

# PHI BETA SIGMA

FRATERNITY, INCORPORATED - WESTERN REGION



## *THE 64<sup>TH</sup>* **WESTERN** *REGIONAL CONFERENCE*

JUNE 7-10, 2018 | HOTEL MURANO | TACOMA, WASHINGTON

## 33RD WESTERN REGION DIRECTOR

Greetings Brothers! On behalf of the brothers of the Western Region of Phi Beta Sigma Fraternity, Inc., I am thrilled to welcome each of you to the 2018 Regional Conference, being held June 7-10, 2018 in Tacoma, Washington. The Conference Planning Committee and the host chapters have worked hard to ensure that members, chapter delegates and guests have a wonderful experience. I encourage all chapter leadership to review this entire Planning Kit with all members of your respective chapters to ensure that all submission items and deadlines are met. I am so excited to have our chapters and delegates come together to convene on a conference that will be filled with a lot of useful information and training, with the focus on us "Building our Brotherhood of Conscious Men".

In addition to the usual work planned during our Plenary Sessions, our 2018 Regional Conference Agenda will showcase a Townhall Forum, a Public Meeting and Community Services Awards Program, an R&B Concert with Comedy Show, a Collegiate Graduation Party and culmination of the weekend with our Oscar Morgan Gala. We also have an exciting guests agenda that will showcase in addition a Tacoma Museum District Tour, a trip to the Botanical Conservatory, a aint & Sip Event, a Shopping Trip and a Wine Tasting Event!

I sincerely hope that the weekend will be a fantastic opportunity for us to come together and strengthen our bond even more as we handle the business of our region. I humbly offer my sincere and special thanks to the host chapters as they extend their hospitality in a way like no other state/city can do. It takes a concerted effort from individuals with passion and commitment to organize a conference like this – Prepare yourself for a TOP CLASS experience! I look forward to greeting you at our 64th Western Regional Conference.

Fraternally,



Bro. Mark Armstrong  
Epsilon Psi Sigma Chapter  
33rd Western Region Director  
Phi Beta Sigma Fraternity, Incorporated

## 1ST VICE DIRECTOR

Welcome Brothers, fellow brothers and sisters of the Greek community, corporate partners, and guests to the 64th Annual Western Region's Regional Conference held in Tacoma, WA from June 7-10, 2018. As we conduct the business of Phi Beta Sigma Fraternity Inc., please make sure to enjoy the amenities of our beautiful host hotel, Hotel Murano.

Over the next few days, we will be celebrating, fellowshiping, and reminiscing with one another. Please make your experience the best by attending all of the events including our signature event, The Oscar Morgan Ball, in which we will be providing live entertainment and dancing. We have an entertaining guest agenda so please take advantage of the sight-seeing opportunities of Tacoma's Museum District area while the Sigmas are in meetings.

Lastly, I would like to thank the brothers of the host chapter, Epsilon Epsilon Sigma. They have worked extremely diligently to making sure this conference is the best to date. They will be attentive your needs while you are hanging out with the men of Phi Beta Sigma Fraternity Incorporated!

Fraternally,



Bro. Kedric Nalls  
Gamma Sigma Sigma Chapter  
Western Region 1st Vice Director  
Phi Beta Sigma Fraternity, Incorporated




## 2ND VICE DIRECTOR

Welcome brothers of the Western Region to our 64th annual regional conference in the beautiful city of Tacoma, WA. It is truly an honor to serve as your current Western Regional 2nd Vice Director. I just want to take a moment to thank the sponsoring chapters for all the work and planning put into this weekend, to ensure an experience you shall not soon forget. I would also like to thank our sponsors and guest, for taking a moment out of their lives to share in the festivities. Lastly, I want to thank you brothers, for continuing to exemplify our fraternity's principles and motto and serving as representatives for your chapter.

As we come together, I am always reminded of what it means to be around like minded individuals that continue to serve and positively impact our community on a day to day basis. I am reminded that no matter what, "I will herald and defend this organization, even against the world". I am always reminded, that when I hear someone scream, "Blu Phi!!!", our call to action is swift and with great promise.

As I close out my term and look towards the future of the Western Region, I see nothing, but promising young brothers. I see the promise of future leaders, allowing our cause to speed on. I see brothers of young and old, standing side by side, standing before the test of time and making one thing clear: "Sigma, more than a fraternity, we are the standard by which all others are measured."

Fraternally,  
  
Bro. Kevin Archangel  
Lambda Iota Chapter  
Western Region 2nd Vice Director  
Phi Beta Sigma Fraternity, Incorporated

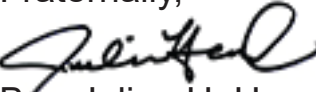
## HOST CHAPTER PRESIDENT

Welcome Brothers! It is both an honor and a privilege to be the host chapter for the 64th Western Region Conference. The men of Phi Beta Sigma in the Puget Sound have a rich history of excellence in the region and I am excited to report that our collegiate numbers have increased by 175% over the past year. We are dedicated to promoting excellence and success for young men of color. Our Sigma Beta Club brought home the Western Region and International Sigma Beta Member of the Year Awards for both age groups at the 2017 Conclave in Detroit.

As Host Chapter President and Western Region planning committee member, I want to extend a warm welcome to Western Region General Board members and International General Board Members in attendance. It is my hope that you will enjoy your time in the greater Seattle-Tacoma area. We have created a fun-filled weekend to compliment the enrichment and business of the Plenary sessions.

Finally, I would like to thank to the brothers of Epsilon Epsilon Sigma, Omicron Theta Sigma, Kappa Lambda, the BluePrint Foundation, and the entire Western Region Planning Committee for your tireless work and efforts to ensure a successful conference.

March On, March On Ye Mighty Host!

Fraternally,  
  
Bro. Julian H. Heyward IV  
Epsilon Epsilon Sigma Chapter  
Host Chapter President  
Phi Beta Sigma Fraternity, Incorporated

## REGIONAL ORIGIN

The establishment of the Western Region of Phi Beta Sigma Fraternity, Inc., initially created soon after Herbert L. Stevens was initiated into our wondrous band. Herbert L. Stevens moved to the State of Texas. There, he continued "Our Cause" at Wiley College by chartering the Beta Chapter. Thus the first imprint of Sigma outside of the area of Washington D.C. was created in Texas, which would become known as the Western Region. Texas was later separated from the Western Region and became the "Lone Star" Region of Phi Beta Sigma Fraternity, Inc.

Twenty two years later the Western Region as we know it today was started on February 15, 1937 when Bro. William Perry directed a letter to Bro. Jessie W. Lewis, who was Dean of Terrell Law School at the time, requesting information for the chartering of a chapter in Los Angeles, CA. At this time, there were no chapters west of Texas. The movement gained impetus through the form of Bro. Hugh Fisher Lewis, who was Vice President of the Northern District. After careful selection, Bro. Lewis, Perry, Johnson, and Hill invited eleven other men to join as charter members: Fred Baker, George Beavers, Edgar Brown, Cecil Davis, Aaron Douglass, Dee Hodge, William Nickerson, Jr., Granville Norman, E. M. Porter, Clarence Smith, and Oscar Stokes.

The officers elected to serve the new chapter were: Bro. William Perry, President; Bro. Clarence Smith, Vice-President; Bro. Dee Hodge. Secretary; Bro. Everette M. Porter, Treasurer. Bro. James Weldon Johnson, celebrated poet, author, and professor of creative literature, was the National President at the time of the chartering of the chapter. He wrote a letter to Bro. Perry congratulating him for his efforts in chartering a Sigma chapter west of the state Texas.

Today the Western Region led by our 33rd Regional Director, Bro. Mark Armstrong, has blossomed into the largest region in the fraternity and encompassing the states of AK, AZ, CA, CO, HI, ID, MT, NV, ND, OR, SD, UT, WA, WY and the countries of Japan, S. Korea, Kuwait, and the United Arab Emirates. We exist as consortium of positive and professional military and civilian men determined to continue our rich and historic legacy of providing the best in service through our programmatic thrusts of Bigger and Better Business, Education, and Social Action. Dedicated to the principles of Brotherhood, Scholarship, and Service, it is our desire to provide the communities within our Region with impactful and meaningful service.

## REGIONAL CONFERENCE CONTACTS

<b>CONFERENCE CO-CHAIRMAN</b> Bro. Everett G. Bond	publicity@pbswest.org
<b>CONFERENCE CO-CHAIRMAN</b> Bro. Clarence Dancer, Jr.	64thconference@pbswest.org
<b>AGENDA</b> Bro. Mark Armstrong	director@pbswest.org
<b>AWARDS LUNCHEON</b> Bro. Kevin Archangel	2ndvicedirector@pbswest.org
<b>AWARDS</b> Bro. Ian Heisser	sigmabetaclub@pbswest.org
<b>CANDIDATE FORUM</b> Bro. Perry Harris	education@pbswest.org
<b>DONATIONS/FUNDRAISING</b> Bro. Julian Heyward	fundraising@pbswest.org
<b>FINANCE</b> Bro. Sidney Jackson	treasurer@pbswest.org
<b>HOTEL OVERVIEW</b> Bro. Blake Dye	conferenceplanning@pbswest.org
<b>MARKETING</b> Bro. Everett G. Bond	publicity@pbswest.org
<b>MEALS</b> Bro. Blake Dye	conferenceplanning@pbswest.org

## REGIONAL CONFERENCE CONTACTS

**OMEGA & REDEDICATION**

Bro. Gary Hogans chaplain@pbswest.org

**NIGHT LIFE**

Bro. Richard Johnson nightlife@pbswest.org

**REGIONAL OFFICER'S PUBLIC RECEPTION**

Bro. Julian Heyward reception@pbswest.org

**REGISTRATION & ROOM ASSIGNMENTS**

Bro. Stephen Rice secretary@pbswest.org

**SOUVENIR JOURNAL**

Bro. John Leach journal@pbswest.org

**TOWN HALL FORUM**

Bro. Dr. Mike Baslee socialaction@pbswest.org

**WORKSHOPS**

Bro. Kedric Nalls 1stvicedirector@pbswest.org

**VENDORS**

Bro. Anthony Buchanan vendors@pbswest.org

## AIRPORT & HOTEL TRANSPORTATION

Seattle-Tacoma International Airport is ranked as the 9th busiest U.S. airport, serving more than 45.7 million passengers in 2017. Twenty-eight airlines serve 81 non-stop domestic and 24 international destinations. The airport is 24.9 miles or 32 minutes from Hotel Murano. SeaTac Airport +1 800-544-1965.



There is no hotel shuttle service provided by Hotel Murano. Regional Conference attendees can book airport ground service from the following options:

- Enterprise Car Rental at +1 206-246-1953
- Capital Aeroporter at +1 800-962-3579
- Shuttle Express at +1 425-981-7000
- Sound Transit route 574 to Tacoma arrives at Bays 1, just outside baggage claim. <https://www.soundtransit.org/Schedules/ST-Express-Bus/574>.

Uber and Lyft customers can also schedule driver service or your transportation needs.

SCHEDULE

- Thursday, June 7, 2018 | Sigma Polo, Sweater & Slacks Attire**
- 8:00 AM - 1:30 PM Regional Golf Outing
  - 2:00 PM - 6:30 PM Conference Registration
  - 3:00 PM - 6:00 PM Committee Meetings
  - 6:00 PM - 7:30 PM Pre-Conference Board Meeting
  - 7:30 PM - 9:00 PM Town Hall Forum
  - 9:00 PM - 2:00 AM Zeta Phi Beta Hospitality Suite (Registered Attendees Only Only)
  - 10:30 PM - 2:00 AM Sigma Night on the Town and Casino

SCHEDULE

- Friday, June 8, 2018 | Blue Blazer Business Attire**
- 5:30 AM - 6:00 AM Sigma Wellness Bro. Baslee
  - 7:00 AM - 5:00 PM Conference Registration
  - 8:30 AM - 10:00 AM Opening Session  
Bro. M. Armstrong, 33rd Regional Director
  - 10:00 AM - 10:30 AM: State of the Fraternity Address  
Hon. Bro. M. Cristal, 35th Int'l President
  - 10:30 AM - 11:00 AM: International 1st Vice President Report  
Bro. J. Lamonthe, International 1st Vice President
  - 11:00 AM - 11:30 AM: Collegiate Affairs Report  
Bro. K. Archangel 2nd Vice Regional Director & Bro. C. Colbert Dir., of Collegiate Affairs
  - 11:30 AM - 1:00 PM Collegiate Luncheon
  - 1:00 PM - 2:30 PM Committee Meetings
  - 2:00 PM - 3:30 PM Alumni workshop Track 1:  
Bro. S. Jackson, Jr. (Credit Repair) and Bro. J. Heyward (Financial Investing)
  - 2:00 PM - 3:30 PM Collegiate workshop Track 2:  
Bro. J. Cavness, CavnessHR (HR and Resume Writing)
  - 3:30 PM - 5:30 PM First Plenary Session
  - 5:30 PM - 6:00 PM Candidate's Forum
  - 6:00 PM - 7:30 PM Committee Meetings
  - 6:00 PM - 7:30 PM Dinner (On your own)
  - 7:30 PM - 9:30 PM Regional Drector's Reception
  - 7:30 PM - 9:30 PM Community Service Awards Program
  - 9:30 PM - 2:00 AM NPHC Hospitality Suite (Registered Attendees Only)
  - 9:30 PM - 2:00 AM R&B Concert and Comedy Show & Collegiate Kickback Party (Offsite)



SCHEDULE

Saturday, June 9, 2018 | Dark Suits with Tie Attire

- 5:30 AM - 6:00 AM Sigma Wellness Bro. Baslee
- 7:00 AM - 11:00 AM: Registration
- 7:00 AM - 7:30 AM Omega & Rededication Ceremony - Bros. Hogans and Armstrong
- 7:30 AM - 8:45 AM Committee Meetings
- 9:00 AM - 10:30 AM Second Plenary Session
- 9:00 AM - 9:30 AM State of the Region Address - 33rd Reg. Dir., Bro. Mark Armstrong
- 9:30 AM - 10:30 AM Regional Program Reports
- 10:30 AM - 11:00 AM Risk Management Training - Bro. Craig Snellings Esq.,
- 11:00 AM - 11:30 AM Treasury Report - Bro. Sidney Jackson, Regional Treasurer
- 11:30 AM - 1:00 PM Lunch on Own
- 11:30 AM - 1:00 PM Regional Service Project
- 1:00 PM - 2:00 PM Third Plenary Session:
- 2:00 PM - 3:30 PM Alumni workshop Session Track 1:  
501©3 Planning and Implementation, Mr. Derron Coles
- 2:00 PM - 3:30 PM Collegiate workshop Session Track 2:  
Accountability through Relationships, Bro. Jarrod Benjamin, The LEAD Firm
- 3:30 PM - 4:30 PM Elections
- 4:30 PM - 6:00 PM Fourth Plenary Session
- 7:30 PM - 2:00 AM Oscar Morgan Gala

SCHEDULE

Sunday, June 10,2018 Casual Attire

- 8:30 AM - 9:30 AM Church Service Bro. Hogans
- 10:00 AM - 11:30 AM Western Regional Board Post Conference Meeting
- 11:00 AM - Hotel Check out

## GUEST SCHEDULE

### Friday, June 8, 2018

- 5:30 AM - 6:00 AM Sigma Wellness
- 8:30 AM - 9:30 Breakfast (On your own)
- 10:00 AM - 11:30 AM: Botanical Conservatory
- 11:30 AM - 1:00 PM Collegiate Luncheon
- 1:30 PM - 5:30 PM Paint and Sip at the Blue Octopus
- 6:30 PM - 7:30 PM Dinner (On your own)
- 7:30 PM - 9:30 PM Public Meeting and Community Service Awards Program
- 9:30 PM - 2:00 AM R&B Concert and Comedy Show
- 9:30 PM - 2:00 AM NPHC Hospitality Suite (Registered Attendees Only)

### Saturday, June 9, 2018

- 5:30 AM - 6:00 AM Sigma Wellness
- 7:00 AM - 11:00 AM: Registration
- 8:30 AM - 9:30 Breakfast (On your own)
- 9:30 AM - 11:30 PM Point Defiance Zoo & Aquarium
- 11:30 AM - 1:00 PM Regional Service Project
- 1:00 PM - 4:00 PM: Shopping trip to Auburn Premium Outlet Mall
- 4:30 PM - 6:30 PM: Wine tasting at Devorah Creek Vineyards
- 7:30 PM - 2:00 AM Oscar Morgan Formal Gala

### Sunday, June 10, 2018

- 8:30 AM - 9:30 AM Church Service Bro. Hogans

## AIRPORT & HOTEL TRANSPORTATION

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- Sound Transit route 574 to Tacoma arrives at Bays 1, just outside baggage claim. <https://www.soundtransit.org/Schedules/ST-Express-Bus/574>.

Uber and Lyft customers can also schedule driver service or your transportation needs.



## CODE OF CONDUCT

Our regional conference is planned as the biennial meeting of Phi Beta Sigma’s collegiate and professional members from around the Western Region to conduct the organization’s business, develop programmatic aims, develop future leaders and celebrate organizational and individual achievements. Therefore, we must carry ourselves in the best of conduct at all times. As Men of Sigma we will:

- Respect Brothers, Sisters, guests attending our events and other hotel guests.
- Respect the property in the hotel and the Tacoma, Washington community.
- Obey the laws in the Tacoma, Washington community.
- Be ON TIME for ALL planned events.

## DINING ON YOUR OWN

The Hotel Murano has delightful Restaurant and Bar called the Bite offering up seasonal American cuisine in a stylish, art-filled setting restaurant. Located on our fourth floor.

The restaurant offers:

- Breakfast ranging from \$10.00 - \$20.00
- Lunch ranging from \$12.00 - \$25.00
- Dinner ranging from \$13.00 - \$36.00

Downtown Tacoma has morphed into an oasis of great late night dining. The Museum District, just blocks away from the Hotel Murano offers a wide array of restaurants.

## DRESS THE PART

This is our regional convention, so we want to show our true SIGMA PRIDE by wearing our colors and displaying our letters. At certain events we want to show a level of unity and those events are:

- Plenary Session I & II - The Blue Sigma Blazer or dark suit, white shirt, blue tie.
- Rededication & Omega Ceremony - Dark suit, white shirt, blue tie.
- Oscar Morgan Gala - White Dinner Jacket, white shirt, blue tie, black slacks.

## HOTEL MURANO

In celebration of the Pacific Northwest’s central role in the glass art movement, Hotel Murano is home to a carefully curated international collection of 20th-century works in glass that mixes site specific commissioned pieces with acquisitions from artists’ studios and galleries around the world. Forty-five artists from twelve countries are represented, showcasing an incredible diversity of glass art techniques and styles.



## CHECK IN & OUT

The Hotel Murano check in is at 3:00 PM PST and check out is 11:00 AM PST every day. For late check out please call the front desk and they will do their best to accommodate your request

## PARKING

The Hotel Murano offers discount self parking for guests at \$16 per day, Monday through Friday. It is on a first-come, first-serve basis. Valet parking is available for \$20 per day.

## AMENITIES

The Hotel Murano offers everything from complimentary coffee and tea, to Wi-Fi throughout the property. Same day laundry valet is available every day except Sunday. Just drop your laundry off by 8:00 AM PST at the front desk or call to have it picked up. The hotel will have it back to you by 4:00 PM PST and place it in your room’s armoire.

The hotel also have a spa and salon on-site to keep you relaxed and looking your best. For more check out our Provenance Signatures.

## MOTORIZED SCOOTERS

Wheelchair Haven Inc., is located at 8411 Pacific Highway E. Tacoma, WA 98422.

Contact:  
253-926-8971. Scooter Rental is \$55.00 per day with a \$250.00 deposit.

## PUBLIC TRANSPORTATION

The Tacoma Link light rail public transportation system enables guests of the hotel to have easy access to all city attractions for free.

## SIGMA MARKETPLACE

Regional conference attendees will enjoy a wide-range of vendors in the Sigma Marketplace, located on the 2nd Level. The marketplace will be open Thursday and Friday from 10:00 AM - 9:00 PM and Saturday from 9:00 AM - 7:00 PM PST. The Sigma Marketplace will also be home to Corporate Sponsors and Organizational Partners with booths showcasing products and services for all demographics. This may be your opportunity to make that employment or networking connection.

## ENTERTAINMENT

Friday’s conference entertainment will feature a R&B/Comedy Show starring Zhanea June, a talented songstress who croons to blend of R&B, Funk, and Soul along with the hilariously funny Ralph Porter, stand-up comic of BET’s Comic View, Bill Bellamy's Ladies Night Out Tour, and Kevin Hart's Comedy Central series "Hart Of The City 2".



While the collegiate party will be located at 733Arts Night Club located at 733 Commerce Street Tacoma, WA 98402. The party will feature DJ Just Jordan from Seattle’s own, Fantasy League DJs.

Saturday’s Oscar Morgan Gala will have musical interludes provided by Funk E. Fusion Band.

# CANDIDATE NOTIFICATION

**FORMS MUST BE POSTMARKED OR EMAIL PDF TO REGIONAL SECRETARY BY: APRIL 22, 2018**

Names to be considered by the Nominating Committee shall be submitted to any Nominating Committee member on or before 12:00 p.m. (Noon) on the first day of the Regional Conference. In addition, to the Candidates presented by the Nominating Committee, any financial member (meeting the qualifications for an elective Regional Office), may be nominated as a candidate for elected Regional Office from the floor of the Regional Conference by any Conference Delegate.

This form is designed to provide the Nominating Committee information about candidates for Regional Office. This information will provide the Committee the opportunity to review resumes, program objectives and schedule interviews. This will also be given to the moderator of the CANDIDATES’ FORUM. Please attach a copy of your resume.

**NOTE: The Nominating Committee will conduct interviews on SPECIFIED DAY AND DATE.**

Please plan your conference participation accordingly. ADDITIONALLY, all candidates who submit this form will be given platform space in the SOUVENIR JOURNAL - ONLY if this form is submitted with a resume by the stated DEADLINE.

The elected officers are:

- Regional Director
  - First Vice Regional Director
  - Second Vice Regional Director
  - Director of Collegiate Affairs
  - Secretary
- Treasurer
  - Director of Bigger and Better Business
  - Director of Social Action
  - Director of Education
  - Legal Counsel

Refer to your Western Region Constitution and By-Laws regarding the function of each officer.

# CANDIDATE NOTIFICATION FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Mi \_\_\_\_\_

Chapter \_\_\_\_\_

Location \_\_\_\_\_ Sigma ID \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

I am seeking the office of: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: [secretary@pbswest.org](mailto:secretary@pbswest.org)



## CHAPTER DELEGATE CERTIFICATION FORM

Chapter \_\_\_\_\_ School/City \_\_\_\_\_ State \_\_\_\_\_

Primary Delegate \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate Delegate \_\_\_\_\_ Sigma ID \_\_\_\_\_

Chapter President \_\_\_\_\_ Sigma ID \_\_\_\_\_

Chapter President's E-mail Address \_\_\_\_\_

Chapter Treasurer \_\_\_\_\_ Sigma ID \_\_\_\_\_

Chapter Treasurer's E-mail Address \_\_\_\_\_

**NOTE: Your delegate and your alternate must be financial on all (3) levels in order to participate in the conference and vote on behalf of your chapter. Likewise, your annual chapter liability as well as national and regional tax must be paid in order for your chapter to have any representation. FAILURE IN ANY OF THESE REQUIREMENTS WILL RESULT IN THE REFUSAL AND/OR ALTERNATE ON THE CONFERENCE FLOOR.**

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org

Delegate	Financial	Non-Financial	Additional Notes
Alternate	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter Tax	<input type="checkbox"/>	<input type="checkbox"/>	
Date Received			
Confirmed By			
# of Financial Members			

## OMEGA CHAPTER COMMEMORATION FORM

In Honor of Brother \_\_\_\_\_

Cause of Death \_\_\_\_\_ Date of Passing \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Chapter \_\_\_\_\_ Initiating Chapter \_\_\_\_\_

Next of Kin \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Citation Submitted By \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org

MILESTONE INFORMATION FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Chapter Initiated \_\_\_\_\_ Date Initiated \_\_\_\_\_

Current Chapter \_\_\_\_\_ Sigma ID \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Phone: Day (\_\_\_\_)\_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_

Present Occupation \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: Any Brother who celebrates the Anniversary of 25, 50 or 75 Years of Service in the fraternity in the year 2018 should complete this form.

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org

DISTINGUISHED SERVICE SOCIETY CITATION (1 OF 3)

Citation of Brother \_\_\_\_\_

WESTERN REGION DISTINGUISHED SERVICE SOCIETY  
PRESENTED TO THE  
64TH WESTERN REGIONAL DELEGATE CONFERENCE  
HELD AT  
HOTEL MURANO, TACOMA, WASHINGTON  
ON  
JUNE 7-10, 2018  
PRESENTED BY

Chapter \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org

DISTINGUISHED SERVICE SOCIETY CITATION (2 OF 3)

Recommendation of Brother \_\_\_\_\_  
for the membership in the Western Region Distinguished Service Society.

TO:           Phi Beta Sigma Fraternity, Inc.  
              The 64th Western Regional Delegate Conference – Tacoma, WA 2018

FROM:       The members of \_\_\_\_\_ Chapter

FOR:        Approval for consideration at the 64th Western Regional Delegate Conference,  
              in Tacoma, Washington

              1. Biography of Brother  
              2. Extra-curricular and community activities  
              3. Fraternity activities and achievements (local, regional and national)  
              4. Chapter resolutions  
              5. Chapter Endorsement

**NOTE: This Citation and Recommendation is being submitted with the hope that it will receive favorable action by the 64th Western Regional Delegate Conference – Tacoma, WA 2018.**

Fraternally submitted,

Chapter President \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org

DISTINGUISHED SERVICE SOCIETY CITATION (3 OF 3)

PLEASE COMPLETE THE FOLLOWING:

1. Please attach a typed biography of Brother.
2. Please attach a typed list of the extra-curricular and community activities.
3. Please a typed list of fraternity activities and achievements (local, regional and national).
4. Please attach a typed resolution, offered from the chapter, in the form of “whereas” and “therefore be it resolved.”
5. Please number all page and identify the Brother; his chapter at the top of each page.
6. Please sign this page and attach it to the end of your typed pages.

Dated \_\_\_\_\_

Chapter President \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: secretary@pbswest.org



# GRADUATING SENIOR RECOGNITION FORM

Chapter \_\_\_\_\_ City/State\_\_\_\_\_

School Name \_\_\_\_\_

**NOTE: Please include any Brother who has graduated since the 64th Western Regional Delegate Conference.**

1. Brother \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

2. Brother \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

3. Brother \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

4. Brother \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

# GRADUATING SENIOR RECOGNITION FORM

5. Brother \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

6. Brother \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

7. Brother \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

4. Brother \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip\_\_\_\_\_

Degree/Department \_\_\_\_\_ Major/Minor\_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: [secretary@pbswest.org](mailto:secretary@pbswest.org)

# CONSTITUTION CHANGE REQUEST FORM (1 OF 2)

I/We, \_\_\_\_\_, of Phi Beta Sigma Fraternity, Inc., wish to amend the Western Region Constitution and By-Laws by:

**SELECT ONE PER FORM**

- ☐ Inserting “certain” words in a “specific” place within the “existing” text.
- ☐ Deleting “certain” words in a “specific” place within the “existing” text.
- ☐ Deleting “certain” words in a “specific” place within the “existing” text and inserting “certain new words.”
- ☐ Inserting a new paragraph (which does not now exist) between two existing paragraphs with the subsequent necessary renumbering.
- ☐ Deleting existing paragraph with the subsequent necessary renumbering.
- ☐ Substituting an already existing paragraph with an entirely new paragraph.

Present Wording in CONSTITUTION \_\_\_\_\_ or \_\_\_\_\_;

Article, \_\_\_\_\_; Section \_\_\_\_\_; Paragraph \_\_\_\_\_; Subsection \_\_\_\_\_ states the following:

# CONSTITUTION CHANGE REQUEST FORM (2 OF 2)

STATE PROPOSED WORDING

INDICATE WHY AMENDMENT IS NECESSARY

PLEASE RETAIN A COPY FOR YOUR CHAPTER FILES.

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
Bro. Stephen J. Rice  
Western Region Secretary  
Phi Beta Sigma Fraternity, Incorporated  
1100 E Victoria Carson, CA 90746 or email PDF: [secretary@pbswest.org](mailto:secretary@pbswest.org)

# RESOLUTION FORM

WHEREAS,

AND WHEREAS,

AND WHEREAS,

AND WHEREAS,

THEREFORE BE IT RESOLVED,

Chapter \_\_\_\_\_ Date \_\_\_\_\_

Chapter President or Initiating Brother \_\_\_\_\_ Sigma ID \_\_\_\_\_

RETURN COMPLETED FORM BY APRIL 22, 2018 TO:  
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# COMMITTEE SELECTION FORM (1 OF 5)

Each chapter is asked to submit up to two names for each committee required by the conference rules. Selection announcement will be made available on April 10, 2018 and distributed on April 20, 2018, as required for all conference related materials. Note: Every name submitted will not be selected. Delegates must be committed to registering by the Conference Regular Registration Deadline. Special consideration will go to those who have registered by the early-bird deadline.

Prior to each regular meeting of the Regional Conference and upon the recommendations received from the chapters of the Region, the Regional Director shall appoint the following Committees.

## Sub-Section 1: Nominating Committee

The nominating committee shall be composed of seven (7) financial members of seven (7) different financial chapters of the region that are present at the Regional Conference. After a careful review to ensure that all candidates are qualified to run for the respective offices that each candidate seeks, the Nominating Committee shall inform the Region of all candidates who have met the requirement for the office they seek. Membership on the Nominating Committee does not prohibit a member from being nominated for service in a Regional Office.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

## Sub-Section 2: Credentials Committee

The Credentials Committee shall be composed of at least three (3) Conference delegates who shall review all Conference Registration Forms (Pre-Registration and On-Site Registration) and shall deliver a statistical attendance report to the Regional Conference.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

16 Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_



## COMMITTEE SELECTION FORM (2 OF 5)

### Sub-Section 3: Law and Revision Committee

The Law and Revision Committee shall review all proposed amendments to the Western Region Constitution and Bylaws and report its recommendations to the Regional Conference for consideration and adoption.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

### Sub-Section 4: Resolutions Committee

The Resolutions Committee shall be composed of at least four (4) Conference delegates who shall review all resolutions proposed by the Conference delegates and/or chapters for consideration by the Regional Conference.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

### Sub-Section 5: Fraternal Affairs Committee

The Fraternal Affairs Committee of the Western Region shall review all membership grievances referred to it by the Regional Conference for disposition. In addition the Committee shall review all requests for disciplinary action brought against chapters and/or members.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

## COMMITTEE SELECTION FORM (3 OF 5)

### Sub-Section 6: Time and Place Committee

The Time and Place Committee shall receive and review all requests from chapters who desire to serve as Regional Conference Host chapter for subsequent Regional Conferences.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

### Sub-Section 7: Auditing Committee

The Auditing Committee shall be a Standing Committee and shall be composed of at least four (4) Conference delegates. They shall examine the records of the Treasurer and all letters of finance coming from the National Fraternity Office twice annually. The first audit shall be conducted not more than six (6) months after the close of the preceding Regional Conference. The second audit shall be conducted not less than thirty (30) days prior to the next Regional Conference.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

### Sub-Section 8: Budget Committee

The Budget Committee shall be composed of the Regional Director, the Regional Treasurer the Regional Secretary and three (3) additional Conference delegates. The Committee shall review all budget requests and recommendations and shall prepare a budget to be presented to the Regional Conference for consideration and adoption.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

17 Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

COMMITTEE SELECTION FORM (4 OF 5)

Sub-Section 9: The Distinguished Service chapter (National Organization)

The Distinguished Service chapter of Phi Beta Sigma Fraternity, Inc. shall review all citations for membership in its organization and shall recommendations its selections to the Regional Conference.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Sub-Section 10: The Distinguished Service Society Committee

The Distinguished Service Society Committee shall review all citations received for membership in the Western Region Distinguished Service Society (WRDSS) and recommend candidates for consideration to the Regional Conference.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Sub-Section 11: The Omega Chapter Committee

The Omega chapter Committee shall be composed of the Regional Chaplain and two (2) Conference delegates. The Committee shall report to the delegates of the Regional Conference the names of all members who have died since the last Regional Conference. The Committee shall conduct a Memorial Service (Omega Ceremony) honoring our deceased Brethren. The Committee shall also recommend a uniform Memorial Service (Omega Service) ritual to be used by all chapters.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

COMMITTEE SELECTION FORM (5 OF 5)

Sub-Section: 12 The Election Committee

This article hereby establishes the Western Region Election Committee and its procedures. The Regional Director shall appoint an election committee chairman. The committee of seven (7) members (who shall not be members of the same chapter nor seeking office in the region), shall be responsible for the Regional Election at the Regional Conference during the year that the Conference holds its election.

Primary: \_\_\_\_\_ Sigma ID \_\_\_\_\_

Alternate: \_\_\_\_\_ Sigma ID \_\_\_\_\_

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## TIME & PLACE COMMITTEE FORM (1 OF 2)

Want to present your city to host a future regional conference? Here is a list of minimum requirements needed in your proposal.

- 1. **Accommodations**
  - a. Hotels – Are there enough options with enough space to hold the conference? Is the pricing seasonal and is it higher or lower during the typical conference months?
  - b. Meeting Space – Do the hotels have the needed space or will a secondary location be required?
- 2. **Travel**
  - a. What is the proximity to an international airport and what is the average cost?
  - b. How long is a flight or drive to the city from the major membership hubs around the region?
  - c. Will ground transportation be needed from the airport? If so, what is the approximate cost?
  - d. Is the location within a reasonable drivable time for attendees?
- 3. **Social Activities**
  - a. What are the major attractions of the city and can they be incorporated into the conference plans? For example, can a meal event be located in a museum, aquarium or other attractive location outside of a hotel?
  - b. We attendees want to visit the city before or after the conference because of the available attractions?
  - c. Is there a substantial population of general public and/or or Greeks available to participate in conference functions?

## TIME & PLACE COMMITTEE FORM (2 OF 2)

- 4. **Support**
  - a. Is there sponsorship dollars available from the visitors and convention bureau?
  - b. Are there local businesses that will sponsor or discount activities to attract our business?
  - c. Are there enough brothers in the area to adequately work all of the ground details once the conference is in session?

These are a few of the key questions the Time and Place Committee must consider in order to recommend a host city to the full conference for consideration.

Build your proposals to make a lasting impression. The presentation should be presented electronically and printed copies should be available for the committee and elected regional officers.

The Western Region is the largest, most diverse region in the fraternity. Let’s take advantage of all it has to offer and expand our horizons with a large, impactful and exciting line up of regional conference locations.

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## SPECIAL THANKS

Special thank you to the following groups and individuals:

Phi Beta Sigma Fraternity, Incorporated General Board

Phi Beta Sigma Fraternity, Incorporated Western Regional Board

Phi Beta Sigma Fraternity, Incorporated Epsilon Epsilon Sigma Chapter | Seattle, WA

Phi Beta Sigma Fraternity, Incorporated Kappa Lambda Chapter | Univ., of Washington

Zeta Phi Beta Sorority, Incorporated Eta Mu Zeta Chapter | Tacoma, WA

Zeta Phi Beta Sorority, Incorporated Lambda Alpha Zeta Chapter | Seattle, WA

Zeta Phi Beta Sorority, Incorporated Rho Lambda Zeta Chapter | SeaTac, WA

National Pan-Hellenic Council, Incorporated Seattle Chapter

National Pan-Hellenic Council, Incorporated Tacoma Chapter

Sigma Exchange

Brother Ricky Hall

Soror Maryam Lynch-Tate

Ms. Penny Howard

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