

# **Regents Handbook**

**Fall 2015**

*Sigma Tau Delta* Regents are elected to serve four-year terms for each of the Society's regions: Eastern, Southern, Midwestern, High Plains, Southwestern, and Far Western. The Regents are voting members of the Executive Board and attend the two Board Meetings held each year in fall (September) and spring (February or March), at the site of the spring International Convention. Regents also serve on several of the organization's standing and *ad hoc* committees, provide information for the organization's publications, and work with their regional Student Representatives and Associate Student Representatives. In addition to their roles with the national organization, Regents represent all of the chapters in their regions, serving in a variety of ways to promote the goals of the Society and its many members.

Below are an outline of the roles and responsibilities of the Regents and documents related to the work of Regents.

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## **Sigma Tau Delta Constitution ARTICLE IV: REGENTS**

**Section I. Number.** There shall be one Regent for each Region.

**Section II. Regions.** The number and boundaries of Regions shall be determined by the Board.

**Section III. Election.** At the international convention of the Society, each Region shall elect its own Regent when the post becomes vacant. Only student members of the Region shall participate in the election, and each chapter present shall have one vote. In the event that no vote is possible at the convention, the Board shall appoint, during that convention, a Regent to serve that Region until the next international convention or regional conference.

**Section IV. Term of Office.** A Regent shall be elected for a term of four years. A Regent, unless filling an interim term as determined by the Board, shall serve no more than two full consecutive terms. A Regent shall assume duties upon election.

**Section V. Vacancy.** In the event that a Regent is, for any reason, unable to serve, the Board shall, by majority vote, select a Regent from among the sponsors in that Region to serve until the next international convention or regional conference.

**Section VI. Powers and Duties.**

1. **General.** As Board members, Regents shall share the powers, duties, and responsibilities of the Board, except for those specifically otherwise delegated. These obligations shall include, but not be limited to, serving as liaisons with the central office and providing regional information for the Newsletter.
2. **Regional.** Each Regent shall have the specific responsibility for the development and promotion of the Society in his/her Region. A Regent shall promote the mission and purposes of the Society within his/her Region by
  - disseminating information to chapters;
  - encouraging and stimulating active chapters;
  - endeavoring to reactivate inactive chapters;
  - encouraging the formation of new chapters;
  - encouraging attendance at conventions and conferences;
  - accomplishing these aims by newsletters, inter-chapter activities, and personal contacts; and
  - serving on standing committees.

## **Transition for New Regents**

Upon election at the annual Convention, new Regents should meet with the outgoing Regent for that Region to share information, and the outgoing Regent should provide (at the Convention or soon after) appropriate materials in a “Board Manual” for the work of the Regent, including copies of recent Executive Board Meeting minutes, the Regents Fund checkbook for that Region, financial reports if appropriate, committee reports if appropriate, etc. Many Regents also use these meetings to provide notes and tips—anything that may be useful in dealing with the work of the Region and its Regent.

The “Board Manual” may also include additional materials that the outgoing Regent thinks may be useful in dealing with the work of the Region.

Student Representatives (SR) and Associate Student Representatives (ASR) are elected for each Region annually at the Convention. New and returning Regents should meet as soon as possible after the elections with the incoming Student Representative and Associate Student Representative and if possible, the outgoing SR and ASR, to get acquainted, to pass on information, and to discuss ideas about communication with the Region and with each other. (Regents may choose to use Regents Funds for a meal at these meetings. **See below for reference to Regents Funds.**)

The new Regent should also get in touch with the Central Office (CO), the Executive Director, and the President with any questions about responsibilities that will need to be undertaken immediately (such as corresponding with the newly-elected Student Representative and Associate Student Representative and providing personal information to the Region’s chapters and sponsors) and those that will need to be undertaken in the future (such as attending the fall Executive Board Meeting, working on committees, and disseminating information about opportunities and events nationally and within the Region).

Reading the Executive Board Meeting minutes, as well as the individual reports of officers, for the last year will provide an excellent introduction to the ongoing work of the Executive Board.

More information about the responsibilities of Regents is given below.

## General Responsibilities of the Regents

- If a new Regent, write an introduction to yourself for the website, newsletter, or blog, as requested.
- Contact outgoing Regent via email to secure any electronic materials (e.g., sample letters) that may be useful in communicating with the Regional chapters.
- Revise letter to be sent from Central Office (CO) to Regional chapter sponsors on behalf of each Regent. The CO will send you a copy of the previous Regent's letter for you to revise.
- Correspond with Student Representative (SR) and Associate Student Representative (ASR) on a monthly basis, and more as needed during academic calendar and in relation to Regional and Convention events.
- Respond to Central Office, Executive Director, and President correspondence and requests by deadline specified.
- Respond to emails and other enquiries from Regional constituents.
- Correspond with Student Leadership members and Project Coordinator as needed.
- Provide Central Office with up-to-date contact information, including detailed information about summer contact.
- Since much of the national work of the organization is done by the standing committees, Regents are asked to volunteer for several committees according to their interests. They may also Chair one or more committees, usually after having a year or more experience as a member.
- Participate actively on standing committees and *ad hoc* committees as assigned.
- If Regents become Committee Chairs, they should correspond with previous Committee Chair and the CO about specific Committee Chair responsibilities and to receive relevant documents such as committee meeting minutes.
- If Committee Chair, prepare Committee Report for fall and spring Board Meetings.
- If Committee Chair, prepare and submit, in consultation with committee members, budget requests during summer when requested.
- Participate in Regents Committee (all Regents are automatically members), including evaluation of Outstanding Chapter Award applications, discussions of policy, and planning for Sponsor Workshops at Convention.
- Review Regents Committee "Charges" when requested and participate in discussions of revisions and additions in preparation for Board Meetings.
- Participate in annual evaluation of the Executive Director (the President sends evaluation material each summer).

## **Executive Board Meetings**

As members of the Executive Board, all Regents attend and participate in the two annual Board Meetings, the fall meeting in September at the spring annual Convention site and the spring meeting in advance of and overlapping with the spring annual Convention. Hotel arrangements for all Board members are made by the Central Office staff. Travel arrangements are made by individuals and are reimbursed according to guidelines sent in advance by the CO.

- Attend Fall and Spring Board Meetings as well as annual Convention.
- Complete Board travel arrangements in a timely fashion--after receiving the Central Office email with details about the date and time of the Board Meeting but at least four weeks prior to the first day of travel.
- Complete Board travel reimbursement paperwork within two weeks of the conclusion of the Board Meeting.
- Prepare written (for spring) and oral (for fall) Regent reports on activities related to one's Region. If Committee Chair, prepare reports for the committee activities as well.
- Run informal Regional Caucus at Convention and describe election process for Student Representative and Associate Student Representative.
- Administer annual elections at formal Regional Caucus for Student Representative and Associate Student Representative.
- If not running for reelection as Regent, administer election at formal Regional Caucus for new Regent.
- If running for reelection as Regent, coordinate administration of election at formal Regional Caucus for Regent with Central Office staff.

## **Additional Possibilities for Regent Involvement**

- Regents may choose to periodically write an email (distributed by the CO) to Regional chapter sponsors highlighting deadlines for scholarship, grants, awards, and other opportunities, or other information.
- Regents may choose to suggest topics and/or to write articles for the blog or the electronic newsletter.
- Regents may choose to get involved with Regional events.
- Regents may choose to participate with Regional social media.
- Regents may choose to get work with, or initiate, Regional journals.
- Regents may choose to write congratulatory letters (hardcopy or email) to anyone recognized at Convention from their Regions.
- If requested, Regents may choose to travel to chapters in Region to be present for Induction ceremonies, to discuss the Society, or to participate in their activities.
- Regents should help with preparation and editing of student blog as needed. Regents may choose to ask to be final editorial authority for blog content submitted by the Regional SRs and ASRs.

## **Regents Funds    March 15, 2016**

Each year individual Regents have \$2000 allocated for use for events and activities within each Region. Regents may use the funds to support Regional events of various kinds. Regents often use the funds to encourage activities that are organized or attended by members of more than one chapter. Regents may also use funds for expenses involved in their attending Regional events or for the Student Representatives or Associate Student Representatives to attend Regional events. All use of funds by SRs, ASRs, and chapters must be approved in advance in writing by the Regent. Expenses are usually reimbursed after the event when receipts are provided. Regents must collect and keep receipts for all disbursements in case they are needed for accounting purposes by the Central Office. Below is an example of a “Request Form for Regents Funds to Support a Regional Conference” that Regents may choose to use to make decisions about funding.

Regents may use their own judgment about using funds to support activities within their Region, but most find it helpful to consult with fellow Regents and/or the Executive Board for large or unusual expenses. Regents have found it very useful to discuss funding and other practical matters related to activities within the Regions (usually via email) among the Regents. As a rule of thumb, Regents should not spend more than half of the annual \$2000 allocation on a single event. Recent examples have been \$200-\$500 per Regional events that involve members from two or more chapters.

Other examples of potential uses of Regents funds are to encourage alumni activities in each region and to support chapters that have experienced natural disasters or tragic events, such as campus shootings. (In 2016, the Student Leadership Committee specifically asked the Regents Committee to consider these activities for funding.) Also, when Associate Student Representatives have been particularly worthy, Regents have chosen to give them funds to help them attend the spring Convention at the culmination of their service, usually \$250-350. In unusual circumstances, if a Regent needs to spend more than the annual \$2000 allocation in a single year, he or she may appeal to the other Regents to help support specific activities the Regent deems worthy. If the appeal is granted (usually by simple majority vote), the Regents Committee Chair will ask the Central Office to transfer the funds from other Regent Funds accounts.

For the reports delivered at the fall and spring Board Meetings, each Regent will provide an accounting of Regent Fund expenditures.

As soon as possible after using Regents Funds, the Regent should notify the CO -- specifically, Karen Larsen -- of disbursement, with check number, amount, and payee, so that she can monitor account balances.

## **Sigma Tau Delta International English Honor Society**

### **Request Form for Regents Funds to Support a Regional Conference**

If your local chapter of Sigma Tau Delta is a sole or leading sponsor of a regional academic conference during the 2014-2015 academic year, you may be eligible to receive a modest contribution from the Regents Funds to help support your event. If you receive Sigma Tau Delta Regent Funds, please note that fact in the advertising and/or program of the conference, and please make sure to send a copy of the conference program to your Sigma Tau Delta Regent.

To be eligible, please provide a 300-500 word request that includes the following information:

1. When and where will the conference be held, and how many participants are expected to attend?
2. Is this conference open to undergraduate and graduate students? Are abstract proposals peer reviewed? (If you have created a website for the conference, please include the link.)
3. What role will the local chapter of Sigma Tau Delta have in running the event? Is the local chapter the sole or leading sponsor of the event? If there are other sponsors of the conference, please list them.
4. If you receive Regents Funds to help support your event, how will you use the funds? Please be as specific as possible.
5. Will there be any special sessions or activities (i.e., workshops) held for members of Sigma Tau Delta during the conference? This is not a requirement, but is encouraged.
6. Include the name of the chapter sponsor of the local chapter running the conference, and the name of the primary contact person(s) for the conference.

Please note that Regents Funds are limited and that running an academic conference can be very costly, so Regents Funds should be viewed only as a supplement to your primary sources of income for the conference.

**(Fall 2014)**

Below are several examples of correspondence that Regents may choose to modify and use.

## Sample Regent Correspondence with Chapter Sponsor and Officers

Dear Eastern Region Sigma Tau Deltans,

Best wishes for a great academic year! As the new school year begins, I want to bring to your attention some of the many opportunities that membership in our great organization provides for you and your chapter.

The 2015 edition of *Mind Murals*, the Eastern Region online journal, is published on the Sigma Tau Delta website, under [Regional Publications](#). Edited primarily by Crystal Stone, 2014-2015 Eastern Student Representative (Allegheny College), and Jeannette Schollaert, 2014-2015 Eastern Associate Student Representative (Chatham University), *Mind Murals* features student creative writing, critical articles, and art work from the Eastern Region.

We hope reviewing our 2015 publication inspires you to participate in the 2016 edition of *Mind Murals*. A call for submissions will be sent out early in the fall semester by the [2015-2016 Eastern Region Student Representative, Sara Stammer \(The College of New Jersey\)](#), and the [2015-2016 Eastern Region Associate Student Representative, Emily Spangler \(Shepherd University\)](#).

In addition to regional journals, the website offers a wealth of other individual and chapter opportunities, including member scholarships, awards, and internships; and chapter [common reader](#), recognition, and [service awards](#) and [project grants](#). There are also calls to submit critical and creative works for the Society's two [literary journals](#) and the [2016 Convention in Minneapolis](#).

As your Eastern Regent, I encourage you to take full advantage of all that Sigma Tau Delta has to offer. Please feel free to contact me or your Eastern Student Representatives with any comments, questions, or concerns.

Best,  
Glen Brewster  
Eastern Regent, Sigma Tau Delta

Dear Sigma Tau Delta Midwestern Chapter Sponsors:

As your Regent for the Midwestern Region, I want to thank you for all you do on behalf of Sigma Tau Delta, and to share some exciting news with you about our 2015-2016 Student Representatives, regional fall conferences, our blog contest, funding opportunities, and more.

**New Midwestern Student Representatives:** It is my pleasure to introduce our new student representatives for the Midwest. [Shelly Romero](#), our Student Representative, is a junior English major, focusing on editorial work and publications. She attends Stephens College in Columbia, MO, the second oldest women's college in the country, and is the President of Stephens' Alpha Epsilon Eta Chapter. [Danielle Martin](#), our Associate Student Representative, is a senior at Missouri State University and President of her Sigma Tau Delta chapter. Danielle's passion lies in creative writing, critical theory, and modern American literature. She hopes to teach English literature at the college level.

**Regional Conferences:** We anticipate another active year for regional conferences in the Midwest, and we hope that you and your students can join us. Students from chapters throughout the Midwest have opportunities to present papers, attend workshops, and engage in networking and general fellowship at these conferences. Central Michigan University's local chapter is hosting its 4th annual [conference on English Studies \("Dreams, Decay, Destruction"\)](#) on Saturday, October 24, 2015, and Western Illinois University's local chapter is hosting its 2nd annual [conference on English Studies \("English at Play"\)](#) on Saturday, November 7, 2015. The WIU event will include a workshop on designing chapter displays and tabling. Information about regional conferences is available on the [Sigma Tau Delta website](#).

**Midwestern Blog Contest:** Our annual blog contest is in full swing and entries are rolling in! Awards of \$150, \$100, and \$50, respectively, will be given to the top three winners. The deadline for 100-400 word entries is Wednesday, September 30, 2015. Details can be found on the [Midwestern Region Blog Contest page](#).

**Regents Funds:** A limited amount of Regents Funds are available each year to help support regional activities that are organized and attended by members of more than one chapter. To help streamline the application process for Regents Funds, please use the guidelines found on the [Midwestern Regents Funds page](#).

**Common Reader Award:** Chapters that host a local event or activity around this year's [Common Reader, \*The Soul Thief\*, by Charles Baxter](#), prior to the [March 2016 Convention](#), are eligible to apply for an award of up to \$100. If you are interested in applying, please contact me for more information.

**Midwestern Region Facebook Page:** You and your chapter members are invited to join our [Midwestern Region Facebook page](#). The Student Representatives are doing an excellent job updating the page with pertinent information for Chapter Sponsors and students alike. Please join us.

Best wishes for a successful fall semester! I hope to see and meet many of you at our annual convention in Minneapolis.

Sincerely,  
[Tim Helwig](#)  
Midwestern Regent  
Sigma Tau Delta

Greetings, Sigma Tau Deltans!

You already will have received an introduction from the High Plains Student Representative, Meghan Miller, and Associate Student Representative, Taran Becker, so let me second their greetings and encouragement to become involved with Sigma Tau Delta at the chapter, regional, and Society levels.

Here are some ways to get involved:

### **Submit to the High Plains Regional Conference (Deadline Extended)**

First, important news: We have received many high-quality submissions for our [High Plains Regional Conference](#) at Fort Hays State University, in Hays, KS, hosted by my home chapter, Rho Psi. The deadline was September 18, but I am **extending that deadline to Monday, September 28**, because I had an email malfunction on September 18 and may not have received your submission. (If I received it, you should have received a reply acknowledging receipt.) The guidelines for submission are quite open, and unlike the international convention, our regional conference is open to submissions from any undergraduate or graduate student, not just inducted members. All are welcome to attend as well, if you prefer not to present. Please visit the [High Plains Regional Conference announcement](#) for submission and registration details.

### **Host Your Own Event with Regional Support**

I know many of you will not be able to join us in Hays, KS, but I encourage you to plan your own regional or [Common Reader](#) event. We have regional funds to help support events involving at least two chapters, so look at the [chapter listings](#) to see chapters close to you (they may be in a different region, which is no problem for funding). And don't forget [Common Reader Awards](#) to help fund your event!

### **Connect with High Plains Chapters on Facebook**

If an event with other chapters isn't on the slate for this year, you still can connect with other members directly through the [High Plains Region Facebook group](#). Please join us!

### **Prepare Submissions for the 2016 Convention in Minneapolis**

Submissions open for the 2016 International Convention in Minneapolis, Minnesota, on September 28 and are open until October 26. Review the [Submissions Overview page](#), and start preparing your best work. Think about roundtable proposals and papers based on the Common Reader, *The Soul Thief*, by Charles Baxter, too.

Please don't hesitate to contact me if you have event ideas or questions about any Sigma Tau Delta events or opportunities. I look forward to meeting many of you this year, both in Hays and Minneapolis. Have a fantastic fall!

Lexey Bartlett

Regent, High Plains Region, Sigma Tau Delta

Dear Midwestern Sigma Tau Delta Chapter Sponsors and Officers,

I hope this note finds you well, and I was glad to see many of you at last weekend's convention in New Orleans.

Here are a few important announcements from the Midwestern Region:

1. I am pleased to announce that our new regional Student Representative (SR) is Jeffrey Jett of Northern Illinois University and new Associate Student Rep (ASR) is Emily Scott of Western Michigan University.
2. Our two student leaders for 2011-2012, SR Ashlyn Wells of the University of Wisconsin-Eau Claire and ASR Karisa Hernandez of Rockhurst University, will finish their terms on June 1. My thanks to them for their service.
3. Ashlyn will be working with the editorial board to finish and publish the second volume of *Ex Medio*, our Midwestern regional online journal. Publication is anticipated in April, and we will let you know when it is available. In the meantime, in case you missed it, make sure to have a look at our [first volume \(2011\)](#).
4. Jeff will soon be at work preparing the Call for Submissions for the 2013 volume of *Ex Medio*. In the meantime, if there are student members of your chapter who wish to serve on the journal's Editorial Board for 2013, please send us an email: you can reach Jeff at [sigmatd.mw@gmail.com](mailto:sigmatd.mw@gmail.com) or me at [john.kerrigan@rockhurst.edu](mailto:john.kerrigan@rockhurst.edu).

Please do pass along this message along to your chapter members. (If you haven't had a conversation lately amongst your officers and sponsors about who is responsible for forwarding Sigma Tau Delta correspondence, I invite you to do so.)

You can expect to hear from me as your Regent once more soon in the coming weeks, with some suggestions for things chapters might want to do before the year ends and in planning for fall 2012. (You will also get a separate email announcement from me soon in my role as Chair of the Scholarship Committee.) In the meantime, I of course invite you to be in contact with me.

Sincerely,  
John Kerrigan  
Midwestern Regent, Sigma Tau Delta International English Honor Society

## Sample Regent Email for Petition Inquiry

Dear Dr. \_\_\_\_\_,

As \_\_\_\_\_ Regent for Sigma Tau Delta, I am delighted to hear of your petition inquiry regarding a chapter charter for Sigma Tau Delta, International English Honor Society. I strongly encourage you to move forward with your application. Having a chapter of Sigma Tau Delta on your campus will provide immeasurable opportunities for your students and for the faculty sponsors and will bring additional distinction to your campus, \_\_\_\_\_ University.

In addition to the pleasure and honor of being a part of Sigma Tau Delta and having the camaraderie of others who share a love of language and literature, student members of Sigma Tau Delta have opportunities for scholarships, internships, awards, grants, publications, presentations at conferences and conventions, and much more. Chapter Sponsors also benefit from Sponsor workshops, awards, and opportunities to serve on Sigma Tau Delta committees. Furthermore, schools with Sigma Tau Delta chapters have international recognition. Students and Sponsors have many opportunities to work with students and faculty from all across the U.S. and abroad.

Having been a Sponsor for the \_\_\_\_\_ Chapter of Sigma Tau Delta at \_\_\_\_\_ University for many years, I can attest to the immense satisfaction it has brought me to work with the talented English students in Sigma Tau Delta. Students universally report that membership in Sigma Tau Delta has been vitally important to them, has given them leadership opportunities and confidence, and has helped them use and refine their abilities in language and literature. A number of our students have been encouraged by their participation in Sigma Tau Delta to consider paths they had not previously contemplated: going to graduate school, sending works for publication, submitting and presenting at national conferences, studying abroad, working on literacy with local and international groups, applying for scholarships, and so on.

I look forward to working with you and your students in the near future, as members of Sigma Tau Delta. If I can assist you in any way in establishing your chapter, please contact me:

Your name, school

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## Another Sample Regent Email for Petition Inquiry

Dear Professor Wilhelm:

I am very pleased to learn that you have requested a petition inquiry packet from Sigma Tau Delta. I am both a faculty sponsor of our chapter at APU and the Far Western Regent for Sigma Tau Delta. I have had much experience running a chapter. I am sure you are most concerned

with getting your own chapter up and running as well. However, as part of my job as Regent, I encourage participation among chapters in the region. For instance, Cal State Northridge or Cal State Fullerton usually hold a fall conference to which students can submit work. Also, on the national level, the annual spring convention is a great experience for your members who may want to go to graduate school; this year, it is in Albuquerque, NM so transportation will be more affordable. Please check out the promotional details on the Society website at [www.english.org](http://www.english.org) This year, our guest speakers are Simon Ortiz, Gary Soto, and Leslie Marmon Silko!

In short, there are many opportunities for helping your students to blossom, grow and love our discipline. And if you are looking for professional development and service outside your university, there are opportunities for you or for your colleagues as well. If there is anything I can do to help, or if you have questions, please call or email me. You may also get in touch with our regional Student Representative, Matthew Drollette at [fwsr@wordbynature.org](mailto:fwsr@wordbynature.org)

He would be a particularly good contact for your student leaders.

Take care, and enjoy the rest of our fleeting summer!

Andrea Ivanov-Craig, Ph.D.  
Far Western Regent and Faculty Sponsor of Sigma Tau Delta  
Professor of English  
Azusa Pacific University  
901 E. Alost Avenue  
Azusa, CA 91702

Or:

Dear Professor James:

Congratulations on taking the first step to form a chapter of Sigma Tau Delta at your institution! I am pleased to hear that your President is an alum, and I can vouch for the quality of this organization and the potential benefits it will bring to your students.

I have served as a faculty sponsor for several years now, and I have recently been elected to serve as Far Western Regent. My main task in this position is to serve as a resource person and to facilitate inter-chapter collaboration among chapters in the Far Western region (of which Washington is a part). So, if you wish, I can provide contact information for faculty sponsors of the chapters in your area.

If you have any questions along the way, please don't hesitate to email or call.

Sincerely,  
Andrea Ivanov-Craig

**Sample follow-up email for new chapter petition request:**

Subject: Sigma Tau Delta New Chapter Petition

Dear Professor Jones,

I hope you do not mind my contacting you a second time about the new chapter petition you requested from Sigma Tau Delta English Honor Society in March 2014.

I've included my earlier email below, describing the many benefits of Sigma Tau Delta to students, and so I won't review all of them here.

But if there is anything I can do to help you decide whether or not to move forward with your petition, please do not hesitate to ask me. I believe many branch campuses of the University of Wisconsin already have chapters of Sigma Tau Delta, and it would be wonderful if the Platteville campus had one, too.

I will close by letting you know that the annual convention (held each March) is in Minneapolis this year (2016), and is in Louisville the following year (2017), which may not be too terribly far for your students to travel to present essays and creative writing.

Thank you again for your interest in Sigma Tau Delta. I look forward to hearing from you.

Sincerely,

Tim Helwig, Midwestern Regent  
Sigma Tau Delta English Honor Society

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## **Student Representative Agreement**

### **Student Representative (SR) Duties**

A Student Representative (SR) shall be a student elected by the student members of his/her region to perform the following duties:

#### **Regional Duties**

- Contact Regent, Associate Student Representative (ASR), and Student Advisors at least once a month.
- Respond promptly to phone calls and emails from Central Office, Regents, or Student Advisors.
- Regularly contribute to and aid in the production of regional and Student Leadership Committee publications, including writing feature articles.
- Regularly solicit articles from members and chapters in the region for official Student Leadership Committee publications.
- Regularly participate in all official regional and Student Leadership Committee communications and activities.
- Send a note of welcome to new and reactivating chapters within region.
- Solicit input from members in the region regarding Society policies and activities.
- Respond to concerns of students within region.
- Be available for possible visits to chapters or activities within region.
- Work closely with Regent in planning regional conferences or other activities.
- Delegate a reasonable number of tasks to the region's ASR.
- Assist in training and coaching the region's succeeding SR and ASR.
- Keep a record of all correspondence during tenure.

#### **National Board Duties**

1. Attend all required Board and committee meetings (fall and spring).
2. Serve on Student Leadership and two other committees as appointed by Society President.
3. Aid in the development and implementation of the Leadership Workshop.
4. Represent concerns of students within region to the Board.
5. Submit an annual report to the Board.

#### **International Convention Duties**

1. Attend international convention.
2. Moderate regional meetings and assigned activities during the convention.
3. Host official Student Leadership Committee activities, including the Leadership Workshop, social events, and other activities as assigned.
4. Introduce, preside, and/or moderate sessions and activities as designated by the convention chair, Regent, or Student Advisors.

Student Representatives shall serve a term beginning upon their election at the international convention and ending on June 1st of the following year. Candidates for Student Representative must meet the requirements and adhere to the guidelines outlined on the application and the Sigma Tau Delta Website. Each new Student Representative shall be given a letter of welcome from his/her Regent, including all addresses and phone numbers at which the Student Representative may contact the Regent. SRs are required to attend Board meetings and the international convention. Double occupancy room provided and reasonable travel expenses reimbursed up to current limits as set by the Executive Director.

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**I understand all of the above stated duties of the office of Student Representative. I agree to perform these duties and to follow the instructions of my Regent and other Board members, including the Student Advisors, to the best of my ability. I understand that failure to fulfill these duties may result in my removal from office.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Email Address \_\_\_\_\_ Telephones \_\_\_\_\_

Mailing

Address \_\_\_\_\_

Regent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Email Address \_\_\_\_\_ Telephones \_\_\_\_\_

Mailing

Address \_\_\_\_\_

## **Guidelines for the Regional Networking Meeting Thursday, 5:40-6:10 p.m., Savannah A-B**

The Regional Networking Meeting (not to be confused with the Regional Caucus) is an important opportunity for regional discussion and planning at the convention. Most of the time scheduled for the Regional Caucus is usually taken up with the election of the new Student Representative (SR) and Associate Student Representative (ASR), which makes the Regional Networking Meeting the best opportunity for the Regent and current SR/ASR to introduce themselves, meet the students they represent, and get feedback about regional plans and issues. Consider this an informal mixer that ultimately will lead to the more business-informed Regional Caucus.

A well-thought-out agenda is key to using your limited time as efficiently as possible. We have provided a sample meeting agenda below, which you may use as a template. It's descriptive, not prescriptive, and may be adapted as you see fit.

5:40-5:45

- Give students 5 minutes to find the right group. Direct any students graduating this May to the Alumni meeting.

5:45-5:55

- The Regent, SR, and ASR (if present) should very briefly introduce themselves, explain their roles, and take questions about the SR/ASR positions and the election.
- Remind the group when and where the caucus will be held and hand out blank application forms to anyone who wants to run. Remind candidates that, if elected, they must attend training sessions during the lunch breaks on Friday and Saturday.
- Anyone with lengthy questions about running should be asked to wait until after the meeting so that the Regent and SR can speak to them directly.

5:55-6:05

- Briefly discuss regional events, publications, and opportunities that occurred this past year and/or that you hope will occur in the coming year.
- Invite discussion about what students in the region would like to see happen in the coming year.

6:05-6:10

- Encourage people to go out to dinner together after the meeting. Consider offering to join them or inviting them to go out with you at a later time.
- Encourage people to exchange contact information with each other and to stay in contact after the convention. Remind them of the regional Facebook group (on the main Facebook page under the tab labeled "groups.")
- Make sure to get contact information from anyone who has expressed interest in helping out with regional projects.
- Remind everyone about Friday's General Business Session (11 a.m. in Savannah A-B) and the Regional Caucus immediately following the General Business Session. Mention the \$200 reimbursement (\$400 for chapters outside the continental U.S.) for having a voting student delegate present, noting that the delegate must be present at both in order to receive the reimbursement.

## **Guidelines for the Regional Caucus and Student Leadership Elections** **Friday, immediately following the General Business Session**

Time for the caucus is limited. It is very important for the newly elected AND outgoing student leaders to leave the caucus by 12:30 for the training luncheon. Please hold the election first and leave any regional business until after the election is complete.

The Regent should have been provided completed application forms for all candidates, as well as paper and pens for the voting.

### **Election Procedures**

- 1) The caucus should begin by reminding the attendees that each chapter gets only one vote for SR and one for ASR. Chapter members may confer before voting, but only the student from each chapter who has his/her chapter's General Business Session Reimbursement Form may submit a ballot.
- 2) Collect the completed reimbursement form from each chapter's voting delegate, and give that student two blank slips of paper and a pencil. The Regent should keep the reimbursement forms until someone comes to collect them.
- 3) If the SR is **NOT** running for re-election:

The current **SR** should give a **short** presentation about the Student Leadership Committee and the duties and requirements of the SR and ASR positions. The SR should conduct the election from this point on.

If the SR **IS** running for re-election:

The **Regent** should give a **short** presentation about the Student Leadership Committee and the duties and requirements of the SR and ASR positions. The Regent should conduct the election from this point on.
- 4) The candidates for SR only should each be invited, one at a time, to give a **short** (max 3 minute) speech about why they are running for office and why they would be a good candidate. *If there is time*, the candidates may **briefly** take questions.
- 5) The SR candidates should then be asked to leave the room and wait in the hall.
- 6) Remind the voters of each SR candidate's name.
- 7) Ask the voters to confer with their chapters and write their vote on one of the slips of paper provided them. **Remember: only one vote per chapter.**
- 8) Collect and count the ballots quickly. Ties are handled at the Regent's discretion.
- 9) Invite the SR candidates to return to the room, and announce the winner.
- 10) Repeat step 4 for any ASR candidates who did NOT already give a speech for the SR position. (Any candidates not elected as SR may run for ASR.)
- 11) Repeat steps 5-9 for the ASR candidates.
- 12) If there is any time remaining, use it for regional business and networking.
- 13) At the conclusion of the caucus, the Regent should arrange a time and place to meet with the new SR and ASR to go over their duties. The Regent should also remind them that they must attend a training luncheon immediately following the caucus. The outgoing SR will take them to the luncheon meeting.

# Activity Timeline for Regents

	April	May	June	July	August	September	October	November	December	January	February	March
	respond to President's request about committee preferences			make travel plans for Board Meeting		Board Meeting				make travel plans for Board meeting/convention	Board Meeting depending on date of convention	
	Convention											
	← work on committee foci/charges as necessary; if committee chair, facilitate work via email and/or "go to meeting" formats											
					completion of ED assessment by 8/15	prepare Committee minutes and send to CO within 2 weeks of end of fall Board meeting						prepare Committee minutes and send to CO within 2 weeks of end of spring Board meeting
					prepare agenda for committee meetings at fall Board meeting				participate in convention judging as asked	prepare agenda for committee meetings at spring Board meeting		
					prepare report for fall Board meeting					prepare report for spring Board meeting		
	← address "Crises du Jour" and put out fires as necessary											

**(Revised October 2, 2015)**