

# Phi Eta Sigma National Honor Society

## Chapter Advisor Policy

**Effective Date:** January 2026

*This policy outlines the expectations, responsibilities, and standards associated with serving as a Chapter Advisor for Phi Eta Sigma National Honor Society. It is intended to provide clarity, consistency, and institutional alignment while supporting advisors in their essential role guiding student leadership and chapter operations.*

*This document should be used in conjunction with the **Chapter Advisor Annual Rhythm**, which provides a high-level overview of the typical cadence of chapter activities and reporting across the academic year.*

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## Purpose of the Chapter Advisor Role

Chapter Advisors are essential partners in advancing the mission of Phi Eta Sigma National Honor Society. Advisors serve as the primary institutional representative for the chapter, providing continuity, oversight, and guidance to ensure the chapter operates in alignment with national standards while supporting student leadership, scholarship, service, and ethical conduct.

This policy outlines the expectations, responsibilities, and parameters of the Chapter Advisor role.

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## Eligibility and Appointment

- Advisors must be recognized by the chapter's host institution as an advisor of the chapter in accordance with the institution's student organization/honor society policies.
- Advisors should demonstrate a commitment to student success, academic excellence, and ethical leadership.
- Advisors are appointed by the institution and recognized by the National Office.
- A chapter must designate at least **one primary advisor** and may list **co-advisors** and/or **chapter administrators** as appropriate.

The National Office must be notified of advisor changes promptly to ensure continuity of communication and chapter standing.

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## Core Responsibilities

### 1. Institutional Liaison

The Chapter Advisor serves as the primary point of contact between Phi Eta Sigma National Honor Society and the host institution. Responsibilities include:

- Maintaining awareness of institutional policies related to student organizations

- Representing the chapter to campus administrators when needed
  - Supporting chapter compliance with both institutional and national policies
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## 2. Membership Oversight

Advisors are responsible for overseeing the integrity of the membership process, including:

- Verifying eligibility criteria for prospective members
- Reviewing and submitting official membership reports to the National Office
- Ensuring invitations are extended only to qualified students
- Supporting accurate and timely reporting of new members

Advisors are expected to submit membership reports during each academic term in which invitations are extended.

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## 3. Financial Stewardship

The Chapter Advisor provides oversight of chapter finances to ensure transparency and accountability:

- Reviewing chapter budgets and expenditures
- Ensuring membership fees are submitted appropriately
- Maintaining awareness of chapter account balances
- Ensuring compliance with national financial policies
- Submitting an Annual Financial Report to the National Office

In the event of chapter closure or inactivity, remaining chapter funds must be remitted to the National Office in accordance with national policy.

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## 4. Program and Event Support

Advisors support chapter officers with the development and execution of chapter programming, including:

- Induction ceremonies
- Leadership development activities
- Service and philanthropy initiatives
- Academic and professional development programs

While advisors are not expected to plan events independently, they should provide guidance, oversight, and continuity.

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## 5. Student Leadership Guidance

Chapter Advisors play a mentoring role by:

- Supporting chapter officers in leadership development
- Providing continuity during officer transitions
- Encouraging ethical decision-making and inclusive practices

- Helping officers align chapter activities with the mission of Phi Eta Sigma

Advisors should empower student leadership while maintaining appropriate oversight.

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## Compliance and Reporting

To remain in good standing, chapters must:

- Maintain an active Chapter Advisor on record
- Conduct annual New Member Induction Ceremony(ies).
- Submit required membership and financial reports
- Respond to communications from the National Office in a timely manner
- Operate in accordance with national policies and procedures

Failure to meet these expectations may result in inactive status or additional review by the National Office.

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## Advisor Boundaries and Ethics

Chapter Advisors are expected to:

- Avoid conflicts of interest
  - Uphold confidentiality and ethical standards
  - Model professionalism and integrity
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## Advisor Support and Resources

The National Office provides resources to support advisors, including:

- Advisor-specific communications and updates
- Access to national policies and guidance
- Support from National Office staff

Advisors are supported by the National Office and are encouraged to reference the **Advisor Contact & Escalation Guide** for clarity on communication pathways, points of contact, and situations that warrant outreach or escalation.

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## Term and Transition

- Advisors serve at the discretion of the institution.
  - When an advisor steps down, the institution should identify a successor as promptly as possible.
  - Advisors should assist with a smooth transition by sharing records and institutional knowledge.
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## Acknowledgment

By serving as a Chapter Advisor for Phi Eta Sigma National Honor Society, advisors affirm their commitment to upholding the Society's mission, values, and standards.

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*This policy is subject to revision by the National Office as needed to ensure alignment with organizational goals and best practices.*