



[INSERT CHAPTER-SPECIFIC WORDMARK]
(logo that is used for social media)

Founded [LOCAL FOUNDING DATE]

CONSTITUTION

Revised: [DATE OF REVISION]

ARTICLE I. NAME, VISION, PURPOSE, AND PRINCIPLES

SECTION 1. Name: The name of this organization shall be the [GREEK LETTER DESIGNATION] Chapter of Sigma Tau Gamma Fraternity at the [UNIVERSITY], as designated by Sigma Tau Gamma Fraternity, Inc. and commonly referred to the [UNIVERSITY] Chapter of Sigma Tau Gamma Fraternity.

SECTION 2. Vision: The Vision of this Fraternity shall be Building Noble Generations of Men.

SECTION 3. Purpose: The purpose this Fraternity shall be a fraternity of courageous and noble gentlemen, who always endeavor forward.

SECTION 4. Principles: The principles of this Fraternity shall be Learning, Integrity, Excellence, Leadership, Citizenship and Brotherhood as defined:

A. LEARNING: He is committed to the pursuit of wisdom and seeks to afford the environment for learning in all his personal and professional endeavors. He knows full well the obligation he has taken and seeks to pass what he has learned to others, knowledge that will rule and mold his thoughts, acts, and deeds. He is focused and goal-oriented.

- B. INTEGRITY: He lives a life of personal integrity perfecting a structure of honor and living by the highest standard that keeps our Brotherhood alive, for, without it, we could not rely on each other or advance our cause. A man with integrity is an honorable man who lives up to promises made – to others and himself. He is confident, ethical, and honest.
- C. EXCELLENCE: He consistently strives for superior performance and does not shrink from adversity or lofty goals. He is a man who is dedicated and purposeful who carries an unblemished reputation among men. His actions serve as an example and standard bearer for others. He is curious and bold.
- D. LEADERSHIP: He is compelled by a sacred trust and duty to develop good leaders for the world. He is a man who is humble and makes others feel like they are truly part of something special. He is the defender of good from evil. He is always prepared to lend assistance to a Brother in need. He is courageous, innovative, and strategic.
- E. CITIZENSHIP: He is an outward defender of the common man and cares about more than just himself, demonstrating an unwavering commitment to serving his fraternity, college, and country. He is charitable in the broadest sense of the word, knowing those so richly blessed have an obligation to serve those less fortunate. He is generous and kind.
- F. BROTHERHOOD: He loves his fraternity and seeks to enhance the worth of belonging for others. His actions are emblematic of our shield, a protector of our secrets and our life-long commitment to one another. He holds our ideals in high regard and is forever bonded within the Chain of Honor. He is respectful and dignified and proudly represents the fraternity in all his affairs. He is loyal and proud.

Article II. Organization of the Fraternity / Powers of the Chapter

SECTION 1. This Constitution shall conform to the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc. If a conflict arises between these two bodies of law, the Constitution, Laws and Policies of Sigma Tau Gamma Fraternity, Inc. shall be supreme. Any conflicting law of this chapter shall be immediately declared null and void.

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

Article III. Membership

SECTION 1. Membership shall be permitted to any undergraduate male regularly enrolled in attendance at [Name of University], and

- A. Who are not members of (1) any viable, general or social Greek-letter fraternity of college grade and national in scope that is a member of the North-American Interfraternity Conference, or (2) any other group antagonistic to fraternities;
- B. Who are likely to be intellectually, morally and socially of benefit to the Fraternity and has a minimum of 2.5/4.0 cumulative grade point average at time of bid-offer;
- C. Who have been duly initiated in accordance with the Rituals of the Fraternity; and
- D. Who fully understand the Vision and Purpose of Sigma Tau Gamma as described in Article I.

SECTION 2. Period of Membership: Membership in this Fraternity shall be for life, except when terminated by expulsion as hereinafter provided by the Constitution and Laws. Every member shall be obligated to obey the Constitution and Laws.

Article IV. Executive Cabinet

SECTION 1. It shall be the duty of the Executive Cabinet to act as counsel for the President; to assist him in planning, adopting, and executing the policies and programs of the chapter; to serve as the long-range planning committee for the chapter; and to assist the President with creating the agenda for chapter meetings.

SECTION 2. The chapter will structure the Executive Cabinet using the [Fisher Model, Hoffman Model, or Salter Model] as prescribed by Sigma Tau Gamma Headquarters.

SECTION 3. The Executive Cabinet for the chapter shall consist of the following positions:

- A. President
- B. Vice President
- C. Director of Finance & Operations
- D. Director of Recruitment
- E. Director of Education & Wellness
- F. Director of Member Engagement
- G. Director of Community Engagement
- H. Director of Advancement
- I. Director of Communications

SECTION 4. Officers will be sworn in by December 1 in accordance with the Laws and Ritual of the Fraternity.

- SECTION 5. An officer shall hold their respective office for one full year.
- SECTION 6. All elected officers who have a track at Webb Academy are expected to attend.
- SECTION 7. The President shall be the chairman of the Executive Cabinet and preside over weekly Executive Cabinet meetings when the university is in session.
- SECTION 8. If any elected officer resigns or is removed from office, a special election will be held to fill the vacancy on a date designated by the Executive Cabinet.
- SECTION 9. If the Chapter President resigns or is removed from office, the Vice President [Director of Recruitment in Fisher Model] will assume the role of President and the position of Vice President [Director of Recruitment in Fisher Model] will be elected to fill the duration of the term.

Article V. Finance

- SECTION 1. Fees: Initiates of this Fraternity shall pay initiation fees and membership dues according to the Laws.
- SECTION 2. The chapter shall approve the subsequent semester's budget by the last business meeting of each semester by majority affirmative vote of the chapter.
- SECTION 3. The chapter shall maintain all financial records through OmegaFi.

Article VI. Ritual

- SECTION 1. The chapter will execute all Exoteric (public) Ceremonies and Esoteric (private) Rituals in accordance with the Laws of the Fraternity and Headquarters provided Ritual Books.
- SECTION 2. Initiation: Men accepted for membership in this Fraternity shall be initiated according to the Laws and the Rituals of the Fraternity.

ARTICLE VII – RELATIONSHIP WITH NATIONAL HEADQUARTERS

- SECTION 1. Relationship Defined: Sigma Tau Gamma Fraternity is a non-profit corporation. It is incorporated under the laws of the State of Indiana. It is headquartered in Indianapolis, Indiana.

Sigma Tau Gamma Fraternity as a non-profit corporation for the purposes of fostering fraternity, and as an educational and service resource for collegiate chapters of Sigma Tau Gamma Fraternity, and for persons associated with those chapters.

Sigma Tau Gamma Fraternity has a limited staff. It has limited funding sources which necessarily limit the size of its staff.

Sigma Tau Gamma Fraternity maintains and processes membership and other records for collegiate chapters associated with it. These chapters are located throughout the United States.

Sigma Tau Gamma Fraternity also serves as an educational resource and service organization for affiliate groups, members associated with those chapters, and for local alumni who volunteer their time on an independent basis to assist a collegiate chapter and its associated collegiate members. Sigma Tau Gamma Fraternity provides education through conferences, written materials, and periodic staff visits to collegiate chapters. Staff visits result in advisory recommendations for chapter operations. Sigma Tau Gamma Fraternity strives through these educational efforts to enhance life skills, leadership skills, and ethical traits for those who take advantage of these educational opportunities, and to assist through education and consultant recommendations the success of chapters associated with it.

No chapter of and no member of any chapter or affiliate group of Sigma Tau Gamma is an agent of Sigma Tau Gamma Fraternity Headquarters. No chapter and no member of any chapter have been appointed as an agent of Sigma Tau Gamma Fraternity Headquarters.

SECTION 2. Chapter Operations: Sigma Tau Gamma Fraternity is not involved in the day-to-day activities of a chapter. Sigma Tau Gamma Fraternity does not and cannot control or supervise the day-to-day operations or activities of a chapter.

Each collegiate chapter of Sigma Tau Gamma Fraternity is a self-governing, financially self-sufficient association comprised of students of the institution at which they are enrolled. Under the Constitution and Laws, each collegiate chapter of Sigma Tau Gamma Fraternity selects and initiates its own members, elects its own officers, establishes its own rules, operates and determines its methods of operation, and governs its own affairs, subject only to

those rules and operations being in harmony with the policies, Constitution, and Laws of Sigma Tau Gamma Fraternity. The autonomy of a collegiate chapter in organizing and determining and conducting its operations through a democracy is part of an educational process which association with the chapter adds to collegiate life and the development and refining of life skills.

If a collegiate chapter's operations are not in harmony with the policies, Constitution and Laws of Sigma Tau Gamma Fraternity, Fraternity Headquarters has the right after the fact to determine whether that chapter will continue to be recognized by Sigma Tau Gamma Fraternity Headquarters as a chapter associated with it. In some situations, after an action by a chapter has occurred that is not in harmony with the policies or Constitution and Laws of Sigma Tau Gamma Fraternity, a "not in good standing" status may be implemented for the chapter by Sigma Tau Gamma Fraternity. In "not in good standing" situations, the chapter continues to be a self-governing, financially self-sufficient association of collegiate students. If a chapter ceases to be recognized by Sigma Tau Gamma Fraternity Headquarters as a chapter associated with it, but that group of collegiate students nonetheless continues its operations, they do so without any affiliation with Sigma Tau Gamma Fraternity.

Sigma Tau Gamma Fraternity does not have the right to suspend or affect the membership status of a collegiate student associated with a chapter other than in those situations and accordance with the procedures specifically set forth in the Constitution of Sigma Tau Gamma Fraternity.

SECTION 3. Disposition of chapter and affiliate group assets.

- A. Should a Chapter or its affiliate alumni group become inactive or have its Charter suspended or revoked, the Charter, records, archives, ritual equipment, and paraphernalia shall become the property of the Fraternity.
- B. All outstanding debt of the chapter at the time it becomes inactive or has its charter revoked shall become the joint and civil liability of the undergraduate members of the chapter at the time the debt was incurred.
- C. Personal property.

1. Should a chapter or affiliate group become inactive or have its Charter suspended or revoked, its non-real property assets of less than ten thousand dollars (\$10,000) shall become the property of Sigma Tau Gamma Fraternity Inc. and will be absorbed into its general fund.
2. Should a chapter or affiliate group become inactive or have its Charter suspended or revoked, its non-real property assets of more than ten thousand dollars (\$10,000) shall be held in trust for a period of eight years by Sigma Tau Gamma Fraternity Inc. During this time, interest earned on the funds held in trust will accrue to the trust, less a reasonable management fee which will accrue to the Fraternity on a yearly basis. In the event said chapter or affiliate group remains inactive or non-chartered after the eight-year period, then the non-real property assets shall be absorbed into the Fraternity's general fund.

D. Real property.

1. Should a chapter or affiliate group become inactive or have its Charter suspended or revoked, all real property owned by said chapter or affiliate group shall be transferred to the Sigma Tau Gamma Fraternity, Inc. to be managed in the best interest of Sigma Tau Gamma.
2. Sigma Tau Gamma Fraternity Inc. shall have (90) days from dissolution to disclaim its rights granted under this section. In the event, it does not disclaim its right then said property shall be transferred as applicable by law.

Article VII. Amendments

SECTION 1. A petition to amend these by-laws must be presented in writing to the President by a collegiate member in good standing and signed by at least five undergraduate members in good standing.

SECTION 2. The petition must be taken up at the next regularly scheduled meeting. The petition may be debated and amended at the meeting during which it is originally presented, but a final vote on the petition may not be taken until the next regularly scheduled meeting of the chapter.

SECTION 3. A motion to amend the petition shall require a simple majority.

SECTION 4. A vote on the petition to amend this constitution shall require an affirmative ballot of at least two-thirds of the members in good standing present at the meeting.

SECTION 5. All voted and approved amendments will be provided to Sigma Tau Gamma Headquarters for review and agreement with the National Constitution and Laws of the Fraternity.

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[INSERT CHAPTER-SPECIFIC WORDMARK]
(logo that is used for social media)

BYLAWS

Revised [DATE APPROVED / REVISED]

FOREWORD

These Bylaws are adopted in conjunction with the Constitution of the [UNIVERSITY] Chapter and the Constitution and Laws of the Fraternity to more fully define the powers, duties, and functions authorized hereunder.

LAW I. Organization of the Fraternity

SECTION 1. Collegiate Chapter Role: The structure of the collegiate chapter shall be organized for the successful accomplishment of the purposes of the Fraternity among collegiate members.

LAW II. Membership

SECTION 1. Election to collegiate membership in this fraternity shall be in accordance with the Laws of the Fraternity and the chapter. Membership shall be for life unless terminated via expulsion proceedings.

SECTION 2. Membership is open to all regularly enrolled male students of [UNIVERSITY], without regard to genetic information, physical or mental disability, race, ethnicity, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

SECTION 3. There shall be no inactive status within the [UNIVERSITY] Chapter.

SECTION 2. Bid Acceptance: An invitation to associate with this Fraternity is an invitation to become a member and, upon acceptance, implies an obligation on the part of both the chapter and the associated man. Outstanding bids may be retracted at any time.

SECTION 3. Associate Members: A prospective member shall be called an associate once they have paid their associate member fee and participate in the Associate Member Ceremony. To complete requirements for membership, each associate shall pursue an official course of study prescribed by the Fraternity and shall satisfactorily complete it before being initiated.

SECTION 4. Initiation: Initiation into membership shall be by the prescribed Ritual and in conformance with the Laws. Every candidate shall sign the Obligation of Membership and pay the initiation fee before being initiated. Upon initiation, members have all the rights and privileges of membership.

LAW III. Finances and Fees

SECTION 1. All active members shall pay national dues and fees in accordance with the most current version of the National Fee Schedule.

SECTION 2. Chapter dues will be assessed based upon a chapter-approved budget, which the Treasurer shall present by the end of each semester for the following semester.

SECTION 3. The Finance and Operations Division shall report the balance of chapter accounts, expenditures, and accounts receivable during each chapter meeting.

SECTION 4. Members who fail to meet their financial obligations shall be subject to the Standards Board as outlined in the Standards Board Manual.

LAW IV. Duties of Executive Cabinet

SECTION 1. The Executive Cabinet shall be elected by the chapter and serve as an advisory body for the Chapter President and Chapter.

SECTION 2. The Executive Cabinet shall make decisions on behalf of the chapter when the chapter is not convened nor is it feasible to obtain a chapter vote (i.e., winter and summer breaks, holiday periods, etc.).

SECTION 3. President

- A. Serve as Chairman of the Executive Cabinet and Chapter spokesman
- B. Preside over Executive Cabinet meetings
- C. Set the agenda and preside over Chapter Meetings
- D. Meeting monthly with Fraternity & Sorority Advisor
- E. Meet every other week with Lead Advisor

- F. Act as liaison between the Chapter and Headquarters
- G. Complete the goals and advance the chapter towards the vision of the Fraternity

SECTION 4.

Vice President

- A. Lead, manage, and ensure the successful completion of responsibilities of the Academic Coordinator and Faculty Relations Coordinator
- B. Oversee a faculty and academic recognition program for the chapter
- C. Meet regularly, both individually and as a division, with coordinators
- D. Attend all Executive Cabinet Meetings
- E. Develop, submit, and oversee budget for areas of responsibility
- F. Assist the President as requested
- G. Serve in the Presidents place upon his absence for university, committee, and chapter meetings

SECTION 5.

Director of Finance & Operations

- H. Lead, manage, and ensure the successful completion of responsibilities of the Marshall, Treasurer, and Secretary
- I. Meet regularly, both individually and as a division, with coordinators
- J. Attend all Executive Cabinet Meetings
- K. Develop, submit, and oversee budget for areas of responsibility
- L. Submit chapter budget to Headquarters each semester upon approval
- M. File and report an accurate chapter roster through OmegaFi twice per year (November 15 and April 15)

SECTION 6.

Director of Recruitment

- A. Lead, manage, and support the Diversity Coordinator, Recruitment Coordinator, Retention Coordinators through their tasks and goals
- B. Ensure compliance of campus and fraternity recruitment polices
- C. Attend IFC events related to recruitment
- D. Assist Recruitment Coordinator with use of ChapterBuilder
- E. Meet regularly, both individually and as a division, with coordinators
- F. Attend all Executive Cabinet Meetings
- G. Develop, submit, and oversee budget for areas of responsibility

SECTION 7.

Director of Education & Wellness

- A. Lead, manage, and ensure the successful completion of responsibilities of the Health and Wellness Coordinator, New Member Education Coordinator, Ongoing Member Education Coordinator, and Sexual Violence Prevention Coordinator
- B. Meet with the University Title IX Coordinator, Wellness Coordinator, and other related offices to create strategic partnerships
- C. Meet regularly, both individually and as a division, with coordinators
- D. Attend all Executive Cabinet Meetings

E. Develop, submit, and oversee budget for areas of responsibility

SECTION 8. Director of Member Engagement

- A. Lead, manage, and ensure the successful completion of responsibilities of the Alumni Relations Coordinator, Brotherhood Coordinator, Social Coordinator, and White Rose Banquet Coordinator
- B. Meet regularly, both individually and as a division, with coordinators
- C. Attend IFC and campus sponsored events related to social event hosting and risk management
- D. Attend all Executive Cabinet Meetings
- E. Develop, submit, and oversee budget for areas of responsibility

SECTION 9. Director of Community Engagement

- A. Lead, manage, and ensure the successful completion of responsibilities of all coordinators within the Community Engagement Division
- B. Develop relationships and meet with other campus and community service organizations, including Special Olympics
- C. Meet regularly, both individually and as a division, with coordinators
- D. Attend all Executive Cabinet Meetings
- E. Develop, submit, and oversee budget for areas of responsibility

SECTION 10. Director of Advancement

- A. Lead, manage, and ensure the successful completion of responsibilities of all coordinators within the Advancement Division including Alumni Relations Coordinator, Fundraising Coordinator, and Parent Relations Coordinator
- B. Meet with the University Foundation once per semester to seek partnership opportunities and to learn best practices for fundraising
- C. Meet regularly, both individually and as a division, with coordinators
- D. Attend all Executive Cabinet Meetings
- E. Develop, submit, and oversee budget for areas of responsibility

SECTION 11. Director of Communications

- A. Lead, manage, and ensure the successful completion of responsibilities of all coordinators within the Communication Division, including Website Coordinator, Newsletter Coordinator, and Social Media Coordinator
- B. Review, create, and manage posters, banners, and other print media
- C. Meet regularly, both individually and as a division, with coordinators
- D. Attend all Executive Cabinet Meetings
- E. Develop, submit, and oversee budget for areas of responsibility

LAW V. Divisions & Officer Duties

SECTION 1. Academic Division

A. Academic Coordinator

- i. Maintain an academic program that will foster a culture of academic achievement within the chapter
- ii. Refer members to standards board that do not meet minimum academic expectations
- iii. Organize and host educational related workshops
- iv. Provide academic support to members upon request
- v. Distribute academic resources to members of the chapter each semester, including but not limited to, writing and tutoring center hours and costs, academic advising center locations and hours, etc.
- vi. Report both individual grades, chapter grades, and community statistics (rankings, council GPAs, and all-male average) to Headquarters each semester

B. Faculty Relations Coordinator

- i. Partner with Academic Success Coordinator to instruct members on proper communication and interaction with campus faculty
- ii. Improve rapport and relationships with campus faculty through meetings with campus administrators, faculty representatives or department chairs and learn of underutilized resources
- iii. Develop and execute a chapter-based faculty recognition program
- iv. Devise ways to empower members to improve their own interactions with faculty

SECTION 2. Recruitment Division

A. Retention Coordinator

- i. Monitor overall member success, involvement, and chapter contributions
- ii. Partner with Academic Success Coordinator to identify high-risk members and provide assistance, guidance, and support for improvement
- iii. Meet once per semester with campus Dean of Students Office to review campus-based student support services
- iv. Assist with development of workshops and chapter programs to increase member success
- v. Listen to and mediate chapter grievances

B. Recruitment Coordinator

- i. Organize and coordinate recruitment efforts and plan, which may include organization presentations, recruitment meetings, and interest meetings

- ii. Use ChapterBuilder and train members of the Recruitment Team on ChapterBuilder
- iii. Invite full-chapter membership to ChapterBuilder
- iv. Review and research latest recruitment practices and efforts and participate in Headquarters organized recruitment workshops and programs
- v. Promote the benefits of membership and positive image of the fraternity within the campus and community

C. Diversity Coordinator

- i. Develop and maintain efforts for a diverse and inclusive chapter environment through active conversations and programs about understanding and respecting human differences
- ii. Promote multicultural campus and community events within the chapter
- iii. Plan or partner for a diversity related program once per academic year
- iv. Serve as a liaison between the chapter and the primary campus diversity office

SECTION 3.

Finance & Operations Division

A. Secretary

- i. Create and manage the records and minutes of Executive Cabinet and chapter meetings
- ii. Manage and maintain an accurate chapter roster with Office of Fraternity & Sorority Life (or equivalent office)
- iii. Serve on the Standards Board and manage forms, notifications of proceedings, and Headquarter reporting

B. Treasurer

- i. Establish an annual budget for the chapter that aligns with the chapter's goals and priorities
- ii. Ensures prompt and complete payment of dues and membership related expenses
- iii. Track expenditures and maintain records and receipts
- iv. Create practices and reinforce policies to ensure financial responsibilities are met and are in accordance with the Constitution and Laws of the chapter and national fraternity
- v. Communicate regularly with the chapter's OmegaFi account manager regarding the chapter's current financial standing and collection of dues
- vi. Inform the chapter and executive cabinet of the current expenses and account balances weekly
- vii. Report annually to the IRS and/or work with the national vendor hired by Headquarters

- viii. Collaborate with WPN Housing Liaison on member billing and collection (if WPN property)

C. Marshall

- i. Conduct ceremonies and rituals in line with the Constitution and Laws of the Fraternity
- ii. Ensure members participating in Ceremony of Association and Ritual of Initiation have paid all required fees prior to the ceremony or ritual
- iii. Update the Fraternity Headquarters of changes from previously submitted Association (Due March 1/October 1) or Initiation Reports (Due by April 1/November 1)
- iv. Maintain and protect the ritual equipment of the chapter
- v. Complete initiation material inventory reports with Headquarters upon request

SECTION 4.

Education & Wellness Division

A. Sexual Violence Prevention Coordinator

- i. Research and disseminate campus and community-based resources (tips, hotlines, awareness, etc.) related to healthy relationships, relationship violence, and prevention
- ii. Plan, coordinate, and host annual interpersonal relationship seminar or bystander intervention workshop
- iii. Meet once per semester with campus-based violence prevention officer or Title IX coordinator to learn of campus trends, updated resources, and potential partnership/collaboration opportunities

B. Health & Wellness Coordinator

- i. Host a member-safety related program for the full chapter each semester
- ii. Create and review member safety plans for all chapter functions (socials, brotherhood events, retreats, formals, philanthropy, service, etc.)
- iii. Identify and compile campus and community resources for member-safety related topics which include alcohol and substance use/abuse, mental health, stress reduction, and anti-hazing

C. Ongoing Education Coordinator

- i. Compile and distribute campus or community-wide educational and developmental opportunities to chapter members (leadership conferences, retreats, guest speakers, workshops, trainings, etc.)

- ii. Develop an ongoing education schedule to host presenters and workshops on leadership, life skills, career development, and professional skills
- iii. Coordinate and host two ongoing education programs per semester (may be in partnership with other campus or fraternity/sorority organizations)
- iv. Track, record, and report programs for McCune Annual Report

D. New Member Education Coordinator

- i. Implement the Path of Principles Program as prescribed by Headquarters
- ii. Communicate expectations, deadlines, and fees to Associate Members
- iii. Ensure all campus paperwork is completed by new members
- iv. Incorporate campus resources, area alumni, and advisors into New Member Education
- v. Approve Big Brothers and manage the Big Brother program, which includes selection, setting expectations, and oversight
- vi. Ensure members participating in Ceremony of Association and Ritual of Initiation have paid all required fees prior to the ceremony or ritual

SECTION 4.

Communications Division

A. Newsletter Coordinator

- i. Design and disseminate regular communication and updates to chapter stakeholders via newsletter and other mass communication methods
- ii. Promote the benefits of membership and positive image of the fraternity within the campus and community
- iii. Disseminate information, events, and outcomes of campus-based events (Homecoming, Greek Week, Parents Weekend, etc.)

B. Social Media Coordinator

- i. Partner with campus and community resources to better promote the opportunities and brand of Sig Tau
- ii. Promote the benefits of membership and positive image of the fraternity within the campus and community
- iii. Design and disseminate regular communication and updates to chapter stakeholders via social media and other mass communication methods
- iv. Create a marketing strategy and follow the Fraternity Branding Guide to promote recruitment activities, benefits of fraternity, and other chapter programs

- C. Website Coordinator
 - i. Promote the benefits of membership and positive image of the fraternity within the campus and community
 - ii. Maintain accurate information for chapter website and submit content to Headquarters for Fraternity-wide publications and platforms

SECTION 5.

Advancement Division

A. Alumni Relations Coordinator

- i. Liaise with the Chapter Advisory Team and Alumni Association
- ii. Collaborate with the Newsletter Coordinator to publish a newsletter once per semester and distribute to area and chapter alumni
- iii. Create opportunities for members of the chapter to network with chapter and area alumni
- iv. Plan, coordinate, and host an alumni-focused event once per year (usually around homecoming)

B. Fundraising Coordinator

- i. Identify and build strategic partnerships with area businesses and agencies for prospective fundraising opportunities
- ii. Plan and execute chapter-wide fundraising efforts
- iii. Communicate fundraising efforts to the Alumni Relations Coordinator for distribution to alumni
- iv. Fundraise 10% of the chapter's annual operating budget

C. Parent Relations Coordinator

- i. Compile and maintain parent and guardian contact information and share with Headquarters
- ii. Communicate chapter updates to parents of members
- iii. Organize a parent event/weekend at minimum once per year
- iv. Partner with Newsletter Coordinator to distribute newsletter to parents

SECTION 6.

Member Engagement Division

A. Brotherhood Coordinator

- i. Organize at least eight brother-only events per semester that foster greater fraternalism and bonds between members. These events include but are not limited to meals, service events, and athletic-related programs.
- ii. Assist the New Member Educator in the coordination and oversight of the Big Brother / Little Brother Program
- iii. Increase retention and motivation of members through member recognition
- iv. Coordinate an annual brotherhood retreat which includes goal setting

B. Social Coordinator

- i. Develop a social calendar which includes social events, dinners, exchanges, date parties, formals, and awards banquets for full semester
- ii. Plan, coordinate, and execute social functions of the chapter
- iii. Ensure that all social events follow guidelines and Member Safety Policy
- iv. Review event budget and event projections with Treasurer to ensure events stay at or under budget
- v. Assist associate members in planning new member socials with other organizations
- vi. Build partnerships and host social events with organizations across councils and non-fraternity/sorority organizations
- vii. Ensure proper documentation is submitted and deadlines are met for campus or Interfraternity Council (or equivalent)

C. White Rose Banquet Coordinator

- i. Plan and execute an annual White Rose Banquet, which includes locating a venue, coordinating logistics, managing transportation, developing a program and entertainment for event
- ii. Solicit guest speakers for banquet (distinguished alumni, campus administrators, advisors, etc.)
- iii. Partner with brothers to develop and showcase chapter awards and recognition
- iv. Ensure proper documentation is submitted and deadlines are met for campus or Interfraternity Council (or equivalent)
- v. Coordinate and review member safety plan with Health and Wellness Coordinator

D. Intramural Coordinator

- i. Register and coordinate interested members in intramural sports
- ii. Attend required meetings for intramural sport participation
- iii. Organize intramural practices among members
- iv. Notify chapter of intramural game times/locations and encourage spectators and fans to attend
- v. Design jerseys or appropriate athletic attire in line with branding standards

SECTION 7. Community Engagement Division

A. Greek Week Coordinator

- i. Attend Greek Week information meetings as necessary
- ii. Solicit other organizations to partner with for Greek Week
- iii. Notify members of Greek Week activities and solicit volunteers accordingly

- iv. Manage and maintain member attendance for Greek Week events
- v. Develop and lead a team to coordinate and orchestrate Greek Week related projects, events, and activities
- vi. Build budget and anticipate costs for meals, materials, events, etc.

B. Homecoming Coordinator

- i. Attend Homecoming related information meetings as necessary
- ii. Solicit other organizations to partner with for Homecoming (if applicable)
- iii. Notify members of Homecoming related activities and solicit volunteers accordingly
- iv. Manage and maintain member attendance for Homecoming events
- v. Develop and lead a team to coordinate and orchestrate Homecoming related projects, events, and activities
- vi. Build budget and anticipate costs for meals, materials, events, etc.
- vii. Communicate homecoming related information to chapter and area alumni
- viii. Plan and execute alumni-focused event with Alumni Relations Coordinator (finalize and notify alumni a minimum of 60 days prior to event)

C. Philanthropy Coordinator

- i. Following the guidelines of the national philanthropy program which includes participating in another organization's philanthropy events, raising funds for a local charity, and coordinating a service or philanthropy event for Special Olympics.
- ii. Participate in Director of Philanthropy related calls and presentations
- iii. Organize and execute chapter specific philanthropy event(s)
- iv. Excite and inform members to give back and be charitable
- v. Utilize local and Headquarter provided resources to maximize philanthropic efforts
- vi. Inform members of the chapter about other organizations philanthropy event
- vii. Coordinate and ensure participation in other organizations philanthropy events
- viii. Maintain calendar of chapter and community philanthropy events
- ix. Collect data on member's charitable giving (inside and outside of the chapter)

D. Service Coordinator

- i. Compile and maintain list of campus and area agencies with whom members can volunteer and provide information to chapter members
- ii. Organize a chapter-wide service project once per semester
- iii. Seek out regular and ongoing service opportunities
- iv. Meet with university-based service learning center or student activities volunteer coordinator (if applicable)

LAW VI. Elections

- SECTION 1. To be eligible for nomination and election to the Executive Cabinet, a must meet the following criteria:
- A. Remain current and in good financial standing with the chapter
 - B. Maintain a cumulative GPA of 2.75/4.0 or better
 - C. Abide by all rules, Laws, and Policies of the fraternity
 - D. Attend Webb Academy, which is hosted by Headquarters
 - E. Be a member in good standing of the chapter
- SECTION 1. Elections shall occur in the month of November. Nominations shall occur the meeting directly proceeding Executive Cabinet elections.
- SECTION 2. Candidates for Executive Cabinet positions shall have four minutes to address the chapter in a format of their choosing with up to two minutes provided after for questions.
- SECTION 3. The election of Executive Cabinet positions shall proceed in rank order, beginning with President. Candidates not elected, shall be eligible to run for another position.
- SECTION 4. Voting will be conducted by secret ballot and counted by the Marshall and verified by a chapter advisor. If no advisor is present, the President will verify the vote.
- SECTION 5. Members of the Executive Cabinet shall be elected by a simple majority vote of members in good standing present at a regular scheduled meeting. In the event that no nominee achieves majority vote, the nominee receiving the lowest votes shall be eliminated and another vote will take place. As necessary, this process will continue until a candidate achieves majority of the vote.

LAW VII. Standards Board

- SECTION 1. The Standards Board exists to hold members accountable to the standards, policies, constitution and laws of the chapter and Fraternity.

SECTION 2. The Standards Board shall be composed of five members. The Chairman shall be elected by simple majority of the chapter during the same election as Executive Cabinet officers. The remaining board members shall be selected based upon the manner prescribed in the Standards Board Manual.

SECTION 3. The chapter shall use the most current Headquarters provided Standards Board Manual.

LAW IX. Meetings

SECTION 1. The chapter shall meet once per regular academic week to review, discuss, and decide on the business of the chapter.

SECTION 2. Roberts Rules of Order Revised shall govern the proceedings of chapter meetings unless otherwise provided herein.

SECTION 3. Two-thirds of the chapter's collegiate members in good standing shall constitute a quorum for the transaction of business.

SECTION 4. All business meetings of the chapter shall be conducted in the following order:

- A. Opening Ritual
- B. Roll Call
- C. Guest Speakers
- D. Approval of the Minutes
- E. Officer Reports
 - a. President
 - b. Vice President
 - c. Director of Finance & Operations
 - d. Director of Recruitment
 - e. Director of Communications
 - f. Director of Advancement
 - g. Director of Community Engagement
 - h. Director of Member Engagement
 - i. Director of Education & Wellness
- F. Alumni Advisor Report
- G. Old Business
- H. New Business
- I. For the Good of the Order
- J. Closing Ritual

LAW VIII. Customs and Traditions

- SECTION 1. The chapter shall elect a White Rose Sweetheart from the undergraduate students at [UNIVERSITY] who best represents the Principles of Sigma Tau Gamma and has contributed to the chapter.

LAW VIII. Removal from Office and Vacancies

- I. SECTION 1. A member of the Executive Cabinet may be removed from their position:
- A. By a two-thirds vote of the chapter
 - B. As a sanction from the Standards Board
 - C. As a sanction from the National Headquarters or an appointed designee as described in the Standards Board Manual
- II. SECTION 2. Executive Cabinet positions, which have been vacated, will be filled in accordance with the Election procedures outlined in Law VI.

LAW VIII. Amendments

- I. SECTION 1. These bylaws may be amended by a two-thirds vote of the chapter, provided that notice of a proposed amendment was given at the preceding meeting.