

*Sigma Tau Gamma Fraternity*  
Chapter Management Program  
**EXECUTIVE DIVISION MANUAL**

**For the**

**EXECUTIVE VICE PRESIDENT**

**and**

**Scholarship Chairman**

**Risk Management Chairman**

**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*

## 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.

### **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 alumni 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.

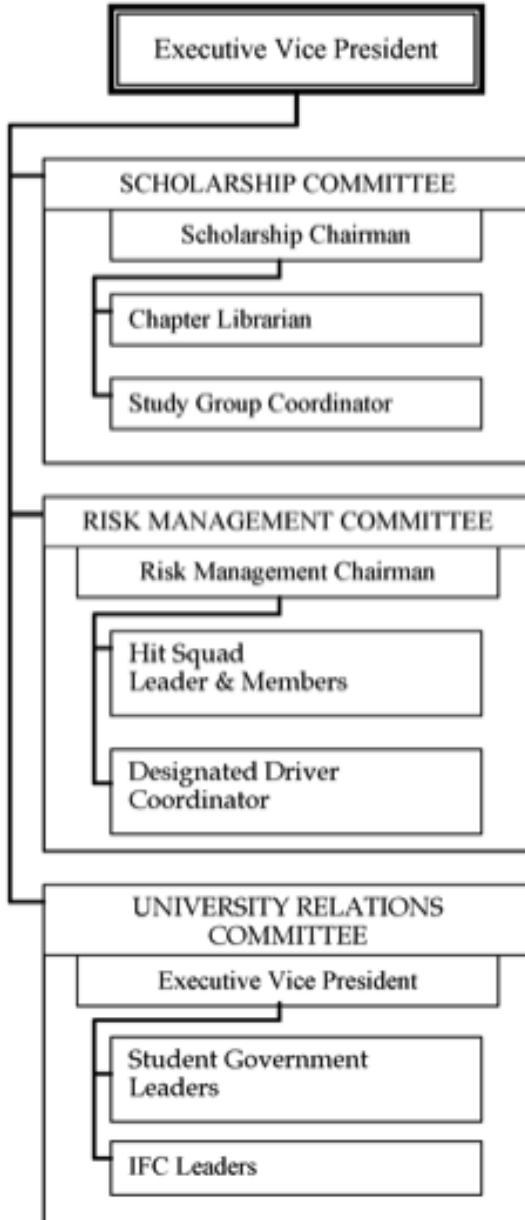
When considering issues of interpretation of chapter by-laws, the Judicial Board must be careful to avoid any decision that places the chapter in conflict with the Constitution, Laws or Policies of the national Fraternity. The publication Constitution & Laws and Policies is available from the Fraternity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

The same publication 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.

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**EXECUTIVE DIVISION**



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**EXECUTIVE VICE PRESIDENT**

The Executive Vice President is an elected officer of the chapter and a voting member of the Executive Committee. His primary responsibility is to lead the Executive Division where he is responsible for Scholarship, Risk Management and University Relations. The Executive Vice President has authority to appoint the chairmen and members of the committees in the Executive Division with the advice and consent of the full chapter. His leadership team includes the chairmen of the Scholarship Committee and Risk Management Committee. He chairs the University Relations Committee.

The Fraternity's national Board of Directors debated long and hard about the organizational responsibilities assigned to the Executive Vice President. They settled on scholarship, risk management and university relations because these are three points of vulnerability that are most likely to expose the chapter to irreversible trauma. They are serious responsibilities that demand talented attention.

# *Sigma Tau Gamma Fraternity*

## Chapter Management Program

### **SCHOLARSHIP COMMITTEE**

The Scholarship Committee is responsible for promoting academic achievement in the chapter. Although academic achievement is just one part of the Principle of Learning, it is the most visible sign of a chapter living up to this Principle.

The Scholarship Chairman should be a brother who is respected in the chapter for his academic achievement. He does not need to have the highest grades or be the smartest. He does need to have a strong academic work ethic. He needs to understand what it takes to be an academic success. And, he needs to serve as a positive example to others.

The Chapter Librarian and Study Group Coordinator(s) assist the Scholarship Chairman.

**Scholarship Chairman** – serves as a part of the Executive Division management team, supervises the Chapter Librarian and Study Group Coordinators, and monitors the academic achievement of the chapter. Of particular importance is monitoring class attendance. Students who attend class every day tend to get respectable grades. With the Executive Vice President, the scholarship chairman also has a responsibility to advocate chapter programming that minimizes the invasion of study and sleep time, knowing that members do better academically when well prepared and alert.

**Chapter Librarian** – maintains a library of books, study guides, course syllabi, and tests. There is nothing unethical about maintaining a file of old tests. They are excellent guides for study and practice. Illegally obtaining tests currently in use by faculty for their courses is unethical and must be avoided. The Chapter Librarian may also maintain chapter-owned computers, printers, and related equipment used for academic purposes.

**Study Group Coordinators** – organize groups of students who meet at regular times to support healthy study habits. Just as it helps to work out with buddies on a routine basis to maintain physical fitness, it helps to study with buddies on a routine basis to maintain academic fitness. Study groups can include members, associate members and even non-members, such as sorority members. Discipline is the key. Underclassmen tend to have little or no experience with study groups. A junior or senior who truly cares about his younger chapter brothers and who is willing to invest the effort to encourage the formation of study groups should fill this post.



# *Sigma Tau Gamma Fraternity*

## The Principle of **Learning**

### **A GUIDE TO SCHOLARSHIP**

#### **Always**

- Respect your brothers' needs for adequate study time.
- Assist fellow Sig Taus as they strive to learn.
- Be a positive contributor to the educational process.
- Remember the importance of academic success to yourself, your brothers and your chapter.
- Uphold the principle of integrity as you write papers or take tests. Fellow students judge the Fraternity by your actions. You are the letters.

#### **Tips for Success**

- Register for classes that meet your needs and lifestyle.
- Attend classes. **ALWAYS.**
- Carry a personal calendar.
- Read material before class.
- Schedule study time in hours between classes.
- Find a quiet place for study.
- Learn word processing skills.
- Visit your professors during office hours. Write out questions in advance. Ask your professors what elements he/she considers vital in course.
- Sit in the first three rows, center five seats.
- In small group classes, contribute at least once a week.

#### **Some Useful Hints**

- Split study hours into 15-minute segments.
- For very difficult classes, form study groups. Quiz each other. Cross check notes.
- Check with brothers about courses and instructors.
- Set short-term goals, keep track of your progress and reward yourself for achievement.

On all tests, remember to read directions, check the points allocated for each answer, and time your period accordingly. Outline essay exam answers before you begin writing. Read and answer all objective questions, check off wrong answers, and then go back over the puzzlers. Always leave five minutes at the end for smart guessing. Remember: Profs. cannot grade what they cannot read. Be neat and to the point. Type when you can.

There are a number of excellent books and tapes on study skills. Take advantage of your school learning center and library, as well as tutorial services, you can access them at a low cost.

The best tips of all come from common sense. Avoid drugs and excess alcohol. Treat faculty and classmates with respect. Be prepared with a watch, pen, and paper.



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**RISK MANAGEMENT COMMITTEE**

The Risk Management Committee is responsible for promoting a safe environment for the members and guests of Sigma Tau Gamma. A brotherhood that takes the Principle of Value seriously cannot leave the well being of its members and guests to chance. Risk Management is a system designed to reduce risk by planning to avoid those situations that give rise to unacceptable levels of potential harm.

The Risk Management Chairman should be a brother who is respected in the chapter for his good judgment and level head. He must read and understand the policies that govern the management of risk, promulgated by both the Fraternity and the University. He must be fully committed to those policies.

The HIT Squad and the Designated Driver Coordinator assist the Risk Management Chairman.

**Risk Management Chairman** – serves as a part of the Executive Division management team, supervises the HIT Squad and Designated Driver Coordinators and monitors the chapter’s compliance with risk management policies. As a part of his management responsibilities, he coordinates the implementation of a Risk Management Check List in support of other chapter leaders, including those managing social and brotherhood events and those who manage the chapter house. In the event of an emergency, with the President and Executive Vice President, the Risk Management Chairman manages the Fraternity’s Crisis Protocol Procedures.

**HIT Squad** – the **H**igh **I**mpact **T**eam is an elite body of at least three (3) chapter members who have been trained in emergency first aid and CPR (cardiopulmonary resuscitation). HIT Squad members must be dedicated to gaining and maintaining proficiency in life saving skills and ready and willing to serve when needed. Members must be qualified through training by the American Red Cross or other health or emergency related organizations, such as a volunteer fire department.

**Designated Driver Coordinators** – organize members to provide sober and safe transportation for members and guests who have consumed alcohol. No member or guest who has consumed alcohol should be permitted to operate a vehicle. Designated drivers must be alcohol free and take their task seriously. A designated driver program is not a license for members to get drunk. If a member or guest is of age, it is okay for that person to consume alcohol as a part of social interaction. There is no age at which it is okay to be drunk.

# Risk Management Chairman

## Responsibilities

- Insure that all chapter programs comply with Fraternity Risk Management Policy.
- Instruct full chapter on the Risk Management Policy each semester.
- Implement and use a Risk Management Check List to facilitate policy compliance.
- Organize and manage chapter HIT Squad (**H**igh **I**mpact **T**eam).
- Organize and manage designated driver program.

## Resources

- Risk Management Policy
- Code of Conduct
- Crisis Management Procedures and Protocol Manual
- University Code of Student Conduct

## Goals

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### Activities Planned to Achieve Goals

Activity	Due Date

### Budget

Item	Income	Expense
TOTAL		
NET INCOME LESS EXPENSE		

\_\_\_\_\_ date \_\_\_\_\_

# *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
- 3.

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.

# *Sigma Tau Gamma Fraternity*

## Crisis Management

### **PROCEDURES AND PROTOCOL MANUAL**

By: Frank J. Petrella, WCFM, Esq.

#### **Introduction to Crisis Management**

Crisis Management is a containment program designed to provide each chapter with a simple, effective means of dealing with emergency situations.

The purpose of this manual is to educate our members about the procedures and protocol to be followed by chapters and members of the fraternity in the event that an emergency situation or crisis occurs either on or off fraternity property. Examples of emergency situations include (but are not limited to) the death or serious bodily injury to a member or guest or a fire in the fraternity house or chapter premises.

Emergency situations may be the result of an accident, negligent conduct, or intentional wrongdoing. The procedures and protocol in this manual apply to all emergency crisis, regardless of who is at fault or what caused the crisis. A natural tendency during an emergency crisis is to minimize the importance or significance of the emergency and attempt to contain the situation internally or by ignoring the existence of the crisis. From a legal standpoint, such a course of conduct may be disastrous. Delay and inaction often result in more serious and more permanent injuries to injured persons. We owe a duty of care to our members and guests in order to keep them safe from harm.

As each of you know, the Fraternity Code of Conduct and Risk Policy Management Statement govern our conduct as a fraternity so as to afford our members and guests a safe environment free from potential or actual harm. If an emergency arises from a violation of either the Code of Conduct or Risk Management Policy Statement, accept the fact that a violation has occurred and focus on getting emergency aid and treatment for any injured members, guests, or third parties.

#### **Member Education**

1. It is the duty and obligation of each member and associate member of the Fraternity individually and collectively as a chapter to provide a safe environment at the chapter house and during all fraternity sponsored events. This duty of care is owed to each member, associate member, guest, and in some limited circumstances, uninvited guests.
2. In order to properly fulfill our duty of care to members of the fraternity and third-persons during an emergency crisis situation, each of our members must be aware of:
  - a. who is in charge;
  - b. what duties are to be delegated;
  - c. what actions are to be taken during and after a crisis situation; and

- d. how cooperation is to be given to local emergency and law enforcement personnel.
3. All members of the chapter must be aware that certain procedures and protocol are to be followed in the event of an emergency situation. What is a protocol? Webster's New Collegiate Dictionary defines a protocol as a code or plan prescribing strict adherence to correct etiquette and precedence. The purpose of establishing an emergency procedure and protocol is to insure that a quick and accurate response is made in regard to life threatening situations. It is the prompt administration of first aid and the prompt notification of trained emergency medical personnel that will assist your members and your chapter in minimizing or eliminating possible long-term, permanent physical disability or injury to members and guests.
4. Education of all chapter members concerning the crisis management procedures and protocol is essential and mandatory. Each chapter and colony, on a quarterly basis, must review this policy and procedure manual during a regularly scheduled chapter meeting to insure that the provisions of the program are known and understood by each member and associate member.
5. Each chapter and provisional chapter president must certify within thirty days of his taking office that
  - a. he has reviewed and is personally familiar with the Crisis Management Procedures and Protocol Manual; and
  - b. the chapter has reviewed the priorities of the manual.
6. It is a natural tendency for panic and confusion to result from emergency situations. Implementation of the crisis management program and protocol will help your chapter leaders and members or associate members act swiftly, correctly, decisively, and in a manner which will not only eliminate life-threatening situations, but control and eliminate the inevitable "rumor mill" which ordinarily follows an emergency or tragic situation.

## **General Procedures**

### 1. Time is of the Essence

If an emergency occurs, quick, effective decision making will help control the situation and result in the minimization of damage or injuries to property or victims. Emergency situations will involve either:

- a. members of the fraternity;
- b. third-party guests and invitees; or
- c. a combination of members and non-member third-parties. During any emergency crisis, the first action which must taken is to assure that the injured party has received first aid treatment and is medically stabilized.

### 2. Chapter HIT Squad

The National Fraternity has sponsored a Hit Squad (High Impact Team) Program. The chapter executive vice president will designate members of your chapter to be trained and certified in first aid emergency procedures and C.P.R. The purpose of HIT Squad team members is to identify and recognize emergency situations (especially acute alcohol or drug intoxication). Once an injured or endangered person is stabilized, professional emergency medical personnel must be immediately

notified. Of secondary importance is immediately closing of the chapter house or premises where the emergency occurred.

### 3. Chain of Command: Crisis Leaders and HIT Squad

The chapter president is at the top of the chain of command in every emergency situation. Although each chapter will have "Hit Squad" members and alternate crisis leaders, all instructions, directions, and decisions flow from the president. In the event that the president is not present during an emergency situation, each chapter or colony president will designate three additional members as "crisis leaders" in the chain of command. These members may be chapter officers or other individuals who possess leadership skills, knowledge of emergency and first aid procedures (including C.P.R.), or plain old "common sense." If your chapter has a house, it is suggested that the crisis leaders be members who live in the house. A "chain of command" placard listing Crisis Leaders and emergency telephone numbers for each Crisis Leader is to be posted in each chapter house. It is the duty of each member listed on the chain of command to make himself immediately available in the event of an emergency.

### 4. Role of Members and Associates

It is the duty of each member and associate member to follow the instructions and directions of the president or the crisis leader. Emergencies cannot be contained and gotten under control if members and guests interrupt the crisis leader with questions, arguments, or prognostications as to who was at fault, what is at risk, etc. Those questions can be answered later once the emergency nature of the situation has been eliminated.

### 5. Contacting Emergency Medical Personnel

As a general rule, the president or crisis leader will immediately contact the local Emergency 911 number. If the president or crisis leaders are not immediately available, any HIT Squad member or any chapter member or associate is to immediately contact the local Emergency 911 number or your local E.M.T. number. Your campus may have a separate emergency number set up. It is suggested that the president make the initial call and then designate another member of the HIT Squad to monitor the phone and verify that help is on its way. In emergency situations, time is critically important and you must be certain that proper information (e.g., "victim is breathing," "victim is bleeding," "victim is unconscious") and accurate directions to your location are clearly given to the emergency dispatcher so that help will arrive without delay.

### 6. Emergency Crisis Checklist

A crisis checklist is included in this manual. Emergency phone numbers are listed in the order in which designated individuals are to be notified. The checklist should be completed as soon as the emergency or crisis has been neutralized or eliminated.

## **Instructions for the President and Crisis Leaders**

### 1. President is in Control

The chapter president assumes command in the event of an emergency. As chapter president you are in charge of any emergency situation, especially one that involves serious injury or death. You must know and understand the emergency procedures set forth in the Crisis Management Procedures and Protocol Manuals as part of your

leadership obligation. In the event of a serious emergency, you will not have the time or opportunity to read it this manual for the first time.

## 2. Application of the Procedures and Protocol

Crisis management procedures and protocol apply to chapter houses, dorm areas, suites, or any other location where members and associate members are housed or meet. The procedures should also be followed if an accident or emergency occurs at an event sponsored by the fraternity.

## 3. Role of Chapter Members

Make certain that the entire chapter recognizes that you are the person in charge in the event of an emergency and that you will perform your duties efficiently and wisely. Once a semester [within thirty days of the president taking office], the Crisis Management Program must be reviewed at a regularly scheduled chapter meeting so that all members understand their roles if an emergency occurs.

## 4. Role of the University

Discuss our procedure and protocol with your university or college administration so that they are aware that you have an emergency procedure. Your chapter's Greek advisor will be provided with a copy of this manual.

## 5. Responsibility for Decision-making

It is your responsibility as president to make all necessary decisions. While you may wish to consult with other members who have more expertise or knowledge, the final decision in any emergency situation is yours. It is recommended that you always consult with your Chapter Advisor during emergencies if time permits.

## 6. Chain of Command

If you are not available, another crisis leader must assume your duties. As president, you will select three alternate crisis leaders. Their identities must be made known to members of the chapter and listed on the chain of command information card posted in the chapter house. All crisis leaders should be very familiar with the crisis management procedures so that if an emergency arises, the leader in charge will know exactly what must be done.

## 7. Spokesperson for the Chapter

The president speaks for the chapter. Assemble your members in a group. Explain that there is an emergency and that the house is closed. If the emergency takes place at a fraternity sponsored event, you must exercise discretion as to whether an on-going social event will be immediately terminated. For example, if a guest receives a minor injury during a fraternity sponsored party, the event may proceed as soon as the emergency nature of the crisis has been contained. On the other hand, serious physical injuries, especially life threatening occurrences where an individual has lost consciousness or has died will require that the social function be immediately halted. Members are not to speak to anyone outside the chapter; the president will be the official spokesperson for the chapter. Do not discuss details, speculate on events or otherwise elaborate on the situation until police, university officials, and your advisor have arrived. Speculation, especially based upon incomplete information, will only create unrest and other unnecessary concerns.

## 8. Members to Remain Calm

While the membership is gathered, it is important that you lead by example. The members must remain calm and recognize that the situation is under control. If there

is a need to inform members who are not present, the President may delegate this duty to a responsible member.

#### 9. Contacts with the Press

If the press should contact the chapter, only the President or chapter advisor will speak for the chapter. With the help of your alumni or university personnel, a carefully drafted statement can be written. Do not release the names of any deceased or injured persons until you know that the timing is appropriate. In no event should the names of victims be released to the press. University personnel or the police will have the responsibility of notifying the next-of-kin.

#### 10. Close the House

If an accident or emergency occurs, close the house at once. You cannot make decisions, give instructions, or perform your duties if people are entering and leaving the area. Allow only members or appropriate officials to enter the house. Local police authorities often want the immediately vicinity of an accident or crisis situation cordoned off for later possible criminal investigations. Cooperate with law enforcement authorities truthfully and honestly.

#### 11. Dignity of the Victim

Make certain that the accident victim is not disturbed by untrained individuals. Keep curious onlookers away; protect the dignity of your member or guest.

#### 12. Emergency Telephone Calls

Your first telephone call is to be made to emergency medical personnel: Emergency 911, police, fire, or ambulance.

**Tip: KEEP THE TELEPHONE NUMBERS FOR EMERGENCY SERVICES BY EACH TELEPHONE IN YOUR HOUSE.**

Your second telephone call is to your Chapter Advisor. If you cannot reach him or her, contact another advisor. Assign someone to stay at the telephone and keep trying to contact the Chapter Advisor.

The Headquarters must also be notified of any serious injury or death to members of the fraternity or any serious injuries or deaths which occur in Sigma Tau Gamma houses, suites, dorm areas, or at a function sponsored by the fraternity. You may wish to have your Chapter Advisor contact the National Headquarters staff.

#### 13. Assembly of Members

Assemble all members in the chapter house. Explain that there is an emergency and that the house is closed to all non-fraternity members except official or medical personnel.

Stress to members that everyone should remain calm and that all necessary measures have been taken. Be in control of your words and your actions. Limit your comments to actual facts; avoid suppositions.

Instruct your chapter not make calls or send texts until parents of the victims have been notified by university or police personnel.

Try to keep the fraternity house phone available for incoming calls from parents or official personnel. Insist that members refrain from discussing the tragedy with anyone outside of the chapter. There should be no speculation as to how or why events occurred.

Members who are not present in the house must be notified of the situation. Do not forget about them.



#### 14. Statements to the Media or Others Outside Your Chapter

As president, you are the spokesman for your chapter during an emergency. However, it is critically important that you consult with your chapter advisor and, if necessary, the National Headquarters before you comment or elaborate on a tragedy in any way.

Media contacts should be anticipated if a serious accident or death occurs. Telephone calls as well as reporters with spotlights and portable cameras should be expected.

#### 15. Executive Committee Meeting

Schedule an Executive Committee meeting as soon as possible to be followed by a meeting of the entire chapter. Discuss the cause of the problem, how the problem will be eliminated in the future, and how effectively the crisis management procedures and protocol were applied.

#### 16. Reporting of Claims

Any bodily injury claim or suspected bodily injury claim you receive from an injured member or guest should be reported on the attached Incident Report. As a requirement of the national insurance program, it is imperative that all losses be reported in a timely manner.

### **Protocol in the Event of Serious Injury of Death**

#### 1. Communication with Parents or Guardians

Notification of death or serious injury should be given to the parents or guardians by university or police personnel (who are trained in this regard). You should always have current parent or guardian information for all members on file for release to proper authorities. After you know that the family has been notified, it is appropriate for the president or a chapter representative (e.g., Big Brother) to call and share your concern.

#### 2. Personal Effects of the Deceased or Injured Party

In the event of a death, do not remove any personal items from the member's room. The room should be sealed off from access by any third parties including roommates. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any items borrowed from that person are returned. When the family arrives, have empty boxes available and offer your help to carry the boxes out. Understand that this is a difficult time for the family and they may want privacy.

#### 3. Funeral Attendance

Plan chapter attendance at the funeral if the service is open. The fraternity has a public Memorial Ritual that may be appreciated by the family. Respect the wishes of the family in this regard. The Memorial Ritual may be conducted in the chapter house or a location selection by the parents.

#### 4. Hospital Visitation

When a member has been injured or is ill, coordinate visits by chapter members to the hospital or to his room. Make sure that such visits are permitted before going to the hospital.

### **Protocol for Meeting with the Media**

When meeting with the media or other outsiders, do not show fear, anger, or hysteria. Be mature, brief, dignified, confident and careful. Media reports use charm to disarm their subjects and get them to talk openly without careful consideration about how their comments will be used.

1. Do not allow yourself to be drawn into a discussion of what has occurred. Be brief.
2. Do not feel you must answer every inquiry; there is nothing wrong with saying that you do not yet have all the facts.
3. Do not draw conclusions, comment on details, or lay blame.
4. Do not mention names.

In the current climate of journalism, extreme care must be exercised when dealing with the press and the media. In order to obtain the "twenty second sound bite" for the evening news, some reporters will press the limit to obtain information that may then be used with a negative "spin." If you have any doubts about being able to handle the "shark frenzy" that accompanies many news events, decline to comment by simply stating, "We will provide a written statement once we have sorted out the facts." You may refer the reporter to your chapter advisor for additional information.

Here is what you can say, regardless of the reporter's question. No law that says your response has to apply to the reporter's question.

1. "Our first concern is the safety of our members and guests. We have implemented our Crisis Control and Protocol Procedures in order to do all within our power to that end."
2. "The facts are not yet available. We will have a written statement as soon as we have sorted out the facts."

These responses will buy you some time, but only 30 minutes to an hour. Reporters have deadlines. Once all other aspects of the Crisis Management and Protocol Procedures are in place, and you are sure that everything has been done that can be done to secure the safety of your members and guests, you can draft a statement for the press. . Your statement should focus on what you are doing to solve the problem. It should contain no second-hand facts or conclusions. In most crisis situations, it takes days or even weeks to sort out the facts and get a true picture of what happened. Don't let the press force you to draw conclusions before the facts are clear. If you do, you may be found guilty in the court of public opinion, whether or not the true facts support such a conclusion. Get assistance from your advisor or the Headquarters.

*Sigma Tau Gamma Fraternity*

CRISIS MANAGEMENT CHAIN OF COMMAND

Chapter President: ..... Phone: .....

Alternate Leader: ..... Phone: .....

Alternate Leader: ..... Phone: .....

Alternate Leader: ..... Phone: .....

HIT Squad Captain: ..... Phone: .....

Alternate Leader: ..... Phone: .....

Alternate Leader: ..... Phone: .....

**Emergency Phone Numbers**

Emergency: **911** ..... National Headquarters: **660-747-2222** .....

Local EMT: ..... Chapter Advisor: .....

Fire Department: ..... Chapter Advisor: .....

Police Department: ..... Chapter Advisor: .....

Campus EMT: ..... Alumni Association Pres: .....

Campus Police: .....

*Sigma tau Gamma Fraternity, Inc.*  
INCIDENT REPORT

Date of Report:..... Chapter:.....

Person Making Report:

Name..... Telephone.....

Address..... E-mail.....

..... Office.....

Description of Incident:

(a) Injured Party:..... Name.....

Address..... Phone.....

.....

(b) Date, Time and Place of Occurrence:

Date..... Time.....

Place.....

(c) Description of Occurrence:

.....

.....

.....

Chapter Advisor:

Name..... Date & Time Notified.....

Address..... Telephone.....

..... E-mail.....

Police Report:

Officer..... Telephone.....

Division/Precinct..... Report Number.....

Submit to:

Sigma Tau Gamma Fraternity, Inc., P.O. Box 54, Warrensburg, MO 64093

or

fraternity@sigmataugamma.org

# *Sigma Tau Gamma Fraternity*

## The HIT Squad Program

### **HIGH IMPACT TEAM**

Every chapter needs a rapid deployment emergency team, highly trained and ready to respond to crisis situations. We call it the HIT Squad (High Impact Team) program. It is not difficult to establish a HIT Squad program in your chapter. Here is how:

#### **Authority**

The Executive Vice President is responsible for establishing and maintaining a HIT Squad program. He does so through the Risk Management Committee, where the Risk Management Chairman is directly responsible for recruiting HIT Squad team members, assuring that they are trained, and orienting the full chapter about the responsibility and authority of the HIT Squad.

#### **Who**

The HIT Squad team members may be any chapter members who are appropriately trained and agree to accept emergency response responsibility in the chapter. There should be at least three HIT Squad team members in each chapter. The HIT Squad elects its own team captain.

#### **Qualifications**

HIT Squad team members must satisfactorily complete a recognized program of training in emergency first aid, including CPR (cardiopulmonary resuscitation). The American Red Cross is the primary organization that offers such programs. They are not expensive. The chapter should consider reimbursing the registration cost for members who complete the training and serve at least one semester on the HIT Squad. Your local Red Cross Chapter is listed in the phone book. They will be happy to assist with your chapter's training needs. Chapter members who have or may obtain similar training as a part of their employment in the military, fire departments, police departments or community health agencies may also qualify for the HIT Squad team, provided they have documentation.

#### **Recognition**

Hit Squad team members will receive certificates of recognition from the National Headquarters.

#### **Responsibility**

The Chapter HIT Squad is responsible for the recognition of and response to emergency situations and other crisis situations, including any incident of acute alcohol or drug intoxication. (The existence of a HIT Squad does not absolve or reduce the responsibility of chapter officers or any member to respond to such situations in a manner

*Sigma Tau Gamma Fraternity*®  
Chapter Management Program

## UNIVERSITY RELATIONS

The University Relations Committee is responsible for promoting chapter involvement in the life of its campus. It is a way to bring to life the important tradition of taking pride in one's alma mater. This involvement can take many traditional forms. On your campus, your chapter is likely involved in university sponsored homecoming events, intramural sports, philanthropic events, intercollegiate sports and Greek Week. Most of these functions are supported through the Programs Division under the management of the Vice President of Programs. While the University Relations Committee should encourage these avenues of involvement in campus life, its unique obligation is to promote involvement in the political life of the campus.

The Executive Vice President is the Chairman of the University Relations Committee. In this role he promotes chapter involvement in student government and the campus interfraternity council.

**Student Government Leaders** – are viewed as being representative of the student body. This view is firmly held at the highest levels of campus leadership, from the university governing board to the president and the vice presidents on down. Whether or not this is actually true is really not relevant. It is an unshakable belief. It is therefore extremely important for fraternity men, particularly Sigma Tau Gamma men, to be among this elite group of student leaders that has access to top levels of institutional governance, where decisions that affect the future of our members and our fraternity are made. The Executive Vice President should promote involvement in campus student politics. He can do this by keeping the chapter aware of the political environment, identifying new and prospective members who show signs of having student political leadership ability, and encouraging participation individually and as a chapter.

**Interfraternity Council** – should serve as a kind of industry council or trade association for all campus fraternities. Interfraternity councils have little or no political influence on most university campuses. Rather, they are often used by university administrations as a tool for the enforcement of campus rules or a buffer between individual chapters and the campus. The Executive Vice President should promote a chapter position that insists on an appropriate role for the interfraternity council as an association that advances the growth and vitality of the fraternity system. He should promote a spirit of cooperation between student government leaders who are chapter members (and members of other fraternities and sororities) and the leaders of the IFC.



# **NORTH-AMERICAN INTERFRATERNITY CONFERENCE**



## **Statement of Position on the Right of Students to Freely Associate**

Whereas, Central to the principles of the member fraternities of the National Interfraternity Conference is the understanding that each of them possesses the right to determine both its membership and the practices and procedures by which membership is conferred. This principle, embraced as an essential component in our heritage and tradition, is grounded in the historic American freedom of association and speech guaranteed by the First Amendment to the United States Constitution, and reaffirmed in exemptions from Title IX of the Education Amendments of 1972 as it applies to fraternal organizations, and

Whereas, The Conference acknowledges that colleges and universities have the right to establish fair and reasonable rules and regulations, applicable to all student organizations, to receive and maintain recognition. The Conference asserts, however, that colleges and universities do not have the right to infringe on an organization's right to recruit members, or on a student's right to associate with an organization, if selected by the organization, on such terms and conditions as the student and the organization exclusively may agree, therefore, be it

Resolved, That the Conference affirms its support for the right of students to assemble into fraternal or other student organizations, and to associate with each other in those organizations, free of restrictions in their decision.

Approved by the NIC House of Delegates in December, 1995.

### **Essential Understandings**

Students are citizens. Enrollment in a college or university generally does not constitute an abridgement of the civil rights of students. While a private college or university may restrict some rights as a condition of its enrollment contract, a state sponsored college or university generally may not do so.

When a college or university sponsored interfraternity council votes to restrict the rights of student-citizens to freely associate it is violating law, just as surely as if it voted to



misallocate funds. IFC regulations that prohibit the organization of new fraternity chapters fall into this category. IFC rules that deny fraternity membership to students of a certain academic rank (deferred rush) are also a violation of the First Amendment, as are IFC rules that limit the days membership recruitment may be conducted.

Colleges and universities do have an obligation to adopt rules and regulations that protect its students and provide for the orderly conduct of its mission. These rules and regulations must apply to all students. Rules that apply only to college fraternities are attempts at social engineering, which are inappropriate for state sponsored institutions. Sigma Tau Gamma student leaders have an obligation to themselves, their fraternity and their nation to jealously guard civil rights for all students.

# NORTH-AMERICAN INTERFRATERNITY CONFERENCE



## STANDARDS

### **NIC Member Fraternities Policies will support:**

3. Open expansion on their respective campuses,
4. Associate/pledge/new member eligibility requiring a minimum high school GPA of 2.30 for first semester freshmen and a minimum 2.25 GPA thereafter,
5. Maintaining a minimum chapter GPA of 2.5,
6. Conducting associate/pledge/new member program of no longer than twelve (12) weeks and encourage programs lasting less than twelve (12) weeks,
7. Prohibition of women's auxiliary (i.e. "little sister") groups,
8. Risk management policies that address alcohol use, fire safety, hazing, and sexual assault/abuse,
9. Alcohol free rush/recruitment activities including formal, informal, and summer/break recruitment activities,
10. Alcohol free associate/pledge/new member programs,
11. Governance language allowing for immediate chapter emergency temporary suspension.

### **NIC Member Fraternities Standards are set in anticipation of campus policies that support:**

12. Open expansion, so that no NIC member organization is prohibited from selecting undergraduates for the purpose of establishing a chapter on the campus of the host institution; and the host institution interfraternity council may not deter expansion by withholding interfraternity council membership from NIC member organizations,
13. Open recruitment, so that the host institution will not prohibit any male enrolled as a full time student in good standing from participating in rush/recruitment activities and joining an NIC member fraternity; and host institution will not prohibit NIC member fraternity from rushing/recruiting male students on campus,
14. Encourage faculty through incentives to become involved as faculty advisors to chapters,
15. Provide individual chapter, Greek system and campus demographic information to chapters as requested,
16. Provide an impartial judicial process with right to appeal,
17. Provide leadership class for credit for all associate/pledge/new members (and if desired by host institution to members of other campus organizations) each term,
18. Provide financial management, property, and accounts collection support,
19. Work to reestablish a five-day academic week.