

Sigma Tau Gamma Fraternity
Chapter Management Program
GUIDE TO RECORDS MANUAL

For the

CHAPTER PRESIDENT

and

Chapter Secretary

Property of

Sigma Tau Gamma Fraternity, Inc.

P. O. Box 54

Warrensburg, Missouri 64093

www.sigmataugamma.org

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Sigma Tau Gamma Fraternity

Introduction

There are many jobs in the chapter done without applause but are vital to the success of the Fraternity. Several of these are in the domain of the men who make sure that the necessary personnel records are kept and the financial obligations paid when due. While conscientious effort in this area usually receives little applause, there is also the satisfaction of having a job well done.

This Guide to Records will be an effective aid to those persons whose responsibilities include the submission of reports and fees to the Fraternity Headquarters. In an organization with chapters across the country, it is very important that the reports and fees are submitted according to a set of procedures.

Every chapter officer should be familiar with the proper procedures for submitting reports and fees. By conscientiously following the procedures outlined in this guide, your chapter will be a strong contender for the Thomas M. Hutsell Chapter Efficiency Award.

The quality of the Fraternity's service to your chapter, (from the scheduling of a visit by a Fraternity representative to the issuance of Fraternity badges and other materials), is largely dependent on the accuracy and timeliness of the records you submit to the Fraternity Headquarters. The members of the Headquarters Staff appreciate your important contribution to the Fraternity. We enjoy working with you and encourage any questions or suggestions that you may have concerning this phase of our operations.

Sigma Tau Gamma Fraternity

Joining the Fraternity

Reporting Associates

You are about to begin the first step in preparing the permanent records for new members of Sigma Tau Gamma Fraternity. This is a major responsibility. Membership in Sigma Tau Gamma is for life, but that is a difficult objective to achieve if the beginning records are not complete and correct. The new associates of your chapter trust you to properly prepare and submit their records and fees. Through the conscientious and timely preparation and submission of their reports and fees, you can fulfill their trust and live up to the "Principle of Integrity."

To report associates, you must submit to the Fraternity Headquarters the "Application for Membership" for each associate and the associate fee. The Application should be completed using OmegaFi. When a new member joins Sigma Tau Gamma, his name should be added as a new member on the Chapter Desktop. For technical assistance, contact your OmegaFi Account Manager.

The chapter president will receive one Path of Principles Member Record and Manual for each new associate once the name is initially added to OmegaFi. Additional manuals can be requested on the Fraternity website (sigmataugamma.org > Resources > Forms and Reports). It is important to send the applications for membership and fees immediately after the associate ceremony so the associate class will have use of their membership manuals.

Once each associate has completed the Application for Membership, the chapter should complete the Association Report, which can be found under the ΣΤΓ tab. The only information you will need once the Applications for Membership are complete is the association date.

Associate Members will pay their association fee on OmegaFi. The fees will be held and submitted to the Fraternity Headquarters. Chapter officers should monitor OmegaFi to ensure the funds are collected and sent to the Fraternity Headquarters.

Reporting Initiates

Once it is time for Initiation, an officer should enter the Chapter Desktop on OmegaFi and complete the Initiation Report under the ΣΤΓ tab. The report requires an initiation date.

Associate Members should have paid the initiation fee prior to completion of the report and the initiation.

Change of Officers

Submit the "Change of Officers" form to the Fraternity Headquarters within two

weeks of the election, December 15th at the latest. Law 4B, Section 6 of the Sigma Tau Gamma Fraternity Constitution and Laws states:

Each collegiate chapter shall hold its regular election of officers annually, in November. Chapter officers shall take office no earlier than the first day of December, and shall serve for twelve consecutive months. Members must meet academic or other eligibility requirements set by Grand Chapter resolution to hold elective office in a collegiate chapter. Any member who fails to be eligible to hold an elected chapter office shall be replaced by the election of a new officer, who shall serve for the remainder of the regular term of office. Terms may be adjusted for trimesters.

If, for any reason, you have a special election, the Change of Officers form is due by the 15th day of the month following the election.

The Change of Officers form can be found on the Fraternity website. (sigmataugamma.org > Resources > Forms and Reports > Change of Officers Form *online form*)

Petition for Honorary Membership

A chapter may petition the Board of Directors to approve for Honorary Membership an individual who has given significant service to Sigma Tau Gamma Fraternity. Several restrictions apply. The individual must be at least 21 years of age, not a member of any other collegiate social fraternity, and not an undergraduate at any college or university.

Submit to the Fraternity Headquarters the "Petition for Honorary Membership," two letters of recommendation, a paper copy of the Application for Membership, and the honorary fee at least six weeks before the scheduled date of initiation. This lead-time allows the Board of Directors to consider the petition at a regularly scheduled meeting.

Initiation should not take place until approved by the Board of Directors.

The Application for Honorary Membership can be found on the Fraternity website. (sigmataugamma.org > Resources > Forms and Reports)

Sigma Tau Gamma Fraternity

Leaving the Fraternity

Notice of Requested Expulsion

Submit the Notice of Requested Expulsion to the Fraternity Headquarters within one week of the Chapter Judicial Board's decision to expel a member. Upon receipt of the properly completed request for expulsion, the Executive Vice President will notify the member by letter of the chapter judicial board's decision to expel him. Any member may appeal his expulsion within thirty days of receipt of the letter from the Executive Vice President. Any appeal to the Executive Vice President will be forwarded to the Regional Vice President to schedule an appeal hearing.

The Notice of Requested Expulsion can be found on the Fraternity website. (sigmataugamma.org > Resources > Forms and Reports)

Report of Disassociation

Notify the Fraternity Headquarters **and** OmegaFi by telephone or email within 24 hours of the disassociation of any Associate Member. Individuals reported as disassociated will no longer appear on the chapter's roll of associates.

Reinstatement of an Expelled Member

A petition to reinstate an expelled member must be submitted in writing to the Executive Vice President of the Fraternity at the Headquarters Office, together with an application fee equal to the Fraternity's associate membership fee at the time of the petition. The application fee will not be refundable, regardless of the ruling of the Board of Directors on the petition. In cases of multiple petitions by a single individual, each petition will require a separate application fee.

Other Statuses

Sigma Tau Gamma does not have other statuses. "Inactive status", "senior status", and "early alumni status" are not membership types in Sigma Tau Gamma. Chapters may be billed for incorrectly marked members and may subject themselves to disciplinary action for violation of Fraternity law regarding membership.

If in doubt about membership status or type, check the Fraternity Constitution and Laws or contact the headquarters.

Sigma Tau Gamma Fraternity

Other Reports and Fees

Change of Officers

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Each collegiate chapter shall hold its regular election of officers annually, in November. Chapter officers shall take office no earlier than the first day of December, and shall serve for twelve consecutive months. Members must meet academic or other eligibility requirements set by Grand Chapter resolution to hold elective office in a collegiate chapter. Any member who fails to be eligible to hold an elected chapter office shall be replaced by the election of a new officer, who shall serve for the remainder of the regular term of office. Terms may be adjusted for trimesters.

If, for any reason, you have a special election, the Change of Officers form is due by the 15th day of the month following the election.

The Change of Officers form can be found on the Fraternity website.

(sigmataugamma.org > Resources > Forms and Reports > Change of Officers Form *online form*)

Convention Fee

All chapters and colonies receive billings each semester for the Convention Fee. The Convention Fee is payable at the beginning of each semester. The Convention Fee becomes delinquent on October 15 for the first semester billing and February 15 for the second semester billing. Law 4b, Section 9 of the Sigma Tau Gamma Fraternity Constitution and Laws states:

“Each collegiate chapter shall pay a semi-annual fee set by resolution of the Grand Chapter to the Fraternity, to be set-aside in a convention fund. Said convention fund shall be used to offset a portion of the costs of holding the annual meetings of the Fraternity, including the Grand Chapter.”

Risk Management Fees

Chapters are billed annually in the fall for risk management fees that include the liability insurance and the members accident protection plan. These fees are due in October every year. Chapters should save funds in the spring semester to offset the costs of the large bill in the fall.

Fraternity law requires that chapters failing to pay this fee are removed from the liability insurance and suspended.

Sigma Tau Gamma Fraternity
Expelled Member Reinstatement

ENACTED DECEMBER 5, 2000

Board of Directors Resolution

Pursuant to Article 6, Board of Directors, Section 1 of the Constitution of Sigma Tau Gamma Fraternity, Inc., the Board of Directors does hereby adopt this resolution of policy, which shall set the procedures by which a former member who has been expelled by the Fraternity may have his membership reinstated.

- Whereas, Law 8, Discipline, and the Due Process Procedures Policy Statement set a procedure by which a member may be expelled for cause, and
- Whereas, the Board of Directors has, from time to time, received petitions for the reinstatement of an expelled member, and
- Whereas, the Board of Directors does desire to give consideration to such petitions that fulfill the need of compassion for the expelled member while maintaining the integrity of the membership standards of the Fraternity, now therefore be it that whereas Law 8, Discipline, and the Due Process Procedures Policy Statement give no guidance in such matters, the Board of Directors, in the interest of fairness and consistency, does hereby set this procedure:
- Resolved,
- A. A petition to reinstate an expelled member must be submitted in writing to the Executive Vice President of the Fraternity at the Headquarters Office, together with an application fee equal to the Fraternity's associate membership fee at the time of the petition. The application fee will not be refundable, regardless of the ruling of the Board of Directors on the petition. In cases of multiple petitions by a single individual, each petition will require a separate application fee.
 - B. The petition must be signed and dated by the individual seeking reinstatement and by the 1) chapter president and chapter advisor in the case of students, 2) chapter alumni association president in the case of alumni or former students.
 - C. The petition will clearly state how the expelled member has redressed the violation(s) that caused him to be expelled, and shall have attached evidence of same. (For example, a receipt for the payment of past due accounts, testimony, sworn affidavits, or other documentary evidence).
 - D. Upon receipt of the petition, the Executive Vice President will investigate the facts of the petition. Such investigation will include, to the extent possible, testimony, sworn affidavits, or other documentary evidence from the chapter judicial board, chapter officers, and appellate judicial board members serving at the time of the original violation that was the cause of the expulsion. The Executive Vice President will submit a written report of his findings to the Board of Directors.
 - E. The Board of Directors, by a simple majority vote, will render a decision to accept or not accept the petition for reinstatement at its first meeting following the receipt of the report of the Executive Vice President. The Executive Vice President will notify the petitioner of the results in writing.

Sigma Tau Gamma Fraternity

Summary of New Members Reports and Fees

Once a man has been associated or initiated by your chapter with the Fraternity Ritual, the chapter is responsible for submitting the proper reports and fees to the Fraternity Headquarters. The chapter is responsible even if the new associate or initiate has not paid his fees to the chapter. The Constitution and Laws of the Fraternity place the responsibility for collecting fees, controlling membership entrance and protecting the Fraternity Ritual with the chapter. Fraternity policy says that no candidate may be associated or initiated until he has paid in full the required fees. If a man is unable to pay his fees then his association or initiation should be postponed. Chapters that follow this policy avoid serious financial problems and attract more responsible members.

Summary of fees and reports:

Reporting Associates

1. Add the new member to OmegaFi.
2. Have him complete his Application for Membership on OmegaFi.
3. Complete the Association Report under the ΣΤΓ tab by providing the association date.
4. Association applications and fees should be completed and paid using OmegaFi are due immediately following the date of association.

Reporting Initiates

1. Once it is time for initiation, have associate members pay the initiation fee on OmegaFi.
2. Immediately following initiation, complete the Initiation Report under the ΣΤΓ tab by providing the initiation date.

Reporting Honorary Members

1. "Petition for Honorary Membership."
2. Application for Membership.
3. Two letters of recommendation.
4. Honorary Membership Fee.
5. The "Petition for Honorary Membership," "Application for Membership," letters of recommendation, and fees are due six weeks before the scheduled initiation.
6. Initiation should not take place until approved by the Board of Directors.

Reporting Alumni Members

1. "Application for Membership."
2. Alumni Membership Fee.
3. The "Application for Membership" and fees are due three weeks before the scheduled initiation date.
4. Initiation should not take place until approved.

Sigma Tau Gamma FRATERNITY

Reminder Calendar

Due Date	Reports and Fees
January 1	Updated rosters pulled from OmegaFi to charge semester dues.
February 15	Semester Dues Convention Fee Due
February 28	Association Reports Due
March 31	Initiation Reports Due
May 15	Individual Awards Applications Due McCune Metrics Awards Packet Due - Community Service Hours Report - Philanthropy Dollars Report - GPA Reported - Roster with Leadership Position Report
June 30	Grand Chapter / Strategic Leadership Conference Reg. Deadline
July 31	Updated rosters pulled from OmegaFi to charge semester dues and risk management insurance fees.
August	Grand Chapter / Strategic Leadership Conference (first weekend)
September 15	Semester Dues Convention Fee Due
September 30	Association Reports Due Risk Management Fees Due
October 31	Initiation Reports Due
December 15	Change of Officers Webb Academy Registration Deadline

Regional Conclaves take place throughout the year. Registration deadlines are 1 month prior to the event.

Sigma Tau Gamma Fraternity

Penalties

- Reporting Associates A fine of up to \$50 may be assessed if the reports and fees for associates have not been submitted to the Fraternity via OmegaFi by February 28.
- Reporting Initiates A fine of up to \$50 may be assessed if the reports and fees for initiates have not been submitted to the Fraternity via OmegaFi by March 31.
- Grand Chapter A fine of \$500 may be assessed if the chapter does not attend the biennium Grand Chapter of Sigma Tau Gamma Fraternity, Inc.
- Risk Management A 10% fine on the outstanding Risk Management Insurance balance due may be assessed if the chapter does not have the Risk Management Insurance bill paid in FULL by the end of November. Discipline.

Sigma Tau Gamma Fraternity

Schedule of Fees

Enacted August 7, 2010

44th Grand Chapter Resolution

Pursuant to Law 3D, Fees, of the Laws of Sigma Tau Gamma Fraternity, Inc., the Grand Chapter, assembled in the 44th Session, August 7, 2010 in Cleveland, Ohio, does hereby set or amended this schedule of dues and fees.

Collegiate Applicable Dates	Membership Fees		Semester	Convention	Charter
	Associate	Initiation+	Dues	Fee^	Fee*
July 1, 2010 to June 30, 2011	\$50	\$235	\$90	\$350	\$500
July 1, 2011 to June 30, 2012	\$50	\$240	\$95	\$350	\$500
July 1, 2012 to June 30, 2013	\$50	\$245	\$100	\$400	\$500
July 1, 2013 to June 30, 2014	\$50	\$250	\$105	\$400	\$500
July 1, 2014 to June 30, 2015	\$50	\$255	\$110	\$425	\$600

+ Includes the Ritual Stole for all new initiates, in addition to the membership card, certificate, badge and SAGA subscription.

^ The Convention Fee is paid semestery (twice per year) and accumulates to provide a fund for payment of the chapter fee for the annual convention (Grand Chapter or Strategic Leadership Conference.)

* The Chapter Charter Fee includes Ritual Equipment. This fee is being reduced because robes are no longer used, thus no longer supplied.

Alumni Applicable Dates	Association		Chapter		Initiation Fee	
	Dues	RM	Dues	RM	Alumni	Honorary
July 1, 2010 to June 30, 2011	\$100	\$250	\$100	\$250	\$235	\$235
July 1, 2011 to June 30, 2012	\$100	\$250	\$100	\$250	\$240	\$240
July 1, 2012 to June 30, 2013	\$100	\$250	\$100	\$250	\$245	\$245
July 1, 2013 to June 30, 2014	\$100	\$250	\$105	\$250	\$250	\$250
July 1, 2014 to June 30, 2015	\$100	\$250	\$100	\$250	\$255	\$255

RM = Risk Management Fee: By payment of the risk management fee, the alumni association or an alumni chapter will be included in the Fraternity's General Liability Coverage. Alumni Chapters and alumni associations may purchase Directors and Officers Insurance and/or Building Risk and Perils coverage for an additional fee

Directory Fees: Requests for contact information for one or more alumni members from:		
Individual Active Alumnus for	1st to 10th Name, Address & Email:	No Charge
	11th & after	\$2 each
Individual Inactive Alumnus for	1st Name, Address & Email:	\$25
	2nd & after	\$2 each