

*Sigma Tau Gamma Fraternity*®  
**Chapter Management Program**

**EXECUTIVE BOARD  
MANUAL**

FOR THE  
**Chapter President  
and  
Chapter Secretary  
Sergeant-at-Arms  
Communications & Public Relations Director**

Property of  
Sigma Tau Gamma Fraternity, Inc.  
P. O. Box 54  
Warrensburg, Missouri 64093  
[www.sigmataugamma.org](http://www.sigmataugamma.org)

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## *Sigma Tau Gamma Fraternity Inc.*®



# Chapter Management Program

The Principle of Leadership calls us to perform our leadership duty, no matter what our position in our chapter. Your first chapter duties may be to vote thoughtfully and responsibly in chapter meetings and to serve on a chapter committee. These responsibilities are not to be taken lightly. As you progress in your membership you may be called upon to serve as a committee chairman or even a chapter officer. Your ability to perform in these higher offices will rest upon the skills you have built along the way. The Principle of Leadership demands that we accept personal responsibility for the whole Fraternity, doing whatever is needed to fulfill our role. In an elected office, the responsibility becomes even greater. We are entrusted with the care of others. More than this, we are entrusted with not just the now, but with the history of our chapter. We must do what is right, whether or not it is popular.

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### **Elected Officers and Divisions**

There are four divisions in the chapter management program, each administered by an elected vice president. The vice presidents are equal. However, in the absence of the president, there is a line of succession. It is: 1) Executive Vice President, 2) Vice President of Membership, 3) Vice President of Programs, 4) Vice President of Finance. Most other positions come under the administration of one of the divisions. Members filling these positions are generally appointed by the officer in charge of the division, with the advice and consent of the chapter.

### **Appointed Offices**

There are many important leadership roles in the Fraternity. Every office is important. Most are functional offices to which members are appointed. Sometimes, service in one of these offices is a prelude for advancement to an elected office. Just as often, a member will find that an appointed office fits his talents perfectly, and it is in this role that he makes his greatest leadership contribution to the Fraternity. Often a member will serve in more than one role. For example, a member serving as chapter secretary will likely also serve as a member of a recruitment committee and perhaps even as a big brother in the fraternal education program, thereby fulfilling three important chapter functions. The quality of a member's service in an appointed office is the key criteria of suitability for elected office.

## **Advisory Board**

Sigma Tau Gamma has long understood the value of strong advisors. They provide continuity in spite of annual turnover of the Executive Board. Advisors serve as mentors, coaches, and trainers for our chapter officers and members.

A strong chapter seeks advisors. A full Advisory Board consists of an Alumni Advisor, who is an alumni member of Sigma Tau Gamma, chosen without regard for chapter affiliation; a Faculty Advisor, employed by the university that serves as host to the chapter as a member of the faculty or staff; and a Membership Advisor, Programs Advisor, and Finance Advisor, each of whom may be a member of Sigma Tau Gamma, a faculty or staff member of the host university, or a respected member of the community, parent, or friend of Sigma Tau Gamma.

The Alumni Advisor is typically, but not necessarily elected to serve as Advisory Board Chairman. His primary contact is the Chapter President. The Faculty Advisor works primarily with the Executive Vice President and the executive division. The Membership Advisor, Programs Advisor, and Finance Advisor work primarily with their respective vice president and division.

A campus Greek Advisor may also serve as a member of the Advisory Board and works primarily with the Chapter President and Executive Vice President.

The Advisory Board shall meet monthly with the Executive Board. A member of the Advisory Board shall attend the weekly meetings of the Collegiate Chapter.

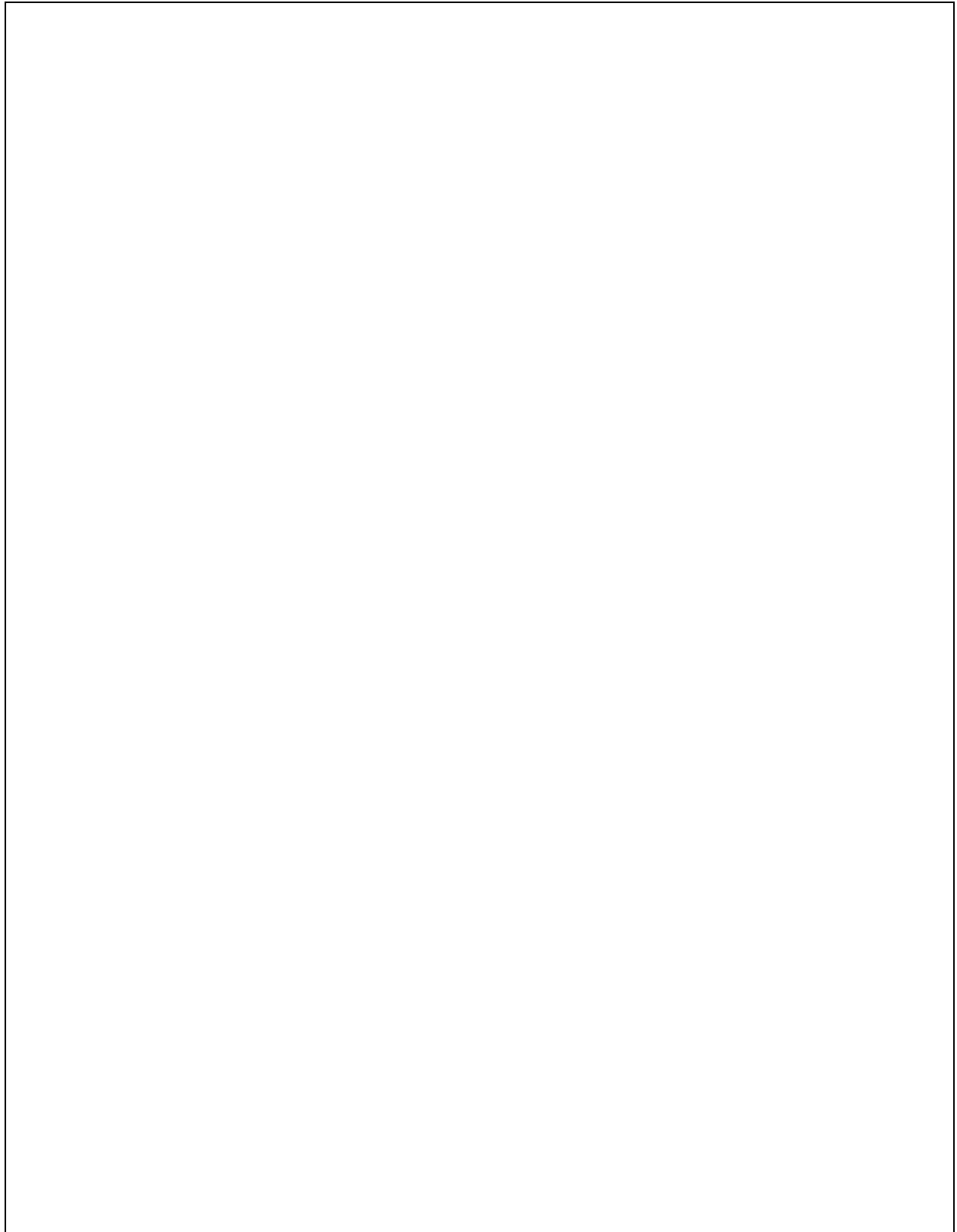
## **Judicial Board**

The Chapter Judicial Board is composed of three undergraduate members, an alumnus member and a chapter advisor. The undergraduate members (together with one alternate) are elected each semester. The Chapter Judicial Board resolves questions of interpretation of the chapter by-laws and has original member discipline jurisdiction.

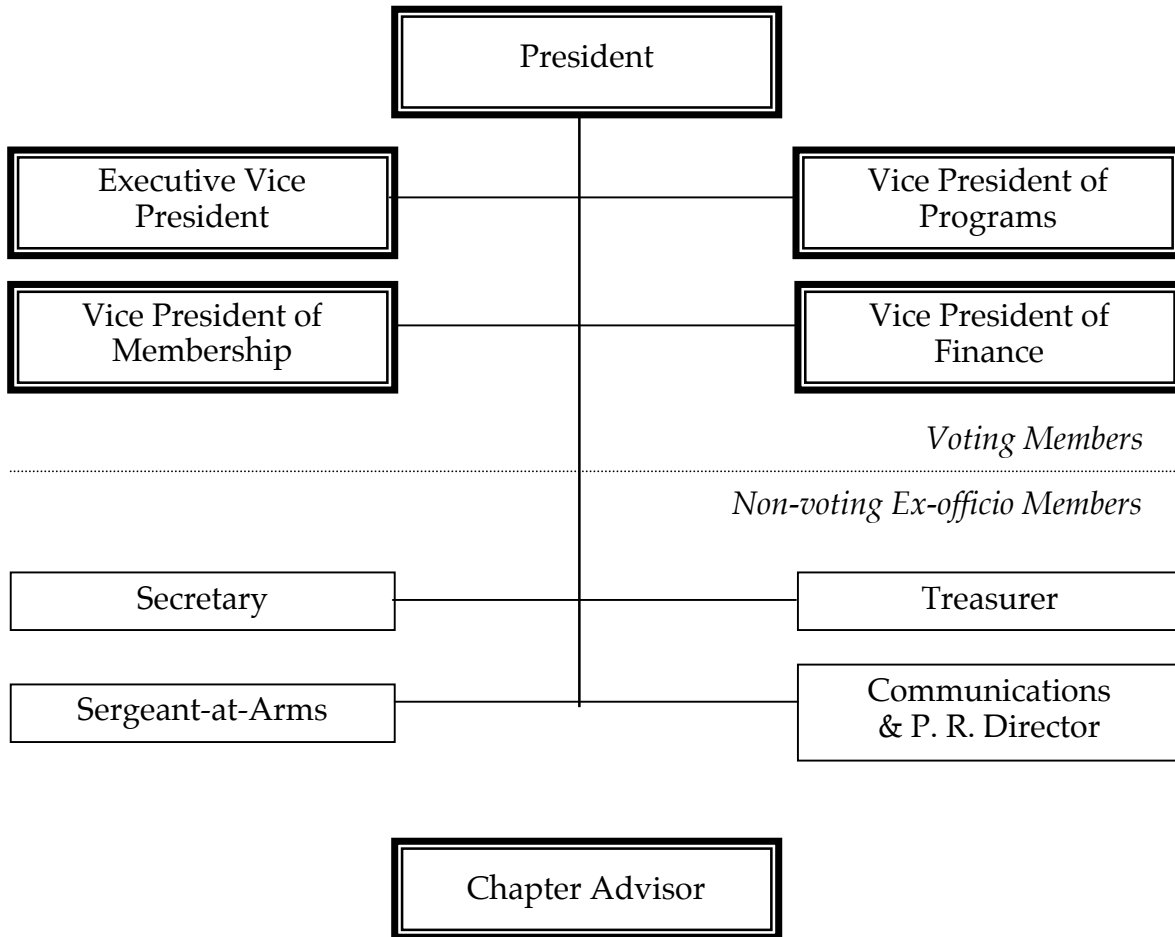
When considering issues of interpretation of chapter by-laws, the Chapter Judicial Board must be careful to avoid any decision that places the chapter in conflict with the Constitution, Laws or Policies of the national Fraternity. The publication Constitution & Laws and Policies is available from the Fraternity Headquarters. It is the definitive source for this information. Care should be taken to reference the most recent edition of this publication.

The Judicial Board Manual contains the *Due Process Procedures Policy Statement*. This statement describes exactly how to proceed with issues of member discipline. If the Judicial Board fails to follow these procedures as stated, appellate boards will be forced to reverse its decisions.

It would be unfair to elect Judicial Board members after an issue of interpretation is raised, or after a member is charged with a violation requiring Judicial Board action. Therefore, Judicial Board member must be elected at the beginning of each semester.



Sigma Tau Gamma Fraternity, Inc.  
**Chapter Management Program**  
**Executive Board**



**Order of Succession:**

In the event that the Chapter President is absent, resigns or otherwise is unable to serve, the order of succession, set by the Laws of the Fraternity, is:

- 1st: Executive Vice President
- 2nd: Vice President of Membership
- 3rd: Vice President of Programs
- 4th: Vice President of Finance



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## **President**

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The President is the chief elected officer of the chapter. In this capacity he presides over meetings of the chapter. As the presiding officer, he sets the agenda, monitors all activities and serves as spokesman for the chapter. Perhaps his most important task is communication. That is two way communication, facilitating understanding of mission, governance, goals, and expectations throughout the brotherhood

The President also serves as chairman of the chapter Executive Board. The Executive Vice President, Vice President of Membership, Vice President of Programs and Vice President of Finance serve with the President as voting members of the board. Together they form a collaborative leadership council. As elected officers, they are all responsible to the full membership of the chapter. However, the Chapter President is responsible for monitoring each vice president's performance related to chapter goals. The President sets the agenda and must use the agenda to keep the chapter's leadership on track.

The officers appointed by the President serve as ex-officio non-voting members of the Executive Board. The non-elected officers are directly responsible to and supervised by the President. All officer and committee appointments are subject to the advice and consent of the chapter. Advice and consent means that the chapter shall, by simple majority vote to either approve or disapprove an appointment, but may not select through a nomination and election procedure an alternate person for the post.



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## **Secretary**

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The Secretary is appointed by the Chapter President. He is responsible for taking and keeping the minutes of the meetings of the Executive Board and the full chapter, preparing and submitting the required reports to the Fraternity Headquarters, and maintaining the roll of initiates and chapter directory.

As an ex-officio member of the Executive Board and the person directly responsible for the chapter records, the Secretary is in a position to learn a great deal about leading a chapter. Knowing this, wise Chapter Presidents appoint promising underclassmen to this position, in anticipation of their election to a major chapter office in the future.

**Responsibilities**

- Record and maintain meeting minutes.
- Maintain current copy of chapter constitution and laws.
- Maintain resource library of Fraternity manuals and publications.
- Maintain meeting attendance records.
- File Change of Officers Report (sigmataugamma.org > Resources > Forms & Reports), and other records as required with the Fraternity Headquarters.
- Monitor the chapter’s information on the McCune Dashboard (sigmataugamma.org > Dashboard) and report any errors to the Fraternity Headquarters.
- Maintain chapter computer operations and maintenance.

**Resources**

- Guide to Records
- Constitution & Laws and Policies
- Fraternity Website

**Goals**

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**Activities Planned to Achieve Goals**

Activity	Due Date

**Budget**

Item	Income	Expense
<b>TOTAL</b>		
<b>NET INCOME LESS EXPENSE</b>		

by: \_\_\_\_\_ date: \_\_\_\_\_





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## **Treasurer**

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The Chapter Treasurer is appointed by the Chapter President and is responsible to the Executive Board. He also serves with the Vice President of Finance as a part of the Finance Division leadership team.

His duties include monitoring the collection of chapter dues on OmegaFi, deposit of funds in chapter bank accounts, balancing the chapter financial records and bank accounts monthly, preparation and distribution of monthly financial statements to the chapter, and preparation of annual tax reports.

The Treasurer does not disburse any funds (write checks, spend cash or incur debt through vendor accounts.) The disbursement of funds is the function of the Vice President of Finance.

The Treasurer serves as an ex-officio non-voting member of the Executive Board.

Accounting duties are distributed between the Treasurer and Vice President of Finance to comply with accounting rules designed to guard against errors and embezzlement. Therefore, one member may not serve in both capacities.

Similarly, the Treasurer will have access to the OmegaFi Chapter Desktop as a "User" so that he may monitor income and disbursements. This adds an additional layer of checks and balances.

**The workbook pages for the Treasurer are in the Finance Division Manual.**



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## Sergeant-at-Arms

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The Sergeant-at-Arms is appointed by the Chapter President and is responsible for meeting room preparation and meeting order and function. He also serves as the Parliamentarian, resolving questions of meeting procedure. He is an ex-officio non-voting member of the Executive Board.

As Parliamentarian, the Sergeant-at-Arms has a responsibility to be familiar with the fundamentals of Parliamentary Procedure.

Parliamentary Procedure is a process formed from the rules of procedure originally used by the British Parliament. The objective was to assure that each representative to the Parliament had equal opportunity to affect the democratic process.

Its first use in our country dates from 1801, when Thomas Jefferson as President of the United States published the first book on Parliamentary Procedure. Jefferson's book became the foundation for the procedural rules of Congress.

In 1876, Henry Martin Roberts, an engineer and general in the United States Army, used Jefferson's earlier work as a foundation and published a book on Parliamentary Procedure for "ordinary societies." His book, *Robert's Rules of Order* continues to this day to serve as the benchmark for the democratic process in our society.

When *Robert's Rules of Order* is used to govern chapter proceedings, each member is assured an equal say in the outcome of the democratic process. More than this, each chapter meeting becomes a seminar on the set of rules that will govern every significant democratic interaction that they will experience throughout their lifetimes.

Social interactions as simple as a church meeting and as complex as a public hearing on a zoning variance, all of which may profoundly impact the lives of our members, are subject to rules of procedure – all of which are derived from or strictly adhere to *Robert's Rules of Order*. As any guy knows, you can't win unless you know the rules of the game. Perhaps then, it goes without saying that we owe it to ourselves to take *Robert's Rules of Order* seriously.

As Sergeant-at-Arms and the chapter Parliamentarian, do not bow to complaints about enforcing *Robert's Rules of Order*. They are simply pleas of ignorance. Rather, do your brothers a favor and hold steadfastly to the rules. In the short run, they may complicate matters – only because the membership is still on a learning curve. In the long run they will strengthen the democratic strength of your chapter and the intellectual strength of your members. In a real way, if you are steadfast, you will become a professor of the most fundamental discipline of our society – democracy.

**Responsibilities**

- Maintain order in chapter meetings.
- Serve as Parliamentarian.
- Study and be conversant with Robert Rules of Order Revised.
- Study and be conversant with chapter Constitution and Laws.
- Study and be conversant with Fraternity Constitution, Laws and Policies.
- Study and be conversant with University Student Handbook and Policies.
- Prepare chapter meeting room.

**Resources**

- Fraternity Constitution, Laws and Policies Manual
- University Student Handbook and Policies
- Roberts Rules of Order Revised
- Path of Principles Record and Manual

**Goals**

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**Activities Planned to Achieve Goals**

Activity	Due Date

**Budget**

Item	Income	Expense
<b>TOTAL</b>		
<b>NET INCOME LESS EXPENSE</b>		

by: \_\_\_\_\_ date: \_\_\_\_\_

## PARLIAMENTARY LAW MADE SIMPLE

*Robert's Rules of Order* requires that a proposed action, rule or amendment to an existing body of law, such as the chapter bylaws, be stated in the form of a motion before it may be debated. In modern practice, it is okay to discuss informally what members are thinking before the formal proposal of a motion. However, while every idea should be heard, not everyone has to be heard. When brothers start repeating what has already been said, it is time for the President to declare "does anyone have something NEW to say." If the answer is no, it is time to close informal discussion. At this point the President should say: "Do I hear a motion?"

### **Making a Motion**

A motion is made by saying: "I move that:" followed by the intended action.

Normally, a motion requires a second. A member says: "I second the motion."

If the chapter Executive Board or a chapter committee submits a proposal in the form of a motion, no second is required. This is because these subdivisions of the chapter already include more than one person, so by the very fact that they voted as a committee to forward the motion the evidence of a second is apparent.

### **Debate**

After a motion has been made, debate may follow. Debate must be on the motion.

The debate should begin by allowing the person who made the motion to state why he thinks it is a good idea. The President then "recognizes" (calls on) others who have an opinion. No one should be permitted to blurt out his opinion without being recognized by the President. The President may allow the maker of the motion to answer questions. Otherwise, no one person should repeatedly speak to the motion.

### **Vote**

After a sufficient time for debate, a member – or the President – may "call the question." At that point, debate stops and the members vote.

If there are members who want to continue the debate, one of them may object to calling the question, i.e. taking a vote. No second is required. It takes a two-thirds majority to pass an objection to consideration of the question. If it passes, debate continues. If it fails, the question is called and a vote is taken on the motion. (The meaning of "question" in Parliamentary Procedure is: "do we say yes or no to the motion as an organization?")

### **Amendments**

Any motion may be amended. Any member may offer an amendment. To be considered, the amendment must receive a second. If it does not – it dies for the lack of a second. The rules of debate are the same for an amendment as for any other motion.

Once a vote is taken on an amendment, the President or a member may "call the previous question." That means that he wants to vote on the original motion (as amended if an amendment was passed).

## **Substitute Motion**

If amendments to the original motion become too many or confused, a member may offer a substitute motion. It requires a second. No more than one amendment may be made to a substitute motion.

## **Table a Motion**

Sometimes the chapter has difficulty arriving at a decision and at least some of the members want more time to consider the issue. There are two ways to do this.

One is to *table* the motion. "I move to table the motion." A second is required. It must pass by a simple majority. There is no debate. It cannot be amended.

If a motion is tabled, it does not have to come up again. It can stay on the "table" forever, which effectively kills the motion. However, at any future meeting a member may "move to reconsider" a motion that is on the table. Again, there is no debate and this motion may not be amended. It requires a simple majority.

In practice, most of the time members don't really want to "table" a motion, they want to "postpone" consideration of the motion until a specific future time. The correct motion in this case is: "I move to postpone the question until the next meeting." It requires a second, is not debatable or amendable and must receive a simple majority vote. In this case, the issue automatically goes on the agenda for consideration at the next meeting.

## **Quorum, Majority, Super Majority**

To conduct business in a meeting an organization must have a *quorum* of its members present. Unless specifically stated otherwise in the organization bylaws, a quorum is fifty percent (50%) of the members plus one.

Most votes require a simple majority of the members present, provided there is a quorum. A majority is fifty percent (50%) of the members plus one. (For example, if there are forty members present at a meeting and the chapter has sixty members, there is a quorum. If, on the vote on a motion, 20 of those members vote yes and 20 vote no, the motion fails. But, if 21 vote yes, the motion passes.)

A Super Majority is a vote that requires a two-thirds affirmative vote. Some parliamentary motions require a super majority. They are generally motions that seek to cut off debate, object to consideration of a motion, rescind a previous action, or suspend the rules.

There is sometimes confusion over whether the President gets to vote. The answer is YES; the President gets to vote. The same is true for any committee chairman.

## PARLIAMENTARY LAW DESK CHART

MOTION	<i>Debatable</i>			<i>Vote Required</i>	<i>In Order if another's Pending</i>		<i>Motion to which it applies</i>	<i>Motions that apply to it</i>
	<i>Anybody?</i>	<i>Requires a Second?</i>			<i>Can be re-introduced?</i>			
Time for Next Meeting	No	Yes	Yes	Majority	No	No	None	Amend
Adjourn	No	No	Yes	Majority	No	No	None	None
Recess	No	Yes	Yes	Majority	No	No	None	None
Question of Privilege	Yes	Yes	Yes	Majority	Yes	Yes	None	All
Orders of the Day	No	No	No	None; Takes 2/3 to postpone special order	Yes	No	Any Special Order	None; except to postpone orders
Appeal	No	No	Yes	Majority	Yes	Yes	Any decision of the chair	Lay on table, close debate, reconsider
Point of Order	No	No	No	None, unless appealed, then majority	Yes	No	Any motion or act	None
Objection in consideration of a question	No	No	No	2/3	Yes	Yes	Main Question & Question of Privilege	Reconsider
Reading Papers	No	No	Yes	Majority	No	Yes	None	None
Withdrawal of Motion	No	No	No	Majority	No	Yes	Any motion	Reconsider
Suspension of Rules	No	No	Yes	2/3	No	No	Any motion	None
Lay on the Table	No	No	Yes	Majority	No	No	Main Question, Appeals, Questions of Privilege, Reconsider	None
Previous Question	No	No	Yes	2/3	No	Yes	Any Motion (Debatable)	Reconsider
Limit or Extend Debate	No	Yes	Yes	2/3	No	Yes	Any Motion (Debatable)	Reconsider
Postpone to a Definite Time	Yes	Yes	Yes	Majority	No	Yes	Main Question & Question of Privilege	Amend, reconsider, limit or close debate
Refer or Commit	Yes	Yes	Yes	Majority	No	Yes	Main Question & Question of Privilege	Amend, reconsider, limit or close debate
Amend	Yes	Yes	Yes	Majority	No	Yes	Main motion, debate limit, refer, postpone, fix time of next meeting	Amend, reconsider or close debate
Postpone Indefinitely	Yes	No	Yes	Majority	No	Yes	Main motion, question of privilege	Reconsider, limit or close debate
Main Motion	Yes	Yes	Yes	Majority	No	Yes	None	All
Reconsider	Yes	No	Yes	Majority	Yes	No	Any, except adjourn, suspend rules, lay on table	Limit debate, lay on table, postpone definitely
Rescind	Yes	Yes	Yes	2/3 or Majority with Notice	No	Yes	Main motion, appeals, questions of privilege	All



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## Communications and Public Relations Director

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The Communications and Public Relations Director is appointed by the chapter President and is responsible for both internal chapter communication and external community public relations. Duties include: maintaining the chapter bulletin board, organizing and coordinating the chapter telephone tree, facilitating E-mail communications, managing the chapter website and social media sites, communications with local news media, submission of chapter and alumni news to the Editor of *The Saga of Sigma Tau Gamma*, and the promotion of good relationships with the college or university and local community.

A webmaster may assist the Communications and Public Relations Director, but if so, the webmaster does not serve on the Executive Board.

**Responsibilities**

- Maintain chapter bulletin board.
- Organize and coordinate chapter telephone tree.
- Facilitate intra-chapter E-mail communication.
- Manage the chapter website and social media.
- Communicate with campus and local news media.
- Submit news to the Editor of the *Saga of Sigma Tau Gamma*.
- Promote good relations with the university and local community.
- Support process of McCune Distinguished Chapter, Ellsworth C. Dent "Man of the Year" and other national award applications.

**Resources**

- Fraternity Constitution, Laws and Policies Manual
- University Student Handbook and Policies
- Executive Board Manual
- Webster’s Dictionary
- Academic textbooks on public relations and news writing
- Fraternity Awards Applications Packet

**Goals**

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**Activities Planned to Achieve Goals**

Activity	Due Date
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**Budget**

Item	Income	Expense
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<b>TOTAL</b>		<hr/>
<b>NET INCOME LESS EXPENSE</b>		<hr/>

by: \_\_\_\_\_ date: \_\_\_\_\_





sigma tau gamma fraternity®  
World Wide Web Publishing Policy Statement

Enacted May 30, 2002

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Board of Directors Resolution

- Whereas, the behavior of each and every chapter and brother reflects upon the character of all chapters and brothers of Sigma Tau Gamma, and
- Whereas, the World Wide Web and other Internet mediums are powerful tools that make available to chapters and individuals the worldwide broadcast of descriptions and images that communicate their behavior to a large and varied audience, and
- Whereas, the name, Coat-of-Arms, Crest, Badge, Pin, Chain of Honor, Principles, and Creed are among our collective intellectual property protected by federal law and registered to Sigma Tau Gamma Fraternity, Inc., and
- Whereas, the Fraternity has an obligation to protect its good name and to communicate an organizational culture consistent with its Principles and Creed, now therefore be it
- Resolved, that any World Wide Web site, whether sponsored by an individual, a college chapter, an alumni association or alumni chapter, that makes use of the name, Coat-of-Arms, Crest, Badge, Pin, Chain of Honor, Principles, Creed, or any other intellectual property of Sigma Tau Gamma Fraternity, Inc. shall comply with all policies of the Fraternity, and further
- Resolved, that the sponsor or publisher of a World Wide Web site that associates itself with Sigma Tau Gamma Fraternity, shall
- comply with all provisions of the Fraternity Risk Management Policy,
  - use no descriptions or images containing nudity,
  - use no descriptions or images of the use of illicit drugs,
  - use no descriptions or images of the abuse of alcoholic beverages or that promote the use of alcoholic beverages,
  - provide the Fraternity headquarters full access to the site, including password protected areas, and further,
- Resolved, that World Wide Web sites associated with college chapters, alumni associations or alumni chapters must have a World Wide Web address (URL) and domain name that clearly differentiates it from the official Sigma Tau Gamma Fraternity site, and must provide on its home page a prominent link to the official Sigma Tau Gamma Fraternity site, and further
- Resolved, that college chapters, alumni associations or alumni chapters are encouraged to follow the Guidelines for Chapter Web Sites published by the Fraternity.

## Model Chapter By-laws



By-laws of \_\_\_\_\_ Chapter of Sigma Tau Gamma Fraternity, at  
\_\_\_\_\_ University, adopted on \_\_\_\_\_.

### PREAMBLE

Committing ourselves to the highest ideals of brotherhood set forth by the Principles of the Fraternity:

- the Principle of Value, *to enhance the worth of belonging;*
- the Principle of Learning, *to afford the environment for learning;*
- the Principle of Leadership, *to develop good leaders for America;*
- the Principle of Benefit, *to serve fraternity, college, country;*
- the Principle of Excellence, *to strive for superior performance;* and
- the Principle of Integrity, *to perfect a structure of honor;*

we do hereby adopt these By-laws.

### Article I. Name and Purpose

Section 1. The name of this organization shall be \_\_\_\_\_ Chapter of Sigma Tau Gamma Fraternity, as designated by Sigma Tau Gamma Fraternity, Inc.

Section 2. The purpose of Sigma Tau Gamma Fraternity shall be to promote the welfare of its members and the highest ideals of manhood, brotherhood, and citizenship according to the Principles of the Fraternity.

### Article II. Powers of the Chapter

Section 1. These By-Laws shall conform to the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc. If a conflict arises between these two bodies of law, the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc. shall be supreme. Any conflicting law of this chapter is hereby declared null and void.

Section 2. All powers not reserved by the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc. are considered delegated to this chapter.

Section 3. It shall be the duty of the Chapter Judicial Board to interpret these By-laws.

### Article III. Membership

Section 1. Membership is open to all regularly enrolled male students of the university that is the host of this chapter, without regard of race, color, national origin, sexual orientation or creed.

Section 2. A candidate for membership must meet the minimum academic standards of Sigma Tau Gamma Fraternity and the North-American Interfraternity Conference:

- if a first semester freshman, then must have earned a cumulative grade point average of at least 2.30 (on a 4 point scale) in high school,
- if an established college student, then must have earned a cumulative grade point average of at least 2.3 (on a 4 point scale) in college level work. Transfer students from other universities, colleges or junior colleges must meet the college level criteria.

Section 3. A candidate for membership must be accepted by a majority vote of the chapter members present and in good standing at a regular chapter meeting, complete and sign the Fraternity Application for Membership, and pay the Fraternity associate membership fee to be eligible for associate membership.

Section 4. In order to be eligible for initiation, a candidate must have satisfactorily completed the required steps of Path of Principles Program as prescribed by the Fraternity.

Section 5. In order to be eligible for initiation, a candidate must have paid in full the association and initiation fees required by the Fraternity.

Section 6. Initiation into membership shall be by the prescribed Ritual of the Fraternity. There shall be no modification to the prescribed Ritual, no pre- or post-ritual activities, no hazing, and no violation of the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc.

Section 7. Members who have graduated or who have withdrawn from and left the university that is the host of this chapter shall be alumni members.

Section 8. Alumni members shall be entitled to all of the rights, and privileges of membership, except those of voting in collegiate chapter meetings and holding elective offices in the collegiate chapter.

#### Article IV. Finance

Section 1. The Executive Board shall propose in the form of a motion a budget of chapter operations that, together with the formula set out in Section 2 below, shall set the amount of dues owed and payable by the members. That motion shall require a positive simple majority vote of the members in good standing at a regular chapter meeting. If the motion fails, the Executive Board shall propose substitute motion(s) until such time as chapter dues are set.

Section 2. The amount set for individual chapter member dues shall be determined by a formula that divides the sum of national dues, plus IFC/campus dues, plus the insurance fee, plus the amount needed for regular chapter operations by the number of dues-paying chapter members, then multiplied by the factor one hundred ten percent (110%).

Section 3. Each member will sign a contract at the beginning of each semester that commits him to the financial obligations of national dues, insurance fees, IFC/campus dues and local dues as set by the formula stated in Section 2.

Section 4. The chapter budget shall be submitted to the chapter membership for approval by April 15th for the fall semester and by December 1st for the spring semester.

Section 5. A chapter financial statement that reports actual receipts and disbursements shall be submitted to the membership within 10 days following the end of each month.

Section 6. The chapter financial records shall be audited by an independent audit committee comprised of at least two collegiate members and one alumni member. No member of the chapter Executive Board shall serve on the audit committee. The chapter President shall appoint the audit committee with the advice and consent of the chapter.

#### **Article V. Executive Board**

Section 1. The President, Executive Vice President, Vice President of Membership, Vice President of Programs, and the Vice President of Finance shall be the elected officers of the chapter and shall serve as the voting members of the Executive Board.

Section 2. The Treasurer, Secretary, Communications and Public Relations Director, and Sergeant-at-Arms shall be appointed by the President, with the advice and consent of the chapter, and shall serve as ex-officio non-voting members of the Executive Board.

Section 3. The chapter advisors shall serve as ex-officio non-voting members of the Executive Board.

Section 4. The elected executive officers of the chapter shall be elected by simple majority vote of the members in good standing present at a regular scheduled meeting of the chapter held during the month of November and the officers shall take office no earlier than December 1st.

Section 5. To be eligible for elected office, members must meet the academic requirements as prescribed in Law 4B, Section 6 of the Laws of the Fraternity.

Section 6. The officers shall hold their respective offices for one year, beginning the day of installation.

Section 7. The President shall be the chairman of the Executive Board.

Section 8. It shall be the duty of the Executive Board to act as counsel for the President; to assist him in planning, adopting and executing the policies and programs of the chapter; to serve as the long range planning committee for the chapter; and to assist the President with creating the agenda for chapter meetings.

Section 9. All officers serving on the Executive Board are responsible for management of their respective divisions as outlined in the chapter management program published by the Fraternity.

Section 10. The Executive Board shall hold weekly meetings throughout the year at a time and place designated by the President.

Section 11. If any elected officer resigns or is removed from office, a special election shall be held to fill the vacancy on a date designated by the Executive Board. If the

resigning officer is the President, then Executive Vice President will preside over the meeting.

Section 12. A petition to impeach any elected officer may be made by any member in good standing, provided that it is made in writing, signed by three or more members in good standing and presented to the President. The grounds for impeachment are limited to: a) flagrant neglect of the duties of his office, or b), violation of any provision of Law 8A Section 1, Member Discipline of the Laws of Sigma Tau Gamma Fraternity, Inc. A petition to impeach must be taken up at the next regularly scheduled chapter meeting and shall require an affirmative vote of two-thirds of the members in good standing present at the meeting. An impeached officer may appeal to the appropriate Regional Vice President of the Fraternity, whose ruling shall be final.

Section 13. The non-elected offices, chairmanships and positions of leadership in the chapter shall be appointed by the Executive Board member with responsibility for the Chapter Management Program division under which each respective office or committee is organized. Such appointments shall be made with the advice and consent of the chapter. Appointed officers shall serve at the pleasure of the Executive Board.

Section 14. When serving to rule by advice and consent on appointments, the chapter shall vote yes or no, but shall not nominate or elect alternative appointees. Advice and consent votes shall be by simple majority of the members in good standing at a regular chapter meeting.

## **Article VI. Duties of Executive Committee Officers**

### Section 1. Chapter President

- a. He shall be a member in good standing with the chapter and university.
- b. He shall serve as the liaison officer between the chapter and university administration, national Fraternity and alumni.
- c. He shall be responsible for the actions of the chapter.
- d. He shall be required to attend the annual Academy of Principled Leaders.
- e. He shall serve as chairman of the Executive Board.

### Section 2. Executive Vice President

- a. He shall be a member in good standing with the chapter and university.
- b. He shall serve as chairman of the Executive Division.
- c. He shall serve as the chairman of the university relations committee.
- e. He shall serve as a voting member of the Executive Board.

### Section 3. Vice President of Membership

- a. He shall be a member in good standing with the chapter and university.
- b. He shall serve as chairman of the Membership Division.
- c. He shall serve as a voting member of the Executive Board.

#### Section 4. Vice President of Programs

- a. He shall be a member in good standing with the chapter and university.
- b. He shall serve as chairman of the Programs Division.
- c. He shall present a calendar of events to the chapter prior to the beginning of the semester.
- d. He shall serve as a voting member of the Executive Board.

#### Section 5. Vice President of Finance

- a. He shall be a member in good standing with the chapter and university.
- b. He shall serve as chairman of the Finance Division
- c. He shall lead the Executive Committee in the development of a chapter budget.
- d. He shall authorize and sign for the disbursement of chapter funds.
- e. He shall serve as a voting member of the Executive Board.

#### Section 6. Secretary

- a. He shall be a member in good standing with the chapter and university.
- b. He shall prepare and submit the required reports to the Fraternity Headquarters.
- c. He shall post the minutes of the chapter meetings following each week's meeting.
- d. He shall keep an accurate account of attendance at all chapter meetings and functions.
- e. He shall be the recorder for the Executive Committee.
- f. He shall maintain the roll of initiates and chapter directory.
- g. He shall serve as an ex-officio member of the Executive Board.

#### Section 7. Sergeant-at-Arms

- a. He shall be a member in good standing with the chapter and university.
- b. He shall be responsible for keeping order at chapter meetings.
- c. He shall be responsible for meeting room preparation.
- d. He shall serve as Parliamentarian.
- e. He shall serve as an ex-officio member of the Executive Committee.

#### Section 8. Treasurer

- a. He shall be a member in good standing with the chapter and university.
- b. He shall monitor the collection chapter dues and other receipts on OmegaFi.
- c. He shall deposit other income in chapter bank accounts.
- d. He shall balance the chapter financial records and bank accounts monthly.
- e. He shall prepare and distribute monthly financial statements.

- f. He shall prepare annual tax reports.
- g. He shall serve as an ex-officio member of the Executive Committee.
- h. He shall be a member of the Finance Committee.

#### Section 9. Communications and Public Relations Director

- a. He shall be a member in good standing with the chapter and university
- b. He shall facilitate internal chapter communication.
- c. He shall facilitate external community public relations.
- d. He shall manage the chapter website and social media.
- e. He shall serve as an ex-officio member of the Executive Committee.

### **Article VII. Chapter Committees**

Section 1. The chapter shall be organized according to a program of chapter management published by Sigma Tau Gamma Fraternity, Inc., and authorized by the Fraternity's Board of Directors.

Section 2. The scholarship committee is chaired by the scholarship committee chairman. It shall be the duty of the scholarship committee to formulate a program that will foster superior academic performance and stimulate intellectual curiosity. The committee will be charged with setting scholarship goals, monitoring each member's academic performance, sponsoring study groups, providing resource materials, recognizing scholastic achievement and fostering an atmosphere conducive to study.

Section 3. The risk management committee is chaired by the risk management chairman and is responsible for the chapter's risk management program. The risk management committee shall insure that all chapter programs comply with Fraternity Risk Management Policy, promote risk management understanding through regular chapter briefings, manage the designated driver program, sponsor the chapter HIT Squad and plan and practice chapter crisis management procedures.

Section 4. The university relations committee is chaired by the Executive Vice President and is responsible for promoting chapter involvement in the life of its campus. The university relations committee is charged with informing chapter members of the opportunities for involvement in the political life of the campus such as student government and the Interfraternity Council.

Section 5. The recruitment committee is chaired by the recruitment chairman. It is the duty of the recruitment committee to formulate the program for recruiting new members. The committee shall develop a recruitment calendar of events and submit it to the chapter for approval prior to the end of the previous semester. A summer recruitment schedule shall be submitted to the chapter for approval by April 15th. The committee will be charged with developing and maintaining a recruitment list, assigning and coordinating prospect contacts through recruitment teams, and conducting recruitment training seminars. Each member of the chapter shall serve on the recruitment committee.

Section 6. The fraternal education committee shall be chaired by the fraternal education chairman and is responsible for conducting the Path of Principles Program, including that portion that prepares new members to be chapter and campus leaders. The fraternal education committee shall have the power to secure the cooperation of any member or members of the chapter by any reasonable means; and shall have the power to recommend fines and/or penalties to the judicial board, which shall be imposed upon any member or members for failure or refusal to comply with the adopted associate education program.

Section 7. The ritual committee is chaired by the ritual chairman. The ritual committee is charged with organizing and conducting the Fraternity's rituals. They shall assure that the ritual is properly conducted at meetings and share a "ritual minute" at meetings. They shall maintain a complete set of ritual equipment, including clean ritual stoles.

Section 8. The social activities committee is chaired by the social chairman. It shall be the duty of the social activities committee to formulate a program of social activities for the chapter. They are charged with planning the White Rose Formal and other special events.

Section 9. The brotherhood committee is chaired by the brotherhood chairman. It shall be the duty of the brotherhood committee to formulate a program for building brotherhood and fraternal education activities. The committee should plan at least one non-meeting activity a week. The brotherhood committee shall also facilitate the chapter's annual planning retreat and chapter's awards program.

Section 10. The alumni relations committee is chaired by the alumni relations chairman. It shall be the duty of the alumni relations committee to formulate a program by which the interest and cooperation of the alumni may be stimulated, developed, and maintained. The alumni relations committee shall maintain an alumni file, communicate with alumni including the distribution of a chapter newsletter and plan alumni events.

Section 11. The intramural sports committee is chaired by the athletic director. It shall be the duty of the intramural sports committee to facilitate the chapter's participation in the campus sponsored intramural athletic program and to maintain the chapter's athletic equipment.

Section 12. The philanthropy committee is chaired by the philanthropy chairman. It shall be the duty of the philanthropy committee to formulate a program to promote chapter community service activities and events. The philanthropy committee is charged with planning the chapter's participation the national philanthropy program as prescribed by the Fraternity.

Section 13. The community service committee is chaired by the community service chairman. It shall be the duty of the community service committee to plan the chapter's non-fund raising community service activities.



Section 14. The parents' club liaison shall formulate a plan for promoting interaction among the chapter and parents of members. He is charged with maintaining a parents' club contact roster, communications with the parents' club officers, distributing the chapter newsletter to parents, and planning parents' day events and projects.

Section 15. The chapter housing committee is chaired by the housing chairman of the chapter alumni association. The house manager and house treasurer will assist the housing chairman in maintaining order in the chapter house and the collection and accounting of rent and parlor fees.

Section 16. The food service committee is chaired by the Vice President of Finance. He shall be assisted by a food service manager and food service treasurer in the preparation of menus, maintenance of the food supply, kitchen, utensils and appliances and in the collection and accounting for food service fees.

Section 17. The fund raising committee is chaired by the fund raising chairman. It shall be the duty of the fund raising chairman to plan, organize, and supervise fund raising projects.

Section 18. Special committees may be appointed from time to time at the discretion of the President, and their terms of office and the extent of their authority shall be designated specifically in the appointment.

Section 19. All committees shall hold regular meetings and shall keep a record of their proceedings.

Section 20. All members of the chapter shall serve on at least one committee or hold some position of responsibility.

### **Article VIII. The Judiciary**

Section 1. The following shall constitute the powers of the Chapter Judicial Board:

- a) Decisions regarding members discipline and the levying of fines subject to Law 8A, of the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc.
- b) Constitutional interpretation at the request of any member.

Section 2. The Judicial Board shall be composed of three (3) undergraduate members of the chapter, a chapter advisor, and one alumnus of that chapter. To be eligible for election to the Judicial Board, a member must be in good standing with the chapter and meet academic eligibility requirement for election to office as defined in Law 4B of the Laws of Sigma Tau Gamma Fraternity, Inc.

Section 3. The undergraduate members of the Judicial Board shall be elected by simple majority vote of the members in good standing attending a regularly scheduled chapter meeting. The election shall take place during the last 30 days of the semester prior to the semester in which they take office. No member may serve simultaneously on the Executive Board and the Judicial Board.

Section 4. The chairman of the Judicial Board shall be elected by and from among the five Judicial Board members and shall be an undergraduate member.

## **Article IX. Meetings**

Section 1. All business meetings of the chapter shall be conducted in the following order:

- a. Opening Ritual
- b. Roll Call
- c. Reading of the minutes of the last meeting
- d. Reports of Officers
- e. Reports of Committees
- f. Unfinished business from previous meetings
- g. New Business
- h. Miscellaneous: announcements, requests, etc.
- i. Adjournment
- j. Closing Ritual

Section 2. Regular meetings shall be held weekly during the year at a time and place to be determined by the chapter. Meetings can be changed or canceled by the Executive Board provided that 36 hours advance notice is given to all members and no two meetings are consecutively changed or canceled. Special meetings may be called by no less than the affirmative vote of one-fifth vote of the members in good standing of the chapter.

Section 3. Two-thirds of the chapter's collegiate members in good standing shall constitute a quorum for the transaction of business. The act of a majority of members present at any meeting at which there is a quorum shall be the act of the chapter, except as otherwise provided by the Constitution and Laws of the Fraternity or by the Bylaws of the chapter.

Section 4. Attendance at all meetings shall be compulsory, and any member or members who shall be absent without the prior excuse of the President shall be subject to a fine in the amount set by the Executive Board. If, however a prior excuse is deemed not feasible, the member or members guilty of violating this bylaw shall present a written notice containing reasonable excuse to the judicial board, which shall have the authority to waive the fine.

Section 5. *Robert's Rules of Order Revised* shall govern the proceedings of chapter meetings unless otherwise provided herein. The Sergeant-at-Arms shall serve as the parliamentarian.

## **Article X. The Advisory Board**

Section 1. The Advisory Board shall be comprised of at least four members, one of whom shall be employed by the university that is host of this chapter and he or she shall serve as faculty advisor, and one of whom shall be an alumnus of Sigma Tau Gamma Fraternity without regard to his chapter of origin.

Section 2. A full Advisory Board consists of an alumni advisor, faculty advisor, membership advisor, programs advisor, and finance advisor. A campus Greek advisor shall serve as a non-voting ex-officio member of the Advisory Board.

Section 3. The Advisory Board Chairman is elected, for a term of one year, at a joint meeting of the college chapter's Executive Board and Advisory Board. The Board Chairman need not be a member of Sigma Tau Gamma.

Section 4. At least one chapter advisor shall attend the weekly collegiate chapter meeting.

Section 5. The full Advisory Board shall hold a monthly meeting with the Executive Board of the chapter.

#### **Article XI. Amendments**

Section 1. A petition to amend these by-laws must be presented in writing to the President by a collegiate member in good standing and signed by at least five collegiate members in good standing. The petition must be taken up at the next regularly scheduled meeting. The petition may be debated and amended at the meeting during which it is originally presented, but a final vote on the petition may not be taken until the next regularly scheduled meeting of the chapter. A motion to amend the petition shall require a simple majority. A vote on the petition to amend these by-laws shall require an affirmative ballot of at least two-thirds of the members in good standing present at the meeting

#### **Article XIII. Standing Orders**

Section 1. These by-laws may be supplemented by the adoption of standing orders, which shall comply with the by-laws and shall serve as governing policies of this chapter.

Section 2. A Standing Order may be adopted as policy by this chapter when it is presented in writing by a member in good standing at a regularly scheduled meeting and is approved by an affirmative vote by a simple majority of the members in good standing present.

#### **STANDING ORDERS**

##### **001. Grand Chapter:**

The chapter will pay the hotel cost and registration fee for 2 (two) Grand Chapter Delegates. The delegates will be elected by the members in good standing at a regular chapter meeting.

##### **002. Secret Ballots:**

Secret ballots shall be collected and counted by the Sergeant-at-Arms and a chapter advisor, or in the absence of the Sergeant-at-Arms, by a member of the Judicial Board. The ballots shall be retained and available for inspection by any interested member for a period of twenty-four (24) hours.



# sigma tau gamma fraternity

## RISK MANAGEMENT POLICY

November 11, 2005

All college chapters are responsible for annually instructing their members and associate members about this risk management policy.

### **Alcohol and Drugs**

1. The possession, use and/or consumption of alcoholic beverages, while on chapter premises, during an official Fraternity event, or in any situation or setting sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of your state, county, and city.
2. The sale of alcohol, by any chapter is prohibited. This prohibition includes any action that is a functional substitute for the sale of alcohol such as: charging for admission to parties, passing the hat, selling empty cups, or selling drink tickets.
3. Alcoholic beverages may not be purchased with chapter funds. Nor, may the purchase of alcoholic beverages be undertaken or coordinated by any member in the name of or on behalf of the chapter.
4. Chapter events may not involve the use of bulk quantities of alcohol, kegs of beer or any common source container of alcohol. All alcoholic beverages consumed at chapter functions must be purchased and brought by the individuals attending the function or through a cash bar operated by a licensed establishment where the function is held. Any legal use of alcohol should not involve unlimited quantities, the encouragement of rapid consumption, drinking games, or the direct or indirect pressuring of any person to consume alcohol.
5. No chapter shall sponsor open parties, meaning those with unrestricted access and without specific invitation, where alcohol is present.
6. All recruitment activities shall be dry; that is without the use of alcoholic beverages.
7. No alcohol may be present at any associate (non-initiated) member activity.
8. No chapter may co-sponsor, co-promote or co-finance an event with a bar, tavern, distributor of alcohol, charitable organization, or student organization where alcohol is sold, given away or otherwise provided.
9. The possession, sale and/or use of any illegal drug or controlled substance at any Sigma Tau Gamma house or Fraternity sponsored event is prohibited.

### **Hazing**

No chapter, provisional chapter, collegiate member or alumni member may conduct or condone hazing. Hazing activities are defined as: "Any activity taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of apparel that is conspicuous and not normally in good taste, engaging in stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

### **Sexual Abuse**

The Fraternity does not condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This includes any actions that are demeaning to any person including but not limited to date rape, gang rape or verbal or written harassment.

### **Fire and Safety**

1. No chapter may be housed in or use the services of a structure that does not meet minimum fire and safety requirements of local civil authorities.
2. Only licensed firearms may be stored on fraternity property. Firearms storage must comply with all local and state laws and must be secured in a locked case or with a locked trigger guard. Ammunition must be stored separately from any firearm.