



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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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.

OPENING AND CLOSING REPORTS

Each chapter and colony is required to submit an Opening Report to the Fraternity Headquarters at the beginning of each academic term (semester or quarter). The Opening report is a vital chapter record. The Opening Report provides current data on the most important asset of your chapter, the members. Once the current term is over the Opening Report serves as a historical record.

At the beginning of each academic term (semester or quarter) the chapter president receives via email a computer generated opening report. It is the responsibility of the chapter president to see that the updates to the opening report are returned to the Fraternity Headquarters by the due date.

The updated Fall term Opening report is to be sent to the Fraternity Headquarters following the beginning of school but not later than September 15.

Chapters and provisional chapters at schools on the semester system shall update and forward to the Fraternity Headquarters a second Opening Report at the beginning of the Spring semester but not later than January 30.

The Fraternity Headquarters will bill each chapter and colony for Semester Dues at the beginning of the first and second academic term. Dues are billed based on the number of members on the chapter roll on the first day of the first and second academic terms. The Semester Dues is payable at the beginning of the semester and becomes delinquent on October 15 for the Fall semester and February 15 for the Spring semester. Law 4B, Section 7 of the Sigma Tau Gamma Constitution and Laws states: "Each collegiate chapter shall pay into the General Fund of the Fraternity, dues to be set by Grand Chapter Resolution." (Appendix A)

The Fall term Closing Report is due at the Fraternity Headquarters by December 15 for all chapters and colonies. The Spring term Closing Report is due at the Fraternity Headquarters by May 30 for all chapters and colonies. Closing Reports assist the Fraternity's Staff serve chapters during the Christmas break and during the summer months by providing addresses and phone numbers for chapter officers. It also provides information about those members who have graduated such as graduation date, degree and new permanent address at which they will soon begin receiving the SAGA of Sigma Tau Gamma. This information will all be included in the permanent file on the new alumnus.

The information on transfers in the Closing Report is important. A transferring Brother may be going to another school that has a Sigma Tau Gamma chapter or colony or which may soon have a colony. In either case the Fraternity Staff will see that all transferring Brothers have an opportunity to continue their active participation in Sigma Tau Gamma, whenever and wherever possible.

Instructions for the Opening Report:

- 1. Open the excel file attached to this email**
- 2. Class code**
 - a. Update the class code if needed
 1. Click on the class code
 2. Select from the drop down box (associate, member, graduated, transferred or left school)
 3. Do not delete any names on the list (they will be removed by the headquarters with the changes you submit)
- 3. Sub-classification Code**
 - a. This column indicates paperwork and/or fees needed on an individual.
 - b. If an associate member has disassociated, indicate that in the sub-classification section (applies to associates only).
- 4. Initiation (refers to "date of initiation")**
 - a. Update or add where needed.
- 5. Role (refers to "current Chapter Office held")**
 - a. Update or add as needed.
- 6. Phone (primary phone number)**
 - a. Update or add as needed.
- 7. Email address (primary email address)**
 - a. Update or add as needed.
- 8. If an associate or initiated member is not listed:**
 - a. Add his name at the bottom of the report and fill in all the columns with his information.
- 9. Save your changes to the excel file.**
 - a. Email the completed excel file to sue@sigmataugamma.org.
 - b. Do not forget to attach the file to your email.

Instructions for the Closing Report:

1. Type or print clearly in duplicate, keep a copy for the chapter records and send the original to the Fraternity Headquarters.
2. List all the chapter's elected officers. Be sure to include their phone number and full address including zip code.
3. List all those who graduated during the current term. The mailing addresses must be full and correct since the Fraternity Staff will use this list to update the SAGA mailing list and the chapter alumni list.
4. Include all transfers.

Omega Alpha Chapter F '06 Opening Report

Name	Class Code	Subclassification	Initiation	Role	Phone	Email	Class Year
Brian Agree	Member		10/30/2005	Executive VP		bagreen@student.edu	2007
Mark Buchanan	Associate		11/10/2006		330/847-7766		2007
Tom Caldwell	Member	Owes Initiation Fee Need Membership Application	03/25/2006		203/806-6838		
Mike Danner	Member		03/05/2006		203/757-4106		2007
Nick Drone	Associate		03/05/2006	VP Finance	203/783-3418		2009
Alex Emig	Member		10/15/2006		247/657-9263		2009
Bob Evans	Member		12/01/2005		203/223-8475		2006
Sam Findley	Member		03/05/2006	VP Programs	203/638-4021		2007
Sean Grossman	Member	Owes Initiation Fee Need Membership Application	03/25/2006		203/550-4962		
Mark Gusse	Member		03/29/2006		247/452-7986		2006
Mike Harper	Member		03/05/2006		203/557-0803		2009
Ian Jones	Member		10/18/2006	VP Membership	203/818-0505		2006
Jared Martens	Member		10/20/2006		247/947-2104		2008
Justin Mathis	Member		10/26/2005		427/947-2113	jmathis@student.edu	2006
Chris Meyer	Member	Owes Initiation Fee Owes Association Fee Need Membership Application	03/25/2006		247/456-8407		
John Williams	Member		10/18/2006	Chapter President	617/933-0575	jwilliams@hotmail.com	2007

Total: 24

SIGMA TAU GAMMA FRATERNITY

CLOSING REPORT

Chapter _____ Date _____

College or University _____

Chapter Officers

President Name _____ Phone(____) _____

Term Break Address _____

Executive VP Name _____ Phone(____) _____

Term Break Address _____

VP Membership Name _____ Phone(____) _____

Term Break Address _____

VP Programs Name _____ Phone(____) _____

Term Break Address _____

VP Finance Name _____ Phone(____) _____

Term Break Address _____

GRADUATES

List all members who have graduated during this school term.

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Continued

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Name _____ Degree _____ Date Graduated _____

SAGA Mailing Address _____

Transfers

Name _____ College or University _____

Home Address _____ Phone (____) _____

Name _____ College or University _____

Home Address _____ Phone (____) _____

Chapter President

Chapter Advisor

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 (Appendix A). Send the associate applications and fees to the Fraternity Headquarters promptly after the associate ceremony, but not later than the 15th day of the month following the association date.

The chapter president will receive one membership manual for each new associate after receipt of the paperwork and fees. 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.

Collect the full associate fee from each prospective member before or at the time of association. If the chapter does associate a prospective member without collecting the fee the chapter is liable for the fee whether the associate ever pays the fee. In addition the chapter has taken an associate who has not even made a minimum financial commitment. This sets a bad precedent that will carry over to associate class dues and membership fees, making them difficult to collect on time or at all.

Instructions for the Application for Membership:

1. Have each associate complete the Application for Membership form. Keep a photocopy for the chapter files and send the original to the Fraternity Headquarters.
2. Be sure that the applicant fills his full legal name, including his middle name (not his initial).
3. Have the applicant use a ballpoint pen and print clearly or type all information.
4. The Vice President of Membership initials and records the association date in the space provided on the application for membership.

SIGMA TAU GAMMA FRATERNITY[®]

Application for Membership

Print or Type

Chapter: _____ University: _____

Name: _____ SSN _____
LastFirstMiddle (not initial)Social Security Number

Current Address: _____ Current Phone: (_____) _____
Number and StreetArea CodeNumber

Mobile Phone: (_____) _____
Area CodeNumber

Birthdate: _____ E-mail: _____
CityStateZip CodeMonthDayYear

Field of Study: _____ Expected Graduation Year _____

Parent or Guardian: _____ Relationship _____

Address: _____ Home Phone: (_____) _____
Number and StreetArea CodeNumber

Work Phone: (_____) _____
CityStateZip CodeArea CodeNumber

AGREEMENT

I do hereby declare my desire to become a member of Sigma Tau Gamma Fraternity. I affirm that I am not a member of and hereby agree not to affiliate with any other general college fraternity at any institution or local fraternity at this institution. I pledge that I can and will afford the time and financial means to meet my Fraternity obligations. I further agree to conduct myself at all times as a gentleman, to dedicate myself to the Principles of Sigma Tau Gamma Fraternity; Value, Learning, Leadership, Excellence, Benefit, Integrity, and to abide by the Constitution, Laws and Policies of the Fraternity.

I hereby declare that I have read, understand and agree to abide by the Fraternity Risk Management Policy, which is printed on the second page of this form, and promise to hold harmless and indemnify Sigma Tau Gamma Fraternity, Inc. against any loss arising from my personal failure to so.

I understand that my eligibility for membership is subject to the minimum academic standards of the Fraternity. I do, therefore, give permission to and request that the university or college in which I am enrolled release my academic records, upon request, to an authorized officer of Sigma Tau Gamma Fraternity. I further agree to fulfill my financial obligations to the Fraternity with timely payment of my membership fees and dues; and **if my account becomes delinquent, agree to pay all reasonable collection expenses, including attorney's fees, in addition to the full amount due.**

_____ Date _____ Applicant's Full Signature

Attach Check, Money Order or pay by Credit Card (Form on Reverse Side)

The _____ Chapter of Sigma Tau Gamma Fraternity hereby accepts this application for membership. Our brotherhood individually and collectively resolves to fully welcome this applicant and assist him with the fulfillment of the obligations requisite to membership.

Signed this _____ day of _____ 20 _____ by _____
Vice President of Membership

_____ Date Associated _____ V.P. Memb. Initials _____ Date Initiated _____ V.P. Memb. Initials

For Office Use Only			
Assoc. Fee Receipt	Manual Sent	Init. Fee Receipt	Badge/Card/Cert. Sent

Sigma Tau Gamma Fraternity does not discriminate on the basis of race, color, creed, national origin or sexual orientation.



Sigma Tau Gamma Fraternity RISK MANAGEMENT POLICY

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, colony, 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

I, _____, declare that I have read, understand and agree to abide by this Risk Management Policy of Sigma Tau Gamma Fraternity, and to hold harmless and indemnify Sigma Tau Gamma Fraternity, Inc. against any loss arising from my failure to do so.

Signed _____

Date _____

Attest _____

Sigma Tau Gamma Fraternity Credit Card Authorization Form

Name on Card: _____

VISA MasterCard Discover American Express

Date: _____ Amount: \$ _____

Card Number: _____

Signature: _____

Expiration Date: _____

REPORTING INITIATES

Seven days before the scheduled initiation, return a photocopy of the application for membership with the initiation fee (Appendix A) to the Fraternity Headquarters. The Fraternity Staff will then consider the request for initiation and send to your chapter president a Fraternity badge, membership card and certificate for each candidate. (Provisional chapter initiates do not receive a certificate until the group has received a charter). Proper administration of the ritual requires the badge.

It is very important to follow the process for reporting initiates to avoid delays for the new initiate. He has worked very hard to achieve the distinction of being a Brother of Sigma Tau Gamma Fraternity. It is our mutual responsibility to give prompt and conscientious attention to his records and benefits entrusted in our care.

Instructions for Reporting Initiates:

1. The Vice President of Membership initials and records the planned date of initiation in the space provided on each application for membership. (Use a complete date--month, day, and year to avoid delay in printing membership cards and certificates).
2. Send a photocopy of the completed application for membership and the initiation fee for each candidate to the Fraternity Headquarters 7 days before the scheduled initiation. (Retain a photocopy for chapter records.)

CHANGE OF OFFICERS

Submit the "Change of Officers" form to the Fraternity Headquarters within two weeks of the election. 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 requirement 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 at www.sigmataugamma.org > Resources > Forms and Reports.

Sigma Tau Gamma Fraternity

Change of Officers Form

_____ Date
 _____ Chapter
 _____ University

Regular Election Held regular election of chapter officers on _____ Date

New Officers **Name** **Mailing Address**
Street, City, State, Zip Code

President _____
 Phone() _____ eMail _____

Executive V.P. _____
 Phone() _____ eMail _____

V.P. Membership _____
 Phone() _____ eMail _____

V.P. Programs _____
 Phone() _____ eMail _____

V.P. Finance _____
 Phone() _____ eMail _____

_____ Phone() _____ eMail _____

Effective Date New officers take office _____ Date

Next Election _____ Date

Special Election Held Special election on _____ Date to fill vacancy in the office of _____

New Officer _____
 Phone() _____ eMail _____

Former Officer _____
 Reason for relinquishing office:
 Graduated Left College Removed for cause Transferred

Additional Information

Prepared by _____ Approved by _____
 Records Group **President**

Certified by _____
 Advisor

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, the white copy of the Application for membership, and the honorary fee (Appendix A) 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.

The Application for Honorary Membership can be found at www.sigmataugamma.org > Resources > Forms and Reports.



Petition for Honorary Membership

SIGMA TAU GAMMA FRATERNITY, INC. ®

Please Print. Read "Eligibility and Requirements" prior to completing this form.

_____ Chapter, at _____ University / College,
 does hereby petition the Board of Directors of Sigma Tau Gamma Fraternity, Inc., for permission to initiate
 as an Honorary Member _____

Print Full Name

- Application for Membership, completed by the candidate, is attached.
- The Chapter does, hereby attest that the candidate is not a member of a general college fraternity which is a member of the National Interfraternity Conference.
- Letter of recommendation from a college or university official is attached.
- Letter of recommendation from a Fraternity official is attached.
- Honorary Membership Fee is attached.

Planned date of initiation: *Must allow 6 weeks from date of petition.*

Candidates Occupation: _____

Summarize candidate's professional status and academic background: _____

Date Signed

Chapter President

Chapter Advisor or Chapter Counselor

Eligibility and Requirements

Eligibility for Honorary Membership is limited to men who have completed their baccalaureate education or who are beyond traditional college age and have commensurate life experience, and who have given signal service to the Fraternity. Traditionally, men who serve as faculty advisors or community advisors are so honored. Honorary membership is full membership, therefore, it is exclusive. An individual who holds membership in another general college fraternity which is a member of the National Interfraternity Conference is not eligible for honorary membership in Sigma Tau Gamma.

A candidate must be elected to Honorary Membership by his college chapter and approved by the Board of Directors of the Fraternity prior to initiation. The Board of Directors requires two letters of recommendation; one from an official of the chapter's host college or university, and one from an official of the Fraternity. The Fraternity official may be the chapter alumni association president, chapter advisor, chapter counselor, area director, district director, regional vice president, or member of the Board of Directors.

<i>For Headquarters Office Use Only</i>	Member Number:	
	Receipt Date:	
<input type="checkbox"/> Approved by the Board of Directors.	Date:	
<input type="checkbox"/> Membership Certificate, Card, & Badge mailed.	Date:	

Date: _____ Signed: _____
Authorized Officer

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.

REPORT OF DISASSOCIATION

Send the report of disassociation to the Fraternity Headquarters within 24 hours of the disassociation of any man. Complete the report of disassociation. Return the completed report of disassociation to the Fraternity Headquarters. Individuals reported as disassociated will no longer appear on the chapter's roll of associates.

The report of disassociation can be found at www.sigmataugamma.org > Resources > Forms and Reports.

sigma tau gamma fraternity

Report of Disassociation

PLEASE PRINT

Chapter: _____ School: _____

Date: _____

<u>Full Name</u>	<u>Date of Association</u>	<u>Date of Disassociation</u>	<u>Reason</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

An Associate who disassociates may rejoin the Fraternity up to 90 days from the date of disassociation. If he rejoins the Fraternity after 90 days he must complete a new Membership Application and pay the \$50 Associate Fee.

Signed by Vice President of Membership

Signed by Chapter Advisor

Print Name

Print Name

Keep a copy for your files.



Notice of Request of Expulsion

SIGMA TAU GAMMA FRATERNITY, INC. ®

To be completed by the Chapter Judicial Board Chairman. Please Print. Attach Record of Proceedings.

_____ Chapter, at _____ University / College,
pursuant to a Chapter Judicial Board hearing conducted in accordance with Law 8 A., and the Due Process Procedures Policy of the Fraternity, does hereby request the approval of the Board of Directors for the expulsion from membership of

Print Full Name

The charged member was found guilty of the following offense: (Check all that apply.)

- Flagrant breach of the obligations assumed upon initiation.
- Violation of the Constitution, Laws, Policies or Ritual of the Fraternity.
- Refusal or persistent failure to meet financial obligations.
- Failure to comply with college or university regulations.
- Condoning the practice of hazing or by violating the provisions of the Code of Conduct as defined by the Fraternity.
- Violation of the Risk Management Policy, as defined by the Fraternity, including the prohibition against the purchase of beverage alcohol through the chapter treasury or by individual members in the name of or on behalf of the chapter.
- The possession, sale and/or use of any illegal drugs or controlled substances on chapter premises or at any Fraternity sponsored event or at any event that would suggest association with the Fraternity to a normal observer.
- Violation of chapter by-laws or policies by collegiate members.
- Encouraging or conspiring by an alumni member with a collegiate member or chapter to violate the Constitution, Laws, Policies, or Rituals of the Fraternity or provisions of the Code of Conduct and Risk Management Policy as defined by the Fraternity.

Hearing Date

Judicial Board Proceedings Record Attached

Date Signed _____

_____ Chapter Judicial Board Chairman

_____ Chapter Advisor or Chapter Counselor

For Headquarters Office Use Only

Approved by the Board of Directors.

Member Number: _____
 Receipt Date: _____
 First Notice Date: _____
 Final Notice Date: _____

Date: _____

Signed: _____
 Authorized Officer

ORDER FORM

The Order Form serves a dual purpose. One side of the order form is a "Request for Official Chapter Report Forms." Complete the "Request for Official Chapter Report Forms" and submit the form to the Fraternity Headquarters. You will receive the requested forms.

The other side of the Order Form is for merchandise and/or publication orders. Complete the order form, attach a check and/or credit card information, and submit the form and payment to the Fraternity Headquarters.

SIGMA TAU GAMMA FRATERNITY

P.O. Box 54/101 Ming Street
Warrensburg, Missouri 64093

CHAPTER _____

YOUR NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Official chapter report forms are not sent automatically to chapters by the headquarters office. Every chapter will be held responsible to submit the required report forms on time according to the procedures in the Guide to Records Manual. Official chapter report forms will be sent upon receipt of the chapter's request.

QUANTITY ITEM

_____ APPLICATION FOR MEMBERSHIP

_____ CHANGE OF OFFICERS REPORT

_____ CLOSING REPORT

_____ PETITION FOR HONORARY MEMBERSHIP

_____ NOTICE OF REQUESTED EXPULSION

The stock report forms listed above are available online at www.sigmataugamma.org.

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.



Expelled Member Reinstatement POLICY STATEMENT *Sigma Tau Gamma Fraternity, Inc.* ®

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
- RESOLVED, 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:
- 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.

ALUMNI MEMBERSHIP

The alumni membership provision applies only to those individuals who were members of a local fraternity that has become a chapter of Sigma Tau Gamma Fraternity who graduated or left school before the date that the chapter received its charter. The alumni membership fee does not include the Fraternity badge, but is available for purchase from the Fraternity Headquarters.

Three weeks before the scheduled date of initiation, submit to the Fraternity Headquarters the "Application for Membership" and the Alumni Membership Fee.

GRAND CHAPTER FEE

All chapters and colonies receive billings each semester for the Grand Chapter Fee (Appendix A). The Grand Chapter Fee is payable at the beginning of each semester. The Grand Chapter Fee becomes delinquent on October 15 for the first semester billing and February 15 for the second semester billing. Law 5, Section 9 of the Sigma Tau Gamma Fraternity Constitution and Laws states:

Each undergraduate chapter shall pay a semiannual fee set by resolution of the Grand Chapter to the Fraternity, for use as Grand Chapter Meeting registration fee. The remainder of the total sum collected between the Grand Chapter Meetings shall be refunded to the chapter following their registration at the Grand Chapter Meeting. Failure to register at the Grand Chapter Meeting shall result in forfeiture of the Grand Chapter Fee. Such forfeiture shall not constitute payment of the Grand Chapter fine.

SUMMARY OF REPORTS AND FEES NECESSARY TO PROPERLY REPORT NEW MEMBERS

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.

Outline of reports and fees to properly report new members:

REPORTING ASSOCIATES

1. Original copy of the "Application for Membership" for each associate.
2. Associate Fee (Appendix A).
3. Association applications and fees are due immediately following the date of association and are delinquent on the 15th day of the month following the association date.

REPORTING INITIATES

1. Photocopy of the "Application for Membership" with expected date of initiation recorded and initialed by Vice President of Membership.
2. Initiation Fee (Appendix A).
3. Initiation applications and fees are to be sent to the Fraternity Headquarters seven days prior to initiation.

REPORTING HONORARY MEMBERS

1. "Petition for Honorary Membership."
2. Application for Membership.
3. Two letters of recommendation.
4. Honorary Membership Fee (Appendix A).
5. The "Petition for Honorary Membership," "Application for Membership," letters of recommendation, and fees are due six weeks before the scheduled initiation date.

REPORTING ALUMNI MEMBERS

1. "Application for Membership."
2. Alumni Membership Fee (Appendix A).
3. The "Application for Membership" and fees are due three weeks before the scheduled initiation date.

REMINDER CALENDAR

Due Date Reports and Fees

September 15	Opening Report - For all chapters and colonies.
October 15	Semester Dues Grand Chapter Fee Reports and Fees for September's associates or written notification of next associate date. Reports and fees for October initiates.
November 15	Reports and fees for October associates. Reports and fees for November initiates.
December 15	Reports and fees for November associates. Reports and fees for December initiates or written notification of next initiation date. Change of Officers. Closing Report.
January 15	Reports and fees for December associates. Reports and fees for January initiates.
January 30	Opening Report (second semester) - For all chapters and provisional chapters.
February 15	Semester Dues. Grand Chapter Fee. Reports and fees for January associates. Reports and fees for February initiates.
March 15	Reports and Fees for February associates or written notification of next association date. Reports and fees for March initiates.
April 15	Reports and fees for March associates. Reports and fees for April initiates.
May 30	Closing Report
June 15	Reports and fees for April and May associates. Reports and fees for May initiates or written notification of next initiation date.

PENALTIES

Opening Report	There will be a \$15.00 fine assessed following the due date, if the updated "Opening Report" has not arrived at the Fraternity Headquarters.
Reporting Associates	There will be a \$25.00 fine assessed if the reports and fees for associates have not arrived at the Fraternity Headquarters by the due date.
Reporting Initiates	There will be a \$25.00 fine assessed if the reports and fees for initiates have not arrived at the Fraternity Headquarters by the due date.
Semester Dues	There will be a penalty of 1 percent per month assessed on the delinquent balance.
Grand Chapter Fee	There will be a penalty of 1 percent per month assessed on the delinquent balance.
Past Due Accounts	There will be a penalty of 1 percent per month assessed on all balances over 30 days past due.



Schedule of Fees

POLICY STATEMENT

Sigma Tau Gamma Fraternity, Inc. ®

Enacted, August 7, 2004

Grand Chapter Resolution of Policy to Set Fraternity Schedule of Dues and Fees

Pursuant to Law 3D, Fees, of the Laws of Sigma Tau Gamma Fraternity, Inc., the Grand Chapter, assembled in the 41st Session, August 7, 2004 in Kansas City, Missouri, set or amended this schedule of dues and fees.

COLLEGIATE Applicable Dates	Membership Fees		Semester	Grand Chapter	Charter
	Associate	Initiation	Dues	Fee ^	Fee
July 1, 2004 to June 30, 2005	\$50	\$180	\$60	\$275	\$750
July 1, 2005 to June 30, 2006	\$50	\$185	\$65	\$275	\$800
July 1, 2006 to June 30, 2007	\$50	\$190	\$70	\$300	\$800
July 1, 2007 to June 30, 2008	\$50	\$195	\$75	\$300	\$850
July 1, 2008 to June 30, 2009	\$50	\$200	\$80	\$325	\$850
July 1, 2009 to June 30, 2010	\$50	\$205	\$85	\$325	\$900

^ Note that the Grand Chapter Fee is paid semesterly (twice per year) and accumulate to provide a fund for assisting the chapter's delegates with attending the Grand Chapter meeting.

* Note that the Chapter Charter Fee includes Ritual Equipment.

ALUMNI Applicable Dates	Association		Chapter		Initiation Fee	
	Dues	RM	Dues	RM	Alumni	Honorary
July 1, 2004 to June 30, 2005	\$225		\$225		\$180	\$180
July 1, 2005 to June 30, 2006	\$100	\$250	\$100	\$250	\$185	\$185
July 1, 2006 to June 30, 2007	\$100	\$250	\$100	\$250	\$190	\$190
July 1, 2007 to June 30, 2008	\$100	\$250	\$100	\$250	\$195	\$195
July 1, 2008 to June 30, 2009	\$100	\$250	\$100	\$250	\$200	\$200
July 1, 2009 to June 30, 2010	\$100	\$250	\$100	\$250	\$205	\$205

Directory Fees: Requests for contact information for one or more alumni members from:

<u>Individual Active Alumnus</u> for	1st to 10th Name, Address & Email:	No Charge
	11th & after	\$2 each
<u>Individual Inactive Alumnus</u> for	1st Name, Address & Email:	\$25
	2nd & after	\$2 each

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.

Note: Rates for July 1, 2004 to June 30, 2005 were set in 2000 by the 39th Grand Chapter.