



Sigma tau gamma fraternity®

Alumni Association

GUIDELINES

MODEL BYLAWS

&

REGISTRATION FORM

Sigma Tau Gamma Fraternity, Inc.
P. O. Box 54 / 101 Ming Street
Warrensburg, MO 64093
www.sigmataugamma.org

sigma tau gamma fraternity® alumni association guidelines and suggestions

alumni associations serve a critical role in the brotherhood mission of Sigma Tau Gamma. They facilitate sustained contact with our brothers after they graduate from college; they are a resource for advisory support, both organizationally and individually for our undergraduate members; and they are the primary owners of our chapter housing.

Alumni associations are linked to the Fraternity through the college chapter. While any alumni member of Sigma Tau Gamma may join a chapter alumni association, generally the membership is made up of alumni who graduated from that chapter. They are distinct from Alumni Chapters, which are geographically based alumni clubs that bring together Sigma Tau Gamma alumni from a variety of college chapters. Thus, we may have the St. Louis Alumni Chapter, comprised of alumni from several college chapters, and the Alpha Omega Alumni Association made up of alumni from a specific chapter. Any alumnus may be a member of both. However, they differ in mission. Alumni associations exist to support a specific college chapter.

Alumni associations are self-governing organizations. They are generally incorporated in the state of their college chapter as non-profit membership corporations. They have their own tax identification numbers and file their own tax returns.

Alumni associations are not charitable organizations. There are very specific Internal Revenue Code rules regarding eligibility to incorporate as a charitable organization that can accept tax-deductible donations. Alumni association (and college chapters and the national Fraternity) do not qualify. That is why the national Fraternity organized and separately incorporated the Sigma Tau Gamma Foundation. Donations to the Foundation are deductible.

Advisory Role

College chapter members benefit from the guidance of older adults who have a genuine interest in their wellbeing and success of their chapter. The trouble is that our undergraduate members don't always know they need advisory support or welcome it when they receive it. That is one reason why alumni associations are so important. A functioning alumni association establishes a formal process of advisory support to a chapter. When new members join, they automatically accept that this structure is traditional and appropriate. As a result, they are more inclined to respond to alumni involvement in a positive way.

Teaching: Undergraduate leaders do not often teach succeeding generations of members the important skills required to successfully run their chapter. And, when they do teach the next generation, they often get it wrong or perpetuate mistakes. Our chapter officers are expected to be sales managers (recruitment), bookkeepers, financial managers, program managers, house managers, public relations practitioners, and scholars. Typically, they arrived at college without every balancing a checkbook or creating a budget. Many have never shared a bedroom. Most have never recruited a peer into an organization. Faculty advisors are rarely in a position to teach these skills because they typically do not have undergraduate fraternity experience. As alumni, active in our alumni association, we can serve this critical need.

Mentoring: Our undergraduate members came to school for the same reason we did – to get an education so that we could get a job. Yet, they are often mystified by the process. They don't see how the extracurricular activities, like leadership in the Fraternity, and their formal education fits together into a body of experience that will make them marketable to employers. By the time they are seniors worried about assembling a resume, it can be too late. Unfortunately, faculty can't do much to help because they lack experience pursuing a non-academic career path. As alumni, active in our alumni association, we can help our younger Fraternity brothers negotiate this maze by illuminating what it will take up front, while they are still freshmen. We can help with contacts and relationships. We can give encouragement.

Sharing: The many tasks associated with helping our college chapter and its undergraduate members are to great a burden for one alumni advisor or a few alumni on an advisory board. The wonderful thing about an alumni association is that, properly organized, it can involve many in small portions of the task. This sort of job sharing spares any one alumni brother too big a burden and rewards us with the bonds of brotherhood that come from a team effort.

Housing Role

Living in our chapter house is for many of us our strongest memory of Sigma Tau Gamma. Our chapter house was home and its facade was the public face of our chapter. Some of us never had a chapter house. Our chapter house memory is the memory of a dream – the hope of some day having a chapter house.

Rarely, do 18 – 22 year old men have the business acumen, financial resources, organizational ability, management discipline and tenacity required to pursue a real estate investment on the magnitude of a Fraternity house. It takes alumni.



Alumni associations own most of the chapter houses in Sigma Tau Gamma. There are a variety of financial approaches that have been used to pursue or improve chapter housing. Some alumni associations own the house outright. Some have created subsidiary or affiliate limited liability corporations to own the house. Still others have used a special non-profit organized under Section 501 (c) (2) of the Internal Revenue Code. Your Headquarters office can help with information about these options.

Any alumni association can own and operate a house, with some planning, dedication and persistence.

Recruitment Role

Alumni play an important role in the lifeblood of a chapter, the recruitment of new members. As we noted earlier, the teaching role is perhaps the most significant way to sustain all vital chapter functions, including recruitment. But, there are also direct ways alumni can help.

Legacies: When we encourage sons, nephews, grandsons, siblings, and cousins to consider membership in Sigma Tau Gamma, we are helping the people closest to us, and helping our chapter (or another chapter of Sigma Tau Gamma.) We should all want to share the great experience of Sigma Tau Gamma brotherhood. Alumni associations can formalize that process and consistently encourage legacy recruitment.

Referrals: Similar to legacy recruitment is the recruitment of young men referred by alumni who may know them as friends, students or co-workers. Many Sig Tau alumni teach school or Sunday school. Others coach little league, soccer and other youth sports or serve as Scoutmasters, 4-H Leaders and youth-group leaders. These alumni are in the best position to direct top quality young men to Sigma Tau Gamma. Alumni associations should constantly promote this vital role.

organizing an alumni association

alumni associations are not hard to organize. Your Fraternity headquarters office will help. The place to begin is to give yourself the authority to organize an alumni association, if one does not already exist. How do you know if one exists? If you have not seen evidence of any activity by an alumni association, but you are still not sure, there are two things you can do. First, check with the Fraternity headquarters. There may be a record of the last known alumni association officers. Second, check with the office of the secretary of state of your state to see if there is an active corporation. Often you can do this inquiry over the internet.

If, at the conclusion of your search, you find no active alumni association, then take charge and get one organized. Here is how.

1. Organize a steering committee of at least five (5) members. Ask alumni you know, perhaps from your years in school, but make a continual effort to find representation from a broad range of class years.
2. Draft provisional by-laws. The by-laws must include:
 - Mission Statement (or statement of purpose)
 - Membership eligibility (for example: "alumni of Beta Beta Chapter who are in good standing with Sigma Tau Gamma Fraternity, and alumni of other chapters of the Fraternity who have served as an advisor or otherwise supported Beta Beta Chapter.")
 - Place, date and time of annual meetings,
 - Offices, term of office, powers and duties of officers and a process for election,
 - Dues structure
3. Ask the organizing committee to pay dues and elect provisional officers.
4. The provisional officers may then submit a request to the Fraternity Headquarters for preliminary recognition so that they may receive permission to use the registered marks of the Fraternity and obtain an electronic roster of members. One member of the committee – usually the president or secretary – will have to sign a legal agreement that governs the use of the membership file. This requirement is in place to protect the privacy of our members. Preliminary recognition is good for 60 days.

To qualify for preliminary recognition.

 - There may be no currently registered alumni association for the chapter.
 - All members of the steering committee must be in good standing with the Fraternity,
5. The alumni association may petition to receive regular recognition when:
 - It has recruited a minimum of 20 dues paying members, and includes the roster,
 - It held its first general meeting at which it elected regular officers, and identifies those officers and includes minutes of that meeting,
 - Pays the annual registration fee.
6. The registered alumni association will, as a result of its active registered status:
 - Continue to have permission to use the Fraternity membership roster and be obligated to help the Fraternity keep it current,
 - Continue to have permission to use the registered marks of the Fraternity,
 - Be included in the group exemption from Federal Income Tax under Section 501 (c) (7) of the IRS that is held by Sigma Tau Gamma Fraternity, Inc.,
 - Be eligible to purchase general liability insurance through the Sigma Tau Gamma Fraternity, Inc. group plan, provided that its college chapter is covered under the plan.
8. The registered alumni association should apply for its own tax identification number from the Internal Revenue Service, using the group exemption authorized by the Fraternity headquarters,
9. The registered alumni association should incorporate as a non-profit corporation in its state of operations.

If you have questions, please contact:

Sigma Tau Gamma Fraternity, Inc.
P. O. Box 54, Warrensburg, MO 64093
Phone: (660) 747 – 2222
Fax: (660) 747 – 9599
www.sigmataugamma.org

Sigma tau gamma fraternity
Beta Beta of Sigma Tau Gamma Alumni Association
BY-LAWS

Forward

The By-laws of Beta Beta of Sigma Tau Gamma Alumni Association are the governing and limiting authority for this Association.

Article I. Purpose:

The purpose of this organization shall be:

- a) To promote and sustain the brotherhood of its members through social, citizenship and philanthropic endeavors,
- b) To advance the Principles of Sigma Tau Gamma and support the welfare of Sigma Tau Gamma Fraternity,
- c) To guide and assist the college chapter through advisory support, the recognition of academic, citizenship and philanthropic achievement, and financial support of academic, citizenship and philanthropic programs, and
- d) To purchase, lease, maintain and manage real property for the use of the college chapter as a physical base for its brotherhood, citizenship and philanthropic endeavors.

Article II. Membership:

Section 1. Any alumnus member in good standing of the Sigma Tau Gamma Fraternity shall be eligible for membership in this Association.

Section 2. Members are defined as those who are eligible for membership and have paid their current year dues to the Association. Members are entitled to vote, enjoy the benefits of membership in the Association and to share ownership of the Association.

Section 3. Associates are defined as those who are eligible for membership and have NOT paid their current year dues to the Association. Associates have no rights in the Association, but may participate in Association activities and projects upon the invitation of Members.

Article III. Dues:

Section 1. The Association Membership dues shall be payable annually, on October 1, of each year, and shall be delinquent on December 31 of each year.

Section 2. The Association Board of Directors shall set the dues amount by September 1, of each year. In the event the Board of Directors does not enact a dues amount change in any year, the dues amount for the previous year shall remain in effect.

Section 3. No member shall be eligible to hold office or to vote, if his dues have not been paid in full.

Article VI. Meetings:

Section 1. The Board of Directors shall meet at least twice a year.

Section 2. The general membership shall meet at least once a year.

Section 3. Other meetings and events may be held from time to time as authorized and scheduled by the Association Board of Directors or its designates.

Article V. Board of Directors, Officers and their duties:

- Section 1. These officers shall comprise the Board of Directors of the Association:
- a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
 - d) Editor / Website Editor
 - e) Alumni Advisor (of the College Chapter)
 - f) Scholarship Chairman
 - g) Social/Citizenship Chairman
 - h) Housing Chairman
- Section 2. All officers and members of the board shall hold office for two years, or until their successor has been duly elected and qualified.
- Section 3. Any office that becomes vacant or any vacancies on the Board shall be filled by the Board of Directors.
- Section 4. The duties of the President shall be:
- a) to preside at all meetings of the Association and the Board of Directors, and to perform such duties as custom and parliamentary usage require.
 - b) to act as Ex-Officio member of all standing and special committees.
 - c) to make, or cause to be made, a report to the Executive Vice President of Sigma Tau Gamma Fraternity, Inc., as to the condition and activities of the Association annually.
 - d) to make an annual report to the Members of all official acts of the Association and the Board of Directors.
- Section 5. The duties of the Vice-President shall be:
- a) to assist the President in the performance of his duties,
 - b) to serve as interim-President with full powers during the absence of the President,
 - c) to perform such other duties as assigned by the President.
- Section 6. The duties of the Secretary shall be:
- a) to keep a true record of the proceedings of the Association and the Board of Directors,
 - b) to keep an accurate roster of all members of the Association,
 - c) to prepare and distribute notices of all meetings,
- Section 7. The duties of the Treasurer shall be
- a) to be responsible for the financial records of the Association,
 - b) to notify each member of his financial obligations to the Association by use of statements for dues and other authorized charges,
 - c) to draw checks on the funds of the Association,
 - d). to act as a member of the Board of Directors.
- Section 7. The duties of the Editor/Website Editor shall be:
- a) to publish a newsletter for the association by use of print and/or electronic (Website) media,
 - b) to publicize the meetings, events and activities of the Association to its Members, Associates and stakeholders,
 - c) to make a report of the activities of the Association and its members for each issue of The Saga of Sigma Tau Gamma,
 - d) to act as a member of the Board of Directors.
- Section 8. The duties of the Alumni Advisor shall be:
- a) to function as an advisor to the college chapter by meeting with the chapter officers at least semi-monthly and with the full chapter at least

monthly, and by participating as a member of the advisory board,
b) to act as a member of the Board of Directors.

Section 9. The duties of the Scholarship Chairman shall be:

- a) to conduct a scholarship seminar for the college chapter on a semesterly basis, promote academic achievement, and to raise funds to finance and/or endow scholarship grants and activities,
- b) to act as a member of the Board of Directors.

Section 10. The duties of the Social/ Citizenship Chairman shall be:

- a) to plan, organize, and direct social, community service and philanthropic activities of the Association,
- b) to act as a member of the Board of Directors.

Section 11. The duties of the Housing Chairman shall be:

- a) to plan, organize and direct the involvement of the Association in support of housing facilities used by the college chapter,
- b) to act as a member of the Board of Directors.

Article VI. Board of Directors:

Section 1. The Board of Directors shall be the legislative body of the Association and shall conduct all business, except as otherwise provided in the By-laws.

Section 2. The Board of Directors shall be the governing authority of the Association.

Section 4. The Association officer shall be elected for two-year terms.

Section 3. The Board of Directors shall be composed of all elected officers of the Association.

Section 5. Five members of the Board shall constitute a quorum for the transaction of business.

Section 6. Any change in the number of the Board of Directors shall be by amendment to the By-Laws by a 2/3 vote of all those Association members attending a general meeting.

Article VII. Election of Officers:

Section 1. Election of officers shall be held bi-annually at the annual general membership meeting.

Section 2. The secretary shall be empowered to accept the written proxy of members unable to attend the annual meeting. The secretary may accept a proxy in print or electronic form.

Section 3. All voting shall be done by ballot. The candidates receiving a majority of the votes of the members present in person and by proxy shall be elected.

Section 4. Nominations for an officer position or member of the Board may be made at the regular meeting or by a nominating committee appointed by President prior to election.

Article VIII. Finance

Section 1. The Treasurer shall prepare and the Board of Directors shall approve an annual budget for the Association.

Section 2. The treasurer is authorized to draw checks on the funds of the Association for any purpose authorized in the approved annual budget, provided that no check drawn on the authority of the treasurer shall exceed \$100.00 and such draft is used for the business of the Association.

- Section 3. Any expenditure in excess of \$100.00 shall require a signed authorization from the President.
- Section 4. Any expenditure that shall cause the Association to spend an amount in excess of the budget authorization shall require a vote of Board of Directors.

Article IX. Grand Chapter Representation:

- Section 1. The President shall represent the Association as its delegate to the biennial meeting of the Grand Chapter of Sigma Tau Gamma.
- Section 2. The Board of Directors shall elect an alternate delegate who shall represent the Association as delegate to the biennial meeting of the Grand Chapter in the event that the President cannot attend.
- Section 3. The Board of Directors shall set an amount in the budget of the Association upon which the Association's delegate to the Grand Chapter may draw for the cost of registration, transportation, lodging and meals.

Article X. Amendments:

- Section 1. The By-Laws may be amended at any time by any member introducing the amendment in writing before a regular meeting of the Association; said amendment to be voted upon and passed, by at least two-thirds majority of the members present in person or by proxy at the meeting.

Article XI. Proxy Voting:

- Section 1. Proxy voting shall be allowed for all items of business requiring a vote provided that such proxy is in writing and delivered to the secretary at least 24 hours prior to the start of the meeting. A proxy may be delivered to the secretary electronically. No proxy shall be valid after eleven months from date of execution.

SIGMA TAU GAMMA FRATERNITY
Alumni Association Annual Registration Form

Chapter _____ Date: _____

School _____ Registration Year: July 1, 20____ to June 30, 20____

Legal Corporate Name: _____ State: _____

Registered Agent: _____ Website: _____

Address: _____ City: _____ State: _____ Zip: _____

ASSOCIATION ORGANIZATIONAL DATA

Dues Paying Members: _____ Annual Dues Amount: \$ _____ Annual Meeting Attendance: _____

Chapter House: Alumni Association Owns Leases Shares ownership through LLC Planning a House N/A

OFFICERS

PRESIDENT: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation/Title/Company: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

VICE PRESIDENT: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation/Title/Company: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

SECRETARY: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation/Title/Company: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

TREASURER: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Occupation/Title/Company: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Alumni associations are, organizationally in the Fraternity, a subdivision of a college chapter. They do not receive a separate charter. Your alumni association should be incorporated as a non-profit corporation. The purpose of this registration is to facilitate service from and a mutual working relationship with the Fraternity headquarters. Registered alumni associations may vote at Grand Chapter meetings. The annual registration period is the Fraternity fiscal year: July 1 to June 30. The registration fee is payable July 1 of each year, but the annual registration does not lapse until December 1, because most alumni associations hold their annual meetings in October.

Annual Fee Enclosed (\$100) Report Prepared by: _____
(make check payable to Sigma Tau Gamma Fraternity, Inc.) signature

Note: *The Fraternity's general liability insurance coverage is available to registered alumni associations. The registration fee does NOT include the insurance. It is billed separately from the insurance company at \$250 per year.*