

ATTENDEE GUIDEBOOK

**DIRECTOR OF FINANCE & OPERATIONS
STANDARDS BOARD CHAIRMAN**

JANUARY 6 - 7, 2024





SCHEDULE OVERVIEW

Virtual Webb Academy is a two part experience that is required and outlined in the schedule below.
All times below are listed as Eastern Standard Time.

Saturday, January 6

10:00 AM – 11:00 AM	Tracks (General Welcome Sessions)
11:00 AM – 12:00 PM	Tracks Finance Standards Board
12:00 PM – 12:30 PM	Lunch
12:30 PM – 1:45 PM	Tracks Finance Standards Board
1:55 PM – 3:10 PM	Tracks Finance Standards Board
3:20 PM – 3:35 PM	Tracks Finance Standards Board
3:35 PM – 3:45 PM	Closing and Reminders



SCHEDULE OVERVIEW

Sunday, January 7

10:00 AM – 10:30 AM	Tracks (General Welcome Sessions)
10:30 AM – 12:00 PM	Tracks Finance Standards Board
12:00 PM – 12:30 PM	Lunch
12:30 PM – 1:00 PM	Tracks Finance Standards Board
1:00 PM – 1:50 PM	Tracks Finance Standards Board
2:00 PM – 3:15 PM	Tracks Finance Standards Board
3:15 PM – 3:45 PM	Tracks (General Closing Session)

Attendance and Cancellation

Every attendee who receives this confirmation is expected to participate in both days of required experiences of Virtual Webb Academy. Cancellation of registration or failure to participate in all required sessions of Webb Academy will result in a chapter assessment of \$300.00 per attendee. This fee will be due within 30 days of the program.



PREPARATION

Webb Academy, Sig Tau's annual officer training program, will take place virtually on Saturday, January 6 - 7, 2024. Required officer attendance from each chapter includes the director of finance and operations, and standards board chairman.

Standards Board Chairman

1. Review the [Standards Board Manual](#) and other officer [resources](#).

Director of Finance and Operations

1. Confirm you have Vault Access via your [mySigTau](#) Account.
2. Review the [Chapter Standards and Important Dates and Deadlines](#) and other officer [resources](#).
3. Get familiar with [CrowdChange](#) and all of its [features](#).

Questions? Contact your HQ Staff Liaison or noblemen@sigtau.org



We are excited to have you join us for leadership education and brotherhood!

Saturday, January 6 - Sunday, January 7



Dress Code

Business Casual (dress pants, button down/collared shirt)



Cost

Webb Academy is brought to you by the Sigma Tau Gamma Foundation. There is no cost for chapters to attend this leadership development experience.



Expectations

Webb Academy is a substance-free program. This approach provides an environment conducive to learning and allows us to program in accordance with our Principles.



Internet Connectivity

Webb Academy will be an educational experience taking place 100 percent online this year. Please ensure that you have steady Internet connection, and are in a place free of distractions for the entirety of Webb Academy.



Audio and Video



Audio and Video are required for all sessions.

*Do you require assistance or are you in need of any accommodations?
Email us at noblemen@sigttau.org*



SIG TAU

HEADQUARTERS

Our Standard of Service

Every time we interact and communicate with our members and/or partners we have a choice as to how we handle that interaction. Accordingly, we will make every effort to:

Have a Positive Interaction with Each Individual, and;

- ⤴ Ensure that each interaction makes each person feel like he/she is valued and heard.
- ⤴ Keep the message respectful; delivery is equally important as the message itself.

Provide a Timely Response, Be Accurate, and;

- ⤴ All phone calls, emails, and letters will be acknowledged within a timely manner.
- ⤴ Our responses will be respectful and straightforward

Focus on what we CAN do, not what we CAN'T do, and;

- ⤴ Provide our members and/or partners with choices and solutions.
- ⤴ We will strive to be energetic, creative, and think “outside of the box”.

Our decisions will be member-centric. We exist because of our members. It is our privilege to serve and support every member. We will commit to this agreement. We will always provide personal and social excellence. We strive to ensure that every interaction with us is reflective of **our Principles**.



HEADQUARTERS STAFF

The Headquarters Staff strives to fulfill the Fraternity's strategic plan as set forth by the Board of Directors, supporting the overall Vision and Purpose of Sigma Tau Gamma.

Executive

Buz Barlow, Chief Executive Officer
Lindsay Berg, Member Support Specialist

Collegiate Services

Adam Kowalski, Chief Operations Officer
Angel Gonzales, Member Wellness & Programming Manager
Madison Hobson, Chapter Success Manager
Brandon Bennett, Chapter Success Coordinator

Communications

Jeremy Harrington, Strategic Brand Manager

Business Operations

Angie Sanders, Chief Financial Officer
Jill West, Finance Coordinator

Foundation

Richard Harguindeguy, Transformational Gift and Development Manager

WPN Housing Company

Aubre Champ, WPN Property Accountant



MEMBER SAFETY AND 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.



MEMBER SAFETY AND WELLNESS POLICY

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.



MEMBER SAFETY AND WELLNESS POLICY

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.



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 March 31 and October 31.
9. Chapter elects new officers in November and updates contact information for all officers in Vault by December 1.
10. Member Safety & Wellness 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 Crowd Changeto raise funds for Special Olympics.

*Member Safety Fee is due, in full, by October 1



1980's - Webb Academy in
Warrensburg, MO

2014 - Webb Academy in
Warrensburg, MO



1980's - Webb Academy in
Warrensburg, MO



2016 - Webb Academy in
Kansas City, MO



2017 - Webb Academy in
Kansas City, MO



1980's - Webb Academy in
Warrensburg, MO

