

# **SUGGESTED AGENDA FOR AN INFORMATIONAL MEETING**

The following is a sample script you may wish to adapt for use on your campus. The “facts” are all taken from our Constitution; the program can be shortened, lengthened, and re-arranged any way you like.

## **INTRODUCTION**

WELCOME and thank you for attending this informational meeting about Sigma Tau Delta.

## **POINTS OF BUSINESS**

### **1. WHAT IS SIGMA TAU DELTA?**

(Hand out the Sigma Tau Delta “At A Glance” flyer posted online at <http://www.english.org/sigmatd/pdf/At-A-GlanceInvitationFlyer.pdf>)

- English honor society for four-year colleges and universities
- Established in 1924 to confer distinction for high achievement in English language, literature, and writing
- Dedicated to fostering literacy and all aspects of the discipline of English
- Over 870 local chapters in the U.S. and abroad—and growing

### **2. WHO IS ELIGIBLE TO JOIN?**

Student membership in Sigma Tau Delta is available to undergraduate and graduate students currently enrolled at a college or university with an active Sigma Tau Delta chapter who meet the Society’s high academic standards.

Chapters may raise but not lower the following academic requirements for membership:

1. Must currently be enrolled as an undergraduate or graduate student
2. May or may not be majoring or minoring in the discipline of English
3. Must have completed a minimum of 2 college courses in English language or literature beyond the usual requirements in freshman English
4. Must have a B or equivalent average in English [provide your chapter’s requirement]
5. Must rank in the highest 35% of his/her class in general scholarship (or have a B average in general scholarship) [provide your chapter’s requirement]
6. Must have completed at least 3 semesters or 5 quarters of college course work
7. Graduate students must be enrolled in a graduate program in English, or one of its specializations, have completed 6 semester hours of graduate work or the equivalent, and have a minimum grade point average of 3.3 on a 4.0 scale. [provide your chapter’s requirement]

### **3. WHAT ARE THE ADVANTAGES OF MEMBERSHIP?**

(Refer to the Sigma Tau Delta “At a Glance” flyer)

Like any other organization you join, the more you put into it, the more you get out of it. Sigma Tau Delta membership entitles you to:

### 3. ADVANTAGES OF MEMBERSHIP (continued)

- lifetime membership in Sigma Tau Delta
- a personalized membership certificate and official Society pin
- apply for a variety of Sigma Tau Delta scholarships valued at up to \$5,000 each
- submit papers for possible publication in *The Sigma Tau Delta Rectangle* and *The Sigma Tau Delta Review* (works selected for publication are eligible for overall awards and monetary prizes of up to \$800)
- submit papers for possible presentation at Sigma Tau Delta's annual international convention (works selected for presentation are eligible for overall awards and monetary prizes of up to \$600)
- apply for internships within the publishing and online book industries and Washington, DC, internship programs
- submit articles to Sigma Tau Delta's online publications, *The Sigma Tau Delta Newsletter* and WORDY by Nature, the official Sigma Tau Delta blog
- apply for the opportunity to serve on Sigma Tau Delta's Board of Directors as a Student Advisor or Student Representative
- wear a Sigma Tau Delta honor cord, honor stole, and/or medallion with your graduation robe (if you choose to purchase these items)
- list Sigma Tau Delta on your resume as a tangible sign of academic achievement

### 4. HOW MUCH DOES IT COST?

Sigma Tau Delta's one-time international induction fee is \$60.

Many chapters also charge local dues to cover costs such as copying, postage, supplies, and meeting refreshments. Some chapters even use a portion of local dues to purchase an honor chord for each member. [Provide your chapter's dues policy.]

### 5. HOW IS A CHAPTER STRUCTURED?

Each chapter is required to have at least one Faculty Sponsor. [Note/introduce your chapter's Sponsor(s).] The Sponsor provides guidance and continuity to the chapter and serves as the primary contact between the local chapter and the Central Office.

Chapters also elect student officers, typically a President, Vice President, Secretary and/or Treasurer. Larger chapters may also choose to appoint a historian and a public relations officer. [Note/introduce your chapter's officers.] Chapter officers assist with chapter leadership and member involvement, and have primary responsibility for planning and running events, activities, and service projects.

### 6. WHAT DOES A CHAPTER DO?

Minimally, in order to remain active, a chapter must submit the name of at least one new student member to the Central Office every two years.

Each chapter must also complete an annual online report form by June 30 each year.

Again, the more effort we put into having a truly active chapter, the more we all benefit. This can mean some regularly scheduled meetings, some fund raising and other activities, service projects, participation at the international convention, submitting our applications for

scholarships and for publication, and holding induction ceremonies for our new members. What we do is up to you, the members of our chapter. [Provide some examples of your chapter's activities.]

**7. WHERE CAN YOU LEARN MORE ABOUT SIGMA TAU DELTA?**

Visit the Society's website ( [www.english.org](http://www.english.org) ), official blog ( [www.wordbynature.org](http://www.wordbynature.org) ), and Facebook page ( [www.facebook.com/sigmataudelta](http://www.facebook.com/sigmataudelta) ).

You can also contact our Chapter Sponsor and chapter officers:  
[Provide contact information.]

**8. HOW DO YOU APPLY FOR MEMBERSHIP?**

[Have chapter membership applications available.]

If you would like to be included in this fall's/spring's induction ceremony, return your completed application, unofficial grade transcript, and \$ \_\_\_\_\_ to cover the Sigma Tau Delta one-time international induction fee [and local dues, if applicable] to name by date.

**CONCLUSION:**

This is all the information I have for now. What questions do you have?

[Answer questions or write them down if you do not have immediate answers.]

If there are no more questions then we'll close with a thank you for coming to our meeting. Obviously we think we have a great chapter of a great Society. For those who qualify for membership, selection is a mark of distinction that stays with you the rest of your life. And membership, as we noted earlier, also qualifies you for numerous scholarships and internships, convention participation, and publication possibilities. We invite you to apply and to join us in this celebration of language, literature, and writing!