



PLAN Your Work & Work Your PLAN

WITH THE NEW YEAR, THERE COMES CHANGES IN THE SIGMA TAU GAMMA CHAPTER MANAGEMENT PROGRAM. THE CHANGES REFLECT THE CHANGING LANDSCAPE OF OUR GREEK COMMUNITIES. AS NEW CHAPTER OFFICERS, IT IS YOUR RESPONSIBILITY TO LEAD CHANGE AND IMPLEMENT THE NEW CHAPTER MANAGEMENT PROGRAM.

The changes in the chapter management program implement the use of committees to oversee projects. The new management program is structured to have committees overseeing many of the offices, which were previously held by one brother. These committees will have a chairman, but they offer an opportunity for more brothers to be involved in that aspect of the chapter operations.

During the Academy of Principled Leaders, Chapter Presidents began work on their chapter plan books. These plan books should be completed and sent to your District Director by the end of this month. Your District Director will have a chance to review your book and then discuss it with you at your Regional Conclave. Completing a chapter plan book will help you identify the areas in which your chapter needs to improve. It is the first step in planning for future chapter successes. Remember, if you fail to plan, you plan to fail.

Elected Officers and Divisions

There are four divisions in the chapter management program each administered by an elected vice president. The vice presidents are equal. However, in the absence of the president, there is a line of succession. It is: 1) Executive Vice President, 2) Vice President of Membership, 3) Vice President of Programs, 4) Vice President of Finance. Most other positions come under the administration of one of the divisions. Members filing these positions are generally appointed by the office in charge of the division, with the advice and consent of the chapter at large.

Appointed Offices

There are many important leadership roles in the fraternity. Many are carried out by members appointed to functional offices, while others involve participation as committee members. Often a member will serve in more than one role. For example, a member serving as chapter secretary will likely also serve as a member of a recruitment committee and perhaps even as a big brother in the fraternal education program, thereby fulfilling three important chapter functions. The quality of a member's service in an appointed office is the key criteria for determining suitability for an elected office.

President and Executive Committee

The *President* is the chief elected officer of the chapter. 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 mission, governance, goals, and expectations throughout the brotherhood.

The President also serves as chairman of the chapter Executive Committee. *The Executive Vice President, Vice President of Membership, Vice President of Programs and Vice President of Finance* serve with the President as voting members of the committee. Together they form a collaborative leadership council. As elected officers, they are all responsible to the full membership of the chapter. However, the chapter President is responsible for monitoring each vice president's performance related to chapter goals. The president sets the agenda and must use the agenda to keep the chapter's leadership on track.

The officers appointed by the President serve as ex-officio non-voting members of the Executive Committee. The non-elected officers are directly responsible to and supervised by the President. All officer and committee appointments are subject to the advice and consent of

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the chapter. Advice and consent means that the chapter shall, by simple majority vote either approve or disapprove an appointment, but may not select through a nomination and election procedure an alternate person for the post.

Treasurer: The *Chapter Treasurer* is appointed by the Chapter President and is responsible to the Executive Committee. His duties include:

- a) collection of chapter dues and other receipts,
- b) deposit of funds in chapter bank accounts,
- c) balancing the chapter financial records and bank accounts monthly,
- d) preparation and distribution of monthly financial statements to the chapter, and
- e) preparation of annual tax reports.

The Treasurer serves as an ex-officio non-voting member of the Executive Committee. Accounting duties are distributed between the Treasurer and Vice President of Finance to comply with accounting rules designed to guard against errors and embezzlement. Therefore, one member may not serve in both capacities.

Secretary: The *Chapter Secretary* is responsible for:

- a) taking and keeping the minutes of the meetings of the Executive Committee and the full chapter,
- b) preparing and submitting the required reports to the Fraternity Headquarters,
- c) maintaining the roll of initiates and chapter directory.

Communications and Public Relations Director: The *Communications and Public Relations Director* is responsible for both internal chapter communication and external community public relations. Duties include:

- a) maintain the chapter bulletin board,
- b) organizing and coordinating the chapter telephone tree,
- c) facilitating E-mail communications,
- d) managing the chapter World Wide Web site,
- e) communications with local news media,
- f) submission of chapter and alumni news to the Editor of *The Saga of Sigma Tau Gamma*, and
- g) the promotion of good relationships with the college or university and local community.

A *Web Master* may assist the Communications and Public Relations Director, but the Web Master does not serve on the Executive Committee.

Sergeant at Arms: The *Sergeant at Arms* is responsible for meeting room preparation and meeting order and function. He also serves as the Parliamentarian, resolving questions of meeting procedure.

Executive Vice President and the Executive Division

The *Executive Vice President* is an elected officer of the chapter and a voting member of the Executive Committee. He also administers the Executive Division where he is responsible for Scholarship, Risk Management, and Interfraternity Council representation. The Executive Vice President has authority to appoint the chairmen and members of the committees in the Executive Division with the advice and consent of the full chapter.

Scholarship Committee: The Executive Vice President is directly responsible for the chapter's scholarship effort and serves as chairman of the Scholarship Committee. The Scholarship Committee should:

- a) set scholarship goals,
- b) monitor each member's academic performance,
- c) sponsor study groups,
- d) provide resource materials,
- e) recognize scholastic achievement, and
- f) foster an atmosphere conducive to study.

He should appoint *Study Group Chairmen* and a *Chapter Librarian* to assist with the programs of the committee.

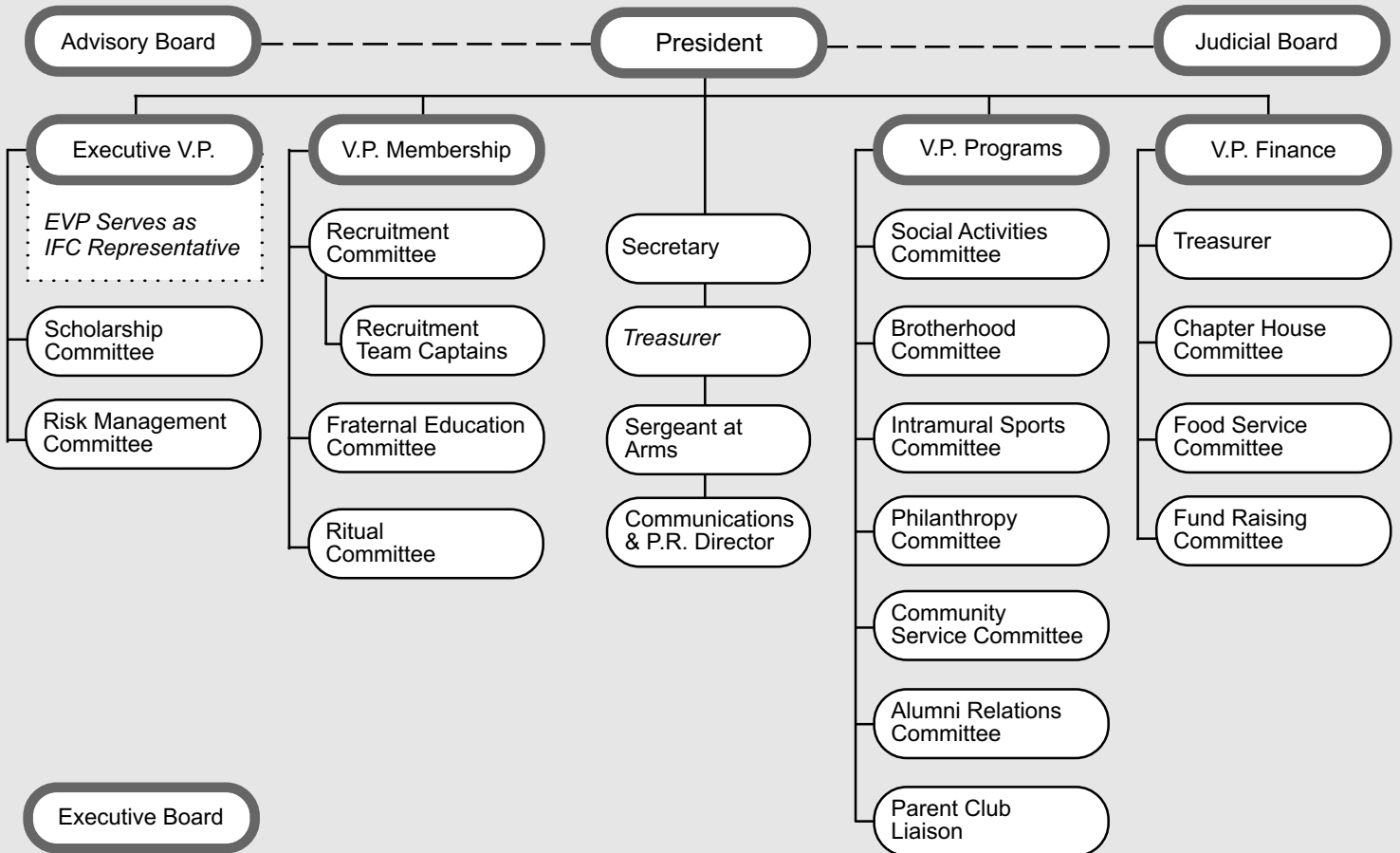
Risk Management Committee: The *Risk Management Chairman* is appointed by the Executive Vice President and is responsible for the chapter's risk management program. The Risk Management Committee should:

- a) promote risk management understanding through regular briefings at chapter meetings,
- b) monitor chapter programs for risk management compliance,
- c) manage the designated driver program,
- d) sponsor educational programs on the responsible use of alcohol, safe sex and physical safety,
- e) sponsor the chapter HIT Squad, and
- f) plan and practice chapter crisis management procedures.

He should appoint the *HIT Squad Leader* and *Designated Driver Coordinator* to assist with the programs of the committee.

IFC Representation: The Executive Vice President is directly responsible for representing the chapter in the campus Interfraternity Council. He should facilitate the involvement of at least one underclassman (freshman or sophomore) as an assistant representative. He should promote the election of chapter members to IFC offices. Where a campus requires the chapter president to service as the IFC representative, the Executive Vice President should become involved as an officer or committee chairman of the IFC.

CHAPTER MANAGEMENT PROGRAM



Judicial Board

The Chapter Judicial Board is composed of three undergraduate members, an alumni member and a chapter advisor. The undergraduate members (together with one alternate) are elected each semester. The Chapter Judicial Board resolves questions of interpretation of the chapter by-laws and has original member discipline jurisdiction.

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

The same publication contains the *Due Process Procedures Policy Statement*. This statement describes exactly how to proceed with issues of individual member discipline. If the Judicial Board fails to follow these procedures as stated, appellate boards will be forced to reduce its decisions.

It would be unfair to elect Judicial Board members after an issue of interpretation is raised, or after a member is charged with a violation requiring Judicial Board action. Therefore, Judicial Board member must be elected at the beginning of each semester.

Vice President of Membership and the Membership Division

The *Vice President of Membership* is an elected officer of the chapter and a voting member of the Executive Committee. As the chief administrator of the Membership Division he is responsible for the process of bringing new members into the fraternity. The Vice President of Membership has authority to appoint the chairmen and members of the committees in the Membership Division with the advice and consent of the full chapter.

Since the addition of new members is vital not only to the survival and prosperity of the chapter, but also to the concept and quality of brotherhood, it is perhaps the most important function of the chapter.

Recruitment Committee: The *Recruitment Chairman* is appointed by the Vice President of Membership and is responsible for leading this committee. Committee functions include:

- a) planning the recruitment drive, including setting the goals, dates, strategy, budget, and promotional themes,
- b) assigning every chapter member to a recruitment function and training him for that function,
- c) developing a prospect list,
- d) maintaining recruitment records and managing member contacts with prospects,
- e) facilitating set-up, supplies and clean-up for recruitment events,
- f) facilitating the selection of prospects and the delivery of bids.

The Recruitment Chairman should appoint *Team Captains*, *Contact Manager*, *Event Coordinator*, and *Promotions Chairman* to assist with the tasks of the committee. Every member not otherwise assigned, from the President on down, is a recruiter on a Recruitment Team and is responsible for recruiting at least one new member each year.

Fraternal Education Committee: The *Fraternal Education Chairman* is appointed by and responsible to the Vice President of Membership for the development and implementation of a fraternal education program designed to orient new members. The program should closely follow the Fraternity's approved 18 Link Program. The program should involve respected members who serve as mentors to new members with the title *Big Brothers*.

Ritual Committee: The task of bringing new members into the fraternity is not complete until they have been conducted through the Ritual of Initiation. The *Ritual Chairman* is appointed by and responsible to the Vice President of Membership. He is charged with organizing and directing a *Ritual Team* that should practice and perform the ritual. The Ritual Committee is also responsible

for conducting the Associate Member Ritual and for maintaining the ritual equipment. The Ritual Chairman should assure that the ritual is properly conducted at meetings and should share a "ritual minute" at meetings, helping members to remember the important lessons of the ritual. Singing together is an important fraternal practice and the Ritual Committee should also include a *Song Leader* who teaches and leads the traditional songs of Sigma Tau Gamma.

Vice President of Programs and the Programs Division

The *Vice President of Programs* is an elected officer of the chapter and a voting member of the Executive Committee. As the chief administrator of the Programs Division he is responsible for the chapters' brotherhood building program, athletic programs and service activities. These programs bring to life the "product" of the chapter. They are why men join. The quality of these programs is a measure of chapter quality. The Vice President of Programs has authority to appoint the chairmen and members of the committees in the Programs Division with the advice and consent of the full chapter.

Social Activities Committee: The premiere social function of the year is the formal dinner dance called the White Rose Formal. The White Rose Formal is generally held during the spring semester. The major fall semester event is homecoming, which is primarily run by the Alumni Relations Committee. The Social Activities Committee also plans and conducts the chapter's other theme-based events. Minor events such as card parties and exchanges with sororities should also be planned by the Social Activities Committee. The *Social Chairman* is appointed by and responsible to the Vice President of Programs. Other committee members include the *White Rose Formal Chairman* and such other event chairmen as are needed.

Brotherhood Committee: The *Brotherhood Chairman* is appointed by and responsible to the Vice President of Programs for brotherhood building and fraternal education activities. This committee should plan at least one non-meeting activity per week. Both, a regular weekly chapter dinner and intra-chapter sports event are recommended. The sports events can include foosball, billiards, and bowling events as well as pickup basketball and flag football games. Video game events should be avoided because they do not foster the social interaction that builds brotherhood. The Brotherhood Committee also facilitates the chapter's annual planning retreat and the chapters awards program. Committee members include the *Brotherhood Dinner Coordinator*, *Sports Event Coordinator*, *Retreat Coordinator*, *Awards Chairman* and assistants as needed.

Intramural Sports Committee: The *Athletic Director* is appointed by and responsible to the Vice President of Programs for the chapter's participation in the campus sponsored intramural athletic program and the maintenance of the chapter's athletic equipment. Other committee members include the requisite *Team Coaches*.

Philanthropy Committee: The *Philanthropy Chairman* is appointed by and responsible to the Vice President of Programs for the chapter's participation in Books-for-Kids and other philanthropic activities selected by the chapter. The activities should include both chapter-sponsored philanthropies and participation in IFC sponsored philanthropies. Fellowship Day, February 28, is set aside for a major philanthropic event followed by a brotherhood dinner. Committee members include the *Books-for-Kids Chairman, Fellowship Day Chairman* and such other philanthropy chairmen as needed.

Community Service Committee: The *Community Service Chairman* is appointed by and responsible to the Vice President of Programs for the chapter's non-fund raising community service activities. This committee should select a project in which the chapter members physically assist those in need. Visiting elderly folks in a nursing home, doing fall yard work for a disabled person, or coaching youth sports are examples.

Alumni Relations Committee: The *Alumni Relations Chairman* is appointed by and responsible to the Vice President of Programs. Committee responsibilities include maintaining the alumni file, communications with alumni including the chapter newsletter and planning alumni events. Members include the *Newsletter Editor, Homecoming Chairman* and *Founder's Day Chairman*.

Parents Club Liaison: The *Parents Club Liaison* is appointed by and responsible to the Vice President of Programs. His responsibilities include maintaining a parents club contact roster, communications with the parents club officers, distributing the chapter newsletter to parents, and planning parents-day events and projects.

Vice President of Finance and the Finance Division

The *Vice President of Finance* is an elected officer of the chapter and a voting member of the Executive Committee. The Vice President of Finance is not just a glorified treasurer. He is the chief administrator of the Finance Division where he administers the monetary and housing functions of the chapter. He also leads the Executive Committee in the development of a chapter budget. The Vice President of Finance has authority to appoint the chairmen and members of the committees in the Finance Division with the advice and consent of the full chapter.

In order to provide for the segregation of financial duties, the Vice President of Finance authorizes and signs for the disbursement of funds but does not collect and account for funds. Those functions are vested in the Treasurer.

Treasurer: The *Chapter Treasurer* is appointed by the Chapter President and is responsible to the Executive Committee. His duties are explained in the Executive Division discussion above. The Treasurer serves as an ex-officio non-voting member of the Executive Committee. Accounting duties are distributed between the Treasurer and Vice President of Finance to comply with accounting rules designed to guard against errors and embezzlement. Therefore, one member may not serve in both capacities.

Chapter Housing Committee: Chapter housing must be owned or leased by an incorporated chapter alumni association. The *House Manager* and *House Treasurer* are appointed by and responsible to the chapter alumni association. The House Manager is responsible for maintaining order in the chapter house, and for the house duty rosters, including assigning and coordinating each member's housekeeping, repair and upkeep duties. The House Treasurer is responsible for collecting and accounting for rent and parlor fees. A member may not be both the House Manager and House Treasurer. The Housing Chairman of the chapter alumni association serves as an ex-officio member and chairman of the Chapter Housing Committee.

Food Service Committee: If the chapter operates a food service, the Vice President of Finance appoints a *Food Service Manager* who is responsible for the preparation of menus and the maintenance of the food supply, kitchen, utensils and appliances. He is also responsible for the duty roster, assigning and coordinating participant food service duties. The *Food Service Treasurer*, also appointed by the Vice President of Finance, is responsible for collecting and accounting for food service fees. A member may not be both the Food Service Manager and Food Service Treasurer.

Fund Raising Committee: The *Fund Raising Chairman* is appointed by and responsible to the Vice President of Finance for planning, organizing and supervising fund raising projects. Additional fund raising chairmen for specific fund raising projects may be needed. Group labor projects, such as working at an amusement park or cleaning a stadium are the most effective and successful ways of supplementing the chapter budget with fund raising.

Headquarters Headlines January 2002

Three Rivers Regional

When: Feb. 22-23, 2002

Where: Holiday Inn
Pittsburgh Central/Greentree
Pittsburgh, PA

Reservations: Call hotel
direct 412-922-8100

Room Rate: \$75

Great Lakes Regional

When: March 1-2, 2002

Where: Howard Johnson
Plaza Hotel
Madison, WI

Reservations: Call hotel
direct 608-251-5511

Room Rate: \$89/\$99

Great Plains Regional

When: Feb. 22-23, 2002

Where: Holiday Inn Riverport
Airport
St. Louis, MO

Reservations: Call hotel
direct 314-298-3400

Room Rate: \$65

Atlantic Coast Regional

When: Feb. 22-23, 2002

Where: Marriott Springfield
Springfield, MA

Reservations: Call Marriott
direct 800-228-9290

Room Rate: \$85

Southern Regional

When: March 8-9, 2002

Where: Hilton Hotel
Oklahoma City, OK

Reservations: Call hotel
direct 405-848-4811

Room Rate: \$69

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