



# PRESIDENT

## WORKBOOK

**GROUP 1**

**Eta Mu Associate Chapter**  
*University of Kansas*

**Gamma Beta**  
*University of Wisconsin-Stevens Point*

**Upsilon**  
*University of Arkansas-Monticello*

**Eta Nu Associate Chapter**  
*University of Wisconsin-Madison*

**Epsilon Mu**  
*Marshall University*

**Beta Kappa**  
*University of Wisconsin-La Crosse*

**Theta Zeta Associate Chapter**  
*Towson University*

**Alpha Chi**  
*University of Illinois at Urbana-Champaign*

**Mu**  
*Southeastern Oklahoma State University*

**Epsilon Sigma**  
*Southern Illinois University-Edwardsville*

**Beta Chi**  
*University of Nebraska at Kearney*

**Zeta Mu**  
*William Woods University*

**Alpha Epsilon**  
*Henderson State University*

**GROUP 2**

**Epsilon Omega**  
*Florida Institute of Technology*

**Gamma Rho**  
*Cameron University*

**Epsilon Zeta**  
*Embry-Riddle Aeronautical University-Prescott*

**Epsilon Pi**  
*University at Buffalo, The State University of NY*

**Psi**  
*Central Michigan University*

**Zeta Omega Associate Chapter**  
*The Ohio State University*

**Epsilon Theta**  
*Plymouth State University*

**Lambda Associate Chapter**  
*Black Hills State University*

**Gamma Theta**  
*University of Missouri-St. Louis*

**Epsilon Delta**  
*University of Massachusetts-Lowell*

**Epsilon Omicron**  
*Monmouth University*

**Alpha Omega**  
*Missouri University of Science and Technology*

**Beta Upsilon**  
*Cleveland State University*

**GROUP 3**

**Delta Pi**  
*University of Pittsburgh at Johnstown*

**Delta Upsilon**  
*Penn State Erie-Behrend College*

**Delta Psi**  
*Robert Morris University*

**Zeta Upsilon Associate Chapter**  
*University of Nebraska-Lincoln*

**Zeta Phi Associate Chapter**  
*Carroll University*

**Eta Lambda Associate Chapter**  
*University of Maryland-College Park*

**Gamma Tau**  
*Millersville University*

**Beta Iota**  
*California University of Pennsylvania*

**Delta Phi**  
*Fitchburg State University*

**Gamma Pi**  
*Stephen F. Austin State University*

**Beta**  
*Truman State University*

**GROUP 4**

**Zeta Lambda**  
*University of Nevada-Reno*

**Zeta Kappa**  
*Kansas State University*

**Epsilon Lambda**  
*Plattsburgh State University of New York*

**Beta Gamma**  
*Youngstown State University*

**Beta Xi**  
*Winona State University*

**Zeta Psi**  
*University of Colorado Boulder*

**Zeta Sigma**  
*Colorado State University*

**Gamma Xi**  
*University of Wisconsin-Platteville*

**Epsilon Rho**  
*Salisbury University*

**Beta Zeta**  
*University of Central Oklahoma*

**Zeta Beta**  
*University of Cincinnati*

**GROUP 5**

**Theta**  
*Northwest Missouri State University*

**Epsilon**  
*Pittsburg State University*

**Delta**  
*Emporia State University*

**Phi**  
*Southeastern Louisiana University*

**Zeta**  
*Northeastern State University*

**Kappa**  
*University of Wisconsin-Whitewater*

**Zeta Omicron**  
*Michigan State University*

**Gamma Phi**  
*University of Southern Indiana*

**Epsilon Xi**  
*Saint Louis University*

**Alpha**  
*University of Central Missouri*

**Gamma Chi**  
*Michigan Technological University*

**GROUP 6**

**Beta Alpha**  
*University of Missouri*

**Beta Theta**  
*Purdue University*

**Epsilon Tau**  
*University of North Carolina at Charlotte*

**Delta Alpha**  
*East Carolina University*

**Zeta Pi**  
*University of Arizona*

**Epsilon Upsilon**  
*Virginia Polytechnic Institute & State University*

**Sigma**  
*University of Central Arkansas*

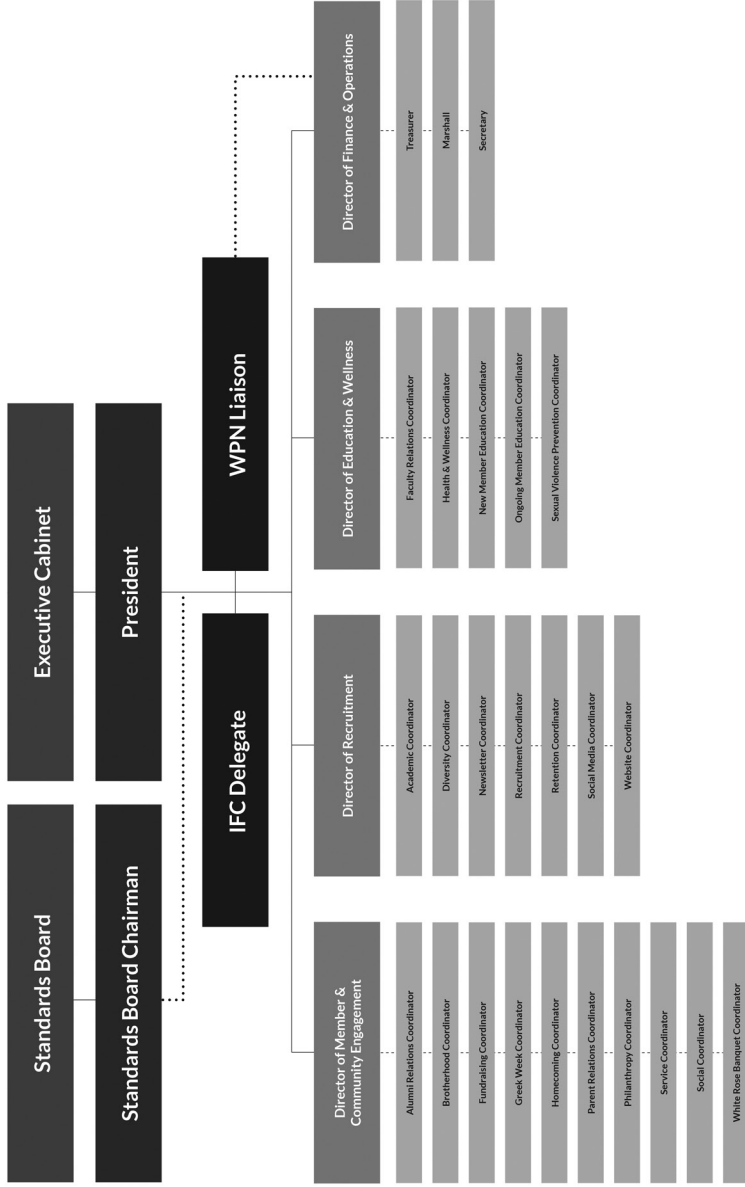
**Epsilon Phi**  
*University of Alabama*

**Chi**  
*Western Michigan University*

**Epsilon Chi**  
*Auburn University*

**Zeta Alpha**  
*Arizona State University*

**CHAPTER MEMBERSHIP**  
**30-50 MEMBER CHAPTER**



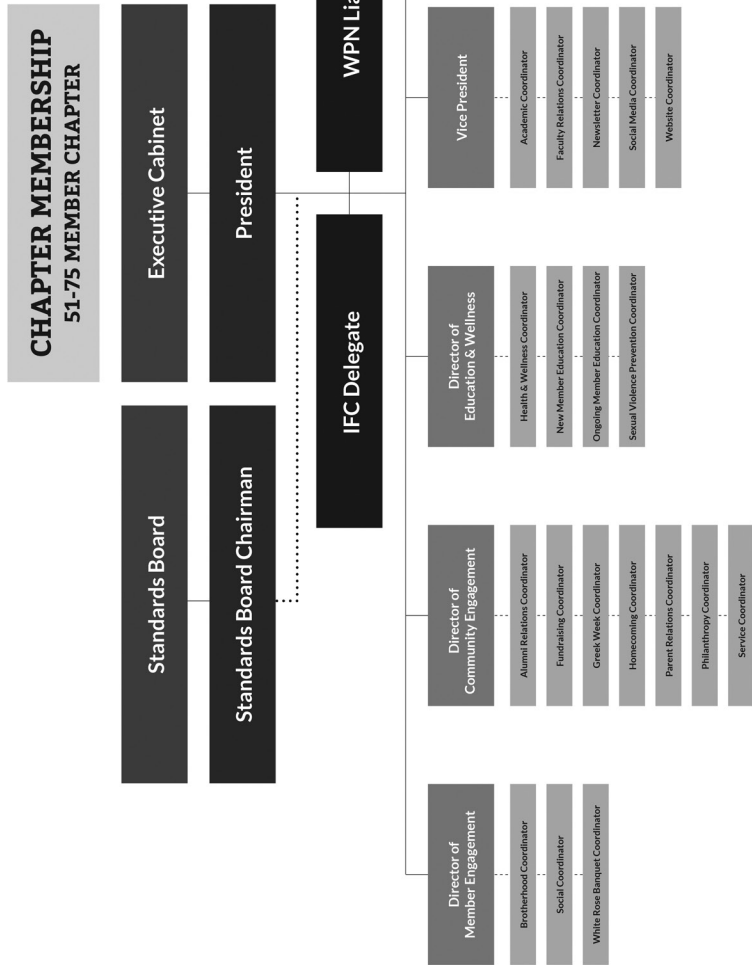
**LEGEND**

———— Direct report ..... Indirect report ..... Equal role



# ΣΤΙ

Hoffman Cabinet Model



## LEGEND

———— Direct report ..... Indirect report ..... Equal role

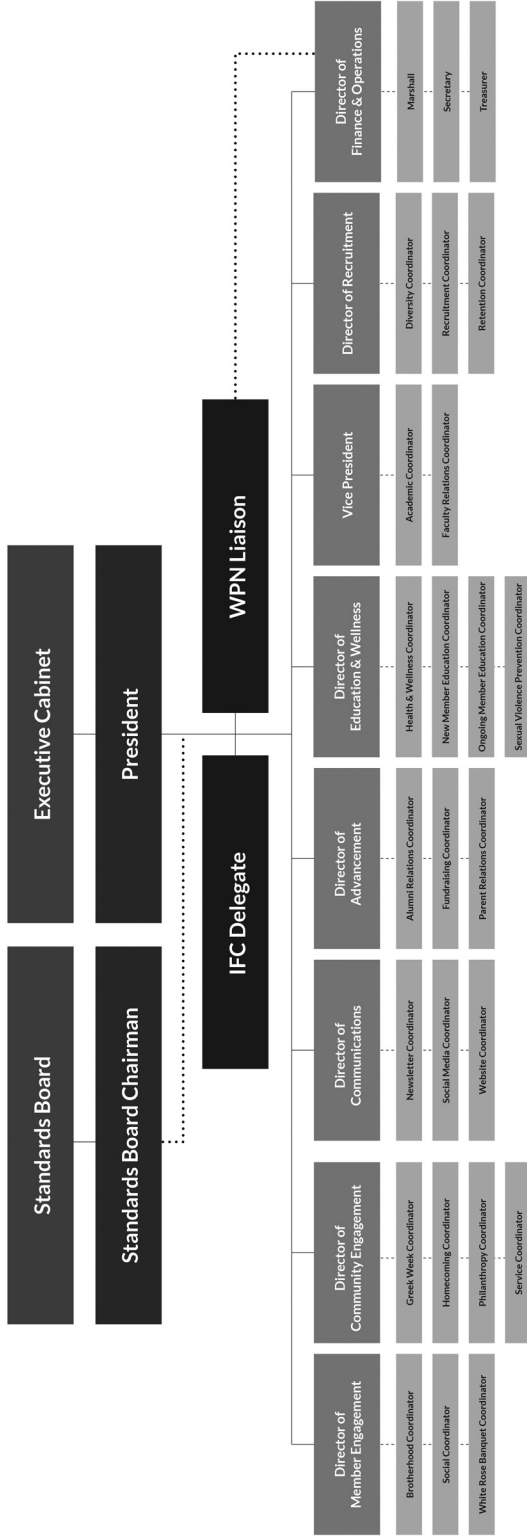
Updated: January 2017



**ΣΤΙ**

Salter Cabinet Model

**CHAPTER MEMBERSHIP**  
76+ MEMBER CHAPTER



**LEGEND**

—— Direct report ..... Indirect report

..... Equal role

Updated: January 2017

## SCHEDULE OVERVIEW

### Saturday, January 08

10:00 AM – 11:00 AM	Tracks (General Welcome Session)
11:00 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch Break
12:30 PM – 3:45 PM	Tracks

### Sunday, January 09

10:00 AM – 10:30 AM	Tracks (General Welcome Session)
10:30 AM – 12:00 PM	Tracks
12:00 PM – 12:30 PM	Lunch
12:30 PM – 3:45 PM	Tracks

# **PRESIDENT**

## **WORKBOOK**



# **Webb Academy**

January 8-9, 2022

**Virtual**

**Sigma Tau Gamma Fraternity**

8741 Founders Road | Indianapolis, IN 46268

Phone: (317) 644-1920 | Web: [sigtau.org](http://sigtau.org) | Email: [noblemen@sigtau.org](mailto:noblemen@sigtau.org)

# THE ROLE OF THE PRESIDENT

The President is the Chief Elected Officer. In this capacity he presides over meetings of the chapter. As the presiding officer, he sets the agenda, monitors all activities, and serves as spokesman for the chapter.

Perhaps his most important task is communication. That is two-way communication, facilitating understanding of the mission, governance, goals, and expectations of the organization throughout the brotherhood.

The President also leads the Executive Cabinet. In the Fisher Cabinet Model, the Executive Cabinet consists of the Director of Member & Community Engagement, the Director of Recruitment, the Director of Education & Wellness, and the Director of Finance & Operations.

In the Hoffman Cabinet Model, the Director of Member & Community Engagement is split into two separate positions – a Director of Member Engagement and a Director of Community Engagement. A Vice President position is also added to the Cabinet, bringing the total number to seven.

In the Salter Cabinet Model, a Director of Communications and a Director of Advancement are added, bringing the total number to nine.

Together they form a collaborative leadership council, with each member having an equal vote. As elected officers, they are all responsible to the full membership of the chapter. However, the Chapter President is responsible for monitoring each Director's performance related to chapter goals, just as each Director is responsible for monitoring each Coordinator's performance. The President sets the chapter's strategic plan and must use that vision to keep the chapter's leadership on track.

## KEY ROLES

- **The Chapter President is the face of the chapter.** You'll be the first person people think of when they think of "Sig Tau" on your campus. It's important you're a good role model and noble gentleman who operates with the Six Principles and the Purpose of the Fraternity in mind.
- **The Chapter President must be an effective communicator.** All information coming from campus, alumni, and Headquarters typically comes through the Chapter President to get to the chapter. If the Chapter President does not share information with the Lead Advisor, Headquarters, campus and campus professionals, and the chapter, then the line of communication stops entirely. You must not underestimate how important communication is within the chapter.
- **The Chapter President serves alongside and is advised by a core cabinet of officers, each with specific responsibilities.** Larger chapters require more Executive Cabinet members to share the increased amount of work and responsibility. In turn, the Executive Cabinet, as a whole, is responsible for the chapter.
- **The Chapter President ensures everyone holding leadership positions in the chapter is successful in their position.** He should work with cabinet officers to create long-term strategic goals, and monitor the progress of those goals, giving guidance and feedback when necessary.
- **To assist the Executive Cabinet, the Chapter President and his cabinet appoint all the coordinator positions.** Coordinators support each director in achieving the chapter's goals.
- **The Chapter President presides over Executive Cabinet and chapter meetings; he needs to understand how to conduct a meeting and use an agenda.** Executive Cabinet and chapter meetings are critical to run efficiently and effectively to move the chapter forward.



## LEADING THE EXECUTIVE CABINET

As President, you are the Chairman of the Executive Cabinet. While you do not select your Cabinet members, it's important that you build a strong working relationship with each member of your Cabinet. Remember, you were all elected to serve the entire chapter.

### Transition and Goal Setting Retreat

One of the first things you should do as President is schedule your transition retreat. This is a time for the Outgoing Executive Cabinet and Incoming Executive Cabinet to come together and support a healthy and successful transition.

### Managing Your Cabinet

After holding your transition retreat and setting SMART goals with each officer, it is important to maintain consistent communication, check-ins, and feedback. Here are some suggestions:

- ^ **Hold a weekly Executive Cabinet meeting** – Use this meeting to check in on each officer's progress on their SMART goals. Each officer should come prepared to provide a thoughtful and concise update, to answer questions, to receive feedback, and to outline next steps.
- ^ **Work as a team** – While each officer has his own responsibilities, your Executive Cabinet is an intelligent and experienced team. Do your best to create an environment where all officers are asking questions and providing feedback on officers' goals and action plans.
- ^ **Delegate** – The President can't do everything. Find projects that other officers and brothers will be excited to own and execute. Your role is a communicator and a coordinator. With that said, be careful you aren't perceived as the leader who delegates all his responsibilities.
- ^ **Follow up** – Make sure meeting minutes are sent by the Chapter Secretary.
- ^ **Set your vision and repeat it often** – Your Executive Cabinet should create a team motto at your transition retreat. Don't leave that motto behind. Repeat it at your meetings. Write it on flip chart paper and hang it on the wall. When you run into a tough decision, refer to your vision.
- ^ **Think big picture and long term** – Leave a legacy. What will you implement that will leave a lasting mark on your chapter? Don't allow day-to-day tasks prohibit you from achieving your vision.
- ^ **Be dynamic and thoughtful in your leadership** – Each of your brothers is different. If you are going to be successful, you will probably need to encourage, empower, recognize, and hold them accountable differently.
- ^ **Be a team player** – Give credit others whenever possible; praise in public, criticize in private.

## LEADING THE MEETING

Having effective meetings are an essential part of achieving the goals of the chapter. Meetings are one of the most efficient ways for a chapter to manage tasks, hold each other accountable, move projects forward, and have open conversations that solve problems.

However, meetings can be a huge time-waster if not executed properly. As the leader, you must be cognizant to prepare meetings that have a clear purpose and leave our brothers feeling energized and excited to make our organization better.

- ⤴ **Set clear outcomes and objectives** - There should be a clear purpose for calling the meeting. Know exactly what you want to accomplish before sending out meeting times and agendas.
- ⤴ **Be deliberate with whom you invite** - Everyone who is in attendance should feel relevant or they will consider the meeting a waste of time.
- ⤴ **Distribute an agenda before the meeting** - Having an agenda will give the meeting a direction and save time by keeping everyone focused. Agendas sent in advance also help attendees prepare for the meeting.
- ⤴ **Set expectations** - Establish a framework for how the meeting is going to run. Facilitate the meeting when discussions begin to get off-topic. People speaking out of turn or talking too long can derail a meeting.
- ⤴ **Start and end on time** - People will respect you if you respect their time. Sixty minutes is usually the longest time a group will stay fully engaged. Avoid surpassing sixty minutes for a regular or weekly meeting.
- ⤴ **Take minutes** - Notes that accurately reflect the discussion and result are important. Have the chapter Secretary send out the minutes to everyone following the meeting. This should help avoid discussing the same topics at multiple meetings.
- ⤴ **Ban technology** - Technology can be a huge distraction. Unless a computer is necessary, keep them put away. Ban the use of cell phones or collect them at the door.
- ⤴ **Summarize decisions and action items** - Decisions, next steps, and responsibilities should be clear. Assign an owner to each action item.

*How can you improve your meetings?*

## HOW TO GET (AND STAY) CONNECTED

### Resources

Let's not re-invent the wheel. There are tons of resources offered for free to chapter officers – from recruitment coaching, to “fundraising made easy”, to officer transition plans. Visit [sigtau.org](http://sigtau.org) – resources to check out resources for new officers to utilize.

Don't forget to check with your campus's Fraternity and Sorority Life Advisor - many times they have great ideas and other, campus-specific, resources for officers to use.

### SAGA Weekly

Did you know Sig Tau HQ sends Executive Cabinet officers weekly email reminders of upcoming deadlines, resources available, and other cool opportunities from the Fraternity, Foundation, and WPN Housing? This is the best way to stay aware of everything you need to know week-by-week.

To receive these emails, make sure your officers' contact information is correct in Vault by logging into Vault – Officers – Edit Officers, and putting officers in the right positions. Next, click on each individual officer and locate their primary phone number and email address in the “contact information” box. Update this contact information as necessary.

### Liaisons

Every chapter of Sigma Tau Gamma has a dedicated liaison at Sig Tau Headquarters who you can reach out to any time for help. Your liaison is the person you should reach out to first with questions or concerns.

If you don't know who your liaison is, make a note – we can help you figure it out. WPN Housing chapters should continue to reach out to the WPN Housing Company staff for questions regarding housing.

**MY HQ STAFF LIAISON IS:** \_\_\_\_\_

### Emails

Check your email regularly! A majority of communication comes via email.

Don't unsubscribe from Sig Tau HQ emails or you'll be out in the cold regarding everything from upcoming deadlines to scholarship opportunities and more.

## CHAPTER STANDARDS

### Academics

1. Chapter recruits potential new members who have at or above a 2.5 cumulative high school GPA, or, if established, collegiate GPA.
2. Chapter achieves a minimum, semesterly, chapter GPA at or above the campus all men's average GPA or achieves a 2.7 semesterly GPA for campuses who do not provide an all-men's average GPA.

### Education and Programming

3. Chapter sends the required officers - no substitute officers - to attend Webb Academy in its entirety.
4. Chapter sends 50% of associate members in each associate member class to attend Noble Man Institute in its entirety.
5. Chapter sends required delegates to attend Grand Conclave in its entirety.
6. Chapter executes Path of Principles in its entirety with associate members.

### Finance & Administration

7. Chapter meets all administrative and financial deadlines each semester as outlined in the Important Dates and Deadlines Document.
8. Chapter is current on all academic year finances, having a \$0 balance in their National Dues and Fees, Conferences, Member Safety Fee\*, and housing registers by December 31 and May 31.
9. Chapter elects new officers in November and updates contact information for all officers in Vault by December 1.

### Member Safety & Wellness

10. Chapter abides by the Fraternity's Member Safety and Wellness Policy.
11. All member education, recruitment, and ritual events are alcohol-free.

### Recruitment & Retention

12. Chapter size is equal to or greater than the IFC average chapter size or 28 members - whichever is higher.
13. Chapter retains 85% of total associate members from association to initiation.
14. Chapter supports "student choice" or 365 recruitment.

### Ritual

15. Chapter performs association and initiation ceremonies, as instructed by the Sigma Tau Gamma ritual book, for every academic semester in which a chapter extends bids to potential new members.
16. Initiation of associate members takes place in the same semester in which bids are extended.

### Service & Philanthropy

17. Chapter averages at least 12 hours of service per member per semester.
  18. Chapter hosts at least one fundraiser a year through CrowdChange to raise funds for Special Olympics.
- \*Member Safety Fee is due, in full, by October 1

*Which three of these Chapter Standards do you know you need to make a priority during your presidency?*

# IMPORTANT DATES AND DEADLINES

## Spring 2022 – Fall 2022

### JANUARY 2022

Virtual Webb Academy Attendance  
President, Director of Finance, and  
Standards Board Chairman  
In-Person Webb Academy Attendance  
Director of Recruitment and Director of  
Education & Wellness  
Spring Roster Update Due

### DUE DATE

January 8 – 9, 2022  
  
January 14 – 16, 2022  
  
January 15, 2022

### MARCH 2022

Spring Association Report Due

March 1, 2022      \$200 Late Fee

### APRIL 2022

Spring Initiation Report Due  
Chapter Standards Report Due

April 1, 2022      \$200 Late Fee  
April 15, 2022      Admin. Suspension

### MAY 2022

National Dues & Fees Balances Due  
National Dues & Fees, Member Safety, Conferences

May 31, 2022

### JUNE 2022

Grand Conclave Attendance  
Kansas City, Missouri

June 23 – 26, 2022

### AUGUST 2022

Fall Roster Update Due

August 15, 2022

### OCTOBER 2022

Member Safety Balance Due  
Fall Association Report Due  
Form 990: Tax Organizer Due

October 1, 2022      Admin. Suspension & Surcharge  
October 1, 2022      \$200 Late Fee  
October 1, 2022      Admin. Suspension & \$200 Late Fee

### NOVEMBER 2022

Fall Initiation Report Due  
Annual Officer Elections

November 1, 2022      \$200 Late Fee  
Chapter Discretion

### DECEMBER 2022

Officer Updates in Vault Due  
National Dues & Fees Balances Due

December 1, 2022  
December 31, 2022

*How do you plan on revisiting these deadlines with your Executive Cabinet regularly so that you don't miss any items on this list?*

## ELECTION PROCEDURES

Election procedures may be explicitly stated in your chapter's constitution and by-laws. In the absence of such specific procedures, we suggest the following to maintain a consistent and fair process.

### Election Order

1. President
2. Vice President (if applicable)
3. Director of Recruitment
4. Director of Education & Wellness
5. Director of Finance & Operations
6. Director of Member & Community Engagement OR
  - a. Director of Member Engagement
  - b. Director of Community Engagement
7. Director of Communications (if applicable)
8. Director of Advancement (if applicable)
9. Standards Board Chairman

### Final Call for Nominations

- ⤴ Initial nominations should occur at a prior meeting.
- ⤴ Last minute additions/withdraws are permitted if nominations are opened again. Additional nominations will require a second and acceptance from nominated individual. This is suggested to do before each officer to allow for somebody that did not win a previous position to run for an alternative position.

### All Candidates Exit the Room

- ⤴ Chapter should determine up to three questions to ask each candidate immediately following their respective speech.

### Candidate Speeches and Questions

- ⤴ Use alphabetical, order nominated, or randomized order to minimize potential favoritism.
- ⤴ Three minute presentation for President; Up to two minute presentations for other officers.

### Candidates Return and All Chapter Members Vote

- ⤴ Voting should be done by secret ballot. Candidates must win by a true majority (50% plus one) of the votes. If this is not achieved, a run-off must be held.

### Announce Winner. Re-start Process, Beginning with Final Nominations

- ⤴ The Marshall should oversee the Election; ballot counts and winners should be verified by the Outgoing President and Standards Board Chairman.
- ⤴ An officer running for re-election should recuse himself from this process.

*Which election procedures do we need to revisit or adjust as a chapter?*

# MEMBERSHIP STATUS CHANGES

**Scenario:** The Standards Board decides to suspend or expel a member.

## Suspension

The Standards Board may choose to suspend a member for his actions and behavior. During the suspension period, the member may not hold office, attend meetings, or participate in any Fraternity activities. While on suspension, the member is still subject to the discipline, standards, laws, and policies of the Fraternity. The member on suspension is also responsible for his financial obligations to the Fraternity through local and National Dues and insurance. Further, the member will not be considered in good standing until the terms of the suspension have been met, and the suspension is lifted.

## NOTES

## Expulsion

The decision to expel a member should be reserved for egregious actions and as a last resort for members who are not willing to correct negative behaviors.

When a member is recommended for expulsion, a Petition for Expulsion Form must be completed and sent with necessary documentation (detailed below) to the Chapter Advisory Team within 48 hours of a decision. The Chapter Advisory Team will have five days to review and agree or disagree with the expulsion and submit the Petition for Expulsion Form to Sigma Tau Gamma Headquarters at [noblemen@sigttau.org](mailto:noblemen@sigttau.org), 8741 Founders Road, Indianapolis, IN 46268. If a Chapter Advisory Team disagrees with a Petition for Expulsion, the Standards Board shall reconvene to determine appropriate sanctions. If no Chapter Advisory Team exists, the chapter will send the Petition for Expulsion directly to Headquarters.

The following must be attached to the Petition for Expulsion Form:

1. A copy of the letter (or email) notifying the member of the Standards Board hearing
2. Approved minutes of the Standards Board Hearing
3. A copy of the Notice of Outcome sent to the member

The Board of Directors (or their designee) will approve or deny Petitions for Expulsion received by Headquarters. Members recommended for expulsion will be asked to surrender membership materials (stole, chevron, badge, etc.) within 72 hours of notification. The chapter should agree to reasonable terms to acquire Sigma Tau Gamma branded materials (i.e., shirts, sweatshirts, hats, etc.).

## NOTES

# MEMBERSHIP STATUS CHANGES

**Scenario:** The member graduates, transfers, or leaves school for any reason, including serving in the military, participating in a study abroad or foreign exchange program, or any situation in which they are no longer enrolled in classes at the university.

## What is Outlined in the Constitution:

Sigma Tau Gamma Fraternity Constitution

Article III. Membership

Section 2. Membership Classification: There shall be two classes of membership in this Fraternity: undergraduate and alumni.

- A. Undergraduates are all members regularly enrolled in attendance at an institution of learning at which they were initiated...
- B. Alumni are all members who do not qualify as an undergraduate member...
- C. There shall be no local, social, honorary, or associate memberships...

Section 4: Initiates of this Fraternity shall pay initiation fees and membership dues according to the laws.

Section 5: Period of Membership: Membership in this Fraternity shall be for life, except when terminated by expulsion...

## NOTES

### Moving from Undergraduate to Alumni:

All members not returning in the following semester must be removed from the member roster by April 15 and November 15. National Dues and Fees are billed to the chapter for each member on the member roster.

Chapters have the ability to change a member's status from Undergraduate to Alumnus.

### Moving from Alumni to Undergraduate:

If a member previously listed as Alumnus and is returning to the chapter (i.e. was serving in the military, studied abroad, or withdrew from school and is now returning) the chapter may complete an Active Status Application to submit to Headquarters. Headquarters will update the member's status and return them to the member roster.

Chapters do not have the ability to change a member's status from Alumnus to Undergraduate.

### Moving from Undergraduate to Expelled:

The only entity that can expel an initiated member of the Fraternity is the Board of Directors. If a member wishes to terminate their membership before they graduate, transfer, or otherwise leave campus, they must visit the Standards Board via the expulsion process outlined on the previous page.

Chapters do not have the ability to change a member's status from Undergraduate to Expelled.



VIOLATIONS

LAW XIV. DISCIPLINE: MEMBER STANDARDS BOARD PROCESS

SECTION 1. Offenses: Charges may be brought for one or more of the following offenses:

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

*What are some violations happening in my chapter that cause me concern? What are some of the areas above where my chapter could better use the Standard Board to hold members more accountable?*

## COMPLAINTS AND NOTICE OF HEARING

1. Allegations/complaints should be submitted in writing to the Standards Board Chairman. Violations of minimum chapter standards, (academics, attendance, and indebtedness) will be automatic and a special complaint is not required to be submitted.
2. Upon receiving a complaint, the Standards Board Chairman shall convene the Standards Board at the earliest available opportunity to hold a hearing, not to exceed 7 days from notice of complaint. (The Standards Board is strongly suggested to set a regular/weekly meeting time.) If the end of the seven-day period falls on a holiday or school break, the hearing shall be held within 48 hours of the return to campus.

Also, upon receipt of the Complaint, the Standards Board Chairman shall notify the Lead Advisor or his designee of the subject matter of the Complaint and the date, time, and location of the hearing of the matter.

3. Notice of the detailed complaint or standards violation shall be sent to the Respondent with a request to appear before the Standards Board with at least 48 hours' notice.
4. Should the Respondent be unable to attend the scheduled hearing, he must notify the Standards Board Chairman before the scheduled time and request an alternate time not to exceed 24 hours from the originally scheduled meeting.
5. The Respondent has the right to accept responsibility for the allegation/complaint and waive his right to a hearing.

### NOTES

## OMEGAFI FAQ QUIZ

Your director of recruitment tells you he doesn't have access to see the chapter roster in Vault but would like access to view it. How do you give him access?

Your lead advisor asks, "what's the difference between the member roster and the billing roster in Vault?" What do you tell them?

Last semester, your previous director of finance incorrectly marked someone as "alumnus" on your member roster, and now you need to add him back to your active roster in Vault. What do you do?

A member of the chapter tells you he wants to go "inactive" for a semester. He'll still be on campus, but he wants to take a semester off because he'll be busy – he'll rejoin the chapter again next semester. He wants to know what his options are – what do you tell him?

You need to update your director of education and wellness's phone number in Vault. How do you do it?

You want to see what the chapter was billed for the upcoming semester. Where can you find that information?

It's nearing the end of the semester and you want to check on how much money the chapter still owes in National Dues and fees. Where do you look to find this number?

Your executive cabinet asks when the member roster needs to be accurate for the fall semester. What do you tell them?

A member who transferred to another college for a semester is now back on campus and you need to add him back to your member roster. What do you do?

You want to transfer some funds from your operating account to your member safety fee register. How do you do it?

You need a budget template for the chapter this year, and you want to check out last year's budget too. Where can you look to find it?

You forget how to add new members to Vault. Where can you go to find instructions on how to add them?

Your director of finance says he submitted the initiation report...but you want to double check. Where can you find this?

## SIGMA PHASE FAQ

### What is the Sigma Phase?

The Sigma Phase is Sig Tau's new new member education program, built to be informational and engaging. There are three key goals of the Sigma Phase:

- ^ To learn about the local and national organization: the history, leaders, opportunities, and other relevant facts.
- ^ To build relationships and get connected. Members will build brotherhood and camaraderie with other associate members, active members, and alumni; engage with their own campus and community leaders; and even hear from industry experts about the larger fraternity and sorority life picture beyond their own organization or campus.
- ^ To promote personal development in every associate member: Sig Tau exists to build noble generations of men. During the Sigma Phase, members will explore their own personal goals as they relate to their leadership development, academics, mental and physical wellness, and more. Members will answer the question, "what type of man do I want to be before I graduate, and how can Sig Tau help me become that man?"

### Why did we create a new, new member education program?

It was time! Feedback from members indicated the need for an update. Sig Tau's history remains, but the way students learn, and the opportunities Sig Tau can provide them are ever evolving. The Sigma Phase is designed to honor Sig Tau's past and incorporate new information and learning methods like videos, PowerPoints, Learning Management Systems, and most importantly, activity-based discussions and fun.

### Who created the Sigma Phase?

The committee responsible for the creation of the program included alumni (some of whom helped write the original Path of Principles Program!), undergraduate members, and HQ Staff. The team was made up of representatives from all types of chapters from all over the country, and the content was laid out and arranged by industry experts and well-known curriculum developers.

Here's the best part: the Sigma Phase was piloted and improved BY undergraduates FOR undergraduates. Ten chapters implemented the program in fall 2021 and fine-tuned the Sigma Phase to be what chapters needed and wanted in a new member education program.

### How does the Sigma Phase work?

This five-week program consist of two meetings or activities per week. Association, big/little brother assignments, and Initiation are still built into the program, and the program is still led by the director of education & wellness with guest speakers and other executive cabinet officers attending periodically throughout the program.

The capstone of the Sigma Phase is the opportunity to attend Noble Man Institute – a national program and weekend leadership development experience scheduled for April 1 – 3, 2022– with other new members from across the country.

**What did we keep from the old Path of Principles program and what's new in the Sigma Phase?**

Several components of the Sigma Phase are familiar: big/little brothers, a service or philanthropy event planning component, and introductions to all chapter officers. Some concepts have been built on: for example, brotherhood building is now more intentional - with structured brotherhood activities that chapters have told us are, "better at building brotherhood faster and earlier on" and are their "favorite part of the Sigma Phase".

New ideas and concepts include an emphasis on developing the member and setting personal goals that fit into the larger chapter picture. After all, great men build great chapters. We also know it's important that all chapters of Sig Tau have the same new member experience as a basis for their membership. The Sigma Phase accomplishes that goal while still allowing flexibility to create a schedule that works for the individual chapter.

Finally, we're providing more resources and training for the Sigma Phase. Directors of education & wellness will be trained on how to facilitate the program at the Earl A. Webb Academy of Principled Leaders in January 2022. They'll also receive a facilitator guide that explains how to facilitate the content, links to the videos, PowerPoints, and workbooks for new members to utilize, and more.

**When does this start?**

All directors of education & wellness will learn how to facilitate the Sigma Phase at the Earl A. Webb Academy of Principled Leaders in January 2022 and will begin immediate implementation with their next new member classes.

**What's next?**

After the conclusion of the Earl A. Webb Academy of Principled Leaders, directors of education & wellness should begin planning out their five-weeks of the Sigma Phase for their new member class. While typically only a fall event, Noble Man Institute will also be offered April 1 - 3, 2022 - more information on how to register associate members will be shared early in the spring semester.

The Sigma Phase is only one of three phases of new education to be offered by Sig Tau. The Tau and Gamma Phases for active members and graduating seniors, respectively, are under development.

**I still have questions about the Sigma Phase - who can I talk to?**

We encourage you to first talk to your chapter's director of education & wellness directly. If you still have questions, email HQ Staff at [nobleman@sigtau.org](mailto:nobleman@sigtau.org).

# NATIONAL PROGRAMMING OPPORTUNITIES

WHAT?	Webb Academy	Grand Conclave and Endeavor	Noble Man Institute
WHY?			
WHO?			
WHEN?			
WHERE?			

# SIGMA TAU GAMMA FOUNDATION

## What is the Foundation?

The Sigma Tau Gamma Foundation is a public charity with the principle purpose of supporting programs that advance Sigma Tau Gamma Fraternity's mission and ensure the future for our Fraternity. The Foundation is funded by donations from alumni, friends, parents and undergraduates. Without their support, the Foundation could not fund the leadership opportunities, scholarships, grants and other resources that Sig Tau members and chapters need.

## What does the Foundation support?

### Leadership Programs

The Foundation supports Fraternity leadership development programs including Noble Man Institute, the Endeavor Conference, the Earl A. Webb Academy of Principled Leadership and Grand Conclave.

### Chapter Funds

Chapter Funds may be used for educational purposes including academic scholarships and leadership education grants. Donations made to the Sig Tau Foundation may be designated to support your chapter directly.

### Scholarships

Sig Tau provides merit-based and need-based scholarships annually to help our undergraduate members finish their education, so they can be leaders in Sig Tau, on their campuses, and in their communities.

### Special Olympics

Gifts to Sig Tau in support of Special Olympics strengthen the national partnership and demonstrate commitment to Citizenship. Chapter philanthropy events and donations raised through Crowd Change will be received by the Foundation and distributed on the chapter's behalf to the Special Olympics at the end of each academic year.

## When I go back to my chapter, what can I share about the Sig Tau Foundation?

## What's one way you or your chapter has been directly supported by the Sig Tau Foundation?

### CrowdChange

CrowdChange is a virtual fundraising platform that will help you host virtual events and online fundraisers so you can continue to raise money for Special Olympics. This platform offers tons of features to help you take your philanthropy events to the next level at no cost to your chapter!

Chapters have been extremely successful with CrowdChange, raising an average of 235% of what they raised the previous year for similar or identical events not on CrowdChange.

Learn more or set up an event now: [sigtau.org](http://sigtau.org) – resources - CrowdChange

# AWARDS & SCHOLARSHIPS

## Chapter Awards

*No Application Necessary*

### Christopher J. Mauer Man-Mile Award

Awarded to the chapter who sends the most members, the furthest distance, to attend the annual summer conference.

### J. Gregory Rumpf Recruitment & Growth Award

Awarded to the chapters who excel in recruitment and growth as evidenced by recruiting and initiating the most overall number of new members (as a percentage of the active chapter members) during the academic year.

### Dr. Emmett Ellis Chapter Scholarship Award

Awarded to chapters who demonstrate their drive for academic excellence and the Principle of Learning by achieving the highest overall grade point average in the two semesters of the previous calendar year.

## Chapter Awards

*Application Required*

### Edward H. McCune Distinguished Chapter Award

Awarded only to the highest performing chapters who demonstrate excellence in all areas of chapter operations as evidenced by completion of the Chapter Standards, the embodiment of the Six Principles of the Fraternity, and proof of campus and community endorsement.

### Ronald W. Erickson Alumni Engagement Award

Awarded to chapters that best demonstrate the Principle of Brotherhood through continued communication and interaction with chapter and area alumni.

### Bernier Family Communication Award

Awarded to the chapters with the most impressive communication strategy including the use of the Sig Tau brand and utilization of printed materials and social media pages to positively tell their chapter's story to the community-at-large.

### Michael Schermer & Doug Lichtenberger Foundation Advocate Award

Awarded to chapters who have taken the initiative to reinvest in their chapter and the future of the organization through the Sigma Tau Gamma Foundation.

### Thomas M. Hutsell Chapter Efficiency Award

Awarded to chapters who practice effective and efficient chapter management as demonstrated by meeting reporting deadlines and maintaining operational and financial integrity.

### Earl A. Webb Most Improved Chapter Award

Awarded to chapters who demonstrate the greatest year-over-year improvement in each of the functional areas of the Chapter Standards.

### W.T. "Bill" Hembree Campus Leadership Award

Awarded to those chapters who best embody the Principle of Leadership, with members who are actively involved in leadership positions in diverse campus organizations outside of Sigma Tau Gamma and who participate at the national level by attending Sig Tau programs for leadership development and member enrichment.



**Robert N. Jones Charitable Projects Award**

Awarded to chapters who best embody a spirit of giving and the Principle of Citizenship through philanthropic efforts and service to their campuses, communities, and Sigma Tau Gamma's National Philanthropy – Special Olympics.

**Alumni Association Award of Distinction (Alumni Associations Only)**

Awarded only to the highest performing alumni associations who demonstrate excellence and exemplify the purpose of their association by encouraging alumni engagement, demonstrating support of and connection to the alumni association's alma mater, engaging at a national level through national programs and other volunteer opportunities, and by providing support for an undergraduate chapter or undergraduate members.

**Undergraduate Awards****Ellsworth C. Dent Man of the Year Award**

This award is the highest honor bestowed upon an active member of Sigma Tau Gamma Fraternity in recognition of his outstanding leadership, service, and academic achievements during his active membership. Ten finalists are selected as the Noble Man Hall of Fame Inductees. The Dent Man of the Year also receives a \$1,000 scholarship.

**Six Principle Awards**

In 2017, Sigma Tau Gamma introduced six new awards, earning their namesake after our six Principles: Learning, Integrity, Excellence, Leadership, Citizenship, and Brotherhood. For each of these awards, recipients must exemplify the qualities of the specific Principle in their everyday life. Each Principle award recipient also receives a \$500 scholarship.

**Stan Musial and Eric H. Hillman Sportsmanship Award**

This award is in honor of Stan Musial, Cal U '62, and Eric H. Hillman, Concord '81, for both their athletic success and commitment to serving their communities. The recipient will also receive a \$500 scholarship.

**Ted and Theresa Priem Undergraduate Scholarship**

This \$5,000 scholarship rewards undergraduate members who have achieved a 3.0 cumulative GPA, demonstrate financial need, and illustrate active participation and leadership in their chapter and campus community.

**Michael J. Steinbeck Graduate Fellowship**

This award is a \$1,500 scholarship from the Sigma Tau Gamma Foundation that recognizes and assists talented young brothers, firmly committed to the ideals of Sig Tau, in the pursuit of graduate and professional degrees. The award promotes the advancement of ethical young men into the highest levels of leadership in our society.

## Alumni Awards

### Distinguished Alumnus Award

The award recognizes the meritorious achievement of a brother in his profession, his leadership to free enterprise, his dedicated service to his community, and an appreciation of those eminent qualities which are an inspiration to all members of the Fraternity.

### Marvin Millsap Distinguished Foundation Service Medal

This award recognizes extraordinary service and support to the Sigma Tau Gamma Foundation. The recipient of this award is nominated by the Sigma Tau Gamma Foundation Board of Trustees.

### Society of the Seventeen

The Society of Seventeen commemorates the number of Founders by limiting the membership to 17 living persons. It recognizes continuous and distinguished service and leadership to Sigma Tau, and is the highest honor bestowed by the Fraternity. The inductee is selected by current Society of the Seventeen members.

### Winebrenner Distinguished Fraternity Service Award

This award is given in recognition of loyal and sustained fraternity service through the investment of the recipient's time, talent, and treasure, exemplifying the true meaning of "Sigma Tau for life."

### Young Distinguished Alumnus Award

The Young Distinguished Alumnus Award recognizes the meritorious achievement of a brother under the age of 40 in his profession, his leadership to free enterprise, his dedicated service to his community, and an appreciation of those eminent qualities which are an inspiration to all members of the Fraternity.

## Interfraternal Awards

### Distinguished Interfraternal Leadership Award

This award recognizes a Fraternity and Sorority Life Advisor with meritorious achievement in the profession of higher education and who demonstrates a commitment to the success of their students, our members, and the greater interfraternal community.

### Professor O.F. Grubbs Advisor of the Year Award

This award recognizes a chapter advisor who is judged worthy by evidence of his or her longstanding and effective service to the fraternity and to an undergraduate chapter.

### National White Rose Scholarship

The National White Rose Scholarship goes to one chapter's current White Rose who has made positive contributions to the chapter and best embodies the ideals and Principles of Sigma Tau Gamma.

## MEMBER SAFETY & WELLNESS POLICY

All college chapters are responsible for annually instructing their members and associate members about this Member Safety and Wellness 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. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
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. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
4. Chapter events may not involve the use of bulk quantities of alcohol, kegs of beer or any common source container of alcohol. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event). Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system.

The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

5. Any legal use of alcohol by members or guests should not permit, encourage, coerce, glorify or participate in the encouragement of rapid consumption, drinking games, or the direct or indirect pressuring of any person to consume alcohol.
6. No chapter shall sponsor open parties, meaning those with unrestricted access and without specific invitation, where alcohol is present. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
7. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
8. No chapter may co-sponsor, co-promote or co-finance an event with a bar, tavern, distributor of alcohol, charitable organization, or student organization where alcohol is sold, given away or otherwise provided. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
9. Members and their guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

## Hazing

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Sigma Tau Gamma property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

1. Be coerced to violate federal, state, provincial, local law, or Sigma Tau Gamma policy.
2. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non- customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
3. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
4. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
5. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

## Sexual Misconduct

Sigma Tau Gamma Fraternity and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

## Assault & Battery

In any activity or event sponsored or endorsed by Sigma Tau Gamma, including those that occur on or off Sigma Tau Gamma premises, no chapter, member or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

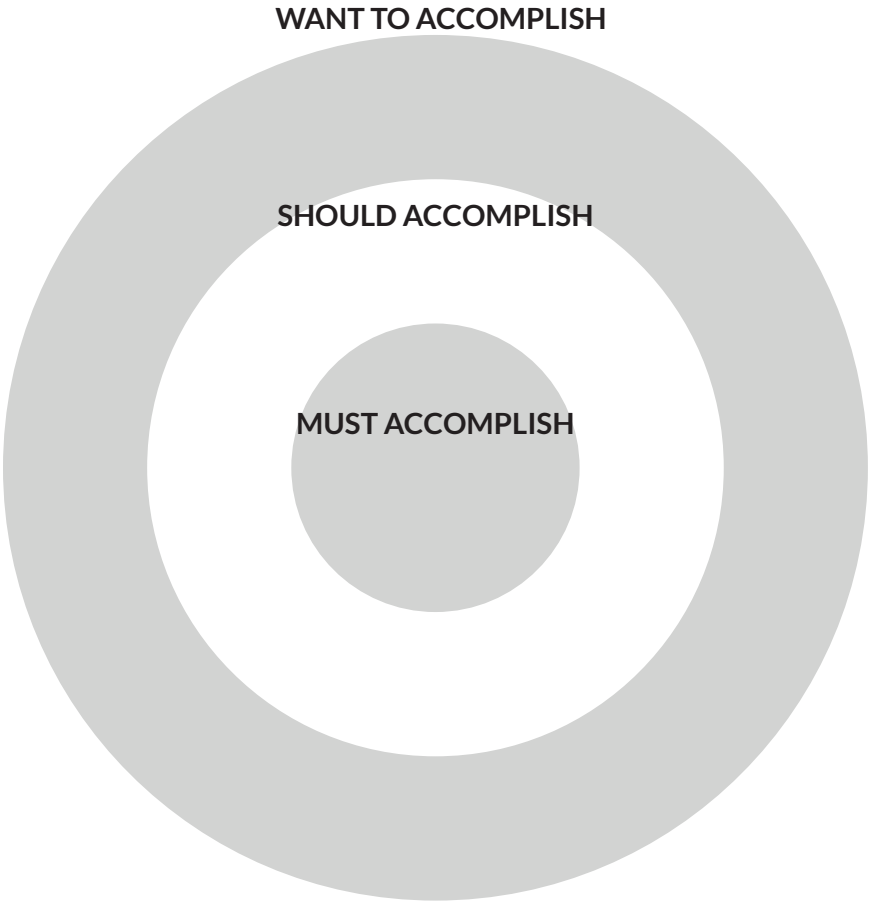
## Firearms, Explosive or Incendiary Devices

Sigma Tau Gamma and its members must comply with all federal, state, provincial, local laws and campus policy as it relates to firearms or explosive or incendiary devices.

Firearms or explosive or incendiary devices are prohibited from the chapter facility and at all fraternity activities or events.

# ACTION PLAN

Identify the goal you WANT to accomplish, SHOULD accomplish, and MUST accomplish during your term as Chapter President.



# WE'RE IN THE BUSINESS OF SAVING YOU MORE.

Sigm Tau Gamma members could save even more with a special discount on car insurance.

**GEICO**  
MEMBER DISCOUNT



[geico.com/greek/sigmataugamma](http://geico.com/greek/sigmataugamma) |  
1-800-368-2734

Some discounts, coverages, payment plans and features are not available in all states, in all GEICO companies, or in all situations. GEICO contracts with various membership entities and other organizations, but these entities do not underwrite the offered insurance products. Discount amount varies in some states. One group discount applicable per policy. Coverage is individual. In New York a premium reduction may be available. GEICO may not be involved in a formal relationship with each organization; however, you still may qualify for a special discount based on your membership, employment or affiliation with those organizations. GEICO is a registered service mark of Government Employees Insurance Company, Washington, D.C. 20076; a Berkshire Hathaway Inc. subsidiary. GEICO Gecko® image © 1999-2021. © 2021 GEICO. 20\_252241



*[sigtau.org](http://sigtau.org)*