership invitation, Global HQ highly recommends that chapter leaders and/or the COB Dean reach out to invited members prior to entering their name into the Chapter Management System. As previously mentioned, the CMS immediately sends out an invitation email to individuals entered into the CMS. While CMS messages are written to be informative and persuasive, students who expect to receive this message are more likely to complete the acceptance process.

*Other options to notify invited members ahead of time include:*

- Mailing a BGS invitation booklet to eligible members (individual mailings are the responsibility of the chapter)
- An email notification/congratulatory message from the Dean's Office
- An email notification/congratulatory message from the Chapter Advisor or the head of the invitee's program



Once members have been tapped or notified to expect the invitation email, they should be entered into the CMS to trigger the invitation message. The invitees will then have immediate, on-demand access to complete the acceptance process. This process includes completing their membership profile and paying their lifetime membership fee (if applicable). Members will receive a confirmation message when they've completed the acceptance process.

The chapter leadership team should regularly monitor invitation acceptance in the CMS. Chapter Leaders can send reminder messages through the CMS on-demand; however, the leadership team should also consider follow up options for unaccepted members outside of the CMS. Many chapters find an email from the Chapter Advisor's email to be affective. This is also an opportunity to engage the Dean's office by sending a reminder message out to all invitees who have not yet completed the acceptance process.

As soon as a member completes the invitation acceptance process in the CMS, they are considered a lifetime member and can immediately begin taking advantage of BGS member benefits. While Global HQ intends to support Chapter Leaders' hard work in planning and executing the membership recognition ceremony, it is Global HQ policy that a member does not need to have attended a ceremony to be a lifetime member of the Society. Chapters are free to enact chapter-specific policies regarding ceremony acceptance, provided they do not insinuate attendance affecting membership if the acceptance process has been completed. It is also the policy of Global HQ that an invitation never expires, and a member is free to retroactively accept at any time. Again, chapters are free to enact chapter-specific policies regarding eligibility to attend recognition ceremonies based on agreed upon deadlines; however, Global HQ will not give invitees a deadline to accept lifetime membership.

## ANNUAL RE-INVITE INITIATIVE

Annually, Beta Gamma Sigma Global HQ will send an end of academic year reminder to all invited members from that cohort, who have not yet accepted membership. This program is managed completely by Global HQ and does not require further action from chapter leaders.

The reminder message for this program consists of one, standard email message transmitted automatically via the Chapter Management System. The timing of this message will differ based on the ceremony date the individual was invited for. Messages are generally sent in 3 – 4 waves annually, beginning in April and running through August. Should an invitee still decline to accept they can simply ignore this message and they won't be contacted via this program again. As this initiative only consists of one additional reminder message for invitees who have not yet accepted, chapters do not have the ability to opt out of participating.

If an invitee chooses to accept their invitation via this program, their membership materials will be shipped directly to them by Global HQ via our order fulfillment center. These member items will not be sent to the individual campus for chapter leaders to disseminate. Membership orders for this program are generally printed and shipped in monthly batches.

Important note: because member joining through the re-invite program have generally already left campus for the year, individuals accepting membership through this avenue will be expected to pay the standard induction fee for their induction type. The fee for re-invite members is not editable in the CMS by chapter leaders. Chapters are welcome to require that members accepting via this program pay additional chapter fees if these members intend to return to campus and/or participate in chapter activities. However, any additional fees must be collected by the chapters themselves and cannot be managed through the Chapter Management System.

To increase efficiency and ensure better customer service, Beta Gamma Sigma uses an outside vendor partner (Award Concepts) to fulfill all membership certificate and chapter supply orders. Global HQ does not keep substantial stock of most items and is therefore not able to process rush orders in-house.

Membership certificate orders for collegiate chapter ceremonies are automatically generated by the CMS system. No special order needs to be placed by a member of the Chapter Leadership Team for these to be processed and shipped. Only members who have successfully completed the entire member acceptance process in the CMS by the time the order generates, will be included on that order. Global HQ is highly limited in our ability to add or delete members from certificate orders, as we do not normally process these types of orders in-house. Requests are considered on an individual basis. If expedited shipping is required, the additional cost is the responsibility of the chapter.

Membership certificates are sent on an automated, standard shipping schedule based on the ceremony date and the geographic location of the chapter. Chapters will receive one certificate shipment prior to their ceremony.

### CERTIFICATE SHIPMENT SCHEDULE AS OF JANUARY 2018

CHAPTER GEO LOCATION	DAYS PRIOR TO CEREMONY	DAYS FOLLOWING CEREMONY	SUBSEQUENT AFTER ORDERS (as needed)
US-Midwest	11	4	14 day intervals out to 186 days after the ceremony date
US-Eastern Seaboard & Southwest	13	4	14 day intervals out to 186 days after the ceremony date
US-West Coast	15	4	14 day intervals out to 186 days after the ceremony date
Canada	16	4	14 day intervals out to 186 days after the ceremony date
Europe	16	4	14 day intervals out to 186 days after the ceremony date
Asia	16	4	14 day intervals out to 186 days after the ceremony date
South America	18	4	14 day intervals out to 186 days after the ceremony date

*\*Note* – days above pertain to calendar days. Orders generated on non-business days or holidays will be processed ASAP when business resumes.

Member certificates will be shipped along with one BGS key lapel pin per member and various new member materials, including the BGS New Member Guide. These items will ship to the address the Chapter Leadership Team has designated as the preferred shipping address for the chapter, using the settings available in the CMS. Upon shipment, Award Concepts will send an email confirmation, including a link to track the package, to the designated chapter contact for the shipment.

It is the responsibility of the chapter to distribute membership materials to lifetime members once received on campus. Global HQ and/or Award Concepts cannot assume responsibility for:

- Inaccurate address information entered by the chapter leadership team
- Campus mail processing center delays
- Delays due to customs processing
- Damage or loss of membership certificates or pins after initial receipt of package
- Delays due to weather or holidays when mail is not processed

Questions and concerns regarding a certificate order already processed or received should be directed to the Award Concepts customer care center. Please reference “Beta Gamma Sigma” as a specific team has been assigned to assist our chapters.

**Award Concepts Customer Care Center**

1.800.659.7801



## XII THE MEMBERSHIP RECOGNITION CEREMONY

The membership recognition ceremony is one of the most important events of the year for the BGS chapter. While technically invitees become members as soon as they complete the acceptance process via the CMS, this event ceremonially marks the occasion and is often a moment of great pride for the new member.

There is not a required script for a Beta Gamma Sigma Recognition Ceremony, in fact every chapter handles these events in a different way. Ceremonies can be formal or informal, long or short depending on the needs and abilities of the chapter. BGS recognition ceremonies are not closed door or secretive and Global HQ encourages chapters to invite other faculty members, University Administrators, members of the local business community, other students, new members friends/parents or etc to attend.

Many chapters choose to read the Beta Gamma Sigma ritual during this event. The ritual is a ceremonial script that serves to provide common language for chapters to articulate what BGS is, who we are and what the Society's values are. Though we are far from a fraternity or sorority, Beta Gamma Sigma's name actually stands for our three founding principles. These principles serve as a pillar for all new Society initiatives and new members are asked to pledge that they will uphold these principles as a lifetime member.

### THE PRINCIPLES OF BETA GAMMA SIGMA

#### **Honor** (Beta – stands for Bebaeos)

Honor is personal integrity and excellence of character. It is an enduring quality found in all persons who deserve to lead others

#### **Wisdom** (Gamma – stands for Gnosis)

Wisdom is knowledge tested by experience and tempered by discerning judgment. It abhors prejudice, it insists upon freedom of thought and expression.

#### **Earnestness** (Sigma – stands for Spoude)

**Earnestness** is enthusiasm measured by achievement, disciplined by reason and ennobled by sincerity. It is that dynamic quality which is essential for all great achievement.

PDF Copies of the full BGS Ritual are available by request via your Chapter Manager.

## STUDENT OFFICERS

*Eligibility for this role:* Student Officers should be current, collegiate Beta Gamma Sigma members. In certain cases, an individual may be eligible to take on a Student Officer role prior to being inducted as a member. This is at the discretion of the chapter, under the oversight of BGS Global HQ.

**Note:** Student Officer names and emails must be reported to BGS Global HQ by the Chapter Advisor or Administrator prior to the annual survey deadline to receive points toward your chapter's honor roll total.

- These positions are not required, but are highly encouraged.
- The number, titles and roles of Student Officers vary from chapter to chapter based on local need. Examples of duties handled by Student Officers include, but are not limited to:
  - ❖ Publicizing the chapter
  - ❖ Encouraging peers to accept the invitation
  - ❖ Assisting in planning the recognition ceremony
  - ❖ Planning chapter events
  - ❖ Engaging BGS alumni members and/or chapters when possible
- Sample Student Officer titles, position descriptions, along with a sample application can be found by clicking on the Student Officer Guidelines & Nomination Form button through the following link below:  
<https://www.betagammasigma.org/mainsitedev/collegiate-chapters/student-officer-resources/student-forms-applications>

Student Officers receive additional support from BGS Global HQ staff throughout the year. This support includes email messaging, webinars and resource sharing. Chapter Advisors and Admins are encouraged to review the resources provided to Student Officers and discuss how these ideas might work on your campus. All Student Officer resources can be viewed using the link below:

<https://www.betagammasigma.org/collegiate-chapters/student-officer-resources>





## CHAPTER ACTIVITIES AND EVENTS

Collegiate Chapters are highly encouraged to engage their members by hosting on-campus events. These events are not a requirement for a chapters, but can serve to increase member's affinity for the Society and provide professional development and networking opportunities which can have far-reaching impact on member's professional lives. These events are also excellent opportunities to get Student Officers or other C.O.B. staff or faculty involved with the chapter.

Sample events include:

- Study sessions
- Speaker events
- Mock interviews
- Service events
- Movie nights
- Group sporting events
- TED talk viewings and discussions
- Business etiquette sessions
- Faculty meet and greets

BGS chapter events do not need to be members only. Chapters are encouraged to work in tandem with other student organizations for larger events. Chapters can choose to not host additional events on campus if they believe it is not in their member's best interest; however, chapter leaders should work to ensure members are aware that they have access to programming and event opportunities through Global HQ.



The Chapter Honor Roll program awards active collegiate chapters, who engage their members and in turn, allow members to take advantage of all BGS has to offer our members. There are three levels of honors: Highest Honors, High Honors, and Honors. Higher levels of the honors program awards chapters with one free registration to the annual Global Leadership Summit (GLS). Earning distinction in these three categories also affords chapters the ability to nominate for society-wide awards. Chapters in all three levels will be regularly recognized by BGS Global HQ throughout the year, at a variety of conferences including the annual AACSB ICAM Conference.

There are many point earning opportunities for chapters throughout the year. Chapters are likely earning points for activities that they'd do anyway. However, chapters are highly encouraged to plan ahead to make sure they'll earn recognition in one of the three honors levels. A full point earning opportunity breakdown can be found using the link below; <https://www.betagammasigma.org/collegiate-chapters/collegiate-honor-roll>

One of the most outstanding rewards chapters can achieve as part of this program is receiving a Global Leadership Summit Registration waiver. High and Highest Honors chapters are automatically extended this waiver for the next GLS. This waiver is not extendable and must be used for the next GLS. The waiver covers the full registration cost of one GLS participant. The registration fee covers program fees and materials, lodging for the duration of the event and most meals and refreshments during the weekend. Chapters are still responsible for travel costs and any incidentals.

## THE ANNUAL CHAPTER SURVEY

Chapter leaders are responsible for ensuring that they complete the annual chapter survey as completely and accurately as possible, prior to the survey deadline. This online survey will be emailed to chapter leaders in early spring and will close during the beginning of July. This survey is an opportunity for the chapter leaders to inform Global HQ of the chapter's activities throughout the year. Chapter leaders have the ability to modify and add responses to the online survey until the deadline; however, no deadline extensions are possible and chapter leaders should be sure to review their survey responses prior to the survey closing to ensure that they completely relay the chapter's activities that academic year.

Survey questions will relate to point earning opportunities for the Collegiate Chapter Honor Roll. All efforts are made to keep the survey as concise as possible. Global HQ collects some chapter engagement information throughout the year and will therefore only ask for responses pertaining to information not already on file.

Regular survey reminders will be sent by Global HQ staff regarding the availability and deadline of the annual chapter survey; however, it is the responsibility of the chapter leaders to ensure that they've completed their responses before leaving for summer break. Only one response is needed per chapter.

## XV OTHER CHAPTER AWARDS

### OUTSTANDING CHAPTER AWARD

Annually, Beta Gamma Sigma recognizes our highest performing chapters using the Outstanding Chapter Awards. Chapters who achieve Highest Honors via the Chapter Honor Roll are eligible to self-nominate for these awards. Winners are selected by the Beta Gamma Sigma Board of Governors. Typically, the Board recognizes a Gold, Silver and Bronze chapter and may choose to recognize honorable mention chapters based on merit of the nomination package. Chapters who achieve recognition via this program will earn a monetary award and will be recognized throughout the year using Society social media, publications and via AACSB and regional Deans Conference events.

For more information on these awards: <https://www.betagammasigma.org/mainsitedev/events/bgs-awards/chapter-awards/outstanding-chapter>

### DEAN OF THE YEAR AWARD

The Dean of the Year Award is a new recognition awarded by Beta Gamma Sigma to an outstanding dean who made both outstanding contributions to the success of their chapter and supported the Beta Gamma Sigma mission throughout the course of this academic year.

Beta Gamma Sigma invites our Highest Honors Chapters to nominate their Deans to be honored as a recipient of the Dean of the Year Award.

For more information on this award: <https://www.betagammasigma.org/mainsitedev/events/bgs-awards/dean-of-year>

### OUTSTANDING CHAPTER ADVISOR AWARD

The Outstanding Chapter Advisor Award is a merit recognition awarded by Beta Gamma Sigma to an outstanding Advisor who both made great contributions to the success of their Chapter and supported the Beta Gamma Sigma mission throughout the course of this academic year. Candidates are nominated by their Dean or chapter leadership team.

For more information on this award: <https://www.betagammasigma.org/mainsitedev/events/bgs-awards/chapter-awards/outstanding-chapter-advisor>

### BUSINESS ACHIEVEMENT AWARD

The Business Achievement Award is presented to honor individuals for significant achievement in business through the traditional corporate route. The achievement may be demonstrated over a career or by a singular achievement that has advanced the field of business and contributed to a community and to humankind.

For more information on this award: <https://www.betagammasigma.org/mainsitedev/events/bgs-awards/business-achievement>

## ENTREPRENEURIAL ACHIEVEMENT AWARD

The Beta Gamma Sigma Entrepreneurial Achievement Award (formerly known as the Medallion for Entrepreneurship Award) was established to provide appropriate recognition to those individuals and firms who contribute significantly to the vitality and strength of the economy, combining innovative business achievement with service to humanity. The accomplishments of the individuals may be domestic or worldwide but must be consistent with the ideals of Beta Gamma Sigma. Individuals eligible for nomination to the Entrepreneurship Medallion are those who organize, manage, and assume the risks of a business or enterprise and can be appropriately labeled as an entrepreneur.

For more information on this award: <https://www.betagammasigma.org/mainsitedev/events/bgs-awards/medallion-entrepreneurship>





## XVI SOCIETY PROGRAMS AND EVENTS

Beta Gamma Sigma members have access to exclusive programming opportunities, designed to refine skills needed to meet the changing needs of the modern business world. Global HQ provides programming opportunities for both collegiate and alumni members to develop professionally throughout the lifetime of their career. Below, you'll find a brief overview of some of our highlighted programs; however, new program opportunities are continuously being developed. Chapter leaders and BGS members are encouraged to regularly check the programs page of the BGS website for the most up-to-date information:  
<https://www.betagammasigma.org/events/programs>

### GLOBAL LEADERSHIP SUMMIT (GLS)

The GLS is Beta Gamma Sigma's flagship annual event. This weekend-long conference brings together collegiate members from around the world for an interactive learning and professional development experience like no other.

GLS attendees will return to campus with:

- Experience working with a team of leaders and the ability to improve communication and share leadership responsibilities
- Advice and insight from academic, corporate, and nonprofit thought leaders, most of whom are BGS alumni
- An expansive network of peers and connections reaching across the globe

This event currently takes place during the beginning of November. Locations and exact dates change from year to year, as well as theme and agenda. Please see the link below for updated information on the GLS.

<https://www.betagammasigma.org/mainsitedev/events/gls>

Many chapters choose to send participants to the GLS; however, students can also sign up to attend this event on their own. Scholarship opportunities are available for both individual students and to support chapters in sending representation.

### ETHICAL LEADERSHIP CERTIFICATION

Are your students learning how to be ethical decision makers? Research suggests that over 80% of young professionals will face an ethical dilemma within their first two years in the workforce. Prepare your students for the difficult decisions awaiting them in their careers, while helping them build their resumes and communicate value to potential employers. How? Enroll your chapter in the Ethical Leadership Certification Program.

This program was created exclusively for BGS members, in partnership with NASBA Center for the Public Trust. This program is completed 100% online. Chapters can choose to register members or individual members can sign up for themselves. At this time, this program is only designed for collegiate members; however, an alumni version of the program is in R&D.

Follow this link for registration information and pricing: <https://www.betagammasigma.org/mainsitedev/events/ethical-certification/elc-chapters>



## BGS GIVES BACK

Our members spoke, and we listened! Global HQ overwhelmingly heard that our members and chapters want volunteer opportunities to make an impact on their communities. Through our partnership with KPMG, Global HQ brings to you the BGS Gives Back program. Through this program, individual chapters can opt-in to participating in volunteer events in their communities. Once the event is complete, chapter leaders should complete the service event registration form linked below by the Annual Survey deadline to earn Collegiate Chapter Honor Roll points.

<https://www.betagammasigma.org/mainsitedev/events/bgs-service-opps>

BGS Global HQ is also in the process of securing a national service agreement with Junior Achievement. More information will be forthcoming on that outstanding opportunity to give back.

## LESSONS IN LEADERSHIP

BGS launched a new video series at the 2017 GLS called Lessons in Leadership. We enjoyed sharing insights and advice from top executives and thought leaders about what they've learned throughout their own careers to help you make better decisions, teach you about a variety of industries, and bring a global perspective to being BGS. We look forward to expanding the video series and sharing even more valuable insights with our global BGS community.

Videos are regularly updated and can be accessed using the link below:

<https://www.betagammasigma.org/events/lessons-leadership>

## BGS VIRTUAL FAIRS

The BGS Virtual Fairs are held 1–2 times per year and are free to BGS members, both students and alumni. Attracting students from around the world, the virtual fair allows schools and employers to connect directly with students in a virtual, interactive environment. Encourage your students to attend and if you are interested in promoting your graduate school and PhD programs, the Virtual Fair is a great place to start!



## XVII OTHER MEMBER BENEFITS

### FORTUNE MAGAZINE

Fortune Magazine is a multinational business magazine, which publishes business and economics focused content. Regular readership can aid BGS members in staying informed about business trends around the globe.

Upon accepting the membership invitation, new BGS members are eligible to receive a one-year, complimentary subscription to Fortune magazine. Members do not need to take any additional steps to receive this subscription. Members inside of the United States will receive a paper version of the magazine and members outside of the United States will receive electronic editions. Fortune magazine distributes 14 issues annually.

Members can forgo their complimentary subscription and receive the cost of the subscription (currently \$19.99 USD) back from Fortune Magazine directly. This money comes directly from Fortune Magazine and does not include participation from Global HQ. The cost of the subscription is not built into the standard membership fees and no discount to lifetime fees are available if a member or chapter knows ahead of time that they'd prefer not to take advantage of this member benefit. Questions regarding the Fortune subscription, including changes to address, should be directed to Fortune Magazine customer service and not BGS Global HQ.

### BGS ALUMNI NETWORK

The BGS membership experience doesn't end at graduation! The Society currently boasts 30 alumni chapters globally and an ever-expanding list of informal networking groups around the world. Alumni Chapters and Networking Groups serve as a local, in-person connection for members with the larger Society. Collegiate Chapters are highly encouraged to engage BGS Alumni Chapters or Networking Groups in their areas, whenever possible.

A full list of Alumni Chapters and Alumni Networks, including contact information for local leaders can be found using the link below:

<https://www.betagammasigma.org/alumni-network-alumni/chapter-list>

While every chapter and networking group is a little different, the goal of these groups is to provide local networking and professional development opportunities for area members. Alumni groups are not associated with individual schools or collegiate chapters, but rather cities or geographic regions. All lifetime BGS members are eligible to participate in alumni network activities in their area.

Chapter leaders and members should regularly monitor the Alumni Network Events Calendar for information on upcoming alumni chapter activities:

<https://www.betagammasigma.org/member-resources/global-calendar>

Alumni Chapter and Alumni Networking Group leaders also regularly interact with Collegiate Chapters and members outside of Alumni Network events. Alumni leaders are often given the opportunity to attend local recognition ceremonies to speak about the Alumni Network and their experience with BGS. Alumni leaders may also serve as speakers, mentors or co-host alumni and collegiate chapter collaborative events.

If your chapter hosts a collaborative event with a BGS alumni group or BGS alumni leadership, please forward the details of your events and any pictures you may want to share to your Chapter Manager or to [bgshonors@betagammasigma.org](mailto:bgshonors@betagammasigma.org). Global HQ is committed to increasing the visibility of our chapters online and regularly posts about outstanding activities using Society social media platforms.

## BGS GRADUATE SCHOOL SCHOLARSHIPS

Your BGS students are eligible for special graduate school scholarships reserved exclusively for BGS members. Scholarships range from a flat dollar amount for the scholarship to a full ride. Encourage your students to check out available scholarships at [www.betagammasigma.org](http://www.betagammasigma.org).

If you're interested in providing a graduate school scholarship to BGS members, contact Global HQ. It's a great way to put your post-graduate program in front of the best business students in the world.

## INTERNSHIP AND VOLUNTEER OPPORTUNITIES

Global HQ has partnered with some outstanding organizations to offer internship and professional volunteer opportunities to BGS members, some with discounted rates or scholarship opportunities. Please use the link below to learn more about the international internship and professional volunteer opportunities currently available.  
<https://www.betagammasigma.org/member-benefits/educational-benefits/internships>

## PRODUCT AND SERVICE DISCOUNTS

Discounts certainly aren't a reason to join an organization, but it can't hurt to save money where you can! Interested in prepping for the GMAT at a discounted price? Travelling for work and need a discount on your rental car? Need a new computer? We've got you covered. Members and chapter leaders are encouraged to regularly check the member benefits section of the BGS website as we're always adding new member offers.  
<https://www.betagammasigma.org/member-benefits/educational-benefits/internships>



## XVIII ANNUAL PLANNING CALENDAR AND OTHER RESOURCES

### **Annual Checklist for Chapter Officers** *(to meet minimum Global HQ Requirements)*

- ✓ Eligible students are invited to membership at least once annually
- ✓ Membership certificates and pins are distributed to those who accept (recommended method is via a Recognition Ceremony)
- ✓ Complete the chapter annual survey, which will be emailed to Chapter Advisors in March and due in early-mid July.
- ✓ Ensure accurate contact information is on file with BGS Global HQ





### Sample Annual Calendar (for an engaged chapter)

#### OCTOBER

1. Identify eligible members for this semester, particularly those who may be graduating in December
2. Host a tapping ceremony or send invitation booklets to these eligible members

#### NOVEMBER

1. Student(s) attend the annual Global Leadership Summit (GLS) at the beginning of the month
  - a. Schedule a meeting with the student(s) after the event to discuss their experience and what they learned. Possibly plan to have the participants share their experience with other chapter members via a fall chapter event
2. Plan small, fall recognition ceremony. Invite faculty and university staff to attend
3. Input invited Fall members into the Chapter Management system (CMS)
4. Host a chapter community service event. Remember to submit your event form here: <https://www.betagammasigma.org/events/bgs-service-opps>

#### DECEMBER

1. Certificates will arrive approximately a week prior to your ceremony (see certificate shipping schedule for additional information). Be sure to schedule time for your Dean to sign these certificates
2. Host a fall recognition ceremony to honor students who may be graduating later this month
3. Send an end of semester message to chapter members, letting them know what events the chapter has planned for the spring semester
4. Host a finals study session at the beginning of the month
5. If your chapter is eligible, remember to submit your Business Achievement Award & Entrepreneurial Achievement Award nominations by the mid-month deadline
6. If your chapter is eligible, start preparing your nominations for Outstanding Chapter Advisor, Outstanding Chapter, and Dean of the Year Awards (nominations are due mid-January)

#### JANUARY

1. Send a welcome back message to chapter members. Remind them of upcoming chapter events and encourage them to think about taking on a leadership role with the chapter
2. Encourage members to participate in the annual BGS Virtual Graduate School Fair, happening at the end of the month
3. If your chapter is eligible, remember to submit your nominations for Outstanding Chapter Advisor, Outstanding Chapter, and Dean of the Year Awards by the mid-month deadline
4. Host a BGS information session or information table

## **FEBRUARY**

1. Celebrate BGS Founder's Day (February 19th) by planning a chapter event
2. Make plans for the spring recognition ceremony.
3. Identify eligible members to invite
4. Begin planning the spring tapping ceremony (get other faculty involved and possibly host a faculty information session on BGS to spread the word about the organization)
5. Host a BGS information session or information table
6. Order invitation booklets in preparation of next month's tapping ceremony. These are available free of charge using the CMS
7. Obtain a letter from the Dean to be included with this invitation booklet

## **MARCH**

1. Watch for the annual chapter survey link to be sent mid-end of March
2. Host spring tapping ceremony
3. Enter invited members into the CMS
4. Send reminder messages to invitees as needed

## **APRIL**

1. Certificates will arrive approximately a week prior to your ceremony (see certificate shipping schedule for additional information). Be sure to schedule time for your Dean to sign these certificates
2. Recognition Ceremony is held
3. Be sure you're completing the annual chapter survey. Remember, responses can be revisited until the survey closes
4. Student Officer elections take place for the following academic year
5. Student Officer transition meeting takes place between incoming and outgoing S.O.s

## **MAY**

1. Be sure you're completing the annual chapter survey. Remember, responses can be revisited until the survey closes
2. Host a finals study session at the beginning of the month
3. Student Officer follow up transition meeting takes place if needed
4. Host an end of year chapter event

## **JUNE**

1. Be sure you're completing the annual chapter survey. Remember, responses can be revisited until the survey closes
2. Ensure all chapter invoices are paid prior to summer break
3. Ensure Chapter Management System lists accurate Dean, Chapter Advisor and/or Chapter Administrator information for the upcoming academic year. Notify Global HQ of any changes

## **JULY**

1. Finalize your responses to the annual chapter survey before the survey link closes this month. Make sure you've fully and accurately captured all your chapter's activities for the academic year, to ensure you'll earn the max amount of points toward your honor roll total



### CHAPTER HONOREE PROGRAM

The BGS Chapter Honoree Program is an outstanding opportunity for chapters to engage and interact with local business leaders. Through this program, chapters can recognize business leaders and gift them with lifetime Beta Gamma Sigma membership.

To nominate a Chapter Honoree, chapter leaders should complete the following two steps:

1. Complete the form found at this link:  
<https://www.betagammasigma.org/mainsitedev/events/bgs-awards/chapter-awards/chapter-honorees>
2. Access the “Supply Order” tab of the Chapter Management System and place an order for the Chapter Honoree frame and certificate.

The cost of this program is \$100 USD per Chapter Honoree. The cost covers lifetime membership for the Honoree, a framed certificate and a key lapel pin. Please note, Global HQ currently requires 4 – 6 weeks lead time to process and ship Chapter Honoree frames. Frames will be sent directly to the chapter for presentation to the Honoree. Many chapters choose to present this honor during their recognition ceremony.

The only eligibility requirements of this program are:

1. This honor is bestowed by the chapter and not by an individual
2. The Honoree should be a member of the business community. Special consideration may be given to potential Honorees from other groups on a case by case basis.

Chapters are allowed to bestow two Chapter Honorees annually. To request additional Honorees, please contact Global HQ.

### UNIVERSITY POST-GRADUATE PROGRAM VISIBILITY

Beta Gamma Sigma also offers a perfect candidate pool for your graduate school and PhD programs: other Beta Gamma Sigma members from around the world! There are several opportunities within BGS that can help you market your post-graduate programs to BGS students and alumni:

- **Advertising Opportunities.** Beta Gamma Sigma offers several advertising opportunities that BGS chapter schools may leverage to market their graduate school programs. Opportunities include both print and electronic media and are available for almost any budget.
- **Global Leadership Summit Sponsorship.** The schools who participate year after year in our GLS event tell us the quality of the candidates they speak with are the best they encounter, anywhere. The GLS provides a unique opportunity to have a face-to-face presence with 400 GLS students from around the world.
- **Mailing List Rental.** BGS Chapter schools are the only entities that can rent our membership lists. For an affordable fee based on list size, your marketing department can receive a list of BGS members according to your criteria. Single use or up to three uses are available options; email only or full mailing address. Criteria options include date/year of induction as well as state/country.



- Participate in the Virtual Grad Fair. This low cost virtual event attracts students from around the world and allows you to showcase your programs in a virtual, interactive environment. Participating schools are promoted via social media in the weeks leading up to the event.
- Scholarships for BGS Members. These are promoted heavily on our website and in our quarterly benefit e-newsletter to the entire BGS membership. Most of our scholarships are only for graduate school opportunities, and range from a flat dollar amount for the scholarship to a full scholarship. How you structure the scholarship is up to you, but it puts you at the forefront of BGS chapter schools to offer one.

For more information on the above opportunities, please contact Global HQ.

## XX FREQUENTLY ASKED QUESTIONS

Beta Gamma Sigma Staff is here to help with any questions you may have; however, please review the Frequently Asked Questions section of the BGS website for a regularly updated list of questions and answers: <https://www.betagammasigma.org/about/faqs>



**Alumni Members** – Individuals who became a member of Beta Gamma Sigma and have now graduated from their academic program. Important distinguishing note: a member does not need to be an Alumni Member to be eligible to participate in Alumni Chapter activities. “Alumni Member” does not necessarily mean this individual is an official member of an Alumni Chapter.

**Awards Concepts** – This is BGS’ vendor who provides fulfillment services for our certificate/membership orders and handles all merchandizing and shipping from our online store.

**BGS** – acronym for Beta Gamma Sigma

**BGS Global Headquarters** – Also referred to as “HQ” or “Global HQ.” This refers to the sole and main office located in St. Louis, Mo. At present, this is our only office and all permanent staff members work here.

**BGSHonors** – Refers to [bgshonors@betagammasigma.org](mailto:bgshonors@betagammasigma.org). This is the main, generalized email address where chapters, members, vendors and other individuals send questions or requests.

**Board of Governors** – Also referred to as the “BOG.” This is an elected group of Deans, Alumni and business people who are tasked with advising BGS Staff on managing the strategic direction of the Society.

**Bronze Key** – refers to a bronze statue of BGS’ key symbol which is available for purchase by Collegiate Chapters.

**CCTS** – Acronym for “Collegiate Chapter Training Seminar.” These events happen multiple times per year (generally 3-4) in varying cities, based on location of previous events and where there is a high density of Collegiate Chapters. These events consist of a welcome dinner (generally held on a Thursday) and an all-day training seminar (generally held on a Friday). Representatives from current and potential chapters are encouraged to participate. This event aims to provide networking opportunities and training to ensure chapter representatives are up to date on current Society offerings and initiatives and to ensure that the collegiate chapters are being managed as efficiently as possible.

**Chapter Administrator** – Usually a member of the university staff, but could be any employee of the university (not a current student). This individual is tasked with assisting/supporting the Chapter Advisor in managing the chapter. Duties of this position vary from chapter to chapter. This position is not a requirement for a chapter, but is highly encouraged.

**Chapter Advisor** – Usually a member of the faculty of the College of Business. This individual could also be a member of the university staff, but must not be a student. This individual is tasked with being the main contact for the chapter with BGS Global HQ. Some chapters also have Co-Advisors. This is a required position for a chapter.

**Chapter Notes** – This is the title of the e-newsletter sent by the BGS Global HQ to Deans and Chapter Officers. These messages are sent regularly and include information pertinent to efficiently running a chapter. These items include deadlines, best practices, reminders and etc.

**Chapter Officer** – A term for the collective Advisor, Co-Advisor, Chapter Administrator or other Officers of the Collegiate Chapter. This term does not include Student Officers.

**Chapter Supply Orders** – Orders for merchandise placed by a chapter using the “chapter supply” tab of the CMS. These orders are placed by a Dean, Chapter Advisor or Chapter Administrator. These orders will be shipped to the shipping address identified by the chapter in the CMS. Chapters can choose to pay for this order during checkout or be invoiced for these items at a later date. Supply orders may contain items that are free of charge (ex-invitation booklets).

**CMS** – acronym for “Chapter Management System.” The CMS is the system through which collegiate chapters are managed. Chapter Advisors and Administrators, Deans and BGS Staff members have access to this system. Collegiate Chapter representatives use this system to set up the administrative details of their recognition ceremony (ex- the date, the fees charged to the invitees and etc.). This system is also used to send invitation emails, remind invitees of this invitation, order chapter supplies and track membership acceptance.

**Collegiate Chapter** – An established chapter of Beta Gamma Sigma on a university campus.

**Collegiate Chapter Honor Roll** – Also known as “Chapter Honor Roll” or just “Honor Roll.” This is an annual program where Collegiate Chapters can earn points for a variety of activities throughout the year, in an attempt to achieve a pre-determined point total which will place them within three top categories: Highest Honors Chapter, High Honors Chapter, Honors Chapter. Each level qualifies the chapter for different rewards. More information on this program can be found on the Chapter Honor Roll Point Breakdown list.

**Collegiate Members** – Individuals who have accepted membership and are currently enrolled in a collegiate program (undergraduate or post-graduate). I.e. – a member who has not yet graduated from the program in which they became a member.

**Elwell** – The name of our Society mascot. He is a wise old owl, named after our Society’s first National President.

**GLS** – Acronym for “Global Leadership Summit.” This is the largest annual event put on by BGS. This happens the beginning of November every year, in varying cities. This event aims to bring together 400+ collegiate members for a weekend of leadership development and networking.

**Honor Tier** – Refers to the three groups in which chapters earn recognition via the Chapter Honor Roll program: Highest Honors Chapter, High Honors Chapter, Honors Chapter,

**Honors Magazine** – Bi-annual magazine produced by BGS Global HQ. This publication is available in virtual form to all Society members and contacts on the Society’s website.

**Induction type** – Refers to the type of invitation this invitee will receive. The type usually correlates to the individual’s current class at their university. Induction Types include: Sophomore, Junior, Senior, Master’s, Doctoral, Chapter Advisor, Chapter Honoree, Master’s Second Recognition, Doctoral Second Recognition, Faculty

**In-Progress School** – A university who is currently going through the process of establishing their BGS chapter.

**Invited Member** – An individual (usually a current collegiate student) who has met the eligibility criteria for their induction type and has entered into our Chapter Management System (CMS), therefore receiving an invitation to join BGS. Also referred to as an “invitee.”

**Key Pin** – Also referred to simply as “a key.” This is the membership lapel pin provided to all new members in their new member materials. The pin is in the shape of the BGS key symbol.

**Personal Orders** – Orders placed through the BGS online store for items intended for personal use. These orders are generally placed by an individual member. For these orders, the individual placing the order will be required to pay immediately at checkout and these items will be shipped to their personal address (which they enter during checkout).

**Second Recognition Member** – This distinction can be awarded at the Masters or Doctoral level. These individuals have previously become a member of BGS at a previous degree level (previous induction type) and have qualified for membership again at a higher degree. I.e. – a student qualifies and accepts membership as a Senior while obtaining a Bachelor’s Degree. This individual then enrolls in a Master’s program, where they again qualify for membership. This individual can then be entered into the CMS as a Second Recognition Masters student.

This distinction does not offer a second lifetime membership, but rather the opportunity for the member to obtain a new membership certificate to acknowledge this honor. Because they are already a lifetime member, the cost of Masters Second Recognition is \$10, only to cover the cost of the certificate and a new membership pin.

**Society Spotlight** – Periodic virtual newsletter from BGS Global HQ to all members with active email addresses in our database. This message is generally sent monthly.

**Student Officer** – This is an elected or selected position at the Collegiate Chapter level. These positions are held by students who are already BGS members or will shortly become a member. Titles, term lengths and duties vary on a chapter to chapter basis. This is not a required position, but is highly encouraged by HQ. The intent of these positions is to allow BGS members additional leadership opportunities, but also to help support BGS growth on their respective campuses.



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