Xi Kappa Sigma
International University and Collegiate Service
Fraternity & Sorority
Sec Reg. No. A200203119

GENERAL HEADQUARTER

Marawi City

STANDARD POLICY AND OPERATING PROCEDURE

Name:	Standard Policy and Procedure in the issuance of Identification Cards
Purpose:	To establish a centralized system in the preparation and issuance of identification cards in order to maintain an updated directory of members; to avoid illegal duplication and misuse of IDs; and to further ensure that all members are issued with proper ID's.
Distribution:	Office of the National Executive Council, all Regional and Provincial Councils, all Chapter Grand Archons, file.
Date:	July 21, 2009
SOP No.:	S2009-0001

POLICY: *It is a policy of the organization to require all members to apply for permanent membership identification cards in order to be afforded all their rights and privileges in the organization and enjoy the same.*

PROCEDURE:

1. Before a neophyte is qualified as regular member in accordance with law, he/she must be required to fill up a BIO-DATA to be submitted to the Chapter Grand Chancellor upon payment of Php 150.00 to the Chapter Grand Chamberlain.

2. Old bonafide members are also required to fill-up BIO-DATAs and to pay a sum of Php 150.00 to cover up the expenses incurred and the remainder for GHQS miscellaneous expenses (*If an Alumni Member had already received a permanent ID, the SOP no longer apply*).

3. The Chapter Grand Chancellor shall collect or receive all BIO-DATAs from both old bonafide members and neophytes and check that Forms No. 2 are properly filled up, signed and attached with recent ID Pictures. He/She shall process all BIO-DATAs received by passing the papers to the concerned chapter officials for their signatures and information.

4. The Chapter Grand Chancellor shall prepare a summary report (*APENDIX A in 4 copies: original- Commission on Register of Eligible, 2-Provincial Council, 3-Regional Council, 4-file*) of every batch or group of members in a standard form which shall contain the following necessary information:

a. Complete Name and gender

b. Member's number in the chapter's roster of members in numeric order

c. Batch name and year

d. The amount paid by the member, the official receipt number and date of Payment.

e. Printed names below blank spaces for the signature of the following:

1. Grand Chamberlain	4. Provincial Chairman
2. Grand Chancellor	5. Regional Chairman
3. Grand Archon	6. Com. on Register of Eligible

5. The Grand Chancellor shall sign the first endorsement (APPENDIX B), to be countersigned by the Grand Chamberlain and the Grand Archon, addressed to the Chairman of the Provincial Council with the following attachment papers:

   1. Duly filled up and approved form No. 2 (BIO-DATA)

   2. Standard form (*Item No. (4) above, four copies*)

   3. Cash remittance report, with copies of the individual official receipts issued to every member, prepared and signed by the Grand Chamberlain

   4. Empty envelope with prepaid postal stamp

   Upon accomplishment of the foregoing requirements the Grand Archon or the Grand Chancellor shall personally hand over the endorsement letter and attachments to the Provincial Council Chairman for personal receipt of the cash remittance and acknowledgement of the endorsement letter.

6. The Provincial Chairman shall collect or receive all endorsements from all the chapters under his/her provincial jurisdiction and prepare a consolidated report (APPENDIX C) of all the endorsed names and cash remittances. He/She shall deposit all the received money to the designated joint Bank Account Number in a bank opened by the National Executive Council (*under three (3) signatures viz-a-viz (a) National President (b) Secretary General (c) Treasurer General and to be disbursed only under the direction of the National Executive Council*).

7. A second endorsement letter shall be prepared by the Provincial Secretary to be signed by him/her and countersigned by the Provincial Chairman and to be addressed to the Commissioner, Commission on Register of Eligible thru the Regional Council Chairman with the following attachments:

   a. All the attachments required in Item No. (5) above

   b. Original copy of the Bank Receipt of the amount deposited specifically indicating the total amount remitted and the date of remittance.

   (*One copy from the standard form mentioned in Item (4) above and a copy of the first endorsement shall be retained by the Provincial Council for filing purpose*).

8. The Regional Council, upon receipt of the 3rd endorsement, shall acknowledge receipt of such and prepare a third endorsement letter addressed to the Commission on Register of Eligible copy furnished to the Secretary General with the attachments required in item no. (7) Above. A copy of the consolidated report of the Provincial Council and a copy of the standard form (Item 4) from the chapter shall be retained for regional file. Only a copy of the endorsement letter and the regional consolidated report shall be furnished to the Secretary General.

9. The office of the Commission on Register of Eligible, upon receipt of the regional endorsement, shall perform the following:

    a. Check if the entries are correct, properly signed with pictures attached, approved by approving officials and payments are made and remitted.

    b. Register the names of the members in the National Directory and include the BIO-DATAs in the "Who is Who in XI KAPPA SIGMA Book".

    c. Input in the XI KAPPA SIGMA website all the BIO-DATAs received for members' information benefit under the '*Know each others, love each others, help each others program*"

    d. Prepare the individual ID numbers opposite each names and request budget for printing of identification cards. The budget should be reviewed by the Treasurer General, checked by the Auditor General and approved by the National President.

    e. Upon preparation and printing of the identification cards, the Commissioner, Commission on Register of Eligible shall release the prepared IDs by sending, thru registered package mail, to the Regional Council concerned for information, recording and distribution thru proper channel.

10. The Commission on Register of Eligible may return all improperly filled up BIO-DATAs for necessary action by the concerned chapters using the empty envelope with prepaid postal stamps.

11. An authorized Liaison Officer may follow up and release issued IDs, provided, that complete endorsements by all endorsing councils are properly intact and all attachments required are physically presented to the Commission on Register of Eligible.

12. This SOP may be revised only upon official request by the National President and officially endorsed by the National Advisory Council. The Protocol and Luminary Commission shall properly coordinate with the National President, the Secretary General, and the Commission on Register of Eligible in the revision of this policy. Any revised edition of this SPOP shall require the prior sanction and approval of the National Advisory Council before being finally approved by National President.

Recommending Approval:

Father SAMER SAMPORNA
Interim Secretary General and
Commissioner, Commission on Register of Eligible

Approved By:

Father ENLAI T. ENTAR
Interim National President