

Sigma Tau Gamma Fraternity Board of Directors Candidate Information

June 2016 – June 2018 Term

The governing body of Sigma Tau Gamma Fraternity is the Board of Directors. It consists of four Member-at-Large positions elected to serve one two-year term, one President-Elect, one National President, one Past President, and one Senior Past President who each serve an eight-year term when elected to the President-Elect position.

2016-18 Term Vacancy

There are five positions on the Board of Directors open for election in June 2016. Four Member-at-Large positions and one President-Elect position.

Application Deadline

Tuesday, March 15, 2016

Please be sure that your nomination form is complete and accurate and that all questions have been answered. All nominations will be acknowledged upon receipt.

Submission Instructions

Submit your completed application by 11:59 pm EDT on Tuesday, March 15, 2016 by email to fraternity@sigmataugamma.org. Mailed applications must be postmarked by March 15 and will only be accepted at the following address:

Sigma Tau Gamma Headquarters
c/o Elections Commission
101 Ming Street, PO Box 54
Warrensburg, MO 64093

Board Expectations

The Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Those chosen to serve on the Board of Directors must agree to the following expectations:

- A. Directors must represent un-conflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also superseded the personal interest of any Board member acting as a consumer of the organization's services.
- B. Directors must avoid conflict of interest with respect to their fiduciary responsibility.
 - i. There must be no self-dealing or any conduct of private business of personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to inside information.
 - ii. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that Director shall absent himself without comment from not only the vote but also from the deliberation.
 - iii. Board members must not use their positions to obtain employment for themselves, family members or close associations.
 - iv. Directors will immediately disclose in writing to the President (or President-Elect in the case of the President) their involvement with other organizations, with vendors or any other association that might produce a conflict of interest.
- C. Directors may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - i. Directors' interaction with the Chief Executive Officer or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - ii. Directors' interactions with the public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat stated Board decisions.
 - iii. Directors shall not voice critical individual judgments to non-Board members about the Chief Executive Officer's performance or staff performance.
 - iv. Directors shall respect the confidential nature of employer and employee relationships.
- D. Directors shall respect the confidentiality of discussions that take place at Board meetings. Directors shall be mindful of the type and scope of information that they discuss with non-Board members about Board issues.
- E. Directors are expected to attend all Board meetings and conference calls (when applicable). The following is a schedule of the tentative face-to-face meeting dates and locations:
 - i. June 18, 2016 (Held at Grand Chapter)
 - ii. September 22-23, 2016 (Minneapolis, MN)
 - iii. March 2017 (Location TBD)
 - iv. June 2017 (Minneapolis, MN)
 - v. September 2017 (Location TBD)

- vi. March 2018 (Location TBD)
- vii. June 2018 (Phoenix, AZ)
- F. Board members are required to make a minimum \$1,000 unrestricted gift to the Foundation annually and are expected to participate in ongoing Foundation campaigns.
- G. Directors that violate the above Code of Conduct Policies could be subject to written censure from the Board. A simple majority vote of the Board can issue a censure.

Additionally, Directors will:

- A. Directors may not serve as a Foundation Trustee, WPN Manager, Board of Advisor, Regional Director, or chapter/associate chapter Lead Advisor once elected to serve on the Fraternity Board of Directors.
- B. Support the goals and objectives of the adopted 2020 Strategic Plan.
- C. Abide by the Policy Governance Model promoted by John Carver and Miriam Mayhew Carver that was adopted by Sigma Tau Gamma in 2002.
- D. Participate in a Board of Directors Candidate Orientation (Held at Grand Chapter)
- E. First time Directors Participate in Director Orientation the day before the September 2016 meeting (Thursday, September 22)
- F. Participate in a minimum of two (2) chapter, alumni, regional, national events per year.

Position Description

The Board of Directors of Sigma Tau Gamma Fraternity provides leadership and strategic planning to the fraternity. Service on the Board of Directors is an opportunity to make a meaningful contribution to the leadership and direction of the Fraternity.

Strong candidates for a position on the Board of Directors will have:

- Understanding of the Strategic Vision, which can be located at sigmataugamma.org.
- Ability to enter into a commitment to provide the time, skills, and leadership to serve on the Board of Directors for the minimum two-year term; eight-year term as President-Elect.
- Effective experience in leadership of a business, professional practice, or non-profit institution or organization.

Time Requirements Include: learning the policies of the Fraternity and Board of Directors; time to travel to three annual face-to-face meetings (Thursday evening - Sunday morning duration at various sites throughout the country); time to attend chapter, colony, or alumni association activities at least once a year; ability to forward inquiries and communications from members and others concerning the Fraternity to the CEO.

Skills Essential to Successful Service Include: the ability to work toward collaborative decisions on issues, policies, and the plans for the Fraternity; to support and carry out the decisions of the Directors wholeheartedly and with a single voice; and to work with undergraduate and alumni brothers in Sigma Tau Gamma. Skills that are likely to contribute to effectiveness on the Board of Directors include: awareness of current issues affecting operation of fraternity chapters, as well as attitudes, directions, and challenges facing

university campuses with respect to student life and fraternities; business or professional experience in accounting, risk management, leadership development, strategic planning, fundraising, non-profit organization operations, jurisprudence, or educational management.

LEADERSHIP Includes: supporting Sigma Tau Gamma fundraising, as is willingness to be a highly visible role model and advocate of fraternal policies and programs. Directors are expected to make a minimum contribution of \$1,000.00 annually to the Foundation.

Directors are expected to make and initially pay for their own travel arrangements. Following the Board of Directors Meeting or Grand Chapter/National Leadership Conference you can submit a reimbursement for travel expenses. Those applying to the Board of Directors are not reimbursed for their travel expenses.

The Fraternity will pay for a shared hotel room (single rooms are billed at ½ cost to you following the meeting) and meals while you are at a Directors meeting. Directors are responsible for all program registration fees.

BOARD OF DIRECTORS GOVERNANCE

- Board of Directors members, individually and collectively, provide the link between the tangible organization and its membership. The Board of Directors operates under the Policy Governance Model promoted by John Carver and Miriam Mayhew Carver that was adopted by Sigma Tau Gamma in 2002.
- Under this governance model, the Board monitors and assures adequate performance by the CEO. All direction to the CEO is by Board resolution, with guidance between board meetings provided by the National President or his designee. Board of Directors members, individually, do not exercise authority over members of the staff and shall refrain from public comment or judgement of staff performance. The Board of Directors is not involved in the day-to-day operations of the Fraternity nor on the tactics used to achieve the Ends.

Reference Materials: Constitution and Laws

Law 6A. Election of the Board of Directors

SECTION 3. Candidates for offices on the Board of Directors of the Fraternity shall file for office with the Chief Executive Officer on or before the 15th day of March in the year of the Grand Chapter and shall be certified as eligible to hold office by the Chairman of the Election Commission to qualify for candidacy. Candidates shall file for office using the Candidate Filing Declaration form provided by the Election Commission, and this Candidate Filing Declaration must be received by the filing deadline in order for the candidate to be certified as eligible. However, should the number of eligible candidates filing for a position be the same or less than the number of seats open for the position then the filing deadline shall be extended to on or before the 30th day of April in the year of the Grand Chapter. And, further however, should the number of eligible candidates filing for a position be less than the number of seats open for the position by the April 30th deadline, then the filing deadline shall be extended to 10 business days prior to the published opening date of

the Grand Chapter. An eligible candidate is defined as a member in good standing with the Fraternity who has completed orientation on the Fraternity's Governance Policies as approved by the Board of Directors.

- SECTION 5. The Election Commission shall be composed of the Senior Past President as chairman, the Immediate Past President as vice chairman, and a collegiate member and an alumni member of the Fraternity who are in good standing appointed by the Senior Past President. The appointed members of the Election Commission shall not be from the same chapter, or from the same chapter as the chairman or vice chairman. A member who is a candidate may not serve on the Election Commission. The Election Commission Chairman shall serve as the Election Official with the authority and duty to conduct the elections. The Election Commission Vice Chairman shall assume the title and duties of the Chairman upon his absence. The Election Code shall be recommended by the Board of Directors and ratified by the Grand Chapter at which the election will be held. The Election Code adopted at the most recent Grand Chapter meeting shall remain in effect until the convening of the next Grand Chapter House of Delegates.
- SECTION 6. No more than one member of any collegiate chapter shall be eligible to hold the elected position of Director-at-Large on the Board of Directors of the Fraternity at one time.
- SECTION 8. The Board of Directors, at its first meeting, shall elect from its Members the Secretary and the Treasurer and such other officers as the Members deem necessary.

Law 6B. Responsibilities of the Board of Directors

- SECTION 1. The Board of Directors of the Fraternity is responsible to the Grand Chapter for the governance of the Fraternity between Grand Chapter meetings. The Board of Directors shall be primarily focused on an organization-wide perspective and developing the long-term, strategic vision of the organization, while delegating the operating matters of the organization to the Chief Executive Officer.
- SECTION 2. The Board of Directors of the Fraternity is authorized to create advisory offices or committees, and to appoint members of the Fraternity to such offices and committees. Such officers or committees shall be non-salaried but they shall be reimbursed for expense incurred in the interest of the Fraternity when specifically provided for in the budget.
- SECTION 3. The Board of Directors of the Fraternity is authorized to establish an Executive Office and is authorized to pay rents for office quarters, incur expenses for operation, purchase of office equipment supplies, and other costs incident to the functions of the Executive Office.

- SECTION 4. The Board of Directors of the fraternity is authorized, as they deem necessary, to employ persons to manage and operate the Fraternity.
- SECTION 5. The Board of Directors of the Fraternity is authorized to create a retirement program and other benefits for salaried employees.
- SECTION 6. The Board of Directors of the Fraternity shall collect monies, maintain bank accounts, and disburse funds of the Fraternity according to an adopted budget.
- SECTION 7. The Board of Directors of the Fraternity may be authorized by the Grand Chapter to pay from Fraternity funds and to incur indebtedness for the construction of a building to house the Fraternity's office.
- SECTION 8. Members of the Board of Directors of the Fraternity shall serve without compensation but shall be reimbursed for expenses incurred in the interests of the Fraternity.
- SECTION 9. At each meeting of the Grand Chapter the President of the Fraternity shall present a report of the progress of the Fraternity since the preceding meeting, and recommendations for the good of the Fraternity.
- SECTION 10. The Board of Directors shall publish an annual report, every July, addressing the level of attainment of the Fraternity's desired ends.

Election Process

Completed applications should be sent to Headquarters by March 15. A Headquarters Staff Member will acknowledge receipt. Applications will then be forwarded to the Election Commission which is chaired by Senior Past President Richard Harguindeguy. Harguindeguy will then review your application and notify you by March 25 as to whether or not you are eligible to qualify for candidacy. Questions about the application or elections process should be directed to Richard at rharguindeguy@msn.com.

While it is customary for candidates to be in attendance at Grand Chapter, it is certainly not a requirement.

On Thursday, June 16 the Chairman of the Elections Commission will announce the candidates for election at the first Plenary Session (a.k.a. business meeting).

All candidates will be introduced by their first and last name and the chapter in which they were initiated before given the opportunity to speak. **There will be no candidate introduction speeches.**

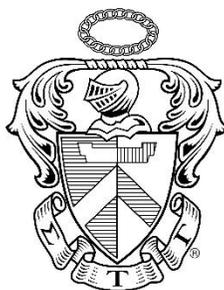
The information you provide on your submitted application will be made available to all voting Delegates (word for word; including spelling and grammar mistakes).

President-Elect candidates will be introduced first. Each candidate will be given four (4) minutes to speak in front of the delegates. Immediately following their speech, they will participate in five (5) minutes of Q&A (question and answer).

Election of the President-Elect position will occur following the last Q&A candidate session.

All Member-at-Large candidates will then be introduced and will also be given the opportunity to speak. Immediately following their speech, they will participate in five (5) minutes of Q&A (question and answer). Their election will occur after the last speech is given.

The newly constituted Board of Directors will meet briefly on Saturday to determine the Secretary and Treasurer during the next biennium and discuss some preliminary business.



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June 2016 – June 2018 Term

Personal Information

Please include a professional photo/headshot with your application.

Name _____
Chapter Designation (ex. Alpha) _____
College/University Attended _____
Initiation Year _____ Graduation Year _____
Primary Email Address _____
Primary Contact Number Phone (_____) _____ - _____
Current Employer _____
Occupation Title _____

Background Information

Please submit the following information as separate attachment.

FRATERNITY

Collegiate: Include chapter offices held and years; national and regional meetings attended; IFC offices; campus organizations; and awards.

Alumni: Include local, regional, and national offices held and years; national meetings attended; alumni association and chapter advisor activities; and awards.

RELIGIOUS, CIVIC, AND PROFESSIONAL INFORMATION

Include local, regional, and national offices held and years; memberships; and awards.

CANDIDATE QUESTIONS

1. What makes our Vision and Purpose meaningful to you?

2. What skills, connections, resources, and expertise do you have to offer and are willing to use on the behalf of the Fraternity?
3. How do you see the board deepening its engagement with our members?
4. As you think about the board's role – ambassador, overseeing the Fraternity's direction, implementing governing policy, and ensuring compliance with policy – in which role(s) do you think you will want to be most active and why?

Acknowledgements

By submitting this application, I hereby agree to the Board Expectations provided within this application and therefore agree to have my name placed into consideration for the role of (check all that apply):

- President-Elect
- Director Member-at-Large

I have read all of the materials included in this nomination packet and understand the requirements of being a member of the Board of Directors of Sigma Tau Gamma Fraternity.

I certify that I have the time, means, and interest to serve in the office indicated above, and if nominated and if elected, I will accept the office and serve in the best interests of Sigma Tau Gamma Fraternity and its subsidiary corporations.

NOMINEE'S SIGNATURE _____

DATE _____